



**WINTERVILLE TOWN COUNCIL AGENDA  
MONDAY, SEPTEMBER 9, 2024 - 6:00 PM  
WINTERVILLE TOWN HALL ASSEMBLY ROOM**

- I. **CALL TO ORDER.**
- II. **INVOCATION.**
- III. **PLEDGE OF ALLEGIANCE.**
- IV. **WELCOME.**
- V. **ROLL CALL.**
- VI. **APPROVAL OF AGENDA.**
- VII. **PRESENTATIONS:**
  1. Dr. Maria Pharr, Pitt Community College President.
- VIII. **PROCLAMATIONS:**
  1. 911 Day of Remembrance 2024.
  2. Public Power Week 2024.
  3. Recovery Month 2024
- IX. **PUBLIC COMMENT:** *The Public Comment period of thirty minutes provides an opportunity for residents to comment on any item included in the agenda or to address the Town Council on any other matter related to the Town of Winterville. For an item included in the Public Hearing section of the agenda, residents should address the Council at the time the Mayor invites public comment on the item. No public comment may be made to the Council during the meeting, except during the Public Comment period or as part of a Public Hearing. Individual speakers are limited to a maximum of three minutes, and no more than three speakers may address the Council on a single matter. The Town Council may elect to take no action on the matter addressed by a speaker, may schedule the matter for further consideration at a future Council meeting, or may refer the matter to Town staff for disposition. Copies of the Town Public Comment Policy are available in the rear of the Assembly Room.*
  1. Wayne Heiser – Changes in Recycled Trash Collecting.
- X. **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:
    - August 5, 2024 Regular Meeting Minutes.
  2. Budget Amendment 2024-2025-2.
  3. Charge the Tax Collector with collection of the 2024-2025 Tax Levy.
  4. Southbrook Annexation – Direct Town Clerk to Investigate Sufficiency.
  5. Villa Grande Annexation – Direct Town Clerk to Investigate Sufficiency.
- XI. **OLD BUSINESS:**
  1. Update on information from NCDOT regarding the Boyd Street - Mill Street intersection.

**XII. NEW BUSINESS:**

1. Mill Street Townes Preliminary Plat.
2. Award Contract for Engineering Services – Lead Service Line Inventory Project.
3. NCDEQ – Resolution of Funding for Water Line Replacement.
4. Approval of Water Fund Capital Improvements Program.

**XIII. OTHER AGENDA ITEMS:**

1. Follow up for Support Needed Huge Tree-Safety Concern. (Councilwoman Hawkins).
2. Update request: Multi-Purpose Center Progress. (Councilwoman Hawkins).
3. Update needed: All-Way Stop Sign on Boyd/Mill. (Councilwoman Hawkins).
4. Winterville Library Usage/Library Card Sign-Up Month. (Councilwoman Hawkins).

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

**XV. ANNOUNCEMENTS:**

- Market on the Square - School Spirit Night/ National Night Out/Back to School Bash: Thursday, September 12, 2024; 4:30 pm – 7:30 pm – 252 Main Street.
- Planning and Zoning Board Meeting: Monday, September 16, 2024 @ 7:00 pm - Town Hall Assembly Room.
- Board of Adjustment Meeting: Tuesday, September 17, 2024 @ 7:00 pm - Town Hall Assembly Room.
- Coffee with a Cop: Friday, September 20, 2024; 9:00 am - 10:30 am – Community Room.
- Movie in the Park: Paw Patrol - The Mighty Movie (pg): Friday, September 20, 2024; 7:30 – 9:00 pm - Winterville Recreation Park Amphitheater.
- Recreation Advisory Board: Tuesday, September 24, 2024 @ 6:30 pm – Operation Center.
- Human Relations Board Meeting: Thursday, September 26, 2024 @ 7:00 – Executive Conference Room.
- Movie in the Park: Date Night! Top Gun Maverick (pg-13): Friday, September 27, 2024; 7:30 – 9:00 pm - Winterville Recreation Park Amphitheater.
- Agenda Review Meeting: Thursday, October 10, 2024 @ 4:00 pm – Town Hall Executive Conference Room.
- Market on the Square: Thursday, October 10, 2024; 4:30 pm – 7:30 pm – 252 Main Street.
- Regular Town Council Meeting: Monday, October 14, 2024 @ 6:00 pm - Town Hall Assembly Room.

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

**XVII. CLOSED SESSION:**

**NCGS § 143-318.11. (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.**

**XVIII. 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.)



Congratulations to Dr. Maria Pharr on being selected as the next President of Pitt Community College! We look forward to seeing all you have to offer our community. "[Dr.] Pharr says becoming PCC president is a chance "to weave together the elements" of her "experience, passion and values to enhance the lives of Pitt County citizens." Her goal is to ensure Pitt is a model community college for employee satisfaction, student achievement, and economic and workforce development."

The State Board of Community Colleges held its regularly scheduled meeting and approved Dr. Maria A. Pharr to serve as the next president of Pitt Community College.

Pharr, who has been president of South Piedmont Community College (SPCC) for the past seven years, will become only the sixth president in PCC's 63-year history and the first woman to serve as the college's top administrator. She replaces Dr. Lawrence Rouse, who retired in June after six years with Pitt, and is expected to begin her duties August 13.

"I am grateful for the opportunity to serve as next president of Pitt Community College and look forward to contributing to the college's legacy of leadership excellence," Pharr said. "As one of the top institutions in the North Carolina Community College System, PCC has been a catalyst for workforce development in eastern North Carolina and a place where individuals can cultivate the skills and talents needed to realize their dreams and enhance their lives. I believe our best days are ahead, and I'm excited about leading the college to its highest potential."

After graduating cum laude from St. Andrews University with a bachelor's degree in Biology in 1987, Pharr earned a master's degree in Science Education from East Carolina University in 2000. She received a doctorate in Higher Education Administration from ECU in 2014.

Pharr says becoming PCC president is a chance “to weave together the elements” of her “experience, passion and values to enhance the lives of Pitt County citizens.” Her goal is to ensure Pitt is a model community college for employee satisfaction, student achievement, and economic and workforce development.

PCC Trustees Chairman Charles Ellis says Pharr’s more than 14 years of experience as a community college administrator and proven record of success set her apart from a strong and diverse pool of candidates from across the nation.

“Through the assistance of Kennon Briggs and the Association of Community College Trustees organization he serves, the Pitt Community College Board of Trustees conducted an equitable, inclusive, and transparent national search for Dr. Lawrence Rouse’s successor,” Ellis said. “After reviewing numerous applications, conducting many interviews, and going through the results of surveys submitted by employees and members of the community, it became abundantly clear to PCC Trustees that Dr. Maria Pharr was the ideal candidate to lead Pitt Community College.”

Pharr, who grew up in Havelock, is no stranger to the PCC campus. She served as Pitt’s Assistant Vice President of Academic Affairs from 2011 to 2014, helping the college meet SACSCOC accreditation standards, improve distance learning programming, and strengthen collaboration with Pitt County Schools to expand Career and College Promise offerings, enhance communication, and increase student enrollment. She was also instrumental in developing a partnership with N.C. Wesleyan University that gave PCC students a chance to earn associate and bachelor’s degrees on the Pitt campus within three years.

“I had the pleasure of working with Dr. Pharr when she first came to PCC and found her to be a dedicated, creative and thoughtful leader,” PCC Interim President Ricky Brown said. “The college will be in excellent hands with Dr. Pharr leading the way, and I look forward to welcoming her back to Winterville.”

Three years after leaving PCC to become the N.C. Community College System’s (NCCCS) executive director of BioNetwork and Life Science Initiatives, Pharr was named SPCC president. Calling upon her collaborative and inclusive leadership style, she established the college as an integral partner in economic and workforce development, as well as in community and cultural engagement, in Union and Anson counties.

“During my tenure as South Piedmont president, the college realized explosive growth, award-winning innovation, and reputational excellence, resulting in significant improvement in net position and organizational strength,” Pharr said. “Since 2018, SPCC’s student enrollment has increased 18.6% while NCCCS enrollment has declined 4% within the same timeframe.”

In addition to her work with PCC and South Piedmont, Pharr’s higher educational career includes service in several roles with Craven Community College (CCC), including dean of Liberal Arts and University Transfer, director of Planning and Assessment, and Science, Math, Health/PE chair. She also taught biology at CCC and Lenoir Community College.

Prior to her work with North Carolina community colleges, Pharr was a field chemist for the N.C. Department of Agriculture and Consumer Services.



## **PROCLAMATION**

### **SEPTEMBER 11, 2001 - DAY OF REMEMBRANCE**

**WHEREAS**, in an unprovoked and senseless act of terrorism, four civilian aircraft were hijacked on September 11, 2001, and crashed in New York City, Pennsylvania and the Pentagon, resulting in a momentous loss of innocent lives of all heritages; and,

**WHEREAS**, while we still continue to recover from the loss of innocent lives, the spirit of the United States has been revitalized, giving way to expressions of patriotism; and,

**WHEREAS**, we continue to offer support to the families and friends who lost loved ones in the devastating events of this day, and especially our firefighters, police, and first responders who continue to step forward and serve our communities with dedication and vigilance; and

**WHEREAS**, inspired by the heroism of our nation's public service personnel, military service members and countless volunteers, our nation found unity and strength; and,

**WHEREAS**, from the tragedy of September 11 emerged a stronger nation, renewed by the spirit of national pride, a true love of country, and tested the strength and resolve of our country, they also reminded us of the values set out by our forefathers who saw a vision for the United States that we would live and be free of tyrannical rule, and today we are even more determined than ever that we will not give in to terrorism and threats to the safety and security of the United States; and,

**WHEREAS**, Americans also have fought back against terror by choosing to overcome evil with good by loving their neighbors as they would like to be loved, contributing to relief efforts, and volunteering their time to aid those in need; and,

**NOW, THEREFORE**, I, Richard E. Hines, Mayor and Winterville Town Council do hereby proclaim September 9, 2024, as the 911 Day of Remembrance in the Town of Winterville and urge our citizens to recognize the heroism of firefighters, rescue and law enforcement personnel, military service members and the many volunteers who responded to these tragic events with courage, selfless compassion, determination and skill; and to remember the victims and innocent lives lost as a result of the tragic events on September 11, 2001.

**IN WITNESS WHEREOF**, I do set my hand, and cause the seal of Winterville to be affixed this 9<sup>th</sup> day of September 2024.

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Richard E. Hines, Mayor

**Attest:**

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Donald Harvey, Town Clerk



**PROCLAMATION**  
**PUBLIC POWER WEEK OCTOBER 6 - 12, 2024**

**WHEREAS**, the citizens of the Town of Winterville, place a high value on local choice community services and therefore have chosen to operate a community-owned, electric utility and, as customers and owners of our electric utility, have a direct say in utility operations and policies; and,

**WHEREAS**, the Town of Winterville provides our homes, businesses, schools, social services, and local government agencies with reliable, efficient, and safe electricity, employing sound business practices designed to ensure the best possible service and rates; and,

**WHEREAS**, the Town of Winterville is a valuable community asset that contributes to the well-being of local citizens through energy efficiency, customer service, environmental protection, economic development, and safety awareness; and,

**WHEREAS**, the Town of Winterville is a dependable and trustworthy institution whose local operation provides many consumer protections and continues to make our community a better place to live and work, and contributes to protecting environment; and,

**WHEREAS**, our community joins hands with more than 2,000 other public power systems in the United States in this celebration of public power, which puts our residents, businesses, and the community first; and,

**NOW, THEREFORE**, the Town of Winterville will continue to work to bring cost effective, safe, reliable electricity to community homes and businesses just as it has since 1900, the year when the utility was created to serve all the citizens of the Town of Winterville; and,

**NOW, THEREFORE**, I, Richard E. Hines, Mayor of the Town of Winterville hereby designate the week of October 6 - 12, 2024, as Public Power Week to recognize the people behind public power in the Town of Winterville for their contributions to the community and to educate customer- owners, policy makers, and employees on the benefits of public power.

**IN WITNESS WHEREOF**, I do set my hand, and cause the seal of Winterville to be affixed this 9<sup>th</sup> day of September 2024.

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Richard E. Hines, Mayor

**Attest:**

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Donald Harvey, Town Clerk



## **PROCLAMATION**

### **RECOVERY MONTH - SEPTEMBER 2024**

**WHEREAS**, it is essential to celebrate the resilience of individuals who have bravely faced their struggles and have made significant strides towards a healthier, more fulfilling life; and,

**WHEREAS**, this month serves as a vital reminder of the ongoing journey many individuals face as they work towards recovery from substance use disorders and mental health challenges; and,

**WHEREAS**, this proclamation serves as a call to action for each of us to prioritize our health and support one another; and,

**WHEREAS**, Recovery Month not only highlights the commitment of these individuals but also emphasizes the importance of community support, education, and advocacy; and,

**WHEREAS**, together, we can break the stigma surrounding addiction and mental health, fostering a more supportive environment for all; and,

**WHEREAS**, let us also take this opportunity to recognize the numerous organizations, healthcare providers, and volunteers who dedicate their time and resources to support those in need. Their unwavering commitment is instrumental in guiding individuals toward recovery and rebuilding their lives; and,

**WHEREAS**, together, let us commit to making Winterville a beacon of hope and recovery, where every person feels valued and supported; and,

**NOW, THEREFORE**, I, Richard E. Hines, Mayor of the Town of Winterville hereby proclaim September 2024 as Recovery Month.

**IN WITNESS WHEREOF**, I do set my hand, and cause the seal of Winterville to be affixed this 9<sup>th</sup> day of September 2024.

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Richard E. Hines, Mayor

**Attest:**

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Donald Harvey, Town Clerk



TOWN OF WINTERVILLE  
PUBLIC COMMENT APPLICATION

Name of Applicant: WAYNE HEISER

Date: 08/26/24

Address: 163 Lismore Drive, Winterville

Phone: 252-702-1176

Town Council Meeting Date Requesting to Provide Comment:

Sept 9th

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

Changes in Recycled TRASH Collecting. TRY To Recycle is World wide, USA, STATE & County goal yet Recycled Reduced FROM ONCE A WEEK to ONCE every 2 weeks AND Now state My own personal Recycled containers AND Replace with one 1/2 size

Name(s) of Speaker(s):

(1) WAYNE HEISER

(2) JEAN SOKOLOFSKI

(3) \_\_\_\_\_

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

*Wayne Heiser*

Signature



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** September 9, 2024

**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:** 8/28/2024

**ABSTRACT ROUTING:**

**TC:** 9/3/2024

**TM:** 9/3/2024

**Final:** tlp - 9/3/2024

**Supporting Documentation**

Approval of the following set of Council Meeting Minutes:

- ❖ August 5, 2024 Regular Meeting Minutes.

**Budgetary Impact:** NA.

**Recommendation:** Staff recommends approval of Minutes.



**WINTERVILLE TOWN COUNCIL  
MONDAY, AUGUST 5, 2024 – 6:00 PM  
REGULAR MEETING MINUTES**

The Winterville Town Council met in a Regular Meeting on the above date at 6:00 PM in the Town Hall Assembly Room, with Mayor Richard E. Hines presiding. The following were present:

Richard E. Hines, Mayor  
Brandy Harrell, Mayor Pro Tem  
Shantel Hawkins, Councilwoman  
Johnny Moye, Councilman  
Veronica W. Roberson, Councilwoman  
Lisa Smith, Councilwoman  
Keen Lassiter, Town Attorney  
Anthony Bowers, Assistant Town Manager  
Chris Williams, Police Chief  
David Moore, Fire Chief  
Cliff McGuffin, Public Works Director  
Ron Mills, Interim Electric Director  
Jessica Manning, Finance Director  
Evan Johnston, Building Inspector/Code Enforcement Officer  
Diane White, Parks and Recreation Director  
Stephen Penn, Planning and Economic Development Director  
Angela Fuller, Human Resource Director  
Donald Harvey, Town Clerk

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

Mayor Hines asked for a moment of silence for Raymie Styons who die over the weekend.

**INVOCATION:** Councilwoman Roberson gave the Invocation.

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

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

**ROLL CALL:** All Present.

**APPROVAL OF AGENDA:**

Assistant Town Manager Bowers requested an amendment to the Agenda to add a contribution to the All Stars and Items from Town Manager Parker.

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

**RECOGNITION OF EMPLOYEES:** The Department Heads introduced the following employees.

1. Larry Davis; Utility Maintenance Mechanic.
2. Tyler Mizell; Equipment Operator.
3. Jim Miller; Assistant Fire Chief.
4. Bobby Paige; Promotion to Fire Captain.
5. Frankie Lopez; Promotion to Fire Captain.
6. Spencer Albritton; Promotion to Fire Captain.
7. Carson Collins; Promotion to Fire Captain.
8. Alex Caldaro; Promotion to Fire Engineer.
9. Tristyn Daughtry; Economic Development Planner.
10. Mike Weldin; Part-time Building Inspector.

**RECOGNITION OF ALL-STAR TEAMS:**

1. 2024 Winterville 8-Year-Old Cal Ripken All Star Team: Manager Tre Stallings.
  - Won the 8-Year-Old Cal Ripken Age Division for the Eastern North Carolina Babe Ruth State Tournament.
2. 2024 Winterville 9-Year-Old Cal Ripken All Star Team: Manager Chris Gladson.
  - Runner up for the 9-Year-Old Cal Ripken Age Division for the Eastern North Carolina Babe Ruth State Tournament.
3. 2024 Winterville 11-Year-Old Cal Ripken All Star Team: Manager Robbie Johnson.
  - Runner up for the 11-Year-Old Cal Ripken Age Division for the Eastern North Carolina Babe Ruth State Tournament.

**PROCLAMATIONS:** Town Clerk Harvey read the Proclamation(s).

1. Watermelon Festival.
2. 2024 Winterville 12-Year-Old Cal Ripken All Star Team: Manager Brad Sikes.
  - Won the 12-Year-Old Cal Ripken Age Division for the Eastern North Carolina Babe Ruth State Tournament.
  - Won the 12-Year-Old Cal Ripken Age Division for the South East Region Tournament.

**Motion made by Councilwoman Smith and seconded by Councilwoman Hawkins to make a \$7,000 contribution to the 2024 Winterville 12-Year-Old Cal Ripken All Star Team for the trip to the Babe Ruth Cal Ripken World Series in Branson, Missouri, August 7-18, 2024. Motion carried unanimously, 5-0.**

## **SHORT RECESS**

**PRESENTATIONS:**

1. Electric Department: Safety Award.

**PUBLIC HEARINGS:**

Yarborough Rezoning - Parcel Number 80600 - Planning and Economic Development Director Penn gave the following presentation:

## REZONING REQUEST “Yarborough Rezoning” PARCEL 80600 North of Copper Creek Sec 1.

Presenter:  
Stephen Penn,  
Director of Planning & Economic Development



- Applicant: Inner Banks Engineering- Marie Peedin
- Location: Parcel adjacent to and north of Copper Creek Section 1 and east of Copper Creek Section 2; off of Reedy Branch Road.
- Parcel Numbers: 80600
- Site Data: 12.8 acres
- Current Zoning District: Agricultural Residential (AR)
- Proposed Zoning District: R-12.5



- Notification was posted on the site on May 6, 2024.
- Adjacent property owners were mailed notification of the rezoning request on May 6, 2024 to notify them of the request and **P&Z Meeting**.
- Adjacent Property owners and those within 100' of the subject property were mailed notification of the Public Hearing on July 23, 2024 to notify them of the request and the **Town Council Public Hearing**.
- The **Public Hearing** was published within the Daily reflector on July 24, 2024 and July 31, 2024.





**FUTURE LAND USE CHARACTER AREAS**

- Conservation**  
 The 100-year floodplain is regulated in order to prevent loss during floods. These areas are appropriate for outdoor recreation, agriculture / silviculture, and are otherwise predominantly unsuitable for development. This area also includes cemeteries.
- Rural Residential**  
 Why low density, single family detached residential on very large lots in a rural setting. Generally less than 1 dwelling per acre, and almost always without center service. Industrial agricultural operations are still active in these locations.
- Suburban Residential**  
 Primarily the large lot, single family detached residential that many people love about the town's housing stock. Generally 2-3 dwelling units per acre, larger lots, with front- and side-loaded garages. Smaller lot sizes occasionally if minimum standards for open space and amenities are exceeded.
- Urban Neighborhood**  
 Primarily medium-sized lots with large family detached residential and occasionally smaller-scale, cost-effective patio homes and attached residential permitted if design criteria are met. Generally 3-6 dwellings per acre. Some on-street services, restaurants, or offices encouraged at select locations with good access.
- Commercial Overlay**  
 Potential for small-scale commercial that is sensitive to existing residential development if good transportation access is possible.
- Neighborhood Center**  
 Contend appropriate commercial, retail, services, professional offices, and occasionally residential located at key locations and crossroads that serve the general neighborhood around them. Small lot residential or patio homes and/or attached residential could be part of land use mix.
- Mixed Use Center**  
 Mix of commercial, retail, restaurants, and service-oriented businesses, with a variety of residential options, including multi-family townhomes, and upper-story residential. Offices also potentially on upper floors. Walkable places with a pedestrian-focused "downtown" feel.
- Regional Center**  
 High- to medium-intensity commercial, retail and lodging uses act as regional activity centers, with offices and residential potential mixed in. Primarily auto-oriented destinations with national or regional businesses.
- Employment / Residential**  
 These areas could include office buildings, storage and flex uses, supporting commercial uses and/or medium to high-intensity residential uses.
- Office & Employment**  
 Large office buildings, manufacturing, distributor, and light to medium-industrial uses, storage and flex uses, along with associated offices and supporting commercial uses.
- Institution or Park**  
 Community schools, the Pitt Community College campus, town parks, and open space areas form a fabric that binds the community together. New institutional, civic, and open space uses are potentially allowed in any future land use category.

