



**WINTERVILLE TOWN COUNCIL AGENDA - AMENDED
MONDAY, DECEMBER 12, 2022 - 7:00 PM
WINTERVILLE TOWN HALL ASSEMBLY ROOM**

- I. **CALL TO ORDER.**
- II. **INVOCATION.**
- III. **PLEDGE OF ALLEGIANCE.**
- IV. **WELCOME.**
- V. **APPROVAL OF AGENDA.**
- VI. **RECOGNITION OF EMPLOYEES:**
 1. Kaleb Pait, Parks Maintenance Worker, Parks and Recreation Department.
- VII. **RESIGNATION OF MARK C. SMITH, PITT COUNTY COMMISSIONER.**
- VIII. **APPOINTMENT OF VACANT COUNCIL SEAT.**
- IX. **APPOINTMENT OF MAYOR PRO-TEM.**
- X. **PRESENTATIONS:**
 1. 2021-2022 FY Audit, Michael Jordan and James Overton, CRI LLC of Goldsboro.
 2. Subdivision Development Fee, The Wooten Company and Staff.
- XI. **PUBLIC HEARINGS:**
 1. Rezoning Request - Parcels 67224, 68790, and 70655. **(Tabled from November 14, 2022 Meeting).**
- XII. **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.*
- XIII. **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:
 - November 14, 2022 Regular Meeting Minutes.

2. Approval of 2023 calendars
 - Draft 2023 Regular Council Meeting Calendar; and
 - Draft 2023-2024 Budget Calendar.
3. Budget Amendment 2022-2023-4.
4. Schedule Public Hearing – Rezoning Request - Southbrook PUD for January 9, 2023.

XIV. OLD BUSINESS:

1. Ange Street Sidewalk Extension Contract Award.
2. Downtown Parking Project Update.
3. Approval for County Commissioner Mark Smith to Fulfill his term as a CMSD Board Member.

XV. NEW BUSINESS:

1. Council Endorsement of Sheppard Library Proposal Regarding the Sheppard Library Board Composition.

XVI. OTHER AGENDA ITEMS:

1. Rental Agreement with Daughtridge Gas on Old Hwy 11. (Councilman Moore).

XVII. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS:

XVIII. ANNOUNCEMENTS:

- Human Relations Board Meeting: Thursday, December 15, 2022 @ 7:00 pm - Town Hall Executive Conference Room.
- Shop with a Cop: Saturday, December 17, 2022.
- Planning and Zoning Board Meeting: Monday, December 19, 2022 @ 7:00 pm - Town Hall Assembly Room.
- Board of Adjustment Meeting: Tuesday, December 20, 2022 @ 7:00 pm - Town Hall Assembly Room.
- Christmas Holidays: Friday, December 23, 2022, Monday, December 26, 2022, and Tuesday, December 27, 2022 – Town Offices Closed.
- New Year's Day Holiday: Monday, January 2, 2023 – Town Offices Closed.
- Pitt County Legislative Breakfast Meeting: Friday, January 6, 2023 from 8:00 am - 9:00 am; Eastern Area Health Education Center, 2600 W. Arlington Blvd., Greenville, NC.
- Regular Town Council Meeting: Monday, January 9, 2023 @ 7:00 pm.

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

XX. 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) 756-2221 ext. 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: Presentations

Meeting Date: December 12, 2022

Presenter: Jessica Manning, Finance Director

Item to be Considered

Subject: Presentation of the 2021-2022 Audit Report.

Action Requested: Accept the Audit Report.

Attachment: Presentation will be provided once we have it from CRI.

Prepared By: Jessica Manning, Finance Director

Date: 12/5/2022

ABSTRACT ROUTING:

TC: 12/5/2022

TM: 12/8/2022

Final: tjp - 12/8/2022

Supporting Documentation

Mr. Michael Jordan and Mr. James Overton will be here to present the 2021-2022 audit findings. Mr. Jordan is a partner with Carr, Riggs and Ingram LLC located in the Goldsboro office. We will email Council a link to the Annual Comprehensive Financial Report, and provide Council a hard copy once printing has been completed.

Budgetary Impact: NA.

Recommendation: Staff recommends acceptance of the Audit Report.

Town of Winterville

Annual Comprehensive Financial Report

June 30, 2022

National Strength.
SOUTHERN ROOTS.



CRI
C A R R
RIGGS &
INGRAM

CPAs and Advisors
CRIncpa.com

General Fund

- Unassigned fund balance and as a percentage of

general fund expenditures:

– 2022	\$10,797,410	– 118.44%	– 2017	\$5,913,768	– 83.08%
– 2021	\$9,379,125	– 103.96%	– 2016	\$5,214,955	– 75.67%
– 2020	\$7,102,605	– 67.78%	– 2015	\$5,413,814	– 84.38%
– 2019	\$5,337,796	– 56.01%	– 2014	\$4,236,207	– 63.71%
– 2018	\$5,428,585	– 59.76%	– 2013	\$3,289,582	– 56.53%

General Fund

- Total fund balance and as a percentage of general fund expenditures:

– 2022	\$13,442,007	– 147.45%	– 2017	\$8,537,687	– 119.95%
– 2021	\$11,480,689	– 127.26%	– 2016	\$7,893,731	– 114.54%
– 2020	\$8,831,936	– 84.28%	– 2015	\$7,342,441	– 114.44%
– 2019	\$9,494,676	– 99.63%	– 2014	\$6,266,010	– 94.24%
– 2018	\$9,033,638	– 99.45%	– 2013	\$5,353,514	– 91.99%

- Includes non-spendable, restricted, committed, assigned, unassigned

Governmental Funds [General Fund]

- Revenues:
 - 2022 \$10,427,179
 - 2021 \$9,849,130
 - 2020 \$9,310,390
 - 2019 \$8,423,925
 - 2018 \$7,939,025
 - 2017 \$7,482,114
 - 2016 \$7,220,120
 - 2015 \$7,066,950
 - 2014 \$6,816,537
 - 2013 \$6,454,118

General Fund Budgetary Data

- 2022 Budgeted vs. Actual Revenues – \$10,707,935 vs. \$10,427,179
- 2018 Budgeted vs. Actual Revenues – \$7,650,584 vs. \$7,939,025
- 2021 Budgeted vs. Actual Revenues – \$9,731,115 vs. \$9,849,130
- 2017 Budgeted vs. Actual Revenues – \$7,326,837 vs. \$7,482,114
- 2020 Budgeted vs. Actual Revenues – \$8,962,888 vs. \$9,310,390
- 2016 Budgeted vs. Actual Revenues – \$7,157,779 vs. \$7,220,120
- 2019 Budgeted vs. Actual Revenues – \$8,433,208 vs. \$8,423,925
- 2015 Budgeted vs. Actual Revenues – \$6,599,544 vs. \$7,066,950

General Fund Budgetary Data

- 2022 Budgeted vs. Actual Expenditures
– \$13,727,560 vs. \$9,115,861
- 2021 Budgeted vs. Actual Expenditures
– \$12,765,992 vs. \$9,021,452
- 2020 Budgeted vs. Actual Expenditures
– \$13,240,284 vs. \$10,478,881
- 2019 Budgeted vs. Actual Expenditures
– \$13,848,030 vs. \$9,529,204
- 2018 Budgeted vs. Actual Expenditures
– \$11,572,701 vs. \$7,812,619
- 2017 Budgeted vs. Actual Expenditures
– \$8,603,869 vs. \$7,117,437
- 2016 Budgeted vs. Actual Expenditures
– \$8,232,171 vs. \$6,891,432
- 2015 Budgeted vs. Actual Expenditures
– \$7,586,472 vs. \$6,416,230

Proprietary Fund Net Position

•	Water Fund:	•	Electric Fund:
–	2022 Unrestricted \$1,970,271	–	2022 Unrestricted \$7,725,400
–	2021 Unrestricted \$1,885,083	–	2021 Unrestricted \$8,260,599
–	2020 Unrestricted \$1,807,462	–	2020 Unrestricted \$7,424,873
–	2019 Unrestricted \$1,249,180	–	2019 Unrestricted \$7,159,927
–	2018 Unrestricted \$1,380,010	–	2018 Unrestricted \$7,143,123
–	2017 Unrestricted \$1,571,623	–	2017 Unrestricted \$6,554,801
–	2016 Unrestricted \$1,550,091	–	2016 Unrestricted \$5,934,482

Proprietary Fund Net Position

• Sewer Fund:	• Stormwater Fund:
– 2022 Unrestricted \$(467,175)	– 2022 Unrestricted \$1,130,028
– 2021 Unrestricted \$698,113	– 2021 Unrestricted \$893,095
– 2020 Unrestricted \$637,928	– 2020 Unrestricted \$591,515
– 2019 Unrestricted \$318,986	– 2019 Unrestricted \$350,246
– 2018 Unrestricted \$981,214	– 2018 Unrestricted \$213,325
– 2017 Unrestricted \$920,453	– 2017 Unrestricted \$113,303
– 2016 Unrestricted \$830,223	– 2016 Unrestricted \$160,195

Cash Balances & Investments

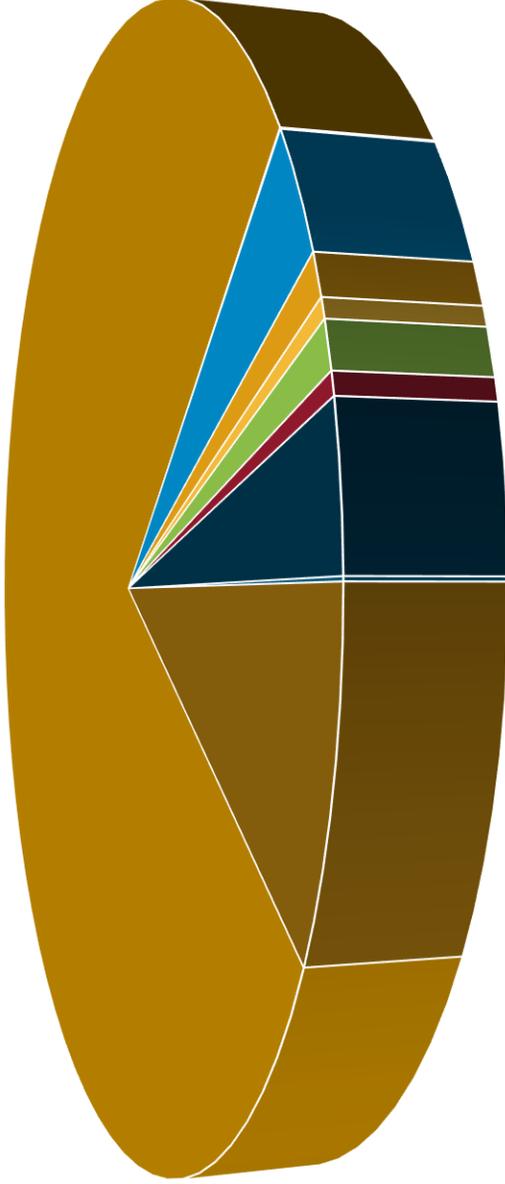
- Governmental Funds:
 - Unrestricted
 - 2022 \$12,020,878
 - 2021 \$10,598,752
 - 2020 \$10,798,865
 - 2019 \$8,226,380
 - 2018 \$11,768,236
 - 2017 \$7,113,798
 - 2016 \$6,396,794
 - 2015 \$5,946,334
- Proprietary Funds:
 - Unrestricted
 - 2022 \$8,504,778
 - 2021 \$10,437,654
 - 2020 \$6,109,383
 - 2019 \$7,500,358
 - 2018 \$4,400,749
 - 2017 \$7,725,958
 - 2016 \$7,343,054
 - 2015 \$5,946,334

Powell Bill Fund

- 2022:
 - Cash balance \$488,809
 - State Distribution \$310,097
- 2021:
 - Cash balance \$203,036
 - State Distribution \$248,179
- 2020:
 - Cash balance \$241,969
 - State Distribution \$258,124
- 2019:
 - Cash balance \$379,837
 - State Distribution \$257,450
- 2018:
 - Cash balance \$964,355
 - State Distribution \$259,072
- 2017:
 - Cash balance \$808,216
 - State Distribution \$260,092
- 2016:
 - Cash balance \$1,076,372
 - State Distribution \$264,282

Fund Balance – General Fund

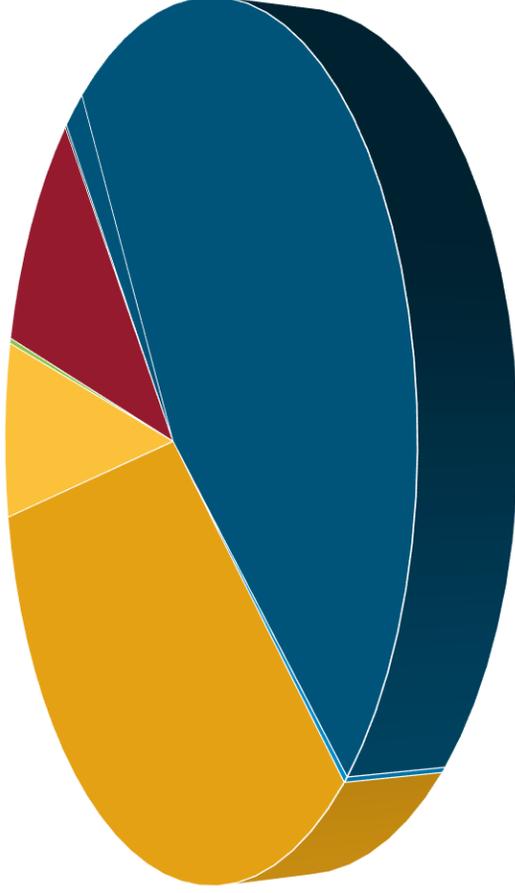
Town of Winterville, North Carolina
Fund Balance - General Fund



- Inventories - \$7,913
- Public Safety - \$151,851
- Recreation - \$159,782
- Assigned FBA 2022 - \$507,102
- Reserve by State Statute - \$1,170,085
- Streets Powell Bill - \$488,809
- Committed Housing - \$69,305
- Committed OPEB - \$75,000
- Note Receivable Griffon - \$14,750
- Unassigned - \$10,797,410

General Fund Revenues

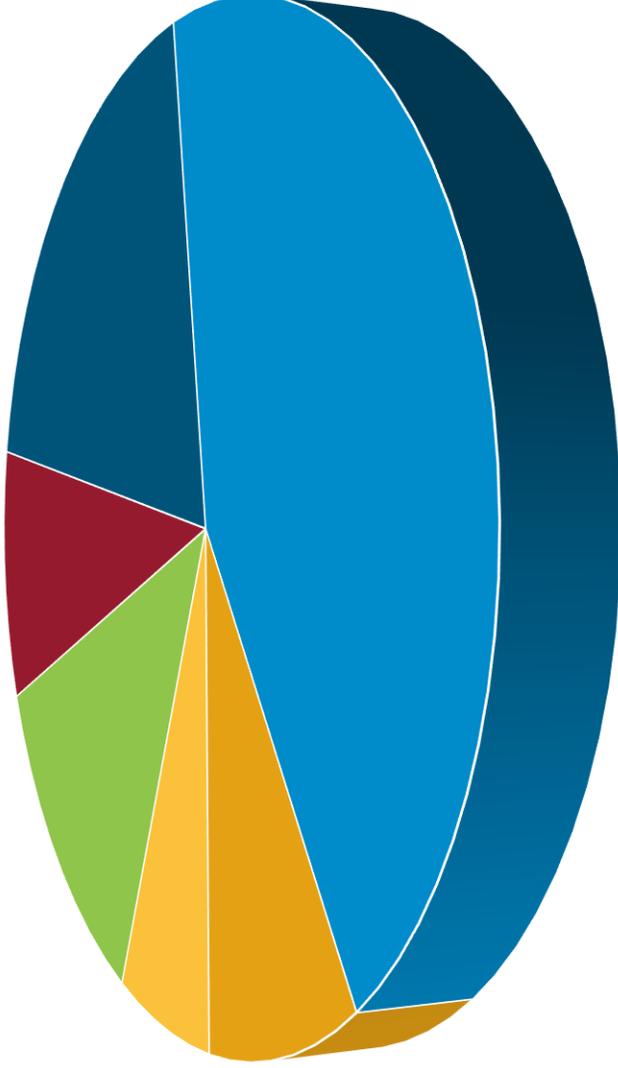
Town of Winterville, North Carolina General Fund Revenues



- Ad valorem taxes - \$4,673,299
- Unrestricted intergovernmental - \$3,646,217
- Permits and fees - \$23,275
- Investment earnings - \$14,519
- Other taxes and licenses - \$26,535
- Restricted intergovernmental - \$787,449
- Sales and services - \$1,068,969
- Miscellaneous - \$186,916

General Fund Expenditures

Town of Winterville, North Carolina General Fund Expenditures



- General Government \$1,824,276
- Public Safety \$3,888,564
- Transportation \$849,303
- Environmental Protection \$578,678
- Cultural and Recreation \$1,164,448
- Debt Service \$810,592

TODAY'S PRESENTER

Michael C. Jordan, CPA, Partner
Goldsboro
919-751-8297
mjordan@cricpa.com

Text **CRI** to **66866** to receive CRI News and Alerts.

CARR, RIGGS & INGRAM, LLC



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Presentations

Meeting Date: December 12, 2022

Presenter: Anthony Bowers, Assistant Town Manager

Item to be Considered

Subject: Establishment of System Development Fees for Water and Sewer Infrastructure.

Action Requested: Adopt the rate for the Water and Sewer fee per connection.

Attachment: Study provided by The Wooten Company.

Prepared By: Anthony Bowers, Assistant Town Manager

Date: 12/5/2022

ABSTRACT ROUTING:

TC: 12/5/2022

TM: 12/8/2022

Final: tlp - 12/8/2022

Supporting Documentation

The Town engaged The Wooten Company at our September 12, 2022 meeting to calculate the statutorily allowable amount the Town can charge developers for connections to our water and sewer system. The method previously used by the town is no longer valid. The method provided in the study meets the NC General Statute that required the calculation of the fee to conform to specific methodology.

NC Law requires that this work be completed by an outside party. It requires a CPA firm, or Engineering Firm to complete the analysis based on three methods. They are the "Buy-in Equity Method", the "Incremental Method" or the "Combined Method". For the purpose of this study it was determined that that best method was the combined method.

This analysis must be completed and calculated every five years.

The Wooten Company calculated the maximum fee to be \$4,330. This is a combined fee that will generate an estimated \$2 million for water and \$4.7 million for sewer over the next 5 years.

Greenville Utilities start at \$1,600 for a ¾ inch connection.

Town of Ayden Starts at \$2,000 for a ¾ inch connection.

City of Burlington at \$2,090 for a ¾ inch connection.

The determined fee will take effect 45 days from adoption as is required by NC General Statue.

Budgetary Impact: Estimated \$2 million in Water and \$4.7 million in Sewer over the next five years.

Recommendation: Staff recommends adoption of the recommended System Development Fee (SDF) at 50% of the max recommendation per meter connection size. \$2,165 per connection for the ¾ inch connection.

