



**WINTERVILLE TOWN COUNCIL AGENDA**

**MONDAY, JANUARY 12, 2026 - 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. INSTALLATION AND OATH OF OFFICE OF MAYOR PRO TEMPORE:**
  - 1. Veronica Roberson, Mayor Pro Tempore.
- VIII. PRESENTATIONS:**
  - 1. Healthy Lives Healthy Choices – Valerie Walker.
  - 2. 2024-2025 Audit - Austin Eubanks, Thompson, Price, Scott, Adams & Company, P.A.
- IX. PROCLAMATIONS:**
  - 1. Human Trafficking.
- X. 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. Ross Peterson – Public Services.
- XI. 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. Fortner Commercial LLC (Reedy Branch Storage) Annexation – Schedule Public Hearing.
- XII. OLD BUSINESS:**
  - None.

**XIII. NEW BUSINESS:**

1. Eleven at Main Phase 3 Preliminary Plat.
2. Vernon Square Preliminary Plat.
3. Purchase Underground Primary Wire.

**XIV. OTHER AGENDA ITEMS:**

1. Solar Energy: Benefits for Our Growing Population - Councilwoman Hawkins.
2. Citizen Review Board: Transparency, Accountability and Public Trust - Councilwoman Hawkins.
3. Volunteer Boards: Purpose, Stipulations, Clarifications - Councilwoman Hawkins.
4. Discussion on Department Reports – Mayor Hines.

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

**XVI. QUARTERLY REPORTS FROM DEPARTMENT HEADS:** Attached.

**XVII. ANNOUNCEMENTS:** Attached.

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

**XIX. CLOSED SESSION:**

**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.

**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.

**XX. ADJOURN.**

**SPECIAL NOTICE:** Anyone who needs an interpreter or special accommodations to participate in the meeting should notify the Town Clerk, Don Harvey at (252) 756-2221 ext. 2344 at least forty-eight (48) hours prior to the meeting. (Americans with Disabilities Act (ADA) 1991.)

## ANNOUNCEMENT ATTACHMENT

### XVII. ANNOUNCEMENTS:

- Coffee with a COP: Friday, January 16, 2026; 9:00 am – 10:30 am – Cooper's Cup, 2588 Railroad Street, Winterville, NC
- Martin Luther King Day Holiday – Town Offices Closed: Monday January 19, 2026
- Planning and Zoning Board Meeting: Tuesday, January 20, 2026 @ 7:00 pm - Town Hall Assembly Room.
- Cancelled - Board of Adjustment Meeting: Tuesday, January 20, 2026 @ 7:00 pm - Town Hall Assembly Room.
- Stormwater Advisory Board Meeting (Quarterly): Wednesday, January 21, 2026 @ 6:00 pm – Operation Center.
- Winterville Human Relations Board Meeting: Thursday, January 22, 2026 @ 7:00 – Town Hall Executive Conference Room.
- Town Annual Planning Meeting – Part 1: Tuesday, January 27, 2026 @ 5:30 pm - Town Hall Executive Conference Room.
- Recreation Advisory Board: Tuesday, January 27, 2026 @ 6:30 pm – Operation Center.
- February Meeting Agenda Abstracts Due: Wednesday, January 28, 2026.
- Monthly Reports Due: Monday, February 2, 2026 @ 9:00 am.
- Town Annual Planning Meeting – Part 2 (TENTATIVE): Tuesday, February 3, 2026 @ 5:30 pm - Town Hall Executive Conference Room.
- Agenda Review Meeting: Thursday, February 5, 2026 @4:00 pm – Town Hall Executive Conference Room.
- Regular Town Council Meeting: Monday, February 9, 2026 @ 6:00 pm - Town Hall Assembly Room.



2571 Railroad Street  
P.O. Box 1459  
Winterville, NC 28590

Phone: (252) 756-2221  
[www.wintervillenc.com](http://www.wintervillenc.com)

**NORTH CAROLINA  
PITT COUNTY  
TOWN OF WINTERVILLE**

**OATH OF OFFICE**

I, Veronica Roberson, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Mayor Pro Tempore, so help me God.

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Veronica Roberson, Mayor Pro Tempore

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January 12, 2026  
Date



## **PROCLAMATION**

### **HUMAN TRAFFICKING AWARENESS AND PREVENTION MONTH, JANUARY 2026**

**WHEREAS**, human trafficking involves the recruitment, harboring, transportation, provision, buying or selling of human beings for their services of labor or commercial sex through the use of force, fraud, or coercion; and

**WHEREAS**, human trafficking violates basic human rights and deprives victims of human dignity and freedom; and

**WHEREAS**, human trafficking is a national problem, with North Carolina being ranked #9 in the country for prevalence in human trafficking; and

**WHEREAS**, in Pitt County the Pitt County Human Trafficking Multidisciplinary Team responds to local victimization at increasing rates; and

**WHEREAS**, sex buyers are the reason that children and adults are being groomed and recruited by traffickers into the exploitative sex industry; and

**WHEREAS**, our community must hold accountable those people who purchase sex, exploit workers, and those people who look the other way; and

**WHEREAS**, the Pitt County Coalition Against Human Trafficking seeks to eradicate human trafficking by empowering organizations and individuals through collaboration, leadership, and training; and

**WHEREAS**, NC Stop Human Trafficking, ECU Health, Daughters of Worth, Pitt County Sheriff's Office, Greenville Police Department, Winterville Police Department, Center for Family Violence Prevention, and many other organizations are active members of the Pitt County Coalition Against Human Trafficking/Pitt County Human Trafficking Multidisciplinary Team; and

**WHEREAS**, the Town of Winterville is committed to protecting people vulnerable to human trafficking and taking action to end human trafficking by holding the sex buyers and traffickers accountable.

**NOW, THEREFORE**, I, Richard E. Hines, Mayor of the Town of Winterville do hereby proclaim January 2026 as "Human Trafficking Awareness and Prevention Month" in the Town of Winterville and command its observance to all citizens.

**IN WITNESS WHEREOF**, I do set my hand, and cause the seal of Winterville to be affixed this 12<sup>th</sup> day of January 2026.

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Richard E. Hines, Mayor

**Attest:**

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Donald Harvey, Town Clerk



**TOWN OF WINTERVILLE  
PUBLIC COMMENT APPLICATION**

**1/12/2026**

**Name of Applicant:** Ross Peterson

**Date:** 12/8/25

**Address:** 2434 Cannon Road

**Phone:** 252-717-7982

**Town, State, Zip:** Winterville

**Email:** rhpmaintenanceman@yahoo.com

**Town Council Meeting Date Requesting to Provide Comment:** 12/8/25

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

**Public services**

**Name(s) of Speaker(s):**

**(1)** \_\_\_\_\_

**(2)** \_\_\_\_\_

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

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

  
**Signature**

**Submit to:** don.harvey@wintervillenc.com



## Town of Winterville Town Council Agenda Abstract

**Item Section:** Consent Agenda

**Meeting Date:** January 12, 2026

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

### Item to be Considered

**Subject:** Fortner Commercial LLC (Reedy Branch Storage) Annexation Petition.

**Action Requested:** Schedule Public Hearing for February 9, 2026.

**Attachments:** Annexation Petition, Metes and Bounds/Legal Description, Annexation Map, and Certificate of Sufficiency.

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

**Date:** 1/5/2026

#### ABSTRACT ROUTING:

TC: 1/5/2026

TM: 1/5/2026

Final: tlp - 1/5/2026

### Supporting Documentation

**Applicant:** Tyler Justin Fortner & Ark Consulting Group, PLLC.

**Location:** 4771 Reedy Branch Rd.

**Parcel Numbers:** 2230.

**Site Data:** 3.7162 acres.

**Zoning:** Industrial.

#### Staff Analysis:

This site has been developed for Mini-Storage/Warehousing. The property owners are now in the process of adding office space to the site and are applying for an annexation in order to connect to Town sewer.

#### Anticipated Annexation Schedule:

12/22/25: Direct Town Clerk To Investigate Sufficiency.

1/12/26: Schedule Public Hearing.

2/9/26: Hold Public Hearing.