\*Theoretically,  
 43560/  
 12,500=  
 3.48

less once Road  
 and other  
 considerations.

FUTURE LAND USE CHARACTER AREA



**General Character**

Large lot, low density single family residential was identified by the community as a land use type that was appropriate and valued in many locations. This flexible land use type is appropriate for many areas of the planning area and will likely be served by town utilities.

**Uses**

Primarily single family detached residential with sewer service.

**Buildings & Parking**

Buildings are usually set back from the road and have large front and rear yards. Parking should be off street as much as possible, especially since sidewalks are limited.

**Streets & Connections**

These neighborhoods have low to medium walkability and are fairly homogeneous. Street connections to adjacent neighborhoods is key to creating a community and preserving options for the future. Sidewalks connect neighbors, and landscaping is primarily owner-maintained.



Examples of Suburban Residential

Suburban Residential

Typical Components	
Density	1-3 per acre
Lot coverage	Low
Building height	1-2 stories
Parking	Off-street; front, side, or rear
Street pattern	Suburban grid, modified grid
Right-of-way width	50'-80'
Block length	600'-1000'
Drainage	Curb-and-gutter
Bicycle/Pedestrian	Sidewalk (one side)
Open Space	10-30%, including passive recreation, trails, playgrounds, amenity centers, fields, greens
Potential zoning	Typically R-20, R-15 or R-12.5, R10 or R8 if additional open space or amenities are provided

Adapted: 10/14/2019

Land Use & Character | 47

Winterville's Land Use Goals:

**Economic Development**

**Organizing Goals:**

**Primary Goals:**

- Strengthen and Diversify the Economy
- Create a Town-wide livability

**Supporting Goals:**

- Activate Downtown

**Policies and Strategies**

**Policy 1:** Continue to implement previous plans.

**Strategies**

- 1.1:** Continue to implement relevant recommendations from the adopted economic development plan.
  - Update the Economic Development Strategy periodically (typically every 5-6 years)
- 1.2:** Continue to market the assets and opportunities of Winterville as stated in the adopted economic development plan.
- 1.3:** Emphasize retail, office, light industrial and other commercial development

especially along Winterville Parkway and other appropriate areas.

**Policy 2:** Improve self-sufficiency and reduce retail leakage.

**Strategies**

- 2.1:** Support Winterville's transformation from a 'bedroom community' to a 'neighboring community' of Greenville.
  - The Economic Development 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 3:** Reinforce the Town's identity as a family-friendly community.

**Strategies**

- 3.1:** Support rezonings to residential uses in the Suburban Residential and Urban Neighborhood areas identified on the future land use map.
- 3.2:** Continue to support and promote



The majority of Winterville's residential growth has been and will likely be in the form of single family detached residential subdivisions.



Encouraging commercial development on sites with good transportation access will help balance the tax base and create a more self-sufficient community.

Adapted: 10/14/2019

Recommendations & Implementation | 48



Rezoning Request – Yarborough

**Calls, Emails, Letters, & P&Z Comments/Concerns :**

Received Three Emails from different individuals, thus far:

1. Letter 1: Opposes rezoning.

1. Concerns with:

- Added Noise.
- Traffic congestion.
- Pollution.
- Diminished quality of life for current residents.
- Environmental and Flooding implications.
- Concerned about its affect and creating strains on schools, roads, public services and utilities.
- Removing the natural beauty of the area.

2. Letter 2 : No specific objections to the rezoning- However:

- They enjoy the rural identity of the surroundings.
- In their existing neighborhood of Copper Creek, they have concerns of their stormwater design and its effectiveness.
- And; ask that any future development of this land consider design that ensures flooding and stormwater is not exacerbated by this development and perhaps may help alleviate such issues.

**Calls, Emails, Letters, & P&Z Comments/Concerns : Continued**

Received Three Emails from different individuals, thus Far:

3. Letter 3: Concerns of:
1. Urban Sprawl.
  2. Traffic congestion.
  3. Crime.
  4. Pollution.
  5. Higher operational costs for the town with more roads, housing, schools, & utilities.
  6. Waste disposal, increases and costs.
  7. Higher energy consumption.
  8. Increased cost of infrastructure improvements and maintenance.
  9. The need for more schools.
  10. Increased reliance on automobiles for transportation.
  11. Destruction of wildlife habitat and removal of natural areas.
  12. Drainage issues in their neighborhood of Copper Creek.

**P&Z Vote:**

- **P&Z Unanimously Recommended Approval** of Rezoning at their May 20<sup>th</sup> P&Z Meeting.

**Staff Evaluation:**

The 12.8-acre property is currently vacant with an existing stubbed street from Copper Creek, to the West of this property, creating a seamless flow from the neighboring subdivision. The R-12.5 Zoning District is the ideal proposal to ensure a similar lot type for existing and future development in this area.

**Staff Recommendation:**

- The R-12.5 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.
- Staff recommends approval of the request to rezone 12.8 acres from AR to R-12.5 as it is consistent with the Comprehensive Land Use Plan.



**REZONING PROCESS:**

- Planning and Zoning Board recommended Approval of the rezoning at their May 20<sup>th</sup> meeting.
- The Public Hearing was scheduled at the June Town Council Meeting.
- Town Council is holding the public hearing on the rezoning tonight, August 5, 2024.



Councilman Moye asked does standing water remain. Public Works Director McGuffin noted that the location near the swamp and the lower end of the watershed. Planning and Economic Development Director Penn said each development requires individual review. Councilwoman Hawkins was concerned over drainage problems. Planning and Economic Development Director Penn said the development will have to be reviewed prior to approval. Councilwoman Hawkins asked to explain the difference in the zones. Planning and Economic Development Director Penn clarified the differences and sizes. Councilwoman Smith said larger lots have more impervious surface.

Mayor Hines declared the public hearing open, asked if anyone would like to speak in opposition of the Yarborough rezoning request. None spoke.

Mayor Hines asked if anyone would like to speak in favor of the Yarborough rezoning request.

Marie Peedin, the applicant, and engineer for the project explained efforts that will be done to minimize run-off. Mayor Hines asked what size the catch basins are. Marie Peedin said 2-foot by 4-foot standard; 4-foot by 4-foot in some situations. Councilman Moye asked about a sand filter. Marie Peedin said can be utilized for smaller areas, sand will filter the run-off. Councilman Moye asked can you enter and exit at other location. Marie Peedin said yes.

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

**Motion made by Councilwoman Smith and seconded by Councilman Moye to approve the R-12.5 Yarborough Rezoning request as it is Consistent with the Winterville Comprehensive Plan, is reasonable, and in the public's interest. Motion carried unanimously, 5-0.**

Cornerstone Annexation (Last Phase) - Planning and Economic Development Director Penn gave the following presentation:

 Town Council – 8.5.2024

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**Cornerstone Annexation  
PARCEL 38827**

Presenter:  
Stephen Penn,  
Director of Planning & Economic Development



 Annexation Request – Cornerstone

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- Applicant: Ark Consulting
- Location: Rear most portion of Cornerstone Subdivision.
- Parcel Numbers: 38827
- Site Data: 3.315 acres. (adding the final 11 lots to Cornerstone).
- Zoning District: R-6.
- Annexation Effective August 31, 2024.



- Notice:
  - Daily Reflector Public Hearing Notice:
    - July 24, 2024 & July 31, 2024.
  - Mailed Notice to Adjoining Property Owners and Those within 100':
    - Mailed letters on July 23, 2024.



Mayor Hines declared the public hearing open, asked if anyone would like to speak in opposition of the Cornerstone Annexation. None spoke.

Mayor Hines asked if anyone would like to speak in favor of the Cornerstone Annexation. None spoke.

Mayor Hines declared the public hearing closed. Mayor Hines asked for any further discussion or any more questions. Councilman Moye asked if the R-6 would continue. Planning and Economic Development Director Penn responded yes. Hearing no additional questions, what is Council's pleasure.

**Motion made by Councilman Moye and seconded by Mayor Pro Tem Harrell to approve the Cornerstone Annexation request. Motion carried unanimously, 5-0.**

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

1. Mattie deJesus – Mill Street and Boyd Street intersection
2. Christie Leary – Blackstone Drive commercial vehicles.

Councilman Moye asked how many vehicles and are they fenced. Christie Leary noted the number vehicles and problems in area. Councilwoman Roberson is concerned that the access road is not open and signage up. Councilman Moye asked where we stand. Planning and Economic Development Director Penn has contacted the owner about the problem and is waiting for a response. The fire lane issue will be researched. Councilwoman Roberson can we do anything, fire lane. Planning and Economic Development Director Penn said the Town should not have to improve the road. Fire Chief Moore said the access road/fire lane must be open, marked, signs up, and clear. Councilwoman Hawkins said there are two owners for the access road, contacts should be made to the owner, and action taken quickly. Police Chief Williams noted that the first contact was in 2017 and the problem has been on-going due to distance from a residence. Councilwoman Smith we need to direct staff to research an ordinance to solve this type problem. Town Attorney Lassiter said we can look into methods to address this issue. Councilwoman Roberson said would like to see something done. Planning and Economic Development Director Penn said the owner can develop, and issues will all be taken care of.

**CONSENT AGENDA:**

Items included in the Consent Agenda:

1. Approval of the following sets of Council Meeting Minutes:
  - May 6, 2024 Budget Progress Minutes. and
  - May 13, 2024 Regular Council Meeting Minutes. and
  - May 21, 2024 Council Budget Session #1 Minutes, and
  - May 23, 2024 Council Budget Session #2 Minutes, and
  - May 28, 2024 Council Budget Session #3 Minutes, and
  - June 3, 2024 Budget Public Hearing Minutes, and
  - June 10, 2024 Regular Council Meeting Minutes.
2. Watermelon Festival Requests:
  - a. Parade Permit and Fee Waiver.
  - b. Traffic and Parking.
  - c. Park Hours.
  - d. Signs and Banners.
  - e. Noise Ordinance Exemption and Fee Waiver.
  - f. Request for Bathroom Use.
3. Purchase of New Christmas Pole Mount Light Decorations for Winterville Streets.
4. Budget Amendment: 2024-2025-1.
5. Tax Settlement FY 2023-2024.

**Motion made by Councilwoman Roberson and seconded by Mayor Pro Tem Harrell to approve the consent agenda. Motion carried unanimously, 5-0.**

Councilman Moyer asked can the Christmas lights be extended towards the north along Old Tar Road and to provide a figure. Assistant Town Manager Bowers said we have contacted GUC and they have given preliminary approval.

**OLD BUSINESS:** None

**NEW BUSINESS:**

1. Quail Trace Preliminary Plat - Planning and Economic Development Director Penn gave the following presentation:



TC – Aug 5, 2024

## Preliminary Plat “Quail Trace”

Presenter:  
Stephen Penn,  
Director of Planning & Economic Development

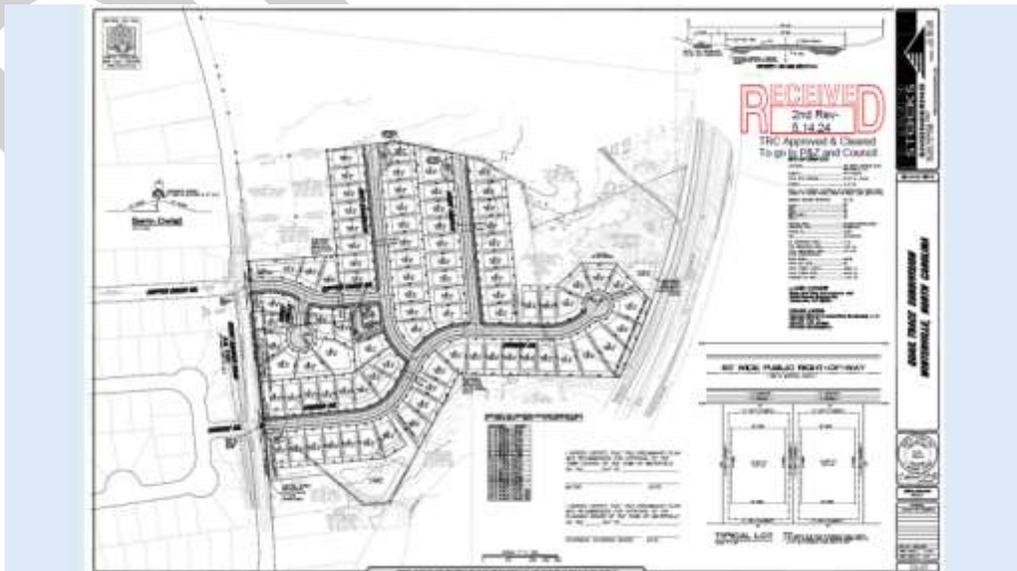


Quail Trace Preliminary Plat

- Applicant: Garden Street Communities Southeast, LLC & Stocks Engineering.
- Location: Reedy Branch Road- Opposite to Copper Creek and Summer Winds.
- Parcel Numbers: 16207
- Site Data: 34.72 acres
- Current Zoning District: R-10 Conditional District (CD).
  - Conditions: External materials must consist of Hardie plank, stone, or brick.
  - Approved 1/08/24 Town Council.

Site Details:

- Single Family Detached Development
  - 85 Lots.
  - Average Lot size is 11,217 sf.
  - 15,241 sf common area/ play area.
- Two accesses on Reedy Branch Road.
- Two Stubbed Streets to the northern parcel (which is designated as Urban Neighborhood per the Comprehensive Land Use Plan/Future Land Use Plan.



**Staff Recommendation:**

- Winterville's Technical Review Committee (TRC) reviewed this Preliminary Plat. After revisions were completed, the Preliminary Plat presented meets all standards and ordinances of the Town of Winterville.
- Winterville Town Staff Recommends **Approval** of Quail Trace Preliminary Plat.

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

**Motion made by Councilwoman Roberson and seconded by Councilwoman Smith to approve the Quail Trace Preliminary Plat. Motion carried unanimously, 5-0.**

2. Accessory Dwelling Unit (ADU) Ordinance Change Consideration to allow ADU's - Planning and Economic Development Director Penn gave the following presentation:

## Accessory Dwelling Unit Town Council Consideration

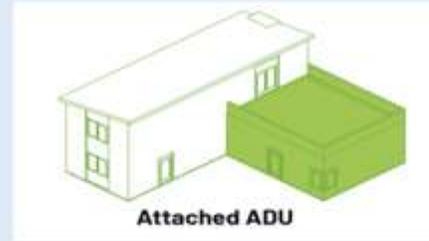
Presenter:

Stephen Penn,

Director of Planning & Economic Development



- ADU Definition:
  - An Accessory Dwelling Unit (ADU) is a smaller, independent residential dwelling unit located on the same lot as a standard stand-alone single-family home.



- Town's Current Regulations:
  - Only allows one residential building per lot.
  - Unless otherwise allowed within the Zoning Ordinance:
    - IE:
      - Multi-Family Developments (Like Pinewood Village)
      - Duplexes. (Carroll Crossing)
      - Mobile Home Parks. (Winterville Mobile Home Park ("Jay's"))

- What Prompted Winterville's Consideration on ADU's:
  - A Winterville resident spoke during Public Comments at the on May 13, 2024 Town Council Meeting asking for Town Council to consider an Accessory Dwelling Unit ordinance amendment.
  - Town Council requested staff research and present information regarding ADU's at the August 2024 Town Council Meeting.

- Research Found:
  - Commonly Regarded Pro's of ADU's:
    - Can increase housing availability.
    - Can provide alternative forms and residential variety within Winterville.
    - Increases Density (Potential Pro and Con).
    - Can provide income for owners of land/property.
    - Can provide housing for family and friends in need.
    - Supports multigenerational dwelling opportunities.
    - Supports flexibility of property use.
    - Can attract residents who are seeking ADU's (Potential Pro and Con).

- Research Found:
  - Commonly Regarded Con's/Concerns of ADU's:
    - Increases Density (Potential Pro and Con).
      - Has the potential of doubling density in neighborhoods.
    - Can increase parking and noise concerns.
  - May promote short-term, mid-term, and long-term rentals within Winterville.
    - This could affect the long-term character of neighborhoods and the Town.

- Commonly Regarded Con's/Concerns of ADU's:
  - May promote investor interest in Winterville:
    - Investors may buy homes/properties in Winterville since ADU's could provides the potential for two rental properties on each lot.
    - Investors can compete with local families and prospective residents seeking homes in Winterville.
    - May affect housing costs for prospective owner-occupied inhabitants.

- Concerns of ADU's:
  - Concerns of how it may affect Winterville's Small-Town and Family-Oriented Character:
    - Winterville has an incredible reputation for being a great place to live and raise a family.
    - Winterville has an extremely high Owner-Occupancy Rate.
      - 87.2% of Winterville residents own the home they live in.
      - NC Average is 66.7%.
      - Greenville's is 33.4%.
        - Greenville's residential market is heavily transient and rental based.
        - Greenville does not allow ADU's.
        - Thus, we may be attracting residents or investors in the Metro who wish to have ADU's.

- Concerns of ADU's:
  - Administrative Concerns:
    - Safety and Protection-
      - In a perfect world our Fire and Police Department need to know if there are people living in an ADU in case of a fire or other emergency.
  - Approving and regulating ADU's will require increased staff duties and time.

- Concerns of ADU's:
  - Infrastructure and Utility Design:
    - Existing Subdivisions were designed based on their current use.
      - Water, Sewer, and Electricity demand changes.
        - This may create utility capacity issues and constraints-requiring utility improvements/upgrades.
  - Most properties in Winterville will not permit ADU's per their current Restrictive Covenant language and thus the residents of older lots and neighborhoods are those who will be able to take advantage of or become affected by the potential change.

- Other Consideration:
  - I reviewed Restrictive Covenants (at least one phase of development) for 47 separate subdivisions within Winterville. (perhaps all of Winterville's Subdivisions).
    - Of the 38 subdivisions within City Limits
      - 32 prohibit ADU's.
      - Two would allow: Cleewood; Craft Winds (but not Craft Winds West);
      - One would **ONLY** allow a "Family Fallout Shelter" if plans and location is approved by the Office of Civil Defense Mobilization (Ended in 1973);
      - One didn't have language referring to subject;
      - Three Subdivisions unable to locate Restrictive Covenants.

- Reviewed Restrictive Covenants. **(Continued)**
  - Of the 8 subdivisions outside of City Limits but within ETJ:
    - One would prohibit ADU's.
    - Five Restrictive Covenants not found.
    - One would allow ADU's in Garage (Gatewood, behind Manchester).
    - One was unclear.
  - Winterville Mobile Home Park/Jay's Mobile Home park is the 47<sup>th</sup> Subdivision and I was unable to locate their Restrictive Covenants.
  - Older lots rarely have restrictive covenants, thus, older downtown lots, outside of subdivisions, may allow ADU's if we changed our ordinance.

- If Council wishes to allow ADU's:
  - Ordinance language and restrictions may help alleviate some of the concerns.
- Staff Suggests:
  - Special Use for ADU's and Special Use Permit (SUP) Requirement-
    - SUP would allow BOA to review each proposal.
    - This will help inform the neighbors of applications.
    - Help emergency services keep track of ADU's people may be living in.
    - Help alleviate some of the concerns through Special Requirements (SR's).
  - Special Requirements for an ADU's Use: As reviewed by BOA.
    - One ADU Per lot.
    - ADU must be on a foundation. No mobile homes, or homes on wheels.
    - ADU may not be sold or deeded separately from the property, lot, or principle dwelling unit.

- Special Requirements for an ADU's Use: As reviewed by BOA. **(Continued)**
  - ADU must be an accessory to a principle residential structure and cannot exist on a lot without a principal dwelling.
  - Must provide additional off-street parking space specifically for the ADU. One parking space per bedroom within the ADU.
  - ADU's Must meet all requirements of Accessory Buildings (already within the Zoning Ordinance)
    - Not in Front yard.
    - 5' setbacks from property lines or existing structures.
    - Aggregate of all accessory buildings may not exceed 50% of gross floor area of principle use building; or cover more than 30% of the rear yard, whichever is lesser.

- Special Requirements for an ADU's Use: As reviewed by BOA. **(Continued)**
  - Attached ADU's must meet principle setback requirements for lot.
  - Property owners must reside on the property.
  - ADU's must comply with all applicable City Ordinances and Codes, including Building and Housing Code.
  - Short Term Rental of ADU's may be granted by the Board of Adjustment during the Special Use Permit hearing. However the use of ADU as a Short-Term Rental must be explicitly approved or denied by the Board of Adjustment upon review of any ADU application.
    - Short Term Rentals are defined as "The rental of residential property for fewer than 90 days".