System Development Fees

Town of Winterville, NC

December 12, 2022



Genevieve Versteeg, PE

Gary Hartong, PE

Wooten

1

Presentation Overview

1. What are (and aren't) System Development Fees (SDFs)?
2. What are the 3 methodologies?
3. How are fees calculated?
4. What are projected revenues?
5. Questions

2

OVERVIEW OF SYSTEM DEVELOPMENT FEES

3

System Development Fees

- Allows local governments to charge developers for connection to major arterial, system-wide water and sewer utilities
 - Cover existing assets with adequate capacity to serve new development.
 - Cover new assets needed to expand or upgrade system to serve new development.
- 3 fee calculation methods prescribed in AWWA Manual M1 Chapter VII.2

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System Development Fees

SDFs ARE NOT:

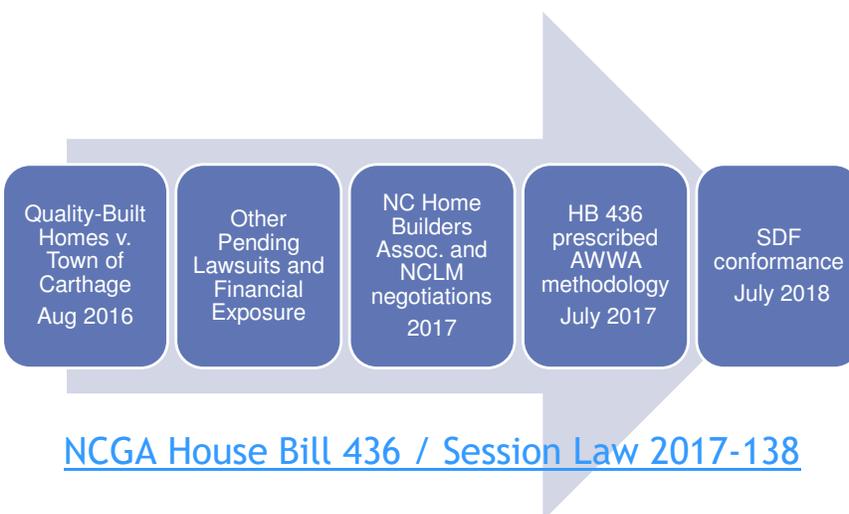
- Impact Fees
- Capacity Fees
- Availability Fees
- Tap Fees
- Contractual Fees
- User Charges

SDFs MUST:

- Recover costs for providing the same level of service to new customers.
- Demonstrate direct, reasonable connection to the improvements.
- Cover 5- to 10-year analysis period, then be reviewed and adjusted.

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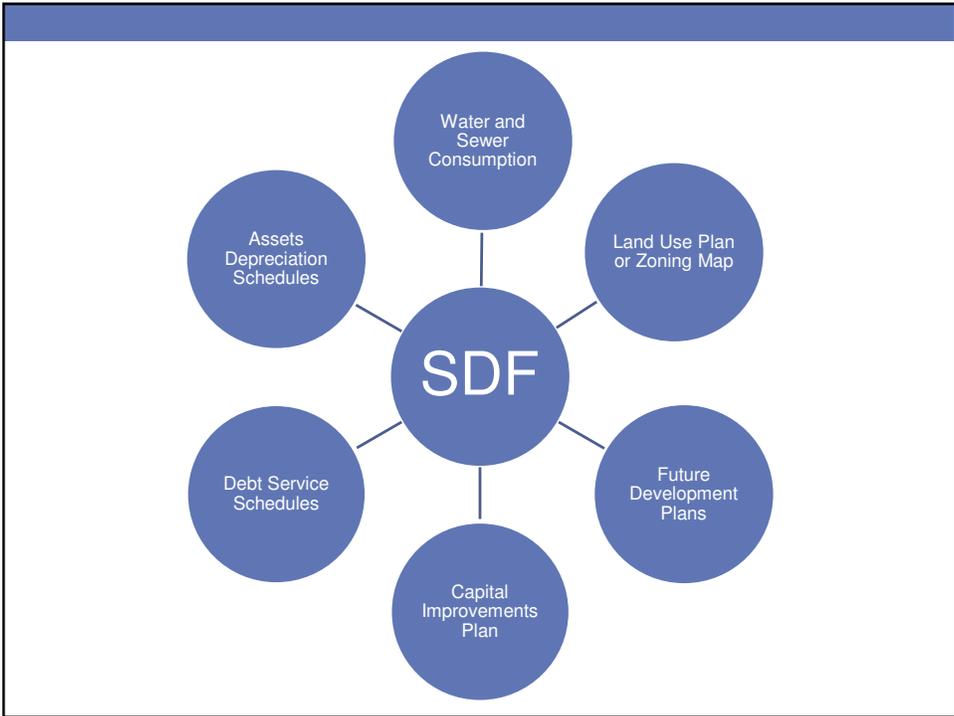
System Development Fees



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DOCUMENTATION NEEDS

7



8

THE 3 METHODOLOGIES

9

Buy-In (Equity) Cost Method

Overview

- Based on the replacement value of the asset.
- Each customer buys into a portion of the remaining cost of the total capacity.
- Appropriate for slow-growing areas or 'oversized' utilities.
- Cost burden shared by existing and new development.

Owner's Existing Assets

- ✓ Previous water supply & treatment plant upgrades
- ✓ Previous elevated tanks & transmission lines
- ✓ Previous large booster pump stations
- ✓ Previous wastewater treatment plant & upgrades
- ✓ Previous large pump stations & outfall lines
- ✓ Existing Debt Service

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Incremental Cost Method

Overview

- Based on the estimated value of the new asset.
- Each customer buys into a portion of the incremental cost of providing expanded capacity.
- Appropriate for fast-growing areas or 'undersized' utilities.
- Cost burden covered by new development.

Owner's Planned (CIP) Assets

- ✓ New water supply sources
- ✓ Water transmission and sewer outfall improvements
- ✓ New wastewater discharge locations
- ✓ New large pump stations & force mains
- ✓ WTP or WWTP expansions

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Combined Cost Method

For situations where existing utilities have remaining service life which are useful to both existing and new development, but new development also requires utility systems expansions or upgrades.

For Winterville...

The Combined Cost Method is appropriate to cover costs of previous water and sewer system improvements and forthcoming capital improvements projects that will serve new growth in the service area.

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Buy-In Method

- Depreciate each eligible existing asset per Town schedule
- Determine total net cost for each asset and divide by capacity => \$/gal
- Determine project eligibility
- Sum individual net costs => Total Buy-in SDF

Asset Description	Net Total Cost	Design Capacity		% SDF Eligible	SDF (\$/gallon)
		MGD			
WATER					
Lands Old #17	\$ 6,000			0%	\$ -
Water Well Old #61	\$ 5,330			0%	\$ -
Water Well Old #62	\$ 5,757			0%	\$ -
Well Old #64	\$ 1,429			0%	\$ -
Distribution Pumps Old #45	\$ 901			0%	\$ -
Meter Vault #67	\$ 4,549			0%	\$ -
Fortlimes Rd. Water System (8")	\$ 23,905	1.730		100%	\$ 0.01
Fortlimes Rd. Water System (8")	\$ 9,423	1.030		100%	\$ 0.01
Fortlimes Rd. Water System (4")	\$ 10,243			0%	\$ -
Red Arthur Water Line (4")	\$ 2,344			0%	\$ -
Fortlimes Rd. Water System Improvements (8")	\$ 1,718	1.730		50%	\$ -
New Water Line	\$ 4,800			0%	\$ -
Fortlimes Rd. Water System Improvements Old (8")	\$ 7,330	0.580		0%	\$ -
Hwy 11 Meter Vault	\$ 22,818			0%	\$ -
Well Improvements Old #97	\$ 4,223			0%	\$ -
Well Improvements Old #98	\$ 3,354			0%	\$ -
Water Pump Old #99	\$ 1,336			0%	\$ -
Water System Improvements Old	\$ 1,538			0%	\$ -
Water Pump Old #101	\$ 2,144			0%	\$ -
Water System Improvements Old	\$ 2,500			0%	\$ -
Water Main Improvements	\$ 18,508			0%	\$ -
Cooper St. Old #106 (8")	\$ 10,986	0.580		0%	\$ -
Cheriffield Old #107	\$ 2,722	0.580		0%	\$ -
Levi Marshall Old #108	\$ 16,369	0.580		0%	\$ -
Pump Project	\$ 24,853			0%	\$ -
Circle Ex. Old #110	\$ 12,246	0.580		0%	\$ -
Water Line Improvements #114	\$ 5,429			0%	\$ -
Water Line Improvements Old #	\$ 2,355			0%	\$ -
Harmond St. Project Old #115	\$ 4,410	0.580		0%	\$ -
Main St. Water Main Old #121	\$ 66,700	0.580		0%	\$ -

Water Assets

- 8" & 10" Water Mains
- Elevated Storage Tank Improvements
- Net Total Cost = \$1.9 M
- SDF = \$0.70/gal

Wastewater Assets

- 10"-15" Gravity Sewers
- 3 pump stations
- Net Total Cost = \$4.7 M
- SDF = \$5.36/gal

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Incremental Method

- Use only 5-year Town CIP projects
- Divide project cost by additional gallon capacity => \$/gal
- Determine project eligibility
- Sum individual net costs => Total Incremental SDF

CIP Asset/Project Description	Net Total Cost	Design Capacity		% SDF Eligible	SDF (\$/gallon)
		MGD	% Min. Credit		
WATER					
Fortlimes Rd. 4" Main Abandonment	\$ 107,000		25%	0%	\$ -
2" Iron Main Abandonment	\$ 315,000		25%	0%	\$ -
Blount St. Asbestos Main Replacement	\$ 194,000		25%	0%	\$ -
NCDDOT Old Tar Rd. Widening Project	\$ 325,000	1.730	25%	66%	\$ 0.09
Winterville Crossing - Worthington Loop	\$ 57,000		25%	0%	\$ -
Tyson St. 12" Water Mains	\$ 114,000	2.450	25%	69%	\$ 0.02
Brookstone Fire Flow	\$ 162,000		25%	0%	\$ -
South Ridge Fire Flow (NC 11 Loop)	\$ 173,000		25%	0%	\$ -
Church Street Loop	\$ 415,000	1.010	25%	76%	\$ 0.23
Laurie Ellis Loop	\$ 352,000		25%	0%	\$ -
New O.S.MO Elevated Storage Tank	\$ 3,392,000	2.450	25%	100%	\$ 1.04
12" ACP Mains Replacement	\$ 1,445,000	2.450	25%	85%	\$ 0.38
16" ACP Mains Replacement	\$ 1,090,000	1.730	25%	25%	\$ 0.12
6" DIP Drop Assembly - Mill Street and Main Street	\$ 57,000		25%	0%	\$ -
Myrtle Street 6" Water Main Replacement	\$ 92,000		25%	0%	\$ -

Water Projects

- 8 of 18 projects eligible
- Net Total Cost = \$10.1 M
- Min. 25% statute credit
- SDF = \$3.31/gal

Wastewater Projects

- 4 of 7 projects eligible
- Net Total Cost = \$7.3 M
- Min. 25% statute credit
- SDF = \$2.66/gal

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Example SDF Calculation for Chapman Lift Station Expansion (from Incremental SDF Table)

$$\begin{aligned} \text{Unit Charge} &= \frac{\text{Net Total Cost} \times \% \text{ Min. Credit} \times \% \text{ SDF Eligible}}{\text{Unit Design Capacity}} \\ \text{Chapman LS Expansion} &= \frac{(\$1,750,000 - \$0) \times (1 - 25\%) \times 28\%}{1,872,000 \text{ GPD}} \\ &= \$0.20 / \text{gallon} \end{aligned}$$

May include construction, technical services and debt service interest costs.
Must discount grants, or other outside funding from total cost.

NEXT STEPS

1. Sum all water/sewer unit charges to calculate \$/gallon capacity.
2. Apply equivalent ratio to the unit charge for different size customers.

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Maximum Allowable Calculated SDFs by Gallon

Combined Cost Method

Meter Size	Equivalent Ratio	Water	Sewer	Total
5/8	1.0	\$4.01	\$8.02	\$12.03
3/4	1.5	\$6.02	\$12.03	\$18.05
1	2.5	\$10.03	\$20.05	\$30.08
1-1/2	5.0	\$20.05	\$40.10	\$60.15
2	8.0	\$32.08	\$64.16	\$96.24
3 compound	16.0	\$64.16	\$128.32	\$192.48
4 compound	25.0	\$100.25	\$200.50	\$300.75
6 compound	50.0	\$200.50	\$401.00	\$601.50
8 compound	80.0	\$320.80	\$641.60	\$962.40
10 compound	115.0	\$461.15	\$922.30	\$1,383.45
12 compound	215.0	\$862.15	\$1,724.30	\$2,586.45

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Maximum Allowable Calculated SDFs by Customer

Combined Cost Method

Meter Size	Equivalent Ratio	Water	Sewer	Total
5/8 (360 GPD connection)	1.0	\$1,444	\$2,887	\$4,330
3/4	1.5	\$2,165	\$4,331	\$6,490
1	2.5	\$3,609	\$7,218	\$10,820
1-1/2	5.0	\$7,218	\$14,436	\$21,650
2	8.0	\$11,549	\$23,098	\$34,640
3	16.0	\$23,098	\$46,195	\$69,290
4	25.0	\$36,090	\$72,180	\$108,270
6	50.0	\$72,180	\$144,360	\$216,540
8	80.0	\$115,488	\$230,976	\$346,460
10	115.0	\$166,014	\$332,028	\$498,040
12	215.0	\$310,374	\$620,748	\$931,120

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REVENUE FORECASTING

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Customer Growth Projection

- Per historical US Census data, Winterville experienced annual residential growth rate of 2.8% - 3.0%.
 - Current water customers = 4,352 accounts
 - Current sewer customers = 4,033 accounts
- Winterville is surrounded by other water and sewer service providers (Bell Arthur, Greenville Utilities, etc.)
- Used the 19 proposed developments in near future to estimate near-term annual growth rates for water and sewer connections.

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Customer Growth Projection

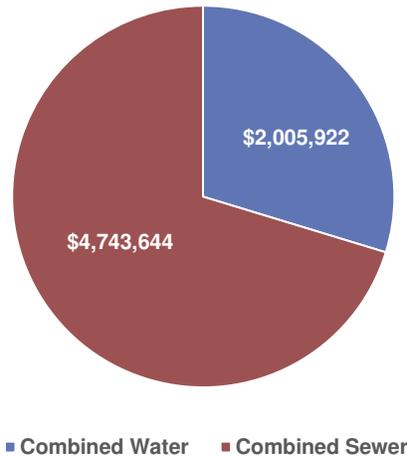
Annual Growth Rates

Connection Type	Water	Sewer
Residential	3.80%	4.80%
Commercial	0.50%	1.00%
Institutional	1.90%	4.50%

- Future revenue projected for the above listed growth rates
- Future revenue = # of new accounts x SDF \$/meter

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SDF Maximum Revenue Projections



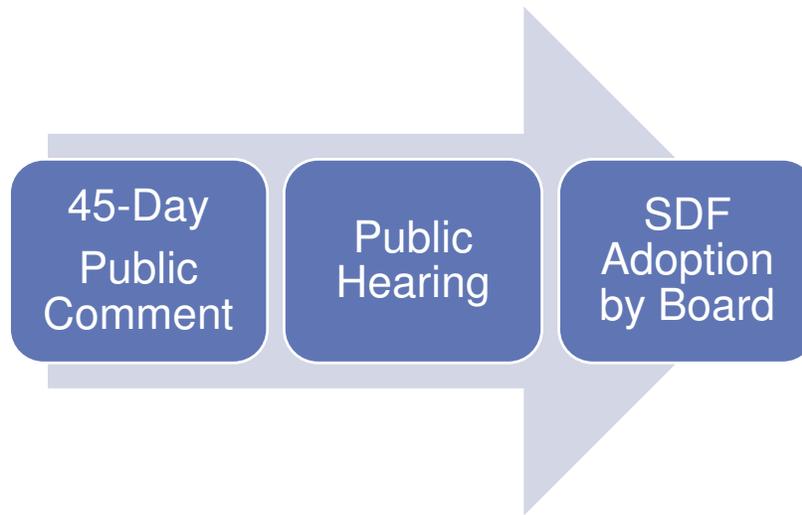
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Conclusions

1. Winterville may consider implementing SDFs using Combined Cost Methodology to collect fees for necessary rehabilitation plus expansion/extension.
2. Water and Sewer SDFs have been calculated to reflect existing assets with remaining capacity plus certain forthcoming capital improvements costs.
3. Maximum-allowable Water SDFs will generate approximately \$2.0 million over 5 years.
4. Maximum-allowable Sewer SDFs will generate approximately \$4.7 million over 5 years.

22

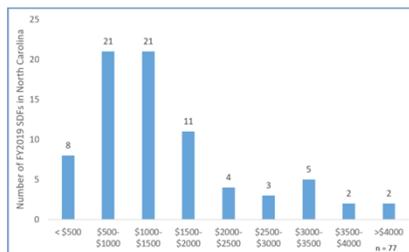
Next Steps



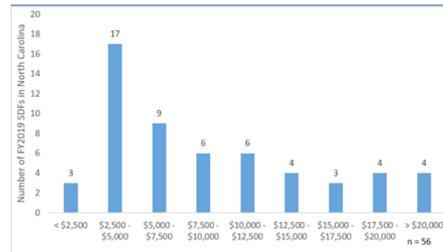
23

Water SDFs in NC Communities

Residential



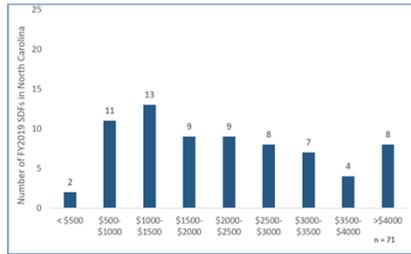
Commercial



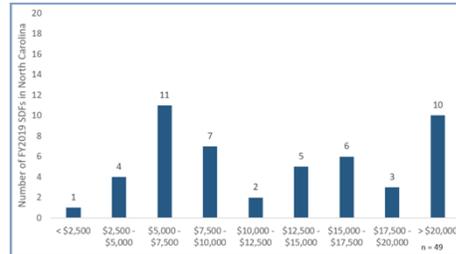
24

Wastewater SDFs in NC Communities

Residential



Commercial



25

Questions



Genevieve Versteeg, PE
Gary Hartong, PE



26



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Public Hearings

Meeting Date: December 12, 2022

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Rezoning Request - Parcels 67224, 68790, and 70655.

Action Requested: Hold Public Hearing to Consider the Rezoning Request.

Attachment: Rezoning Application, Rezoning Map, Legal Description, Public Hearing Notice Update, Public Hearing Notice, Notification to Adjacent Property Owners, and Staff Report.

Prepared By: Bryan Jones, Planning Director

Date: 11/30/2022

ABSTRACT ROUTING:

TC: 12/5/2022

TM: 12/8/2022

Final: tjp - 12/8/2022

Supporting Documentation

Applicant: The Overton Group.

Location: Intersection of Old Tar Road and Vernon White Road.

Parcel Number: 67224, 68790, and 70655.

Site Data: 13.94 Acres.

Current Zoning District: R-15.

Proposed Zoning District: General Business (GB).

