



**WINTERVILLE TOWN COUNCIL AGENDA  
MONDAY, NOVEMBER 8, 2021 - 7:00 PM  
WINTERVILLE TOWN HALL ASSEMBLY ROOM  
(LIMITED IN-PERSON ATTENDANCE)**

- I. **CALL TO ORDER.**
- II. **INVOCATION.**
- III. **PLEDGE OF ALLEGIANCE.**
- IV. **WELCOME.**
- V. **APPROVAL OF AGENDA.**
- VI. **PROCLAMATIONS:**
  1. Veterans Day – November 11, 2021.
- VII. **PUBLIC HEARINGS:**
  1. Holly Grove, Section 2 Annexation.
  2. Zoning Text Amendment – Dimensional Requirements for R-10.
- VIII. **PUBLIC COMMENT:** *The Public Comment period of thirty minutes provides an opportunity for residents to comment on any item included in the agenda or to address the Town Council on any other matter related to the Town of Winterville. For an item included in the Public Hearing section of the agenda, residents should address the Council at the time the Mayor invites public comment on the item. No public comment may be made to the Council during the meeting, except during the Public Comment period or as part of a Public Hearing. Individual speakers are limited to a maximum of three minutes, and no more than three speakers may address the Council on a single matter. The Town Council may elect to take no action on the matter addressed by a speaker, may schedule the matter for further consideration at a future Council meeting, or may refer the matter to Town staff for disposition. Copies of the Town Public Comment Policy are available in the rear of the Assembly Room.*
  1. Christine Siemion, Robert Siemion, and Tonya Chum: Stormwater Concerns.
- 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:
    - October 11, 2021 Regular Meeting Minutes.
  2. Set Public Hearing for December 13, 2021: Sutton Capital Group – Rezoning Request.
  3. Direct Town Clerk to Investigate the Sufficiency of Annexation for Kenneth Allen Property at 386 Vernon White Road (Parcel 33103).
  4. Noise Ordinance Changes: Schedule Public Hearing for December 13, 2021.
  5. Appointment to Local Firefighter’s Relief Fund Board of Trustees.

**X. OLD BUSINESS:**

1. Cemetery Expansion Project Update.
2. Parking Plan and Traffic Flow Update.
3. 3-Way Stop Sign Ordinance – East Main Street and Brook Lane.

**XI. NEW BUSINESS:**

1. Blueberry Subdivision – Preliminary Plat.
2. Wooten Company General Consulting Contract.
3. Renewal of Application/Designation of Certified Retirement Community.

**XII. OTHER AGENDA ITEMS:**

1. Write a letter to the Postal Service and Federal Elected Officials requesting another building for the Winterville Post Office. (Councilman Moore).
2. Crosswalk on Cooper Street at Church Street. (Mayor Pro Tem Hines).

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

**XIV. ANNOUNCEMENTS:**

1. Thursday, November 11, 2021: Town Offices Closed for the Veterans Day Holiday.
2. Thursday, November 11, 2021 @ 2:00 pm: Veterans Day Ceremony – Flagpole in front of Police Station.
3. Monday, November 15, 2021 @ 7:00 pm: Planning and Zoning Board Meeting: - Town Hall Assembly Room.
4. Tuesday, November 16, 2021 @ 7:00 pm: Board of Adjustment Meeting: - Town Hall Assembly Room.
5. Tuesday, November 23, 2021 @ 6:30 pm: Recreation Advisory Board: - Operation Center.
6. Thursday, November 25 and Friday November 26, 2021: Town Offices Closed for the Thanksgiving Holidays.
7. Saturday, December 4, 2021: Christmas Activity Day.
  - 1:00 pm – 7:00 pm: Market.
  - 2:00 pm: Parade.
  - 6:00 pm: Tree Lighting Ceremony.

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

**XVI. CLOSED SESSION:**

**NCGS § 143-318.11. (a) (5)** To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract. (Acquisition of Real Property).

**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:** November 8, 2021

**Presenter:** Donald Harvey, Town Clerk

**Item to be Considered**

**Subject:** Proclamation - November 2021.

**Action Requested:** None.

**Attachment:** Proclamation.

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

**Date:** 10/27/2021

**ABSTRACT ROUTING:**

TC: 11/1/2021

TM: 11/3/2021

Final: tjp - 11/3/2021

**Supporting Documentation**

Presentation of the following, attached Proclamation:

- Veterans Day.

**Budgetary Impact:** NA.

**Recommendation:** NA.



## **PROCLAMATION** **Veterans Day**

**WHEREAS**, our community has a continuing sense of gratitude to those who have given so much in the defense of the freedoms which we all continue to enjoy; and

**WHEREAS**, on this patriotic occasion, let us all commit ourselves to the great need of fostering a spirit of rededication to the ideals that have served as the foundation of this great country – “One nation, under God, indivisible, with liberty and justice for all.”

**WHEREAS**, America has called on her men and women in uniform to protect our national security, to advance our national interests and to preserve our rights and freedoms; and

**WHEREAS**, on Veterans Day we recognize the men and women of our Armed Forces who have valiantly defended these values throughout our Nation’s history; and

**WHEREAS**, on Veterans Day we also remember those whose sacrifice ended in permanent injury or death, yet their spirit remains in continued preservation of our freedoms and the promise of liberty established as an example for all oppressed persons of the world; and

**WHEREAS**, in honor of these dedicated men and women, we pledge continued defense of our nation so that their sacrifice will stand before the entire world as a tribute to the spirit and determination of people dedicated to the principals of freedom and democracy.

**NOW, THEREFORE**, the Winterville Town Council does hereby proclaim November 11, 2021 as Veterans Day in the Town of Winterville, North Carolina and calls upon our citizens to observe this day with appropriate manners in honor of veterans, both living and deceased, who have served this country so willingly to preserve the principles of justice, freedom and democracy; to fly the flag; and let our veterans know we appreciate their great sacrifice.

**IN WITNESS WHEREOF**, I do set my hand, and cause the seal of Winterville to be affixed this 8<sup>th</sup> day of November 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:** November 8, 2021

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

**Subject:** Holly Grove, Section 2 - Annexation (Parcels 07841 and 85535).

**Action Requested:** Hold the Public Hearing.

**Attachment:** Annexation Petition, Annexation Map, Legal Description, Resolution Directing Clerk to Investigate Sufficiency, Certificate of Sufficiency, Draft Annexation Ordinance (21-O-111).

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

**Date:** 10/27/2021

**ABSTRACT ROUTING:**

TC: 11/1/2021

TM: 11/3/2021

Final: tlp - 11/3/2021

**Supporting Documentation**

The property owner (Carolina Eastern Homes, LLC) of Parcels 07841 and 85535 (Holly Grove, Section 2) is applying for annexation into the Town limits.

**Holly Grove, Section 2:**

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

**Size:** 33 Lots, 13.61 Acres.

**Zoned:** 12.5 CD.

Annexation Process:

- ❖ 1<sup>st</sup> Council Meeting: Direct Town Clerk to Investigate the Sufficiency of the Annexation (9/13/2021).
- ❖ 2<sup>nd</sup> Council Meeting: Schedule a Public Hearing for the Annexation (10/11/2021).
- ❖ 3<sup>rd</sup> Council Meeting: Hold Public Hearing on the Annexation (11/8/2021).

**Budgetary Impact:** TBD.

**Recommendation:** Hold the Public Hearing.

PETITION REQUESTING ANNEXATION

Date: 26 AUGUST 2021

To the Mayor and Town Council of the Town of Winterville:

1. We the undersigned owners of real property respectfully requested that the area described in Paragraph 2 below be annexed to the Town of Winterville.

2. The area to be annexed is contiguous to the Town of Winterville and the boundaries of such territory are as follows:

Description

Carolina Eastern Homes LLC  
Name RIDALE BRIM - Member MANAGER Address 710 ARENDELL ST, SUITE 201  
Signature  MOREHEAD CITY NC 28557

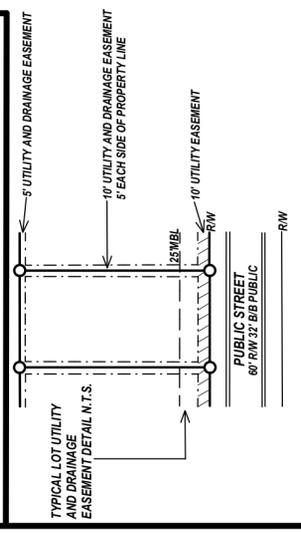
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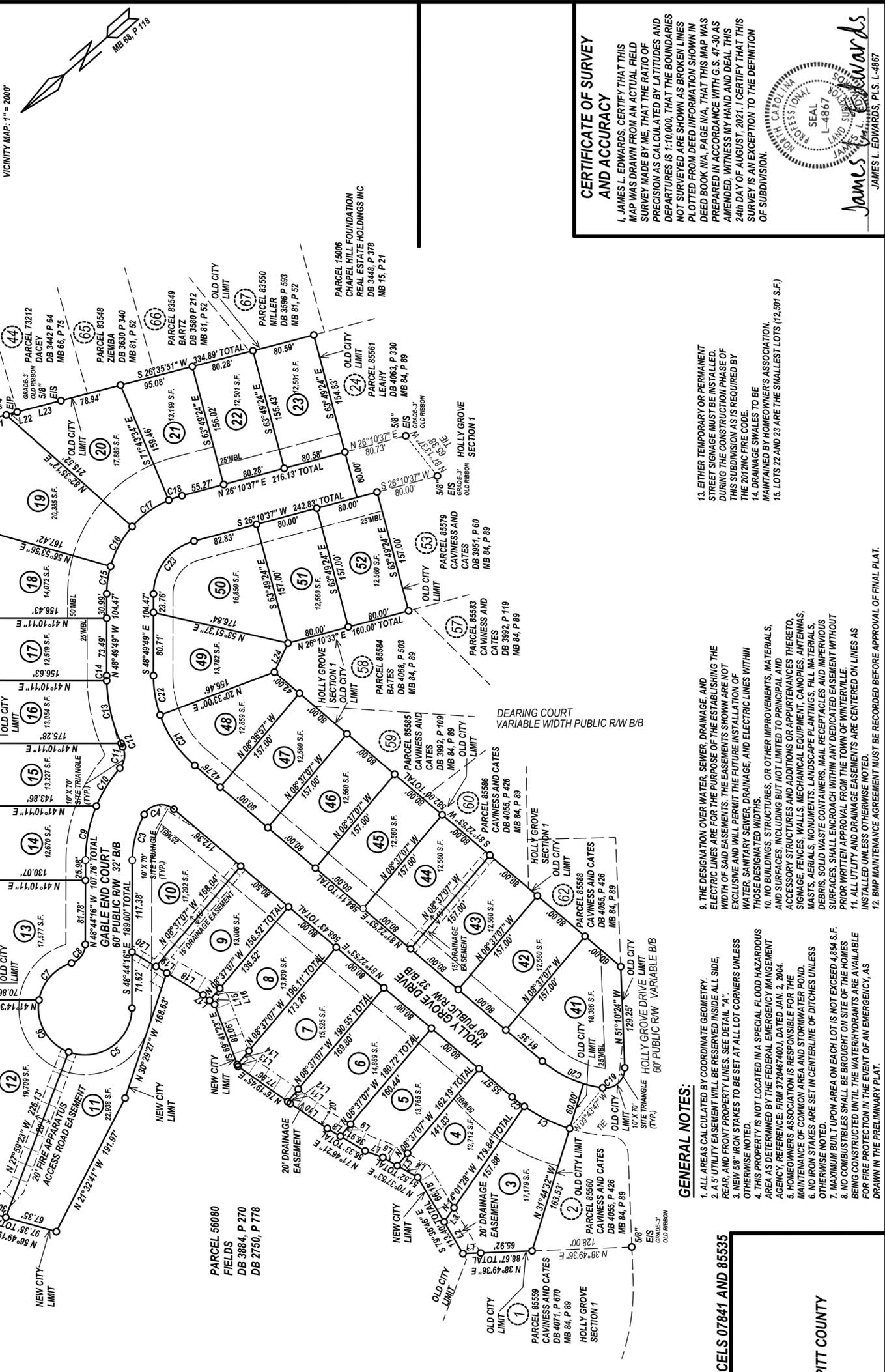
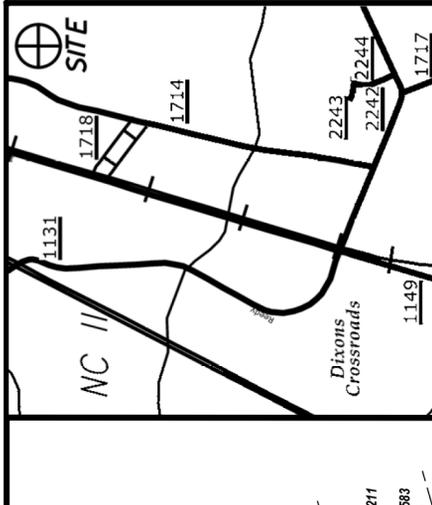
**LEGEND:**  
 NIS = NEW #5 REBAR  
 NPS = NO POINT SET  
 EIP = EXISTING IRON PIPE  
 PP = POWER POLE  
 EIS = EXISTING IRON STAKE  
 B/B = BACK OF CURB TO BACK OF CURB  
 R/W = RIGHT OF WAY  
 NPK = NEW PK NAIL  
 CLR INT = CENTERLINE ROAD INTERSECTION  
 MBL = MINIMUM BUILDING LINE  
 ERRS = EXISTING RAILROAD SPIKE  
 ---X--- = FENCE  
 ---E--- = OVERHEAD ELECTRIC  
 --- = NOT TO SCALE



**SITE DATA:**  
 TOTAL AREA IN TRACT = 13.61 ACRES  
 TOTAL AREA EXCLUDING R/W = 11.21 ACRES  
 (R/W = 2.40 ACRES)  
 NUMBER OF LOTS CREATED = 33  
 AREA IN COMMON = 0  
 AREA IN PARKS, RECREATION AREAS, AND THE LIKE = 0  
 LINEAR FEET IN STREETS = 2,290 L.F.  
 ZONING CLASSIFICATION = R-12.5  
 AVERAGE LOT SIZE = 14,547 S.F. (R-12.5)

**EASEMENT NOTES:**  
 1. WATER MAINS AND SERVICES HAVE 10' UTILITY EASEMENTS CENTERED ON LINES AS INSTALLED INCLUDING THOSE EXTENDING INTO SECTION 2.  
 2. SANITARY SEWER MAINS AND SERVICES HAVE 20' UTILITY EASEMENTS CENTERED ON LINES AS INSTALLED INCLUDING THOSE EXTENDING INTO SECTION 2.  
 3. SANITARY SEWER MAINS LESS THAN 6' DEEP HAVE A 20' UTILITY EASEMENT CENTERED ON SEWER LINES AS INSTALLED.  
 4. SANITARY SEWER MAINS 6'-15' HAVE A 30' UTILITY EASEMENT CENTERED ON SEWER LINES AS INSTALLED.  
 5. SANITARY SEWER MAINS GREATER THAN 15' DEEP HAVE A 40' EASEMENT CENTERED ON SEWER LINE AS INSTALLED.

**STORM DRAINAGE WIDTHS:**  
 15" RCP = 10' EASEMENT  
 18" RCP = 15' EASEMENT  
 24" RCP = 20' EASEMENT  
 30" RCP = 25' EASEMENT  
 36" RCP = 30' EASEMENT  
 42" RCP = 35' EASEMENT  
 48" RCP = 40' EASEMENT  
 ALL OTHERS ARE 10' WIDE  
 DITCHES = AS NOTED.



**CURVE TABLE**

|     |                 |        |           |
|-----|-----------------|--------|-----------|
| C1  | CH-S 67-07-00 W | 64.68' | R=270.00' |
| C2  | CH-N 78-40-42 E | 19.81' | R=270.00' |
| C3  | CH-S 34-13-26 E | 60.15' | R=270.00' |
| C4  | CH-S 30-50-09 W | 38.61' | R=25.00'  |
| C5  | CH-S 05-28-01 W | 98.54' | R=60.00'  |
| C6  | CH-N 78-44-43 W | 76.46' | R=60.00'  |
| C7  | CH-N 07-30-09 W | 62.99' | R=60.00'  |
| C8  | CH-N 12-17-25 W | 29.70' | R=25.00'  |
| C9  | CH-N 37-28-03 W | 70.00' | R=180.00' |
| C10 | CH-N 17-04-38 W | 56.93' | R=180.00' |
| C11 | CH-N 41-14-13 W | 27.94' | R=25.00'  |
| C12 | CH-N 73-49-24 W | 63.71' | R=270.00' |
| C13 | CH-N 61-53-01 W | 82.12' | R=270.00' |
| C14 | CH-N 49-43-08 W | 63.32' | R=270.00' |
| C15 | CH-N 40-57-56 W | 35.38' | R=190.00' |
| C16 | CH-N 20-15-27 W | 57.80' | R=190.00' |
| C17 | CH-N 05-25-49 E | 17.92' | R=190.00' |
| C18 | CH-N 22-13-32 E | 77.92' | R=190.00' |
| C19 | CH-N 01-16-36 W | 38.24' | R=25.00'  |
| C20 | CH-N 65-00-16 E | 84.61' | R=190.00' |
| C21 | CH-S 83-30-39 E | 78.19' | R=190.00' |
| C22 | CH-S 58-36-57 E | 50.99' | R=190.00' |
| C23 | CH-S 11-19-36 E | 85.23' | R=70.00'  |
| C24 | CH-S 23-37-11 E | 40.90' | R=70.00'  |

**LINE TABLE**

|     |              |        |
|-----|--------------|--------|
| L1  | N 38-49-36 E | 22.75' |
| L2  | S 79-36-46 E | 47.22' |
| L3  | N 14-01-28 W | 21.96' |
| L4  | N 70-37-53 E | 30.25' |
| L5  | N 08-37-07 W | 20.36' |
| L6  | N 70-37-53 E | 24.27' |
| L7  | N 61-04-55 E | 24.27' |
| L8  | N 71-46-21 E | 19.42' |
| L9  | N 08-37-07 W | 20.36' |
| L10 | N 75-07-59 E | 57.13' |
| L11 | N 76-10-45 E | 4.07'  |
| L12 | N 08-37-07 W | 20.75' |
| L13 | S 69-47-23 E | 2.86'  |
| L14 | N 08-37-07 W | 22.85' |
| L15 | N 08-37-07 W | 20.00' |
| L16 | N 08-37-07 W | 20.00' |
| L17 | N 08-37-07 W | 20.00' |
| L18 | N 08-37-07 W | 20.00' |
| L19 | N 08-37-07 W | 20.00' |
| L20 | N 08-37-07 W | 20.00' |
| L21 | N 08-37-07 W | 20.00' |
| L22 | N 08-37-07 W | 20.00' |
| L23 | N 08-37-07 W | 20.00' |
| L24 | N 08-37-07 W | 20.00' |

**PARCEL 50080 FIELDS**  
 DB 3884, P 270  
 DB 2750, P 778

**PARCEL 85559 CAVINESS AND CATES**  
 DB 4071, P 670  
 MB 84, P 89

**PARCEL 85580 HOLLY GROVE SECTION 1**  
 DB 4055, P 426  
 MB 84, P 89

**PARCEL 85588 CAVINESS AND CATES**  
 DB 3992, P 109  
 MB 84, P 89

**PARCEL 85589 CAVINESS AND CATES**  
 DB 3991, P 80  
 MB 84, P 89

**PARCEL 85591 CAVINESS AND CATES**  
 DB 3992, P 119  
 MB 84, P 89

**PARCEL 85592 CAVINESS AND CATES**  
 DB 3991, P 80  
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**PARCEL 85593 CAVINESS AND CATES**  
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**PARCEL 85594 CAVINESS AND CATES**  
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**PARCEL 85694 CAVINESS AND CATES**  
 DB 4068, P 303  
 MB 84, P 89

**PARCEL 85695 CAVINESS AND CATES**  
 DB 4068, P 303  
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**PARCEL 85696 CAVINESS AND CATES**  
 DB 4068, P 303  
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**PARCEL 85697 CAVINESS AND CATES**  
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**PARCEL 85698 CAVINESS AND CATES**  
 DB 4068, P 303  
 MB 84, P 89

**PARCEL 85699 CAVINESS AND CATES**  
 DB 4068, P 303  
 MB 84, P 89

**PARCEL 85700 CAVINESS AND CATES**  
 DB 4068, P 303  
 MB 84, P 89

**PARCEL 85701 CAVINESS AND CATES**  
 DB 4068, P 303  
 MB 84, P 89

**PARCEL 85702 CAVINESS AND CATES**  
 DB 4068, P 303  
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**PARCEL 85703 CAVINESS AND CATES**  
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**PARCEL 85704 CAVINESS AND CATES**  
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**PARCEL 85705 CAVINESS AND CATES**  
 DB 4068, P 303  
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**PARCEL 85706 CAVINESS AND CATES**  
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**PARCEL 85707 CAVINESS AND CATES**  
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**PARCEL 85708 CAVINESS AND CATES**  
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**PARCEL 85709 CAVINESS AND CATES**  
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**PARCEL 85710 CAVINESS AND CATES**  
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**PARCEL 85711 CAVINESS AND CATES**  
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**PARCEL 85712 CAVINESS AND CATES**  
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**PARCEL 85713 CAVINESS AND CATES**  
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**PARCEL 85715 CAVINESS AND CATES**  
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**PARCEL 85716 CAVINESS AND CATES**  
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**PARCEL 85717 CAVINESS AND CATES**  
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**PARCEL 85718 CAVINESS AND CATES**  
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**PARCEL 85721 CAVINESS AND CATES**  
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**PARCEL 85722 CAVINESS AND CATES**  
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**PARCEL 85738 CAVINESS AND CATES**  
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**PARCEL 85739 CAVINESS AND CATES**  
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**PARCEL 85741 CAVINESS AND CATES**  
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**PARCEL 85742 CAVINESS AND CATES**  
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**PARCEL 85748 CAVINESS AND CATES**  
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**PARCEL 85749 CAVINESS AND CATES**  
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**PARCEL 85750 CAVINESS AND CATES**  
 DB 4068, P 303  
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**Holly Grove, Section 2 - Legal Description  
(Parcels 07841 and 85535).**

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

Beginning at an existing iron stake, being the Northwestern Property Corner for Lot 2, and being located in the Eastern Property Line of Lot 1, said point being located N 38-49-36 E 128.00 feet from the Property Corner of Lots 1 and 2 in the Northern Right of Way of Holly Grove Drive, thence N 38-49-36 E 88.67 feet to a No Point Set in the centerline of a ditch, thence with the centerline of said ditch S 79-36-46 E 113.40 feet to another No Point Set in the centerline bend of a ditch, thence N 70-37-53 E 51.52 feet with the centerline of a ditch to another No Point Set in the centerline bend of a ditch, thence N 61-04-55 E 24.22 feet with the centerline of said ditch to a No Point Set in the bend of the ditch, thence N 71-46-21 E 56.33 feet with the centerline of said ditch to a bend in the ditch, thence N 75-07-59 E 57.13 feet with the centerline of said ditch to a No Point Set in the bend of the ditch, thence N 76-19-45 E 4.07 feet with the centerline of said ditch to a No Point Set in the bend of the ditch thence N 76-19-45 E 77.96 feet with the centerline of said ditch to a No Point Set in the bend of a ditch, thence S 69-41-23 E 2.68 feet with the centerline of said ditch to a No Point Set in the bend of the ditch, thence S 69-41-23 E 82.06 feet with the centerline of said ditch to a No Point Set in a bend in the ditch, thence N 80-39-05 E 8.18 feet with the centerline of said ditch to a No Point Set in a bend in the ditch, thence N 80-39-05 E 11.01 feet with the centerline of said ditch to a No Point Set in a bend in the ditch, thence N 72-04-58 E 54.47 feet with the centerline of said ditch to a No Point Set in a bend in the ditch, thence N 30-29-27 W 168.63 feet to a New Iron Set, thence N 21-32-41 W 191.97 feet to a New Iron Set, thence N 56-49-19 E 97.35 feet to a New Iron Set, thence S 48-45-24 E 1009.94 feet to an Existing Iron Pipe, thence S 26-29-33 W 27.91 feet to an Existing Iron Pipe, thence S 26-29-33 W 14.50 feet to a New Iron Stake, thence S 26-37-11 W 57.92 feet to an Existing Iron Stake, thence S 26-35-51 W 334.89 feet to a New Iron Set, thence N 63-49-24 W 214.83 feet to a No Point Set, thence S 26-10-37 W 26.70 feet to a New Iron Set, thence N 63-49-24 W 157.00 to a New Iron Stake, thence N 26-10-33 E 160.00 feet to a New Iron Set, thence N 23-37-11 W 40.90 to a New Iron Set, thence S 81-22-53 W 582.00 feet to a New Iron Set, thence N 51-10-24 W 129.25 to a New Iron Set, thence clockwise around a Curve with a 25.00 foot Radius with a Chord of N 01-16-36 W 38.24 feet, thence clockwise around a curve with a 150.00 foot Radius with a Chord of N 53-26-21 E 25.20 feet to a No Point Set, thence N 31-44-32 W 60.00 to the Point of Beginning.