If approved, anticipated Effective Date will be February 28, 2026.

**Budgetary Impact:** NA.

**Recommendation:** Schedule Public Hearing for February 9, 2026.

PETITION REQUESTING ANNEXATION

Date: July 8, 2025

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

See attached legal description.

Name Tyler Justin Fortner Address 3910 US 264 East, Greenville, NC 27834

Signature 

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

Signature \_\_\_\_\_

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

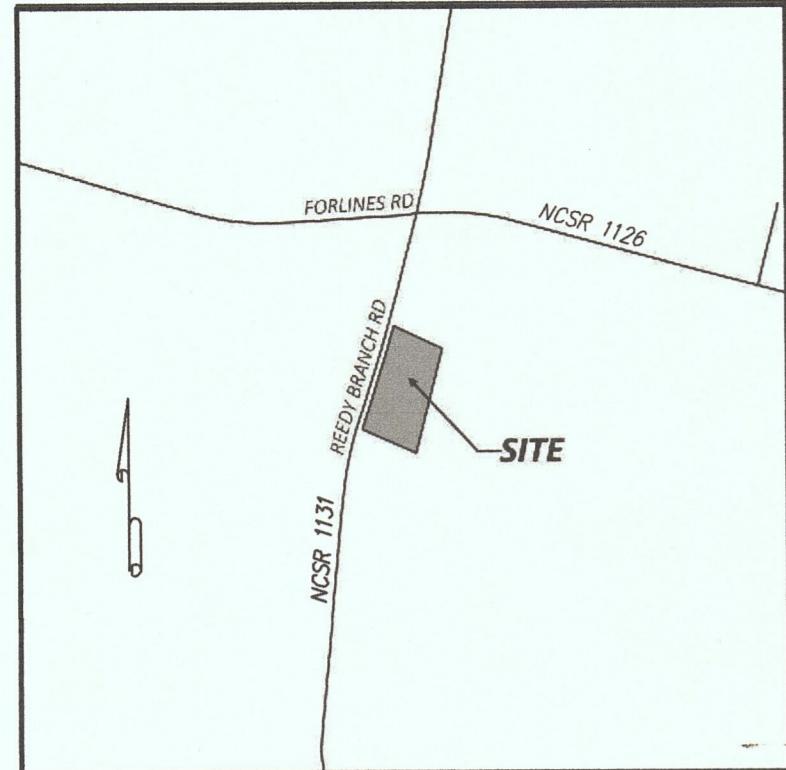
Signature \_\_\_\_\_

### **LEGAL DESCRIPTION FOR ANNEXATION OF PARCEL 02230**

Being that certain tract or parcel of land lying and being situate in the Winterville Township, Pitt County, North Carolina on the east side of NCSR 1131 (Reedy Branch Road) and being bounded on the north by the property of Goess Holdings, LLC, on the east and south by the property of Pitt County Girls' Softball League, Inc. on the west by NCSR 1131 (Reedy Branch Road) and being more particularly described as follows:

Commencing at a point at the centerline intersection of NCSR 1131 (Reedy Branch Road) and NCSR 1126 (Forlines Road) lying east of said NCSR 1131; running thence S 10°21'31" W 10.44 feet to a point at the centerline intersection of NCSR 1131 and NCSR 1126 lying west of NCSR 1131; thence S 14°39'47" W 580.07 feet to a point in the center of NCSR 1131; thence S 65°40' 47" E 30.60 feet to an existing iron bar on the eastern right of way line of NCSR 1131 at the southwest corner of the property of Goess Holdings, LLC as described in Deed Book 4369, Page 500 and being the POINT OF BEGINNING; thence from said being point so established with the Goess Holdings, LLC south property line S 65°53'44" E 279.70 feet to an existing iron pipe on the west line of the property of Pitt County Girls' Softball League, Inc. as described in Deed Book 624, Page 93; thence with the west line of said Pitt County Girls' Softball League, Inc. S 14°52'57" W 562.50 feet to an existing iron pipe and N 64°56'31" W 306.86 feet to an existing iron pipe on the eastern right of way line of NCSR 1131 (Reedy Branch Road); thence with the eastern right of way line of NCSR 1131 N 17°34'10" E 553.72 feet to the POINT OF BEGINNING containing 3.7162 acres and being Pitt County Tax Parcel 02230 as described in Deed Book 4319, Page 84 and as shown in Map Book 70, Page 71. This description was prepared based on that Boundary and Topographic Survey for Fortner Commercial, LLC by Gary S. Miller & Associates, P.A. dated August 19, 2022 and no field survey has been performed by Ark Consulting Group, PLLC. All deeds and maps referenced in this description are located at the Pitt County Cadastre.





### Notes

1. THIS IS AN ANNEXATION MAP OF PITT COUNTY TAX PARCEL NO. 02230
2. BOUNDARY AND NORTH REFERENCE INFORMATION SHOWN HEREON IS BASED ON THAT BOUNDARY & TOPOGRAPHIC SURVEY PREPARED BY GARY S. MILLER & ASSOCIATES DATED 8-19-2022; NO FIELD SURVEY WAS PERFORMED BY ARK CONSULTING GROUP, PLLC IN THE PRODUCTION OF THIS MAP
3. THE PROPERTIES AND ROAD RIGHT OF WAY ADJOINING THIS PROPERTY ARE ALL WITHIN THE CITY LIMITS OF WINTERVILLE