- Staff is seeking direction from Town Council:
  - Move forward with Ordinance Amendment, allowing ADU's, as a Special Use with proposed Special Requirements:
    - P&Z; Town Council Public Hearing.
  - No action- keep the ordinance the same.

Council and Staff discussed the topic in-depth and possible ways to approach. Councilwoman Smith said she sees concerns; however, multi-generational needs are a possible reason to allow. Mayor Hines asked for any further discussion or any more questions. Hearing none what is Council's pleasure.

**Motion made by Councilman Moye and seconded by Councilwoman Hawkins to make no changes to the Accessory Dwelling Unit (ADU) Ordinance.**

Councilwoman Roberson said that have people spoken to her are for family needs and she would like to move forward. Mayor Pro Tem Harrell she would like to look at a no rent clause. Planning and Economic Development Director Penn noted that cannot prohibit rentals and will researched on the family basis. Mayor Pro Tem Harrell said exemptions are possible and noted that Raleigh has limited. Town Attorney Lassiter said this is a hot topic, a new direction things are going. If we proceed, will bring restrictions. Mayor Hines said consider new requests, frequently comment by citizen affect value of property. Councilwoman Hawkins said she seconded the motion because it will open many situations, need to consider all factors.

**Motion failed, 2-3. Mayor Pro Tem Harrell, Councilwoman Roberson, and Councilwoman Smith opposed.**

Councilwoman Smith said draft changes that can be considered by Council. Mayor Pro Tem Harrell said we can consider different options.

**Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to draft Accessory Dwelling Unit (ADU) Ordinance language with options for Council Consideration. Motion carried, 3-2, Councilwoman Hawkins and Councilman Moye opposed.**

3. Award of Mowing Contract to Precision Lawn Care - Public Works Director McGuffin provided the following information:

Staff advertised the 2024-2025 invitation for bids on the website and in the newspaper on May 4, 2024 with a due date of May 27, 2024 for bids to be turned in. We received one bid from Precision Lawn Care in the amount of \$131,350 for all Town mowing locations for a year with the option to extend for 3 years should we be satisfied with the services. Precision Lawn Care has been performing these services for the Town for many years and has always provided excellent service.

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

**Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Harrell to award the Mowing Contract to Precision Lawn Care in the amount of \$131,350. Motion carried unanimously, 5-0.**

4. Amended Funding Offer for 2020 Sewer Pump Station Rehab from DEQ - Assistant Town Manager Bowers provided the following information:

The Town has obtained funding in the amount of \$8,897,232. This funding also included \$500,000 in debt forgiveness. This is a 0% interest loan and is for a term of 20 years. The annual debt service payment is \$419,861.60 and it will cost the average customer \$7.67 per month. This project will build a new Chapman Street Pumpstation to replace the station that is currently over capacity. It will also increase the capacity of the Church Street Pumpstation to handle all of the growth on the south side of Town. This project will also overhaul control panels around Town at other stations. This project will also eliminate the Winterville Crossing Pumpstation. Debt Service payments will begin as early as May 2026 but will most likely be October of 2026.

**RESOLUTION BY THE TOWN OF WINTERVILLE**

**NORTH CAROLINA CLEAN WATER REVOLVING LOAN AND GRANT**

**WHEREAS**, the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects; and

**WHEREAS**, the North Carolina Department of Environmental Quality has offered a (State Revolving Loan, State Grant, or State Bond Loan) in the amount of \$\$8,897,232 for the construction of 2020 Pumpstation Rehabilitation Project, and

**WHEREAS**, the Town of Winterville intends to construct said project in accordance with the approved plans and specifications,

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WINTERVILLE:**

**THAT**, Winterville Town Council does hereby accept the State Revolving Loan, offer of \$8,397,232, and

**THAT**, the Winterville Town Council does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the loan offer, Section II - Assurances will be adhered to, and

**THAT**, Terri L. Parker, Town Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application, and

**THAT**, The Town of Winterville has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 5<sup>th</sup> day of August 2024.

\_\_\_\_\_  
Richard E. Hines, Mayor

ATTEST:

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

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

**Motion made by Councilman Moye and seconded by Mayor Pro Tem Harrell to amend the Funding Offer for 2020 Sewer Pump Station Rehab from DEQ and adopt Resolution 24-R-081. Motion carried unanimously, 5-0.**

5. Improvements for an All Way Stop intersection at Mill Street and Boyd Street - Assistant Town Manager Bowers provided the following information:

The Town Council expressed concerns regarding the intersection of Mill Street and Boyd Street. As a result, staff reached out to NCDOT and conveyed the concerns of the Town Council. NCDOT listened to the request and reviewed the intersection to determine if improvements could be made. They determined that this intersection has had a high number of traffic accidents over the last 5 years. A resolution is requested by NCDOT. Once adopted we will communicate the Town Council's vote for the improvements to be installed by NCDOT

Staff and Council discussed the item included the advantages and disadvantages of an all way stop.

Mayor Hines asked for additional discussion. Hearing none what is Council's pleasure.

**Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to table the item until the September meeting and asked staff to review and provide additional information from NCDOT concerning the improvements for an All Way Stop intersection at Mill Street and Boyd Street. Motion carried, 3-2. Councilwoman Hawkins and Councilman Moye opposed.**

**OTHER AGENDA ITEMS:**

1. Huge Trees on Properties and Resident's need for assistance. (Councilwoman Hawkins).

Councilwoman Hawkins noted the Tree Board is inactive. Assistant Town Manager Bowers said a long time ago, not aware of actions, can research past action. Town is concerned over doing work on private property. Town Attorney Lassiter said Town has no authority to go onto private property. Councilwoman Hawkins said she would like staff to go back and research the topic. There has to be something the Town can do. Mayor Hines asked for any further discussion or any more questions.

2. Mental Health and Community Resources. (Councilwoman Hawkins).

Councilwoman Hawkins said there are concerns in the Town and across the country. Take a stance or partner with others for a helpful support for those in need. Mayor Pro Tem Harrell said appreciates what you are bringing forward and would like to see the Town have a health provider come share with staff and CIT training of police officers Mayor Hines asked for any further discussion or any more questions.

3. Update: Intersection and Pedestrian Safety Measures. (Councilwoman Hawkins).

Councilwoman Hawkins spoke to the Mill Street and Boyd Street intersection. Councilman Moye took to MPO for the need of additional safety measures Councilman Moye said MPO does not take safety concerns into consideration. Mayor Hines said we take concerns to them. Assistant Town Manager Bowers the MPO agenda considers different information; MPO prioritizes projects. Assistant Town Manager Bowers noted that NCDOT has improved Highway 11 - Mill Street - Vernon White Road intersection. Beacon Drive - Highway 11 changes are in the works. We have built relationships with NCDOT to improve areas. Mayor Hines asked for any further discussion or any more questions.

4. Town-Based Transportation. (Councilwoman Hawkins).

Councilwoman Hawkins spoke to Town based transportation. Council has voted down; however, it is important that this become a priority, it is very important.

**Motion made by Councilwoman Hawkins and seconded by Mayor Pro Tem Harrell for the Town Manager to revisit Town based transportation and investigate other options.**

Councilman Moye said cost was the issue. Councilwoman Roberson said we investigated the GREAT Bus and it was costly. Councilwoman Hawkins said that was some time ago, do not want to take on the liability of injuries. Councilwoman Roberson asked what kinds of methods. Councilwoman Hawkins said private contractors, and others; investigate methods and costs. Mayor Hines asked for any further discussion or any more questions.

**Motion carried, 4-1. Councilwoman Roberson opposed.**

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

Mayor Pro Tem Harrell said at the NC BEMO they had a lot of information on Equity and Justice for all. Additionally, we should contact the American Flood Coalition and investigate joining and the costs. Mayor Pro Tem Harrell said the thriving community, grants projects can be funded. How can we obtain this assistance, including small cleanup and air quality?

**REPORTS FROM DEPARTMENT HEADS:**

Planning and Economic Development Director Penn: Three projects under construction, nine residential projects under review by the Technical Review Committee, and five commercial projects in the works.

Building Inspector/Code Enforcement Officer Johnston: Welcome to have Mike Weldin on staff as a part-time building inspector, and code enforcement for grass is increasing due to recent rainfall.

Interim Electric Director Mills: Numerous installations on-going, trimming and preparing for the storm is underway.

Public Works Director McGuffin: Storm prep is underway, however, there will be some flooding in low lying areas, several projects are wrapping up, and the cemetery addition is moving forward.

Finance Director Manning: Busy preparing for the annual audit with new firm starting work, 2024 tax bills have been mailed, and we are still taking applications for Greene Lamp assistance. To date, we have had 116 applications approved. Reminder if someone applied in 2023, they can apply again in 2024.

Parks and Recreation Director White: Baseball and a variety of activities winding down for the season. Councilman Moye asked about the Multipurpose building. Parks and Recreation Director White said the contract has been signed. Councilwoman Hawkins asked will we get updates and be brought in for a kick-off meeting to set-up milestones and get periodic updates. Parks and Recreation Director White noted that Council will be kept updated as progress and activities are made.

Human Resource Director Fuller: Open enrollment, United Way Campaign events, and 15 open positions in Administration, Parks and Recreation, Fire, and Police; received over 275 applications for open positions are on-going.

Fire Chief Moore: Very busy with inspections, training, hiring positions, fire master plan, and the new ISO rating. Councilman Moye asked about concerns with community fire. Fire Chief Moore noted that fine relationships exist with them.

Police Chief Williams: Community relations, guest speaker at Senior Citizens meeting, and focus on trouble spots on-going. Councilwoman Hawkins said thank you; enjoyed the field trip, wants another for youth to see. Police Chief Williams noted we now have a Drone for use. Councilwoman Hawkins said she enjoyed Coffee with a Cop and would like to explore a different time.

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

- Market on the Square: - National Night Out/Back to School Bash: Thursday, August 8, 2024; 4:30 pm – 7:30 pm – 252 Main Street.
- September Newsletter Information Due: Thursday, August 8, 2024.
- ElectriCities 2024 Annual Conference: Sunday, August 11, 2024 – Thursday, August 15, 2024 - Omni Grove Park Inn in Asheville, NC.
- Coffee with a Cop: Friday, August 16, 2024; 9:00 am - 10:30 am – Community Room.
- Planning and Zoning Board Meeting: Monday, August 19, 2024 @ 7:00 pm - Town Hall Assembly Room.
- Board of Adjustment Meeting: Tuesday, August 20, 2024 @ 7:00 pm - Town Hall Assembly Room.
- Winterville Watermelon Festival: Thursday August 22, 2024 – Sunday, August 25, 2024 - Winterville Recreation Park.
- Human Relations Board Meeting: Thursday, August 22, 2024 @ 7:00 – Executive Conference Room - Cancelled.
- Recreation Advisory Board: Tuesday, August 27, 2024 @ 6:30 pm – Operation Center.
- September 9th Agenda Information Due: Wednesday, August 28, 2024.
- Labor Day Holiday - Town Offices Closed: Monday, September 2, 2024.
- Agenda Review Meeting: Thursday, September 5, 2024 @4:00 pm – Town Hall Executive Conference Room.
- Friday Night Concert: 6 Pack: Friday, September 6, 2024; 7:00 – 8:30 pm - Winterville Recreation Park Amphitheater.
- Regular Town Council Meeting: Monday, September 9, 2024 @ 6:00 pm - Town Hall Assembly Room.

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

Attorney Lassiter: No report, Closed session tonight.

Councilwoman Smith: Congratulations to new staff, and noted the mosquito spraying, Electric safety award, and thanks to the baseball teams.

Councilwoman Roberson: Thanks to everyone on the Human Relations Board.

Mayor Pro Tem Harrell: Thanks to staff for going above and beyond.

Councilwoman Hawkins: Staff helpful, good luck to baseball team, school students, and noted that the Winterville app is moving forward.

Councilman Moyer: Thanks to staff and Council. Animal control is a serious problem, time to resume urgent repair, and have a safe Labor Day.

Assistant Town Manager Bowers: Mosquito control is helped if residents get rid of standing water around your house. SS4A application for transportation and safety study proceeding. Moving forward with rate study to work with DEQ. Eye on the storm depending on strength. Condolences to Ray Hardee family.

Mayor Hines: Congratulations to the baseball teams. Council is very transparent.

Mayor Hines requested a motion to go into Closed Session for the following reasons.

**NCGS § 143-318.11. (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded, and**

**NCGS § 143-318.11. (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.**

**Motion made by Councilman Moyer and seconded by Councilwoman Roberson to go into Closed Session. Motion carried unanimously, 5-0. Entered into Closed Session at 9:40 pm.**

**CLOSED SESSION:**

**Motion made by Councilman Moyer and seconded by Councilwoman Roberson to return to Open Session. Motion carried unanimously, 5-0.**

**Motion made by Councilman Moyer and seconded by Councilwoman Roberson to keep the Farmstead Development in the Winterville water and sewer service area. Motion carried, 3-2. Mayor Pro Tem Harrell and Councilwoman Hawkins opposed.**

**Motion made by Councilwoman Smith and seconded by Councilman Moyer to declare the Old Tar Road electric sub-station land surplus for purpose of NCDOT Old Tar Road widening project. Motion carried unanimously, 5-0.**

**Motion made by Councilman Moyer and seconded by Mayor Pro Tem Harrell to accept the NCDOT offer of \$53,325 for the electric sub-station surplus land for purpose of NCDOT Old Tar Road widening project. Motion carried unanimously, 5-0.**

**Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Harrell to approve \$19,716.67 on the Consent Judgement for the easement settlement on the R. E. Davenport eminent domain case. Motion carried unanimously, 5-0.**

**Motion made by Mayor Pro Tem Harrell and seconded by Councilwoman Hawkins to approve the \$5,000 settlement offer for the Beatrice Henderson claim. Motion carried unanimously, 5-0.**

**ADJOURN:**

**Motion made by Mayor Pro Tem Harrell and seconded by Councilwoman Roberson to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 11:05 pm.**

Adopted this the 9<sup>th</sup> day of September 2024.

\_\_\_\_\_  
Richard E. Hines, Mayor

ATTEST:

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

DRAFT



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** September 9, 2024

**Presenter:** Jessica Manning, Finance Director

**Item to be Considered**

**Subject:** Budget Amendment 2024-2025-2.

**Action Requested:** Approval of Budget Amendment.

**Attachment:** Budget Amendment.

**Prepared By:** Jessica Manning, Finance Director

**Date:** 8/28/2024

**ABSTRACT ROUTING:**

TC: 9/3/2024

TM: 9/3/2024

Final: tlp - 9/3/2024

**Supporting Documentation**

This is the second budget amendment for the 2024-2025 Fiscal Year.

The first item addressed in this budget amendment covers the contribution from the Town to the 12U All Star Cal Ripken Team for the 2024 World Series Tournament in the amount of \$7,000.

The second item addresses the need to increase the contracted services line items for the Grounds and Maintenance department and the Stormwater fund to cover the increase in the mowing services contract in the amount of \$44,750 for the new year.

**Budgetary Impact:** The total budget amendment will increase the budget in the amount of \$51,750.

**Recommendation:** Staff recommends approval of Budget Amendment 2024-2025-2.

**BUDGET ORDINANCE AMENDMENT 24-25-2**

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, 2025:

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

LINE ITEM DESCRIPTION	Fund	Account	Increase	Decrease
Fund Balance Appropriation		15 3831	\$ 7,000	
Fund Balance Appropriation		10 3831	\$ 40,750	
Fund Balance Appropriation		63 3831	\$ 4,000	
<b>Total</b>			<b>\$ 51,750</b>	<b>\$ -</b>

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

LINE ITEM DESCRIPTION	Account	Department	Fund	Increase	Decrease
Cal Ripken All Star	15-6010-00	4285	Parks and Recreation	\$ 7,000	
Contracted Services	10-4260-02	4233	Grounds and Lawn Maintenance	\$ 40,750	
Contracted Services	63-7420-00	4233	Stormwater	\$ 4,000	
<b>Total</b>				<b>\$ 51,750</b>	<b>\$ -</b>

Adopted the 9th day of September 2024.

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Richard E. Hines, Mayor

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Donald Harvey, Town Clerk



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** September 9, 2024

**Presenter:** Jessica Manning, Finance Director

**Item to be Considered**

**Subject:** Charge the Tax Collector with collection of the 2024-2025 Tax Levy.

**Action Requested:** Charge the Tax Collector of the 2024-2025 Tax Levy.

**Attachment:** None.

**Prepared By:** Jessica Manning, Finance Director

**Date:** 8/28/2024

**ABSTRACT ROUTING:**

**TC:** 9/3/2024

**TM:** 9/3/2024

**Final:** tlp - 9/3/2024

**Supporting Documentation**

The State of North Carolina requires that each year the Tax Collector be charged with the collection of the tax levy for taxes. This year the levy is \$5,935,805.98.

**Budgetary Impact:** \$5,935,805.98.

**Recommendation:** Staff recommends Council Charge the Tax Collector with collection of 2024-2025 Tax Levy.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** September 9, 2024

**Presenter:** Stephen Penn, Planning and Economic Development Director

**Item to be Considered**

**Subject:** Southbrook Annexation.

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

**Attachment:** Annexation Petition, Annexation Map, Legal Description, Resolution 24-R-091, and Draft Certification of Sufficiency.

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

**Date:** 8/26/2024

**ABSTRACT ROUTING:**

TC: 9/3/2024

TM: 9/3/2024

Final: tlp - 9/3/2024

**Supporting Documentation**

**Applicant:** Chapel Hill Foundation Real Estate Holdings, Inc.

**Location:** Between Laurie Ellis Road and Church Street Extension.

**Parcel Numbers:** 82582, 19880, 80704, 83029.

**Site Data:** 246.177 Acres.

**Zoning District:** R-6 & M-R Conditional District Planned Unit Development.

**Staff Analysis:**

Southbrook is a 246 acre Planned Unit Development that will feature up to 612 residential units.

**Anticipated Annexation Schedule:**

August 9, 2024: Direct Town Clerk to Investigate Sufficiency.

October 14, 2024: Schedule Public Hearing.

November 4, 2024: Hold Public Hearing.

**Budgetary Impact:** TBD.

**Recommendation:** Staff recommends Council direct Town Clerk to Investigate Sufficiency.

**PETITION REQUESTING ANNEXATION**

Southbrook Subdivision

Date: June 25, 2024

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

1. We the undersigned owners of real property respectfully request that the area described in Paragraph 2 below be annexed into the Town of Winterville.
2. The area to be annexed is contiguous to the Town of Winterville and the boundaries of such territory are as follows:

Description

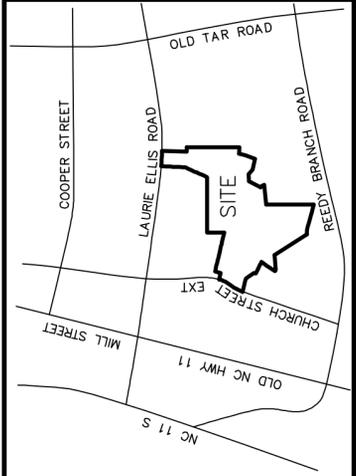
See attached Annexation Map and Legal Description

Name: Chapel Hill Foundation Real Estate Holdings, Inc.