- ❖ Proposed Zoning District: General Business.
- ❖ Notification was posted on the site on August 31, 2022.
- ❖ The Planning and Zoning Board recommended denial of the rezoning 6-2 on September 19, 2022.
- ❖ Adjacent property owners were mailed notification of the public Hearing on October 21, 2022.
- ❖ Public Hearing Notice published in the Daily Reflector on Wednesday, November 2, 2022 and Wednesday, November 9, 2022.
- ❖ Per the request of the Applicant, Town Council voted to table the Public Hearing until December 12, 2022.

Budgetary Impact: TBD.

Recommendation: Staff recommends Council approve the Rezoning Request.



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

Staff Use Only
Appl. # _____

OWNERSHIP INFORMATION:

Applicant THE OVERTON GROUP

Address: 401 West First Street, Greenville, NC 27834

Phone #: 252 355 7006

Owner: Michael & Wendy Bridgers

Address: 2023 Doublegate Lane, Greenville, NC 27834

Phone #: 252 752 2980 Home, 252 714 1790 Cell

PROPERTY INFORMATION

Parcel #: 67224, 68790, 70655 Area (square feet or acres): 13.94 Acres

Current Land Use: Farming

Location of Property: Northwest corner intersection of Old Tar River Road and Vernon White Road.

ZONING REQUEST

Existing Zoning: R – 15 Requested Zoning: General Business District

Reason for zoning change: Desire to modify existing zoning of R – 15 to General Business District to accommodate business that serve the traveling public, residences, general business offices. Users will not have a negative impact on surrounding properties.

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, THE OVERTON GROUP, 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 July/-/2022.

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

Ray Ay
Signature Member/Manager Date 6/28/22

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, Michael & Wendy Bridgers, being the Owner of the property described herein, do hereby authorize THE OVERTON GROUP as agent for the purpose of this application.

Michael Bridger Wendy C. Bridger
Signature Date 6-28-22

Sworn to and subscribed before me, this 28th day of June, 2022.

Veronica L Brownridge
Notary Public

My Commission Expires:
April 12, 2027



Gaskins Land Surveying, P.A.

PO Box 354, Vanceboro, North Carolina 28586

Phone: 252-714-0983

August 30, 2022

Bridgers Legal Description

Parcels: 67224, 68790 & 70655

Commencing at an existing iron rebar located in the western right of way of NCSR 1700-Old Tar Road, said point being the southeastern most point of the cemetery lot owned by Ronald Vincent (DB 3249 PG 465); thence along the western right of way of NCSR 1700-Old Tar Road with a curve having a radius of 361315.14', a chord bearing of $S7^{\circ}40'33''W$ 228.28', and an arc length of 228.28' to an existing rebar; thence along the western right of way of NCSR 1700-Old Tar Road $S07^{\circ}14'22''W$ 633.56' to an existing rebar in the right of way, said point being the northwestern corner of the John Radcliff property (DB 4182 PG 407); thence with the Radcliff property $N82^{\circ}45'38''W$ 201.36' to an existing iron rebar; thence $S16^{\circ}03'38''W$ 283.13' to an existing rebar in the Northern right of way of NCSR 1130-Vernon White Road; thence with said right of way $N73^{\circ}56'22''W$ 45.48' to an existing rebar; thence continuing with said right of way with a curve having a radius of 936.41', a chord bearing of $N58^{\circ}51'40''W$, a chord distance of 487.20" to an existing rebar located in the centerline of a canal; thence with the centerline of said canal the following courses $N21^{\circ}17'08''E$ 197.50', $N21^{\circ}17'08''E$ 72.30', $N06^{\circ}32'08''E$ 81.18' , $N21^{\circ}02'08''E$ 118.80', $N39^{\circ}22'08''E$ 314.82', $N51^{\circ}47'08''E$ 125.06', $N51^{\circ}47'08''E$ 41.26, $N20^{\circ}43'45''E$ 159.33' to a point; thence leaving said canal $S81^{\circ}34'01''E$ 15.00' to an existing rebar on the canal bank; thence $S70^{\circ}55'37''E$ 217.75' to an existing rebar in the western line of the cemetery lot owned by Ronald Vincent (DB 3249 PG 465); thence $S08^{\circ}25'59''W$ 14.54' to an existing rebar; thence $S81^{\circ}48'03''E$ 95.00' to the point of beginning, containing a combined acreage of 13.90 acres.



2571 Railroad Street
PO Box 1459
Winterville, NC 28590

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

**Town Council
Public Hearing
Rezoning Request**

NOTICE IS HEREBY GIVEN that the Winterville Town Council will meet on Monday, December 12, 2022 at 7:00 pm (**tabled from the November 14, 2022 meeting**) in the Town Hall Assembly Room at 2571 Railroad Street, in order to consider the following request:

The Overton Group has submitted a rezoning application to rezone Parcels 67224, 68790, and 70655 (13.94 Acres) as shown on the attached map from R-15 to General Business (GB) Zoning District. The purpose of the General Business District (GB) is to accommodate those business that serve the traveling public, require large amounts of land for display and parking, and are not oriented to the pedestrian shopper.

Copies of the Zoning Ordinance and Map are on file at the Planning Department Office in the Town Hall and are available for public inspection by contacting bryan.jones@wintervillenc.com or the Winterville Planning Department at (252) 756-2221 or at wintervillenc.com.

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

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

**NOTICE OF PUBLIC HEARING
Town of Winterville**

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The public may submit written comments to the Town Clerk's office, 2571 Railroad Street, PO Box 1459, Winterville, NC 28590, or via email to don.harvey@wintervillenc.com. Please include your name and address.

Notes to Publisher:

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

Subject: Winterville Public Hearing –Rezoning for Parcels 67224, 68790, 70655.

Please place the above legal advertisement in the Daily Reflector on Wednesday, November 2, 2022 and Wednesday, November 9, 2022. Should you have any questions please contact me.

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

Thanks,

Donald Harvey, NCCMC
Town Clerk
Town of Winterville
2571 Railroad Street/PO Box 1459
Winterville, NC 28590
(252) 756-2221 ext. 2344 – Phone
don.harvey@wintervillenc.com



2571 Railroad Street
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**Town Council
Public Hearing
Rezoning Request**

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MICHAEL L BRIDGERS
WENDY C BRIDGERS
2023 DOUBLEGATE LN
GREENVILLE, NC 27834

TERESA ANN PETERSON
PO BOX 118
WINTERVILLE NC 28590

LINDSEY TOMPKINS
DANIEL TOMKINS
507 TABARD ROAD
WINTERVILLE NC 28590

ROBERT C NICHOLSON, III
KALI NICHOLSON
PO BOX 329
WINTERVILLE, NC 28590

SHERRI SLADE
TORICO GRIFFIN
528 STILLWATER DRIVE
WINTERVILLE, NC 28590

WILLIAM HORNER, JUR
CAROLYN HORNER
506 STILLWATER DRIVE
WINTERVILLE, NC 28590

RONAL VINCENT
1728 CIRCLE DRIVE
GREENVILLE, NC 27858

ROBERT SPEIGHT, JR
ELLEN SPEIGHT
622 MILTON DRIVE
WINTERVILLE, NC 28590

WALTER BRYANT, JR
FAITH BRYANT
590 MILTON DRIVE
WINTERVILLE, NC 28590

CONRAD KIRBY
CAROL KIRBY
564 MILTON DRIVE
WINTERVILLE, NC 28590

JOHN RADCLIFF
LINDA YVONNE ABBOT
3303 MORTEZ CT
APEX, NC 27502

AMY KNIGHT WASHINGTON
EDWARD EARL WASHINGTON
4857 OLD TAR ROAD
WINTERVILLE, NC 28590

JUDY W MCLAWHORN
4897 REEDY BRANCH ROAD
WINTERVILLE, NC 28590

BONNIE B ROGERS
DANIEL T ROGERS
540 STILLWATER DRIVE
WINTERVILLE, NC 28590

RUKIYAH ANDERSON
JAMES ANDERSON
522 STILLWATER DRIVE
WINTERVILLE, NC 28590

CLAUDE BRYANT
509 CEDAR RIDGE DRIVE
WINTERVILLE, NC 28590

CHRISTELLE MORENO
632 MILTON DIRVE
WINTERVILLE, NC 28590

VERONICA WHITE
608 MILTON DRIVE
WINTERVILLE, NC 28590

MATTHEW STUMP
KATIE STUMP
580 MILTON DRIVE
WINTERVILLE, NC 28590

DOUGLAS BOYD
LEIGH BOYD
556 MILTON DRIVE
WINTERVILLE, NC 28590

TANYA DAVIS COATES
856 MOHILL PLACE
PISCATAWAY, NJ 08854

MUHAMMAD HASANIEH
SANDRA HASANIEH
508 TABARD ROAD
WINTERVILLE, NC 28590

WILLIAM K WALKER
ROASE C WALKER
550 STILWATER DRIVE
WINTERVILLE, NC 28590

ELIZABETH BURKHART
EDWARD BURKART, III
536 STILLWATER DRIVE
WINTERVILLE NC 28590

WILLIAM VANDIFORD
LAURA VANDIFORD
514 STILLWATER DRIVE
WINTERVILLE, NC 28590

JONHSON PROPERTIES, LLC
2235 BLACK HORSE LANE
WINTERVILLE, NC 28590

DIANE JACOBS
628 MILTON DRIVE
WINTERVILLE, NC 28590

CHRISTOPHER MANNING
596 MILTON DRIVE
WINTERVILLE, NC 28590

DENNIS PITT
CLARA PITT
574 MILTON DRIVE
WINTERVILLE, NC 28590

LEE ALLEN BLANKENSHIP
DEBORAH BLANKENSHIP
544 MILTON DRIVE
WINTERVILLE, NC 28590

DEBORAH DAVIS
538 MILTON
WINTERVILLE, NC 28590

BRADLEY CHAPMAN
517 VERNON WHITE ROAD
WINTERVILLE, NC 28590

VIRGINIA LLOYD
512 VERNON WHITE ROAD
WINTERVILLE, NC 28590

DVML, LLC
3100 ROLSTON ROAD
GREENVILLE, NC 27858

GREENVILLE SOUTH
CONGREGATION OF JEHOVAHS
WITNESSES
405 HARRELL STREET
GREENVILLE NC 27858

MCCOY ENC, LLC
3113 CAMILLE DRIVE
WINTERVILLE, NC 28590

ELLITO GRUHN
493 VERNON WHITE RD
WINTERVILLE, NC 28590

ANDRE WESTON
JESSICA WESTON
530 MILTON DRIVE
WINTERVILLE, NC 28590

DENIECE GRAY
ADRIAN GRAY
529 VERNON WHITE ROAD
WINTERVILLE, NC 28590

VICTORIA T HASKINS
2307 BROCK AVE
WINTERVILLE NC 28590

ERIC LEE BRANN
548 VERNON WHITE ROAD
WINTERVILLE, NC 28590

MARVIN ARNOLD
LINDA ARNOLD
479 VERNON WHITE RD
WINTERVILLE, NC 28590

TERRY LEE MOORE
501 MILTON DRIVE
WINTERVILLE, NC 28590

NICOLE GILL
DAVID GILL
509 VERNON WHITE ROAD
WINTERVILLE, NC 28590

JAMES BATTLE
DENISE BATTLE
506 MILTON DRIVE
WINTERVILLE, NC 28590

TALMADGE LOCKE
PAMELA LOCKE
2316 BLACKSTONE DRIVE
WINTERVILLE, NC 28590

ALEX LEE BRANN, JR
564 VERNON WHITE ROAD
WINTERVILLE, NC 28590

ROY ASBELL
467 VERNON WHITE RD
WINTERVILLE, NC 28590

JONI YVETTE MILLS
485 VERNON WHITE RD
WINTERVILLE, NC 28590

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

GENERAL INFORMATION

APPLICANT	The Overton Group
HEARING TYPE	Rezoning Request
REQUEST	R-15 to GB
CONDITIONS	n/a
LOCATION	Intersection of Vernon White Road and Old Tar Road
PARCEL ID NUMBER(S)	67224, 68790, 70655
PUBLIC NOTIFICATION	Adjacent property owners were mailed notification of the rezoning request on October 21, 2022. Notification was posted on site on August 30, 2022. 50 properties were mailed notification. Notification was posted on the Town's website.
TRACT SIZE	13.94 acres
TOPOGRAPHY	Flat
VEGETATION	Cleared / Agricultural

SITE DATA

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

ADJACENT PROPERTY	ZONING	ADJACENT LAND USE
N	AR	Lawn Care Business (Commercial)
E	R-10	Single Family Residential
W	R-15	Single Family Residential
S	AR/R-12.5	Single Family Residential / Church

ZONING DISTRICT STANDARDS

DISTRICT SUMMARIES	EXISTING	REQUESTED
ZONING DISTRICT DESIGNATION	R-15	General Business (GB)
MAX DENSITY	2-3 per acre	n/a
TYPICAL USES	Medium to low-density residential single family residential.	Commercial in the form of retail, business, professional and personal services.

SPECIAL INFORMATION

OVERLAY DISTRICT	N/A
ENVIRONMENTAL / SOILS	N/A
FLOODPLAIN	N/A
STREAMS	N/A
OTHER	If >1 acre is disturbed, site must meet Phase 2 stormwater requirements and provide Soil Erosion and Sedimentation Control Permit
SITE PLAN REQUIREMENTS	Site Plan, 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	Old Tar Road– NCDOT Road Vernon White Road – NCDOT Road
SITE ACCESS	All access must be designed and constructed to meet the Town of Winterville / NCDOT standards.
TRAFFIC COUNTS (per NCDOT Annual Average Daily Traffic Map)	Old Tar Road – 12,500 Vernon White Road – 5,600
TRIP GENERATION	TBD
SIDEWALKS	Required.
TRAFFIC IMPACT STUDY (TIS)	TBD
STREET CONNECTIVITY	N/A
OTHER	N/A

IMPACT ANALYSIS

Land Use Compatibility

The proposed GB zoning districts would allow land uses that are complimentary to the surrounding area. The Old Tar Widening Project (4-lane, divided road) and the realignment of Vernon White Road and Tabard Road (signalized intersection), provides excellent access for the traveling public.

Town of Winterville Comprehensive Land Use Plan Policies

The Future Land Use Map designates this property as a Commercial Overlay character area. The requested **General Business (GB)** zoning district is consistent with this character area as defined by the future land use designation.

Comprehensive Land Use Plans - Recommendations & Implementation

Commercial Overlay - General Character:

- Potential for small-scale commercial that is sensitive to existing residential development if good transportation access is possible.

Land Use – Policy 1: Encourage a balanced tax base while managing growth:

- **1.1: Utilize the Future land Use Map and character areas when considering land use decisions (i.e. development approvals and rezoning decisions and infrastructure improvement priorities.**
- **1.2: Encourage non-residential growth in the form of retail, restaurants, professional offices and industrial development in areas designated as such on the Future Land Use Map.**

Economic Development – Policy 2: Improve self-sufficiency and reduce retail leakage:

- **2.1: Support Winterville’s transformation from a “bedroom community” to a “neighboring community” of Greenville.** The Economic Task Force recommended that Winterville grow into its own vibrant community with its own commercial and employment sectors. This will help the Town become a self-sufficient community that recaptures retail leakage from nearby Greenville.
 - **2.2: Discourage rezonings to residential zoning districts in high visibility corners with good access and parcels within Office & Employment future land use areas.**
 - **Policy 4: Respond to recent and planned transportation improvements.** Capitalize on the opportunities that will arise from the Old Tar Widening Project.
-

STAFF ANALYSIS AND RECOMMENDATION

Community Outreach

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

Staff Analysis

The 13.94 acre property is currently vacant. The property North of the request is zoned AR and has a commercial tree service/lawn care business. West of the request is zoned R-15 and is single family residential (separated by a buffered stream feature). South of the request is zoned AR and R-12.5 with a church and single family residential (separated by Vernon White Road). East of the property is zoned R-10 and is single family residential (separated by Old Tar Road).

The General Business (GB) District rezoning request is consistent with the intent and purpose of the Zoning Ordinance, Future Land Use Plan and is generally compatible with the future development and trends in the surrounding area. The Old Tar Widening Project and realignment of Vernon White Road with Tabard Road makes this a desirable location for a commercial use. The stream feature between the subject property and the residential subdivision to the west will provide an added buffer (natural woody vegetation 50' buffer).

Staff Recommendation

Planning and Zoning Board recommended denial of the request 6-2 on September 19, 2022.

Staff recommends **approval** of the rezoning request for the 13.94 acres from R-15 to General Business (GB).



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: December 12, 2022

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: 12/5/2022

ABSTRACT ROUTING:

TC: 12/5/2022

TM: 12/8/2022

Final: tjp - 12/8/2022

Supporting Documentation

Approval of the following set of Council Meeting Minutes:

- November 14, 2022 Regular Meeting Minutes.

Budgetary Impact: NA.

Recommendation: Staff recommends Council approve the Minutes.



**WINTERVILLE TOWN COUNCIL
MONDAY, NOVEMBER 14, 2022 – 7:00 PM
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 Richard E. Hines presiding. The following were present:

Richard E. Hines, Mayor
Mark C. Smith, Mayor Pro Tem
Tony P. Moore, Councilman
Johnny Moye, Councilman
Paul A. Rice, Councilman
Veronica W. Roberson, Councilwoman
Keen Lassiter, Town Attorney
Terri L. Parker, Town Manager
Anthony Bowers, Assistant Town Manager
Ryan Willhite, Police Chief
David Moore, Fire Chief
Cliff McGuffin, Public Works Director
Robert Sutton, Electric Director
Jessica Manning, Finance Director
Bryan Jones, Planning Director
Donald Harvey, Town Clerk

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

INVOCATION: Pastor Winton Felton gave the Invocation.

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

WELCOME: Mayor Hines welcomed the public.

APPROVAL OF AGENDA:

Mayor Hines noted an amendment to the Agenda at the Request of the applicant's representative to table the Public Hearing and move to the Monday, December 12, 2022, Meeting.

Motion made by Councilman Moye and seconded by Mayor Pro Tem Smith to approve the amended agenda. Motion carried unanimously, 5-0.

RECOGNITION OF NEW EMPLOYEES:

Sidney Eubanks, School Resource Officer, Police Department was introduced by Police Chief Willhite.

PRESENTATION(S):

Town Clerk Harvey read the Resolution of the North Carolina League of Municipalities honoring Douglas A. Jackson.

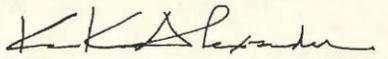
Resolution
of the
North Carolina League of Municipalities

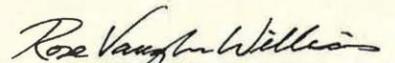
WHEREAS, *Douglas A Jackson retired during the past year, having served the Town of Winterville faithfully and well for 24 years; and*

WHEREAS, *the work of Douglas A Jackson benefitted the citizens of the Town of Winterville and upheld the standards of excellence in municipal governance;*

NOW, THEREFORE, BE IT RESOLVED *by the membership of the North Carolina League of Municipalities, hereby honors Douglas A Jackson, former Mayor of Winterville, 1997-2021 of the Town of Winterville for faithful service and lasting contributions to municipal government.*

BE IT FURTHER RESOLVED *that this resolution be made a part of the permanent records of the North Carolina League of Municipalities and that copies be forwarded to Douglas A Jackson and to the Town of Winterville.*


KAREN ALEXANDER, PRESIDENT


ROSE VAUGHN WILLIAMS, EXECUTIVE DIRECTOR



PUBLIC HEARINGS:

Rezoning Request – Parcels 67224, 68790, 70655. *(At the Request of the Applicant's Representative the Item is Tabled and Moved to the Monday, December 12, 2022 at 7:00 pm Meeting.)*

Councilman Moore asked if there was any reason for the tabling. Planning Director Jones read the following excerpt from the email sent to him by The Overton Group: Throughout this process we have engaged in meaningful conversations with the Town of Winterville and the neighbors directly adjacent to the property. We feel these conversations have been very productive and beneficial as we work to find mutually beneficial solutions for the neighbors as well as the Town of Winterville. At this time, we would like to continue our discussions with the neighbors as we work through all possible outcomes. We are asking that the rezoning request for these parcels be tabled until December 12th. This will allow us to continue engaging in meaningful conversations with the neighboring residents to ensure we can deliver mutually beneficial outcomes. Councilman Moore said is this fair to residents? Councilwoman Roberson said she is glad to see they are trying to work things out.