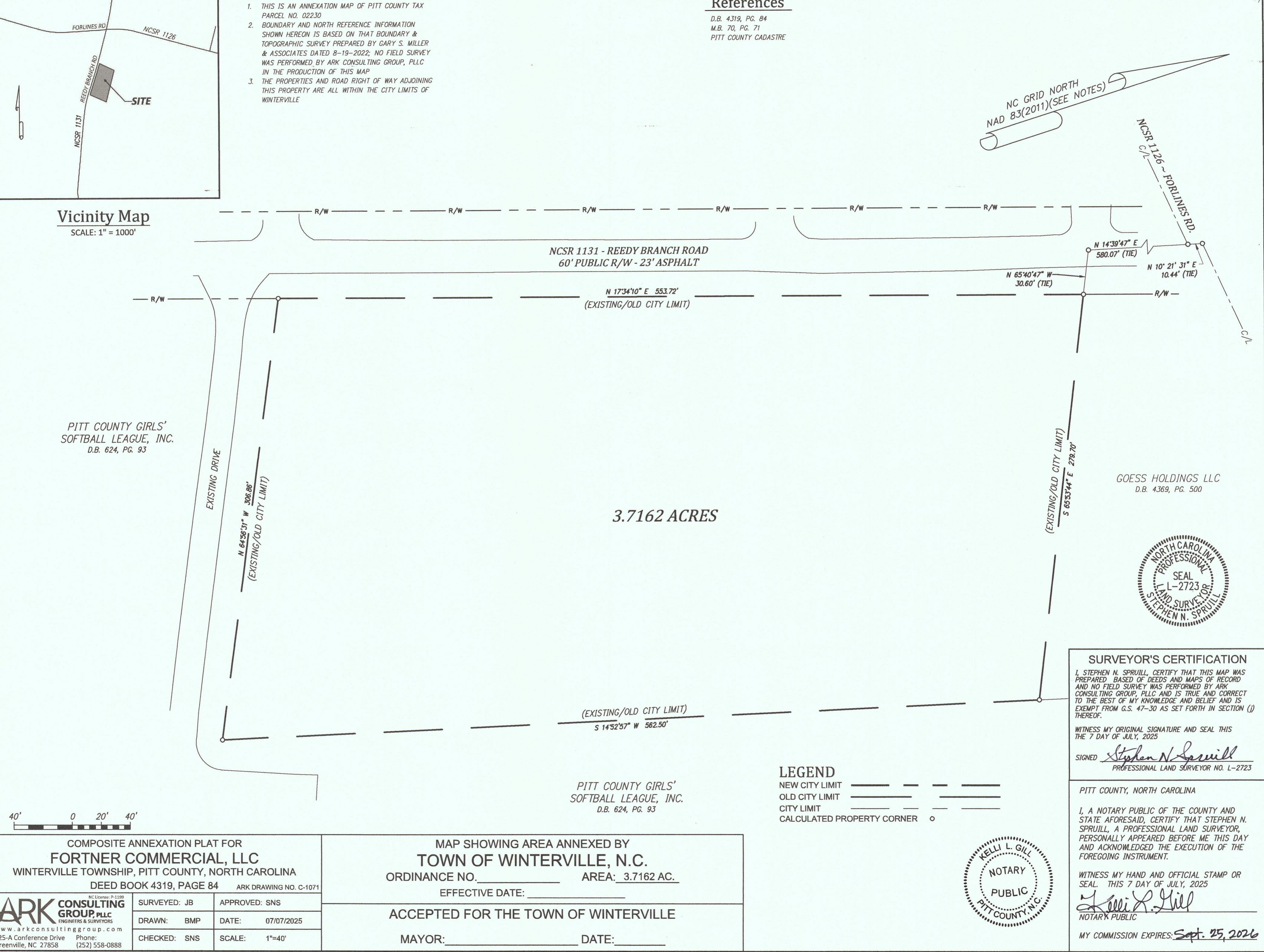
### References

D.B. 4319, PG. 84  
M.B. 70, PG. 71  
PITT COUNTY CADASTRE

### Vicinity Map

SCALE: 1" = 1000'

PITT COUNTY GIRLS'  
SOFTBALL LEAGUE, INC.  
D.B. 624, PG. 93



**CERTIFICATE OF SUFFICIENCY**

**FORTNER COMMERCIAL LLC ANNEXATION  
PARCEL NUMBER: 2230**

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 29<sup>th</sup> day of December 2025.

ATTEST:



Donald Harvey  
Donald Harvey, Town Clerk



## Town of Winterville Town Council Agenda Abstract

**Item Section:** New Business

**Meeting Date:** January 12, 2026

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

### Item to be Considered

**Subject:** Eleven at Main Phase 3 Preliminary Plat.

**Action Requested:** Review Preliminary Plat for Approval.

**Attachment:** Preliminary Plat, Special Use Permit, and Staff Report.

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

**Date:** 1/5/2026

#### ABSTRACT ROUTING:

TC: 1/5/2026

TM: 1/5/2026

Final: tlp - 1/5/2026

### Supporting Documentation

**Applicant:** Britt Development Company of Archdale, LLC.

**Location:** Corner of Cooper Street, Eleven at Main Drive and Gracynn Ali Ln. (within existing Eleven at Main Neighborhood).

**Parcel Numbers:** A portion of parcel number 90779.

**Site Data:** 1.5254 Acres.

**Zoning:** Multi-Family Residential.

#### Proposal:

- 17 Unit Townhome/Single Family Attached Development.
- Proposing to dedicate recreation space as shown on plat.
- One dumpster pad and four guest parking spaces.
- A Special Use Permit was obtained for a 17-unit single family attached development at the May 19, 2025 Board of Adjustment (BOA) Meeting.

This preliminary plat has been reviewed by the Winterville Technical Review Committee (TRC) and has received staff approval. **Staff recommends approval of Eleven at Main Phase 3 Preliminary Plat.**

Planning and Zoning unanimously approved this project at their December 2025 Meeting.

**Budgetary Impact:** NA.

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



**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 May 19, 2025, to consider an application submitted by the Applicant, Eleven at Main, LLC, for a Special Use Permit for a Single-Family Attached Development on a portion of Parcel 90779 in Winterville, North Carolina. As presented by the Applicant, the development will consist of 17 Single Family Attached Units in four buildings, along with associated driveways, storm drainage, and utilities.

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 a portion of parcel 90779 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 April 30, 2025 and May 7, 2025 in the Daily Reflector, a newspaper having general circulation in the area, and required by law. Letters to adjacent property owners and those within 100' were mailed notice on April 30, 2025. Board of Adjustment notice was placed on site on April 30, 2025.
- (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 and conditions 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:

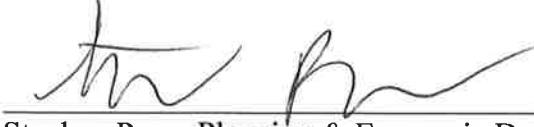
X Approved

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 19<sup>th</sup> day of May, 2025.



Jeffrey E. Briley, Chairman



Stephen Penn, Planning & Economic Development Director



**Town of Winterville Planning Department**  
**Eleven at Main Phase 3 Preliminary Plat Staff Report**

**GENERAL INFORMATION**

<b>APPLICANT</b>	Britt Development Company of Archdale, LLC.
<b>PROJECT TYPE</b>	Preliminary Plat (PP).
<b>ZONING</b>	Multi-Family Residential (MR).
<b>CONDITIONS</b>	Special Use Permit was obtained for 17 single family attached units on May 19, 2025. This Special Use Permit approved the use and ensured special requirement compliance.
<b>LOCATION</b>	Corner of Cooper & Eleven at Main Drive- Downtown Winterville area.
<b>PARCEL ID NUMBER(S)</b>	1.5254 portion of Parcel Number 90779.
<b>TRACT SIZE</b>	1.5254 +/- acres
<b>TOPOGRAPHY</b>	Flat
<b>VEGETATION</b>	Cleared.

**SITE DATA**

<b>EXISTING USE</b>	Cleared/Vacant Land.
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<b>ADJACENT PROPERTY</b>	<b>ZONING</b>	<b>ADJACENT LAND USE</b>
N	MR	Vacant
W	MR.	Vacant
E	R-6	Single Family Residential.
S	MR.	Single Family Attached - Eleven at Main Townhomes.

**SPECIAL INFORMATION**

<b>ENVIRONMENTAL / SOILS</b>	None.
<b>FLOODPLAIN</b>	None.
<b>STREAMS</b>	None.
<b>OTHER</b>	If >1 acre is disturbed, site must meet Phase 2 stormwater requirements and provide Soil Erosion and Sedimentation Control Permit
<b>SITE PLAN REQUIREMENTS</b>	Site Plan / Construction Plan required.

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



## **LANDSCAPING & BUFFER REQUIREMENTS**

Development must meet requirements of the Zoning Ordinance (Article X-A. Vegetation and Buffering Requirements). This site will need to produce a Bufferyard "A" adjacent to single family detached residential.

## **TRANSPORTATION**

STREET CLASSIFICATION	Cooper Street– Private Street Portion. Eleven at Main Drive – TOW Street Gracynn Ali Lane- Private Street.
SITE ACCESS	All access must be designed and constructed to meet the Town of Winterville / NCDOT standards.
TRIP GENERATION	Units are projected to create 6.7 trips/day/dwelling. 17 Units is expected to create 114 trips per day.
SIDEWALKS	Required on one side of the road.
TRAFFIC IMPACT STUDY (TIS)	TIS was completed for Eleven at Main's traffic/network.
STREET CONNECTIVITY	Development has numerous access points: Main Street; Blount Street; Cooper Street; & Winterville Parkway.
OTHER	Site is very walkable to downtown.

## **STAFF ANALYSIS AND RECOMMENDATION**

### **Staff Analysis**

Eleven at Main Phase 3 is proposing 17 three bed single family attached units/townhomes. This project obtained their Special Use Permit for this use on May 19, 2025. **This Preliminary Plat has been reviewed by the Winterville Technical Review Committee and has been approved for compliance.**

### **Staff Recommendation**

Staff recommends approval of the Eleven at Main Phase 3 Preliminary Plat.

P&Z Unanimously recommended approval at their December 15, 2025 meeting.



## Town of Winterville Town Council Agenda Abstract

**Item Section:** New Business

**Meeting Date:** January 12, 2026

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

### Item to be Considered

**Subject:** Vernon Square Preliminary Plat.

**Action Requested:** Review Preliminary Plat for Approval.

**Attachment:** Preliminary Plat and Staff Report.

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

**Date:** 1/5/2026

#### ABSTRACT ROUTING:

TC: 1/5/2026

TM: 1/5/2026

Final: tlp - 1/5/2026

### Supporting Documentation

**Applicant:** ARK Consulting Group (KPMEHRA, LLC).

**Location:** Northeastern Corner of the Highway 11, Vernon White Rd, & Mill Street Intersection.

**Parcel Numbers:** 42578, 91416, 50256, & 91420.

**Site Data:** 14.2 Acres, 7 Commercial Lots with one common/stormwater lot.

**Zoning:** General Business (GB).

#### Report:

Vernon Square is a 14.2-acre commercial subdivision located on the northeastern corner of NC 11 and Vernon White Road. The proposed plat has been reviewed and approved by the Winterville Technical Review Committee for compliance with applicable standards.