**RESOLUTION DIRECTING THE TOWN CLERK TO INVESTIGATE  
A PETITION RECEIVED UNDER NCGS 160A-31**

**HOLLY GROVE, SECTION 2  
PARCELS 07841 AND 85535**

**WHEREAS**, a petition requesting annexation of an area described in said petition was received August 26, 2021 by the Town Council; and

**WHEREAS**, NCGS 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

**WHEREAS**, the Town Council of the Town of Winterville seems it advisable to proceed in response to this request for annexation.

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

The Town Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify as soon as possible to the Town Council the result of the investigation.

Adopted this the 13<sup>th</sup> day of September 2021.



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

ATTEST:

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

**CERTIFICATE OF SUFFICIENCY**

**HOLLY GROVE, SECTION 2  
PARCELS 07841 AND 85535**

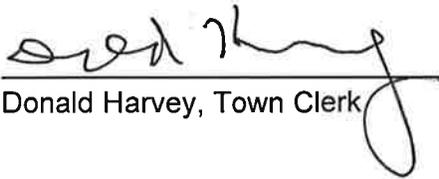
To the Town Council of the Town of Winterville, North Carolina:

I, Donald Harvey, Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described herein, in accordance with NCGS 160A-58.1.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Winterville this the 14<sup>th</sup> day of September 2021.

ATTEST:



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

Town of Winterville  
Annexation Ordinance

Ordinance No: 21-O-111

Property Annexed: Town of Winterville Interconnect Site

Ordinance Adopted: November 8, 2021

Effective Date: November 31, 2021

Mail to:

Town of Winterville  
Attn: Planning Department  
2571 Railroad Street  
Winterville, NC 28590

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE  
TOWN OF WINTERVILLE, NORTH CAROLINA**

**Holly Grove, Section 2 – Annexation**

**WHEREAS**, the Town Council has been petitioned under NCGS 160D to annex the area described below; and

**WHEREAS**, the Town Council has, by resolution, directed the Town Clerk to investigate the sufficiency of the petition; and

**WHEREAS**, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of annexation was held at the Winterville Town Hall at 7:00 pm on November 8, 2021 after due notice was given by publication on October 27, 2021 and November 3, 2021; and

**WHEREAS**, the Town Council finds that the petition meets the requirements of NCGS 160D;

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

**Section 1.** By virtue of the authority granted by NCGS 160D, the following described territory is hereby annexed and made part of the Town of Winterville as of November 30, 2021:

Legal Description for Annexation  
HOLLY GROVE, SECTION 2

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

Beginning at an existing iron stake, being the Northwestern Property Corner for Lot 2, and being located in the Eastern Property Line of Lot 1, said point being located N 38-49-36 E 128.00 feet from the Property Corner of Lots 1 and 2 in the Northern Right of Way of Holly Grove Drive, thence N 38-49-36 E 88.67 feet to a No Point Set in the centerline of a ditch, thence with the centerline of said ditch S 79-36-46 E 113.40 feet to another No Point Set in the centerline bend of a ditch, thence N 70-37-53 E 51.52 feet with the centerline of a ditch to another No Point Set in the centerline bend of a ditch, thence N 61-04-55 E 24.22 feet with the centerline of said ditch to a No Point Set in the bend of the ditch, thence N 71-46-21 E 56.33 feet with the centerline of said ditch to a bend in the ditch, thence N 75-07-59 E 57.13 feet with the centerline of said ditch to a No Point Set in the bend of the ditch, thence N 76-19-45 E 4.07 feet with the centerline of said ditch to a No Point Set in the bend of the ditch thence N 76-19-45 E 77.96 feet with the centerline of said ditch to a No Point Set in the bend of a ditch, thence S 69-41-23 E 2.68 feet with the centerline of said ditch to a No Point Set in the bend of the ditch, thence S 69-41-23 E 82.06 feet with the centerline of said ditch to a No Point Set in a bend in the ditch, thence N 80-

39-05 E 8.18 feet with the centerline of said ditch to a No Point Set in a bend in the ditch, thence N 80-39-05 E 11.01 feet with the centerline of said ditch to a No Point Set in a bend in the ditch, thence N 72-04-58 E 54.47 feet with the centerline of said ditch to a No Point Set in a bend in the ditch, thence N 30-29-27 W 168.63 feet to a New Iron Set, thence N 21-32-41 W 191.97 feet to a New Iron Set, thence N 56-49-19 E 97.35 feet to a New Iron Set, thence S 48-45-24 E 1009.94 feet to an Existing Iron Pipe, thence S 26-29-33 W 27.91 feet to an Existing Iron Pipe, thence S 26-29-33 W 14.50 feet to a New Iron Stake, thence S 26-37-11 W 57.92 feet to an Existing Iron Stake, thence S 26-35-51 W 334.89 feet to a New Iron Set, thence N 63-49-24 W 214.83 feet to a No Point Set, thence S 26-10-37 W 26.70 feet to a New Iron Set, thence N 63-49-24 W 157.00 to a New Iron Stake, thence N 26-10-33 E 160.00 feet to a New Iron Set, thence N 23-37-11 W 40.90 to a New Iron Set, thence S 81-22-53 W 582.00 feet to a New Iron Set, thence N 51-10-24 W 129.25 to a New Iron Set, thence clockwise around a Curve with a 25.00 foot Radius with a Chord of N 01-16-36 W 38.24 feet, thence clockwise around a curve with a 150.00 foot Radius with a Chord of N 53-26-21 E 25.20 feet to a No Point Set, thence N 31-44-32 W 60.00 to the Point of Beginning.

**Section 2.** Upon and after November 30, 2021, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Winterville and shall be entitled to the same privileges and benefits as other parts of the Town of Winterville. Said territory shall be subject to municipal taxes according to NCGS 160D.

**Section 3.** The Mayor of the Town of Winterville shall cause to be recorded in the Office of the Register of Deeds of Pitt County (MB \_\_\_\_\_ PG \_\_\_\_\_), and in the Office of the Secretary of State in Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such map shall also be delivered to the County Board of Elections, as required by NCGS 163-288.1.

Adopted this the 8<sup>th</sup> day of November 2021.

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

ATTEST:

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

North Carolina

Pitt County

I hereby certify that the foregoing is a true and accurate copy of an ordinance duly adopted by the Town Council of the Town of Winterville, North Carolina, at a meeting held on November 8, 2021 at 7 o'clock pm at the Town Hall in the Town of Winterville.

IN WITNESS WHEREOF I have hereunto set my hand and have caused the official corporate seal of the Town of Winterville to be affixed, this \_\_\_\_\_ day of November 2021.

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

North Carolina

Pitt County

I, Kristin L. Godley, a Notary Public, do hereby certify that Donald Harvey, Town Clerk, personally appeared before me this day and acknowledged the due execution of the foregoing certification, for the purpose therein expressed.

WITNESS my hand and notarial seal this \_\_\_\_\_ day of November 2021.

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

My Commission Expires: **June 23, 2024**



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Public Hearings

**Meeting Date:** November 8, 2021

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

**Subject:** Zoning Text Amendment – Dimensional Requirements for R-10.

**Action Requested:** Hold the Public Hearing.

**Attachment:** Application and Text Amendment Summary.

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

**Date:** 10/27/2021

**ABSTRACT ROUTING:**

TC: 11/1/2021

TM: 11/3/2021

Final: tlp - 11/3/2021

**Supporting Documentation**

**APPLICANT:** David A. Evans Jr.

**TEXT AMENDMENT REQUESTED:**

Zoning Ordinance Section Number and Name: Section 7.1 Dimensional Requirements.

Text Amendment Requested: In the R-10 district; change the minimum lot width from 80 feet to 70 feet; and change the side yard setback from 10 feet to 8 feet. The other dimensional standards would remain the same (see application for proposed dimensional requirements table).

Reason For Text Amendment: The proposed amendment will allow more flexibility in the design of subdivisions in the R-10 district without compromise of lot area, and maximum density. The current ordinance is more conducive to ranch style homes which were in vogue at the time of adoption of the ordinance, but are not popular in today's market.

\*\*For consistency, staff would also ask the Town Council to consider reducing the side yard setback in R-8 and R-6 from 10 feet to 8 feet.

\*\*\*Planning and Zoning Unanimously recommended approval at the September 20th meeting.

**Budgetary Impact:** TBD.

**Recommendation:** Hold the Public Hearing.



**ZONING ORDINANCE  
TEXT AMENDMENT APPLICATION  
TOWN OF WINTERVILLE**  
2571 Railroad Steet  
P O Box 1459  
Winterville, NC 28590  
Phone: (252) 756-2221

|  |
|--|
| <b>Staff Use Only</b><br>Appl. # _____ |
|--|

**APPLICANT INFORMATION:**

Applicant: David A. Evans, Jr.

Address: P. O. Box 2548

Greenville, NC 27834

Phone #: 252-752-2106

**TEXT AMENDMENT INFORMATION:**

Zoning Ordinance Section Number and Name: **Section 7.1 Dimensional Requirements**

Text Amendment Requested: In the R-10 district; change the minimum lot width from 80 feet to 70 feet; and change the side yard setback from 10 feet to 8 feet . The other dimensional standards would remain the same. The proposed amendment to the row in the table is shown below.

|      | Districts     | MINIMUM LOT SIZE     |                     | MINIMUM YARD REQUIREMENTS    |                             |                     | Maximum height (in feet) |
|------|---------------|----------------------|---------------------|------------------------------|-----------------------------|---------------------|--------------------------|
|      |               | Lot Area Square Feet | Lot Width (in feet) | Front yard setback (in feet) | Side yard setback (in feet) | Rear yard (in feet) |                          |
| R-10 | Single-family | 10,000               | 70                  | 25                           | 8                           | 20                  | 35                       |

Reason For Text Amendment: The proposed amendment will allow more flexibility in the design of subdivisions in the R-10 district without compromise of lot area, and maximum density. The current ordinance is more conducive to ranch style homes which were in vogue at the time of adoption of the ordinance, but are not popular in todays market.

Applicant Signature: David A. Evans

Date: Sep 2, 2021



**Zoning Ordinance Amendments – Summary**

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

**Text Added/Amended** (bold/highlighted)

**Section 7.1      Dimensional Requirements**

Each use shall as a minimum conform to the dimensional requirements of the district in which it is located. In some cases, a specific use may be required to meet the Special Requirements as set forth in Section 6.5.

|               | Districts                     | MINIMUM LOT SIZE<br>(See Notes) |                                  | MINIMUM YARD REQUIREMENTS<br>(See Notes) |                              |                        |                                |
|---------------|-------------------------------|---------------------------------|----------------------------------|--|------------------------------|------------------------|--------------------------------|
|               |                               | Lot Area<br>Square<br>Feet      | Lot<br>Width<br>(in feet)<br>(1) | Front<br>yard<br>setback<br>(in feet)    | Side<br>yard<br>(in<br>feet) | Rear yard<br>(in feet) | Maximum<br>height (in<br>feet) |
| <b>A-R</b>    | Single-family                 | 20,000                          | 90                               | 25                                       | 15                           | 20                     | 35                             |
|               | Two-family (4)                | 25,000                          | 90                               | 25                                       | 20                           | 20                     | 35                             |
|               | Multi-family<br>(2)           | (3)                             | 90                               | 25                                       | 20                           | 25                     | 35                             |
|               | Other Principal<br>Structures | 40,000                          | 150                              | 35                                       | 20                           | 20                     | 35                             |
| <b>R-20</b>   | Single-family                 | 20,000                          | 90                               | 25                                       | 15                           | 20                     | 35                             |
|               | Other Principal<br>Structures | 25,000                          | 90                               | 25                                       | 20                           | 20                     | 35                             |
| <b>R-15</b>   | Single-family                 | 15,000                          | 80                               | 25                                       | 12.5                         | 20                     | 35                             |
|               | Other Principal<br>Structures | 17,000                          | 90                               | 25                                       | 20                           | 20                     | 35                             |
| <b>R-12.5</b> | Single-family                 | 12,500                          | 80                               | 25                                       | 12.5                         | 20                     | 35                             |

|             |                            |        |                  |    |                 |    |    |
|-------------|----------------------------|--------|------------------|----|-----------------|----|----|
|             | Other Principal Structures | 14,500 | 80               | 25 | 17.5            | 20 | 35 |
| <b>R-10</b> | Single-family              | 10,000 | <del>80</del> 70 | 25 | <del>10</del> 8 | 20 | 35 |
|             | Other Principal Structures | 12,000 | 90               | 25 | 15              | 20 | 35 |
| <b>R-8</b>  | Single-family              | 8,000  | 70               | 25 | <del>10</del> 8 | 20 | 35 |
|             | Two-family (4)             | 10,000 | 80               | 25 | 15              | 20 | 35 |
|             | Other Principal Structures | 10,000 | 80               | 25 | 15              | 20 | 35 |
| <b>R-6</b>  | Single-family              | 6,000  | 50               | 20 | <del>10</del> 8 | 20 | 35 |
|             | Two-family (4)             | 8,000  | 70               | 20 | 10              | 20 | 35 |
|             | Other Principal Structures | 8,000  | 70               | 20 | 10              | 20 | 35 |



TOWN OF WINTERVILLE  
PUBLIC COMMENT APPLICATION

Name of Applicant: Christine Siemion

Date: 11/3/21

Address: 329 Crimson Dr, Winterville

Phone: 252-296-6136  
856 252-218-5673

Town Council Meeting Date Requesting to Provide Comment:  
Nov 8, 2021

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

Water drainage, Copper Creek, Summer Winds,  
Magnolia Ridge, final phase of Copper Creek  
retention/detention pond.

Name(s) of Speaker(s):

(1) Robert Siemion

(2) Christine Siemion

(3) Robin St Tonya Chum

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

Christine Siemion  
Signature



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** November 8, 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:** 10/27/2021

**ABSTRACT ROUTING:**

TC: 11/1/2021

TM: 11/3/2021

Final: tjp - 11/3/2021

**Supporting Documentation**

Approval of the following set of Council Meeting Minutes:

- October 11, 2021 Regular Meeting Minutes.

**Budgetary Impact:** NA.

**Recommendation:** Approval of Minutes.



**WINTERVILLE TOWN COUNCIL  
MONDAY, OCTOBER 11, 2021 – 7:00 PM  
REGULAR MEETING MINUTES  
(LIMITED IN-PERSON ATTENDANCE)**

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

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

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

**INVOCATION:** Mayor Pro Tem Hines 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 Councilman Moyer to approve the agenda.  
Motion carried unanimously, 5-0.**

**PROCLAMATIONS:** Town Clerk Harvey gave a summary of the Proclamation.



**PROCLAMATION**  
**Fire Prevention Week 2021**

**WHEREAS**, the Town of Winterville is committed to ensuring the safety and security of all those living in and visiting our town; and fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

**WHEREAS**, home fires killed more than 2,770 people in the United States in 2019, according to the National Fire Protection Association® (NFPA®), and fire departments in the United States responded to 339,500 home fires; and

**WHEREAS**, smoke alarms sense smoke well before you can, alerting you to danger in the event of fire in which you may have as little as 2 minutes to escape safely; and

**WHEREAS**, working smoke alarms cut the risk of dying in reported home fires in half; and

**WHEREAS**, Winterville residents should be sure everyone in the home understands the sounds of the alarms and knows how to respond; and

**WHEREAS**, Winterville residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and Winterville residents will make sure their smoke and CO alarms meet the needs of all their family members, including those with sensory or physical disabilities; and

**WHEREAS**, Winterville firefighters are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

**WHEREAS**, Winterville residents are responsive to public education measures are better able to take personal steps to increase their safety from fire, especially in their homes; and

**WHEREAS**, the 2021 Fire Prevention Week™ theme, "Learn the Sounds of Fire Safety™," effectively serves to remind us it is important to learn the different sounds of smoke and carbon monoxide alarms; and

**NOW THEREFORE**, I Douglas Jackson, Mayor of the Town of Winterville do hereby proclaim October 3–9, 2021, as Fire Prevention Week throughout the Town, and urge all the citizens of Winterville to "Learn the Sounds of Fire Safety" for Fire Prevention Week 2021 and to support the many public safety activities and efforts of the Town of Winterville Fire-Rescue-EMS Department.

**IN WITNESS WHEREOF**, I do set my hand, and cause the seal of Winterville to be affixed this 11th day of October 2021.

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

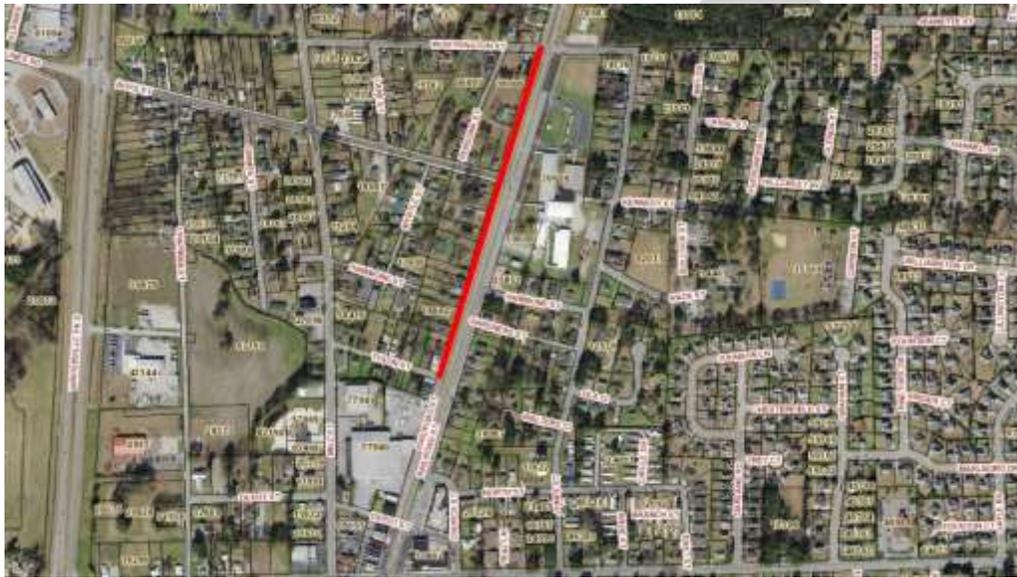
**Attest:**

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

## **PUBLIC HEARINGS:**

Rename Railroad Street (to the west of the railroad track, from Tyson Street to Worthington Street) to Martin Luther King, Jr. Street – Town Manager Parker presented this summary and Planning Director Jones provided details:

The Notice of Public Hearing was published in the Daily Reflector on Wednesday September 29, 2021 and a corrected notice published on Wednesday, October 6, 2021. The Letter of Public Hearing with Map was mailed to adjacent property owners on Wednesday, September 29, 2021 and a corrected letter mailed on Friday, October 1, 2021. The Notice of Public Hearing was posted in the area of the street renaming on Friday, October 1, 2021 The Notice of Public Hearing was posted at Town Hall and on the Town Website on Friday, October 1, 2021.