Motion made by Councilwoman Roberson and seconded by Councilman Rice to table the public hearing on the Rezoning Request of Parcels 67224, 68790, 70655 at the request of the Applicant's Representative to the Monday, December 12, 2022 Meeting.

Councilman Moore said I still thinks it not fair. Councilman Moye said he had received a call that was highly upset.

Motion carried 4-1. Councilman Moore opposed.

PUBLIC COMMENT: None

CONSENT AGENDA:

1. Approval of the following sets of Council Meeting Minutes:
 - October 10, 2022, Regular Meeting Minutes.

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

OLD BUSINESS:

1. Vision Zero Resolution: Town Clerk Harvey read Resolution 22-R-111.

Steven Hardy-Braz, Ellen Walston, and Dave Manning representing the Vision Zero organization made comments and Council for consideration of the resolution. Councilman Moore commented on the need at intersections.

RESOLUTION

**Resolution establishing a Vision Zero Policy, Task Force, and Action Plan in Winterville
Vision Zero Town**

WHEREAS, the Town of Winterville and its residents have a strong interest in historic preservation, including significant contributions to our local economy and our tax base; and

WHEREAS, roadway fatalities and serious injuries cause unacceptable levels of human and economic loss, with 40,698 reported deaths nationally in 2020; and

WHEREAS, Vision Zero provides a practical framework through which roadway deaths and serious injuries may be substantially reduced and eliminated over time; and

WHEREAS, the Town of Winterville aspires to be the safest and most accessible town in the state for people of all ages and abilities; and

WHEREAS, Winterville is committed to building a transportation network that encourages safe and accessible walking, biking, and driving behaviors; and

WHEREAS, speeding is the leading cause of fatalities on Winterville roadways and reducing speeds through engineering, education, and enforcement strategies is imperative to saving lives; and

WHEREAS, the town and community must work together for safer streets; and

WHEREAS, Vision Zero distinguishes itself from traditional road safety approaches by focusing on solutions to eliminate fatalities and serious injuries on our streets; and

WHEREAS, a Vision Zero Action Plan is to be created to build on Winterville's long-standing commitment to traffic safety with the established policy to make transportation safe and accessible by striving for complete streets and zero fatal and serious crashes by 2035;

NOW, THEREFORE, BE IT RESOLVED, by adopting a Vision Zero guiding policy and establishing a Task Force with town and community members from concerned organizations (e.g. WPD, NCDOT, State Highway Patrol, ECU Health, and others) from a breadth of safety professions and advocates empowered to develop a Winterville Action Plan.

BE IT FURTHER RESOLVED, I, Ricky Hines, Mayor of Winterville and the Town Council of the Town of Winterville resolve that the Town of Winterville as a "VISION ZERO TOWN".

Adopted this the 14th day of November 2022.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk

Mayor Hines asked for any further discussion or any more questions. Hearing none what is Council's pleasure.

Motion made by Councilman Moore and seconded by Mayor Pro Tem Smith to approve Resolution 22-R-111 establishing a Vision Zero Policy, Task Force, and Action Plan in Winterville, a Vision Zero Town. Motion carried unanimously, 5-0.

NEW BUSINESS:

1. Sunshine Lane – Final Plat: Planning Director Jones gave the following presentation:



Town Council – November 14, 2022

SUNSHINE LANE FINAL PLAT

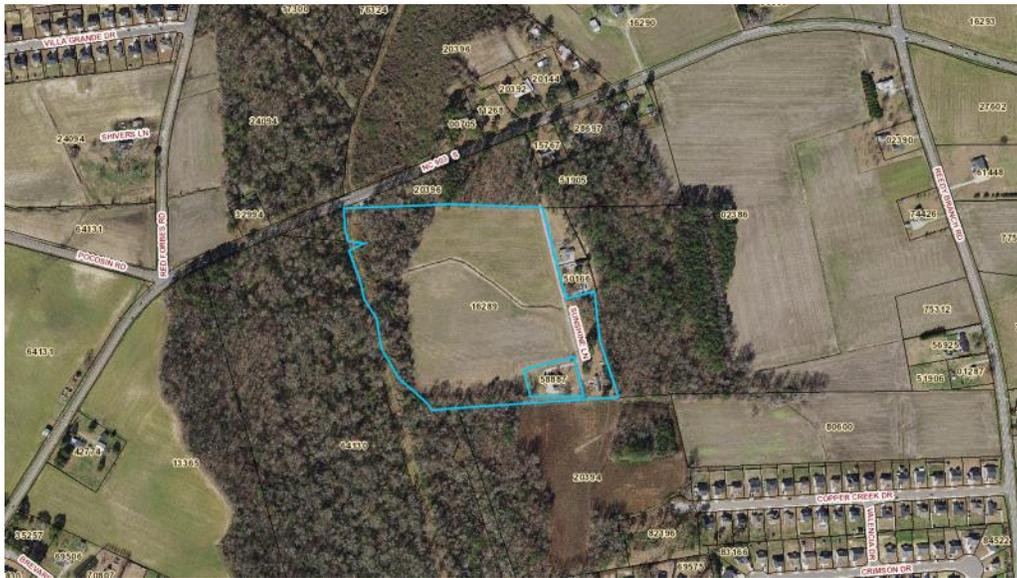
Presenter:
Bryan Jones,
Planning Director



Sunshine Lane – Final Plat

- **Site Data:**
 - **Location:** NC 903 S west of its intersection with Reedy Branch Road.
 - **Parcel Number:** 12689
 - **Acreage/Density:** 1.65 Acres, 1 Lot (Minor Subdivision)
 - **Zoning:** AR





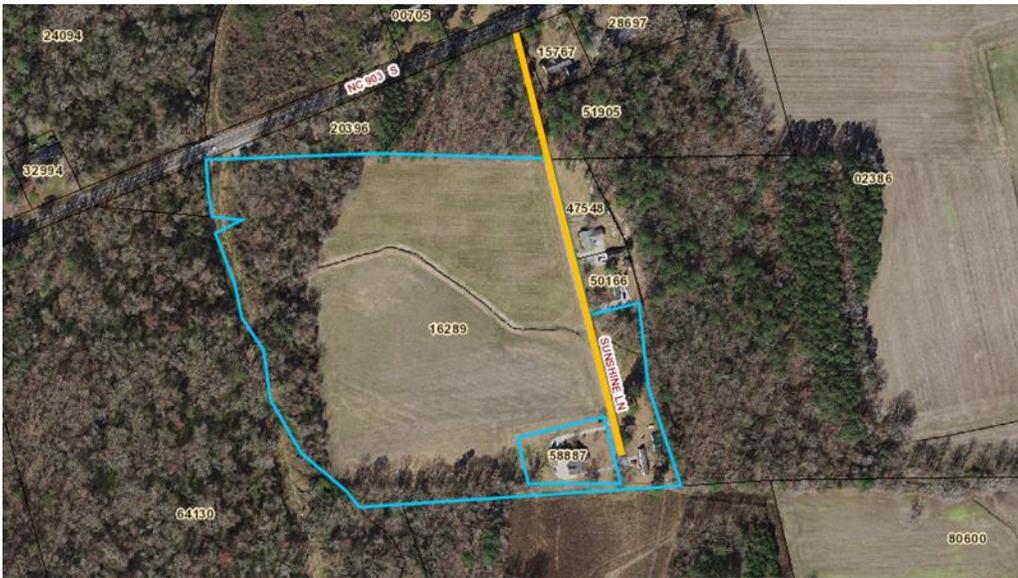
Town of
WINTERVILLE

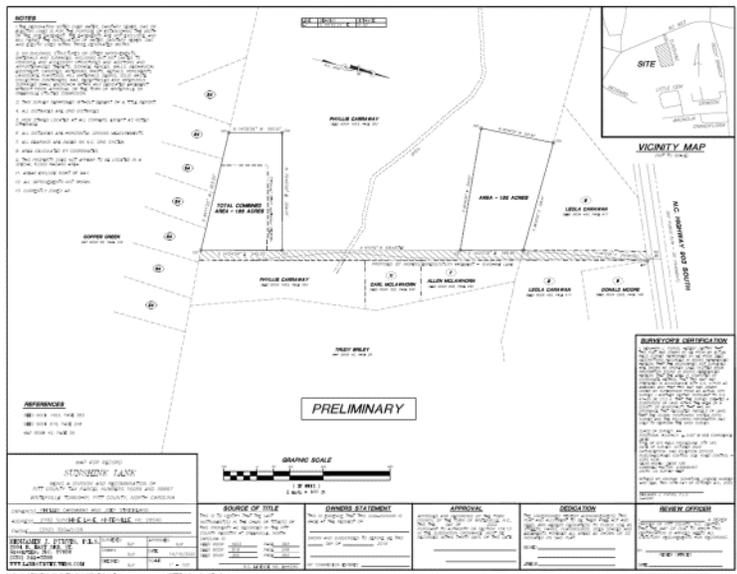
A slice of the good life!

Sunshine Lane – Final Plat

- **Site History:**
- The Board of Adjustment granted a variance from “Section 3.3: Street Access” for the purpose of subdividing the property without meeting the requirement of a minimum of thirty-five (35) feet of frontage on a public street on July 19, 2022.
- The variance was granted with the condition that an ingress/egress easement be recorded and noted on the Final Plat.







Sunshine Lane – Final Plat

Staff Recommendation:

- Planning and Zoning Board unanimously recommended approval on October 17, 2022.
- Planning staff recommends approval.

Mayor Hines asked for any discussion or questions. Hearing none what is Council’s pleasure.

Motion made by Mayor Pro Tem Smith and seconded by Councilman Moye to approve the Sunshine Lane Final Plat. Motion carried unanimously, 5-0.

OTHER AGENDA ITEMS:

None

ITEMS FOR FUTURE AGENDA/FUTURE WORK SESSIONS:

- Councilman Moore asked for discussion on the traffic around Town Hall and Church Street at the December meeting.
- Councilman Moye asked about the downtown lighting situation.
- Councilwoman Roberson asked about the drainage project. Assistant Town Manager Bowers noted that the project is looking to advance, but not by next summer, we are moving forward with initial phases.

ANNOUNCEMENTS: Town Clerk Harvey gave the following announcements:

- Human Relations Board Meeting: Wednesday, November 16, 2022 @ 7:00 pm - Town Hall Executive Conference Room.
- 125th Anniversary Community Day: Saturday, November 19, 2022, 10:00 am – 2:00 pm @ Downtown area around Town Hall.
- Planning and Zoning Board Meeting: Monday, November 21, 2022 @ 7:00 pm - Town Hall Assembly Room.
- Recreation Advisory Board: Tuesday, November 22, 2022 @ 6:30 pm – Operation Center.
- Thanksgiving Holidays: Thursday, November 24, 2022, and Friday, November 25, 2022 – Town Offices Closed.
- Town Christmas Activities: Saturday, December 10, 2022: Parade @ 2:00 pm; Market 2:00 pm – 6:00 pm; and Tree Lighting @ 5:00 pm.
- Regular Town Council Meeting: Monday, December 12, 2022 @ 7:00 pm.

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

Attorney Lassiter: Reminded everyone about the closed session.

Councilman Moore: Thanked all for the Veterans Ceremony. Congratulations to Mayor Pro Tem Smith on election to the Pitt County Board of Commissioner. Happy Thanksgiving.

Councilwoman Roberson: Congratulations to Mayor Pro Tem Smith, the Human Relations Board is meeting and progressing, Library proposing a permanent seat on their board for the Town, Mount Shiloh will have turkey dinners this Saturday.

Councilman Rice: Congratulations to our Veterans and to Mayor Pro Tem Smith.

Mayor Pro Tem Smith: Thanks to all the voters

Councilman Moye: Thanks for the Hillcrest Traffic Garden, Congratulations to Mayor Pro Tem Smith, Happy Thanksgiving to everyone.

Manager Parker: Congratulations to Mayor Pro Tem Smith, Happy Thanksgiving to all.

Mayor Hines: Congratulations to Mayor Pro Tem Smith, Thanks to the Hillcrest Traffic Garden, Thanks to our Veterans.

Motion made by Councilman Moye and seconded by Councilwoman Roberson to go into 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 (Potential Acquisition of Real Property). Motion carried unanimously, 5-0 at 7:39 PM.

CLOSED SESSION:

ADJOURN:

Motion made by Councilwoman Roberson and seconded by Councilman Moore to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 8:09 pm.

Adopted this the 12th day of December 2022.

Richard E. Hines, Mayor Pro Tem

ATTEST:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: December 12, 2022

Presenter: Donald Harvey, Town Clerk

Item to be Considered

Subject: 2023 Council Meeting and Budget Calendars.

Action Requested: Approval of Calendars.

Attachment: Draft Calendars Listed below.

Prepared By: Donald Harvey, Town Clerk

Date: 12/5/2022

ABSTRACT ROUTING:

TC: 12/5/2022

TM: 12/8/2022

Final: tjp - 12/8/2022

Supporting Documentation

Approval of the following 2023 Calendars:

- Council Meeting Calendar;
- Budget Calendar.

Budgetary Impact: NA.

Recommendation: Staff recommends Council approve the Calendars.

TOWN COUNCIL 2023 MEETING CALENDAR DRAFT

DATE	DESCRIPTION	TIME	LOCATION
Monday, January 9, 2023	Regular Council Meeting	7:00 pm	THAR
Monday, February 13, 2023	Regular Council Meeting	7:00 pm	THAR
Monday, March 13, 2023	Regular Council Meeting	7:00 pm	THAR
Monday, April 10, 2023	Regular Council Meeting	7:00 pm	THAR
Monday, May 8, 2023	Regular Council Meeting	7:00 pm	THAR
Monday, June 12, 2023	Regular Council Meeting	7:00 pm	THAR
Monday, July 10, 2023	NO MEETING	NA	NA
Monday, August 14, 2023	Regular Council Meeting	7:00 pm	THAR
Monday, September 11, 2023	Regular Council Meeting	7:00 pm	THAR
Monday, October 9, 2023	Regular Council Meeting	7:00 pm	THAR
Monday, November 13, 2023	Regular Council Meeting	7:00 pm	THAR
Monday, December 11, 2023	Regular Council Meeting	7:00 pm	THAR

**THAR: Town Hall Assembly Room
2571 Railroad Street
Winterville, NC 28590**

TOWN OF WINTERVILLE

FY 2023-2024 DRAFT

BUDGET CALENDAR

DATE	DESCRIPTION	TIME	LOCATION
Monday, January 23, 2023	Town Council Vision Setting Meeting	6:00 pm	THAR
Monday, February 20, 2023	Distribution of Budget Worksheets to Management Team	NA	TMGR OFFICE
Friday, March 24, 2023	Management Team Recommendations Due	NA	TMGR OFFICE
Monday, April 24, 2023	Town Council & Manager Progress Meeting	6:00 pm	THECR
May 8-12, 2023	Manager Review with Management Team	N/A	TMGR OFFICE
Monday, May 22, 2023	Hand delivery of the Recommended Budget	N/A	NA
Tuesday, May 23, 2023	Town Council Budget Work Sessions	6:00 pm	THAR
Thursday, May 25, 2023	Town Council Budget Work Sessions	6:00 pm	THAR
Monday, June 5, 2023	Public Hearing	7:00 pm	THAR
Monday, June 12, 2023	Adoption of the FY 2023-2023 Budget Ordinance	7:00 pm	THAR
Friday, July 1, 2023	Fiscal Year Begins	NA	NA

THAR:
Town Hall Assembly Room
2571 Railroad Street
Winterville, NC 28590

THECR:
Executive Conference Room
2571 Railroad Street
Winterville, NC 28590

TMGR Office
Town Manager's Office
2571 Railroad Street
Winterville, NC 28590

DEPOT:
Winterville Train Depot
Railroad Street
Winterville, NC 28590



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: December 12, 2022

Presenter: Anthony Bowers, Assistant Town Manager

Item to be Considered

Subject: Budget Amendment 2022-2023-4.

Action Requested: Approval of the Budget Amendment.

Attachment: Budget Amendment 2022-2023-4

Prepared By: Anthony Bowers, Assistant Town Manager

Date: 12/6/2022

ABSTRACT ROUTING:

TC: 12/6/2022

TM: 12/8/2022

Final: tjp - 12/8/2022

Supporting Documentation

This is the fourth budget amendment for the 2022-2023 Fiscal Year.

The first item addresses the need for additional funds to cover contracted services for mowing town property. This was added due to the retirement of a public works employee. The additional funds needed is \$20,000.

The second item addresses the Ange Street sidewalk project. Council voted to take the savings from vacant positions last fiscal year and fund the project at AG Cox. The amount is \$135,000.

The third amendment addresses the need to cover the cost of the St. Rest property in the amount of \$150,000.

The fourth item covers the increased cost of Sanitation for fuel surcharges and CPI increase as well as customer growth. This amendment is for \$60,000.

The fifth item addresses that anticipated increase in Powell Bill Revenue for the year, in the amount of \$31,500

The sixth item addresses the increased cost of Natural Gas and the effect it is having on Power Purchase for resale line item. At the mid-year mark, we are looking at a \$1,000,000 shortfall.

The seventh item covers the cost of moving a fire hydrant at the new Eleven and Main subdivision. The cost to relocate the hydrant was \$8,300.

The last item addresses the need for correct a PO that was supposed to be carried over to the current fiscal year. Instead it was accidently closed. The amount of the PO was \$11,500.

Budgetary Impact: The total budget amendment will receive increase budget in the amount of \$1,416,300.

Recommendation: Staff recommends Council approve the budget amendment.

BUDGET ORDINANCE AMENDMENT 2022-2023-4

BE IT ORDAINED by the Governing Board of the Town of Winterville, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2023:

SECTION 1. Revenues are to be changed as follows:

LINE ITEM DESCRIPTION	Fund	Account	Increase	Decrease
Fund Balance	10	3831	\$ 349,800.00	
FEMA Grant	10	3425	\$ 15,200.00	
Powell Bill Distribution	16	3440	\$ 31,500.00	
Fund Balance	60	3831	\$ 1,000,000.00	
Fund Balance	61	3831	\$ 8,300.00	
Fund Balance	62	3831	\$ 11,500.00	

Total \$ 1,416,300.00 \$ -

SECTION 2. Appropriations are to be changed as follows:

LINE ITEM DESCRIPTION	Account	Department	Fund	Increase	Decrease
Contracted Services	10426002	4233	General	\$ 20,000.00	
Capital Outlay	10451002	7150	Public Works Other	\$ 135,000.00	
Capital Outlay	1042600	7150	Public Buildings	\$ 150,000.00	
Sanitation	10411000	4233	General	\$ 60,000.00	
Paving and Resurfacing	16451000	4270	Powell Bill Fund	\$ 31,500.00	
Purchase for Resale	60711000	4302	Electric	\$ 1,000,000.00	
Capital Outlay	61721000	7150	Water Fund	\$ 8,300.00	
Supplies and Materials	62732020	4230	Sewer	\$ 11,500.00	

Total \$ 1,416,300.00 \$ -

Adopted the 12th day of December 2022.