The applicant coordinated with NCDOT to develop the site's ingress and egress configuration. The approved design includes full access points on both Beacon Drive and Vernon White Drive, along with a single right-of-way egress onto Highway 11 at the northern portion of the site. NCDOT's requirements for this layout are based on traffic impact studies intended to optimize site access while minimizing potential conflicts into and around the site.

#### Staff recommends approval of Vernon Square Preliminary Plat.

Planning and Zoning unanimously approved this plat at their December 2025 meeting.

**Budgetary Impact:** NA.

**Recommendation:** Staff recommends approval of plat as it has been reviewed and approved by the Technical Review Committee.







**Town of Winterville Planning Department**  
**Vernon Square Preliminary Plat Staff Report**

**GENERAL INFORMATION**

<b>APPLICANT</b>	ARK Consulting Group (KPMehra,LLC)
<b>LOCATION</b>	Northeastern Corner of Vernon White Road & NC 11; Parcel numbers 42578, 91416, 91420, & 50256
<b>PROJECT TYPE</b>	Preliminary Plat
<b>ZONING</b>	General Business (GB)
<b>LOTS</b>	8 Lots arranged in a cluster development. 7 Commercial Lots and 1 Common/stormwater lot.
<b>ACCESS</b>	Two Means of Ingress (Vernon White Rd. & Beacon Drive); Three Means of Egress (Vernon White Road, Beacon Drive, Highway 11).
<b>TRACT SIZE</b>	14.2 acres
<b>TOPOGRAPHY</b>	Flat
<b>VEGETATION</b>	Cleared

**SITE DATA**

<b>EXISTING USE</b>	Cleared with 2 vacant residential structures that are proposed to be demolished.
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<b>ADJACENT PROPERTY</b>	<b>ZONING</b>	<b>ADJACENT LAND USE</b>
N	GB	Commercial.
W	GB	Commercial.
E	GB, O&I, and AR.	Two Single Family residential lots & Commercial.
S	R-20	Single Family Residential.

**SPECIAL INFORMATION**

<b>ENVIRONMENTAL / SOILS</b>	None Shown.
<b>FLOODPLAIN</b>	None.
<b>STREAMS</b>	None.
<b>OTHER</b>	If >1 acre is disturbed, site must meet Phase 2 stormwater requirements and provide Soil Erosion and Sedimentation Control Permit
<b>SITE PLAN REQUIREMENTS</b>	Site Plan / Construction Plan required.



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

---

### **LANDSCAPING & BUFFER REQUIREMENTS**

Development must meet requirements of the Zoning Ordinance (Article X-A. Vegetation and Buffering Requirements). Bufferyard requirements are referenced in the General Notes of this Preliminary Plat. Bufferyard design and requirements are based on 'Uses' and will be determined and reviewed during future Construction Drawing/Site Plan review. A vegetated bufferyard is anticipated against the single family residential to the east. Roadway and site vegetation and landscaping will be required and reviewed during construction drawing submittals.

---

### **TRANSPORTATION**

STREET CLASSIFICATION	Beacon Drive- TOW Street Vernon White Rd – NCDOT Street.(Minor Thoroughfare). Highway 11- NCDOT Street. (Boulevard/Major Thoroughfare). Mill Street- NCDOT Street (Minor Thoroughfare).  Proposed Access: <ul style="list-style-type: none"><li>• Mehra Way is proposed to connect to Vernon White Road with ingress and egress. NCDOT is requiring some turning lane upgrades on Vernon White Road as shown on plat.</li><li>• Kamal Way- is proposed with ingress and egress on Beacon Drive and egress onto Highway 11.</li><li>• Promila Way and Goldie Way are two interior accessways.</li><li>• These accessways are to be privately owned and maintained. Accessways are to be constructed in two phases as shown on the plat.</li></ul>
SITE ACCESS	Ingress: Vernon White Road and Beacon Drive. Egress: Vernon White Road, Beacon Drive, and Highway 11.
TRAFFIC COUNTS (per NCDOT Annual Average Daily Traffic Map)	Vernon White: 5300 aadt. Mill Street: 7200 aadt.



	Highway 11: 22000 Beacon does not have a count.
Level Of Service (Transportation Analysis) Current= 2022 Study; Future= 2050 Projection.  <i>* LOS is rated from A-F: A is the best, F the worst.</i>  <i>* Roadway Improvement and street design is based upon achieving a minimum of LOS D on existing facilities and LOS C on new facilities.</i>	Existing Vernon White, Highway 11, Mill Street, and Davenport Farm Road Intersection has a LOS of F.  The 2050 projection shows that this intersection will remain a LOS F.  The property owner and engineers have worked with NCDOT and performed a traffic study upon NCDOT's request. The existing layout and accesses were based on NCDOT's requirements. NCDOT will not be allowing ingress from NC 11 and are requiring roadway improvements and turning lanes on Vernon White Rd. The plat also shows access to Beacon Drive.
TRIP GENERATION	TBD.
SIDEWALKS	Required- Sidewalks are required adjacent to Vernon White Rd and NC 11 as well as on one side of the interior accessways.
TRAFFIC IMPACT STUDY (TIS)	Was required and submitted to NCDOT. Influenced design of Plat.

## **STAFF ANALYSIS AND RECOMMENDATION**

### **Staff Analysis**

#### **Staff Analysis**

Vernon Square is a 14.2-acre commercial subdivision located on the northeastern corner of NC 11 and Vernon White Road. The proposed plat has been reviewed and approved by the Winterville Technical Review Committee for compliance with applicable standards.

The applicant coordinated with NCDOT to develop the site's ingress and egress configuration. The approved design includes full access points on both Beacon Drive and Vernon White Drive, along with a single right-out egress onto Highway 11 at the northern portion of the site. NCDOT's requirements for this layout are based on traffic impact studies intended to optimize site access while minimizing potential conflicts into and around the site.

### **Staff Recommendation**

Staff recommends **approval** of the preliminary plat as it has been reviewed by the Winterville Technical Review Committee for compliance.



## Town of Winterville Town Council Agenda Abstract

**Item Section:** New Business

**Meeting Date:** January 12, 2026

**Presenter:** Ron Mills, Electric Director

### Item to be Considered

**Subject:** Purchase of 10,000 feet of UG Primary wire needed for Old Tar Road relocation.

**Action Requested:** Permission to Purchase wire from Wesco.

**Attachment:** Copies of 3 required quotes and requisition.

**Prepared By:** Ron Mills, Electric Director

**Date:** 1/5/2026

#### ABSTRACT ROUTING:

TC: 1/5/2026

TM: 1/5/2026

Final: tlp - 1/5/2026

### Supporting Documentation

The 2025-2026 Electric Capital Outlay account has the necessary funding to make this purchase. Staff reached out to three different vendors for quotes and received prices for 10,000 feet of 750 MCM UG Primary cable. Staff prefers the Okonite cable that Wesco represents because of its durability and longevity. This cable will be utilized in replacing all five UG feeder exits leaving Old Tar substation without the need for problematic splices. This cable was quoted with over 40 weeks of lead time.