Address: 300 South Building CN 1000

Chapel Hill, NC 27599

Signature:  Date: 6/25/24



VICINITY MAP (NOT TO SCALE)

LINE	BEARING	DISTANCE
L1	N13°49'16"E	839.61'
L2	S76°40'42"E	221.56'
L3	N13°21'42"E	199.94'
L4	N76°31'58"W	31.43'
L5	S76°41'35"E	48.55'
L6	S76°43'28"E	79.97'
L7	S76°41'04"E	80.06'
L8	S76°43'38"E	80.00'
L9	S76°38'17"E	79.88'
L10	S76°42'13"E	95.07'
L11	S76°53'54"E	233.88'
L12	S76°11'58"E	80.03'
L13	S76°18'57"E	79.91'
L14	S76°44'16"E	81.00'
L15	S76°02'02"E	48.73'
L16	S77°35'50"E	31.28'
L17	S76°36'08"E	338.06'
L18	N00°31'39"E	182.63'
L19	N00°29'08"E	330.30'
L20	N00°38'02"E	65.26'
L21	N00°53'47"E	96.28'
L22	N89°59'29"E	114.37'
L23	N89°58'14"E	203.88'
L24	N89°58'34"E	28.92'
L25	N89°56'11"E	114.38'
L26	S89°59'31"E	173.14'
L27	S89°54'48"E	87.40'
L28	N89°58'10"E	172.53'
L29	S89°56'54"E	590.76'

L30	N89°50'17"E	80.27'
L31	S89°50'37"E	79.81'
L32	S89°57'59"E	137.59'
L33	N89°56'43"E	94.24'
L34	N24°10'01"E	80.18'
L35	N23°59'09"E	140.25'
L36	N24°08'47"E	80.05'
L37	N24°05'04"E	79.83'
L38	N23°59'17"E	95.32'
L39	N24°13'03"E	59.81'
L40	N24°15'41"E	95.06'
L41	N24°08'17"E	80.01'
L42	N24°06'04"E	68.97'
L43	N25°06'13"E	44.47'
L44	N02°31'42"E	102.94'
L45	N02°35'22"E	79.97'
L46	N02°40'37"E	80.02'
L47	N02°38'11"E	79.90'
L48	N02°38'58"E	80.02'
L49	N02°37'12"E	80.03'
L50	N02°36'39"E	65.77'
L51	N02°37'37"E	80.53'
L52	N02°34'45"E	100.31'
L53	S80°29'08"E	530.03'
L54	S88°58'00"E	152.87'
L55	S00°09'02"W	171.26'
L56	N86°17'28"W	215.90'
L57	S13°39'00"W	214.53'
L58	N13°48'09"E	12.61'
L59	N06°27'29"E	124.54'
L60	N02°11'51"W	136.52'
L61	N15°14'05"W	353.32'
L62	N30°12'07"W	140.36'
L63	N43°02'11"W	196.74'
L64	S21°51'13"W	355.50'
L65	N78°17'01"W	371.81'
L66	N45°24'01"W	198.70'
L67	S88°23'03"W	244.59'
L68	S42°39'50"E	75.00'
L69	S19°34'18"E	74.12'
L70	S00°28'33"W	65.15'
L71	N74°31'09"W	65.83'
L72	N73°35'21"W	101.37'
L73	N74°41'15"W	63.53'
L74	N73°41'32"W	147.25'
L75	N77°17'38"W	212.23'
L76	N72°38'39"W	99.96'
L77	N73°01'28"W	81.53'
L78	N79°42'20"W	141.75'
L79	N86°31'20"W	131.43'
L80	N61°11'51"W	51.66'
L81	S33°16'06"W	180.86'
L82	N33°16'57"E	101.95'
L83	N35°16'57"E	176.49'
L84	N35°14'59"E	173.09'
L85	N33°16'57"E	74.40'
L86	N62°59'38"W	20.21'
L87	N62°59'38"W	97.24'
L88	N63°12'47"W	176.47'
L89	N63°11'09"W	108.02'
L90	N63°18'50"W	31.73'
L91	N62°56'39"W	83.55'
L92	N06°25'46"E	72.99'
L93	N34°39'10"W	299.54'
L94	N58°37'40"W	71.17'
L95	N77°23'18"W	192.29'

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	970.00'	34.22'	34.22'	N14°49'55"E

REFERENCES:

- DB 3448 PG 378
- DB 4304 PG 056
- DB 356 PG 173
- DB 3587 PG 060
- DB DC108 PG 2567
- DB 2089 PG 078
- DB 3967 PG 839
- DB DC108 PG 1
- PB 46 PG 50
- PB 64 PG 185
- PB 65 PG 66
- PB 68 PG 158
- PB 71 PG 116
- PB 77 PG 91
- PB 78 PG 130
- PB 88 PG 52
- PB 82 PG 52
- PB 84 PG 89

- NOTES:
- 1) ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES
  - 2) AREAS COMPUTED BY COORDINATE METHOD.
  - 3) PROPERTY SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.
  - 4) NO. 5 REBAR IRON STAKES WITH CAPS SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED
  - 5) GRID TIE BY GPS
  - 6) ZONING: AR
  - 7) PARENT TRACT DEED DB 3448 PG 378
  - 8) PARCEL NO. 11636, 11638, 15006, 82096

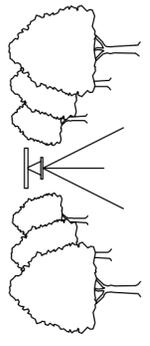
OWNER: CHAPEL HILL FOUNDATION  
REAL ESTATE HOLDINGS, INC.  
300 SOUTH BUILDING CN1000  
CHAPEL HILL, N.C. 27599

ANNEXATION PLAT  
FOR

# CHAPEL HILL FOUNDATION REAL ESTATE HOLDINGS INC.

WINTERVILLE TOWNSHIP, PITT COUNTY  
NORTH CAROLINA  
JUNE 24, 2024  
SHEET 1 OF 2

TRUE LINE SURVEYING, P.C.



205 WEST MAIN STREET  
CLAYTON, N.C. 27520  
TELEPHONE: (919) 359-0427  
FAX: (919) 359-0428  
www.truelinesurveying.com

C-1859

SURVEYED BY:	TLS
DRAWN BY:	MIKE
CHECKED BY:	CURK
DRAWING NAME:	ANNEXATION.DWG
SURVEY DATE:	5-15-23
JOB NO.	2484.036

LEGEND

- IPF IRON PIPE FOUND
- CMF CONCRETE MONUMENT FOUND
- PKNF PARKER-KALON NAIL FOUND
- RIS RAILROAD SPIKE FOUND
- CSS COTTON SPIKE FOUND
- CP COMPUTED POINT
- P/P POWER POLE
- P/W OVERHEAD WIRE
- S.F. SQUARE FEET
- AC ACRE
- BB BOOK
- PLAT BOOK
- BOM BOOK OF MAPS
- PG PAGE
- FEET FEET
- 155 LOT HAS OFFSITE SEWER
- 158 OFFSITE SEWER LOT
- 15R RECOMBINATION LOT
- STREET ADDRESS
- LINES NOT SURVEYED

I, CURK T. LANE, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION, FOR THE PURPOSE OF HORIZONTAL CONTROL IN ORDER TO TIE THIS SURVEY TO NC GRID; AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

CLASS AA  
0.026 FEET, ELLIPTICAL ERROR AXIS  
VRS SESSION 2 CONTROL POINTS  
5-15-23  
NAD 83(2011)/EPOCH 2010.000  
NC GNSS CORRS AND RTK  
NAVD 88 USING GEOID 18  
0.99988779(AVG)  
US FEET

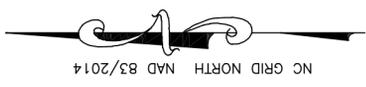
REPORTING UNITS:

STATE OF NORTH CAROLINA, \_\_\_\_\_ PITT \_\_\_\_\_ COUNTY

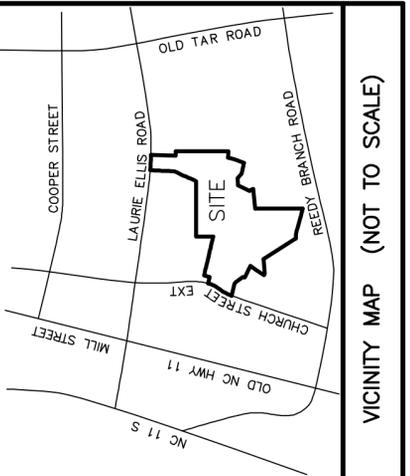
I, CURK T. LANE, DO HEREBY CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK \_\_\_\_\_, PAGE \_\_\_\_\_, ETC.); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK \_\_\_\_\_, PAGE \_\_\_\_\_; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000±; THAT THE GLOBAL POSITIONING ACCURACY (GPS) OBSERVATIONS WERE PERFORMED TO THE GEOSPATIAL POSITIONING ACCURACY STANDARDS, PART 2: STANDARDS FOR GEODETIC NETWORKS AT THE 1 CM ACCURACY CLASSIFICATION (95% CONFIDENCE) USING RTK NETWORK; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE AND SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2024

\_\_\_\_\_  
SURVEYOR

\_\_\_\_\_  
L - 3990  
LICENSE NUMBER



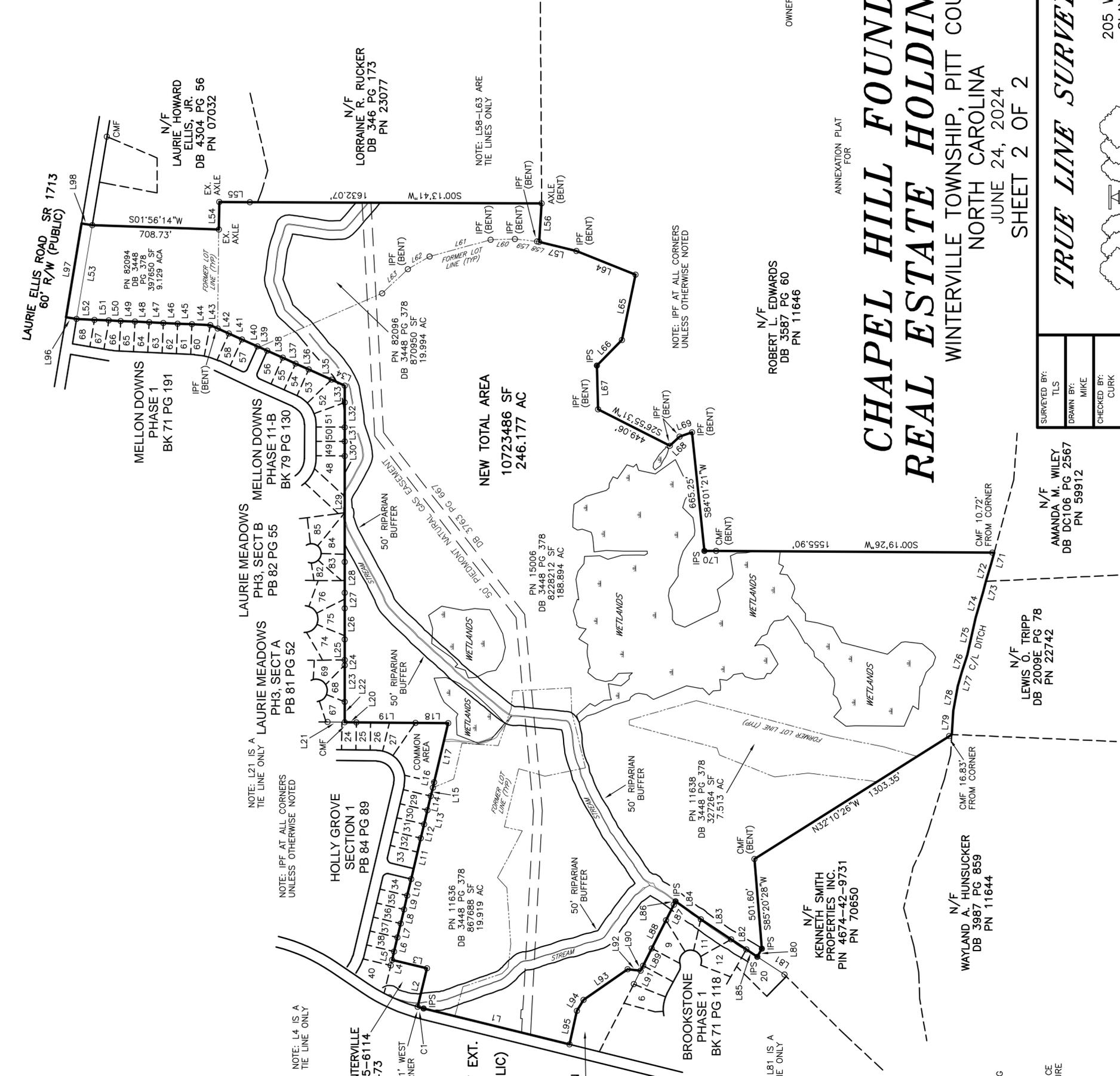
NC GRID NORTH NAD 83/2014



VICINITY MAP (NOT TO SCALE)

LEGEND

- IPF IRON PIPE FOUND
- CMF CONCRETE MONUMENT FOUND
- PKNF PARKER-KALON NAIL FOUND
- PKNS PARKER-KALON NAIL SET
- SSS STAKE FOUND
- SSS STAKE SET
- CC CONTROL CORNER
- CC CONTROL CORNER SET
- PP POWER POLE
- PP POWER POLE FOUND
- OPW OVERHEAD POWER LINE
- OPW OVERHEAD POWER LINE FOUND
- AC ACRES
- AC ACRES FOUND
- DB DEED BOOK
- DB DEED BOOK FOUND
- PC PAGE
- PC PAGE FOUND
- LF LINEAR FEET
- LF LINEAR FEET FOUND
- LF OFFSITE SEWER
- LF OFFSITE SEWER FOUND
- 155L RECOMBINATION LOT
- 155R RECOMBINATION LOT
- 100 STREET ADDRESS
- LINES NOT SURVEYED



NEW TOTAL AREA  
10723486 SF  
246.177 AC

OWNER: CHAPEL HILL FOUNDATION  
REAL ESTATE HOLDINGS, INC.  
300 SOUTH BUILDING CN1000  
CHAPEL HILL, N.C. 27599

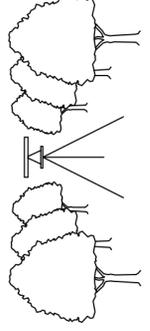
N/F  
ROBERT L. EDWARDS  
DB 3587 PG 60  
PN 11646

ANNEXATION PLAT  
FOR

# CHAPEL HILL FOUNDATION REAL ESTATE HOLDINGS INC.

WINTERVILLE TOWNSHIP, PITT COUNTY  
NORTH CAROLINA  
JUNE 24, 2024  
SHEET 2 OF 2

**TRUE LINE SURVEYING, P.C.**



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www.truelinesurveying.com

SURVEYED BY:	TL
DRAWN BY:	MIKE
CHECKED BY:	CURK
DRAWING NAME:	ANNEXATION.DWG
SURVEY DATE:	5-15-23
JOB NO.	2484.036

N/F  
AMANDA M. WILEY  
DB DC106 PG 2567  
PN 59912

N/F  
LEWIS O. TRIPP  
DB 2009E PG 78  
PN 22742

N/F  
WAYLAND A. HUNSUCKER  
DB 3987 PG 859  
PN 11644

N/F  
KENNETH SMITH  
PROPERTIES INC.  
PIN 4674-42-9731  
PN 70650



STATE OF NORTH CAROLINA, \_\_\_\_\_ COUNTY  
I, CURK I. LANE, DO HEREBY CERTIFY THAT THIS  
PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN  
ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED  
DESCRIPTION RECORDED IN BOOK \_\_\_\_\_ PAGE  
ETC.); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY  
INDICATED AS DRAWN FROM INFORMATION FOUND IN  
BOOK \_\_\_\_\_ PAGE \_\_\_\_\_; THAT THE RATIO OF PRECISION  
AS CALCULATED IS 1:10,000+; THAT THE GLOBAL POSITIONING  
ACCURACY (GPS) OBSERVATIONS WERE PERFORMED TO THE  
STANDARDS FOR GEODETIC NETWORKS, PART 2:  
STANDARDS FOR GEODETIC NETWORKS AT THE 1 CM  
ACCURACY CLASSIFICATION (95% CONFIDENCE) USING RTK  
NETWORK; THAT THIS PLAT WAS PREPARED IN ACCORDANCE  
WITH G.S. 47-30 AS AMENDED, WITNESS MY ORIGINAL SIGNATURE  
AND SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2024

\_\_\_\_\_  
SURVEYOR

\_\_\_\_\_  
L. — 3990  
LICENSE NUMBER

Legal Description For  
Chapel Hill Foundation Real Estate Holdings LLC  
Winterville Township, Pitt County  
North Carolina

Commencing at a point, said point being an iron pipe found along the eastern right-of-way of Church Street Ext. (SR 1714) in Winterville Township, Pitt County, North Carolina. Point further described as the northwestern corner of the Annie Mae E. Allen Life Estate property as recorded in Deed Book DC 108, Page 1, Pitt County Registry. Point also described as a western corner of the Chapel Hill Foundation Real Estate Holdings Inc. property as recorded in Deed Book 3448 Page 378 and the **POINT OF BEGINNING**. Thence along the eastern right-of-way of Church Street Ext. N 13°49'16" E a distance of 839.61 feet to an iron pipe found. Thence with a curve turning to the right with an arc length of 34.22 feet, with a radius of 970.00 feet, with a chord bearing of N 14°49'55" E, with a chord length of 34.22 feet to an iron pipe found. Thence S 76°40'42" E a distance of 221.56 feet to an iron pipe found. Thence N 13°21'42" E a distance of 199.94 feet to an iron pipe found. Thence S 76°41'35" E a distance of 48.55 feet to an iron pipe found. Thence S 76°43'28" E a distance of 79.97 feet to an iron pipe found. Thence S 76°41'04" E a distance of 80.06 feet to an iron pipe found. Thence S 76°43'38" E a distance of 80.00 feet to an iron pipe found. Thence S 76°38'17" E a distance of 79.88 feet to an iron pipe found. Thence S 76°42'13" E a distance of 95.07 feet to an iron pipe found. Thence S 76°53'54" E a distance of 233.88 feet to an iron pipe found. Thence S 76°11'58" E a distance of 80.03 feet to an iron pipe found. Thence S 76°18'57" E a distance of 79.91 feet to an iron pipe found. Thence S 76°44'16" E a distance of 81.00 feet to an iron pipe found. Thence S 76°02'02" E a distance of 48.73 feet to an iron pipe found. Thence S 77°35'50" E a distance of 31.28 feet to an iron pipe found. Thence S 76°36'08" E a distance of 338.06 feet to an iron pipe found. Thence N 00°31'39" E a distance of 182.63 feet to an iron pipe found. Thence N 00°29'08" E a distance of 330.30 feet to an iron pipe found. Thence N 00°38'02" E a distance of 65.26 feet to an concrete monument. Thence N 89°59'29" E a distance of 114.37 feet to an iron pipe found. Thence N 89°58'14" E a distance of 203.88 feet to an iron pipe found. Thence N 89°58'34" E a distance of 28.92 feet to an iron pipe found. Thence N 89°56'11" E a distance of 114.38 feet to an iron pipe found. Thence S 89°59'31" E a distance of 173.14 feet to an iron pipe found. Thence S 89°54'48" E a distance of 87.40 feet to an iron pipe found. Thence N 89°58'10" E a distance of 172.53 feet to an iron pipe found. Thence S 89°56'54" E a distance of 590.76 feet to an iron pipe found. Thence N 89°50'17" E a distance of 80.27 feet to an iron pipe found. Thence S 89°50'37" E a distance of 79.81 feet to an iron pipe found. Thence S 89°57'59" E a distance of 137.59 feet to an iron pipe found. Thence N 89°56'43" E a distance of 94.24 feet to an iron pipe found. Thence N 24°10'01" E a distance of 80.18 feet to an iron pipe found. Thence N 23°59'09" E a distance of 140.25 feet to an iron pipe found. Thence N 24°08'47" E a distance of 80.05 feet to an iron pipe found. Thence N 24°05'04" E a distance of 79.83 feet to an iron pipe found. Thence N 23°59'17" E a distance of 95.32 feet to an iron pipe found. Thence N 24°13'03" E a distance of 59.81 feet to an iron pipe found. Thence N 24°15'41" E a distance of 95.06 feet to an iron pipe found. Thence N 24°08'17" E a distance of 80.01 feet to an iron pipe found. Thence N 24°06'04" E a distance of 68.97 feet to an iron pipe found. Thence N 25°06'13" E a distance of 44.47 feet to an iron pipe found. Thence N 02°31'42" E a distance of 102.94 feet to an iron pipe found.

Thence N 02°35'22" E a distance of 79.97 feet to an iron pipe found. Thence N 02°40'37" E a distance of 80.02 feet to an iron pipe found. Thence N 02°38'11" E a distance of 79.90 feet to an iron pipe found. Thence N 02°38'58" E a distance of 80.02 feet to an iron pipe found. Thence N 02°37'12" E a distance of 80.03 feet to an iron pipe found. Thence N 02°36'39" E a distance of 65.77 feet to an iron pipe found. Thence N 02°37'37" E a distance of 80.53 feet to an iron pipe found. Thence N 02°34'45" E a distance of 100.31 feet to an iron pipe found along the southern right-of-way of Laurie Ellie Road (SR 1713). Thence across the right-of-way of Laurie Ellis Road N 09°30'52" E a distance of 60.00 feet to a point. Thence down the northern right-of-way of Laurie Ellis Road S 80°29'08" E a distance of 530.03 feet to a point. Thence across the right-of-way of Laurie Ellis Road S 09°30'52" W a distance of 60.00 feet to an iron pipe found. Thence S 01°56'14" W a distance of 708.73 feet to an existing axle. Thence S 88°58'00" E a distance of 152.87 feet to an existing axle. Thence S 00°09'02" W a distance of 171.26 feet to an iron pipe found. Thence S 00°13'41" W a distance of 1632.07 feet to an existing axle. Thence N 86°17'28" W a distance of 215.90 feet to an iron pipe found. Thence S 13°39'00" W a distance of 214.53 feet to an iron pipe found. Thence S 21°51'13" W a distance of 355.50 feet to an iron pipe found. Thence N 78°17'01" W a distance of 371.81 feet to an iron pipe found. Thence N 45°24'01" W a distance of 198.70 feet to an iron pipe set. Thence S 88°23'03" W a distance of 244.59 feet to an iron pipe found. Thence S 26°55'31" W a distance of 449.06 feet to an iron pipe found. Thence S 42°39'50" E a distance of 75.00 feet to an iron pipe found. Thence S 19°34'18" E a distance of 74.12 feet to an iron pipe found. Thence S 84°01'21" W a distance of 665.25 feet to an iron pipe set. Thence S 00°28'33" W a distance of 65.15 feet to a concrete monument. Thence S 00°19'26" W a distance of 1555.90 feet to an iron pipe found. Thence N 74°31'09" W a distance of 65.83 feet to an iron pipe found. Thence N 73°35'21" W a distance of 101.37 feet to an iron pipe found. Thence N 74°41'15" W a distance of 63.53 feet to an iron pipe found. Thence N 73°41'32" W a distance of 147.25 feet to an iron pipe found. Thence N 77°17'38" W a distance of 212.23 feet to an iron pipe found. Thence N 72°38'39" W a distance of 99.96 feet to an iron pipe found. Thence N 73°01'28" W a distance of 81.53 feet to an iron pipe found. Thence N 79°42'20" W a distance of 141.75 feet to an iron pipe found. Thence N 86°31'20" W a distance of 131.43 feet to an iron pipe found. Thence N 32°10'26" W a distance of 1303.35 feet to concrete monument. Thence S 85°20'28" W a distance of 501.60 feet to an iron pipe set. Thence N 61°11'51" W a distance of 51.66 feet to an iron pipe set. Thence N 33°16'57" E a distance of 74.40 feet to an iron pipe found. Thence N 33°16'57" E a distance of 101.95 feet to an iron pipe found. Thence N 33°32'17" E a distance of 202.81 feet to an iron pipe found. Thence N 35°14'59" E a distance of 173.09 feet to an iron pipe set. Thence N 62°59'38" W a distance of 20.21 feet to an iron pipe found. Thence N 62°59'38" W a distance of 97.24 feet to an iron pipe found. Thence N 63°12'47" W a distance of 176.47 feet to an iron pipe found. Thence N 63°11'09" W a distance of 108.02 feet to an iron pipe found. Thence N 63°18'50" W a distance of 31.73 feet to an iron pipe found. Thence N 06°25'46" E a distance of 72.99 feet to an iron pipe found. Thence N 34°39'10" W a distance of 299.54 feet to an iron pipe found. Thence N 58°37'40" W a distance of 71.17 feet to an iron pipe found. Thence N 77°23'18" W a distance of 192.29 feet to an iron pipe found and the **POINT OF BEGINNING** and containing 246.177 acres (10723486 square feet).