Mayor Jackson declared the public hearing open and asked if anyone would like to speak in favor of the renaming request. Glenn Johnson applauded the name change.

Mayor Jackson asked if anyone would like to speak in opposition of the renaming request.

Geraldine Provite, 2478 Railroad Street, said she lived here all her life, this is a terrible idea, not against the naming, but go to another place. Calvin Henderson, 304 Ola Circle, needs organization to help, represent others along the street, consider a main thoroughfare, bad judgement, go back to the table to find a street for all citizens. Rosalyn Jones spoke for Gloria Worthington Pridgen, 2478 Railroad Street, objected to area, not the concept, this is the only historic named street, suggested naming Main Street along with King Street. Shantell Hawkins, 2456 Mill Street, Dr. King was a legacy, not a limited area of a street, have a public hearing with enough notice, this idea is a total failure. Deja Gregory, this is only a section, find a significant place with a better plan. Martin Rouse heard about on social media, only a piece. Brenda Williams, 2398 Railroad Street, lives on the street, pick a better area. Ona Credle, 2401 Mill Street, presented a petition, with numerous signatures, read petition opposing this area. Town Clerk Harvey read a statement from Daisy Payton, 2470 Railroad Street opposing area. Councilwoman Roberson said she brought this up to be considered, wants to see it settled, look at alternatives to find a street to be named for Dr. King.

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

**Motion made by Councilman Moore and seconded by Mayor Pro Tem Hines to not change the name from Railroad Street to Martin Luther King Street. Motion carried unanimously, 5-0.**

Winterville Interconnect Site Annexation - Planning Director Jones gave the following presentation:



Mayor Jackson declared the public hearing open, asked if anyone would like to speak in favor of the annexation, there were none. Mayor Jackson asked if anyone would like to speak in opposition of the annexation, there were none. Mayor Jackson asked for any further discussion or any more questions. Hearing none, Mayor Jackson declared the public hearing closed, what is the Board's pleasure.

**Motion made by Councilman Moore and seconded by Councilman Smith to approve the Winterville Interconnect Site Annexation Request and adopt Ordinance 21-O-101. Motion carried unanimously, 5-0.**

Old Tar Road Pump Station Annexation - Planning Director Jones gave the following presentation:

- Applicant/Petitioner: Town of Winterville
- Location: Old Tar Road south of its intersection with Worthington Road
- Parcel Number: 83155
- Site Data: 0.15 acres



NOTIFICATIONS:

- Adjacent properties owners were mailed notification of the Public Hearing for annexation on September 29, 2021.
- Notice of the Public Hearing for annexation was published in the Daily Reflector on September 29, 2021 and October 6, 2021.



Councilman Moore asked how long the Town owned the property. Planning Director Jones answered approximately 4 years.

Mayor Jackson declared the public hearing open, asked if anyone would like to speak in favor of the annexation, there were none. Mayor Jackson asked if anyone would like to speak in opposition of the annexation, there were none. Mayor Jackson asked for any further discussion or any more questions. Hearing none, Mayor Jackson declared the public hearing closed, what is the Board's pleasure.

**Motion made by Councilman Moyer and seconded by Councilman Moore to approve the Old Tar Road Pump Station Annexation Request and adopt Ordinance 21-O-102. Motion carried unanimously, 5-0.**

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

1. Robert Siemion, Christine Siemion, and Robin Sloop: Stormwater Concerns

Robert Siemion, 329 Crimson Drive, spoke concerning stormwater concerns, water drainage, swales and the urgency of these concerns in the Summer Winds Subdivision. Christine Siemion, 329 Crimson Drive, continued the comments, followed by Robin Sloop, 2867 Little Gem Circle.

Council, Staff and Commenters questioned and discussed with each other the problems and solutions to the issues. It was agreed to set aside a time for drainage issues with the public for a workshop and invite experts to the meeting so people can come and hear. Will put together a presentation and get the word out, Council has heard the problems and will listen.

2. Elaine Seeman: Solar Electric Panels.

Elaine Seeman spoke on Solar Electric Panels. She was representing a number of other citizens. There has been a lot of conversation all the way back to October 2010. She encouraged more transparency. Staff will research requirements and report to Council and citizens

**CONSENT AGENDA:**

Items included in the Consent Agenda:

1. Approval of the following sets of Council Meeting Minutes:
  - September 13, 2021 Regular Meeting Minutes.
2. Holly Grove, Section 2 Annexation: Schedule the Public Hearing for November 8, 2021.
3. Zoning Text Amendment – Dimensional Requirements for R-10: Schedule the Public Hearing for November 8, 2021.

**Motion made by Councilman Moore and seconded by Councilwoman Roberson to approve the consent agenda. Motion carried unanimously, 5-0.**

**OLD BUSINESS:**

2018 Sewer Rehabilitation Project – NAPM Change Order No. 1: Assistant Town Manager Williams presented the following information:

The subject Change Order No. 1 is for adjustment of quantities of items installed by the contractor during the project. There is also an adjustment/extension of the contract time by 30 days due to construction postponements requested by the Town. The change order reduces the contract amount by \$17,640 The consulting engineer has reviewed and recommended approval of the requested change order.

Change Order No. 1

Date of Issuance: August 31, 2021 Effective Date: July 24, 2021  
 Owner: Town of Winterville Owner's Contract No.:  
 Contractor: North American Pipeline Management, Inc Contractor's Project No.:  
 Engineer: Rivers and Associates Engineer's Project No.: 2018123  
 Project: Town of Winterville Sanitary Sewer Rehabilitation Contract Name: Town of Winterville Sanitary Sewer Rehabilitation

The Contract is modified as follows upon execution of this Change Order:  
 Description: Adjustment to item quantities

Attachments: Attachment #1 - Summary of items  
Attachment #2 - Winterville Contract Extension Request

| CHANGE IN CONTRACT PRICE   | CHANGE IN CONTRACT TIMES  |
|--|---|
| Original Contract Price:<br>\$ <u>3,076,961.00</u>   | Original Contract Times:<br>Substantial Completion: <u>180</u><br>Ready for Final Payment: <u>180</u><br>days or dates  |
| [Increase] [Decrease] from previously approved Change Orders No. <u>  </u> to No. <u>  </u> :<br>\$ <u>N/A</u> | [Increase] [Decrease] from previously approved Change Orders No. <u>  </u> to No. <u>  </u> :<br>Substantial Completion: <u>N/A</u><br>Ready for Final Payment: <u>  </u><br>days |
| Contract Price prior to this Change Order:<br>\$ <u>3,076,961.00</u>   | Contract Times prior to this Change Order:<br>Substantial Completion: <u>180</u><br>Ready for Final Payment: <u>180</u><br>days or dates  |
| [Increase] [Decrease] of this Change Order:<br>\$ <u>17,640.00</u>   | [Increase] [Decrease] of this Change Order:<br>Substantial Completion: <u>30</u><br>Ready for Final Payment: <u>30</u><br>days  |
| Contract Price incorporating this Change Order:<br>\$ <u>3,059,321.00</u>                                      | Contract Times with all approved Change Orders:<br>Substantial Completion: <u>210</u><br>Ready for Final Payment: <u>210</u><br>days or dates                                     |

RECOMMENDED: By: Seth Anderson Title: Project Engineer Date: 8/31/21  
 Engineer (if required)  
 Approved by Funding Agency (if applicable)

ACCEPTED: By: [Signature] Title: Project Manager Date: 9/21/21  
 Owner (Authorized Signature)  
 Contractor (Authorized Signature)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_

Assistant Town Manager Williams noted that the project is scheduled to be substantially complete on October 18<sup>th</sup> with punch list to be completed then. Councilman Moore said the streets looked bad. Assistant Town Manager Williams said he agreed and will scold contractor again tomorrow. Councilman Smith asked how we can prevent this problem. Mayor Pro Tem Hines asked if they had a sweeper. Town Manager Parker said large scale projects will have some problems. Councilman Smith noted the patches look terrible.

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

**Motion made by Councilman Moore and seconded by Mayor Pro Tem Hines to approve the 2018 Sewer Rehabilitation Project – NAPM Change Order No. 1. Motion carried unanimously, 5-0.**

Noise Ordinance Revisions, Update, and Recommendations: Police Chief Willhite gave an update on the status of work on Noise Ordinance.

Police Chief Willhite recommended several changes, scope changes, back up to 10 pm. Mayor Pro Tem Hines asked if bands would have to stop at 10 pm. Police Chief Willhite said we invest in some sound meters and stakeholders come up with a level, a number. Have special events excepted and have seasonal permits, but not limit our businesses. Mayor Pro Tem Hines said we want to bring in businesses to the decision process. Police Chief Willhite said we would get a device that will measure and bring back results. Town Manager Parker we will bring back in November as a goal. Mayor Jackson asked how many citations on loud vehicles. Police Chief Willhite said he did not know specific number, but we have some. Councilman Moyer asked about the device and cost. Councilwoman Roberson said she would like a public hearing prior to making changes, notifying the citizens and business.

Mayor Jackson asked for any further discussion or any more questions.

Animal Control Ordinance Update and Recommendations: Police Chief Willhite gave an update on the status of on work as we continue to determine whether revisions are necessary to the Animal Control ordinance.

Police Chief Willhite said we are in compliance with State and County law. County animal control should be better at this time due to there improved facility. Councilman Moore asked how about county doing the Town's enforcement. Town Manager Parker said we would lose control as well as the cost. Councilman Moyer said we need to beef up our actions. Police Chief Willhite said the County would still handle a situation like in the past.

Traffic Calming Devices-Update and Recommendations: Police Chief Willhite gave an update and recommendations on the installation of traffic calming devices in the areas outlined above.

- Railroad Street: Police Chief Willhite said we talked about options and getting a new speed limit sign. Mayor Pro Tem Hines suggested we start with flashing lights on both sides.
- Carmon Street: Police Chief Willhite discussed a speed table for this area, cost the disadvantage.

Mayor Pro Tem Hines asked to look at the area on Main Street at Brook Lane intersection, they are going right through there, consider a 3-way stop. Councilman Moyer noted that speeding in a neighborhood with children is dangerous. Police Chief Willhite said he would check the area. Mayor Pro Tem Hines asked can we increase the patrols and presence in all times of day. Town Manager Parker said around Town Hall is also a problem. Mayor Jackson mentioned the Cooper Street Speedway. Councilman Moyer asked can we look at some statistics that resulted in an improvement. Councilman Moore noted the A.G. Cox traffic problems. Police Chief Willhite said that it changed last week and has improved, Principal McDuffie was out there.

Junked Vehicle Ordinance Revisions, Update, and Recommendations: Police Chief Willhite gave an update on the status of work as we continue to determine whether revisions are necessary to the Junked Vehicle Ordinance.

Police Chief Willhite said they have worked hard, and things improved, numbers are down. Officers have broken Town into quadrants and are looking for violations regularly.

Myrtle Street Parking (Ordinance. 21-O-103): Police Chief Willhite gave an update on the Myrtle Street Parking. In 2014, the Town Council approved parking restrictions on the east side of Myrtle street to avoid emergency vehicles from not having access due to the narrow road. Although a motion was passed on June 9, 2014, Staff at that time did not draft final ordinance language and execute an official Ordinance. The following Ordinance is submitted for Council approval.

Police Chief Willhite said there were no violations since last month given any illegal parking activity witnessed by Police Staff over the last month.

**Motion made by Councilman Moore and seconded by Councilwoman Roberson to approve Myrtle Street Parking Ordinance 21-O-103. Motion carried unanimously, 5-0.**

**ORDINANCE NO. 21-O-103**

**ORDINANCE AMENDING CHAPTER 75 OF THE CODE OF ORDINANCES OF THE TOWN OF WINTERVILLE, NORTH CAROLINA**

BE IT ORDAINED by the Town Council of the Town of Winterville, North Carolina that Title VII Chapter 75 of the Code of Ordinances of the Town of Winterville is hereby amended as follows:

**CHAPTER 75: PARKING SCHEDULES.**

**SCHEDULE I: PARKING PROHIBITED.**

(A) (1) Parking is prohibited at all times on the following street:

| <i>Street</i> | <i>Location</i>                         | <i>Side</i> | <i>Ord. or Res. No.</i> | <i>Date Passed</i> |
|---------------|---|-------------|-------------------------|--------------------|
| Myrtle Street | Between Hammond Street and Boyd Street, | East        | 21-O-103                | 10-11-2021         |

(2) Signage giving notice of parking restrictions shall be erected.

(1992 Code, Chapter 75, Sch. I)

This Ordinance shall be effective upon adoption.

Adopted this the 11<sup>th</sup> day of October 2021.

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

ATTEST:

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

Cemetery Update: Town Manager Parker gave the following information:

Town Staff continues to work on the Cemetery Expansion project. For the purpose of the October meeting, I am breaking this abstract down into 2 subsections – (A) and (B).

(A) Update on the Cemetery Expansion Project – The Wooten Company has completed their work - boundary survey and plot staking. Staff is proceeding with the marking of each lot and preparation of the site. I anticipate this work will take a couple of months taking us into the first of the year before we will be ready to begin selling plots.

(B) Discussion of Cemetery rules and regulations regarding the selling of plots and pricing thereof. Attached please find the rules and regulations that Council enacted regarding how cemetery plots are sold and to whom. Council will need to decide whether any changes are warranted for the new area. Staff has also contacted several area entities to get pricing information so that Council can also discuss and direct what plots are to be sold for moving forward once the expansion site is opened. Staff stands ready to assist Council with said discussion and move forward with and associated changes. Councilman Smith asked the item to be put on the November agenda for decisions.

**NEW BUSINESS:** None

**OTHER AGENDA ITEMS:**

Discussion of Pitt County School Redistricting (Councilman Moore):

Councilman Moore noted that a letter had been sent to School Board Members. Mayor Pro Tem Hines said he had received some input from some School Board members.

**ITEMS FOR FUTURE AGENDA/FUTURE WORK SESSIONS:** None

**REPORTS FROM DEPARTMENT HEADS:**

Assistant Town Manager Williams reported the gravity sewer project is proceeding. Sewer pump station project, street patching, and downtown stripping is forthcoming. Multipurpose building, drainage improvements project, and abandonment of Winterville crossing pump station and Christ Covenant interface will follow.

Police Chief Willhite reported the Wedgewood parking issue involving a business van and will look into possibility of making changes. Have an officer on drug task force that resulted in Town receiving \$30,000, able to buy new equipment. Two illegal internet sweepstakes in Town, were searched and disabled both today. Councilwoman Roberson asked about long trucks that block traffic.

Parks and Recreation Director Johnston reported on Fork Swamp project had no update. Halloween will piggyback on Chamber event on evening of October 31<sup>st</sup> with stations. Christmas activities will be on December 4th with parade, tree lighting and alternatives due to pandemic including a market.

Electric Director Sutton reported Eli's Ridge is ready for homes, sprinklers for Fire Department Building forthcoming, frequency and load shedding to improve the grid is forthcoming. Supplies delayed, order well in advance is required. Ordering supplies for new developments. NCDOT contacted us about the Tar Road expansion project. Town need to procure a new electrical engineer. Meeting with MetroNet on internet project. Mayor Pro Tem Hines asked about setting up a supercharger station in Town. Mayor Jackson asked about a CenturyLink cable above ground, Staff will look into problem.

Fire Chief Moore: No items to report. Would prefer there not be speed bumps because they are rough on the vehicles.

Planning Director Jones: Noted that the Planning Department is busy with new developments and updating the subdivision ordinance.

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

1. Outdoor Concert: "Spare Change Band": Friday, October 15, 2021 at 7:00 pm - Winterville Recreation Park Amphitheater.
2. Planning and Zoning Board Meeting: Monday, October 18, 2021 @ 7:00 pm - Town Hall Assembly Room.
3. Board of Adjustment Meeting: Tuesday, October 19, 2021 @ 7:00 pm - Town Hall Assembly Room.
4. Recreation Advisory Board: Tuesday, October 26, 2021 @ 6:30 pm – Operation Center.
5. One-Stop Voting: Monday, October 25 – Saturday, October 30, 2021 - Winterville Fire Station, Community Room.
6. Election Day: Tuesday, November 2, 2021; 6:30 am – 7:30 pm - Winterville Fire Station, Community Room and Operation Center.
7. Town Offices Closed: Thursday, November 11, 2021, for the Veteran's Day Holiday.

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

Town Attorney Lassiter: None.

Councilman Moore: Veterans Day Ceremony will be Thursday, November 11<sup>th</sup> at 2 pm and the Community Breakfast with Dr. Rouse from PCC speaking this Saturday.

Councilwoman Roberson: None.

Councilman Smith: None.

Councilman Moyer: None.

Mayor Pro Tem Hines: Thanks to the citizens for coming out and representing the issues and October is Breast Cancer Awareness Month.

Town Manager Parker: Happy birthday to all that have had birthdays recently.

**Motion made by Mayor Pro Tem Hines and seconded by Councilman Moore to go into Closed Session NCGS § 143-318.11. (a) (5). (Acquisition. of Real Property). Motion carried unanimously, 5-0.**

**CLOSED SESSION.**

**ADJOURN:**

**Motion made by Mayor Pro Tem Hines and seconded by Councilman Moore to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 10:25 pm.**

Adopted this the 8<sup>th</sup> day of November 2021.

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

ATTEST:

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

DRAFT



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** November 8, 2021

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

**Subject:** Sutton Capital Group – Rezoning Request (Parcels 12045, 23479, 38386).

**Action Requested:** Schedule the Public Hearing for December 13, 2021.

**Attachment:** Rezoning Application, Rezoning Map, Legal Description, Traffic Impact Assessment Summary, and Staff Report.

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

**Date:** 10/28/2021

**ABSTRACT ROUTING:**

TC: 11/1/2021

TM: 11/3/2021

Final: tjp - 11/3/2021

**Supporting Documentation**

**Applicant:** Sutton Capital Group.

**Location:** Intersection of Reedy Branch Road and Davenport Farm Road.

**Parcel Number:** 12045, 23479, and 38386.

**Site Data:** 94.372 acres.

**Current Zoning District:** AR.

**Proposed Zoning District:** R-10 CD, R-8 CD.

- ❖ Proposed Zoning Districts: R-10 CD (33.773 Acres), R-8 CD (53.192 Acres).
- ❖ Adjacent property owners were mailed notification of the rezoning request on October 12, 2021.
- ❖ Notification was posted on the site on October 11, 2021.
- ❖ Planning and Zoning Board unanimously recommended approval on October 18, 2021.

**Conditions:** (1) All lots will be single family residential; (2) 8' Side Setbacks; (3) All homes will be a minimum of 1500 SF (Heated); (4) The development will consist of fiber cement board exterior siding on all homes with some elevations consisting of brick or stone accents; (5) All homes will include a 2 car garage; (6) Dedication of 30' Greenway easement along Swift Creek; (7) Development will include amenity area with pool and cabana; (8) Development will provide Stormwater Control Measures to attenuate the 25 year storm event. Stormwater Control Measures will be inspected annually by a qualified professional; (9) Development will provide sidewalks on both sides of public streets; (10) Developer will install a traffic signal at the intersection of Davenport Farm Road and Reedy Branch Road, if approved by NCDOT.

**Budgetary Impact:** TBD.

**Recommendation:** Schedule the Public Hearing for December 13, 2021.



**REZONING APPLICATION  
TOWN OF WINTERVILLE**

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

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

**OWNERSHIP INFORMATION:**

Applicant: Sutton Capital Group

Address: 1101 South Boulevard #106, Charlotte, NC 28203

Phone #: (704) 226-2588

Owner: H. Jenkins Family, LLC, & Beverly Davison and Eric Uhlenbrock, & Beverly Davison, Etal

Address: 445 Jackie Brinkley Rd, Aulander, NC 27805 & 320 Sea Oats Trail, Southern Shores, NC 27949

Phone #: \_\_\_\_\_

**PROPERTY INFORMATION**

Parcel #: 12045, 23479, 38386 Area (square feet or acres): 94.372 acres

Current Land Use: Vacant

Location of Property: NCSR 1128 (Davenport Farm Road) and NCSR 1311 (Reedy Branch Road)

**ZONING REQUEST**

Existing Zoning: AR Requested Zoning: R-10 CD and R-8 CD

Reason for zoning change: The proposed residential zoning will allow for the development of Urban

Neighborhood in general conformance with the land use plan. Please see attached document for proposed  
conditions of the rezoning.

**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**

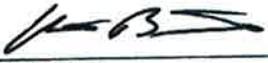
I, Darren Sutton, being the Owner or Agent (if Agent, complete section below) request that the attached rezoning request be placed on the agenda of the Planning and Zoning Board meeting scheduled for 7 / 19 / 2021.

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.

DocuSigned by:  
 7/19/2021  
Signature Date  
243D487A9D72466...

**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.**

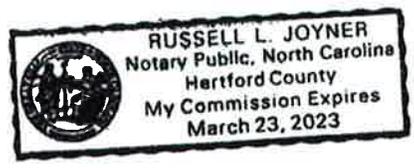
I, H. Jenkins Family, LLC, being the Owner of the property described herein, do hereby authorize Darren Sutton & Scott Anderson as agents for the purpose of this application.

 7-16-2021  
Signature Date

Sworn to and subscribed before me, this 16 day of July, 2021.

  
Notary Public

My Commission Expires:  
03-23-2023



**OWNER/AGENT STATEMENT**

I, Darren Sutton, 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 7 / 19 / 2021.

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.

*Darren Sutton*  
Signature \_\_\_\_\_ Date 7/19/2021  
2430487A9D72466...

**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.**

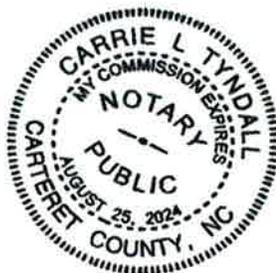
I, Beverly Davison, Janet Hare, Joan Neitz, & Eric Uhlenbrock, being the Owners of the property described herein, do hereby authorize Darren Sutton & Scott Anderson as agents for the purpose of this application.