**Budgetary Impact:** The FY 2025-2025 budget has the necessary monies for this \$147,223 purchase.

**Recommendation:** Approval for Staff to purchase 10,000' of 750 MCM cable from Wesco distributors.

# PURCHASE ORDER

**TOWN OF WINTERVILLE**  
**PO Box 1459**  
**Winterville, NC 28590**  
**Phone (252) 756-2221**



## PURCHASE ORDER NO.

**\*\*26002345**

*The PO number must appear on all invoices, packages, packing slips, and correspondence concerning this order.*

SUPPLIER:	SHIP TO:	ORDER DETAILS:
VENDOR: 1038  WESCO RECEIVABLES CORP PO BOX 771751 CHICAGO, IL 60677-1007	TOWN OF WINTERVILLE  ELECTRIC DEPARTMENT 2914 CHURCH STREET WINTERVILLE, NC 28590	ORDER DATE: 10/22/2025 DESC: WIRE FOR THE OLD TAR ROAD WIDENING PROJECT
INVOICE TO:		
TOWN OF WINTERVILLE  ELECTRIC DEPARTMENT 2914 CHURCH STREET WINTERVILLE, NC 28590		

QTY	UNIT	DESCRIPTION/TASK	ACCOUNT	UNIT PRICE	AMOUNT
1.00	EA	COUNTY SALES TAX	10-0000-00-1660	9,632.00	9,632.00
10,000.00	FT	750 MCM, 15 KV EPR, 220 MIL FULL	60-8010-00-7150	13.76	137,600.00

**TOTAL:** **\$147,232.00**

**COMMENTS / SPECIAL INSTRUCTIONS:**

WIRE FOR THE OLD TAR ROAD WIDENING PROJECT. THE PRICE O

*Jessica M. Manning*

Finance Director

*Shirley Parker*

Town Manager

**12/10/2025**

Date

\*\* This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act. \*\*

\*\* Denotes the purchase order has a change order awaiting approval



**FW: Attached Image**

**From** Powell, Kim <Kim.Powell@wescodist.com>  
**Date** Thu 12/11/2025 11:20 AM  
**To** Mike Whaley <mike.whaley@wintervillenc.com>  
**Cc** Gaston, Michael <MGaston@wescodist.com>

1 attachment (153 KB)

4390\_001.pdf;

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

Good morning Mike,

On your PO 26002345 for the Okonite we need to increase to \$13.76/ft please. Let me know when it's approved so I can get the order in.

Thanks,



**Kim Powell**

Inside Sales Representative

Wesco | Anixter BR7884

334 Atkinson St. | Clayton, North Carolina 27520

Direct: 919-831-4659 | [kim.powell@wesco.com](mailto:kim.powell@wesco.com)

**PLEASE NOTE: Price subject to change based on tariffs, duties, freight or supplier increases.**

**Wire / Cable quotes are based at current Metal prices subject to change ~~at time of order placement~~.**

<https://www.wesco.com/media/3767/2021-04-15-wesco-terms-conditions-of-sale-us.pdf>

Lead times provided at time of quotation are based on what is provided by the supplier, subject to change. All quotes are per Wesco Distribution terms/conditions (see link to the pdf above). Net 30 days. Subject to prior sale.

**From:** Mike Whaley <mike.whaley@wintervillenc.com>  
**Sent:** Wednesday, December 10, 2025 3:50 PM

Wesco | Anixter BR7884  
334 Atkinson St. | Clayton, North Carolina 27520  
Direct: 919-831-4659 | [kim.powell@wesco.com](mailto:kim.powell@wesco.com)

**PLEASE NOTE: Price subject to change based on tariffs, duties, freight or supplier increases.**

**Wire / Cable quotes are based at current Metal prices subject to change at time of order placement.**

<https://www.wesco.com/media/3767/2021-04-15-wesco-terms-conditions-of-sale-us.pdf>

Lead times provided at time of quotation are based on what is provided by the supplier, subject to change. All quotes are per Wesco Distribution terms/conditions (see link to the pdf above). Net 30 days. Subject to prior sale.

**From:** Mike Whaley <[mike.whaley@wintervillenc.com](mailto:mike.whaley@wintervillenc.com)>  
**Sent:** Wednesday, October 1, 2025 11:11 AM  
**To:** Powell, Kim <[Kim.Powell@wescodist.com](mailto:Kim.Powell@wescodist.com)>  
**Subject:** Fw: Attached Image

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**This Message Is From an External Sender**

Please use caution with this message. If unsure about the legitimacy/safeness, please click Report Suspicious.

[Report Suspicious](#)

I would like to quote Okonite through Sourcingwell #136728.

---

**From:** [OPs\\_NoReply@wintervillenc.com](mailto:OPs_NoReply@wintervillenc.com) <[OPs\\_NoReply@wintervillenc.com](mailto:OPs_NoReply@wintervillenc.com)>  
**Sent:** Wednesday, October 1, 2025 10:38 AM  
**To:** Mike Whaley <[mike.whaley@wintervillenc.com](mailto:mike.whaley@wintervillenc.com)>  
**Subject:** Attached Image



Outlook

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**Fw: Attached Image**

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**From** Mike Whaley <mike.whaley@wintervilleenc.com>

**Date** Wed 10/1/2025 11:11 AM

**To** Powell, Kim <kim.powell@wescodist.com>

1 attachment (67 KB)

3892\_001.pdf;

I would like to quote Okonite through Sourcewell #136728.

---

**From:** OPs\_NoReply@wintervilleenc.com <OPs\_NoReply@wintervilleenc.com>

**Sent:** Wednesday, October 1, 2025 10:38 AM

**To:** Mike Whaley <mike.whaley@wintervilleenc.com>

**Subject:** Attached Image

WESCO

**PURCHASE REQUEST FORM**

**F.O.B. WINTERVILLE FREIGHT ALLOWED**

Return To:

mike.whaley@wintervillenc.com

Phone 252-756-2221 (EXT 2423)

10/1/2025

Attn: Mike Whaley

**WIRE**

**Reply by: 10/15/2025**

QUANTITY	DESCRIPTION	UNIT COST	EXTENDED COST
	THE TOWN OF WINTERVILLE DOES NOT HAVE A LOADING DOCK FOR TRUCK SHIPMENTS. MATERIAL(S) SHALL BE SHIPPED BY FLAT BED FOR FORKLIFT SIDE UNLOADING OR ENCLOSED TRUCK FOR REAR UNLOADING (NO EXCEPTIONS!!)		
	WIRE SHALL BE SHIPPED LAYING FLAT ON PALLETS, CONDUIT SHALL BE SHIPPED ON FLATBEDS, TRANSFORMERS SHALL BE SHIPPED ON PALLETS. POLES TO BE UNLOADED BY DELIVERING TRUCK.		
10,000 ft.	750 MCM ,15KV EPR, 220 MIL FULL NEUTRAL JACKETTED WIRE 4 REELS AT 2500 FT EACH Okonite - 162-23-3090	12.49 / ft	mid Dec 25 \$12
1200 FT MOQ 10,000 ft.	1000 MCM, 35 KV EPR, 345 MIL FULL NEUTRAL JACKETTED 1 REEL AT 1200 FT Okonite - 162-23-6099	23.45 / ft	45-45 w/ES
10,000'	750 - #61710432 STOCK	12.32 / ft	261 DEPS
11,000'	1000 - #61683701	15.34 / ft	169 DEPS
Name:	WESCO - King		TOTAL \$124
			TAX \$87

4:18 PM  
10/22/25

\* This material is for the  
OLD TDR RD WINTERVILLE PROJECT

TOTAL \$133

**Quote**

Page: 1 of 2

Border States - GNV  
422 Fairforest Way  
Greenville SC 29607-4436  
Phone: 864-242-6880

Quote: 28217560  
Sold-To Acct #: 226430  
Valid From: 10/18/2025 To: 10/23/2025  
PO No: Primary Cable  
Payment Terms: NET 30 DAYS

Created By: Josiah Jacobson  
Tel No: 864-349-2532  
Fax No:

TOWN OF WINTERVILLE NC  
PO Box 1459  
WINTERVILLE NC 28590-1459

Inco Terms:  
PPA ORIGIN

Ship-to:  
TOWN OF WINTERVILLE NC  
2936 CHURCH STREET EXT  
WINTERVILLE NC 28590-8790

Cust Item	Item	Material MFG - Description	Quantity	Price	Per	UoM	Value
000010		10,000 EA	11,887.38 / 1,000 EA	118,873.80			11,887
		- 175F15-C3200 750 1/C 15kV 220mil 133% Kerite URD MV Cable - 750.0 KCMIL 61X H26 Filled Compressed Round AAC Conductor 15kV SPS 133% 0.020 PermaShield Conductor Shield. 0.220 DR - EPR Insulation 0.040 Free Stripping Thermoplastic Insulation Shield. 1 /3 Neutral - 24 Wire 12 AWG BC .080 Linear Low Density Polyethylene Jacket 3 Red Stripes. Single Conductor ICEA S-94-649. CTO (Sales Order Specific).					
		Current manufacturing lead time: 12 weeks ARO, subject to reconfirmation at time of order entry					TAX 8321.17
		4 x 2500'					
		10,000ft MOQ					
		Tolerance of -5% to + 5% quoted					
		Change in cut lengths may cause a change in pricing					
		This quote and any subsequent purchase order is subject to metals adjustment and any compound increases received after the purchase order date. Metals will be adjusted at time of shipment based on the previous month's averages published in Platt's Metals Week. The metals adjustment will be shown as a separate line item at time of invoice.					