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

**SOUTHBROOK ANNEXATION  
PARCEL NUMBERS: 82582, 19880, 80704, 83029**

**WHEREAS**, petitions requesting annexation of an area described in said petitions were received June 25, 2024 by the Town Council; and

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

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

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

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

Adopted this the 9<sup>th</sup> day of September 2024.

\_\_\_\_\_  
Richard E. Hines, Mayor

ATTEST:

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

**CERTIFICATE OF SUFFICIENCY**

**SOUTHBROOK ANNEXATION  
PARCEL NUMBERS: 82582, 19880, 80704, 83029**

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

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

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Winterville this the 10<sup>th</sup> day of September 2024.

ATTEST:

---

Donald Harvey, Town Clerk

DRAFT



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** September 9, 2024

**Presenter:** Stephen Penn, Planning and Economic Development Director

**Item to be Considered**

**Subject:** Villa Grande Phase 3 Annexation.

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

**Attachment:** Annexation Petition, Annexation Map, Legal Description, Resolution 24-R-092, and Draft Certification of Sufficiency.

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

**Date:** 8/26/2024

**ABSTRACT ROUTING:**

TC: 9/3/2024

TM: 9/3/2024

Final: tlp - 9/3/2024

**Supporting Documentation**

**Applicant:** Nolan Commercial Contractors, Inc., Nolan W. Sydes.

**Location:** On Red Forbes Road, north of Villa Grande's existing homes.

**Parcel Numbers:** 82582, 19880, 80704, 83029.

**Site Data:** 22.733 Acres of Villa Grande and an additional 0.67 acres of Red Forbes Road in which the opposite side of the street is also annexed.

**Zoning District:** R-10.

**Staff Analysis:**

Villa Grande Phase 3 is currently under construction and will add 40 new residential lots. This annexation will include a small portion of Red Forbes Road in which the opposite side of the Street is within the Town of Winterville.

**Anticipated Annexation Schedule:**

September 9, 2024: Direct Town Clerk to Investigate Sufficiency.

October 14, 2024: Schedule Public Hearing.

November 4, 2024: Hold Public Hearing.

**Budgetary Impact:** TBD.

**Recommendation:** Staff recommends Council direct Town Clerk to Investigate Sufficiency.

**PETITION REQUESTING ANNEXATION**

Date: November 14, 2023

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

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

- All owners of the property must sign.

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

Description

Being all of Pitt County Parcel Numbers 19880, 80704, and 82582. See attached legal description and map.

83029,

SV Pitt County, LLC

Nolan Commercial Contractors, Inc.

754 Ramsey Road, Suite F

Name By Nolan W. Sydes, President Address Jacksonville, NC 28546-9484

Signature *Nolan W. Sydes*

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

Signature \_\_\_\_\_

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

Signature \_\_\_\_\_



Exhibit "A"  
Legal Description  
Parcel Numbers 19880, 80704, 82582 and 83029  
Winterville, Pitt County, North Carolina

Beginning at a Point, said Point being the northeastern most corner of Common Area 'B' as shown on that certain plat entitled "Final Plat Villa Grande Phase One Section "A" dated June 14, 2017 as recorded in Book 81, Page 180-181 in the Pitt County Register of Deeds

Thence, from said Point of Beginning, along North 74 degrees 59 minutes 48 seconds West for a distance of 154.33 feet to a point;  
Thence, South 87 degrees 07 minutes 51 seconds West for a distance of 414.10 feet to a point;  
Thence, North 19 degrees 33 minutes 14 seconds West for a distance of 262.80 feet to a point;  
Thence, South 65 degrees 56 minutes 58 seconds West for a distance of 286.98 feet to a point;  
Thence, turning to the northwest and along and with the eastern boundary line of the Villa Grande Phase One Section "B" as recorded in Map Book 84, Page 134 of the Pitt County registry, North 22 degrees 00 minutes 00 seconds West for a distance of 961.70 feet to a point;  
Thence, North 67 degrees 00 minutes 00 seconds West for a distance of 138.81 feet to a point;  
Thence, North 27 degrees 10 minutes 00 seconds East for a distance of 371.18 feet to a point;  
Thence, South 75 degrees 20 minutes 43 seconds East for a distance of 259.58 feet to a point;  
Thence, South 40 degrees 22 minutes 57 seconds East for a distance of 17.79 feet to a point;  
Thence, South 34 degrees 40 minutes 21 seconds East for a distance of 31.91 feet to a point;  
Thence, South 64 degrees 29 minutes 35 seconds East for a distance of 41.35 feet to a point;  
Thence, South 53 degrees 33 minutes 41 seconds East for a distance of 32.75 feet to a point;  
Thence, South 60 degrees 43 minutes 49 seconds East for a distance of 31.46 feet to a point;  
Thence, South 47 degrees 26 minutes 05 seconds East for a distance of 59.39 feet to a point;  
Thence, South 25 degrees 16 minutes 00 seconds East for a distance of 37.20 feet to a point;  
Thence, South 12 degrees 27 minutes 38 seconds East for a distance of 42.01 feet to a point;  
Thence, South 10 degrees 52 minutes 13 seconds West for a distance of 151.42 feet to a point;  
Thence, South 02 degrees 16 minutes 35 seconds West for a distance of 42.95 feet to a point;  
Thence, South 19 degrees 30 minutes 18 seconds East for a distance of 97.46 feet to a point;  
Thence, South 27 degrees 55 minutes 19 seconds East for a distance of 75.06 feet to a point;  
Thence, South 31 degrees 35 minutes 42 seconds East for a distance of 32.01 feet to a point;  
Thence, South 59 degrees 54 minutes 10 seconds East for a distance of 53.21 feet to a point;  
Thence, South 77 degrees 20 minutes 28 seconds East for a distance of 55.68 feet to a point;  
Thence, South 72 degrees 11 minutes 12 seconds East for a distance of 56.87 feet to a point;  
Thence, South 89 degrees 16 minutes 54 seconds East for a distance of 40.54 feet to a point;  
Thence, North 86 degrees 22 minutes 55 seconds East for a distance of 669.95 feet to a point on the western right of way of Red Forbes Road;  
Thence, and along and with the western right of way of Red Forbes Road, South 12 degrees 11 minutes 03 seconds West for a distance of 144.29 feet to a point;  
Thence, South 09 degrees 42 minutes 11 seconds West for a distance of 337.42 feet to a point;  
Thence, South 10 degrees 38 minutes 41 seconds West for a distance of 220.48 feet to a point;  
Thence, South 14 degrees 24 minutes 34 seconds West for a distance of 49.97 feet to the Point of Beginning.

The above-described tract also being the same as shown on that certain map entitled "Boundary Survey for Nolan Commercial Contractors, Inc." as recorded in Book 87, Page 191 in the Pitt County Register of Deeds.

Containing 22.733 acres, more or less.

Red Forbes Road R/W...

Beginning at a Point, said Point being the following courses and distances from the northeastern most corner of Common Area 'B' as shown on that certain plat entitled "Final Plat Villa Grande Phase One Section "A" dated June 14, 2017 as recorded in Book 81, Page 180-181 in the Pitt County Register of Deeds:

Along and with the western right of way of Red Forbes Road (SR 2106), North 14 degrees, 24 minutes, 34 seconds East for a distance of 49.97 feet;  
Thence, North 10 degrees 38 minutes 41 seconds East for a distance of 206.04 feet to the Point of Beginning.

Thence, from said Point of Beginning, along and with the western right of way of Red Forbes Road (SR 2106), North 10 degrees 38 minutes 41 seconds East for a distance of 14.44 feet to a point;

Thence, North 09 degrees 42 minutes 11 seconds East for a distance of 337.42 feet to a point;  
Thence, North 12 degrees 11 minutes 03 seconds East for a distance of 144.29 feet to a point;  
Thence, leaving the western right of way of Red Forbes Road (SR 2106), South 75 degrees 35 minutes 02 seconds East for a distance of 59.39' feet to a point in the eastern right of way of Red Forbes Road (SR 2106);

Thence, along and with the eastern right of way of Red Forbes Road (SR 2106), South 14 degrees 24 minutes 58 seconds West for a distance of 38.10 feet to a point:

Thence, South 12 degrees 08 minutes 18 seconds West for a distance of 51.96 feet to a point;  
Thence, South 10 degrees 13 minutes 14 seconds West for a distance of 53.61 feet to a point;  
Thence, South 10 degrees 06 minutes 45 seconds West for a distance of 52.39 feet to a point;  
Thence, South 09 degrees 37 minutes 13 seconds West for a distance of 59.84 feet to a point;  
Thence, South 09 degrees 35 minutes 42 seconds West for a distance of 59.69 feet to a point;  
Thence, South 09 degrees 45 minutes 04 seconds West for a distance of 67.19 feet to a point;  
Thence, South 09 degrees 47 minutes 30 seconds West for a distance of 12.05 feet to a point;  
Thence, South 09 degrees 47 minutes 30 seconds West for a distance of 97.47 feet to a point;  
Thence, leaving the eastern right of way of Red Forbes Road (SR 2106), North 79 degrees 21 minutes 19 seconds West for a distance of 59.45 feet to the Point of Beginning.

Containing 0.67 acres, more or less.

End of Legal Description

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

**VILLA GRANDE PHASE 3 ANNEXATION  
PARCEL NUMBERS: 82582, 19880, 80704, 83029**

**WHEREAS**, petitions requesting annexation of an area described in said petitions were received November 14, 2023 by the Town Council; and

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

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

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

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

Adopted this the 9<sup>th</sup> day of September 2024.

\_\_\_\_\_  
Richard E. Hines, Mayor

ATTEST:

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

**CERTIFICATE OF SUFFICIENCY**

**VILLA GRANDE PHASE 3 ANNEXATION  
PARCEL NUMBERS: 82582, 19880, 80704, 83029**

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

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

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Winterville this the 10<sup>th</sup> day of September 2024.

ATTEST:

---

Donald Harvey, Town Clerk

DRAFT



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Old Business

**Meeting Date:** September 9, 2024

**Presenter:** Anthony Bowers, Assistant Town Manager

**Item to be Considered**

**Subject:** Discussion on adopting improvements for an all way stop at intersection of Mill and Boyd Street.

**Action Requested:** Adopt Resolution 24-R-093.

**Attachment:** Draft Resolution 24-R-093.

**Prepared By:** Anthony Bowers, Assistant Town Manager

**Date:** 8/28/2024

**ABSTRACT ROUTING:**

**TC:** 9/3/2024

**TM:** 9/3/2024

**Final:** tlp - 9/3/2024

**Supporting Documentation**

The Town Council expressed concerns regarding the intersection of Mill Street and Boyd Street. As a result, staff reached out to NCDOT and conveyed the concerns of the Council. NCDOT listened to the request and reviewed the intersection to determine if improvements could be made. They determined that this intersection has had a high number of traffic accidents over the last 5 years.

At the August Town Council meeting the council directed staff to follow up with NCDOT regarding a more detailed review of the interstation.

I am waiting to hear back from NCDOT and will update the Council at the meeting once they have completed their review.

Attached is the resolution requested by NCDOT.

Once a decision is made, we will communicate the Council's vote for the improvements to be installed by NCDOT.

I have included the resolution in case the Council would like to take a vote.

**Budgetary Impact:** NA.

**Recommendation:** Provide direction to staff regarding the intersection.

**RESOLUTION  
TO SUPPORT THE INSTALLATION OF AN ALL WAY STOP  
AT MILL STREET AND BOYD STREET**

**WHEREAS**, Mill Street and Boyd Street is a North Carolina State road, both being primary transportation routes in the Winterville area; and

**WHEREAS**, the intersection of Mill Street and Boyd Street is heavily traveled at all time of day; and

**WHEREAS**, the Town of Winterville and the NC Department of Transportation have observed an accident rate at the intersection of Mill Street and Boyd Street that is warranting discussion as to how to make the intersection safer for all who use it; and

**WHEREAS**, the NC Department of Transportation has proposed adding stop signs on Mill Street with an all way stop at the intersection with Boyd Street; and

**WHEREAS**, the NC Department of Transportation has provided information that shows an all way stop is an effective way to reduce vehicular accidents at highly traveled intersections; and

**NOW, THEREFORE, BE IT RESOLVED** by the Winterville Town Council that the Town of Winterville supports the safety improvements proposed by the NC Department of Transportation at the intersection of Mill Street and Boyd Street, with the installation of an all way stop.

Adopted this the 9<sup>th</sup> day of September 2024.

\_\_\_\_\_  
Richard E. Hines, Mayor

ATTEST:

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

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified Town Clerk of the Town of Winterville does hereby certify: That the above attached resolution is a true and correct copy of the resolution authorizing the submission of a request to the NC Department of Transportation, as regularly adopted at a legally convened meeting of the Town Council duly held on the 9<sup>th</sup> day of September 2024; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF,

I have hereunto set my hand this 9<sup>th</sup> day of September 2024.

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

DRAFT



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** September 9, 2024

**Presenter:** Stephen Penn, Planning and Economic Development Director

**Item to be Considered**

**Subject:** Mill Street Townes Preliminary Plat.

**Action Requested:** Consider Preliminary Plat.

**Attachment:** Preliminary Plat; Staff Report; Special Use Permit.

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

**Date:** 8/26/2024

**ABSTRACT ROUTING:**

TC: 9/3/2024

TM: 9/3/2024

Final: tlp - 9/3/2024

**Supporting Documentation**

**Applicant:** Rivers and Associates, Inc.

**Location:** Between Mill Street and Highway 11 - south of Eleven at Main Townhome Development.

**Parcel Numbers:** 39149 and 91013.

**Site Data:**

- 11.14 Acres.
- 93 Single Family Attached Townhomes.

**Zoning District:** Multi-Family Residential (MR).

**Planning and Zoning Board:** Approved Mill Street Townes PP (6-1) at their August 19, 2024 meeting.

**Staff Analysis:**

- Mill Street Townes Obtained a Special Use Permit for up to 138 Single Family Attached Dwelling Units on March 22, 2022.

The proposed Preliminary Plat meets the requirement of the Town of Winterville for a Single Family Attached (townhome development). The Preliminary Plat has been reviewed and approved by the Winterville Technical Review Committee and thus the Town of Winterville Staff **recommends approval** of the proposed Preliminary Plat.

**Budgetary Impact:** TBD.

**Recommendation:** Staff recommends approval, as proposal meets Winterville Ordinance and Standards as reviewed by the Winterville Technical Review Committee.

# MILL STREET TOWNES

## PRELIMINARY PLAT

### WINTERVILLE, PITT COUNTY, NORTH CAROLINA

**RECEIVED**  
SD 8.9.24  
TRC Cleared For P&Z

AN ORDER APPROVING THE SPECIAL USE PERMIT ON MARCH 22, 2022 FOR 138 SINGLE FAMILY ATTACHED DWELLING UNITS

#### General Notes:

- CONSTRUCTION PLAN APPROVAL FROM THE TOWN OF WINTERVILLE SHALL BE OBTAINED PRIOR TO CONSTRUCTION OF ANY STREET, WATER, SANITARY SEWER, AND/OR STORM DRAINAGE SYSTEMS.
- ALL LOTS SHALL EQUAL OR EXCEED THE MINIMUM DEVELOPMENT STANDARDS OF THE TOWN OF WINTERVILLE ZONING ORDINANCE.
- ALL REQUIRED IMPROVEMENTS SHALL CONFORM TO THE TOWN OF WINTERVILLE STANDARDS.
- UNDERGROUND ELECTRIC AND TELEPHONE UTILITIES ARE PROPOSED.
- EROSION CONTROL PLAN APPROVAL REQUIRED PRIOR TO CONSTRUCTION.
- ALL PROPOSED SANITARY SEWER SIZES ARE IDENTIFIED ON THIS PLAN.
- 25 X 25 SITE DISTANCE TRIANGLES TO BE DEDICATED AT RIGHT OF WAY INTERSECTIONS.
- AN NCDOT DRIVEWAY PERMIT IS REQUIRED PRIOR TO CONSTRUCTION OF CONNECTION POINTS ONTO MILL STREET AND/OR TURN LANE IMPROVEMENTS ON NC 11.
- ALL PROPOSED UTILITIES TO BE UNDERGROUND EXCEPT FOR EXISTING TOWN OF WINTERVILLE OVERHEAD ELECTRICAL LINES AS SHOWN.
- HYDRAULIC ANALYSIS IS REQUIRED OF THE WATER SYSTEM. HYDRAULIC TEST MUST BE WITNESSED BY TOWN OF WINTERVILLE PEN NCFC (SOT 4). REQUIRED AT CONSTRUCTION PHASE.
- WATER & SANITARY SEWER AS-BUILT INFORMATION TO BE PROVIDED BY THE DEVELOPER PRIOR TO TOWN ACCEPTANCE.
- STORM DRAINAGE PIPES SHALL BE CENTERED IN A PERMANENT EASEMENT OF ADEQUATE WIDTH TO ALLOW EXCAVATIONS AND MAINTENANCE OF THE LINE.
- INDIVIDUAL LOT DRIVEWAYS SHALL NOT BE INSTALLED OVER PRE-EXISTING WATER & SEWER SERVICES.
- SUBDIVISION SIGNAGE SHALL NOT BE LOCATED WITHIN ANY UTILITY OR TOWN OF WINTERVILLE MAINTAINED EASEMENTS.
- A STORMWATER MANAGEMENT PLAN IS REQUIRED IN ACCORDANCE WITH THE TOWN OF WINTERVILLE'S STORMWATER MANAGEMENT ORDINANCE FOR DEVELOPMENT.
- ALL SOW DEVICES WILL REQUIRE PERMANENT EASEMENT FOR ACCESS, OPERATION AND INSPECTION. OPERATIONS AND INSPECTION OF ALL SOW DEVICES WILL BE THE RESPONSIBILITY OF THE HOME OWNERS ASSOCIATION ESTABLISHED FOR THIS DEVELOPMENT.
- DITCHES REQUIRING A 4" DIAMETER OR LESS PIPE SHALL BE PIPED. DITCHES AND WATER COURSES WHICH REQUIRE PIPES LARGER THAN 4" SHALL BE EVALUATED FOR A 100 YEAR FLOOD ELEVATION.
- FINAL STORM DRAIN PIPE SIZES AND SUPPORTING CALCULATIONS SHALL BE SUBMITTED WITH THE CONSTRUCTION PLANS.
- CATCH BASIN SPACING ANALYSIS REQUIRED PRIOR TO APPROVAL OF CONSTRUCTION PLANS.
- ALL WATER MAINS WITHIN CASINGS SHALL BE RUPD.
- HYDRANT SPACING MAXIMUM 450 FT APART.
- ALL STREET WIDTHS ARE TO BE 26 FT BACK TO BACK. MINIMUM PER NCFC APPENDIX D (D105.2)
- ANY PERMANENT UTILITY EASEMENT WILL BE REQUIRED INTERIOR TO THE PROPERTIES AND IMMEDIATELY ADJACENT TO THE R/W ALONG ALL STREETS.
- A 15' UTILITY EASEMENT CENTERED ON THE INFRASTRUCTURE WILL BE REQUIRED ALONG THE SIDE AND REAR OF PROPERTIES WHERE ELECTRIC UTILITY INFRASTRUCTURE IS INSTALLED.
- UTILITY EASEMENTS SHALL NOT BE LOCATED IN AREAS WITH A GREATER THAN 6:1 SLOPE, EXCLUDING ANY EXISTING DRAINAGE CHANNELS WITHIN SAID EASEMENT.
- ANY DEVELOPMENT REQUIRED TO LOCATE COSTS OF OVERHEAD ELECTRIC WILL BE THE RESPONSIBILITY OF THE DEVELOPER. COSTS WILL BE DETERMINED ON A TIME AND MATERIALS BASIS.
- DEDICATED UTILITY EASEMENTS HOUSING MULTIPLE UTILITIES SHALL BE OF SUCH DIMENSIONS AS TO ALLOW FOR THE SAFE AND PRACTICAL MAINTENANCE AND REPAIR OF INFRASTRUCTURE AS DETERMINED BY THE TOWN OR ITS REPRESENTATIVE.
- ALL WATER SERVICES WILL REQUIRE SETTERS. THE TOWN WILL PROVIDE SPECIFICATIONS AS NEEDED.
- EASEMENTS AND R/W'S SHALL BE FREE OF OBSTRUCTIONS. THIS IS TO INCLUDE MANMADE AND VEGETATIVE MATERIALS.
- SITE MONUMENT PROPOSED WITHIN NCDOT RIGHT-OF-WAY. NCDOT APPROVAL REQUIRED PRIOR TO CONSTRUCTION. TOWN OF WINTERVILLE WILL NOT BE RESPONSIBLE FOR ANY MAINTENANCE ASSOCIATED.
- ALL ON-SITE STREETS TO BE PUBLIC.
- STATE AUTHORIZATION REQUIRED FOR WORK WITHIN THE RIPARIAN BUFFER.
- SURETIES FOR WORK COMPLETION NOT ACCEPTED FOR RELEASE OF CERTIFICATE OF OCCUPANCY. ALL WORK ASSOCIATED WITH A PHASE OF DEVELOPMENT MUST BE COMPLETED PRIOR TO FINAL PLAT OF THE SUBDIVISION / CONSTRUCTION OF BUILDING UNITS.
- INDIVIDUAL UNITS WILL BE PROVIDED WITH FIRE RATED WALLS TO MEET APPENDIX B OF THE NORTH CAROLINA FIRE CODE - 2016. BASED ON CURRENT AVAILABLE FIRE FLOWS MAXIMUM AREA NOT TO EXCEED 3,600 SF.