Mayor

Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: December 12, 2022

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Southbrook PUD – Rezoning Request.

Action Requested: Schedule a Public Hearing for the Rezoning Request on January 9, 2023.

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

Prepared By: Bryan Jones, Planning Director

Date: 11/30/2022

ABSTRACT ROUTING:

TC: 12/5/2022

TM: 12/8/2022

Final: tjp - 12/8/2022

Supporting Documentation

Applicant: The Coley Group c/o Scott Moore.

Location: Church Street Ext. and Laurie Ellis Road.

Parcel Numbers: 15006, 11636, 11638, 82094 and 82096.

Site Data: 245.43 acres.

Current Zoning District: AR.

Proposed Zoning District: R-6 PUD, MR PUD.

- Proposed Zoning Districts: Conditional District PUD – R-6 PUD, MR PUD.
- Adjacent property owners were mailed notification of the rezoning request on November 2, 2022.
- Notification was posted on the site on October 28, 2022.
- Planning and Zoning Board unanimously recommended approval on November 21, 2022.

Budgetary Impact: TBD.

Recommendation: Staff recommends scheduling the Public Hearing for January 9, 2023.



**REZONING APPLICATION
TOWN OF WINTERVILLE**

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

Staff Use Only
Appl. # _____

OWNERSHIP INFORMATION:

Applicant: Scott Moore

Address: 4350 Lassiter at North Hills Ave Ste 256 Raleigh, NC 27609

Phone #: 704 995 2507 | Scott@bpropnc.com

Owner: _____

Address: _____

Phone #: _____

PROPERTY INFORMATION

Parcel #: 15006, 11636, 11634, 82096, 82094 Area (square feet or acres): 245 ac. (41-)

Current Land Use: Vacant - Wooded ; Farm Land

Location of Property: Church Street Ext ; Laurie Ellis Rd.

ZONING REQUEST

Existing Zoning: AR Requested Zoning: PUD (R-6-CO ; M-R-CO)

Reason for zoning change: Create a Planned Unit Development using a cluster land use design that will provide a max 2.5 units per acre consisting of 75% single family homes and no more than 25% townhomes

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, Scott Moore (Agent), 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 9 / 19 / 2022. (Tentatively)

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

Signature [Signature] Date 7/6/22

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, Gordon Merklein, being the Owner of the property described herein, do hereby authorize Scott Moore as agent for the purpose of this application.

Signature [Signature] Date 7/13/22

Sworn to and subscribed before me, this 13th day of July, 2022.



[Signature]
Notary Public

My Commission Expires: October 28, 2022



NCGR 1713 - LAURIE ELLIS ROAD
NCS MONUMENT 'CONCRETE'
N = 646.852 BK
E = 2487.74421
Elevation = 491

PEYRO BALDERAS REVOCABLE TRUST
D.B. 8950, P. 462
N.B. 40, P. 50

LYNN EVANS DEVELOPMENT LLC
D.B. 2829, P. 446
N.B. 64, P. 49

LADRAINE RUCKER
D.B. 846, P. 173
N.B. 34, P. 74

WAYLAND HUNSUCKER, ETAL.
D.B. 2878, P. 457

LELAND BARBER, JR
RITA BARBER
D.B. 895, P. 585

LEWIS TRIPP
JOE TRIPP
D.B. 2096, P. 78
N.B. 2, P. 185

KENNETH SMITH PROPERTIES, INC.
D.B. 1940, P. 846

BROOKSTONE PHASE 1
N.B. 69, P. 156

ATLAS NC I SPE LLC
D.B. 3182, P. 707

LNC LAND DEVELOPMENT LLC
D.B. 2086, P. 266
N.B. 65, P. 66

THE RAILLINE TORRES
99C - 121

MELDON DOWNS PHASE 1
N.B. 71, P. 181 & 182

105' DRAINAGE DISTRICT EIP EASEMENT SWIFT CREEK, LATERAL 35APROPOSED 60' ACCESS EASEMENT

100' PUBLIC R/W (PAVED)

WOODED
CLEARED

BASE OF N 89°39'26"W 1117.67' DISTURBED A/CLE

655 SHOWN ON MAP 707 ACRES IN MAP BOOK 64 PAGE 185 OF THE PITT COUNTY REGISTRY

Course	Bearing	Distance
L1	S 88°58'31" E	132.00'
L2	S 89°14'30" W	151.48'
L3	S 89°14'30" W	215.48'
L4	S 89°21'17" E	124.48'
L5	S 89°14'30" W	335.38'
L6	S 89°14'30" W	160.38'
L7	S 89°14'30" W	235.48'
L8	S 89°14'30" W	18.92'

Course	Bearing	Distance
L11	S 15°40'30" W	211.48'
L12	S 21°48'17" W	350.48'
L13	S 45°18'40" W	344.48'
L14	S 45°18'40" W	344.48'
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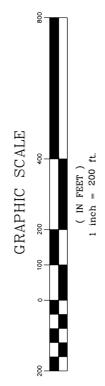
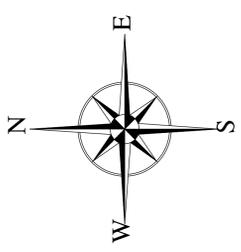
Course	Bearing	Distance
L11	S 15°40'30" W	211.48'
L12	S 21°48'17" W	350.48'
L13	S 45°18'40" W	344.48'
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LEGEND:

- OPEN SPACE
- SCM (STORM WATER CONTROL MEASURE)
- SINGLE FAMILY DETACHED HOMES
- SINGLE FAMILY ATTACHED HOMES



SITE DATA:

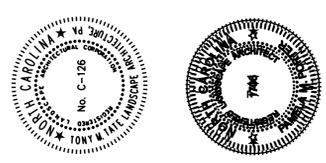
ADDRESS: Multiple (see chart below)
 PIN: Multiple (see chart below)
 ACRES: Total: 245.43 AC. (10,690,931 SF)
 CURRENT ZONING: AR & RR (Agricultural and Rural Residential)
 CURRENT LAND USE: VACANT
 PROPOSED LAND USE: Single Family Detached & Single Family Attached Homes
 WATERSHED: Neuse River Buffer Area

WETLAND: 1,430,578 SF; 32.8 AC (13.4%)
 RECREATION: 212,086 SF; 4.87 AC (2%)
 OTHER OPS: 1,906,185 SF; 43.76 AC (17.8%)
 TOTAL OPEN SPACE: 3,547,090 SF; 81.43 AC (33.2%)
 TOTAL OPEN SPACE (Outside of Wetlands): 2,118,322 SF; 48.63 AC (19.8%)

Parcel No	ParcelAddress	OwnerName	OwnerAddress	MapBlockLot	Zoning	Acres	PinNum	PhysicalAddress
82094	BASILIN	CHAPEL HILL FOUNDATION	REAL EST 300 SOUTH BUILDING CN1000	4674-12-86-6631.000	AR	9.12	4674866631	0 BASILIN
15006	3075 CHURCH STREET EX	CHAPEL HILL FOUNDATION	REAL EST 300 SOUTH BUILDING CN1000	4674-00-63-4629.000	AR	189.72	4674634629	3075 CHURCH STREET EX
11636	CHURCH STREET EX	CHAPEL HILL FOUNDATION	REAL EST 300 SOUTH BUILDING CN1000	4674-00-54-5722.000	AR	19.19	4674545722	0 CHURCH STREET EX
11638	REEDY BRANCH RD	CHAPEL HILL FOUNDATION	REAL EST 300 SOUTH BUILDING CN1000	4674-00-53-9211.000	AR	7.4	4674539211	0 REEDY BRANCH RD
82096	LAURIE ELLIS RD	CHAPEL HILL FOUNDATION	REAL EST 300 SOUTH BUILDING CN1000	4674-00-85-7557.000	RR	20	4674857557	0 LAURIE ELLIS RD

PRELIMINARY AND CONCEPTUAL DESIGN
 All preliminary and conceptual design sketches are subject to field verification of items including but not limited to: topographic and soil conditions, existing utilities, regulated stream buffers, wetlands and floodplain delineations. These items are verified during future design development phase of the project.

TMTA ASSOCIATES
 5011 SOUTH PARK DRIVE, STE. 200 - DURHAM, NC 27713
 p: (919) 484-8880 e: info@tmta.com



CHAPEL HILL FOUNDATION REAL ESTATE HOLDINGS, INC.

LEGAL DESCRIPTION

TAX PARCEL #15006:

The following property acquired by A. Donald Stallings by Deed from Roy C. Mills and wife dated May 5, 2005, recorded in Book 1906, Page 113, Pitt County Registry:

PARCEL 1:

BEING all of the lands (EXCEPTING Tract "A" containing 25.2 acres and Tract "B" containing 2.25 acres and Tract "C" containing 2.06 acres and Tract "D" containing 7.2 acres) as shown and described on that certain "MAP FOR RECORD FOUNTAIN W. CARROLL," dated March 23, 1966, and prepared by R. J. Strickland, R.S., which said map is recorded in Map Book 15 at page 21, Pitt County Registry, reference to which is hereby made for a more accurate description.

The lands herein described and conveyed contain 138.74 acres after excepting Tracts "A", "B", "C" and "D" as hereinabove excepted and specified. Being the identical property conveyed by Mary Frances Albritton Carroll (widow) to Roy Mills and wife, Jean Mills by deed dated January 17, 1968, recorded in Book M37, Page 440, Pitt County Registry.

PARCEL 2:

First Tract. That certain tract or parcel of land situate, lying and being in Winterville Township, Pitt County, North Carolina, and located 408 feet eastwardly from the "First Tract" described in the deed from R. M. Abbott et ux to Lucy Abbott Hunsucker, dated March 21, 1962, and recorded in Book O-33 at page 355 of the Pitt County Registry, and connected with said "First Tract" herein referred to by a path as shown on the map recorded in Map Book 10 at page 137 in the Office of the Register of Deeds of Pitt County, to which map reference is hereby made, and beginning at a point in the center of the path 408 eastwardly, when measured along the center of the path, from the "First Tract" herein referred to, and running thence North 26 deg. 15 min. East, 100 feet; thence North 52 deg. East, 134 feet; thence S. 36 deg. East, 181 feet; thence S. 9 deg. 45 min. West, 300 feet; thence North 84 deg. 15 min. West, 218 feet; thence North 19 deg. 30 min. West, 147 feet; thence North 29 deg. 15 min. East, 121 feet to the point of the beginning, and containing 2.25 acres, more or less, and being the "Second Tract" described in the deed recorded in Book O-33 at page 355 of said Registry and hereinabove referred to.

Second Tract. That certain tract or parcel of land situate, lying and being in Winterville Township, Pitt County, North Carolina, bounded on the north, east and south by the lands of Roy Mills, and on the west by a ditch and the lands of Lucy Abbott Hunsucker on the west side of said ditch, and beginning at the northeast corner of the 25.2-acre tract of land described as "First Tract" in the deed from R. M. Abbott et al, to Lucy Abbott Hunsucker, recorded in Book O-33 at page 355 of the Pitt County Registry, in Roy Mills' line, and running thence South 11 deg. West, with Roy Mills' line, 312 feet; thence North 86 deg. 15 min. West, 112 feet, more or less, to the center line of a ditch; thence northwardly, with the center line of said ditch, 315 feet, more or less, to the line of Roy Mills; thence with his line, South 79 deg. 30 min. East, 90 feet, more or less, to the point of beginning and containing $\frac{3}{4}$ of an acre, more or less, and being the easternmost portion of the 25.2 acre tract of land described in the deed recorded in Book O-33 at page 355 of the Pitt County Registry.

The above 2 parcels being the identical property conveyed by deed from Wayland L. Hunsucker and wife, Lucy Abbott Hunsucker, to Roy Mills and wife, Jean Mills, dated January 4, 1973, recorded in Book L41, Page 179, Pitt County Registry.

PARCEL 3:

Tract 1:

Containing 23.99 acres, more or less and being Tract No. 1 on map entitled Property of A. D. McLawhorn, Jr. and W. L. Hunsucker dated January 30, 1970 and recorded in Map Book 20, Page 2, Pitt County Registry.

Tract 2:

Containing 23.99 acres, more or less, and being Tract No. 2 on map entitled Property of A. D. McLawhorn, Jr. and W. L. Hunsucker dated January 30, 1970 and recorded in Map Book 20, Page 2, Pitt County Registry.

Being the identical property conveyed by deed from Martin Taylor McLawhorn and Katie Marie Farkus to Roy C. Mills and wife, Jean I. Mills dated September 14, 2002, recorded in Book 1364, Page 644, Pitt County Registry.

TAX PARCELS (#11636 and #11638):

The following property acquired by A. Donald Stallings by Deed from Wayland A. Hunsucker et al dated January 20, 2006, recorded in Book 2056, Page 377, Pitt County Registry and by Quitclaim Deed from Elizabeth Abbott Bridgers et al dated April 30, 2010, recorded at Book 2769, Page 148, Pitt County Registry:

Lying and being in Winterville Township, Pitt County, North Carolina and more

particularly described as follows:

Tax Parcel #11636; Tract 1: Being all of Tract 1 consisting of 19.801 acres of land as the same appears on that map entitled "Survey for A. Donald Stallings" dated September 8, 2005, revised December 29, 2005, prepared by Baldwin and Associates and recorded in Map Book 64, Page 185, of the Pitt County Public Registry.

Tax Parcel #11638; Tract 2: Being all of Tract 2 consisting of 7.513 acres of land as the same appears on that map entitled "Survey for A. Donald Stallings" dated September 8, 2005, revised December 29, 2005, prepared by Baldwin and Associates and recorded in Map Book 64, Page 185, of the Pitt County Public Registry.

TAX PARCEL #82094:

The following property acquired by A. Donald Stallings by Deed from Margaret M. Nemtuda et al dated March 14, 2014, recorded in Book 3219, Page 288, Pitt County Registry and by Quitclaim Deed and Release from Wayland A. Hunsucker et al dated May 6, 2014, recorded at Book 3219, Page 314, Pitt County Registry:

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

Being all of Tract 1 consisting of 9.12 acres of land as the same appears on that map entitled "Survey for A. Donald Stallings" dated January 9, 2014, prepared by Bjerkeset Land Surveying and recorded in Map Book 77, Page 97, of the Pitt County Public Registry.

TAX PARCEL #82096:

The following property acquired by A. Donald Stallings by Deed from Wayland A. Hunsucker et al dated April 1, 2014, recorded in Book 3219, Page 295, Pitt County Registry:

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

Being all of Tract 2 consisting of 20.00 acres of land as the same appears on that map entitled "Survey for A. Donald Stallings" dated January 9, 2014, prepared by

Bjerkeset Land Surveying and recorded in Map Book 77, Page 97, of the Pitt County Public Registry.

TOGETHER WITH, without warranty, all right, title and interest of Grantor in and to the parcels described as Tracts 1, 2 and 3 on that map entitled "Survey for A. Donald Stallings" dated January 9, 2014, prepared by Bjerkeset Land Surveying and recorded in Map Book 77, Page 97, of the Pitt County Public Registry.



Town of Winterville
Plan Unit Development
For
Southbrook

Applicant:

Southbrooknc, LLC

4350 Lassiter at North Hills Ave, Ste 256

Raleigh, NC 27609

October 20, 2022

Project Development Team:

Project Manager – Southbrooknc, LLC

4350 Lassiter at North Hills Ave, Ste 256 Raleigh, NC 27609

Contact: Scott Moore

scott@thecoleygroup.com

1. Definitions and Construction Terms

Conceptual Plan. The Conceptual Plan is a plan that generally identifies the land use patterns, conceptual design, and density for the development of the Southbrook Property and is attached as Appendix 1. The Conceptual Plan serves as the zoning map for the development, is a condition of this planned density residential rezoning application, and, along with this document, serves to form the Development Plan for the proposed development.

Developer. The Developer of this project is Southbrooknc, LLC and/or assigns.

Development Plan. This rezoning application with the Conceptual Plan constitutes the Development Plan.

Home Owners Association (HOA). The HOA is a non-profit corporation for the purposes, among other things, of owning and managing the privately owned common areas and providing governance of the development as a homeowner's association.

Open Space. "Open space" refers to areas of the development that allow for light, air, wildlife habitat, stormwater control, and scenic and recreation use. Also included are areas designed to enhance the privacy or general appearance of the development. Open space shall be owned and maintained by the HOA.

Planned Unit Development (PUD). This zoning designation is established to allow for design flexibility of development and is intended to encourage efficient use of the land and public services and to promote high quality design that will provide a variety of dwelling types as well as support services and open space for the residents of the development. These regulations are intended to permit integration with adjacent residential uses and to promote compatibility with existing and emerging patterns of development.

Town. "Town" refers to the Town of Winterville.

Zoning Ordinance. The Zoning Ordinance for the Town of Winterville. Any term not defined in this document will be as defined in the Zoning Ordinance.

2. Development Plan

The plan will meet the Town's Zoning Ordinance (latest edition) and all standards and policies (latest edition) except as noted otherwise.

The maximum number of units proposed is 612 residential homes (with a maximum of 154 Single Family Attached Homes) on the 245-acre subject property. The Conceptual Subdivision Layout shows the general layout of the proposed development with anticipated use areas and how they mingle throughout the development, connected by open spaces and sidewalks along public roads. The Development Plan also shows the general area of Stormwater Control Devices and Recreational Areas. As the plan is further developed, the actual locations of the proposed stormwater devices, residential product types and locations may vary to conform to the Construction Plans.

The proposed rezoning request is beneficial to the Town because it provides a greater tax base. By concentrating more homes on a smaller footprint, we are maximizing the protection of trees and environmentally sensitive areas which is useful to the future residents by concentrating excess open space, that would normally be included in each lot, into larger preservation areas within the subdivision. This gives the new home buyer a smaller lot with less maintenance and also provides a larger area for recreation for all to enjoy. This also results in less long-term infrastructure maintenance for the Town for the same tax base revenue.

Assuming the Town Council finds this rezoning application favorable, the Construction Drawings will provide a much higher level of technical data and detail appropriate for review by the Town, NCDOT, and other agencies having jurisdiction.

The guidelines and zoning regulations for the development and the agreed upon conditions are included in the Development Plan. To account for both technological innovations and unforeseen marketplace changes, this Development Plan is intended to incorporate flexibility concerning design and development.

Should the Developer want to make changes to the Development Plan, the Planning Director can approve specific minor revisions or changes that represent less intensive uses. An example of one such modification is changing the type of residential use that results in a decrease in density. The approval of the Planning Director is an administrative approval only and all other changes to this Development Plan will constitute a rezoning and require City Council approval.

3. Compliance with Town of Winterville’s Comprehensive Land Use Plan

The site referenced in this Development Plan is located on both the south side of Laurie Ellis Road and east of Church Street in Winterville. The proposed property contains approximately 245 acres and includes the areas associated with the following Parcel Identification Numbers: 15006, 11636, 11638, 82096, 82094.