\* We do not want to use  
the Kerite brand. we pref  
the Okonite brand due to  
longevity.



## FW: Attached Image

**From** GUY Brian <guy@irby.com>  
**Date** Tue 10/21/2025 4:16 PM  
**To** Mike Whaley <mike.whaley@wintervillenc.com>

1 attachment (68 KB)  
3891\_001.pdf;

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

Good afternoon, Mike.

I just heard your voicemail. This will be a no-quote for us at this time.

Thank you very much for the opportunity.

Sincerely,

**Brian Guy**  
Branch Manager



1023 - Fredericksburg, VA  
8501 Jamison lane  
Fredericksburg, VA 22407  
540-376-3766 - office  
[guy@irby.com](mailto:guy@irby.com)

**From:** Mike Whaley <mike.whaley@wintervillenc.com>  
**Sent:** Wednesday, October 1, 2025 11:13 AM  
**To:** GUY Brian <guy@irby.com>  
**Subject:** Fw: Attached Image

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

We would prefer Okonite brand wire but comparable brands are acceptable.

**From:** [OPs\\_NoReply@wintervillenc.com](mailto:OPs_NoReply@wintervillenc.com) <[OPs\\_NoReply@wintervillenc.com](mailto:OPs_NoReply@wintervillenc.com)>  
**Sent:** Wednesday, October 1, 2025 10:38 AM  
**To:** Mike Whaley <[mike.whaley@wintervillenc.com](mailto:mike.whaley@wintervillenc.com)>  
**Subject:** Attached Image



## Town of Winterville Town Council Agenda Abstract

**Item Section:** Other Items

**Meeting Date:** January 12, 2026

**Presenter:** Councilwoman Hawkins

### Item to be Considered

**Subject:** Other Agenda Items.

**Action Requested:** None.

**Attachment:** None.

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

**Date:** 1/5/2026

#### ABSTRACT ROUTING:

TC: 1/5/2026

TM: 1/5/2026

Final: tlp - 1/5/2026

### Supporting Documentation

#### 1. Solar Energy & Accommodations for our Growing Population

Outlook of Winterville in terms of Solar Energy as new developments are constructed and in terms of our growing community as a method to address electricity and greenhouse gas emissions. Additionally, the Town's Outlook on accommodations via Infrastructure Investments via various tiers as working response to Growing Population.

#### 2. Citizen Review Board

Introduction of Research for implementing a Citizen Review Board of our law enforcement in Winterville. The goal being transparency, accountability and strengthening of community relations.

#### 3. Volunteer Boards

To provide the residents, citizens and public to understand the purpose, intricacies, and stipulations with regards to volunteer boards.

**Closing Note:** Each of the items are within my role and right to bring forth publicly during the Town Council Meeting and are part of transparency for the residents, citizens and public we serve.

**Budgetary Impact:** TBD.

**Recommendation:** As Council determines.



## **Fourth Quarter 2025 Department Reports (October, November, December)**

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**TOWN OF WINTERVILLE  
PITT COUNTY, NORTH CAROLINA**

**INSPECTIONS / GIS DEPARTMENT  
QUARTERLY REPORT**

**To: Town Council**

**From: Evan Johnston, Building Inspector / Code Enforcement Officer**

**Date: January 5, 2026**

**Building Inspections Division**

The following is a list of current projects under construction, which are permitted by the Building Inspections Office. This does not include any number of smaller projects being performed in Town such as residential renovations, additions, decks, pools, and equipment change-outs or small commercial projects including change-outs, minor alterations/renovations, etc. The Inspections Division continues to work closely with the Fire Department to inspect places of business to ensure code compliance and safety. Work performed by the Inspections Division is done with the intention to protect life, health, and safety of all Town of Winterville citizens and businesses.

- PCC Welding Building: This project has received temporary power. Anticipate final inspections being scheduled within the next month or 2.
- Christ Covenant School Expansion: This project has received a temporary certificate of occupancy for full use. Anticipate final re-inspections and project completion within the next month or 2.
- 176 Laurie Ellis Rd.: Project complete with final inspection approved on December 18, 2026..
- 2035-12 Flower Dr.: This project is nearing completion with only final inspections remaining to be scheduled and approved.
- 2592 Railroad St.: Project complete with final inspections approved on December 3, 2026.
  
- Villa Grande Phase 3: Final phase of Villa Grande subdivision. Work is underway on this subdivision phase with approximately 4 new homes in the construction process. Approximately 10 homes, including model home, have been issued Certificates of Occupancy.
- Brookfield Section 4 Phase 1: Final section and phase of Brookfield subdivision. This section has 31 lots. There are 2 lots available to be built on, 1 home under construction, and 28 houses complete.
- Eli's Ridge Subdivision: There are approximately 10 homes in this subdivision in various states of the construction process.

**Building Inspections Division – 7/24/2025 – 9/30/2025**

<b>Description</b>	<b>Quantity</b>
Commercial Building Permits – New Construction	1
Commercial Building Permits – Additions/Alterations	2
Single Family Dwelling Permits – New Construction	21
Residential Additions, Alterations, and Detached Buildings	11
Electrical, Mechanical, Plumbing, Gas, and Miscellaneous Permits	190
Inspections Performed	873
Number of Days Inspections Performed	51
Average Number of Inspections per Workday	17.12

**Code Enforcement Division**

**Code Enforcement Nuisance Cases – 7/24/2025 – 9/30/2025**

<b>Description</b>	<b>Quantity</b>
Closed Cases – Complied	7
Closed Cases – Abated	1
Closed Cases – No Violations Found	3
Open Cases	3
<b>Total Cases</b>	<b>14</b>

## **ELECTRIC QUARTER REPORT**

**October, November, December**

**442 General Work orders**

**220 Cut Offs and Notes**

**484 Locates**

**34 Water Meter and ERTs change outs**

**Staff has been busy removing Flag banners and hanging our pole mounted Christmas decorations.**

**Staff completed all Christmas tree and associated decoration installation at our Market on the Square.**

**Staff has been busy in Copper Creek subdivision with the installation of Electric infrastructure.**

**Staff has been reviewing final proposals for relocation of Electric facilities for the Old Tar Widening project.**

**RGRID has completed new battery installation at our Old Tar substation.**

**Staff completed new battery installation in our S Church street substation.**

**RGRID has completed our relay replacement in our 3 station breakers and bus breaker at S. Church street substation.**

**Staff has been working with Michael Taylor to finalize Old Tar widening Electric infrastructure relocation plans. Relocation is projected to be completed by January 2027.**

**Staff has been installing secondary services in Brookfield and Eli's Ridge.**

**Audit:**

The Council approved the annual audit contract with the audit firm Thompson, Price, Scott, Adams, & Co., PA for the 2025-2026 fiscal year at the March 2025 Town Council meeting. The auditors were on-site June 16<sup>th</sup> - 17<sup>th</sup> for the preliminary audit fieldwork and were also back on-site September 16<sup>th</sup> – 17<sup>th</sup> for the final audit fieldwork. The Local Government Commission has changed the audit due date from October 31<sup>st</sup> to December 31<sup>st</sup> beginning with the 24-25 fiscal year audits. The auditors finalized and submitted the 24-25 audit to the Local Government Commission on December 17<sup>th</sup>. The audit firm plans to present the 24-25 audit at the January Town Council meeting. The Town was awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting again for the 2024 Fiscal Year Audit.