#### Survey Notes:

- ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS, IN FEET.
- AREA DETERMINED BY COORDINATES.
- NO POINTS SET UNLESS OTHERWISE NOTED.
- PROPERTY SUBJECT TO ANY EASEMENTS, RESTRICTIVE COVENANTS, OR RIGHTS OF WAY WHICH MAY BE OF RECORD.
- THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT REPORT OR RESEARCH. RIVERS AND ASSOCIATES DOES NOT CLAIM THAT ALL MATTERS OF RECORD WHICH MAY OR MAY NOT AFFECT THIS PROPERTY ARE SHOWN HEREON.
- THIS PROPERTY IS LOCATED IN A ZONE "X" (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD AS SHOWN ON THE FEMA FLOOD INSURANCE RATE MAP NUMBER 27087400A, PANEL 4674-J, EFFECTIVE JANUARY 2, 2004, (INDEX JULY 7, 2014).
- RISK OF FLOOD ALONG MILL STREET (LOCAL NO. 1) AND SR 1138 IS INDICATED AS 100 PER THE CITY OF GREENVILLE THROUGHFARE STREET INVENTORY - WINTERVILLE AREA. OTHER SURVEYS INDICATE 640' R/W.
- UNDERGROUND UTILITIES PLOTTED IN PART FROM ACTUAL FIELD LOCATION OF MARKINGS AND/OR IN PART FROM MAPS ON RECORD OR PLANS AVAILABLE TO THE PUBLIC. CONTRACTOR SHOULD CONTACT NORTH CAROLINA ONE CALL CENTER (ONE CALL) AT 1-800-632-4949 TO HAVE UNDERGROUND UTILITIES LOCATED PRIOR TO EXCAVATING OR TRENCHING.
- THE SURVEYOR MAKES NO GUARANTEE THAT THE UTILITIES SHOWN ARE COMPRISED OF ALL SUCH UTILITIES IN THE AREA OF SURVEY EITHER IN SERVICE OR ABANDONED. THE SURVEY FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED. THE SURVEYOR DOES HEREBY CERTIFY THAT ALL UTILITIES ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY UNCOVERED AND LOCATED ANY UNDERGROUND UTILITIES.
- PIE INVERTS SHOWN HEREON WERE OBTAINED WITHOUT CONFINED SPACE ENTRY BY THE MOST PRACTICAL METHODS AVAILABLE TO THE SURVEYOR.

SHEET NO. CT. 01  
DRAWING NO. 1W-4003

#### Town Council Approval

I HEREBY CERTIFY THAT THIS PRELIMINARY PLAN WAS APPROVED BY THE TOWN COUNCIL OF THE TOWN OF WINTERVILLE ON THE \_\_\_ DAY OF \_\_\_\_\_, 2024.

MAYOR \_\_\_\_\_ DATE: \_\_\_\_\_

#### Planning Board Approval

I HEREBY CERTIFY THAT THIS PRELIMINARY PLAN WAS RECOMMENDED FOR APPROVAL BY THE PLANNING BOARD OF THE TOWN OF WINTERVILLE ON THE \_\_\_ DAY OF \_\_\_\_\_, 2024.

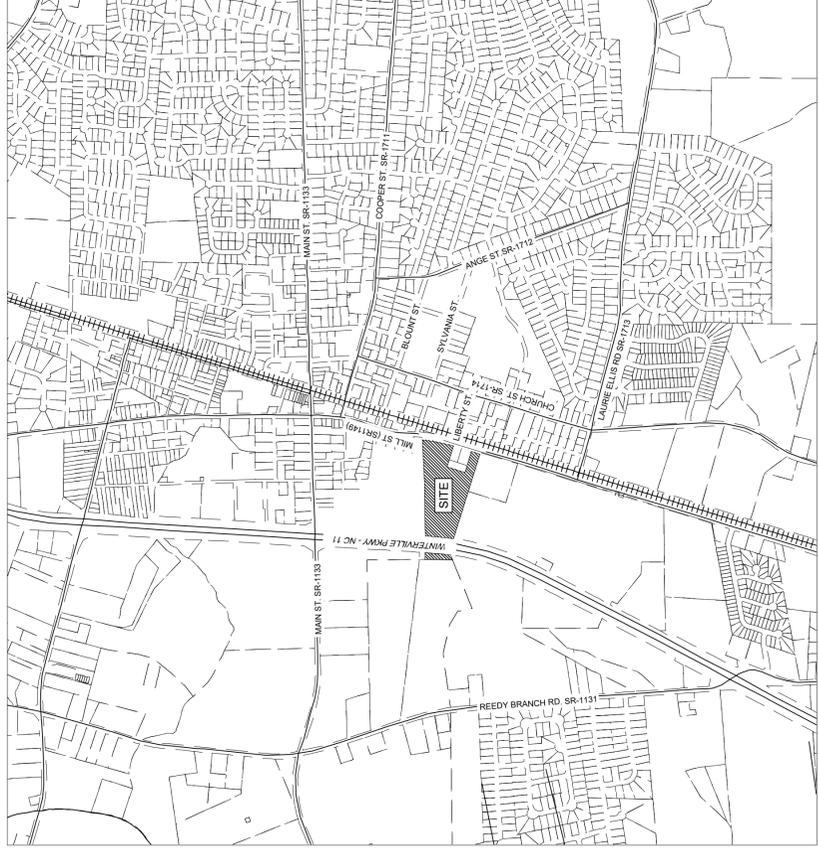
CHAIRMAN, PLANNING BOARD \_\_\_\_\_ DATE: \_\_\_\_\_



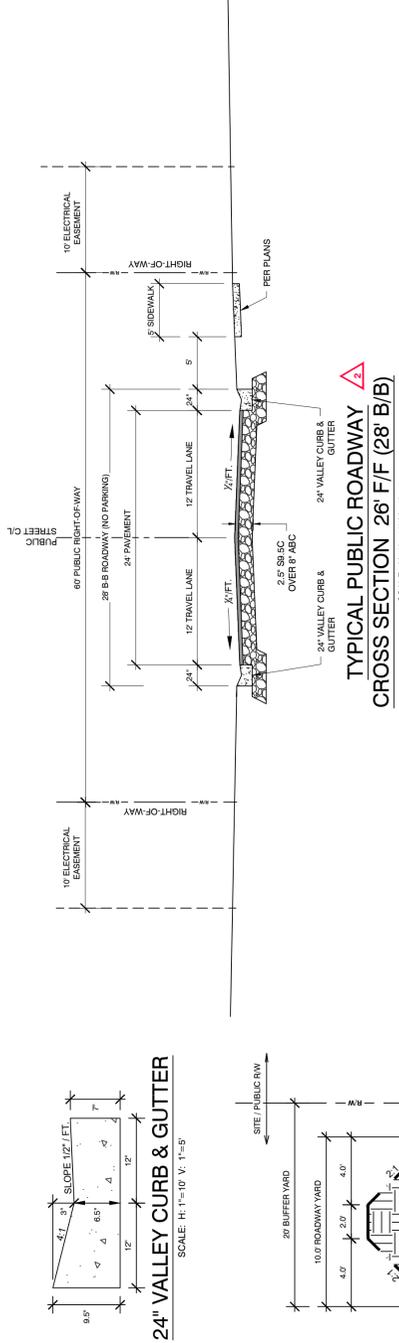
CALL BEFORE YOU DIG!  
WWW.NC11.ORG  
N.C. ONE CALL CENTER



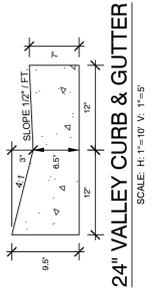
NC License # 6834  
**Rivers**  
ENGINEERS  
PLANNERS  
SURVEYORS  
LANDSCAPE ARCHITECTS  
107 East Second Street  
Greenville, NC 27858  
(252) 752-4135



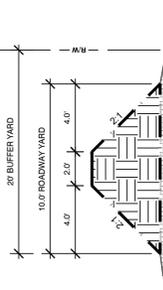
VICINITY MAP  
SCALE: 1" = 1000'



TYPICAL PUBLIC ROADWAY  
CROSS SECTION 26' F/F (28' B/B)  
SCALE: H: 1" = 10' V: 1" = 5'



24" VALLEY CURB & GUTTER  
SCALE: H: 1" = 10' V: 1" = 5'



LANDSCAPE ROADWAY YARD BUFFER  
SCALE: H: 1" = 5'

**MAINTENANCE OF PROPERTY**  
MAINTENANCE BY ASSOCIATION: THE ASSOCIATION SHALL BE RESPONSIBLE FOR THE OPERATION, MAINTENANCE AND REPAIR OF THE COMMON ELEMENTS ON HOA OWNED PROPERTY NOTWITHSTANDING ANYTHING ELSE TO THE CONTRARY. THE ASSOCIATION SHALL HAVE NO OBLIGATION TO REPAIR OR MAINTAIN ANY PORTION OF ANY LOT OR ANY TOWNHOME OR OTHER IMPROVEMENT LOCATED THEREON EXCEPT AS FOLLOWS:  
• LAWN AND LANDSCAPING INSTALLED BY THE DECLARANT OR THE ASSOCIATION ON EACH LOT  
• MAINTAIN AND KEEP IN GOOD REPAIR ALL PAVED OR CONCRETE WALKWAYS, SIDEWALKS, DRIVEWAYS, PORCHES, AND PARKING AREAS ON EACH LOT.  
• MAINTAIN AND KEEP IN GOOD REPAIR ALL VISITOR PARKING AREAS WHICH APPEAR ON THIS PLAT.  
• THE IMPROVEMENTS AND FACILITIES LOCATED WITHIN THE STORM WATER AND PUBLIC DRAINAGE EASEMENTS WHICH APPEAR ON THE PLAT OUTSIDE OF THE RIGHT-OF-WAY.

**USE RESTRICTIONS**  
RESIDENTIAL USE ONLY. EACH OWNER SHALL USE HIS LOT FOR RESIDENTIAL PURPOSES ONLY AND SHALL NOT PERMIT THIS LOT TO BE USED IN ANY UNLAWFUL MANNER. NO FLY ZONE, THE OPERATION OF UNMANNED AIRCRAFT SYSTEMS (UAS) AND UNMANNED AERIAL VEHICLES (UAV), IS PROHIBITED ANYWHERE WITHIN THE PROPERTY AND WITHIN THE AIR SPACE ABOVE THE PROPERTY FROM THE SURFACE TO 500 FEET ABOVE GROUND LEVEL (NO FLY ZONES). NO PERSON OR ENTITY SHALL LAUNCH, LAND, OR FLY ANY UAS OR UAV WITHIN THE NO FLY ZONE NOR SHALL ANY PERSON OR ENTITY USE A UAS OR UAV FOR THE PURPOSE OF PHOTOGRAPHING OR SURVEILLANCE OF ANY PERSON WITHOUT THAT PERSON'S WRITTEN PERMISSION.  
ANTENNAS/SATELLITE DISHES: NO OUTSIDE RADIO OR TRANSMISSION TOWER OR RECEIVING ANTENNA, INCLUDING A SATELLITE DISH ANTENNA, AND NO OUTDOOR TELEVISION ANTENNAS/SATELLITE DISHES MAY BE ERRECTED OR INSTALLED ON THE COMMON ELEMENTS UNDER ANY CIRCUMSTANCES OR BY AN OWNER ON A LOT WITHOUT THE PRIOR APPROVAL OF THE HOA.  
EXTERIOR LIGHTING: ALL EXTERIOR LIGHTING THAT IS APPROVED SHALL BE CONFIGURED, POSITIONED, AND DIRECTED (I.E. SO THAT BEAMS ARE NOT VISIBLE FROM ANY POINT OUTSIDE THE BOUNDARIES OF THE LOT WHERE THE LIGHTING IS INSTALLED, AND (II) SO THAT THEY DO NOT CAST LIGHT BEYOND THE BOUNDARIES OF THE LOT WHERE THE LIGHTING IS INSTALLED.  
FENCES AND WALLS: NO FENCE OR WALL (INCLUDING THOSE CONSISTING OF PLANTED HEDGES, ROWS, OR SIMILAR LANDSCAPE BARRIERS) SHALL BE ERRECTED, PLACED, OR MAINTAINED ON ANY LOT EXCEPT AS APPROVED BY THE HOA. NO FENCE OR WALL SHALL BE ERRECTED, PLACED, OR INSTALLED IN ANY LOCATION OR MANNER THAT IMPACTS, IMPEDES, OR HINDERS THE FLOW OF SURFACE WATER.  
MAIL AND NEWSPAPER BOXES, TOWNHOME NUMBERS: MAIL WILL BE DISTRIBUTED IN THE COMMUNITY USING SHARED, CLUSTER MAILBOXES.

**ZONING STANDARDS**: ALL OWNERS SHALL COMPLY WITH ALL ZONING STANDARDS AND REGULATIONS INCLUDING ALL STANDARDS AND CONDITIONS APPLICABLE TO THE PROPERTY.  
**RESTRICTED ACTIVITIES IN COMMON ELEMENTS**: THERE SHALL BE NO DISTURBANCE OR OBSTRUCTION OF, NOR ANY CUTTING OF VEGETATION, DUMPING, DIGGING, FILING, RESTRICTION, OR OTHER WASTE UPON THE COMMON ELEMENTS.  
**RECREATIONAL AND OTHER EQUIPMENT**: NO RECREATIONAL EQUIPMENT INCLUDING, BUT NOT LIMITED TO, BASKETBALL BACKBOARDS AND HOOPS, TRAMPOLINES, SWING SETS, TREE HOUSES, CHILDREN'S CLIMBING OR PLAY APPARATUS AND OTHER EQUIPMENT ASSOCIATED WITH EITHER ADULT OR JUVENILE LEISURE OR RECREATION SHALL BE ATTACHED TO THE EXTERIOR OF ANY TOWNHOME OR OTHERWISE PLACED OR SET ON ANY LOT, EXCEPT IN THE TOWN 140B.  
**VEHICLES, PARKING AND STORAGE**  
• NO VEHICLES OF ANY TYPE SHALL BE PARKED ON THE COMMON ELEMENTS, INCLUDING ANY STREET OR ALLEY THAT IS A PART THEREOF OR IS ADJACENT THERETO, EXCEPT AS MAY BE PERMITTED IN WRITINGS BY THE HOA.  
• SUBJECT TO ANY APPLICABLE GOVERNMENTAL REGULATIONS OR LIMITATIONS, THE ASSOCIATION SHALL HAVE THE RIGHT TO TOW, DISABLE, REMOVE OR STORE ANY VEHICLE, TRAILER, OR EQUIPMENT OF ANY TYPE WHICH IS PARKED, STORED, OR KEPT IN VIOLATION OF THIS SECTION WITHOUT NOTICE OR PRIOR WARNING.  
**RESTRICTED ACTIVITIES IN ROADWAYS**: NO OWNER SHALL ALTER ANY PORTION OF A ROADWAY OR PLACE ANYTHING WITHIN A ROADWAY.  
**RESTRICTED ACTIVITIES IN EASEMENTS**: NO ACTION SHALL BE TAKEN THAT SHALL INTERFERE WITH THE STRUCTURE, PLANTING OR OTHER MATERIAL BE PLACED OR PERMITTED TO REMAIN IN, UPON, OR WITHIN ANY UTILITY OR TOWN OF WINTERVILLE MAINTAINED EASEMENT. NO ACTION SHALL BE TAKEN THAT SHALL INTERFERE WITH THE STRUCTURE, PLANTING OR OTHER MATERIAL BE PLACED OR PERMITTED TO REMAIN IN, UPON, OR WITHIN ANY UTILITY OR TOWN OF WINTERVILLE MAINTAINED EASEMENT. RUBBISH, ALL RUBBISH, TRASH, GARBAGE, JUNK, AND OTHER WASTE SHALL BE KEPT TEMPORARILY IN SANITARY CONTAINERS WITHIN THE REAR OF EACH LOT AND REMOVED AT LEAST WEEKLY FROM THE PROPERTY. ALL TRASH CONTAINERS OR OTHER EQUIPMENT FOR STORAGE OR DISPOSAL OF SUCH WASTE SHALL BE KEPT IN A CLEAN, COVERED, AND SANITARY CONDITION AND SHALL BE LOCATED SO AS TO BE CONCEALED FROM VIEW FROM ANY ROADWAY OR TOWNHOME EXCEPT ON THE DAYS AND DURING THE PERIODS ESTABLISHED BY THE HOA.

**SINGLE FAMILY ATTACHED SITE DATA**  
TOWN-HOME LOTS SUMMARY:  
1,700 SF UNITS: 51  
1,704 SF UNITS: 42  
SUB-TOTAL: 93  
TOTAL: 93  
(TOTAL ALLOWED: 202)

TOWN-HOME (DURLEY) SETBACKS:  
FRONT REQUIRED: 20' FROM RIGHT-OF-WAY  
SIDE REQUIRED: 20' FROM RIGHT-OF-WAY

PARKING SUMMARY:  
SPACES REQUIRED: 93  
(93) 3 BEDROOM UNITS X 2 PER UNIT = 186  
GARAGE SPACES PROVIDED: 93  
DRIVEWAY SPACES PROVIDED: 8  
VISITOR PROVIDED: 2  
KIOSK PROVIDED: 0  
TOTAL SPACES PROVIDED: 106

OPEN SPACE SUMMARY:  
REQUIRED OPEN SPACE: 111,600 SF  
1,700 SF PER UNIT \* 65 UNITS = 111,600 SF  
PROVIDED OPEN SPACE: 111,144 AC  
NO OPEN SPACE DEDICATED, TO BE PROVIDED VIA PAYMENT IN LIEU.