*Beverly Davison*  
Signature \_\_\_\_\_ Date 7/16/2021

Sworn to and subscribed before me, this 16 day of July, 2021.

*Carrie L Tyndall*  
\_\_\_\_\_  
Notary Public

My Commission Expires:  
Aug 25, 2024



**OWNER/AGENT STATEMENT**

I, Darren Sutton, 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 7 / 19 / 2021.

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.

DocuSigned by:

*[Signature]*

Signature  
243D487A9D72466...

7/19/2021

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, Beverly Davison & Eric Uhlenbrock, being the Owner of the property described herein, do hereby authorize Darren Sutton & Scott Anderson as agents for the purpose of this application.

*Beverly Davison*  
Signature

7-16-2021  
Date

Sworn to and subscribed before me, this 16 day of July, 2021.

*Carrie L Tyndall*  
Notary Public

My Commission Expires:  
Aug 25, 2024



**OWNER/AGENT STATEMENT**

I, Darren Sutton, 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 7 / 19 / 2021.

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DocuSigned by:  
[Signature]  
Signature  
2430487A9D72466...

7/19/2021  
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, Beverly Davison, Janet Hare, Joan Neitz, & Eric Uhlenbrock, being the Owners of the property described herein, do hereby authorize Darren Sutton & Scott Anderson as agents for the purpose of this application.

[Signature: Janet Hare]  
Signature

7-17-2021  
Date

Sworn to and subscribed before me, this 17 day of July, 2021.

[Signature: Lisa Ann Bell]  
Notary Public

My Commission Expires:  
12-31-2024



**OWNER/AGENT STATEMENT**

I, Darren Sutton, 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 7 / 19 / 2021.

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]  
Signature

7/21/21  
Date

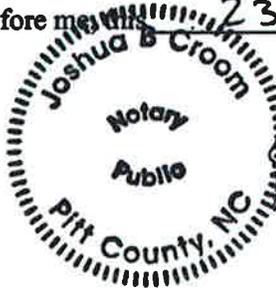
**NOTE: AGENTS ACTING ON BEHALF OF THE PROPERTY OWNER MUST HAVE A NOTARIZED STATEMENT FROM THE PROPERTY OWNER GIVING THEM THE AUTHORITY TO ACT ON THE OWNER'S BEHALF.**

I, ~~Beverly Davison, Janet Hare, Joan Neitz, & Eric Uhlenbrock~~, being the Owners of the property described herein, do hereby authorize Darren Sutton & Scott Anderson as agents for the purpose of this application.

[Signature]  
Signature

7-23-21  
Date

Sworn to and subscribed before me this 23 day of July, 2021.



[Signature]  
Notary Public

My Commission Expires:  
November 13, 2022

**OWNER/AGENT STATEMENT**

I, Darren Sutton, 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 7 / 19 / 2021

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]  
Signature

7/27/21  
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, Beverly Davison, Janet Hare, Joan Neitz, & Eric Uhlenbrock, being the Owners of the property described herein, do hereby authorize Darren Sutton & Scott Anderson as agents for the purpose of this application.

[Signature]  
Signature

7-20-21  
Date

Sworn to and subscribed before me, this 20 day of July, 2021.

[Signature]  
Notary Public

My Commission Expires:

12-16-2023





**LEGAL DESCRIPTION OF PROPERTY  
TO BE REZONED FROM AR TO R-10  
SUTTON CAPITAL, LLC  
TRACT 1  
WINTERVILLE TOWNSHIP, PITT, NC  
MAY 28, 2021**

Beginning at a point on the western right-of-way of NCSR 1131 (Reedy Branch Road), said point being the northeastern corner of the Church of the Open Door, Inc. Property as described in Deed Book 3930, Page 40 of the Pitt County Register of Deeds, said point also being located S 11°14'38" W 580.60' as measured along the western right-of-way of NCSR 1131 (Reedy Branch Road) from a point where the western right-of-way of NCSR 1131 (Reedy Branch Road) intersects the southern right-of-way of NCSR 1128 (Davenport Farm Road). From the above described beginning, so located, running thence as follows:

Leaving the western right-of-way of NCSR 1131 (Reedy Branch Road) and with the northern line of above referenced Church of the Open Door, Inc. Property, S 77°15'38" W 2,196.36', thence N 21°04'34" W 222.47', thence N 11°02'43" E 398.00', thence S 78°13'33" E 196.64', thence N 75°02'24" E 80.22', thence N 12°48'57" W 45.08', thence S 89°01'48" E 19.71', thence N 87°20'49" E 178.23', thence N 01°22'25" W 198.14' to a point on the curved southern right-of-way of NCSR 1128 (Davenport Farm Road), thence with the curved southern right-of-way of NCSR 1128 (Davenport Farm Road), an arc distance of 481.63', said curve to the left having a radius of 2,233.57' and a chord bearing N 80°47'33" E 480.69' to the point of tangency, thence N 76°23'48" E 700.66' to the point of curvature, thence with a curve to the right an arc distance of 369.00', said curve having a radius of 1,026.65' and a chord bearing N 86°57'16" E 367.02' to the point of tangency, thence S 82°44'56" E 78.05', thence leaving the southern right-of-way of NCSR 1128 (Davenport Farm Road), S 11°11'48" W 228.82', thence S 82°51'42" E 208.33' to a point on the western right-of-way of NCSR 1131 (Reedy Branch Road), thence with the western right-of-way of NCSR 1131 (Reedy Branch Road), S 11°14'38" W 352.18' to the point of beginning containing 32.682 acres and being a portion of the property described in Deed Book 882, Page 199 of the Pitt County Register of Deeds.

**LEGAL DESCRIPTION OF PROPERTY  
TO BE REZONED FROM AR TO R-8  
SUTTON CAPITAL, LLC  
TRACT 2  
WINTERVILLE TOWNSHIP, PITT, NC  
MAY 28, 2021**

Beginning at a point on the northern right-of-way of NCSR 1128 (Davenport Farm Road), said point being the southwestern corner of the Reedy Branch FWB Church as described in Deed Book T-40, Page 302 of the Pitt County Register of Deeds. From the above-described beginning, so located, running thence as follows:

With the northern right-of-way of NCSR 1128 (Davenport Farm Road), N 82°44'56" W 189.42' to the point of curvature, thence with a curve to the left an arc distance of 390.71', said curve having a radius of 1,086.65' and a chord bearing S 86°57'03" W 388.60' to the point of tangency, thence S 76°23'48" W 701.73' to the point of curvature, thence with a curve to the right an arc distance of 222.75', said curve having a radius of 2,173.57' and a chord bearing S 77°31'36" W 388.60', thence leaving the northern right-of-way of NCSR 1128 (Davenport Farm Road), N 04°19'44" W 418.31', thence S 20°27'52" W 238.11', thence S 84°39'36" W 201.92', thence N 82°14'18" W 178.64', thence N 30°44'09" E 439.61', thence N 30°44'09" E 34.64', thence N 19°56'50" E 147.78', thence N 33°03'01" E 34.15', thence N 29°03'17" E 32.17', thence N 23°53'44" E 40.01', thence N 23°48'27" E 57.70', thence N 18°47'32" E 38.03', thence N 15°46'46" E 45.98', thence N 75°30'25" E 113.66', thence N 89°11'40" E 67.74', thence S 83°58'05" E 89.23', thence N 87°49'41" E 96.34', thence N 74°11'10" E 44.56', thence N 55°24'41" E 24.83', thence S 74°32'12" E 36.13', thence N 86°54'53" E 37.12', thence S 79°21'53" E 32.32', thence N 40°21'25" E 87.05', thence N 49°03'33" E 39.92', thence N 65°43'14" E 25.50', thence N 35°19'30" E 25.23', thence N 22°55'00" E 53.03', thence N 53°56'29" E 47.57', thence N 74°13'20" E 84.22', thence N 72°52'57" E 50.63', thence N 89°50'30" E 63.23', thence N 46°48'11" E 17.11', thence S 79°43'35" E 40.06', thence S 53°20'22" E 29.76', thence S 64°11'04" E 240.69', thence S 74°45'54" E 83.46', thence S 77°52'04" E 222.95', thence S 73°47'02" E 121.19', thence S 15°25'37" W 342.44', thence N 85°58'08" E 146.00', thence S 10°04'25" W 204.15', thence S 10°32'42" W 300.67' to the point of beginning containing 37.579 acres and being a portion of the properties described in Deed Book 3265, Page 532 and Deed Book 882, Page 199 both of the Pitt County Register of Deeds.

**LEGAL DESCRIPTION OF PROPERTY  
TO BE REZONED FROM AR TO R-6  
SUTTON CAPITAL, LLC  
TRACT 3  
WINTERVILLE TOWNSHIP, PITT, NC  
MAY 28, 2021**

Beginning at a point on the western right-of-way of NCSR 1131 (Reedy Branch Road), said point being the southeastern corner of the Pitt Community College Property as described in Deed Book 346, Page 482 and recorded in Map Book 49, Page 95 both of the Pitt County Register of Deeds. From the above-described beginning, so located, running thence as follows:

With the western right-of-way of 1131 (Reedy Branch Road), S 25°50'32" W 48.75' and S 24°50'56" W 108.87', thence leaving the western right-of-way of NCSR 1131 (Reedy Branch Road), N 66°26'39" W 144.82', thence S 24°03'50" W 176.06', thence N 73°53'34" W 94.24', thence N 73°47'02" W 121.19', thence N 77°52'04" W 222.95', thence N 74°45'54" W 83.46', thence N 64°11'04" W 240.69', thence N 53°20'22" W 29.76', thence N 79°43'35" W 40.06', thence S 46°48'11" W 17.11', thence S 89°50'30" W 63.23', thence S 72°52'57" W 50.63', thence S 74°13'20" W 84.22', thence S 53°56'29" W 47.57', thence S 22°55'00" W 53.03', thence S 35°19'30" W 25.23', thence S 65°43'14" W 25.50', thence S 49°03'33" W 39.92', thence S 40°21'25" W 87.05', thence N 79°21'53" W 32.32', thence S 86°54'53" W 37.12', thence N 74°32'12" W 36.13', thence S 55°24'41" W 24.83', thence S 74°11'10" W 44.56', thence S 87°49'41" W 96.34', thence N 83°58'05" W 89.23', thence S 89°11'40" W 67.74', thence S 75°30'25" W 113.66', thence N 16°21'28" E 101.18', thence N 14°02'10" E 27.83', thence N 11°17'34" E 81.71', thence N 12°42'30" E 118.19', thence N 10°00'57" E 104.93', thence N 11°30'49" E 126.50', thence N 10°48'53" E 58.62', thence N 12°29'35" E 28.89', thence N 14°05'27" E 31.83', thence N 17°05'33" E 34.87', thence N 18°44'53" E 48.23', thence N 19°30'56" E 31.43', thence N 20°18'18" E 36.74', thence N 23°05'28" E 35.06', thence N 25°43'32" E 30.53', thence N 29°04'07" E 49.91', thence N 32°41'41" E 31.93', thence N 37°12'33" E 38.03', thence N 35°36'39" E 22.76', thence S 66°58'35" E 1,820.79' to the point of beginning containing 22.613 acres and being a portion of the property described in Deed Book 3265, Page 537 of the Pitt County Register of Deeds.

**LEGAL DESCRIPTION OF PROPERTY  
TO BE REZONED FROM AR TO NC  
SUTTON CAPITAL, LLC  
TRACT 4  
WINTERVILLE TOWNSHIP, PITT, NC  
MAY 28, 2021**

Beginning at a point where the southern right-of-way of NCSR 1128 (Davenport Farm Road) intersects the western right-of-way of NCSR 1131 (Reedy Branch Road). From the above-described beginning, so located, running thence as follows:

With the western right-of-way of NCSR 1131 (Reedy Branch Road), S 11°14'38" W 228.42', thence leaving the western right-of-way of NCSR 1131 (Reedy Branch Road), N 82°51'42" W 208.33', thence N 11°11'48" E 228.82' to a point on the southern right-of-way of NCSR 1128 (Davenport Farm Road), thence with the western right-of-way of NCSR 1128 (Davenport Farm Road) S 82°44'56" E 208.49' to the point of beginning containing 1.091 acres and being a portion of the property described in Deed Book 882, Page 199 of the Pitt County Register of Deeds.

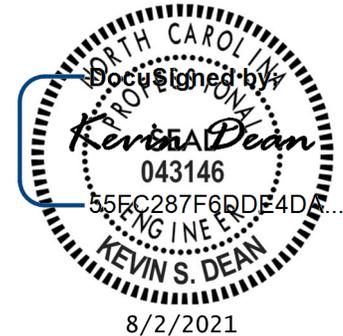
## MEMORANDUM

To: Mr. Darren Sutton  
Sutton Capital Group

From: Kevin Dean, P.E.  
Kimley-Horn and Associates, Inc.

Date: August 2, 2021

Subject: Davenport Farm Road Residential – Traffic Assessment



Kimley-Horn has performed a Traffic Assessment for the proposed Davenport Farm Road Residential project located on the north and south sides of Davenport Farm Road west of Reedy Branch Road in Winterville, North Carolina. As currently envisioned the project proposes the construction of approximately 215 single family homes with access along Reedy Branch Road and Davenport Farm Road, and project build-out is anticipated in 2027.

This report presents trip generation, distribution, traffic analyses, and recommendations for transportation improvements required to meet anticipated traffic demands in conjunction with the proposed development in the 2027 study year.

### Study Area

The following intersections were included in this analysis:

- Davenport Farm Road at Reedy Branch Road
- Reedy Branch Road at Site Driveway
- Davenport Farm Road at Site Driveway

**Figure 1** shows the existing laneage at the intersection of Reedy Branch Road and Davenport Farm Road.

### Existing and Background Traffic

Weekday 13-hour (6:00 AM to 7:00 PM) turning movement counts collected on February 14, 2019 were obtained from the North Carolina Department of Transportation (NCDOT) online traffic count database. Based on discussion with Town staff and NCDOT, a 2% annual growth rate was applied to the count volumes up to the baseline year 2021 to estimate existing year volumes. It should be noted that while these counts were collected prior to the opening of the NC 11 Bypass, these counts were determined to be more appropriate for use in this evaluation than collecting counts in current conditions when schools are not in session.

To calculate projected background traffic volumes, a 2% annual growth rate was applied up to the study year 2027. Town staff indicated that no specific approved development traffic was required for inclusion beyond that background growth.

Figure 2 shows the existing peak hour traffic volumes and Figure 3 shows the projected (2027) background peak hour traffic volumes at the study intersections.

### Trip Generation and Assignment

The trip generation potential of the proposed development was determined using the traffic generation data published in the *ITE Trip Generation Handbook* (Institute of Transportation Engineers, Tenth Edition, 2017). As shown below in Table 1, the proposed Davenport Farm Road Residential development is expected to generate 2,104 new trips on a typical weekday, with 157 new trips during the AM peak hour and 212 new trips during the PM peak hour. While there is the potential that portions of the project may be developed as age-restricted or “age-targeted” homes, which have been found to generate fewer trips than traditional single family homes, the analysis was performed assuming all single family units in order to be conservative.

| Table 1<br>ITE Traffic Generation (Vehicles) |                                |           |      |       |              |     |              |     |
|--|--------------------------------|-----------|------|-------|--------------|-----|--------------|-----|
| Land Use Code                                | Land Use                       | Intensity |      | Daily | AM Peak Hour |     | PM Peak Hour |     |
|  |                                |           |      | Total | In           | Out | In           | Out |
| 210  | Single Family Detached Housing | 215       | d.u. | 2,104 | 39           | 118 | 134          | 78  |

It is our understanding that the current zoning permits the construction of approximately 180 single-family homes, which would be expected to generate approximately 1,786 trips on a typical weekday with 133 trips during the AM peak hour and 179 trips during the PM peak hour. As such, this proposed rezoning is anticipated to result in only 318 additional daily trips, 24 additional AM peak hour trips, and 33 additional PM peak hour trips.

### Trip Distribution and Assignment

The proposed generated trips were assigned to the surrounding roadway network. The directional distribution and assignment were based on land uses and existing travel patterns in the area.

- 40% to/from the east on Davenport Farm Road
- 25% to/from the west on Davenport Farm Road
- 20% to/from the north on Reedy Branch Road
- 15% to/from the south on Reedy Branch Road

Figure 4 shows the site traffic distribution and percent assignment for the new site trips.

### Site Trip Development and Build-out Traffic

The site-generated trips were added to the projected (2027) background peak hour traffic volumes to obtain the projected (2027) build-out peak hour traffic volumes.

Figure 5 shows the projected (2027) build-out peak hour traffic volumes at the study intersections.

### Capacity Analysis

Capacity analyses were performed using Synchro Version 10 software. Synchro intersection level-of-service (LOS) reports are attached. Table 2 summarizes the LOS for the study intersections.

| <b>Table 2<br/>Level-of-Service Summary</b>                |  |  |
|--|--|--|
| <b>Condition</b>   | <b>AM Peak Hour<br/>LOS (Delay)</b>                              | <b>PM Peak Hour<br/>LOS (Delay)</b>                              |
| <b>Davenport Farm Road at Reedy Branch Road</b>            |  |  |
| Existing (2021) Traffic – All-Way Stop                     | F (78.3)   | F (89.1)   |
| Background (2027) Traffic – All-Way Stop                   | F (140.3)  | F (144.6)  |
| Build-out (2027) Traffic – All-Way Stop                    | F (182.7)  | F (180.8)  |
| Build-out (2027) Traffic – Signalized                      | C (28.6)   | C (27.4)   |
| <b>Reedy Branch Road at Site Driveway (Unsignalized)</b>   |  |  |
| Build-out (2027) Traffic                                   | EB – B (13.6)<br>NBL – A (7.9)                                   | EB – B (13.9)<br>NBL – A (8.4)                                   |
| <b>Davenport Farm Road at Site Driveway (Unsignalized)</b> |  |  |
| Build-out (2027) Traffic                                   | NB – C (17.2)<br>SB – C (23.3)<br>EBL – A (8.1)<br>WBL – A (8.7) | NB – C (20.3)<br>SB – D (30.3)<br>EBL – A (8.6)<br>WBL – A (8.7) |

Analyses indicate that the existing intersection of Reedy Branch Road at Davenport Farm Road currently operates with long delays and queues in the peak hours. Long delays and queues are expected to continue in the future traffic conditions if the intersection remains in the current all-way stop configuration. However, based on the turning movement count data from February 2019, a preliminary traffic signal warrant analysis indicate that the Manual on Uniform Traffic Control Devices 4-hour vehicular volume warrants are currently satisfied at this intersection. The intersection is projected to meet the 8-hour vehicular volume warrants at build-out of the proposed development. With a traffic signal in place, this intersection is expected to operate acceptably at project build-out.

Analyses indicate that the site driveways are also expected to operate at acceptable LOS and with no queuing issues at project build-out.

## Recommendations

Based on the analysis presented herein, the following improvement is recommended to be performed to address existing network conditions and accommodate anticipated site-generated traffic:

### Reedy Branch Road at Davenport Farm Road:

- Install a traffic signal if warranted and approved by the Town and NCDOT

**Figure 6** shows the future roadway laneage.

Should you have any questions or comments, please do not hesitate to contact me at (919) 678-4185 or [kevin.dean@kimley-horn.com](mailto:kevin.dean@kimley-horn.com).

Attachments: Conceptual Site Plan, Figures 1-6, Traffic Count Data, Trip Generation, Volume Development Worksheets, Synchro LOS Reports



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

**GENERAL INFORMATION**

|                            |   |
|----------------------------|---|
| <b>APPLICANT</b>           | Sutton Capital Group, LLC   |
| <b>HEARING TYPE</b>        | Rezoning Request  |
| <b>REQUEST</b>             | Agricultural-Residential (AR) to R-10 CD and R-8 CD   |
| <b>CONDITIONS</b>          | n/a   |
| <b>LOCATION</b>            | Intersection of Reedy Branch Rd. and Davenport Farm Rd.   |
| <b>PARCEL ID NUMBER(S)</b> | 12045; 23479; 38386   |
| <b>PUBLIC NOTIFICATION</b> | Adjacent property owners were mailed notification of the rezoning request on October 12, 2021. Notification was posted on site on October 11, 2021. 20 properties were mailed notification. |
| <b>TRACT SIZE</b>          | 94.372 acres  |
| <b>TOPOGRAPHY</b>          | Flat  |
| <b>VEGETATION</b>          | Partially Cleared / Agricultural; Partially Wooded  |

**SITE DATA**

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

| <b>ADJACENT PROPERTY</b> | <b>ZONING</b>                | <b>ADJACENT LAND USE</b>   |
|--------------------------|------------------------------|----------------------------|
| N                        | O&I                          | PCC/Wooded                 |
| E                        | AR                           | Single Family/Church       |
| W                        | AR/RA-20 (Greenville Zoning) | Single Family/Agricultural |
| S                        | AR                           | Church                     |

**ZONING DISTRICT STANDARDS**

| <b>DISTRICT SUMMARIES</b>   | <b>EXISTING</b>   | <b>REQUESTED</b>  |
|-----------------------------|---|---|
| ZONING DISTRICT DESIGNATION | <b>AR</b>   | <b>R-10 CD; R-8 CD</b>  |
| MAX DENSITY                 | n/a   | n/a   |
| TYPICAL USES                | Low-density residential and agricultural uses; where urban development is expected. | Medium Density; single-family residential; single-family; limited home occupations. |



**SPECIAL INFORMATION**

|                        |   |
|------------------------|---|
| OVERLAY DISTRICT       | N/A   |
| ENVIRONMENTAL / SOILS  | Potential wetlands  |
| FLOODPLAIN             | N/A   |
| STREAMS                | (50' Riparian Buffer along tributary off of Swift Creek) Stream feature located internally and along western property line.       |
| 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  | Reedy Branch/Davenport Farm– NCDOT Roads   |
| SITE ACCESS  | All access must be designed and constructed to meet the Town of Winterville / NCDOT standards. |
| TRAFFIC COUNTS<br>(per NCDOT Annual Average Daily Traffic Map) | Davenport Farm Rd- 8500<br>Reedy Branch Rd- 6700   |
| TRIP GENERATION  | N/A  |
| SIDEWALKS  | Required.  |
| TRAFFIC IMPACT STUDY (TIS)                                     | Recommended. (submitted)   |
| STREET CONNECTIVITY  | N/A  |
| OTHER  | N/A  |



## **MPACT ANALYSIS**

### **Land Use Compatibility**

The proposed R-10 and R-8 zoning districts 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 an Urban Neighborhood character area. The requested **R-10 and R-8** zoning districts are generally consistent with this character area as defined by the future land use designation.