**Budget:**

As of December 31, 2025, the Town has approved four budget amendments. The Finance department will begin reviewing and preparing for the first budget meeting that will be held on January 27, 2026.

**Taxes:**

The 2025 Tax Bills were mailed out mid-August and were due on September 1, 2025. Interest will be added to the delinquent bills on January 6<sup>th</sup> with additional interest that will be added on the 1<sup>st</sup> of each month afterwards. The 2025 tax rate will remain the same as the prior year at .45/per \$100 of property valuation. As of December 31, 2025, the Town has collected \$5,514,582.32 in revenue for the 2025 property taxes.

**Utility Rates:**

The 2025-2026 budget did not include any utility rate adjustments. As in the past, the Town will continue to evaluate rates and cost during the year as well as continue to monitor the prices of Natural Gas.

**Energy Assistance:**

The Town is continuing to partner with Greene Lamp Community Action Agency to provide assistance to the Town of Winterville customers with their Electric Bills. We have posted information about this process on posters at the Town Hall, the Town's website, and the monthly newsletter. Customers who applied and were approved for assistance one year ago, are eligible to apply again for the yearly one-time assistance while funds are available. We also have an area resource list available at the Town Hall and on our website for customers that list other entities that may offer assistance. The Finance Department will continue to review and update the area resource list as needed on a quarterly basis.

Please contact me at 756-2221 ext. 2351 with any questions that you may have.

Jessica Manning  
Finance Director

## Projects

We are in the process of ordering and implementing the radios for the Fire and Police Department. The Fire & EMS Masterplan is underway. Citizens, staff, and elected officials are encouraged to complete the survey.

We have revised our operational guides and SOP's, alarm response levels, and predetermined resource requests in an effort to provide adequate resources for emergency incidents. We are currently revising automatic-aid responses.

We have identified several locations with inadequate fire hydrant coverage, and we are working with public works to address these.

**Training classes** have been completed hazardous materials - air monitoring being taught by the NC Regional Response Team-1, trench rescue certification, confined space rescue certification, heavy lifting, active shooter/rescue taskforce, county-wide water supply drill, and several live fire trainings at the Vernon Square property. We are continuing EMT continuing education four days each month to accommodate each shift. Personnel completed the NC Rope Rescue School, International Association of Arson Investigators (IAAI) Expert Witness Courtroom Testimony Course, and the South Atlantic Fire Rescue Conference. Two personnel have attained Certified Arson Investigator certification through the International Association of Arson Investigators.

We have personnel and company evaluations and training scheduled at Gaston College in March.

Each apparatus is currently in service and all maintenance issues are complete.

## Statistics

We did have 134 overlapping incidents in 2025 when overlapping calls occurred. The dates of these incidents.

### Responses

Apparatus Name	Total Responses
1501 - Squad	1394
1502 - Engine	296
1506 - Rescue	57
1508 - Truck	84
1509 - Brush	15
15CAR1	216
15CAR2	124
<b>Total</b>	

### Fire Inspections

Inspection Type Name	Total
ETJ-12	9
ETJ-24	6
Foster Home	10
Special Request	27
TOW-12	229
TOW-24	54
TOW-6	7
<b>Total</b>	342

## Annual Call Volume

Incident Type (NFIRS)	Count
100 - Fire, other	3
111 - Building fire	19
112 - Fires in structure other than in a building	1
113 - Cooking fire, confined to container	7
116 - Fuel burner/boiler malfunction, fire confined	1
118 - Trash or rubbish fire, contained	2
130 - Mobile property (vehicle) fire, other	1
131 - Passenger vehicle fire	3
141 - Forest, woods or wildland fire	2
142 - Brush or brush-and-grass mixture fire	11
143 - Grass fire	1
151 - Outside rubbish, trash or waste fire	3
161 - Outside storage fire	1
300 - Rescue, EMS incident, other	4
311 - Medical assist, assist EMS crew	817
320 - Emergency medical service incident, other	7
321 - EMS call, excluding vehicle accident with injury	200
322 - Motor vehicle accident with injuries	62
323 - Motor vehicle/pedestrian accident (MV Ped)	3
324 - Motor vehicle accident with no injuries.	29
331 - Lock-in (if lock out , use 511 )	1
352 - Extrication of victim(s) from vehicle	4
400 - Hazardous condition, other	1
412 - Gas leak (natural gas or LPG)	10
424 - Carbon monoxide incident	2
440 - Electrical wiring/equipment problem, other	1
444 - Power line down	1
445 - Arcing, shorted electrical equipment	7
461 - Building or structure weakened or collapsed	1
480 - Attempted burning, illegal action, other	1
500 - Service Call, other	25
512 - Ring or jewelry removal	1
531 - Smoke or odor removal	5
542 - Animal rescue	2
550 - Public service assistance, other	10
551 - Assist police or other governmental agency	2
553 - Public service	96
554 - Assist invalid	43
600 - Good intent call, other	6
611 - Dispatched & canceled en route	157

622 - No incident found on arrival at dispatch address	26
631 - Authorized controlled burning	1
651 - Smoke scare, odor of smoke	16
671 - HazMat release investigation w/no HazMat	1
700 - False alarm or false call, other	7
710 - Malicious, mischievous false call, other	2
714 - Central station, malicious false alarm	1
731 - Sprinkler activation due to malfunction	4
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	31
736 - CO detector activation due to malfunction	4
740 - Unintentional transmission of alarm, other	6
743 - Smoke detector activation, no fire - unintentional	2
745 - Alarm system activation, no fire - unintentional	76
746 - Carbon monoxide detector activation, no CO	2
813 - Wind storm, tornado/hurricane assessment	1
(NULL)	0
<b>Total</b>	<b>1734</b>

As always, please contact me if you recognize a need relating to child passenger safety seats, smoke alarms, or other community risk reduction needs.

**Town of Winterville**  
**Human Resource Department**

**Quarterly Report for November, December 2025 & January 2026**

To: Town Council  
From: Angie Fuller, Human Resource Director  
Date: January 1, 2026

Listed below is information on our open/closed positions and the Classification and Pay plan Study and other things I have been working on. If you have any questions, please don't hesitate to contact me.

**Classification and Pay plan Study**

- We met with Erica Phillips with The MAPS Group on Wednesday, November 5th, to go over the results of the survey and work on revisions to the personnel policy, we're still working on updates, hopefully it will be ready to present at the February Town Council meeting.

**Open Positions**

- We currently have 6 open positions that we're recruiting for, all are posted on our website and information board located in the front of Town Hall.

**Ongoing positions in Parks & Rec.**

- Concession Attendant
- Baseball Score Keeper
- Site Supervisor – (took off board end of December)

**Ongoing positions in Fire & Police**

- PT Fire Engineer
- PT Firefighter
- Police Officer

**Internal Postings**

- Electric Line Supervisor (closed, 1 internal candidate applied)
- Meter and Electric Services Supervisor (closed, 2 internal candidates applied)

## **Status of positions posted & closed**

- Executive Staff Assistant to the Town Manager- we will be interviewing soon. Town Manager Parker, Don Harvey and Angie Fuller, will be the interview panel members.
- Customer Service Representative- we interviewed a total of 4 candidates, Alison Robbins was the selected candidate and her start date was 12-1-25, she was introduced at the December Town Council meeting.

## **Christmas Dinner**

- Our Annual Christmas Dinner was Thursday, December 4 at the Cotton Barn, we had a silent auction and raised \$390, proceeds will go to the Food Pantry.
  - Thanks to Mayor Hines for his donations
  - Thanks to Chief Williams' wife Penny for her donations
  - Thanks to everyone who placed a bid and to our winners

## **Upcoming Positions that will be posted in January**

- Police Chief
- Police Sergeant
- Equipment Operator
- Fire Inspector
- Construction Inspector

## **Training**

We completed our Working Smart soft skills Module on November 13<sup>th</sup>. This training is for Department Heads and Supervisors, other staff will eventually have this training sometime in 2026.