**UTILITY PROVIDERS**  
WATER, SANITARY SEWER, AND ELECTRIC  
TOWN OF WINTERVILLE  
(853) 756-2221

**STREETS-PUBLIC**  
TOWN OF WINTERVILLE

**TRASH COLLECTION - PUBLIC**  
TOWN OF WINTERVILLE

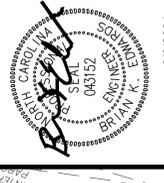
**DRAINAGE - PUBLIC**  
TOWN OF WINTERVILLE

**SITE DATA**  
OWNER/DEVELOPER:  
JONES & SMITH CONTRACTORS, LLC  
KENNETH H. SMITH  
112 W. FIRE TOWER RD.  
WINTERVILLE, NC 28590  
EMAIL: kenneth@jonesandsmithnc.com  
PHONE: 252-746-7628

**ENGINEER:**  
BRIAN EDWARDS, PE  
RIVERS & ASSOCIATES, INC  
107 E 2ND STREET  
GREENVILLE, NC 27858  
PROJECT MANAGER:  
TIM NEWELL  
RIVERS & ASSOCIATES, INC.  
828-606-7785  
EMAIL: tnewell@riversandassociates.com

**SITE INFORMATION:**  
TOWNSHIP: WINTERVILLE  
PINS: 4674-39-4894, 4674-49-3389  
ADDRESS: 2752 MILL ST., 0 MILL ST  
112 W. FIRE TOWER RD.  
PARCEL NO: 39149, 16033  
ACREAGE: 11.14 AC  
EX LOT 1 (98149): 6.32 AC  
EX LOT 2 (PORTION OF 16203): 4.82 AC  
EXISTING ZONING: MR (MULTI-FAMILY RESIDENTIAL)  
EXISTING LAND USE: SINGLE-FAMILY RESIDENTIAL, VACANT  
PROPOSED LAND USE: SINGLE-FAMILY ATTACHED RESIDENTIAL  
LAND USE CLASS: 2  
PROPOSED STREETS:  
1,700 LF



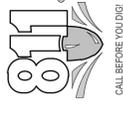
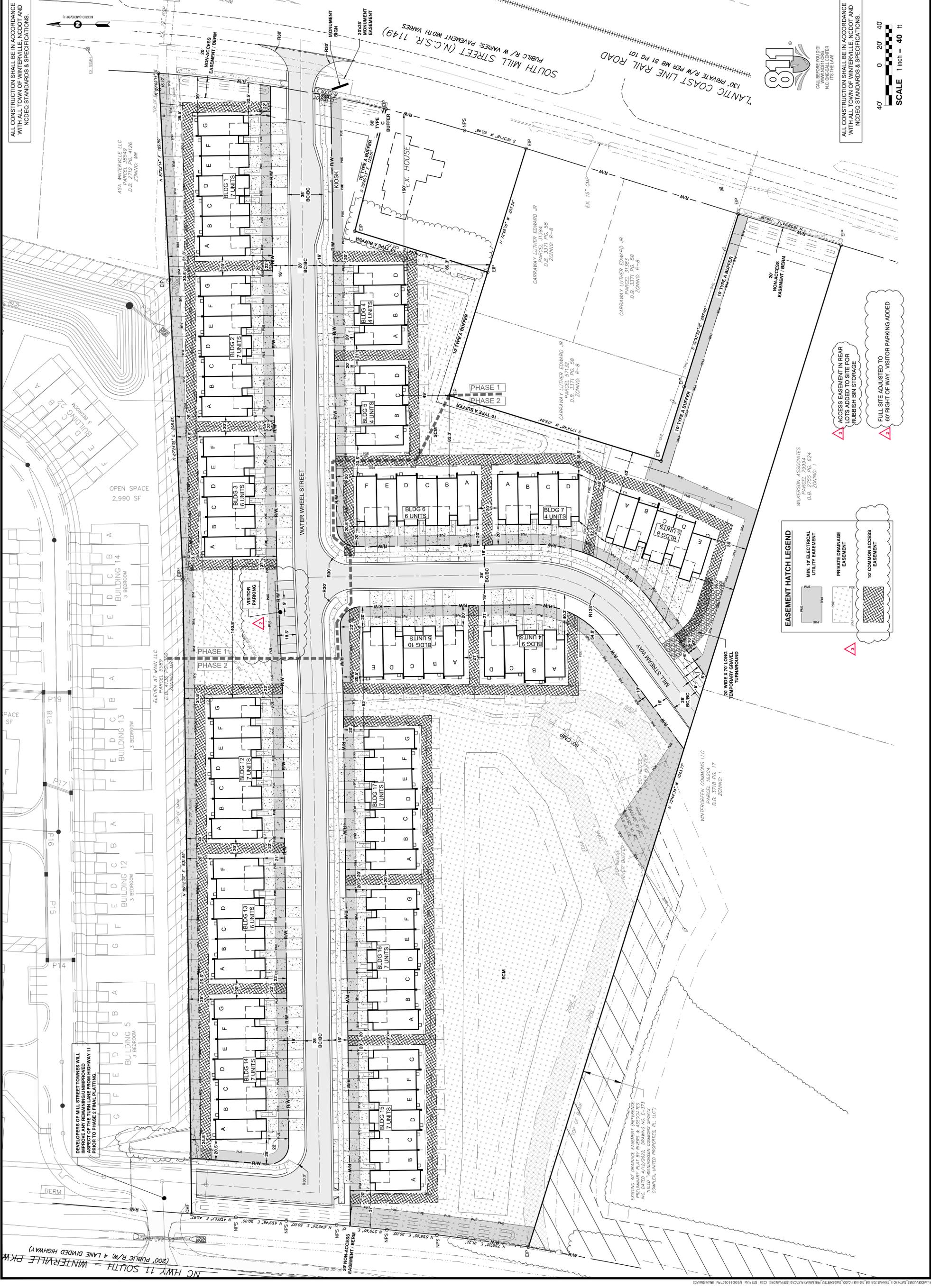


REVISONS:

NO.	DATE	DESCRIPTION
1	6/13/24	TOWN OF CARY TRC COMMENTS
2	7/28/24	ISSUE FOR PLANNING AND ZONING APPROVAL
3	8/9/24	REISSUE FOR PLANNING AND ZONING APPROVAL

**PRELIMINARY SITE PLAN**  
 MILL STREET TOWNES  
 TOWN OF WINTERVILLE - PITT COUNTY - NORTH CAROLINA  
 PRELIMINARY PLAT

DATE: April 12, 2024  
 DESIGNED BY: DB  
 DRAWN BY: DB  
 CHECKED BY: DB  
 PROJECT NO.: 20211108  
 DRAWING NO.: W-4003  
 SCALE: AS SHOWN  
 SHEET NO.: C2-01



SCALE 1 inch = 40 ft  
 40' 0' 20' 40'

ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH ALL TOWN OF WINTERVILLE NCDDOT AND NCDEQ STANDARDS & SPECIFICATIONS.

**EASEMENT HATCH LEGEND**

[Hatch Pattern]	MIN. 10' ELECTRICAL UTILITY EASEMENT
[Hatch Pattern]	PRIVATE DRAINAGE EASEMENT
[Hatch Pattern]	10' COMMON ACCESS EASEMENT

ACCESS EASEMENT IN REAR LOTS ADDED TO SITE FOR RUBBISH BIN STORAGE  
 FULL SITE ADJUSTED TO 60' RIGHT OF WAY, VISITOR PARKING ADDED

ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH ALL TOWN OF WINTERVILLE NCDDOT AND NCDEQ STANDARDS & SPECIFICATIONS.

DEVELOPERS OF MILL STREET TOWNES WILL IMPROVE ANY REMAINING UNIMPROVED ASPECT OF THE TURN LANE FROM HIGHWAY 11 PRIOR TO PHASE 2 FINAL PLATTING.

EXISTING 40' DRAINAGE EASEMENT (RETRACTING) PRELIMINARY PLAT BY RIVERS & ASSOCIATES INC. DATED 4/12/2022, DRAWING NO. E-373 COMPLEX UNITED PROPERTIES, INC. (LTD)

WALKERSON ASSOCIATES  
 PARCEL 79994  
 D.B. 2725 PG. 624  
 ZONING: 1

WINTERGREEN COMMONS LLC  
 D.B. 3378 PG. 17  
 ZONING: 1

ASA WINTERVILLE, LLC  
 D.B. 2712 PG. 4126  
 ZONING: MR

CARRAWAY LUTHER EDWARD JR  
 PARCEL 51354  
 D.B. 3371 PG. 58  
 ZONING: R-8

CARRAWAY LUTHER EDWARD JR  
 PARCEL 57132  
 D.B. 3371 PG. 58  
 ZONING: R-8

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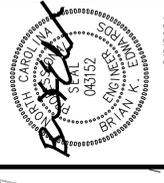
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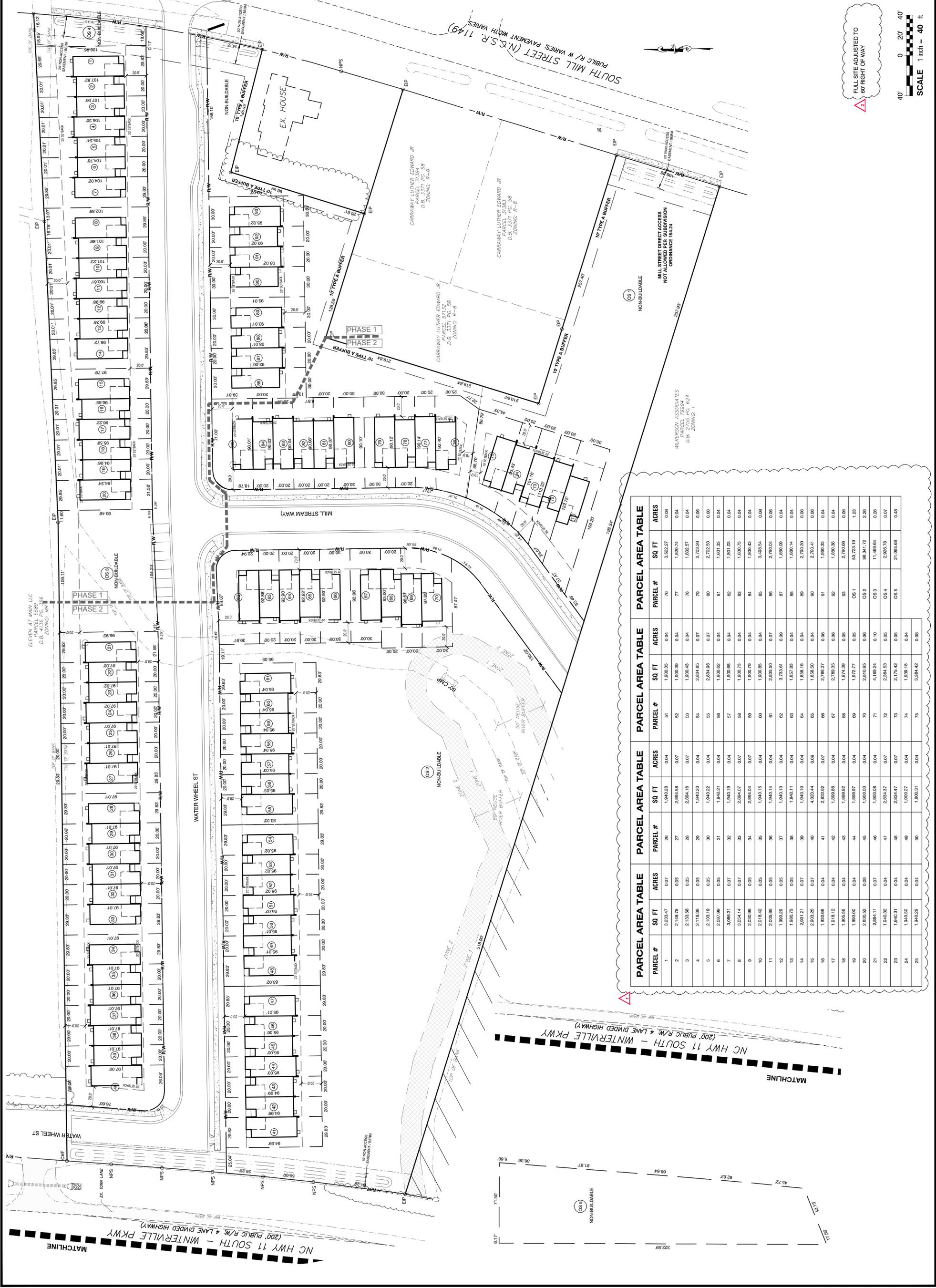


NO.	DATE	DESCRIPTION
1	6/13/24	TOWN OF CARY TRC COMMENTS
2	7/28/24	ISSUE FOR PLANNING AND ZONING APPROVAL
3	8/9/24	RESUB FOR PLANNING AND ZONING APPROVAL

REVISIONS: 8/9/2024

**MILL STREET TOWNES**  
 PRELIMINARY LOT PLAN  
 TOWN OF WINTERVILLE - PITT COUNTY - NORTH CAROLINA  
 PRELIMINARY PLAT

DATE: April 12, 2024  
 DESIGNED BY: DB  
 DRAWN BY: DB  
 CHECKED BY: DB  
 PROJECT No.: 2021108  
 DRAWING No.: W-4003  
 SCALE: AS SHOWN  
 SHEET No.: C2-02

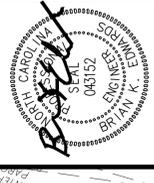


FULL SITE ADJUSTED TO 60' RIGHT OF WAY

SCALE 1 inch = 40 ft

0 20' 40'

PARCEL AREA TABLE			PARCEL AREA TABLE			PARCEL AREA TABLE			PARCEL AREA TABLE		
PARCEL #	SQ FT	ACRES	PARCEL #	SQ FT	ACRES	PARCEL #	SQ FT	ACRES	PARCEL #	SQ FT	ACRES
1	3,228.47	0.07	26	1,940.28	0.04	51	1,900.35	0.04	76	3,822.27	0.08
2	2,148.78	0.05	27	2,894.58	0.07	52	1,900.39	0.04	77	1,820.74	0.04
3	2,133.58	0.05	28	2,894.16	0.07	53	1,900.43	0.04	78	1,802.57	0.04
4	2,118.38	0.05	29	1,940.25	0.04	54	2,894.85	0.07	79	2,703.26	0.06
5	2,103.19	0.05	30	1,940.22	0.04	55	2,834.98	0.07	80	2,702.53	0.06
6	2,087.99	0.05	31	1,940.21	0.04	56	1,900.62	0.04	81	1,801.33	0.04
7	3,088.31	0.07	32	1,940.19	0.04	57	1,900.68	0.04	82	1,801.03	0.04
8	3,054.14	0.07	33	2,894.07	0.07	58	1,900.73	0.04	83	1,800.73	0.04
9	2,032.98	0.05	34	2,894.04	0.07	59	1,900.79	0.04	84	1,800.43	0.04
10	2,018.42	0.05	35	1,940.15	0.04	60	1,900.85	0.04	85	3,468.54	0.08
11	2,002.85	0.05	36	1,940.14	0.04	61	2,835.50	0.07	86	2,790.04	0.06
12	1,990.29	0.05	37	1,940.13	0.04	62	3,733.81	0.09	87	1,800.09	0.04
13	1,980.73	0.05	38	1,940.11	0.04	63	1,857.83	0.04	88	1,800.14	0.04
14	2,931.21	0.07	39	1,940.10	0.04	64	1,838.16	0.04	89	2,790.30	0.06
15	2,923.25	0.07	40	4,023.44	0.09	65	1,858.50	0.04	90	2,790.41	0.06
16	1,930.68	0.04	41	2,833.82	0.07	66	2,758.37	0.06	91	1,860.33	0.04
17	1,918.12	0.04	42	1,899.86	0.04	67	2,759.35	0.06	92	1,860.38	0.04
18	1,905.56	0.04	43	1,899.92	0.04	68	1,974.39	0.05	93	2,790.06	0.06
19	1,893.00	0.04	44	1,899.97	0.04	69	1,972.77	0.05	OS 1	53,723.19	1.23
20	2,860.52	0.06	45	1,900.03	0.04	70	2,810.85	0.06	OS 2	86,341.72	2.26
21	2,854.11	0.07	46	1,900.08	0.04	71	4,169.24	0.10	OS 3	11,489.84	0.26
22	1,940.32	0.04	47	2,834.37	0.07	72	2,394.53	0.05	OS 4	2,926.78	0.07
23	1,940.31	0.04	48	2,834.47	0.07	73	2,175.42	0.05	OS 5	21,056.06	0.46
24	1,940.30	0.04	49	1,900.27	0.04	74	1,938.18	0.04			
25	1,940.29	0.04	50	1,900.31	0.04	75	3,394.42	0.08			

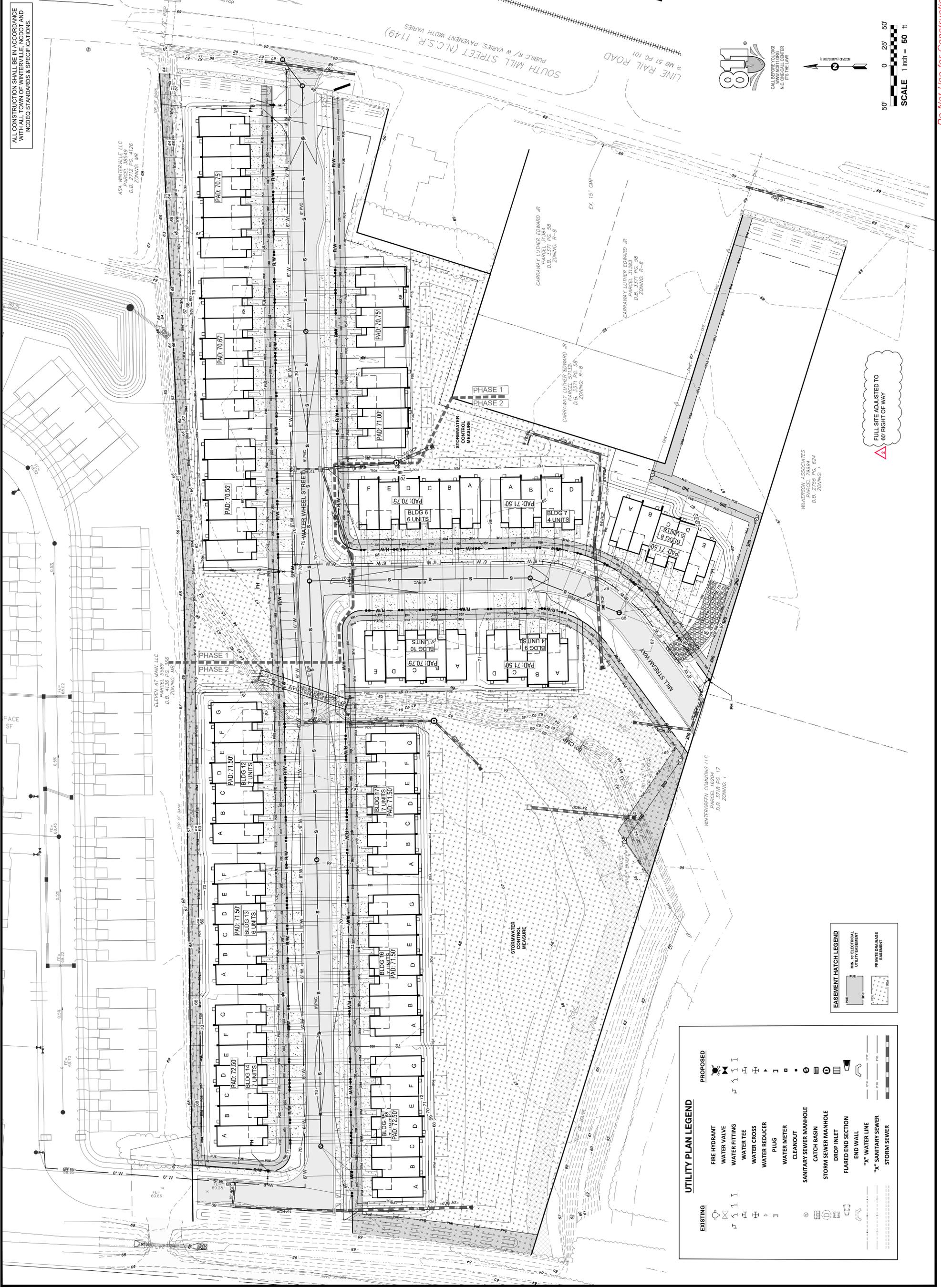


NO.	DATE	DESCRIPTION
1	6/13/24	TOWN OF CARY TRC COMMENTS
2	7/28/24	ISSUE FOR PLANNING AND ZONING APPROVAL
3	8/9/24	REISSUE FOR PLANNING AND ZONING APPROVAL

**PRELIMINARY PLAT**  
**MILL STREET TOWNES**  
 TOWN OF WINTERVILLE ~ PITT COUNTY ~ NORTH CAROLINA  
**PRELIMINARY GRADING & DRAINAGE PLAN**

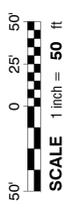
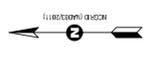
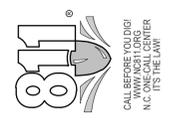
DATE: April 12, 2024  
 DESIGNED BY: BKE  
 DRAWN BY: BKE  
 CHECKED BY: JSJ  
 PROJECT NO.: 2021108  
 DRAWING NO.: W-4003  
 SCALE: AS SHOWN  
 SHEET NO.

**C4-01**



ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH ALL TOWN OF WINTERVILLE, NC DOT AND NCEG STANDARDS & SPECIFICATIONS.