## **Comprehensive Land Use Plans - Recommendations & Implementation**

### **Urban Neighborhood - General Character:**

- Somewhat higher density, predominantly single family detached residential housing. 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.

### **Land Use – 5.2 Encourage open space and amenities in new development:**

- The applicant is proposing an amenity area with pool and cabana (condition 7).

### **Economic Development – 3.1 Support rezonings to residential uses in the Suburban Residential and Urban Neighborhood areas identified on the future land use map.**

### **Economic Development – Policy 5 – Promote retirement-focused living:**

- The applicant has stated that a portion of the R-8 CD will be retirement age targeted housing.

### **Infrastructure and Mobility – 1.5 Coordinate with NCDOT and private development to upgrade four-way stop intersections with traffic lights and/or turn lanes as needed.**

- The applicant has committed to installing a traffic signal at the four-way intersection located at Reedy Branch Road and Davenport Farm Road (condition 10).

### **Infrastructure and Mobility – 2.4 Require sidewalks in new developments.**

- The proposed development will provide sidewalks on both sides of the streets (condition 9).

### **Parks and Natural Resources – 5.6 Obtain greenway easements wherever possible, including in sewer and public utility corridors; a minimum easement width of 30 feet wide wherever shown on the greenway master plan.**



- The applicant is dedicating a 30' Greenway Easement along Swift Creek (condition 6).

**Parks and Natural Resources – Policy 6: Encourage quality open space.**

- Conservation subdivision design includes open space and amenities. The applicant is utilizing a conservation subdivision design and maximizing open space and providing amenities.

---

**STAFF ANALYSIS AND RECOMMENDATION**

**Community Outreach**

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

**Traffic Impact / Analysis**

The existing traffic patterns on Davenport Farm Road and Reedy Branch Road tend to be congested, especially during peak hours. This is due to the roads being two lane and having a four-way stop at the intersection. The applicant has provided a traffic impact assessment, which recommends the installation of a traffic signal at the intersection of Reedy Branch Road and Davenport Farm Road. The applicant has made this a condition of the rezoning request and plans to install the traffic signal upon NCDOT review and approval.

**Staff Analysis**

The 94.372-acre property is currently being used for agriculture. The property North of the request is zoned O&I and is partially wooded but also used for a college campus (PCC). West of the request is zoned AR/RA-20(Greenville Zoning), partially being vacant and partially containing single-family homes. South of the request is zoned AR and is being used as a church campus (Open Door Church). East of the request is zoned AR and is single-family residential.

The R-10 and R-8 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. The combination of the proposed R-10 and R-8 zoning districts fall within the density recommendations provided within the Urban Neighborhood character area.

**Staff Recommendation**

Staff recommends **approval** of the rezoning request for the 94.372 acres from AR to R-10 CD and R-8 CD.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** November 8, 2021

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

**Subject:** Kenneth Allen Annexation - 386 Vernon White Road (Parcel 33103).

**Action Requested:** Direct Town Clerk to Investigate the Sufficiency of Annexation.

**Attachment:** Annexation Petition, Annexation Map, Legal Description, Resolution 21-R-111, and Draft Certification of Sufficiency.

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

**Date:** 10/27/2021

**ABSTRACT ROUTING:**

TC: 11/1/2021

TM: 11/3/2021

Final: tjp - 11/3/2021

**Supporting Documentation**

Kenneth Allen, property owner of 386 Vernon White Road (Parcel 33103), is applying for annexation into the Town limits.

**Location:** Vernon White Road west of its intersection with Old Tar Road.

**Size:** 0.727 Acres

**Zoned:** AR

Annexation Process:

- ❖ 1<sup>st</sup> Council Meeting: Direct Town Clerk to Investigate the Sufficiency of the Annexation (11/8/21).
- ❖ 2<sup>nd</sup> Council Meeting: Schedule a Public Hearing for the Annexation (12/13/21).
- ❖ 3<sup>rd</sup> Council Meeting: Hold Public Hearing on the Annexation (1/10/22).

**Budgetary Impact:** TBD

**Recommendation:** Direct Town Clerk to Investigate Sufficiency of Annexation.

PETITION REQUESTING ANNEXATION

Date: 2/24/2021

To the Mayor and Town Council of the Town of Winterville:

1. We the undersigned owners of real property respectfully requested that the area described in Paragraph 2 below be annexed to the Town of Winterville.

2. The area to be annexed is contiguous to the Town of Winterville and the boundaries of such territory are as follows:

Description

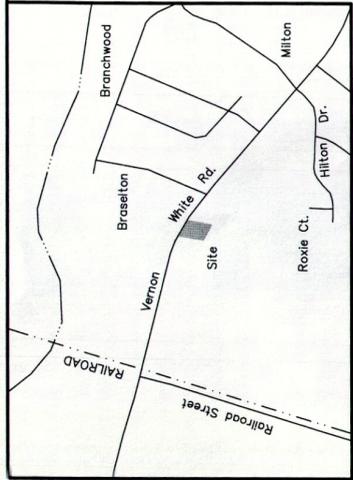
SEE ATTACHED LEGAL DESCRIPTION

Name Kenneth Allen Address 386 Vernon White Rd.  
Signature Kent Allen Winterville, NC 28590

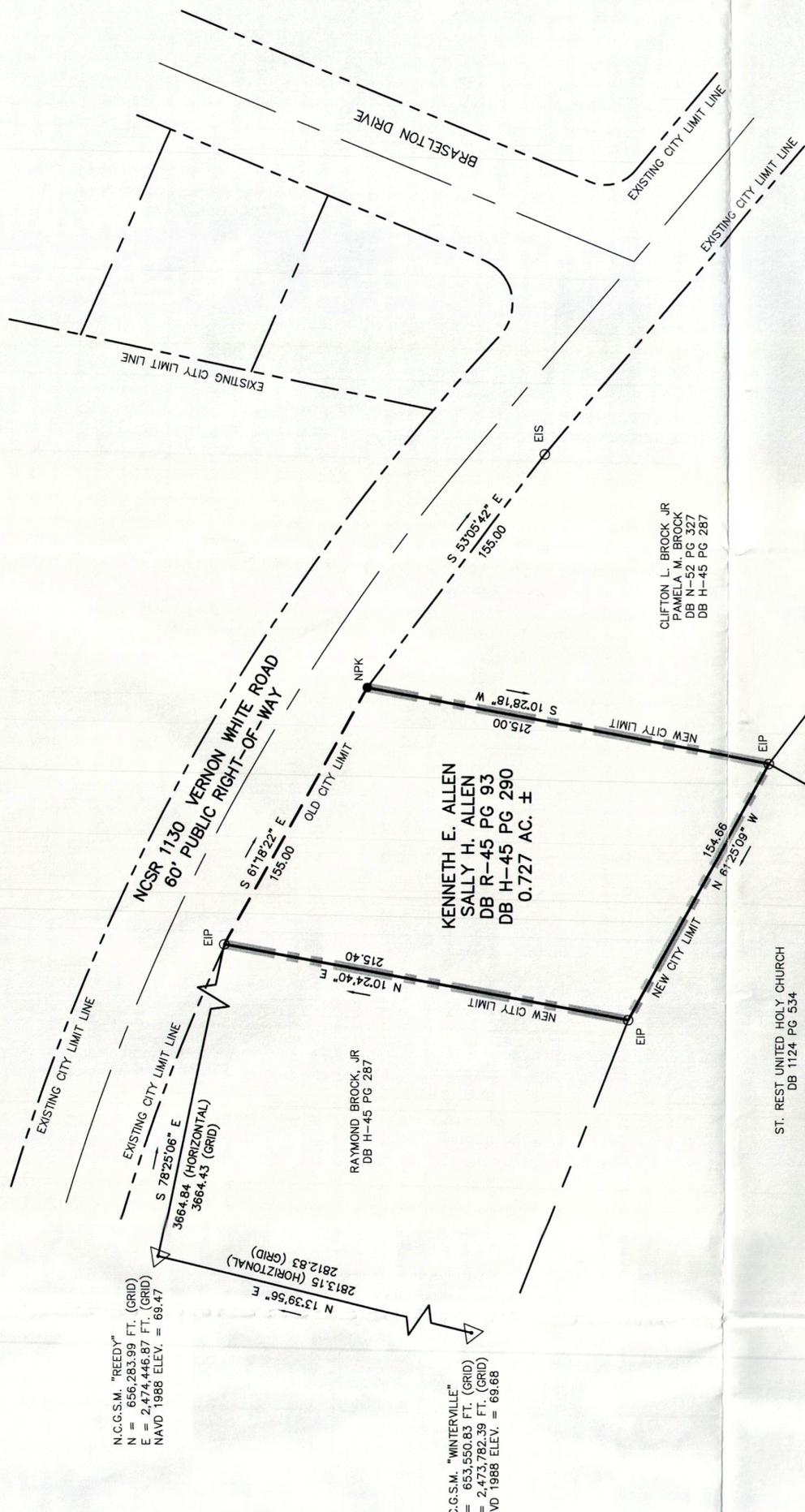
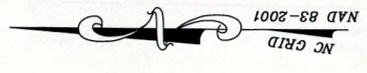
Name Sally H. Allen Address 386 Vernon White Rd.  
Signature Sally H. Allen Winterville, NC 28590

Name \_\_\_\_\_ Address \_\_\_\_\_

Signature \_\_\_\_\_



NOTE:  
 COMBINED SCALE FACTOR = 0.99988777  
 ALL DISTANCES ARE HORIZONTAL  
 GROUND MEASUREMENTS IN FEET  
 AND DECIMALS THEREOF UNLESS  
 NOTED OTHERWISE.  
 ALL COORDINATES SHOWN ARE RELATIVE TO  
 NAD 83/2011 COORDINATE ADJUSTMENTS.



N.C.G.S.M. "REEDY"  
 N = 656,283.99 FT. (GRID)  
 E = 2,474,446.87 FT. (GRID)  
 NAVD 1988 ELEV. = 69.47

N.C.G.S.M. "WINTERVILLE"  
 N = 653,550.83 FT. (GRID)  
 E = 2,473,782.39 FT. (GRID)  
 NAVD 1988 ELEV. = 69.68

KENNETH E. ALLEN  
 SALLY H. ALLEN  
 DB R-45 PG 93  
 DB H-45 PG 290  
 0.727 AC. ±

RAYMOND BROCK, JR.  
 DB H-45 PG 287

CLIFTON L. BROCK JR.  
 PAMELA M. BROCK  
 DB N-52 PG 327  
 DB H-45 PG 287

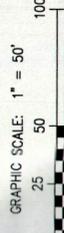
JACK T. BROCK  
 LAVERNE J. BROCK  
 DB 512 PG 748

ST. REST UNITED HOLY CHURCH  
 DB 1124 PG 534

LEGEND  
 EIP = EXISTING IRON PIPE  
 EIS = EXISTING IRON STAKE  
 NPK = NEW PK NAIL  
 --- = NOT TO SCALE

NOTES:  
 1) THIS PROPERTY IS SUBJECT TO THE NEUSE RIVER RIPARIAN BUFFER RULES.  
 2) THE SURVEYOR MAKES NO GUARANTEE THAT THERE ARE NO OTHER EASEMENTS THAT MAY BENEFIT OR BURDEN THE SUBJECT PROPERTY.  
 3) THIS PROPERTY IS LOCATED IN ZONE X AND IS NOT IN A SPECIAL FLOOD HAZARD AREA AS TAKEN FROM N.F.I.P. RATE MAP DATED JULY 7, 2014. COMMUNITY PANEL NUMBER 3720467500K

CITY LIMIT LINE TYPE LEGEND  
 NEW CITY LIMIT  
 OLD CITY LIMIT  
 CITY LIMIT



|   |  |                       |                  |
|---|--|-----------------------|------------------|
| OWNER : KENNETH & SALLY ALLEN   |  | WINTERVILLE, NC 28590 |                  |
| ADDRESS : 386 VERNON WHITE ROAD   |  |                       |                  |
| PHONE : 252-531-5713  |  |                       |                  |
| THE EAST GROUP  |  | PROJECT # : 20180123  | SCALE : 1" = 50' |
| 324 S. EVANS ST.<br>GREENVILLE, NC 27634<br>(800) 451-7176<br>CORPORATE LICENSE NO. 02086 |  | SURVEYED BY : GDF     | DATE : 06/28/18  |
|   |  | DRAWN BY : WBH        | CHECKED BY : WBH |

| MAP NO. | PLATS RECORDED | BOOK | PAGE |
|---------|----------------|------|------|
|         |                |      |      |
|         |                |      |      |
|         |                |      |      |

MAP SHOWING AREA ANNEXED BY  
 THE TOWN OF WINTERVILLE, NC

DATE \_\_\_\_\_ ORDINANCE NO. \_\_\_\_\_ AREA \_\_\_\_\_  
 WINTERVILLE TOWNSHIP, PITT COUNTY, N.C.

WILLIAM B. HILLIARD  
 SURVEYOR  
 6/28/18  
 DATE



WILLIAM B. HILLIARD, PROFESSIONAL LAND SURVEYOR NO. L-4509  
 CERTIFY TO ONE OR MORE OF THE FOLLOWING AS INDICATED THIS, (A) OR (B):  
 A. THAT THIS PLAT IS OF A SURVEY THAT CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND;  
 B. THAT THIS PLAT IS OF A SURVEY THAT IS LOCATED IN SUCH PORTION OF A COUNTY OR MUNICIPALITY THAT IS UNREGULATED AS TO AN ORDINANCE THAT REGULATES PARCELS OF LAND;  
 C. ANY OF THE FOLLOWING:  
 1. THAT THE SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND AND THE SURVEYOR HAS REVIEWED THE RECORDS OF THE RECORDING OFFICE OF THE COUNTY OR MUNICIPALITY FOR AN EXISTING EASEMENT, INTEREST, ENCUMBRANCE, OR NATURAL FEATURE, SUCH AS A WATERCOURSE, OR  
 2. THAT THE SURVEY IS OF A CONTROL SURVEY;  
 D. THAT THIS PLAT IS OF A SURVEY OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION;  
 E. THAT THE INFORMATION AVAILABLE TO THIS SURVEYOR IS SUCH THAT I AM UNABLE TO MAKE A DETERMINATION TO THE BEST OF MY PROFESSIONAL ABILITY AS TO PROVISIONS CONTAINED IN (A) THROUGH (D) ABOVE.

STATE OF NORTH CAROLINA PITT COUNTY  
 WILLIAM B. HILLIARD  
 I, WILLIAM B. HILLIARD, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY OF THE LAND DESCRIBED HEREIN AND THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ OF THE GLOBAL POSITIONING SYSTEM (GPS) OBSERVATIONS WERE PERFORMED TO GEOSPATIAL POSITIONING ACCURACY AT THE CLASS A ACCURACY CLASSIFICATION (AS DEFINED IN THE FOLLOWING INFORMATION WAS USED TO PERFORM THE GPS SURVEY:  
 POSITION ACCURACY: < 0.10'  
 TYPE OF FIELD PROCEDURE: RTK/WRS & CONVENTIONAL  
 DATE(S) OF SURVEY: JUNE 28, 2018  
 DATUM/EPOCH: NAD 83 (2001)  
 PUBLISHED/FIELD CONTROL MONUMENTS USED: WINTERVILLE AND REEDY  
 GEOD MODEL: GEOD09B  
 COMBINED GRID FACTOR: 0.99988777  
 UNITS: U.S. SURVEY FEET  
 THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 28th DAY OF JUNE, 2018.

WILLIAM B. HILLIARD  
 L-4509

ACCEPTED BY THE TOWN OF WINTERVILLE  
 MAYOR \_\_\_\_\_  
 DATE \_\_\_\_\_



Corporate Office  
324 Evans St  
Greenville  
NC 27858  
www.eastgroup.com

Tel 252.758.3746  
Fax 252.830.3954

### Kenneth & Sally Allen Property Annexation Legal Description

LYING AND BEING IN WINTERVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA NEAR THE INTERSECTION OF VERNON WHITE ROAD (NCSR 1130) AND BRASELTON DRIVE, SAID PROPERTY BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT AN EXISTING IRON PIPE IN THE SOUTHERN RIGHT-OF-WAY OF VERNON WHITE ROAD, SAID POINT LYING S-78-25-06 E 3664.84 FEET FROM N.C.G.S.M. "REEDY" HAVING NAD 83(2001) GRID COORDINATES N (Y) = 656,283.99 E (X) 2,474,446.87 ; THENCE ALONG SAID RIGHT-OF-WAY S 61-18-22 E 155.00 FEET TO A NEW PK NAIL; THENCE LEAVING SAID RIGHT-OF-WAY S 10-28-18 W 215.00 FEET TO AN EXISTING IRON PIPE; THENCE N 61-25-09 W 154.66 FEET TO AN EXISTING IRON PIPE; THENCE N 10-24-40 E 215.40 FEET TO THE POINT AND PLACE OF BEGINNING CONTAINING 0.727 ACRES MORE OR LESS.

6/28/18



*William B. Hilliard*

- ENGINEERING
- ARCHITECTURE
- SURVEYING
- TECHNOLOGY

**RESOLUTION DIRECTING THE TOWN CLERK TO INVESTIGATE  
A PETITION RECEIVED UNDER NCGS 160A-31**

**KENNETH ALLEN ANNEXATION - 386 VERNON WHITE ROAD  
PARCEL 33103**

**WHEREAS**, a petition requesting annexation of an area described in said petition was received February 24, 2021 by the Town Council; and

**WHEREAS**, NCGS 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

**WHEREAS**, the Town Council of the Town of Winterville seems it advisable to proceed in response to this request for annexation.

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

The Town Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify as soon as possible to the Town Council the result of the investigation.

Adopted this the 8<sup>th</sup> day of November 2021.

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

ATTEST:

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

**CERTIFICATE OF SUFFICIENCY**

**HOLLY GROVE, SECTION 2  
PARCELS 07841 AND 85535**

To the Town Council of the Town of Winterville, North Carolina:

I, Donald Harvey, Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described herein, in accordance with NCGS 160A-58.1.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Winterville this the 9<sup>th</sup> day of November 2021.

ATTEST:

---

Donald Harvey, Town Clerk



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** November 8, 2021

**Presenter:** Chief Ryan Willhite, Winterville Police.

**Item to be Considered**

**Subject:** Noise Ordinance-Update.

**Action Requested:** Schedule the Public Hearing for December 13, 2021.

**Attachment:** N/A.

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

**Date:** 10/27/2021

**ABSTRACT ROUTING:**

TC: 11/1/2021

TM: 10/7/2021

Final: tjp - 10/7/2021

**Supporting Documentation**

Chief Willhite and Staff is updating the Town's Noise Ordinance. A Public Hearing on applicable Ordinance amendment(s) is to be scheduled for December 13, 2021.

**Budgetary Impact:** TBD.

**Recommendation:** Schedule the Public Hearing for December 13, 2021.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** November 8, 2021

**Presenter:** David Moore, Fire Chief

**Item to be Considered**

**Subject:** Appointment to Local Firefighter's Relief Fund Board of Trustees.

**Action Requested:** Appointment.

**Attachment:** None.

**Prepared By:** David Moore, Fire Chief

**Date:** 11/1/2021

**ABSTRACT ROUTING:**

TC: 11/1/2021

TM: 11/3/2021

Final: tlp - 11/3/2021

**Supporting Documentation**

In accordance with General Statute §58-84-30, the Mayor and Board of Aldermen elect two members of the Local Firefighter's Relief Fund Board of Trustees.

One seat must be filled due to the vacancy left by the loss of David Hooks. The following is the General Statute that relates to appointments to the Local Firefighters Relief Fund Board of Trustees.

§ 58-84-30. Trustees appointed; organization. For each county, town or city complying with and deriving benefits from the provisions of this Article, there shall be appointed a local board of trustees, known as the trustees of the local Firefighters' Relief Fund, to be composed of five members, two of whom shall be elected by the members of the local fire department who are qualified as beneficiaries of such fund, two of whom shall be elected by the mayor and board of aldermen or other local governing body, and one of whom shall be named by the Commissioner of Insurance. Their selection and term of office shall be as follows: (1) The members of the fire department shall hold an election to elect two representatives to the board to serve at the pleasure of the members of the department. The elected representatives may serve until their resignation or until the department holds an election to replace them. Board members elected pursuant to this subdivision shall be either (i) residents of the fire district or (ii) active or retired members of the fire department. (2) The mayor and board of aldermen or other local governing body shall appoint two representatives to the board to serve at the pleasure of the governing body. Board members appointed pursuant to this subdivision shall be residents of the fire district. (3) The Commissioner of Insurance shall appoint one representative to serve as trustee who shall serve at the pleasure of the Commissioner. The member appointed pursuant to this subdivision shall be either (i) a resident of the fire district or (ii) an active or retired member of the fire department. All of the above trustees shall hold office for their elected or appointed time, or until their successors are elected or appointed, and shall serve without pay for their services. They shall immediately after election and appointment organize by electing from their members a chairman and a secretary and treasurer, which two last positions may be held by the same person. The treasurer of said board of trustees shall give a good and sufficient surety bond in a sum equal to the amount of moneys in his hand, to be approved by the Commissioner of Insurance. The cost of this bond may be deducted by the Insurance Commissioner from the receipts collected pursuant to G.S. 58-84-10 before distribution is made to local relief funds. If the chief or chiefs of the local fire departments are not named on the board of trustees as above provided, then they shall serve as ex officio members without privilege of voting on matters before the board. (1907, c. 831, s. 6; C.S., s. 6068; 1925, c. 41; 1945, c. 74, s. 1; 1947, c. 720; 1949, c. 1054; 1973, c. 1365; 1985, c. 666, s. 64; 1987, c. 174, ss. 1, 5; 2007-246, s. 3; 2012-45, s. 2; 2014-64, s. 1(a); 2016-51, s. 3.)