- **Working Smart:** A soft skills training program focused on:
  - Conflict Resolution
  - Effective Communication Skills
  - Emotional Intelligence and Interpersonal Skills
  - Teamwork and Collaboration

## **Retiree**

- Clifton Hannah retired on December 31<sup>st</sup> with 21 years with the Town, he was an Electric Line Supervisor.

## **Other Task**

- day to day, such as...completing employment verifications, responding to emails,
- FMLA paperwork, filing Workers Comp. claims, retirement paperwork-
- Administering random drug screens quarterly
- Looking into some online safety training for staff.
- Filing- E-file and physical file.

## **Parks and Recreation Quarterly Report**

### **Months of October, November & December**

Below is a list of accomplishments, programs, activities, coordination's with others for the month of July through September

#### Accomplishments

Successful events

#### Programs/Sports

Senior Programs:

- Golden Age Senior Program (October, November, December)
  - Meet Twice a month, 2<sup>nd</sup> & 4<sup>th</sup> Thursdays
  - October- Bingo, Tour of Winterville
  - November-Smithfield Trip, Thanksgiving Potluck
  - December 11<sup>th</sup> -Bingo

Adult Programs:

- Yoga- Tuesday evenings 6:30-7:30 pm (October, November, December)
- Yoga- Thursday evenings 5:45-6:45 pm (October, November, December)

Youth Programs:

- Registration Opened for Dance classes- Saturday morning classes 9:00 am-1:00 pm (December)
  - All in One Dance (4-7)
  - Ballet & Tap Combo (4-6)
  - Parent & Me Princess Ballet (1.5-3)
  - Princess Ballet (3-5)

Youth Sports:

- Fall Baseball Practices & Games (October, November)
- Fall Cheerleading Practices & Games (October, November)
- Fall Flag Football Practices & Games (October, November)
- Fall Tackle Football Practices & Games (October, November)
- Fall Soccer Games (October)
- Registration for Spring Baseball Opened (December)

#### Activities/Special Events

#### October

- Wintergreen School Fall Festival
- Hope Middle School Community Carnival
- Glow Golf

- Fright Fest
- P&R Movie in the Park
- P&R Concert in the Park

### December

- Town Employee Christmas Dinner
- Christmas Parade
- Christmas Tree Lighting Ceremony

### Coordination's with others

#### Winterville Police Department

- Golden Age Senior Program (October, November, December)
- Glow Golf (October)
- Fright Fest (October)
- Christmas Parade & Tree Lighting Ceremony (December)

#### A.G. Cox Middle School-Athletics

- Softball Field-Soccer (October)
- Cross Country Practice at Winterville Recreation Park (October, November)

#### Winterville Historical Society

- Tour of Winterville (October)

#### Winterville Chamber of Commerce

- Glow Golf (October)
- Fright Fest (October)
- Christmas Parade & Tree Lighting Ceremony (December)

### Maintenance & Inspections at the Parks-Weekly Inspections

- October 2025: 6th, 13th, 21st, 27th
- November 2025: 3rd, 10th, 17th, 24th
- December 2025: 1st, 8th, 15<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup>

#### Hillcrest-

- Picnic Shelters: Checking tables and looking for any graffiti or damages.
- Playground: Inspecting equipment for safety and wear. Any concerns are noted for further attention.
- Benches: Checking for any broken or missing parts.
- Basketball Goals: Ensuring the nets are intact and replacing them as needed.
- Restrooms: Inspecting for graffiti, trash, vandalism, and ensuring toilets and sinks are functioning properly.
- Water Fountains: Checked unless in the winterization stage (will resume in Spring).

#### Water Tower-

- Playground Equipment: Checking for safety and damage.
- Park Benches: Inspecting for any damages or missing parts.
- Trash Cans: Ensuring they are not overfilled and are in good condition.

#### Winterville Recreation-

- Picnic Shelter: Checking tables and inspecting for graffiti or damage.
- Playground Equipment: Assessing for wear and safety issues.
- Benches: Ensuring no pieces are broken or missing.
- Tennis Courts: Inspecting nets and ensuring the equipment is in good condition.
- Restrooms: Checking for graffiti, trash, vandalism, and ensuring the functionality of toilets and sinks.
- Water Fountains: Checked unless in winterization (resumes in Spring).

## Planning and Economic Development Ongoing Projects Report

Highlight of growth and ongoing projects: This list does not contain all projects but is intended to highlight some of the Town's current projects.

- **Residential:** There are a significant number of residential subdivisions under review however there are not many empty lots on the ground at the moment. Below you will find some of the current and upcoming residential developments.
  - Farmstead Preliminary Plat (Resubmittal)- Received a plat showing 179 lot subdivisions with a Pool and Cabana.
  - Eli's Ridge is currently constructing Phase 6- contains 8.8 acres and will add 24 more homes.
  - Villa Grande (Red Forbes)- New Homes are currently under construction.
  - Carroll Crossing (Church Street)- Adding 23 new lots. Construction Drawings are currently under Technical Review Committee Review.
  - Eleven at Main (Blount Street)- Adding 57 Townhome unit. New homes are under construction. A third phase, consisting of 17 units, was approved by the Board of Adjustment in May, 2025 and a Preliminary Plat expected to follow.
  - Southbrook (Church Street and Laurie Ellis Rd)- A revised Preliminary Plat for Phase 2 will go before Town Council in October. The number of lots will remain the same- this revision will help avoid an environmental impact on the site.
  - Quail Trace (Reedy Branch Road)- Adding 85 new lots. Development is currently under construction.
  - Copper Creek (Reedy Branch Road)- Adding 34 new lots. Development is currently under construction.
  - Stella Little Rezoning (Davenport Farm Road and Reedy Branch Road)- Parcel 13781- Town approved a single-family residential rezoning request for this property.
  - Blackstone Preliminary Plat (Blackstone Drive)- A preliminary Plat has been approved showing 12 new residential lots. Construction drawings were approved by TRC.
  - Rucker Farm Rezoning- An R-10 CD rezoning was approved for around 110 acres on the southwestern corner of Old Tar Road and Laurie Ellis Road.
- **Commercial:** Commercial interest continues as demand and growth increases. These are some of the new, ground-up, commercial projects that are in the works:
  - Christ Covenant Addition- Large addition, located on Worthington Rd.
  - Pitt Community College Welding Building- adding a 30,000sf welding facility that will include 96 welding booths, two fabrication shops and space for robotic welding.
  - Vernon Square- a commercial Preliminary Plat for the northeastern corner of Highway 11 and Veron White Road has been submitted to the Town for review. This would provide 7 commercial lots on 14.2 acres.
  - The construction drawings for a drivethrough style restaurant has been submitted for 775 W. Fire Tower Road- Coerner of Fire Tower Road and Wolf Drive.

**Police Department Quarterly Report**  
**Months of October, November and December**

**List of accomplishments, programs, activities, coordination's with others, and notes of any nature.**

Events – Senior watch, Safe driving event, Coffee with a cop, Halloween, Cops on the roof, Shop with a cop.

Created a partnership with Parks & Rec and Chamber of commerce for various events such senior bingo, glow golf, Easter events, back to school bash, market on the square, golf cart parades, ETC.

Various events with vision zero task force

South Central safety interventions event

Speaking engagements with senior groups and HOA safety meetings.

Continued work on curriculum for Citizen academy (2026).

Mill street speed and safety awareness.

Chief Williams named public servant of the year 2025.

Town Christmas events

Hired 2 new officers (Bailey, Payne),



**Public Works Quarterly Report**  
**October, November and December 2025**

- 10 Sinkholes were repaired
- Chapman Street Pump Station has been put in service.
- Church Street Pump Station startup has been delayed due to parts delay.
- Mowing of all Town right of ways and properties has concluded for the year.
- Ditch maintenance was completed in December.
- Construction plan reviews, approvals and inspections have been normal with current construction and submitted plans.
- Staff continues to work on our annual 10% cleaning of the sewer system.
- 260 foot of storm pipe was replaced on Channel Drive in November.
- Grass Truck has been down since early November and is being repaired.
- 2+2 units are being installed to replace out dated communication systems for pump station alarm monitoring.