The site falls under the Town of Winterville’s jurisdiction for planning and land use control. According to Town’s Comprehensive Land Use Plan from 2019, the site is shown as medium to high on the Residential Land Use Suitability Map as part of the community assessment. Our proposal shall meet the guidelines of the Healthy Neighborhoods and Environment section by “Developing in a way that alleviates impacts to the natural environment including, flood sensitive areas, trees and valuable natural resources”. We are also proposing to adhere to the “Connectivity and Mobility section by creating safe connections between neighborhoods, destinations and services. We will utilize existing public street connections with adjacent communities and also provide stub connections to adjacent lands for future connectivity. Our plan shall adhere to the Future Land Use Map as we will provide a “Suburban Residential” community with 2.5 units per acre with smaller lot sizes that will meet standards for open space and amenities.

4. Common Areas

Common Areas may include, but are not limited to, open spaces and shared amenities like butterfly gardens, dog parks, playgrounds, pool, structures, walking trails, etc. Every lot owner will have the right of ingress and egress, use, and enjoyment in and to the Common Areas, subject to the rules and regulations of the HOA, which rights are appurtenant to and pass with title to every lot.

5. Residential Restrictions

The agents and employees of the Developer and the HOA will have the right to enter onto any lots in the development to control certain actions or activities on such lots. These actions include, but are not limited to, the following:

- A. On and off-street parking on common areas and lots,
- B. Erection of signage,
- C. Solicitation by property owners and non-property owners,
- D. Access by non-property owners,
- E. Construction or placement of temporary structures,
- F. Construction of accessory buildings,
- G. Maintenance of lots (both pre- and post-construction), and
- H. Erection of decorative poles for street or non-regulatory signs within public rights of way if Town approval is granted for the same. These are the responsibility of the HOA to install, repair, and replace at no cost to the Town.

More specific guidelines concerning these actions/activities may be adopted by the Developer and/or the HOA. Subsequently, the Developer and/or the HOA will have the right to enforce these actions/activities in accordance with Town rules, regulations, and ordinances.

6. Dimensional Standards

For each subdivided lot, the dimensions of the lot, yard, and setback will be determined by the Developer as stated in Article VII. Table of Area, Yard, Height Requirements; Section 7.1 Dimensional Requirements as shown in Appendix 2.

7. Regulation of Open Space

The regulation of Open Space within the development will be done by the Developer and the HOA. As such, the Developer and/or the HOA may implement policies regarding towing, parking, access, signage, and trespassing within the development.

8. Driveways/Roadway Access and Sidewalks

Concrete will be used to surface all residential driveways. Utility drives, maintenance areas, drives to temporary structures, access drives to public utility services, and other similar drives can use alternative surface options as approved by the Town's Public Works and Fire departments. Sidewalks in the development will be installed at as per the approved street cross sections generally 5' wide and on one side of the street with the exception of cul-de-sacs.

9. Building & Aesthetics for Single Family Detached Homes

Town ordinances will be met during construction of the development. The HOA will retain authority over the aesthetic aspects of construction such as architectural style elements, appearance, and color through its architectural control mechanisms. All single-family homes will have the following:

1. All homes will have a minimum of 1800 heated square feet.
2. Dimensional architectural roof shingle.
3. 6" min. roof overhang on all sides.
4. All homes will include a 2-car garage.
5. The same elevation is not allowed to be built (1) side by side, (2) across the street, or (3) diagonally from one another.
6. Garage doors will be decorative and/or contain windows.

10. Building & Aesthetics for Single Family Attached Homes

The HOA will retain authority over the aesthetic aspects of construction such as architectural style elements, appearance, and color through its architectural control mechanisms. All single family attached homes will have the following:

- 1. All homes will have a minimum of 1600 heated square feet.
- 2. Dimensional architectural roof shingle.
- 3. 8” min. roof overhang on all sides.

11. Signs (Non-Regulatory)

Entrance signage must be on a parcel that is owned by the HOA or within a signage easement on an owner’s property.

The Developer and the HOA will control all applications, permitting, erection and maintenance of all non-regulatory signs within the development. The Town shall permit and inspect all signs that relate to all local, state, and federal building codes.

For all signs (including those that are temporary in nature) erected in public rights-of-way or in view of publicly maintained access, the Developer and the HOA will abide by all sign regulations and limitations as set in the Zoning Ordinance.

12. District Regulations

The Developer and the HOA will encourage efficient use of the land and public services and promote high quality design that provides a variety of dwelling types along with adequate support services and open space for the residents of the development. The district regulations are intended to allow for innovative development that is integrated with proposed adjacent uses and compatible with existing patterns of development.

13. Developer and HOA Requirements

The Developer and the HOA will meet the following requirements:

- A. The Developer and the HOA agree to be responsible for the maintenance and perpetual existence of common areas.
- B. When individual lots that are not a part of an approved and platted subdivision are to be sold, a new subdivision construction and final plat shall be submitted to and approved by the Town and recorded in Pitt County Register of Deeds prior to the sale of lots and granting of any building permit.
- C. The Developer or the HOA must authorize the subdivision or recombination of property prior to the required approval by Town staff.
- D. No building permit for any structure within the development shall be issued until all required improvements are completed or bonded in accordance with the approved construction plans and conditionally accepted by the Public Works Department.
- E. The maximum allowable density shall not exceed 2.5 units per gross acre based on the

total acres in the development.

- F. Land additions to the development may be made in increments of any size and will be subject to this Development Plan.
- G. A variety of dwelling unit styles will be proposed for the development and support uses with adherence to the minimum residential lot areas per Article VII. Table of Area, Yard, Height Requirements; Section 7.1 Dimensional Requirements as shown in Appendix 2.
- H. Setback from public rights-of-way: Any building that is erected, reconstructed, or moved shall be setback a minimum of 20 feet (required by code) from the right-of-way line.
- I. Height Requirements. Maximum building height shall not exceed the heights as stated on the Article VII. Table of Area, Yard, Height Requirements; Section 7.1 Dimensional Requirements.
- J. Open Space Requirement. The proposed overall open space for the project will be no less than 20% of the total project area. The open space will be controlled by the HOA and will be generally located as shown on the Conceptual Subdivision Layout. Within the open space, there will be play areas, stormwater control devices, wooded areas, and grass.

14. **Rights-of-Way Width, Street Design, and Improvements Requirements**

Streets shall be designed in accordance with Section 4 of the Town's Standards Specifications and Details with the following exception: Typical Street cross sections shall follow the detail shown in Appendix 3.

The Town may allow the construction of private streets and/or parking areas within future phases of the community as appropriate for the type of use, structure and development created. The Developer shall designate any such private streets and/or parking areas as Common Open Space to be owned and maintained by the HOA, with full easement rights of access, ingress and egress, thus granted to all owners of lots within the development.

Roadway improvements (turn lanes) on Laurie Ellis Road or Church Street may be required in conjunction with subdivision street access and would be the responsibility of the Developer.

15. **Subdivision Improvements**

The Developer will meet the following requirements:

- A. Curbs and Gutters. Concrete curbs and gutters shall be installed on all public streets within the development to meet all requirements of the Town of Winterville.
- B. Electric Utility Lines. All public electric utility lines will be installed in accordance with the Town's policy for electric service. Electric lines will be installed underground in easements or rights-of-way outside of curb lines where practical.
- C. Natural Gas Utilities. All public natural gas utility lines within the development will be installed in accordance with the Town's policy for Natural Gas Service. Natural gas service lines shall be installed underground in easements or rights-of-way outside of curb lines where practical.
- D. Special Exceptions for Design Waivers. If at any time before or during the construction of the required improvements, it is demonstrated to the satisfaction of the Public Works Department that unforeseen conditions make it necessary to modify

the location or design of such required improvements as were approved in the Development Plan, the Public Works Department may authorize such modifications, provided these modifications are within the spirit and intent of the Town Council approval and do not substantially alter the function of any improvements required by the conceptual master plan.

- E. Solid Waste Improvements. All residential lots will utilize roll out carts. No specific solid waste improvements are anticipated.
- F. Street Trees. The developer desires to provide a streetscape that contains street trees along the public street right of ways within a designated 7' planting strip. Street trees measuring 8' in height and 1.5" in caliper will be provided along the public street rights-of-way at a rate of one per 40' while accommodating driveways. These trees shall adhere to the Town's approved list of street trees. The HOA and/or homeowner will be completely responsible for the health and well-being of the trees. Maintenance of these trees will be specified within the HOA Community Regulations.
- G. Storm Drainage. All stormwater infrastructure shall be designed and constructed to meet all requirements of the Town of Winterville.
- H. Erosion Control. All erosion control measures shall be designed and constructed to meet all requirements of the Town of Winterville.

16. **Approval Processes**

Rezoning & Preliminary Plat Approval and Revision Process shall adhere to the following:

- A. The Developer will submit a PUD & Rezoning Plan which indicates the design and development pattern for the community. The PUD & Rezoning Plan will be reviewed by the Planning Board, and voted on by the Town Council. Once approved, these two documents will constitute the official master plan for the development.
- B. The Planning Director and the Public Works Director shall have the authority to approve minor deviations to the PUD and Rezoning Plan provided said deviations remain consistent with the spirit and intent of the approvals.
- C. Major deviations and changes to the PUD and Rezoning Plan will require City Council approval. Changes resulting in less intensive density, minor open space shifts, or minor road revisions shall not be considered major deviations.
- D. After approval of the PUD & Rezoning plan, The Developer will submit a Preliminary Plat which will indicate the lot layout within the approved development pattern for the community. The Preliminary Plat will be reviewed by the Planning Board, and voted on by the Town Council.

Construction Drawing Approval and Revision Processes:

- A. Upon approval of the Preliminary Plat, the developer will engage the town and all applicable review agents for Construction Drawing approvals (including but not limited to all planning, engineering and Town/NCDOT reviews).

- B. Upon receipt of Construction Drawing approvals, the Developer may schedule all pre-construction meetings and then begin construction on the required improvements. The Town and all applicable review agents will issue approval letters acknowledging that all required permits have been issued.
- C. The Planning Director and the Public Works Director shall have the authority to administratively approve all minor deviations to the Construction Drawings provided said deviations remain consistent with the spirit and intent of the approved Rezoning and Preliminary Plat.

Final Plat Approval Process:

- A. Upon completion and approval of the required improvements by the State and/or Public Works Department, the developer will submit a Final Plat to the Town and applicable review agents for approval. The Final Plat will conform to the Town's Subdivision Ordinance and approved Construction Drawings.
- B. Once the Final Plat is approved, it will be recorded in the Pitt County Register of Deeds.

Building Permit & Certificate of Occupancy Issuance:

- A. No building permit will be issued to any owner/builder in the Development until the section in which the lot is located has been final platted and meets all the requirements of the approved construction drawings, including the acceptable construction of the Town's roadways.
- B. No Certificate of Occupancy shall be issued until all the required provisions of the Construction Drawings, and applicable local, state and federal regulations are met, except that, provided all other improvements have been completed or bonded and approved by the Town. All bonded improvements shall be completed as approved by the Public Works Department.

17. Project Phasing and Future Property Annexation:

A project of this size requires phased construction. The entrance location(s) and utilities will determine the direction of phasing for this project and all future phases. The Town and Developer recognize that adjacent properties can be included and annexed within this PUD by Southbrooknc, LLC or related entities. The PUD as shown contains more than the allowable open space per the ordinance. The developer reserves the right to annex future properties with the ability to utilize and apply this open space to those properties. This project and any future annexed properties will altogether have no less than 25% open space.

Notes:

- Appendix 1 Conceptual Plan
- Appendix 2 Dimensional Standards Chart
- Appendix 3 Street Cross Sections

Appendix 1 – Conceptual Plan



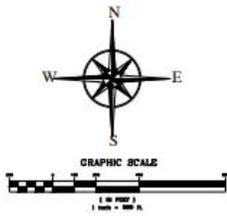
SITE DATA:

ADDRESS: Multiple (see chart below)
 PIN: Multiple (see chart below)
 ACRES: Total: 245.43 AC. (10,690,931 SF)
 CURRENT ZONING: AR & RR (Agricultural and Rural Residential)
 CURRENT LAND USE: VACANT
 PROPOSED LAND USE: Single Family Detached & Single Family Attached Homes
 WATERSHED: Neuse River Buffer Area

WETLAND: 1,430,578 SF; 32.8 AC (13.4%)
 RECREATION: 212,088 SF; 4.87 AC (2%)
 OTHER OPS: 1,906,185 SF; 43.76 AC (17.8%)
 TOTAL OPEN SPACE: 3,547,090 SF; 81.43 AC (33.2%)
 TOTAL OPEN SPACE (Outside of Wetlands): 2,118,322 SF; 48.63 AC (19.8%)

LEGEND:

- OPEN SPACE
- SCM (STORM WATER CONTROL MEASURE)
- SINGLE FAMILY DETACHED HOMES
- SINGLE FAMILY ATTACHED HOMES



PRELIMINARY AND CONCEPTUAL DESIGN
 All preliminary and conceptual design sketches are subject to field verification of items including but not limited to: topographic and soil conditions, existing utilities, regulated stream buffers, wetlands and floodplain delineations. These items are verified during future design development phase of the project.

Parcel No	ParcelAddress	OwnerName	OwnerAddress	MapBlockLot	Zoning	Acres	PinNum	PhysicalAddress
82094	BASEL LN	CHAPEL HILL FOUNDATION REAL EST 300 SOUTH BUILDING CN1000	4674.12-86-6631.000	AR	9.12	4674866631	0	BASEL LN
13006	3075 CHURCH STREET EX	CHAPEL HILL FOUNDATION REAL EST 300 SOUTH BUILDING CN1000	4674.00-43-4629.000	AR	185.72	4674634629	3075 CHURCH STREET EX	
13636	CHURCH STREET EX	CHAPEL HILL FOUNDATION REAL EST 300 SOUTH BUILDING CN1000	4674.00-54-5722.000	AR	39.19	4674545722	0	CHURCH STREET EX
13638	KEEDY BRANCH RD	CHAPEL HILL FOUNDATION REAL EST 300 SOUTH BUILDING CN1000	4674.00-53-9211.000	AR	7.4	4674539211	0	KEEDY BRANCH RD
82096	LAURIE ELLIS RD	CHAPEL HILL FOUNDATION REAL EST 300 SOUTH BUILDING CN1000	4674.00-85-7517.000	RR	20	4674857517	0	LAURIE ELLIS RD

Appendix 2 - Dimensional Standards Chart

ARTICLE VII. TABLE OF AREA, YARD AND HEIGHT REQUIREMENTS

Section 7.1 Dimensional Requirements

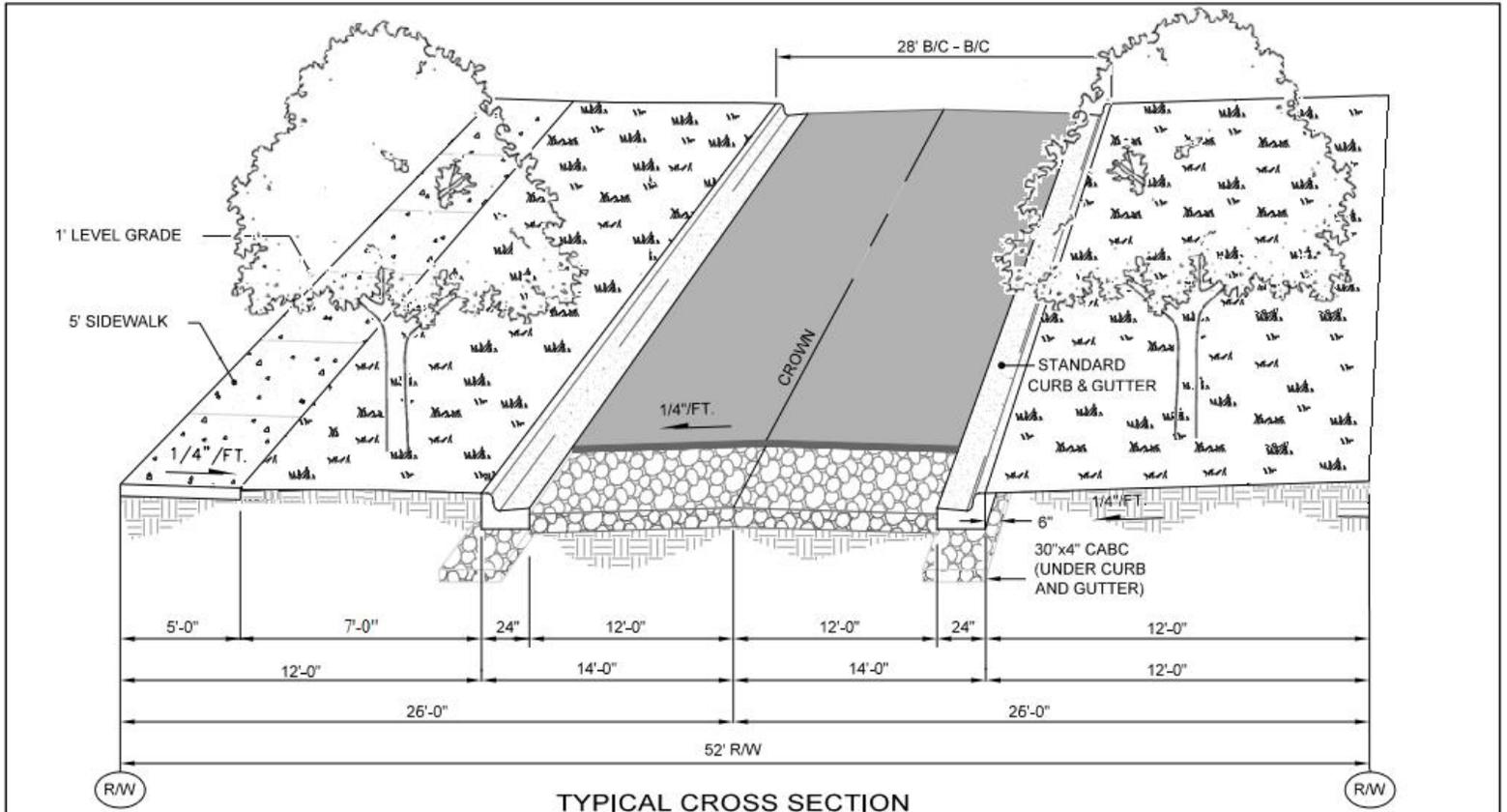
Each use shall as a minimum conform to the dimensional requirements of the district in which it is located. In some cases, a specific use may be required to meet the Special Requirements as set forth in Section 6.5.

	Districts	MINIMUM LOT SIZE (See Notes)		MINIMUM YARD REQUIREMENTS (See Notes)			Maximum height (in feet)
		Lot Area Square Feet	Lot Width (in feet) (1)	Front yard setback (in feet)	Side yard (in feet)	Rear yard (in feet)	
R-6	Single-family	6,000	50	20	5	20	35
M-R	Single-family attached	2,000	20	20	5	20	35

NOTES:

- (1) Lot Width shall be measured at the minimum front yard setback line, provided that lot width for residential lots may be measured at the actual building setback which shall not be less than the minimum and shall not be more than two (2) times the minimum. In addition, frontage on the public street shall conform with Section 3.3 (See definition of lot width).