**Budgetary Impact:** None.

**Recommendation:** Town Staff recommends that Anthony Klontz be appointed to the Local Firefighter's Relief Fund Board of Trustees for the Winterville Fire-Rescue-EMS Department.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Old Business

**Meeting Date:** November 8, 2021

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

**Item to be Considered**

**Subject:** Cemetery Expansion Project Update.

**Action Requested:** Council Direction.

**Attachment:** Information of Cemetery Plot pricing and Associated Regulations.

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

**Date:** 10/27/2021

**ABSTRACT ROUTING:**

TC: 11/1/2021

TM: 11/3/2021

Final: tjp - 11/3/2021

**Supporting Documentation**

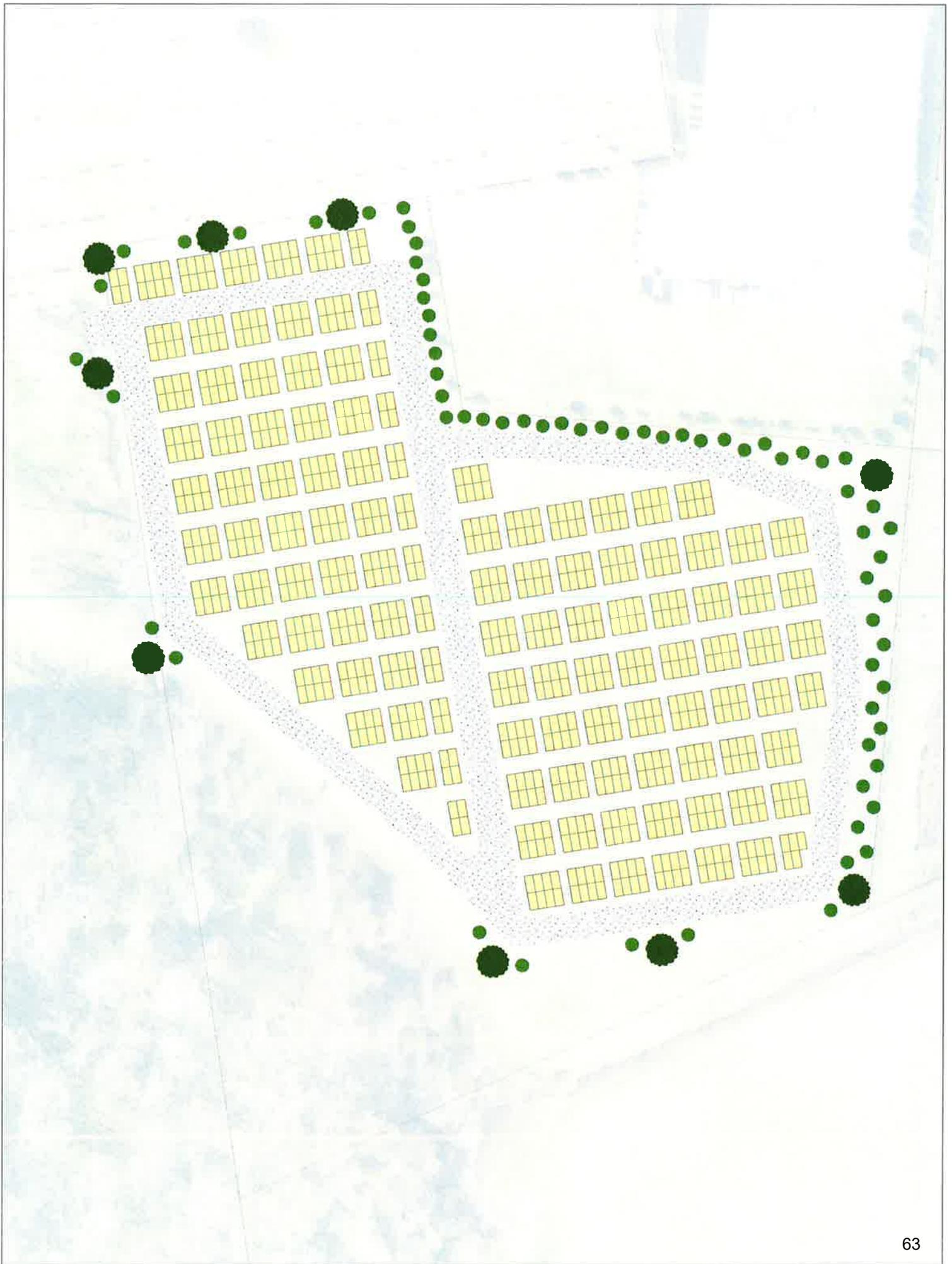
(A) Town Staff will give an update on the status of the Cemtery Expansion Project.

(B) ) Discussion of Cemtery rules and regulations regarding the selling of plots and pricing thereof. Attached please find the rules and regulations that Council enacted regarding how cemetery plots are sold and to whom. Council will need to decide whether any changes are warranted for the new area. Staff has also contacted several area entities to get pricing information so that Council can also discuss and direct what plots are to be sold for moving forward once the expansion site is opened.

Staff stands ready to assist Council with said discussion and move forward with and associated changes.

**Budgetary Impact:** TBD.

**Recommendation:** Council Direction.



Town of Winterville  
November 8, 2021  
Town Council Meeting

**X. OLD BUSINESS.**

5. Cemetery Expansion Update and Recommendations:

**SUBSECTION (A)**

Town of Winterville  
Cemetery Purchasing Policy

Cemetery plots will be sold to individuals who currently reside within the corporate limits and the extraterritorial jurisdiction of the Town of Winterville. An individual authorized to purchase cemetery plots pursuant to this section of the policy may purchase no more than four (4) cemetery plots annually.

Cemetery plots will also be sold to individuals who reside outside the corporate limits or the extraterritorial jurisdiction and who have a spouse, child, sibling or parent interred within the cemetery and can provide documentation to establish that relationship. An individual authorized to purchase cemetery plots pursuant to this section of the policy may purchase no more than two (2) cemetery plots.

No cemetery plot will be sold to any business corporation, company or commercial enterprise.

---

Note - Forms of acceptable documentation related to paragraph #2 of this regulation:

- ≈ Certified copy of birth certificate
- ≈ Certified copy of death certificate
- ≈ Affidavit from Purchaser
- ≈ Sworn statement from current Mayor, Councilmember or Town staff person

Adopted this 14th day of May, 2012.

*Douglas A. Jackson*

Douglas. A. Jackson, Mayor

ATTEST:

*Jasman J. Smith*  
Jasman J. Smith, Town Clerk



Final Draft Dated – 5-14-2012

|     |     | Fence                  |                       |                          |                         |
|-----|-----|------------------------|-----------------------|--------------------------|-------------------------|
|     |     | Not for Sale           | Not for Sale          | Not For Sale             | Not For Sale            |
|     |     | 0                      | 0                     | 0                        | 0                       |
|     |     | 0                      | 0                     | 0                        | 0                       |
|     |     | 0                      | 0                     | 0                        | 0                       |
| 118 | 133 | Dail, Infant Daughter  | Grubbs, James Edwards | Grubbs, Charles A        | 149                     |
|     |     | Dail, Walter Ashley    | Grubbs, Doris Omond   | Grubbs, Annie W          | 0                       |
|     |     | 0                      | Grubbs, Cora Clair    | Houle, Maurice J         | 0                       |
|     |     | 0                      | McLawhorn, Lizzie G   | Houle, Julia G           | 0                       |
| 119 | 132 | Hardison, John Thuman  | May, Gladys Adell     | Smith, Charlie C         | 148                     |
|     |     | 0                      | May, David W          | Smith, Mary Elizabeth    | 0                       |
|     |     | 0                      | May, John R           | Nobles, John Donald      | 0                       |
|     |     | 0                      | Hardy, Mary           | Hodges, Joseph James     | 0                       |
| 120 | 131 | Brann, William Allen   | Boyd, Angela          | Letchworth, Joe          | 147                     |
|     |     | 0                      | Boyd, Shelby Ann      | 0                        | 0                       |
|     |     | 0                      | 0                     | Carr, Ruffin             | 0                       |
|     |     | 0                      | 0                     | Carr, Carrie B           | 0                       |
| 121 | 130 | Robison, Queen H       | McLawhorn, Myrtle L   | 0                        | 146                     |
|     |     | Savage, William Arthur | Letchworth, Marcellus | 0                        | 0                       |
|     |     | Savage, Inez Oglesby   | Letchworth, Rosa Lee  | Letchworth, Ada Gray     | 0                       |
|     |     | Savage, Edward         | Letchworth, Luby J    | Letchworth, Gordon Gray  | 0                       |
| 122 | 129 | 0                      | Crisp, Charles E      | Upton, James Haywood     | 145                     |
|     |     | Tripp, Linwood E       | Dail, Eliza Crisp     | Upton, Ruby Dail         | 0                       |
|     |     | Tripp, Mary Jo         | Dail, Titus           | Dail, William T          | 0                       |
|     |     | Tripp, Judy Elaine     | Suber, Robert Dale    | Dail, Thomas Eugene      | 0                       |
| 123 | 128 | Norris, Sallie         | Tucker, Bruce Warren  | Worthington, Lafayette   | 144                     |
|     |     | Norris, Joe            | Tucker, B.W.          | Tucker, Mahlon           | 0                       |
|     |     | Norris, Hazel Bowen    | Tucker, Hattie M      | Tucker, Thelma Collins   | 0                       |
|     |     | Norris, Tom            | Tucker, Nannis Loy    | Haddock, Margaret Tucker | 0                       |
| 124 | 127 | Forbes, Allen          | 0                     | 0                        | 143                     |
|     |     | Forlines, Emmis D      | 0                     | 0                        | Dempsey, Levy N         |
|     |     | Forlines, Mary Forbes  | Buck, James E         | 0                        | Dempsey, Mamie Bults    |
|     |     | 0                      | Buck, Rippie J        | 0                        | 0                       |
| 125 | 126 | Rouse, Infant          | Hodges, James A       | 0                        | 142                     |
|     |     | Rouse, Linwood Ishmal  | 0                     | 0                        | 0                       |
|     |     |                        | Hodges, Noah Oswald   | 0                        | 0                       |
|     |     |                        |                       |                          | McLawhorn, Cora Walston |

Mini - cemetery expansion  
 March 8, 2017 - Fees  
 Regs on page 2 of March  
 7, 2017 email - highlight in  
 yellow.

## Terri Parker

---

**From:** Rhonda Barnes  
**Sent:** Friday, October 01, 2021 4:13 PM  
**To:** Terri Parker  
**Subject:** FW: Reedy Branch Cemetery - Additional Plots  
**Attachments:** Grave Yard - 20140603 - minor expansion.pdf  
  
**Importance:** High

*Rhonda Barnes  
Utility Billing Coordinator  
Town of Winterville  
2571 Railroad Street/P.O. Box 1459  
Winterville, NC 28590  
(252) 756-2221 - Phone  
(252) 321-8455 - Fax  
[rhonda.barnes@wintervillenc.com](mailto:rhonda.barnes@wintervillenc.com)*

---

**From:** Terri Parker <terri.parker@wintervillenc.com>  
**Sent:** Tuesday, March 07, 2017 10:39 AM  
**To:** Mayor and Town Council <MayorandTownCouncil@wintervillenc.com>  
**Cc:** Finance Department <FinanceDepartment@wintervillenc.com>; Ben Williams <Ben.Williams@wintervillenc.com>; Travis Welborn <travis.welborn@wintervillenc.com>; Robert Sutton <robert.sutton@wintervillenc.com>  
**Subject:** FW: Reedy Branch Cemetery - Additional Plots  
**Importance:** High

Good afternoon:

Attached please see the map that Staff has put together outlining twelve (12) plots that are available after abandoning the access drive/ROW at the southwestern corner as previously directed by Council. Please see the information highlighted below in yellow as that encompasses the stipulations outlining how said plots will be sold and the fact that they will be available starting at 8 am tomorrow, March 8, 2017. These plots will be sold on a "first come first serve" basis until gone.

Please let me know if you have any questions.

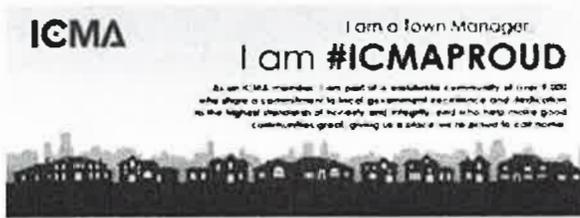
Have a great and I will see you tonight.

Terri

---

**Terri L. Parker  
Town Manager  
Town of Winterville  
2571 Railroad Street/P.O. Box 1459  
Winterville, NC 28590**

(252) 215-2340 – Phone  
(252) 215-2451 – Fax  
[terri.parker@wintervilleenc.com](mailto:terri.parker@wintervilleenc.com)



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Think GREEN before you print

**From:** Ben Williams  
**Sent:** Monday, March 06, 2017 11:23 AM  
**To:** Terri Parker <[terri.parker@wintervilleenc.com](mailto:terri.parker@wintervilleenc.com)>  
**Cc:** Anthony Bowers <[anthony.bowers@wintervilleenc.com](mailto:anthony.bowers@wintervilleenc.com)>; Travis Welborn <[travis.welborn@wintervilleenc.com](mailto:travis.welborn@wintervilleenc.com)>; Robert Sutton <[robert.sutton@wintervilleenc.com](mailto:robert.sutton@wintervilleenc.com)>  
**Subject:** Reedy Branch Cemetery - Additional Plots

Terri,

Attached is the updated map of the Reedy Branch Cemetery illustrating the twelve (12) additional plots (block 1020 and 1021) created as a result of abandoning the access drive/ROW at the southwestern corner as directed by Council. Finance Dept. will use this map for documenting the purchasing of the new plots.

As directed by Council, the plots are to be sold to Town residents only. In addition, only one plot can be purchased by each resident.

We do not have a "waiting/notification list" for residents interested in purchasing a plot. Therefore, I would recommend posting the availability of the new plots on the website making them available for purchase on Wednesday, 3/8/17 at 8:00am.

Let me know your thoughts.

-Ben

**Ben E. Williams, AICP CEP**  
**Assistant Town Manager**  
**Town of Winterville**  
2571 Railroad Street/P.O. Box 1459  
Winterville, NC 28590  
(252) 215-2420 – Phone  
(252) 215-2465 – Fax  
[ben.williams@wintervilleenc.com](mailto:ben.williams@wintervilleenc.com)

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Winterville Town Council  
May 14, 2012 Regular Meeting Minutes

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 meeting was called to order, followed by the invocation by Councilman Johnny Moyer, which was followed by the pledge of allegiance. The following were present:

Mayor Douglas Jackson  
Mayor Pro-Tem Mark Smith  
Councilman Johnny Moyer  
Councilman Ronald Cooper, Sr.  
Councilman Tony Moore  
Councilwoman Veronica Roberson  
Terri L. Parker, Town Manager  
Jasman Smith, Town Clerk  
Keen Lassiter, Town Attorney  
Alan Lilley, Planning Director  
Anthony Bowers, Finance Director  
Billy Wilkes, Police Chief  
Brad Black, IT Director  
Eric Lucas, Parks/Recreation & Public Works Director  
Mervin Taylor, Electric Utility Director  
Tom Harwell, Town Engineer

**APPROVAL OF AGENDA:** A motion was made by Councilwoman Roberson and seconded by Councilman Moyer to approve the agenda as presented. Motion carried unanimously.

**WELCOME:** Mayor Jackson welcomed the public.

**RECOGNITION:** Parks/Recreation & Public Works Director Eric Lucas introduced the A.G. Cox Envirothon Club and distributed awards to the members.

**INTRODUCTION OF NEW EMPLOYEES:** None.

**PRESENTATIONS:**

1. Update on the Depot Project – Jane Power, President, Winterville Historical and Arts Society, Inc. and Scott Power, NC Department of Cultural Resources, Historical Resources. Mrs. Jane Power, President of the Winterville Historical and Arts Society, Inc. and Mr. Scott Power of North Carolina Department of Cultural Resources, Historical Resources gave an update on the Depot Project. Mrs. Jane Power. Councilman Cooper asked how much money is needed to get the Depot running. Councilman Moore commented that the Depot looks good. No action was taken by the Council.

the Planning and Zoning Board unanimously recommended adoption at their April 16, 2012 meeting.

Questions from the Town Council were addressed and answered concerning the Proposed Amendment of Zoning Ordinance Article VI, Section 6.5, Special Requirement 19. Mayor declared public hearing open and comments were solicited from the audience. No one spoke in favor of the amendment. Mr. T.C. Gaylord, Jr. spoke in opposition of the amendment. He stated that the Pilgreens Business was storing wrecked and salvaged vehicles. Mr. T.C. Gaylord, Jr. requested that the Town Council deny the proposed Amendment of Zoning Ordinance Article VI, Section 6.5, Special Requirement 19. Mayor declared the public hearing closed.

Discussion was held about the Zoning Ordinance Amendment to Zoning Ordinance Article VI, Section 6.5, and Special Requirement 19. Councilman Cooper commented that he visited the Pilgreens business and observed that they made several changes. He further commented on the posted sign that warned customers to keep their noise/music down because of surrounding neighbors. Councilman Moore commented that no one spoke in favor of the amendment. **A motion was made by Councilman Moore and seconded by Mayor Pro-Tem Smith to deny the Zoning Ordinance Amendment to Zoning Ordinance Article VI, Section 6.5, and Special Requirement 19. Motion carried all.**

**PUBLIC COMMENT:** Mayor Jackson read the public comment policy aloud.

1. **Non-Town Agencies Funding Requests:**
  - a. Ms. Shelia Parson, President of Winterville Chamber of Commerce: Ms. Shelia Parson spoke on behalf of the Winterville Chamber of Commerce and explained their request of \$30,000 for Fiscal Year 2012-2013. No Action was taken by the Town Council.
  - b. Mr. Jay Faron, Executive Director of the Pitt County Boys & Girls Club: Mr. Faron expressed the Pitt County Boys & Girls Club's request of \$5,000 for funding to support the Transportation Program in Fiscal Year 2012-2013. No Action was taken by the Town Council.
  - c. Ms. Barbara Manning, Director of Senior Adult Fellowship- Ms. Barbara Manning spoke on behalf of the Senior Adult Fellowship and explained their request of \$3,000 for Fiscal Year 2012-2013. No Action was taken by the Town Council.
  - d. Mr. Calvin Henderson and Ms. Barbara Mills, Advisors of Winterville Senior Citizens Club- Mr. Calvin Henderson and Ms. Barbara Mills stated the history of the club and their request of \$5,000 for Fiscal Year 2012-2013. No Action was taken by the Town Council.
2. **Mr. James Evans – Boy Scouts Request for Shooting BB Guns:** Mr. Evans requested that the Town allow the BB gun and Archery Activity at the Pitt District Club Scout Twilight Camp from 6-9 pm on July 9<sup>th</sup>-13<sup>th</sup>. A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moore to approve the BB gun and Archery Activity at the Pitt District Club Scout Twilight Camp from 6-9 pm on July 9<sup>th</sup>-13<sup>th</sup>. Motion carried all.
3. **Mr. Robert Beddard, Jr. – Church and Sylvania Street Traffic & Parking.** Mr. Beddard addressed the Town Council about Church and Sylvania Street Traffic and Parking issues. Councilman Smith stated the best solution is to have parking on one side. Town Manager Terri L. Parker stated that this item will be added to a future agenda.

**Cooper and seconded by Councilman Moore to approve the final policy. Motion carried unanimously.**

**NEW BUSINESS:**

1. Analysis of Proposed Girls Softball Program: Parks/Recreation & Public Works Director Eric Lucas presented the item. He stated that at the March 12, 2012 Regular Meeting, Councilman Moye requested staff to research the cost of implementing a girls' softball program by Winterville Parks & Recreation. Staff has researched the cost analysis and pros and cons of implementing a girls' softball league. The monetary impact varies depending upon the actual number of players and teams that may participate. For example, in a four (4) team league the revenue would be approximately \$4,076 with expenditures of \$5,125. In an eight (8) team league the revenue would be approximately \$8,252 with expenditures of \$10,201. These projections do not take concession sales into consideration. The major drawbacks of implementing a Girls Softball program are as follows (in no particular order): Cost; Current existence of PCGSL in Winterville; and Lack of Facilities/Space. Staff recommends that the Town not pursue implementation of a Girls Softball program at this time due to reasons outlined. Discussion was held concerning the proposed softball program. **A motion was made by Councilwoman Roberson and seconded by Councilman Moye to send out a questionnaire about the formation of a Softball League Program next year. Motion carried unanimously.**
  
2. Approval of Agreement with Run the East, LLC for 5k Run: Parks/Recreation & Public Works Director Eric Lucas presented the item. He noted that the Parks and Recreation Department has proposed in the 2012-2013 budget a co-sponsored 5k Road Race with Riley's Army. Riley's Army is a local organization aimed at providing support to children with cancer and their families in Eastern North Carolina. Road Races such as the one Staff is proposing must have a company such as Run the East, LLC involved so that the event will be an officially sanctioned race with proper race logistics support and event timing. Failure to have a properly sanctioned event would ultimately result in cancellation. Parks/Recreation & Public Works Director Eric Lucas further stated that the scheduled date for the Race is September 8, 2012. Due to the popularity of road races in Eastern North Carolina we need to approve and sign a contract with Run The East, LLC as soon as possible. Staff has reviewed the contract and recommends approval. **A motion was made by Councilman Moore and seconded by Councilman Cooper to approve the agreement. Motion carried unanimously.**
  
3. Planning and Zoning Board Member Vacancy: Planning Director Alan Lilley presented the item. He informed the Town Council that due to a work related scheduling conflict; Mr. Kevin Hill is no longer available to serve on the Planning & Zoning Board. Mr. Hill served as an "in-town" regular member. It has been the customary practice of the Council to appoint the existing alternate member to fill a vacant unexpired term and seek a new alternate. The current "in-town" alternate member is Mr. David Webb. If the Council so desires, the action under consideration would be to appoint Mr. David Webb as a regular member to the remainder of an unexpired term, which will expire June 30, 2013. If this action is taken, a new person will need to be appointed as the "in-town" alternate member. **A motion was made by Councilman Moye and seconded by Councilwoman Roberson to appoint Mr. David Webb as a regular member to the remainder of an unexpired term, which will expire June 30, 2013. Motion carried unanimously.**
  
4. Petition Requesting Annexation of West Winterville Industrial Park, Lot 8: Planning Director Alan Lilley presented the item. He informed the Town Council that the Town has received a petition requesting annexation of West Winterville Industrial Park, Lot 8. The annexation area is a 2 acre

A motion was made by Councilman Moore and seconded by Councilwoman Roberson to unseal Closed Session Minutes for 11/8/2010; 12/13/2010; 3/3/2011; 3/14/2011; 3/29/2011; 4/11/2011; 5/9/2011; 6/13/2011; 7/11/2011; and 12/12/2011. Motion carried unanimously.