FULL SITE ADJUSTED TO 60' RIGHT OF WAY



UTILITY PLAN LEGEND	
<b>EXISTING</b>	<b>PROPOSED</b>
Fire Hydrant	Fire Hydrant
Water Valve	Water Valve
Water Fitting	Water Fitting
Water Tee	Water Tee
Water Cross	Water Cross
Water Reducer	Water Reducer
Plug	Plug
Water Meter	Water Meter
Cleanout	Cleanout
Sanitary Sewer Manhole	Sanitary Sewer Manhole
Catch Basin	Catch Basin
Storm Sewer Manhole	Storm Sewer Manhole
Drop Inlet	Drop Inlet
Flared End Section	Flared End Section
End Wall	End Wall
"X" Water Line	"X" Water Line
"X" Sanitary Sewer	"X" Sanitary Sewer
Storm Sewer	Storm Sewer

EASEMENT HATCH LEGEND	
MIN. 10' ELECTRICAL UTILITY EASEMENT	Private Drainage Easement



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

**GENERAL INFORMATION**

<b>APPLICANT</b>	Rivers and Associates
<b>PROJECT TYPE</b>	Preliminary Plat Submittal
<b>REQUEST</b>	Review of Preliminary Plat.
<b>CONDITIONS</b>	Project was submitted as a Single Family Attached under the Special Use Permit order on 3/22/22. Please note that item "D" of Special Use Permit is only applicable to projects that are proposed on "one-lot" (thus multi-family development rather than single family attached).
<b>LOCATION</b>	Between Highway 11 and Mill Street- to the south of Eleven At Main.
<b>PARCEL ID NUMBER(S)</b>	91013 & 39149.
<b>TRACT SIZE</b>	11.52 +/- acres
<b>NUMBER OF RESIDENTIAL UNITS:</b>	93 Townhome units (Single Family Attached).
<b>TOPOGRAPHY</b>	Mostly Flat with ditches.
<b>VEGETATION</b>	Cleared, Wooded, Agriculture Etc.

**SITE DATA**

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

<b>ADJACENT PROPERTY</b>	<b>ZONING</b>	<b>ADJACENT LAND USE</b>
N	A-R	Eleven at Main Townhome Development.
W	Highway 11; beyond HW 11 is Vacant GB that is Farmed.	Agricultural
E	R-8 that is buffered by Mill St and the Railroad.	Single Family Residential
S	I	Agricultural Land.

**ZONING DISTRICT STANDARDS**

<b>DISTRICT SUMMARIES</b>	<b>EXISTING</b>
ZONING DISTRICT DESIGNATION	<b>MR (Multi-family Residential.</b>



MAX DENSITY	Up to 138 Units as approved at the March 22, 2022 Special Use Hearing. This project was approved by a Special Use Permit- the applicant then designed the project as a Single-Family Attached project rather than a “Multi-Family Development”. This project will entail individually carved out lots.
PROPOSED USE	Single Family Attached- Townhomes. - Units will be subdivided into individual lots for single family residential living. - Parking requirements must be met on each lot.

**SPECIAL INFORMATION**

ENVIRONMENTAL / SOILS	Ditches/Streams/ Riparian Buffers shown on Plan.
FLOODPLAIN	No Floodplain on this site.
OTHER	If >1 acre is disturbed, site must meet Phase 2 stormwater requirements and provide Soil Erosion and Sedimentation Control Permit

\*\*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).

- A landscaped buffer is required adjacent to the single-family detached residential homes to the east of this project.

**TRANSPORTATION**

STREET CLASSIFICATION	Highway 11- NCDOT Street; Major Thoroughfare. Mill Street- NCDOT Street; Minor Thoroughfare. Cruise Ln- NCDOT Turn Ln from Highway 11.
SITE ACCESS	All access must be designed and constructed to meet the Town of Winterville / NCDOT standards.  Mill Street Townes Developer must connect to Highway 11 for their proposed phase two to be developed. If the turn lane from Highway 11 is not finalized for traffic prior to Phase 2 of Mill Street Townes, the developer of Mill Street



	Townes must improve any unimproved portions of the turn lane so that Mill Street Townes may utilize and access.
TRAFFIC COUNTS @ SITE (per NCDOT Annual Average Daily Traffic Map)	Mill Street: 5,500 AADT. Highway 11: 20,000 AADT.
Level Of Service (Transportation Analysis) @ SITE Current= 2016 Study; Future= 2045 Projection.  * LOS is rated from A-F: A is the best, F the worst.  * Roadway Improvement and street design is based upon achieving a minimum of LOS D on existing facilities and LOS C on new facilities.	Mill Street: <ul style="list-style-type: none"> <li>• Current: LOS B (Very Low B)</li> <li>• Future: LOS B (Very Low B).</li> </ul> Highway 11: <ul style="list-style-type: none"> <li>• Current Northbound: LOS C (Very Low C)</li> <li>• Current Southbound: LOS B (Medium B)</li> <li>• Future Northbound: LOS B (High B).</li> <li>• Future Southbound: LOS B (Very Low B)</li> </ul>
TRIP GENERATION	6.7/Unit. Daily Trips Per Dwelling.
SIDEWALKS	Required.
STREET CONNECTIVITY	Must connect to adjacent streets: Mill Street, Highway 11, and Cruise Ln.
OTHER	N/A

## **IMPACT ANALYSIS**

### **Land Use Compatibility**

The proposed type of development is within the Multi-Family Zoning District and meets the development type and density as required by the Town. The property to the north is also a Townhome Development while the property to the south is zoned Industrial. There are two single family detached residential units to the east of this proposal that will require a vegetated bufferyard.

## **STAFF ANALYSIS AND RECOMMENDATION**

### **Staff Analysis**

The proposed Single Family Attached development obtained a Special Use Permit for this site as can be reviewed as an attachment to the agenda. The Special Use Permit allows this site to be developed as a Single Family Attached development.

### **Staff Recommendation**

Staff recommends **Approval** of the Mill Street Townes Preliminary Plat as it meets Town standards and requirements for a single-family attached development.

Planning and Zoning Board **recommended approval (6-1)** at their August 19, 2024 meeting.

**TOWN OF WINTERVILLE  
PITT COUNTY  
NORTH CAROLINA**

**ORDER APPROVING  
A Special Use Permit**

The Board of Adjustment for the Town of Winterville held a public hearing on March 22, 2022, to consider an application submitted by the Applicant, Jones and Smith Contractors, LLC, for a Special Use Permit for a Single-Family Attached Development on the property located on Parcels 39149 and 16203 (2752 Mill Street) in Winterville, North Carolina. As presented by the Applicant, the development will consist of approximately 138 single-family attached dwelling units.

Having heard all of the evidence and arguments presented at the public hearing, the Board of Adjustment makes the following FINDINGS OF FACT:

- (1) Conditions and Specifications. That the application filed as a Special Use Permit for Parcels 39149 and 16203 meets all of the required conditions and specifications of the Zoning Ordinance and policies of the Town for a submission of a Special Use Permit.
- (2) Notice. That those persons owning property adjacent to the proposed development or use, as listed on the current tax records, were served notice of the public hearing by mail in accordance with applicable requirements; and that notice of public hearing to consider the Special Use Permit was published on March 9, 2022 and March 16, 2022 in the Daily Reflector, a newspaper having general circulation in the area, and required by law.
- (3) To hear and decide, in particular cases, and subject to appropriate conditions and safeguards, permits for special uses as authorized by Article VI. In granting a Special Use Permit, the Board shall make the following affirmative findings:
  - a) The Use requested is among those listed as an eligible Special Use in the district in which the subject property is located;
  - b) That the Special Use will not materially endanger the public health or safety if located where proposed and developed according to the plan as proposed;
  - c) That the Special Use meets all required conditions and specifications:
    - a. No multi-family dwellings or series of attached single-family, multi-family buildings or other such arrangements shall exceed a length of one hundred fifty (150) feet when measured along the longest axis of the building or series of attached units when placed in a theoretical straight alignment.
    - b. 1. No multi-family development shall contain more than twenty (20) dwelling units unless the development shall have frontage along and direct primary access on a major or minor thoroughfare as shown on the Thoroughfare Plan.

2. No multi-family development shall contain more than sixty (60) dwelling units unless the development shall have frontage along and direct access on two major or minor thoroughfares or combinations thereof as shown on the Thoroughfare Plan.

3. Any multi-family development with more than 100 dwelling units shall meet the requirements of 2 above and shall submit a certified traffic engineering report evaluating the capability of the adjoining street system to carry the traffic generated by the development.

- c. An individual multi-family building, two family dwelling or a single series of attached dwelling units to be located on an individual lot shall be developed in accordance with the area, yard and height requirements of the district in which located the same as any other individual building on an individual lot. Provided that in the AR and R-8 zoning districts, two-family dwellings within a subdivision shall only be permitted on a corner lot. The conveyance of ground space for single-family attached units or for common area or similar purposes shall not preclude development under this subsection. Such conveyances however shall be subject to the requirements of the Subdivision Ordinance and may be subject to the North Carolina Unit Ownership Act.
- d. In any case where more than one multi-family building, more than one two-family dwelling or more than one series of attached dwelling units are proposed to be constructed on one lot, such development shall be in conformance with the following residential group development standards:
1. Site Plan. No zoning permit or building permit shall be issued for any construction in a group residential development except in accordance with a site plan approved by the Planning Board, in accordance with the standards herein. In any case where land is to be dedicated in a group residential development, a Subdivision Plan may be required by the Subdivision Ordinance. Developments that are proposed to be developed under the North Carolina Unit Ownership Act shall meet the requirements of that Act by recording the declaration and plan with the Register of Deeds. Where land is to be conveyed in accordance with such declaration and plan, the developer shall first comply with the Subdivision Ordinance.
  2. Density. The number of dwelling units per unit of land area shall not exceed the number of dwelling units per unit of land area permitted in the district in which the development is located. Fractional units above one-half (1/2) may be rounded to the next highest number once the basic number of units exceeds twenty (20).
  3. Yard Requirements. The following yard requirements are hereby established:
    - (a) Exterior. Along each exterior property line or public street, the minimum front, rear and side yard setback of the Zoning District shall be maintained.
    - (b) Interior. For each building erected along a private street or accessway, a minimum setback of twenty (20) feet shall be maintained from the nearest edge of street or accessway pavement.
    - (c) Distance Between Buildings. A distance of at least twenty (20) feet shall be maintained between all buildings within the development.

4. Street or Accessways. All private streets or accessways providing ingress and egress from the development to an existing public street system shall comply with the current standards being required by the subdivision regulations then in effect, including street drainage, except that no curb and gutter is required and a pavement width of only 20 feet shall be required.
5. Sidewalks. Sidewalks shall be installed in the same manner and under the same criteria as that established in the Subdivision Regulations.
6. Storm Drainage Improvements. Storm drainage improvements shall be made in the same manner and under the same criteria as that established in the Subdivision Regulations.
7. Sanitary Containers. Stationary sanitary containers shall be located so as not to interfere with sight distance or the free movement of vehicles on streets or service drives and so as to allow collector trucks adequate maneuvering space to empty the containers and to leave the property without excessive backing. Concrete pads in conformance with the public works department's stationary container location standards shall be located beneath of and in the approach to each stationary sanitary container.

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

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

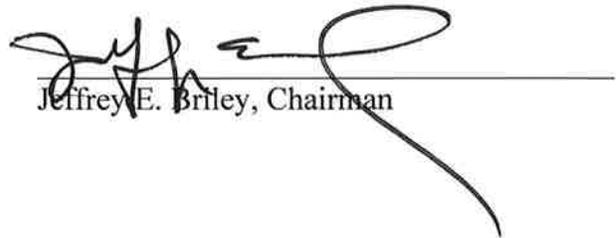
WHEREAS, The Board of Adjustment did find in favor of the applicant by an affirmative vote on all of the criteria listed above.

NOW, THEREFORE, based on the facts found above and in consideration of all other evidence presented at the public hearing; the Board of Adjustment did vote to approve the Special Use Permit and thus orders that the Special Use Permit be:

    X     Approved

The decision of this Board may be appealed to the Superior Court in accordance with the provisions of North Carolina General Statute §160A-388 and §160A-393.

Ordered this the 22<sup>nd</sup> day of March, 2022.

  
 Jeffrey E. Briley, Chairman

  
 Bryan Jones, Planning Director



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** September 9, 2024

**Presenter:** Anthony Bowers, Assistant Town Manager

**Item to be Considered**

**Subject:** Award of Contract to selected firm for the completion of the RFQ – Lead Service Line Inventory.

**Action Requested:** Approve award of Contract for Services related to the Lead Service Line Inventory.

**Attachment:** To be provided at the Council meeting.

**Prepared By:** Anthony Bowers, Assistant Town Manager

**Date:** 8/28/2024

**ABSTRACT ROUTING:**

**TC:** 9/3/2024

**TM:** 9/3/2024

**Final:** tlp - 9/3/2024

**Supporting Documentation**

Staff has formally advertised and Solicited Request for Qualification (RFQ) for engineering services.

The RFQ was advertised in The Daily Reflector on Friday, August 23, 2024, Saturday, August 24, 2024 and was also posted on the Town’s website.

This project has an imminent deadline and time is of the essence.

Responses to the RFQ and a recommendation will be presented to the Council the night of the meeting.

RFQ responses will be scored on the following criteria: Qualifications and Experience (50 Points), Project Approach (25 points), Completed Projects (20 Points), and Knowledge of the area and proximity to the project (5).

This is a Federal Mandate and the project must begin by October of this year. We will be reporting this on an annual basis as the inventory will be maintained by staff once the study is complete.

This project is funded with a loan from NCDEQ

**Budgetary Impact:** Ceiling cost of \$165,000.

**Recommendation:** Staff recommends Council Award of Contract.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** September 9, 2024

**Presenter:** Anthony Bowers, Assistant Town Manager

**Item to be Considered**

**Subject:** Resolution authorizing the application for grant/loan funding from the DWI Drinking Water Program - Line Replacement.

**Action Requested:** Adopt Resolution 24-R-094.

**Attachment:** Resolution 24-R-094.

**Prepared By:** Anthony Bowers, Assistant Town Manager

**Date:** 8/28/2024

**ABSTRACT ROUTING:**

**TC:** 9/3/2024

**TM:** 9/3/2024

**Final:** tlp - 9/3/2024

**Supporting Documentation**

This loan will allow the Town to remove old and undersized lines that remain in town. The loan for the project will be through NCDEQ. There is a potential for a \$500,000 loan forgiveness. This is equivalent to a grant, but they do not call it a grant.

This project will replace 2-inch iron lines; as well as, lines that contain asbestos that are 10-inch and 12-inch in diameter. The replacement of these lines has been on the Town CIP for years.

The project cost is estimated to be \$5,007,040. The interest rate may be as low as 0%. The loan will be for 20 years.

**Budgetary Impact:** If awarded the grant we can receive up to \$5,007,040 with a \$500,000 in debt forgiveness thus reducing the loan to \$4,507,040. The annual dept service payment would be \$225,352.

**Recommendation:** Staff recommends adoption of Resolution 24-R-094 to NCDEQ for Waterline Replacement.

**RESOLUTION  
2025 WATER SYSTEM IMPROVEMENTS**

**WHEREAS**, The Town of Winterville has need for and intends to construct, plan for, or conduct a study in a project described as 2025 Water System Improvement of the water system; and

**WHEREAS**, The Town of Winterville intends to request State loan and/or grant assistance for the project,

**NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF WINTERVILLE:**

That the Town of Winterville, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Winterville to make a scheduled repayment of the loan, to withhold from the Town of Winterville any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Terri L. Parker, Town Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 9<sup>th</sup> day of September 2024 at the Town of Winterville, NC.

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Richard E. Hines, Mayor

ATTEST:

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Donald Harvey, Town Clerk

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified Town Clerk of the Town of Winterville does hereby certify: That the above attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town Council duly held on the 9<sup>th</sup> day of September 2024; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF,

I have hereunto set my hand this 9<sup>th</sup> day of September 2024.

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



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** September 9, 2024

**Presenter:** Anthony Bowers, Assistant Town Manager

**Item to be Considered**

**Subject:** Water Fund Capital Improvements Program 10-year Plan.

**Action Requested:** Adopt the Capital Improvements Program.

**Attachment:** Schedule of improvement and project description - Capital Improvements.

**Prepared By:** Anthony Bowers, Assistant Town Manager

**Date:** 8/28/2024

**ABSTRACT ROUTING:**

TC: 9/3/2024

TM: 9/3/2024

Final: tlp - 9/3/2024

**Supporting Documentation**

The Town last adopted its Public Works Capital Improvements Program (CIP) in 2020. To be eligible for funding from NC Department of Environmental Quality Division of Water Infrastructure, we must have an adopted CIP every two years. This CIP is only for the Town's Water Fund. We have decided to review each fund individually and get them current, so we are starting with the Water Fund.

This CIP reflects all of the current demands facing the Town's water system. There are currently 21 projects that have been identified. Twenty of the 21 will need to be completed within the next 5 years. This is going to be a major undertaking, as the water system has gone several years without improvements. The majority of the needed improvements were identified in a study that was produced by Rivers and Associates and was adopted by the Town Council in 2020.

The project cost in this CIP have been updated to reflect both groups of projects. The previously identified projects have updated cost associated with them, and there are new projects that have arisen due to demand and development. Some of these costs are associated with unfunded Federal and State Mandates, and the projects are not optional.

The total capital cost is identified in the amount of \$16,141,875.

Adopting this CIP will allow staff to apply for more grants and low interest loans to address these projects.

**Note\*\*\*** This schedule is a suggestion and will be accomplished based on funding. It is subject to change but gives us a goal and target to aim.

**Budgetary Impact:** NA.

**Recommendation:** Staff recommends adoption of Water Fund Capital Improvements Program.

Expenditures	CURRENT COST	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	FY 33-34
Winterville Crossing to Worthington Road Loop	\$ 125,000	\$ 125,000									
Federal Mandate - Lead Service Line Inventory	\$ 165,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000				
Static Mixer for EST	\$ 85,000		\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200
Tyson Street 12" Water Main	\$ 205,210							\$ 205,210			
Park Road Water Line	\$ 636,250			\$ 636,250							
Forlines Road 4" and 8" Water Main Abandonment	\$ 111,250					\$ 111,250					
NC DOT Old Tar Road Widening Project	\$ 1,906,550					\$ 97,250	\$ 97,250	\$ 97,250	\$ 97,250	\$ 97,250	\$ 97,250
2" Iron Water Main Abandonment	\$ 282,040			\$ 18,400	\$ 18,400	\$ 18,400	\$ 18,400	\$ 18,400	\$ 18,400	\$ 18,400	\$ 18,400
Brookstone Fire Flow	\$ 485,350				\$ 485,350						
NC 11 Loop	\$ 268,000					\$ 268,000					
Church Street Loop New Elevated	\$ 489,000						\$ 489,000				
Storage Tank	\$ 3,550,000							\$ 198,800	\$ 195,960	\$ 193,120	\$ 190,280
East Laurie Ellis Extension	\$ 390,750								\$ 390,750		
10 & 12 Inch ACP Water Mains Replacement	\$ 3,740,000			\$ 229,000	\$ 229,000	\$ 229,000	\$ 229,000	\$ 229,000	\$ 229,000	\$ 229,000	\$ 229,000
Blount Street Line Replacement	\$ 375,000										\$ 375,000
Myrtle Street Line Replacement	\$ 270,000		\$ 270,000								
Jones Street Line Replacement	\$ 900,000			\$ 55,100	\$ 55,100	\$ 55,100	\$ 55,100	\$ 55,100	\$ 55,100	\$ 55,100	\$ 55,100
West Laurie Ellis Extension	\$ 235,000								\$ 235,000		
GUC 12" Interconnect	\$ 515,000					\$ 31,500	\$ 31,500	\$ 31,500	\$ 31,500	\$ 31,500	\$ 31,500
South Brook 10" Main/ Laurie Ellis Replacement	\$ 1,472,000					\$ 90,025	\$ 90,025	\$ 90,025	\$ 90,025	\$ 90,025	\$ 90,025
South Brook 10" Main Betterment from 8"	\$ 310,475		\$ 310,475								
<b>TOTAL EXPENDITURES</b>	<b>\$ 16,141,875</b>	<b>\$ 125,000</b>	<b>\$ 613,475</b>	<b>\$ 976,950</b>	<b>\$ 826,050</b>	<b>\$ 938,725</b>	<b>\$ 1,048,475</b>	<b>\$ 930,485</b>	<b>\$ 1,113,185</b>	<b>\$ 954,595</b>	<b>\$ 1,091,755</b>
<b>Funding Sources</b>		<b>FY 24-25</b>	<b>FY 25-26</b>	<b>FY 26-27</b>	<b>FY 27-28</b>	<b>FY 28-29</b>	<b>FY 29-30</b>	<b>FY 30-31</b>	<b>FY 31-32</b>	<b>FY 32-33</b>	<b>FY 33-34</b>
Water Fund											
Operating Revenues		\$ 125,000	\$ 613,475	\$ 976,950	\$ 826,050	\$ 938,725	\$ 1,048,475	\$ 930,485	\$ 1,113,185	\$ 954,595	\$ 1,091,755
Installment Financing (20-year loans @ 2%)		\$ -	\$ -	\$ 307,700	\$ 307,700	\$ 526,475	\$ 526,475	\$ 526,475	\$ 526,475	\$ 526,475	\$ 526,475
<b>TOTAL FUNDING</b>		<b>\$ 125,000</b>	<b>\$ 613,475</b>	<b>\$ 1,284,650</b>	<b>\$ 1,133,750</b>	<b>\$ 1,465,200</b>	<b>\$ 1,574,950</b>	<b>\$ 1,456,960</b>	<b>\$ 1,639,660</b>	<b>\$ 1,481,070</b>	<b>\$ 1,618,230</b>