Appendix 3 - Street Cross Section



TYPICAL CROSS SECTION
"STANDARD RESIDENTIAL STREET"
(CURB & GUTTER)

- NOTES:**
1. PAVEMENT DESIGN TO BE ACCORDING TO PROCEDURE DESCRIBED IN THE MANUAL.
 2. MAY ONLY BE USED IN CASES WHERE PROJECTED TRAFFIC VOLUMES WILL NOT EXCEED 1500 ADT .

 <p>WINTERVILLE NORTH CAROLINA <i>Home of the good life</i></p>	TOWN OF WINTERVILLE	STD. NO. ST-2	SCALE N.T.S	REVISIONS			
	PUBLIC WORKS DEPARTMENT	2571 Railroad St. Winterville, NC 28590	SHEET	DATE	NO	DATE	COMMENT
	STANDARD RESIDENTIAL STREET (CURB & GUTTER)		1 OF 2	5-31-19			



2571 Railroad Street
PO Box 1459
Winterville, NC 28590

Phone (252)215-2358
Fax (252)756-3109
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**Planning and Zoning
Rezoning Request**

NOTICE IS HEREBY GIVEN that the Winterville Planning and Zoning Board will meet on Monday, November 21, 2022 at 7:00 pm in the Town Hall Assembly Room at 2571 Railroad Street, in order to consider the following request:

The Coley Group has submitted a rezoning application to rezone Parcels 15006, 11636, 11638, 82094 and 82096 (245.43 Acres) as shown on the attached map from Agricultural Residential (AR) to Conditional District Planned Unit Development (R6 PUD, MR PUD). The purpose of Planned Unit Development is to produce a higher quality development than would otherwise be permitted by specifically identifying the location of buildings, uses, architectural design, etc.

Copies of the Zoning Ordinance and Map are on file at the Planning Department Office in the Town Hall and are available for public inspection by contacting bryan.jones@wintervillenc.com or the Winterville Planning Department at (252) 756-2221 or at wintervillenc.com.

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

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

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TOMEKA CARR
3004 CASSENA DR
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JOSEPH WELLS
KAITLYN WELS
324 HOLLY GROE DRIVE
WINTERVILLE, NC 28590

HANE ABULEDEH
2201 REMINGTON CT, UNIT A
GREENVILLE, NC 27834

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DENISE JEFFERSON
527 JIMMIES CREEK DRI
NEW BERN, NC 28562

YULIYA GORBACHOVA
DOYLE MANESS
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WINTERVILLE, NC 28590

JOHN DEMOTTS
HANNAH EDSON
3101 STREAMSIDE LN
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EVERCOR CONTRACTING
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GREENVILLE, NC 27834

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CHRISTOPHER JONES
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BRIAN MCDANIEL
KRYSTAL MCDANIEL
370 HOLLY GROE DRIVE
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AYDEN, NC 28513

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OLIVIA TAGGART
336 HOLLY GROE DRIVE
WINTERVILLE, NC 28590

SONJA VEROIN
MARK VEROIN
318 HOLLY GROVE DR
WINTERVILLE, NC 28590

ANNIE ALLEN MAE LIFE
ESTATE
3107 CHURCH ST EXT.
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JAMES BEST
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JULIE WILSON
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ROMAN PAWLAK
JIN S KANG
3105 STREAMSIDE LN
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382 HOLLY GROE DRIVE
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MARTY BAKER
HEATHER BAKER
364 HOLLY GROE DRIVE
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ASSOCIATION OF PITT CONTY
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STE #924
SUFFOLK, VA 23455

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MCLOY COTTEN
GLENA COTTEN
312 HOLLY GROE DRIVE
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SUSAN TUGWELL
2436 TRELIS CT
RALEIGH, NC 27604

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LOTTIE JOYNER
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RILEY DAVIS
KAYLA DAVIS
3100 STREAMSIDE LN
WINTERVILLE, NC 28590

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BARKSDALE MATKINS
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JAMESVILLE, NC 27846

CAVINESS AND CATES
BUILDING AND DEV. CO.
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STE 400
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MYRA GRABOSKI
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HILLS, SUITE 256
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LAMONT DANIELS
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WINTERVILLE, NC 28590

IRENE LEAHY
416 HOLLY GROE DRIVE
WINTERVILLE, NC 28590

THOMAS HEATH
KAYLA HEATH
400 HOLLY GROE DRIVE
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MARKUS WELLS
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ACP 143
NC CENTRALIZED MAILING NC 276

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LAURA BUHLIG
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JALYSA GAVIN
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RANDI CLIFTON
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CAMILLE COOPER
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RACHEL GLINIAC
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**Town of Winterville Planning Department
Zoning Staff Report**

GENERAL INFORMATION

APPLICANT	The Coley Group c/o Scott Moore
HEARING TYPE	Rezoning Request
REQUEST	Conditional District – R-6 PUD / MR PUD
CONDITIONS	Planned Unit Development – Unified Development Plan
LOCATION	Church Street Ext. / Laurie Ellis Road
PARCEL ID NUMBER(S)	15006, 11636, 11638, 82096, 82094
PUBLIC NOTIFICATION	Two (2) Community Meetings were held on October 20, 2022 at Winterville Town Hall. Adjacent property owners were mailed notification of the rezoning request on November 2, 2022. Notification was posted on site on October 28, 2022. 106 properties were mailed notification.
TRACT SIZE	245 +/- acres
TOPOGRAPHY	Flat
VEGETATION	Agricultural/Wooded

SITE DATA

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

ADJACENT PROPERTY	ZONING	ADJACENT LAND USE
N	R-12.5, R-10	Single Family Residential
W	R-10, GB	Agricultural, Commercial
E	AR	Agricultural, Wooded
S	R-15, R-10, AR	Single Family Residential, Agricultural

ZONING DISTRICT STANDARDS

DISTRICT SUMMARIES	EXISTING	REQUESTED
ZONING DISTRICT DESIGNATION	AR	R-6 PUD; MR PUD
MAX DENSITY	2 per acre	2.5 per acre
TYPICAL USES	AR - Low-density residential and agricultural uses; where urban development is expected.	(R-6 PUD) Medium Density; single-family residential. (MR PUD) Medium Density; single family attached residential.

SPECIAL INFORMATION

OVERLAY DISTRICT	N/A
ENVIRONMENTAL / SOILS	Potential wetlands
FLOODPLAIN	N/A
STREAMS	Southeast Drainage Lateral SC-35A, Tributary of off Swift Creek
OTHER	If >1 acre is disturbed, site must meet Phase 2 stormwater requirements and provide Soil Erosion and Sedimentation Control Permit
SITE PLAN REQUIREMENTS	Subdivision plan required

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

LANDSCAPING & BUFFER REQUIREMENTS

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

TRANSPORTATION

STREET CLASSIFICATION	Laurie Ellis Road – NCDOT Road Church Street Ext – NCDOT Road
SITE ACCESS	All access must be designed and constructed to meet the Town of Winterville / NCDOT standards.
TRAFFIC COUNTS (per NCDOT Annual Average Daily Traffic Map)	Laurie Ellis Rd– 2200 Church Street Ext - 180
TRIP GENERATION	N/A
SIDEWALKS	Required.
TRAFFIC IMPACT STUDY (TIS)	TBD
STREET CONNECTIVITY	Per site plan, the development will connect to three (3) existing stub streets and provide seven (7) additional stub streets to surrounding properties.
OTHER	N/A

IMPACT ANALYSIS

Land Use Compatibility

The proposed PUD zoning districts would allow land uses that are compatible with the general character of the area. The adjacent properties are zoned likewise and would provide a smooth transition from one district to another.

Town of Winterville Comprehensive Land Use Plan Policies

The Future Land Use Map designates this property as a Suburban Residential character area. The requested **PUD** zoning districts are consistent with this character area as defined by the future land use designation and will be within the density requirements (proposed 2.5 units per acre – Suburban Residential allows 1-3 units per acre.)

Comprehensive Land Use Plans - Recommendations & Implementation

Suburban Residential - General Character:

1. Larger lot, single family detached residential. Generally around 3 dwelling units per acre, with smaller lots occasionally if minimum standards for open space and amenities are exceeded.

(Land Use) Policy 1: Encourage a balanced tax base while managing growth:

Strategy 1.1: Utilize the Future Land Use Map and character areas when considering land use decisions.

- Identified as Suburban Residential Character Area.

Strategy 1.3: Encourage a logical progression of development and extension of utilities and discourage leap-frog development.

- The proposed development is located adjacent to existing subdivisions and would not be considered a leap-frog development.

Policy 5: Maintain and improve neighborhood character:

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

- The proposed development would provide ample open space and community amenities.

(Economic Development) Policy 3: Reinforce the Town's identity as a family-friendly community.

Strategy 3.1: Support rezonings to residential used in the Suburban

Residential areas identified on the Future Land Use Map.

- Property identified as Suburban Residential Character Area.

(Infrastructure & Mobility) Policy 2: Coordinate connectivity, street and sidewalk standards.

Strategy 2.2: Require or incentivize the connection of stub streets to adjacent properties to allow for future connection of local or collector streets.

- Per the site development plan, the proposed development will provide seven (7) stub streets for future connection with adjacent properties, in addition to connecting with three (3) existing stub streets in Holly Grove and Melon Downs.

Strategy 2.4: Require sidewalks in new developments.

- The proposed street section will include sidewalks and street trees.

(Parks & Natural Resources) Policy 6: Encourage quality open space.

Conservation subdivision design that includes open space and amenities should be encouraged in Suburban Residential areas.

- The requested PUD design does just that, it will be a Conservation Subdivision Design that will focus on preserving the areas of environmental concern in permanent open space and provide quality open space areas and amenities within the community.

STAFF ANALYSIS AND RECOMMENDATION

Community Outreach

The applicant hosted two Community Meetings at Winterville Town Hall on October 20, 2022 to provide information and receive feedback from the surrounding property owners and community leaders.

Staff Analysis

The 245.43-acre property is currently vacant. The property North of the request is zoned R-12.5 and is a single-family residential subdivision consisting of 62 lots (Holly Grove); R-10 single-family residential subdivision consisting of 97 lots (Laurie Meadows); r-12.5 single-family residential subdivision consisting of 86 lots (Mellon Downs). West (across Church Street Ext) of the request is zoned R-10 and GB with existing commercial uses. South of the request is zoned R-15, R-10 and AR and consist of a single-family residential subdivision consisting of 33 existing lots and 49 additional lots approved (Brookstone). East of the property is zoned AR and is partially wooded/agricultural.

The PUD Zoning District rezoning request is consistent with the intent and purpose of the Zoning Ordinance, the Future Land Use Plan and is compatible with the existing development and trends in the surrounding area. The proposed PUD zoning district falls within the density

recommendations provided within the Suburban Residential character area.

Staff Recommendation

Staff recommends **approval** of the rezoning request for the 245.43 acres from AR to Conditional District PUD Zoning District (R- PUD and MR PUD).

Planning and Zoning Board unanimously recommended **approval** on November 21, 2022.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: December 12, 2022

Presenter: Anthony Bowers, Assistant Town Manager

Item to be Considered

Subject: Award of Contract to Tripp Brothers Inc. for Ange Street Sidewalk Project.

Action Requested: Approve the Contract.

Attachment: Bid Tabulation, Notice of Award, and Letter of Recommendation from The Wooten Company.

Prepared By: Anthony Bowers, Assistant Town Manager

Date: 12/5/2022

ABSTRACT ROUTING:

TC: 12/5/2022

TM: 12/8/2022

Final: tjp - 12/8/2022

Supporting Documentation

This contract is for the construction of sidewalks and pedestrian crossings on Ange Street from the intersections of Primrose, Barrell, and Windmill on the East side of Ange Street, and Blount and Division Street on the West side of Ange Street. The new sidewalk will extend mostly on the West side of Ange Street adjacent to the AG Cox Softball field. There will also be handicap accessible ramps installed at the crosswalks.

Bids were solicited from eight local contractors with only one responding. Tripp Brothers Inc. of Ayden was the only bid. We are recommending the contract be awarded to Tripp Brothers Inc. as they are a responsible bidder and have done quality work for the Town in the past.

The bid was \$131,840.75 which was lower than the engineers estimates.

Budgetary Impact: The project will cost \$131,840.75.

Recommendation: Staff recommends approval of the contract.

TOWN OF WINTERVILLE
 ANGE STREET SIDEWALK IMPROVEMENTS
 TWC PROJECT NO.: 2853-AV



301 W. 14th Street, Greenville, NC 27834
 252.757-1096 Fax: 252.757.3221

November 30, 2022 @ 2:00 pm

	CONTRACTORS	LIC. NO.	CLASS	BID BOND A or B	Table	TOTAL BASE BID	REMARKS
1	Tripp Bros 4158 Norris Store Road Ayden, NC 28513	52247	U/B/H/PU	5%	A	\$131,840.75	Lowest Bidder
2	Charles Hughes Construction 4675 Ben Dail Road La Grange, NC 28551	74643	U/B/H/PU				No Bid
3	Advance Concrete 3708 Conquest Drive Garner, NC 27529						No Bid
4	ER Lewis Construction 100 E. Arlington Blvd Greenville, NC 27858	8361	U/U				No Bid
5	Garris Grading & Paving, Inc. 5950 Gay Road Farmville, NC 27828	63017	U/H/PU				No Bid
6	Hine Sitework 1400 S. George Street Goldsboro, NC 27530	82225	U/H/B/PU				No Bid
7	Jones and Smith Contractors 112 W. Fire Tower Road Winterville, NC 28590						No Bid
8	S.T. Wooten Construction Co. 3081 Black Creek Road Wilson, NC 27894	2835	U/U				No Bid

This is to certify that the bids received herein were publicly opened and read at 2:00 p.m. on
 November 30, 2022 at 2571 Railroad Street, Winterville, NC

NOBETH CAROLINA
 PROFESSIONAL
 SEAL
 041415
 WILLIAM A. LARSEN
 ENGINEER
 22.02.1.21

William A. Larsen, P.E.

TOWN OF WINTERVILLE
 ANGE S TREET SIDEWALK IMPROVEMENTS
 TWC Project No. 2853-AV

November 30, 2022 @ 2:00 pm					
Item No.	Description	Est. Quantity	Unit	Unit Price	Total Extended Price
	Ange Street Sidewalk Improvements				
1	New (5) ft Concrete Sidewalk	4,100	SF	\$8.67	\$35,547.00
2	New Handicapped Ramps w/Detectable Domes	9	EA	\$1,785.00	\$16,065.00
3	Remove and Replace Handicap Ramp with New Handicap Ramp with Detectable Domes	1	EA	\$2,625.00	\$2,625.00
4	New 15" RCP	92	LF	\$78.75	\$7,245.00
5	New 15" Flared End Section	1	EA	\$1,575.00	\$1,575.00
6	New Drop Inlet with Grate	1	EA	\$3,150.00	\$3,150.00
7	New Crosswalk	5	EA	\$2,625.00	\$13,125.00
8	New Pedestrian Crossing Street Signs	2	EA	\$315.00	\$630.00
9	New NCDOT Corsswalk with In-Street Pedestrian Crosswalk Signs	3	EA	\$3,675.00	\$11,025.00
10	New Non-NCDOT Crosswalk	2	EA	\$2,625.00	\$5,250.00
11	Inlet Protection	1	EA	\$315.00	\$315.00
12	Grading	1	LS	\$21,000.00	\$21,000.00
13	Remove Ex. Curb and Gutter	95	LF	\$15.75	\$1,496.25
14	Remove Ex. 15" RCP	12	LF	\$52.50	\$630.00
15	Remove Ex. Asphalt Pavement	16	SY	\$52.50	\$840.00
16	Temporary Wattle Barrier	3	EA	\$262.50	\$787.50
17	Cleanup and Seeding	1	LS	\$4,935.00	\$4,935.00
18	Concrete Washout	1	EA	\$2,100.00	\$2,100.00
19	Geotechnical/Concrete Testing Allowance	1	LS	\$3,500.00	\$3,500.00
	Total				\$131,840.75



Notice of Award

Project: Ange Street Sidewalk Improvements	Date: December 1, 2022
Owner: Town of Winterville	Owner's Contract No.:
Contract:	Engineer's Project No.: 2853-AV
Bidder: Tripp Bros, Inc.	
Bidder's Address: (send Certified Mail, Return Receipt Requested) 4158 Norris Store Road	
Ayden, NC 28513	

You are notified that your Bid dated November 30, 2022 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for the following:

Ange Street Sidewalk Improvements

The Contract Price of your Contract is One Hundred Thirty-One Thousand Eight Hundred Forty Dollars and Seventy-Five Cents (\$131,840.75).

4 copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

1 set of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within 10 days of the date you receive this Notice of Award.

1. Deliver to the Owner 1 fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract Bonds as specified in the Instructions to Bidders, General Conditions Paragraph 5.01, and Supplementary Conditions Paragraph SC-5.01.
3. Other conditions precedent:

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

_____ Town of Winterville
Owner
By: _____
Authorized Signature
Mayor _____
Title

Copy to Engineer

Acceptance of Notice

Receipt of the above Notice of Award is hereby acknowledged by _____

this the _____ day of _____, 20__.

By: _____

Title: _____

December 1, 2022

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

RE: Recommendation for Construction Contract Award
Ange Street Sidewalk Improvements
Winterville, North Carolina
TWC No. 2853-AV

Dear Ms. Parker:

Construction bids for the above-referenced project were received on November 30, 2022. After an invitation to bid was released on November 8, 2022. Despite direct solicitation to eight (8) local contractors only one bid was submitted in the amount of \$131,840.75 as a base bid unit price contract. We are recommending award of the construction contract to Tripp Bros, Inc. (Ayden, NC), in the amount of One Hundred Thirty-one Thousand Eight Hundred Forty Dollars and Seventy-Five Cents (\$131,840.75) to include work under the base bid contingent upon concurrence from the Winterville Town Council. The contractor meets the obligation of being the lowest responsive, responsible bidder.

If the Town Council agrees with our recommendation, please sign and date all five (5) copies of the enclosed Notice of Award to Trip Bros, Inc. and return all copies to our office at your earliest convenience.

A copy of the Certified Bid Tabulation and Unit Price Bid Summary are also enclosed for your reference.

If you have any questions, please contact our office.

Best Regards,

THE WOOTEN COMPANY

By: _____



William A. Larsen, P.E.

Enc: Notice of Award
Certified Bid Tabulation
Unit Price Summary
Cc: TWC File

Notice of Award



Project: Ange Street Sidewalk Improvements	Date: December 1, 2022
Owner: Town of Winterville	Owner's Contract No.:
Contract:	Engineer's Project No.: 2853-AV
Bidder: Tripp Bros, Inc.	
Bidder's Address: (send Certified Mail, Return Receipt Requested) 4158 Norris Store Road	
Ayden, NC 28513	

You are notified that your Bid dated November 30, 2022 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for the following:

Ange Street Sidewalk Improvements

The Contract Price of your Contract is One Hundred Thirty-One Thousand Eight Hundred Forty Dollars and Seventy-Five Cents (\$131,840.75).

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3. Other conditions precedent:

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

Town of Winterville
Owner
By: _____
Authorized Signature
Mayor _____
Title

Copy to Engineer

Acceptance of Notice

Receipt of the above Notice of Award is hereby acknowledged by _____

this the _____ day of _____, 20__.