**ADJOURN**

Having no further business to come before the Council, a motion was made by Mayor Pro-Tem Smith and seconded by Councilwoman Roberson to adjourn at 9:22 pm. Motion carried unanimously.

Adopted this the 9<sup>th</sup> day of July 2012.

*Douglas A. Jackson*

Douglas A. Jackson, Mayor

ATTEST:

*Jasman J. Smith*

Jasman J. Smith, Town Clerk





**PROCLAMATION  
EMERGENCY MEDICAL SERVICES WEEK  
MAY 20-26, 2012**

***WHEREAS***, emergency medical services is a vital public service; and

***WHEREAS***, the members of emergency medical services 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***, the emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, educators, administrators and others; and

***WHEREAS***, the members of emergency medical services 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 services providers by designating Emergency Medical Services Week; now

***NOW, THEREFORE, I, Douglas A. Jackson, Mayor of the Town of Winterville, recognize the week of May 20-26, 2012 as Emergency Medical Services Week.***

Dated this 14<sup>th</sup> day of May, 2012.

  
Douglas A. Jackson, Mayor

Attest:

  
Jasman J. Smith, Town Clerk



**Resolution Directing The Clerk To Investigate  
A Petition Received Under G.S. 160A-31**

**West Winterville Industrial Park, Lot 8**

WHEREAS, a petition requesting annexation of an area described in said petition was received on May 14, 2012 by the Town Council; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Town Council of the Town of Winterville deems it advisable to proceed in response to this request for annexation;

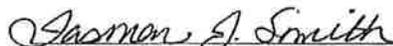
NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Winterville that:

The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Town Council the result of her investigation.

Adopted this 14<sup>th</sup> day of May, 2012.

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

ATTEST:

  
\_\_\_\_\_  
Jasman J. Smith, Town Clerk



Winterville Town Council  
April 9, 2012 Regular Meeting Minutes

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 meeting was called to order, followed by the invocation by Mayor Douglas A. Jackson, which was followed by the pledge of allegiance. The following were present:

Mayor Douglas Jackson  
Mayor Pro-Tem Mark Smith  
Councilman Johnny Moyer  
Councilman Ronald Cooper, Sr.  
Councilman Tony Moore  
Councilwoman Veronica Roberson  
Terri L. Parker, Town Manager  
Jasman Smith, Town Clerk  
Keen Lassiter, Town Attorney  
Alan Lilley, Planning Director  
Anthony Bowers, Finance Director  
Billy Wilkes, Police Chief  
Brad Black, IT Director  
Eric Lucas, Parks/Recreation & Public Works Director  
Mervin Taylor, Electric Utility Director  
Tom Harwell, Town Engineer

**APPROVAL OF AGENDA:** Town Manager Terri L. Parker requested the removal of the closed session. A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moore to approve the agenda with the removal of the closed session. Motion carried unanimously.

**WELCOME:** Mayor Jackson welcomed the public.

**RECOGNITION:** None.

**INTRODUCTION OF NEW EMPLOYEES:** Parks/Recreation & Public Works Director Eric Lucas, introduced Utility Maintenance Mechanic Cliff McGuffin of the Water and Sewer Department and Parks Maintenance Worker, Dennis Meshaw of the Parks and Recreation Department.

**PRESENTATIONS:**

1. **Watermelon Festival Fundraiser – April 18th -22nd – Tim Avery.** Tim Avery, Chairman of the festival presented the Watermelon's request of a fundraiser to be held on April 18th -22<sup>nd</sup>. **A motion was made by Councilman Moore and seconded by Councilwoman Roberson to approve the fundraiser. Motion carried unanimously.**

## OLD BUSINESS:

1. Discussion of Revised Purchasing Policy of Winterville Cemetery Lots: Town Manager Terri L. Parker presented the item. She reminded the Town Council that

This item was a carryover from the February 13, 2012 Regular Council Meeting. The Town Council directed Staff to draft some language amending the current purchasing policy for cemetery lots to allow for people to purchase lots in the Winterville Cemetery if they have "immediate" family buried in the cemetery. Attorney Lassiter has drafted some language attempting to encompass the Council's direction. Town Staff requested the Council's discussion and ultimate direction on the draft amendment.

Discussion was held **A motion was made by Mayor Pro-Tem Smith and seconded by Councilwoman Roberson to allow cemetery plots to be sold to individuals who currently reside within the corporate limits at \$450 per lot and the extraterritorial jurisdiction of the Town of Winterville for \$650 per lot; Cemetery plots will also be sold at \$1,000 per lot to individuals who have a spouse, child, sibling, or parent (not including grandparents) buried within the cemetery and can provide documentation to establish that relationship; and No cemetery plots will be sold to any business corporation, company or commercial enterprise. An individual authorized to purchase cemetery plots by this policy may purchase no more than two (2) cemetery plots in a lifetime. Motion carried unanimously.**

2. Discussion of Local Vendor Preference Policy: Town Manager Terri L. Parker presented the item. Mayor Pro-Tem Smith states that he does not think that there is a way to improve the policy and that the policy should be left as is. **A motion was made by Councilwoman Roberson and seconded by Councilman Moore to approve not to revise the Local Vendor Preference Policy.**

## NEW BUSINESS:

1. Discussion of Proposed Amendment to Winterville Code of Ordinances Chapter 95 Section 15: Weeds, Vegetation and Other Public Health Nuisances: Planning Director Alan Lilley presented the item. He stated that the Code of Ordinances Chapter 95, Section 95.015, C, describes conditions that are declared to constitute unlawful public nuisances. Item C, 13, states: *Any building, structure, fence, or retaining wall declared to be unsafe by the **County Building Inspection Official**, and which is in danger of collapse so that it may fall and injure members of the public or damage public or private property.*

Staff recommended that this provision be changed from **County Building Inspection Official** to **Code Compliance Officer or his or her designee**. This would allow such determination to be made by Planning Staff in cases where the danger of collapse is very obvious. This would greatly aid our ability to address dilapidated accessory buildings. **A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moore to approve the amendment to the Winterville Code of Ordinances Chapter 95 Section 15: Weeds, Vegetation and Other Public Health Nuisances. Motion carried unanimously.**

**OTHER AGENDA ITEMS: None.**

**ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS: None.**

**REPORTS FROM TOWN ATTORNEY, TOWN MANAGER, AND DEPARTMENT HEADS:**

Town Attorney- Town Attorney Keen Lassiter reported on the remaining easement for signature on the Nobel Canal issue.

Town Manager- Town Manager Terri Parker had no report.

The Electric Department, Information Technology Department, Planning Department, Parks and Recreation/Public Works Department, and Town Clerk had no report.

Police Department- Councilman Moye asked the robberies at the No.1 Chinese Restaurant. Police Chief Billy Wilkes reported on the robberies in Winterville.

Town Engineer- Town Engineer reported on sidewalks. **A motion was made by Councilman Moore and seconded by Mayor Pro-Tem Smith to proceed with sidewalks except for those requiring right-of-way encroachment easements. Motion carried unanimously.**

Finance Department- Councilwoman Roberson asked about. Finance Director Anthony Bowers explained about the balance of the Powell Bill funds.

**REPORTS FROM THE MAYOR AND TOWN COUNCIL:**

Mayor Jackson, Mayor Pro-Tem Smith, and Councilman Cooper had no report.

Councilwoman Roberson thanked Commissioner Jimmy Garris for support to keep the Boyd Street Railroad Crossing open.

Councilman Moye asked about the Summer Program. Parks/Recreation & Public Works Director Eric Lucas updated the Town Council on the Summer Program.

Councilman Moore stated that he enjoyed the Easter Egg Hunt provided by the Winterville Parks and Recreation.

**CLOSED SESSION PER N.C.G.S 143-318.11(a)(1):** To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes. **A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moore to table the closed session until the May 14<sup>th</sup> Regular Meeting. Motion carried unanimously.**

**ADJOURN**

Having no further business to come before the Council, a motion was made by Councilman Moore and seconded by Councilwoman Roberson to adjourn at 8:09 PM. Motion carried unanimously.



**PROCLAMATION**  
**MUNICIPAL CLERKS WEEK**  
**APRIL 29 THROUGH MAY 5, 2012**

**WHEREAS**, THE OFFICE OF THE MUNICIPAL CLERK, A TIME HONORED AND VITAL PART OF LOCAL GOVERNMENT EXISTS THROUGHOUT THE WORLD, AND

**WHEREAS**, THE OFFICE OF THE MUNICIPAL CLERK IS THE OLDEST AMONG PUBLIC SERVANTS, AND

**WHEREAS**, THE OFFICE OF THE MUNICIPAL CLERK PROVIDES THE PROFESSIONAL LINK BETWEEN THE CITIZENS, THE LOCAL GOVERNING BODIES AND AGENCIES OF GOVERNMENT AT OTHER LEVELS, AND

**WHEREAS**, MUNICIPAL CLERKS HAVE PLEDGED TO BE EVER MINDFUL OF THEIR NEUTRALITY AND IMPARTIALITY, RENDERING EQUAL SERVICE TO ALL.

**WHEREAS**, THE MUNICIPAL CLERK SERVES AS THE INFORMATION CENTER ON FUNCTIONS OF LOCAL GOVERNMENT AND COMMUNITY.

**WHEREAS**, MUNICIPAL CLERKS CONTINUALLY STRIVE TO IMPROVE THE ADMINISTRATION OF THE AFFAIRS OF THE OFFICE OF THE MUNICIPAL CLERK THROUGH PARTICIPATION IN EDUCATION PROGRAMS, SEMINARS, WORKSHOPS AND THE ANNUAL MEETINGS OF THEIR STATE, PROVINCE, COUNTY AND INTERNATIONAL PROFESSIONAL ORGANIZATIONS.

**WHEREAS**, IT IS MOST APPROPRIATE THAT WE RECOGNIZE THE ACCOMPLISHMENTS OF THE OFFICE OF THE MUNICIPAL CLERK.

**NOW, THEREFORE, I, DOUGLAS A. JACKSON, MAYOR OF THE TOWN OF WINTERVILLE, RECOGNIZE THE WEEK OF APRIL 29 THROUGH MAY 5, 2012, AS MUNICIPAL CLERKS WEEK, AND FURTHER EXTEND APPRECIATION TO JASMAN J. SMITH FOR THE SERVICE AS TOWN CLERK TO THE TOWN OF WINTERVILLE. DATED THIS 9<sup>TH</sup> DAY OF APRIL, 2012.**

*Douglas A. Jackson*  
 \_\_\_\_\_  
 DOUGLAS A. JACKSON, MAYOR

ATTEST:

*Jasman J. Smith*  
 \_\_\_\_\_  
 JASMAN J. SMITH, TOWN CLERK



Winterville Town Council  
February 13, 2012 Regular Meeting Minutes

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 meeting was called to order, followed by the invocation by Councilman Johnny Moye, which was followed by the pledge of allegiance. The following were present:

Mayor Douglas Jackson  
Mayor Pro-Tem Mark Smith  
Councilman Johnny Moye  
Councilman Ronald Cooper, Sr.  
Councilman Tony Moore  
Councilwoman Veronica Roberson  
Terri Parker, Town Manager  
Jasman Smith, Town Clerk  
Keen Lassiter, Town Attorney  
Alan Lilley, Planning Director  
Anthony Bowers, Finance Director  
Billy Wilkes, Police Chief  
Brad Black, IT Director  
David Moore, Fire Chief  
Eric Lucas, Parks/Recreation & Public Works Director  
Mervin Taylor, Electric Utility Director  
Mike Stec, Planner

**APPROVAL OF AGENDA:** A motion was made by Councilman Moye and seconded by Mayor Pro-Tem Smith to approve the agenda as presented. Motion carried unanimously.

**WELCOME:** Mayor Jackson welcomed the public.

**RECOGNITION:** None.

**INTRODUCTION OF NEW EMPLOYEES:** Police Chief Billy Wilkes introduced intern Matt Beryl to the Council.

**PRESENTATIONS:** None.

**PUBLIC HEARINGS:** None.

**PUBLIC COMMENT:** Mayor Jackson read the public comment policy aloud.

1. **Mr. T.C. Gaylord:** Mr. T.C. Gaylord expressed his concerns of the Pilgreens business, located at 5107 Reedy Branch Road. He implied that he was speaking on behalf of his neighbors concerning lack of Town Code Enforcement. Mr. T. C. Gaylord expounded on the documents and pictures given to the Town Council that illustrated junk vehicles at Pilgreens. In conclusion, Mr. T. C. Gaylord requested that the Town Council adopt a noise and public nuisance policy to protect their citizens against current and future noise problems; and possibly adopt the Pitt County noise and public nuisance policy. He reiterated that the Pilgreens have shown no respect to their neighbors and if the Town does not want to apply the code of ordinances equally within Town limits and ETJ, then do away with the ETJ.

**PROCLAMATION OF THE TOWN OF WINTERVILLE  
IN HONOR OF BLACK HISTORY MONTH**

**WHEREAS**, February has been designated as Black History Month and will be observed in our community; and

**WHEREAS**, this observance affords special opportunity to become more knowledgeable about black heritage, and to honor the many black leaders who have contributed to the progress of our nation; and

**WHEREAS**, such knowledge can strengthen the insight of all our citizens regarding the issues of human rights, the great strides that have been made in the crusade to eliminate the barriers of equality for minority groups, and the continuing struggle against racial discrimination and poverty;

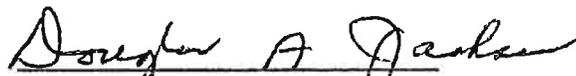
**NOW, THEREFORE, BE IT RESOLVED**, that I, Douglas A. Jackson, Mayor of the Town of Winterville, do hereby proclaim the month of February, 2012 as

**BLACK HISTORY MONTH**

In the Town of Winterville and express special commendation to the dedicated volunteers who have labored so diligently to make this observance a reality in our area; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that I urge all residents to make special note of the various exhibits displayed in public buildings, attend scheduled activities, and join together in making this a period of rededication to the principles of justice and equality for all people.

This 13<sup>th</sup> day of February 2012.

  
Douglas A. Jackson, Mayor

Attest:

  
Jasman J. Smith, Town Clerk



**ITEMS REMOVED FROM THE CONSENT AGENDA:** None

**OLD BUSINESS:**

1. Volunteer Board Vacancies: Planning Director Alan Lilley presented the item. He stated that the Town had the following volunteer board vacancies: one (1) Planning and Zoning Board out-of-town alternate member, one (1) in-town alternate member, and one (1) Board of Adjustment out-of-town alternate member. Planning Director Alan Lilley reminded the Town Council that In-town members are appointed by the Winterville Town Council and Out-of-town members are appointed by the Pitt County Board of Commissioners. Ads soliciting applicants were published in "The Daily Reflector" on January 29 & February 5, 2012. The ad is also posted on the Town web site. Councilwoman Roberson questioned the status of applicants that were previously on file that were not appointed. Mayor Jackson asked how long the applications are kept on file. Town Manager Terri Parker responded that the applications are kept on file usually for six (6) months. Councilman Moore commented that when the make-up of the Volunteer Board consists of one race, then this is a poor representation in our Town. **A motion was made by Councilman Moore and seconded by Councilman Moye to appoint Mr. Alfred Phillips as an in-town alternate member to the Board of Adjustment. Members of the Council voting in favor of the motion were Moore, Moye, Cooper, and Smith. Member of the Council voting in opposition of the motion was Roberson. Motion carried. (4, 1)**
2. Purchasing Policy of Winterville Cemetery Lots: Councilman Cooper informed the Council that this item was on the agenda at his request. He further explained that an Ayden resident was interested in purchasing Winterville cemetery lots, but could not due to the residency requirement in the purchasing policy for cemetery lots. The Ayden resident also stated that her uncle may own a couple of Winterville cemetery plots. Town Manager Terri Parker reiterated that there are only fifty-four (54) lots left. Discussion was held. Mayor Pro-Tem Smith suggested that Town Attorney Keen Lassiter draft a revision to the cemetery plot policy to include language that would allow a non-resident to purchase a cemetery lot, if their siblings, parents, or grandparents were buried in the Winterville Cemetery. Further discussion was held and questions from the Town Council were addressed. Town Attorney Keen Lassiter responded that he would submit the revised policy for review to the Town Manager and bring back to the Town Council. By consensus the Town Council directed Town Staff to determine if there were lots available for purchase of the Ayden resident's uncle. Councilman Cooper thanked the Council's attention on this matter.
3. Discussion of Local Vendor Preference Policy: Town Manager Terri Parker presented the item. Mayor Pro-Tem Smith suggested that this policy should be revised. Discussion was held. Town Staff was directed to bring back a revised policy to the Town Council.

5. Schedule a Date for the Next Council Retreat Workshop: Town Manager Terri Parker presented the item. She stated that during the February 7<sup>th</sup> Council Retreat, she requested that the Council consider setting a date for about 1 ½ months from the February 7<sup>th</sup> Council Retreat to hold discussions on the vision and associated key issues for the Town. Councilman Moore suggested that the Council invite the Winterville Historical Society to the Council Retreat. **A motion was made by Councilman Moore and seconded by Mayor Pro-Tem to Smith schedule the Council Retreat for Tuesday, March 27, 2012 and to include the Winterville Historical on the Agenda. Motion carried unanimously.**

#### **OTHER AGENDA ITEMS:**

1. NCDOT & CSX Railroad Letter. This item was requested by Councilman Moore. Motion made by Councilman Moore and seconded by Councilman Moyer to send a letter to NCDOT and CSX against the closing of the Boyd Street Crossing. Motion carried unanimously.
2. Noise Ordinance. This item was requested by Councilman Moore in relation to Public Comment speaker Mr. T.C. Gaylord. Town Manager Terri Parker reminded the Town Council that a community meeting will be held on Thursday, February 16<sup>th</sup> in the Assembly Room to address this issue. Discussion was held. Councilman Moore directed Police Chief Billy Wilkes to report to the Town Council about this issue next month.

#### **ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS:**

#### **REPORTS FROM TOWN ATTORNEY, TOWN MANAGER, AND DEPARTMENT HEADS:**

Town Attorney- Town Attorney Keen Lassiter reminded the Town Council of the Closed Session.

Town Manager- Town Manager Terri Parker had no report.

Finance Department, Information Technology Department, Planning Department, Police Department, and Town Clerk had no report.

Town Engineer- Town Engineer reported on the construction at Boyd Street.

The Electric Department: Councilwoman Roberson asked Mr. Grimes (citizen in the audience) about the wire hanging in his yard. Electric Director Mervin Taylor replied that it is a hanging telephone wire and he would look into the issue.

Fire Department- Councilman Moore asked about the burning of the house on 183 Cooper Street. Fire Chief David Moore stated that he was waiting on some permits and it is still in the process.

Parks and Recreation/Public Works Department- Councilman Moore inquired about the city limit signs at Mangolia Ridge and Manchester, and Vernon-White Road sign. Parks and Recreation/Public Works Director Eric Lucas commented that the Vernon-White Road sign has been ordered and still trying to determine where city limits signs are to be placed.