By: _____

Title: _____

TOWN OF WINTERVILLE
 ANGE STREET SIDEWALK IMPROVEMENTS
 TWC PROJECT NO.: 2853-AV



301 W. 14th Street, Greenville, NC 27834
 252.757-1096 Fax: 252.757.3221

November 30, 2022 @ 2:00 pm

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8	S.T. Wooten Construction Co. 3081 Black Creek Road Wilson, NC 27894	2835	U/U				No Bid

Professional Seal
 NORTH CAROLINA
 PROFESSIONAL ENGINEER
 WILLIAM A. LARSEN
 041415
 22.02.1.21

This is to certify that the bids received herein were publicly opened and read at 2:00 p.m. on
 November 30, 2022 at 2571 Railroad Street, Winterville, NC

William A. Larsen, P.E.

TOWN OF WINTERVILLE
 ANGE S TREET SIDEWALK IMPROVEMENTS
 TWC Project No. 2853-AV

November 30, 2022 @ 2:00 pm					
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3	Remove and Replace Handicap Ramp with New Handicap Ramp with Detectable Domes	1	EA	\$2,625.00	\$2,625.00
4	New 15" RCP	92	LF	\$78.75	\$7,245.00
5	New 15" Flared End Section	1	EA	\$1,575.00	\$1,575.00
6	New Drop Inlet with Grate	1	EA	\$3,150.00	\$3,150.00
7	New Crosswalk	5	EA	\$2,625.00	\$13,125.00
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10	New Non-NCDOT Crosswalk	2	EA	\$2,625.00	\$5,250.00
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13	Remove Ex. Curb and Gutter	95	LF	\$15.75	\$1,496.25
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18	Concrete Washout	1	EA	\$2,100.00	\$2,100.00
19	Geotechnical/Concrete Testing Allowance	1	LS	\$3,500.00	\$3,500.00
	Total				\$131,840.75



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: December 12, 2022

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Downtown Parking Update.

Action Requested: N/A.

Attachment: N/A.

Prepared By: Terri L. Parker, Town Manager

Date: 12/9/2022

ABSTRACT ROUTING:

TC: 12/9/2022

TM: 12/9/2022

Final: tlp - 12/9/2022

Supporting Documentation

The Town Manager will give a short verbal update on the status of the Downtown Parking Project, including the directional change for Church Street (behind Town Hall).

Budgetary Impact: TBD.

Recommendation: N/A.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: December 12, 2022

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Approval for County Commissioner Mark Smith to Fulfill his Term as a CMSD Board Member.

Action Requested: Approval of Request.

Attachment: Information Regarding Last Reappointment of Mark Smith to the CMSD Board.

Prepared By: Terri L. Parker, Town Manager

Date: 12/9/2022

ABSTRACT ROUTING:

TC: 12/9/2022

TM: 12/9/2022

Final: tjp - 12/9/2022

Supporting Documentation

Commissioner Mark Smith has requested to remain as a Board Member on the CMSD Board. Council voted to reappoint then Councilman Smith on August 29, 2020 at the Regular Meeting of the Winterville Town Council.

There is one requirement for someone to serve on the CMSD Board and that is that the person must reside within the District. Commissioner Smith meets that criteria.

Budgetary Impact: TBD.

Recommendation: Staff recommends approval of the Request.



2571 Railroad Street
PO Box 1459
Winterville, NC 28590

Phone: (252) 756-2221
Fax: (252) 321-8455
www.wintervillenc.com

August 19, 2020

Charles "Chuck" M. Smithwick, District Manager
Contentnea Metropolitan Sewerage District
900 Wiley Gaskins Road
PO Box 477
Grifton, NC 28530

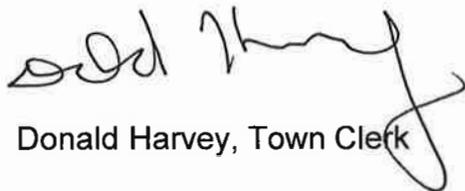
Subject: Appointment of Winterville Representatives to the CMSD Board

Dear Mr. Smithwick,

Enclosed is a certified excerpt of the minutes from the Special Called Meeting of the Winterville Town Council held on Monday, June 29, 2020 at 5:30 pm in the Town Hall Assembly Room remote via ZOOM.

Should you have any questions or need additional information, please contact me.

Sincerely,



Donald Harvey, Town Clerk



WINTERVILLE

A slice of the good life!

**WINTERVILLE TOWN COUNCIL
MONDAY, JUNE 29, 2020 - 5:30 PM
SPECIAL CALLED MEETING MINUTES EXCERPT**

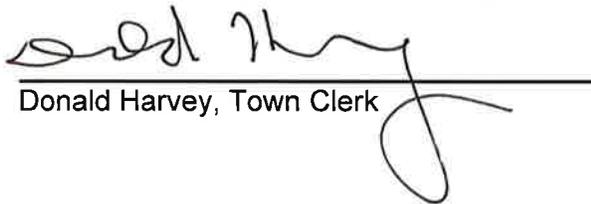
The Winterville Town Council met in a Special Called Meeting on the above date at 5:30 PM in the Town Hall Assembly Room remote via ZOOM with Mayor Douglas A. Jackson presiding.

Motion made by Councilman Moore and seconded by Councilman Hines to reappoint Councilman Smith and Town Manager Parker to the CMSD Board for 4-year terms. The poll vote results are as follows: Mayor Pro Tem Roberson, yes; Councilman Moye, yes; Councilman Smith, yes; Councilman Hines, yes; and Councilman Moore, yes. Motion carried unanimously, 5-0.



ATTES

This the 19th day of August 2020.



Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: December 12, 2022

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Council Endorsement of Sheppard Library Proposal Regarding the Sheppard Library Board Composition.

Action Requested: Council Endorsement.

Attachment: Information Supplied by Greg Needham, Library Director Regarding Said Proposed Change.

Prepared By: Terri L. Parker, Town Manager

Date: 12/9/2022

ABSTRACT ROUTING:

TC: 12/9/2022

TM: 12/9/2022

Final: tjp - 12/9/2022

Supporting Documentation

Greg Needham will be asking the Pitt County Commissioners and Greenville City Council for a change in the Bylaws as follows:

The Sheppard Memorial Library Board of Trustees is proposing a change to the Trustee Bylaws, such that the Town of Winterville would be given the authority to appoint an additional Trustee to the Library Board. If the Winterville Town Council is in favor of this change, the proposal would be shared also with the Pitt County Commissioners and Greenville City Council for their approval of the change. If that approval is granted, the SML Board of Trustees would vote to amend the Bylaws to enact the change. Please note that the same proposal is being made to the Town of Bethel, as both the Blount Library in Bethel and the Winterville Library are longstanding members of the Sheppard Memorial Library system.

Mr. Needham is requesting the endorsement of the Winterville Town Council to proceed with said Proposal.

Budgetary Impact: N/A.

Recommendation: Staff recommends Council Endorsement.

Terri Parker

From: Greg Needham <gneedham@sheppardlibrary.org>
Sent: Wednesday, November 30, 2022 10:58 AM
To: Terri Parker
Cc: Greg Needham; Veronica Roberson
Subject: FW: Proposed Town of Winterville Appointment of a Trustee to the Sheppard Library Board

Follow Up Flag: Follow up
Flag Status: Flagged

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

Good morning Terry!

I should have copied you on the email below- and I'm hopeful that the Winterville Town Council will look favorably on this proposal!

Thanks for all you do, and Happy Holidays!

Greg

Greg Needham

Director of Libraries
252-329-4585 | gneedham@sheppardlibrary.org
252-341-6521 (cell) 252-329-4255 (fax)
Sheppard Memorial Library
530 Evans Street
Greenville, NC 27858

From: Greg Needham <gneedham@sheppardlibrary.org>
Sent: Wednesday, November 30, 2022 10:55 AM
To: Veronica Roberson <vrober3@gmail.com>
Cc: Chris Ulffers <ulffersj@ecu.edu>; Tracy Stroud <tstroud@ck-attorneys.com>; Lynn Woolard <lwoolard@sheppardlibrary.org>; Greg Needham <gneedham@sheppardlibrary.org>
Subject: Proposed Town of Winterville Appointment of a Trustee to the Sheppard Library Board

Good morning Veronica,

Thanks for sharing this proposal with the rest of the Winterville Town Council!

The Sheppard Memorial Library Board of Trustees is proposing a change to the Trustee Bylaws, such that the Town of Winterville would be given the authority to appoint an additional Trustee to the Library Board. If the Winterville Town Council is in favor of this change, the proposal would be shared also with the Pitt County Commissioners and Greenville City Council for their approval of the change. If that approval is granted, the SML Board of Trustees would vote to amend the Bylaws to enact the change. Please note that the same proposal is being made to the Town of Bethel, as both the Blount Library in Bethel and the Winterville Library are longstanding members of the Sheppard Memorial Library system.

Thank you for your consideration!

Greg

Greg Needham

Director of Libraries

252-329-4585 | gneedham@sheppardlibrary.org

252-341-6521 (cell) 252-329-4255 (fax)

Sheppard Memorial Library

530 Evans Street

Greenville, NC 27858

E-mail correspondence to and from this address is subject to North Carolina Public Records Law and may be disclosed to third parties.

Terri Parker

From: Greg Needham <gneedham@sheppardlibrary.org>
Sent: Thursday, December 01, 2022 9:40 AM
To: Veronica Roberson; Terri Parker
Cc: Chris Ulfers; Tracy Stroud; Lynn Woolard; Greg Needham
Subject: FW: Proposed Bylaws That May Be Adopted By The SML Board of Trustees
Attachments: Proposed Bylaws That May Be Adopted January 2023.pdf; Bylaws Adopted November 2012.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

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

Good morning Veronica and Terri,

Attached please find the current SML Bylaws and the proposed amended Bylaws, so you'll have exactly what is being proposed!

Thanks,

Greg

Greg Needham

Director of Libraries
Sheppard Memorial Library | 530 Evans Street | Greenville, NC 27858
252-329-4585 office
252-341-6521 cell
E-mail: gneedham@sheppardlibrary.org

From: Lynn Woolard <lwoolard@sheppardlibrary.org>
Sent: Thursday, December 1, 2022 9:17 AM
To: Greg Needham <gneedham@sheppardlibrary.org>
Subject: Proposed Bylaws That May Be Adopted By The SML Board of Trustees

E-mail correspondence to and from this address is subject to North Carolina Public Records Law and may be disclosed to third parties.

Sheppard Memorial Library Bylaws for the Board of Trustees

As the City of Greenville and the County of Pitt have joined to support public library service for the benefit of all their citizens and the General Statutes of North Carolina, specifically article 14 - Chapter 153A, setting forth the method for the establishment and perpetuation of a library board of trustees, it is the intent of this instrument to serve as the bylaws for the government of the board of trustees of Sheppard Memorial Library.

Article I

Membership of the Board. The membership of the board will be comprised of not more than twelve members who are appointed for no more than two consecutive three-year terms. When an appointment is made to fill an unexpired term, the appointee will remain eligible to be appointed to serve up to two consecutive three-year terms. No more than six members will be appointed by the Greenville City Council and no more than three members will be appointed by the Pitt County Board of Commissioners. In addition to the aforementioned members of the board, both the Greenville City Council and the Pitt County Board of Commissioners may in their discretion each appoint one of their own members as an ex-officio member of the board.

A governing body member, serving in an ex-officio capacity, will serve on the library board of trustees for the duration of the term of office on the governing body, and will have full rights, duties and responsibilities as a member of the board.

PROPOSED CHANGE:

Membership of the Board. The membership of the board will be comprised of not more than **thirteen** members who are appointed for no more than two consecutive three-year terms. When an appointment is made to fill an unexpired term, the appointee will remain eligible to be appointed to serve up to two consecutive three-year terms. **No more than six members will be appointed by the Greenville City Council. No more than three members will be appointed by the Pitt County Board of Commissioners. No more than one member will be appointed by the Town of Winterville, and no more than one member will be appointed by the Town of Bethel. Should either the Town of Bethel or the Town of Winterville stop supporting their library, they will no longer appoint a trustee to the board.**

In addition to the aforementioned members of the board, both the Greenville City Council and the Pitt County Board of Commissioners may in their discretion each appoint one of their own members as an ex-officio member of the board.

A governing body member, serving in an ex-officio capacity, will serve on the library board of trustees for the duration of the term of office on the governing body, and will have full rights, duties and responsibilities as a member of the board.

Article II

Meetings. Regular business meetings of the board of trustees will be held during the months of January, March, July, and October on a date that is convenient to the board of trustees. The annual meeting of the board of trustees will be held at the regular business meeting in July, at which time, the day of the week for subsequent board meetings for the year will be decided upon. Special meetings may be called by the chair or library director upon request of six members of the board for the transaction of business stated in the call for the meeting. A notice of each regular meeting will be mailed or emailed to all board members at least five days before the meeting.

Quorum. A quorum for the transaction of business will consist of a majority of the members of the board (including ex-officio members).

Attendance. Any member of the board of trustees who will be absent from more than two consecutive meetings without notifying the library director or will be absent from 50 percent of the meetings during any twelve-month period with or without notification will be automatically removed from the board. This vacancy will be filled by the governing body which originally appointed the member, with the appointee to serve the duration of the unexpired term of the individual whose position has been filled.

Article III

Officers. Officers of the board will be chosen for a one-year term at the regular annual meeting of the board and will be as follows: the chair, the vice-chair, and the executive secretary.

With the exception of the position of the executive secretary, which will be filled by the library director, no officer will serve for more than two consecutive terms.

Duties of Officers. The chair of the board will preside at all meetings, appoint all committees, authorize calls for any special meetings and generally perform the duties of a presiding officer. In the absence of the chair from the board meeting, the vice-chair will serve or the members present may select a temporary chair for the meeting.

The library director will serve as the executive secretary of the board and as such will keep a true

and accurate account of all proceedings of the board meetings; will issue notices of all regular meetings, and on the authorization of the chair, of all special meetings; will have custody of the minutes and other records of the board; and will notify the Greenville City Council or the Pitt County Board of Commissioners of any vacancies on the board. In the capacity as the executive secretary the library director will not be an official member of the board nor have a vote.

The library director will authorize expenditures from library funds in the library treasury and have them countersigned by another officer.

Vacancies. Should a vacancy occur in any of the offices in this article (with the exception of the executive secretary) the chair will appoint a nominating committee to select a nominee or nominees who will be voted upon by the board at the next regular meeting, together with such nominations as may be made from the floor. The board member selected will fill the unexpired term of the vacant office.

Article IV

Committees. Special committees for the study and investigation of special problems may be appointed by the chair. Such committees will serve through the completion of the work for which they were appointed.

Article V

Duties of Trustees. The duties of trustees consist of carrying out conscientiously the powers given them. It is their duty and responsibility to determine the policy of the library; select and appoint a competent, professionally certified library director; advise in the preparation of the budget, approve it, and work to obtain the necessary funds; provide and maintain adequate buildings and grounds; study and support legislation that will bring about the greatest good to the greatest number of libraries; cooperate with other public officials and boards; and maintain vital public relations.

Article VI

Library Director. The library director will be considered the executive officer of the board and will have sole charge of the administration of the library under the direction and review of the board and will be the executive secretary of the board. The library director will be responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The library director will attend all board meetings except those at which appointment or salary of the library director is to be discussed or

decided.

Article VII

Limitations. No member of the board or immediate relative of a board member or of the library director will be considered for full-time staff employment.

No member of the board or any administrative member of the library will use the resources, business, finances, or contracts of the library for personal use or profit.

Article VIII

Order of Business. The order of business at the regular meetings will be as follows:

- < Call to Order
- < Approval of Minutes (either read or previously received)
- < Library Director's Report
- < Committee Reports
- < Unfinished Business
- < New Business
- < Adjournment

Article IX

Amendments. The bylaws may be amended at any regular meeting of the board with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call for the meeting; further provided if eight or more members of the board are present at the meeting, the bylaws may be amended by a two-thirds majority of those present.

Adopted
March 21, 1972

Revised April
1975

Revised
January 1984

Revised July
1986

Revised
September 1988

Revised January 2011
Revised November 2012
Revised January 2023

Sheppard Memorial Library Bylaws for the Board of Trustees

As the City of Greenville and the County of Pitt have joined to support public library service for the benefit of all their citizens and the General Statutes of North Carolina, specifically article 14 - Chapter 153A, setting forth the method for the establishment and perpetuation of a library board of trustees, it is the intent of this instrument to serve as the bylaws for the government of the board of trustees of Sheppard Memorial Library.

Article I

Membership of the Board. The membership of the board will be comprised of not more than twelve members who are appointed for no more than two consecutive three-year terms. When an appointment is made to fill an unexpired term, the appointee will remain eligible to be appointed to serve up to two consecutive three-year terms. No more than six members will be appointed by the Greenville City Council and no more than three members will be appointed by the Pitt County Board of Commissioners. In addition to the aforementioned members of the board, both the Greenville City Council and the Pitt County Board of Commissioners may in their discretion each appoint one of their own members as an ex-officio member of the board.

A governing body member, serving in an ex-officio capacity, will serve on the library board of trustees for the duration of the term of office on the governing body, and will have full rights, duties and responsibilities as a member of the board.

Article II

Meetings. Regular business meetings of the board of trustees will be held during the months of January, March, July, and October on a date that is convenient to the board of trustees. The annual meeting of the board of trustees will be held at the regular business meeting in July, at which time, the day of the week for subsequent board meetings for the year will be decided upon. Special meetings may be called by the chair or library director upon request of six members of the board for the transaction of business stated in the call for the meeting. A notice of each regular meeting will be mailed or emailed to all board members at least five days before the meeting.

Quorum. A quorum for the transaction of business will consist of a majority of the members of the board (including ex-officio members).

Attendance. Any member of the board of trustees who will be absent from more than two consecutive meetings without notifying the library director or will be absent from 50 percent of the meetings during any twelve-month period with or without notification will be automatically removed from the board. This vacancy will be filled by the governing body which originally appointed the member, with the appointee to serve the duration of the unexpired term of the individual whose position has been filled.

Article III

Officers. Officers of the board will be chosen for a one-year term at the regular annual meeting of the board and will be as follows: the chair, the vice-chair, and the executive secretary.

With the exception of the position of the executive secretary, which will be filled by the library director, no officer will serve for more than two consecutive terms.

Duties of Officers. The chair of the board will preside at all meetings, appoint all committees, authorize calls for any special meetings and generally perform the duties of a presiding officer. In the absence of the chair from the board meeting, the vice-chair will serve or the members present may select a temporary chair for the meeting.

The library director will serve as the executive secretary of the board and as such will keep a true and accurate account of all proceedings of the board meetings; will issue notices of all regular meetings, and on the authorization of the chair, of all special meetings; will have custody of the minutes and other records of the board; and will notify the Greenville City Council or the Pitt County Board of Commissioners of any vacancies on the board. In the capacity as the executive secretary the library director will not be an official member of the board nor have a vote.

The library director will authorize expenditures from library funds in the library treasury and have them countersigned by another officer.

Vacancies. Should a vacancy occur in any of the offices in this article (with the exception of the executive secretary) the chair will appoint a nominating committee to select a nominee or nominees who will be voted upon by the board at the next regular meeting, together with such nominations as may be made from the floor. The board member selected will fill the unexpired term of the vacant office.

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