Town of Winterville  
November 8, 2021  
Town Council Meeting

**X. OLD BUSINESS.**

5. Cemetery Expansion Update and Recommendations:

**SUBSECTION (B)**

**Plot Purchases:**

|   | Resident   | Nonresident                          |
|---|--|--------------------------------------|
| Greenville                                | \$700.00   | \$900.00                             |
| Washington (single)<br>(baby / cremation) | \$682.50 (plus \$250 perpetual care fee)<br>\$315.00 (plus \$250 perpetual care fee) |                                      |
| Ayden                                     | \$450.00 (w/in city limits)<br>\$550.00 (outside limits but on UTIL)                 | \$750.00                             |
| Farmville                                 | \$400.00   | \$850.00                             |
| Tarboro                                   | \$500.00 (plus \$26 recording fee)   | \$1,500.00 (plus \$26 recording fee) |
| Rocky Mount                               | \$900.00   |                                      |
| Kinston                                   | (Westview) \$935.00<br>(Southview) \$625.00  |                                      |
| New Bern (single plot)<br>(cremation)     | \$600.00<br>\$200.00   | \$900.00<br>\$350.00                 |
| Wilkerson's                               | \$950 - \$1150 (interior)<br>\$1,520 (sidewalk)                                      |                                      |
| Winterville                               | \$450.00   | n/a                                  |

## City of Greenville Current Cemetery Fees and Charges

|   | City Resident |                | Non-Resident |
|---|---------------|----------------|--------------|
| Single Grave Space                                    | \$700         |                | \$900        |
| Four-Grave Lot  | \$2200        |                | \$3000       |
| Eight-Grave Lot                                       | \$4400        |                | \$6000       |
| <b>Plaques are included for the following spaces:</b> |               |                |              |
| Inside Mausoleum Space                                | \$5000        |                | \$5200       |
| Outside Mausoleum Space                               | \$2500        |                | \$2700       |
| Outside Cremation Niche Space                         | \$1750        |                | \$1950       |
| Hillside West Mausoleum Space                         | \$2000        |                | \$2200       |
| Grave/Crypt Opening & Closing                         |               | \$600 / \$750* |              |
| Cremation Niche Opening & Closing                     |               | \$200 / \$250* |              |
| Wait Time Per Hour                                    |               | \$50           |              |
| Tree Removal  |               | \$50           |              |
| Shrubbery Removal Per Lot                             |               | \$50           |              |
| Crypt/Mausoleum Installation Permit                   |               | \$100          |              |
| Marker/Monument Permit                                |               | \$40**         |              |
| Certification of Cemetery Lots                        |               | \$10           |              |
| Trading or Resale of Cemetery Lots                    |               | \$25           |              |
| Copy of Lot Ownership When Original Deed Is Lost      |               | \$10           |              |

*\*Monday thru Friday/Weekend and Holiday Rates*

*\*\*A permit for a government-issued Veteran's flush-mounted foot marker is required, by the permit fee will be waived for the foot marker. The fee will apply to government-issued headstones.*

**Grave lots are no longer available in Cherry Hill and Brownhill Cemeteries.**

Prices are for the hours of 8 a.m. - 5 p.m. For grave opening/closing before 8 AM and after 5 PM, add \$50 per grave. Wait time will be billed at the rate of \$50 per hour when the funeral director does not comply with the scheduled closing time as indicated on the "Request for Opening/Closing Grave".

## City of Washington Cemetery Information

### CEMETERY FEE SCHEDULE

#### LOTS & SPACES:

There is an additional \$250.00 Perpetual Care Fee added to each plot sold.

|               |                                 |
|---------------|---------------------------------|
| Standard Plot | \$682.50 (+\$250.00 = \$932.50) |
| Baby          | \$315.00 (+\$250.00 = \$565.00) |
| Cremation     | \$315.00 (\$250.00 = \$565.00)  |

#### OPENING & CLOSING:

On weekday closings after 4pm, there is an additional \$75.00 charge.

|                    | Weekday before<br>4:00 pm | Weekday after 4:00<br>pm | Weekend/City<br>Holiday |
|--------------------|---------------------------|--------------------------|-------------------------|
| Spaces             | \$600.00                  | \$900.00                 | \$1,200.00              |
| Baby *             | \$250.00                  | \$375.00                 | \$450.00                |
| Cremains/Mausoleum | \$300.00                  | \$450.00                 | \$600.00                |

## Town of Ayden Cemetery Information

### CEMETERY FEE SCHEDULE

#### LOTS & SPACES:

|  |       |
|--|-------|
| Plot - Single grave, resident within city limits                         | \$450 |
| Plot - Single grave, resident outside city limits but on Ayden Utilities | \$550 |
| Plot - Single grave, nonresident   | \$750 |

#### OPENING & CLOSING:

| <b>Standard Burial</b>             | <b>Cremation Burial</b>            |
|------------------------------------|------------------------------------|
| Weekdays (before 4pm): \$350       | Weekdays (before 4pm): \$125       |
| After 4pm/Weekends/Holidays: \$425 | After 4pm/Weekends/Holidays: \$150 |

## **Farmville Cemetery Information**

### **Sale of Cemetery Plots**

Cemetery plot sales for Forest Hills Cemetery, Hollywood Cemetery, Sunset Cemetery are conducted by the Developmental Services Department of the Town of Farmville. Current pricing is \$400 per plot for in town residents and \$850 per plot for out of town residents.

To make arrangements to purchase a plot or for additional questions, call 252-753-5921.

### **Opening and Closing of plots**

Cemetery plots are opened and closed through the Public Works Department. We do require a 48 hour notice. Please contact our office to schedule this service. Current pricing is \$400 for normal business hours and \$500 after hours or holidays. The normal business ours are between 8:00am-4:00pm Monday-Friday.

### **Monuments or Stones**

Prior to installation of any marker at one of the town's cemeteries, you need to contact 252-753-5921 to request a locate. The following fee applies:

- Locates – \$25.00 each

## **Tarboro Cemetery Information**

### CEMETERY FEE SCHEDULE

#### LOTS & SPACES:

|                                   |            |
|-----------------------------------|------------|
| Plot - Single grave, resident     | \$500.00   |
| Plot - Single grave, non-resident | \$1,500.00 |

#### OPENING/CLOSING:

Opening and closing is handled by the funeral home so Tarboro does not have any associates fees

## Rocky Mount Cemetery Information

### Fees

- One grave space: \$900.00
- Two grave spaces: \$1650.00
- Four grave spaces: \$3000.00
- Eight grave spaces: \$5700.00

### Burial Fees

| <b>Resident Rates</b>            | <b>Non-City Resident Rates</b>    |
|----------------------------------|-----------------------------------|
| Weekdays before 4:00pm: \$750.00 | Weekdays before 4:00pm: \$1000.00 |
| Weekdays after 4:00pm: \$900.00  | Weekdays after 4:00pm: \$1150.00  |
| Saturday and Sunday: \$1100.00   | Saturday and Sunday: \$1350.00    |

Holidays observed by the city: closed

Burial fees (Less than 4 feet and includes cremations)

| <b>Resident Rates</b>            | <b>Non-City Resident Rates</b>   |
|----------------------------------|----------------------------------|
| Weekdays before 4:00pm: \$400.00 | Weekdays before 4:00pm: \$575.00 |
| Weekdays after 4:00pm: \$550.00  | Weekdays after 4:00pm: \$675.00  |
| Saturday and Sunday: \$750.00    | Saturday and Sunday: \$875.00    |

Holidays observed by the city: closed

## City of Kinston Cemetery Information

CEMETERY FEE SCHEDULE (Effective 07-01-10)

### LOTS & SPACES

|                                      | Westview Cemetery | Southview Cemetery |
|--------------------------------------|-------------------|--------------------|
| Single Space                         | \$935.00          | \$625.00           |
| 2-Grave Lot (10x10)                  | \$1,565.00        | \$1,035.00         |
| 5-Grave Lot (20x10)                  | \$3,125.00        | \$2,075.00         |
| Lots over 200 sq ft.<br>(per sq. ft) | \$19.00           | n/a                |

### OPENING & CLOSING FEES

|                     | Weekday before<br>4:00 pm | Weekday after 4:00<br>pm | Weekend/City<br>Holiday |
|---------------------|---------------------------|--------------------------|-------------------------|
| Spaces              | \$625.00                  | \$775.00                 | \$900.00                |
| Baby *              | \$325.00                  | \$380.00                 | \$525.00                |
| Cremaains/Mausoleum | \$240.00                  | \$280.00                 | \$355.00                |

\* For caskets of not more than three (3) feet in length, the price shall be one-half the amount above provided no burial vault is used. If using a burial vault, full price shall apply

## New Bern Cemetery Information (Effective 07/01/20 & Revised 03/23/21)

### CEMETERIES: (Code Sections 18-26 and 18-32)

### FEES

#### Opening/Closing:

|   |                                  |
|---|----------------------------------|
| Weekdays before 4pm, adult  | \$500 resident/\$700 nonresident |
| Weekdays before 4pm, infant/cremations/mausoleum  | \$250 resident/\$400 nonresident |
| Weekdays after 4pm and weekends, adult  | \$575 resident/\$900 nonresident |
| Weekdays after 4pm and weekends, infant/cremations/mausoleum                            | \$300 resident/\$450 nonresident |
| Holidays, adult   | \$650 resident/\$950 nonresident |
| Holidays, infant/cremations/mausoleum   | \$425 resident/\$525 nonresident |
| Wait time per hour (for noncompliance for "before 4pm" services that extend beyond 4pm) | \$150 resident/\$250 nonresident |

#### Grave/Lot Sales - New Bern Memorial Cemetery:

|  |         |
|--|---------|
| Plot - Single grave, resident          | \$600   |
| Plot - Single grave, nonresident       | \$900   |
| Plot - 4-Grave lot, resident           | \$1,850 |
| Plot - 4-Grave lot, nonresident        | \$2,750 |
| Plot - Infant grave, resident          | \$100   |
| Plot - Infant grave, nonresident       | \$275   |
| Plot - Mausoleum, resident             | \$3,500 |
| Plot - Mausoleum, nonresident          | \$5,250 |
| Plot - Cremations, resident            | \$200   |
| Plot - Cremations, nonresident         | \$350   |
| Transfer or resale of Cemetery license | \$25    |

\*This schedule of Fees and Charges establishes most of the fees and charges for services offered by the City of New Bern. It does not contain or establish all fines and penalties for violations of city code provisions, nor does it contain rates and charges for the provision of city utility services. In many instances, it will be necessary to refer to specific city code provisions, or to a specific utility rate-setting ordinance in order to determine when a fee, charge, rate or fine is to be imposed. For ease of reference, citations to applicable city code provisions are provided.

## **Wilkerson Funeral Home Cemetery Information**

### CEMETERY FEE SCHEDULE

#### LOTS & SPACES

|               |                |
|---------------|----------------|
| Interior plot | \$975 - \$1150 |
| Sidewalk plot | \$1,520        |

#### OPENING & CLOSING

|                                   |            |
|-----------------------------------|------------|
| Standard grave opening w/out tent | \$975.00   |
| Standard grave opening w/ tent    | \$1,150.00 |
| Cremation opening                 | \$325.00   |



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Old Business

**Meeting Date:** November 8, 2021

**Presenter:** Ben Williams, Assistant Town Manager

**Item to be Considered**

**Subject:** Traffic Flow and Parking Update.

**Action Requested:** N/A.

**Attachment:** N/A.

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

**Date:** 10/27/2021

**ABSTRACT ROUTING:**

TC: 11/1/2021

TM: 11/3/2021

Final: tjp - 11/3/2021

**Supporting Documentation**

Staff will give an update on the status of the Traffic Flow and Parking Plan project.

**Budgetary Impact:** TBD.

**Recommendation:** N/A.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Old Business

**Meeting Date:** November 8, 2021

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

**Item to be Considered**

**Subject:** 3-Way Stop Sign at Main Street and Brook Lane.

**Action Requested:** Adopt Ordinance 21-O-113 requiring 3-way Stop Sign at East Main Street and Brook Lane.

**Attachment:** Ordinance 21-O-113.

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

**Date:** 10/27/2021

**ABSTRACT ROUTING:**

TC: 11/1/2021

TM: 11/3/2021

Final: tjp - 11/3/2021

**Supporting Documentation**

The Town's Stop Sign Ordinance needs updating to include this intersection to slow traffic in the area. This issue was discussed during last month's Regular Meeting. Staff has coordinated and recommends that the Ordinance adopting the 3-way stop sign noted. The Police Department believes that the stop sign is appropriate.

**Budgetary Impact:** NA.

**Recommendation:** Approve 3-Way Stop Sign Ordinance 21-O-113.

**ORDINANCE NO. 21-O-113**

**ORDINANCE AMENDING CHAPTER 74 OF THE CODE OF ORDINANCES  
OF THE TOWN OF WINTERVILLE, NORTH CAROLINA**

BE IT ORDAINED by the Town Council of the Town of Winterville, North Carolina that Title VII Chapter 74 of the Code of Ordinances of the Town of Winterville is hereby amended as follows:

**CHAPTER 74: TRAFFIC SCHEDULES.**

**SCHEDULE II: STOPS REQUIRED.**

The following streets are designated as stop intersections, requiring all vehicles to stop before entering the intersections:

| <b><i>Street</i></b> | <b><i>Location</i></b> | <b><i>Type of Stop</i></b> | <b><i>Ord. or Res. No.</i></b> | <b><i>Date Passed</i></b> |
|----------------------|------------------------|----------------------------|--------------------------------|---------------------------|
| East Main Street     | At Brook Lane          | 3-way                      | 21-O-113                       | 11-08-2021                |

This Ordinance shall be effective upon adoption.

Adopted this the 8<sup>th</sup> day of November 2021.

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

ATTEST:

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



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** November 8, 2021

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

**Subject:** Blueberry Subdivision – Preliminary Plat.

**Action Requested:** Approval of Preliminary Plat.

**Attachment:** Preliminary Plat.

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

**Date:** 10/28/2021

**ABSTRACT ROUTING:**

TC: 11/1/2021

TM: 11/3/2021

Final: tlp - 11/3/2021

**Supporting Documentation**

**Blueberry Subdivision – Preliminary Plat:**

**Location:** Church Street Ext. at the intersection with Park Road.

**Parcel Numbers:** 10262 and 82581.

**Site Data:** 69 Lots, 32.51 Acres.

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

- ❖ Winterville Technical Review Committee approved the Preliminary Plat on October 5, 2021.
- ❖ Planning and Zoning Board unanimously recommended approval on October 18, 2021.

**Budgetary Impact:** TBD

**Recommendation:** Approval Preliminary Plat.





**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** November 8, 2021

**Presenter:** Ben Williams, Assistant Town Manager

**Item to be Considered**

**Subject:** Wooten Company - General Consulting Services - Engineering.

**Action Requested:** Approval.

**Attachment:** Engineering Services Agreement.

**Prepared By:** Ben Williams, Assistant Town Manager

**Date:** 11/1/2021

**ABSTRACT ROUTING:**

TC: 11/1/2021

TM: 11/3/2021

Final: tjp - 11/3/2021

**Supporting Documentation**

In 2012, Council entered into an agreement with the Wooten Company for general consulting services related to engineering on a case-by-case basis for smaller projects without a defined scope of work. This general services contract is renewed annually. The services provided by Wooten Company through the subject agreement include but are not limited to development plan review. The attached agreement will extend the general consulting services contract through June 30, 2022.

**Budgetary Impact:** Estimated beginning contract amount \$25,000.

**Recommendation:** Staff recommends approval of contract with Wooten Company for general consulting services.

**Task Order No. 31**

---

In accordance with Paragraph 1.01 of the Agreement between Owner and Engineer for Professional Services – Task Order Edition, dated September 10, 2012 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

A. Title: 2021-2022 General Consulting Services

B. Description: Engineering-related services on a task-by-task basis requested by Owner for small projects not requiring execution of a separate task order.

~~C. Number of Construction Contracts~~

~~The Specific Project is anticipated to be constructed under \_\_\_\_\_  
Construction Contracts.~~

2. Services of Engineer

Study and Report Services

Part 1 of Exhibit A as specifically requested by Owner.

Design Services

Part 2 of Exhibit A as specifically requested by Owner.

Bidding or Negotiating Services

Construction and Commissioning Services

Resident Project Representative Services

Engineer will provide Resident Project Representative services pursuant to Part 4 of Exhibit A; Exhibit D is attached to this Task Order and expressly incorporated by reference.

Additional Services

Part 5 of Exhibit A as specifically requested by Owner.

Additional Services Requiring an Amendment to Task Order

Part 6 of Exhibit A is incorporated by reference unless otherwise noted.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, subject to the following: **No modifications.**

4. Times for Rendering Services

| <u>Phase</u>                       | <u>Completion Date</u> |
|------------------------------------|------------------------|
| <u>General Consulting Services</u> | <u>June 30, 2022</u>   |

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

| <i>Category of Services</i> | <i>Compensation Method</i> | <i>Estimate of Compensation for Services</i> |
|-----------------------------|----------------------------|--|
| General Consulting Services | Hourly Rate                | \$ 25,000.00                                 |

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

C. **Ceiling Fee will not be exceeded without written consent of the Owner.**

6. Consultants: **With written consent of the Owner.**
7. Other Modifications to Agreement: **None.**
8. Attachments: **Appendix 1, Schedule of Fees.**
9. Documents Incorporated By Reference: **None.**

10. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is July 1, 2021.

**OWNER:**

**Town of Winterville**

By (Signature): \_\_\_\_\_

Typed Name: Douglas (Doug) A. Jackson

Title: Mayor

**ENGINEER:**

**L.E. Wooten & Company dba  
The Wooten Company**

By (Signature): 

Typed Name: W. Brian Johnson, PE

Title: Vice President

Engineer License or Firm's  
Certificate No. F-0115  
State of: North Carolina

**DESIGNATED REPRESENTATIVE FOR  
TASK ORDER:**

Typed Name: Terri Parker

Title: Town Manager

Address: P. O. Box 1459  
Winterville, NC 28590

E-Mail  
Address: terriparker@wintervillenc.com

Phone: (252) 215-2340

Fax: (252) 321-8455

**DESIGNATED REPRESENTATIVE FOR  
TASK ORDER:**

Typed Name: Derrick C. Smith

Title: Regional Manager

Address: 310 W. 14th Street  
Greenville, NC 27834

E-Mail  
Address: dsmith@thewootencompany.com

Phone: (252) 757-1096

Fax: (252) 757-3221



**SCHEDULE OF FEES**  
Hourly Rates for Wage Categories

| <b>Wage Category</b>                                    | <b>Hourly<br/>Billing Rate</b> |
|---|--------------------------------|
| Engineer I  | \$ 108                         |
| Engineer II   | \$ 137                         |
| Engineer III  | \$ 163                         |
| Engineer IV   | \$ 194                         |
| Engineer V  | \$ 235                         |
| Architect II  | \$ 141                         |
| Designer I  | \$ 75                          |
| Designer II   | \$ 95                          |
| Designer III  | \$ 117                         |
| Designer IV   | \$ 142                         |
| Construction Admin I                                    | \$ 112                         |
| Construction Admin II                                   | \$ 170                         |
| Construction Admin III                                  | \$ 210                         |
| Construction Observer / Resident Project Representative | \$ 102                         |
| Utility Coordinator II                                  | \$ 125                         |
| Utility Coordinator III                                 | \$ 160                         |
| Survey Technician I                                     | \$ 50                          |
| Survey Technician II                                    | \$ 65                          |
| Survey Technician III                                   | \$ 85                          |
| Survey Technician IV                                    | \$ 120                         |
| Surveyor II   | \$ 110                         |
| Surveyor III  | \$ 129                         |
| Surveyor IV   | \$ 174                         |
| GIS Analyst II  | \$ 83                          |
| GIS Analyst III   | \$ 117                         |
| GIS Analyst IV  | \$ 122                         |
| Funding Coordinator I                                   | \$ 116                         |
| Funding Coordinator II                                  | \$ 131                         |
| Funding Coordinator III                                 | \$ 141                         |
| Community Development Coordinator                       | \$ 133                         |
| Project Assistant                                       | \$ 79                          |

Reimbursables: Mileage will be billed at the current IRS Standard Mileage Rate, Subcontracted Services and other expenses at cost plus 10%.

Annual adjustments are made on July 1st of each year. The above hourly rates reflect current rates for the period through June 30, 2022. Hourly billing rates will change next on July 1, 2022 to reflect Direct Payroll Costs (salaries) being paid at that time.

*Effective Rates July 1, 2021 through June 30, 2022*



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** November 8, 2021

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

**Item to be Considered**

**Subject:** Renewal of Application/Designation of Certified Retirement Community.

**Action Requested:** Approval of Renewal of Application/Designation of CRC.

**Attachment:** Email Dated November 2, 2021 from Andre Nabors, Partner Relations Manager, NCRetire.

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

**Date:** 10/27/2021

**ABSTRACT ROUTING:**

TC: 11/1/2021

TM: 11/3/2021

Final: tjp - 11/3/2021

**Supporting Documentation**

The Town is up for Renewal for the Certified Retirement Community Program in January 2022. The cost for a five (5) year commitment is \$15,000 (\$3,000 per year). Staff is requesting Council approval for submission of a renewal application and Designation Fee. Staff believes this Designation has been a beneficial marketing tool for Winterville and we believe a continued designation is of paramount importance.

**Budgetary Impact:** \$15,000 commitment. Funds were not included in the FY 2021-2022 Annual Budget and Staff requests a budget amendment for this purpose.

**Recommendation:** Council Approval.

## Terri Parker

---

**From:** Nabors, Andre <andre.nabors@visitnc.com>  
**Sent:** Tuesday, November 02, 2021 3:34 PM  
**To:** Stephen Penn; Terri Parker  
**Subject:** RE: Retire NC renewal

Be Advised: This email originated from outside of the Town of Winterville, NC

Thanks Stephen, let me know if you need anything.

Andre`

---

**From:** Stephen Penn <stephen.penn@wintervillenc.com>  
**Sent:** Tuesday, November 2, 2021 2:54 PM  
**To:** Nabors, Andre <andre.nabors@visitnc.com>; Terri Parker <terri.parker@wintervillenc.com>  
**Subject:** RE: Retire NC renewal

Thanks Andre!

We certainly plan on renewing- We will place it on a Council Agenda just to make sure we have Council's support.

Thank you,

Stephen Penn

---

**From:** Nabors, Andre <andre.nabors@visitnc.com>  
**Sent:** Thursday, October 28, 2021 4:27 PM  
**To:** Terri Parker <terri.parker@wintervillenc.com>; Stephen Penn <stephen.penn@wintervillenc.com>  
**Subject:** Retire NC renewal

Be Advised: This email originated from outside of the Town of Winterville, NC

Good afternoon Terri,

Hope you guys are doing well. Winterville is up for renewal for the Certified Retirement Community Program in January 2022. I have attached the application and new Legislation. The changes are now a \$3,000 per year with a (5) year commitment. Looking forward to you guys attending the show this winter and let me know if you have any questions.



**Andre Nabors, TMP**  
Partner Relations Manager  
Visit North Carolina

**Economic Development Partnership of North Carolina**

150 Fayetteville St., Suite 1200  
Raleigh, North Carolina 27601  
desk > 919 447 7771  
mobile > 919 703 5362  
[visitnc.com](http://visitnc.com)  
[retirenc.com](http://retirenc.com)



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