WINTERVILLE TOWN COUNCIL AGENDA (AMENDED)
MONDAY, NOVEMBER 9, 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. **RECOGNITION OF (NEW) EMPLOYEES**

1. Carter Gaskins, Electric Line Technician – 1st Class, Electric Department.
2. Cristian Asencio, Equipment Operator, Public Works Department.

VIII. **PROCLAMATIONS**:

1. Veterans Day.
2. Thanksgiving.

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.*

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 Council Meeting Minutes.
2. Budget Amendment 2026-2027-3. (Amended)
3. Resolution of Reimbursement (26-R-111).
4. Old Tar Village Section 2- Lots 3 & 4 Annexation; Schedule Public Hearing.
5. Winterville Christmas Parade Street Closures.

XI. OLD BUSINESS:

1. None.

XII. NEW BUSINESS:

1. Glenn Johnson Request to Use “A Slice Of The Good Life!”
2. Police-Fire-Rescue Roof Replacement.
3. Farmstead Preliminary Plat (Second Submission).

XIII. OTHER AGENDA ITEMS:

1. Community Room Access: Public Purpose and Citizen Accessibility. (Councilwoman Hawkins).
2. Outstanding Follow-Up, Response Times/Timelines and Completion of Town-Related Requests. (Councilwoman Hawkins).
3. Citizens Rights, Engagement and Voice. (Councilwoman Hawkins).

XIV. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS:

1. Town Council Workshop: Monday, December 7, 2026 @ 5:30 pm - Town Hall Assembly Room.

XV. ANNOUNCEMENTS: ATTACHED.

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

XVII. ADJOURN.

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

ANNOUNCEMENTS: ATTACHED.

- Veterans Day - Town Offices Closed: Wednesday, November 11, 2026.
- Ripe for Revival Mobile Market: Thursday, November 12, 2026; 2:30 pm – 4:00 pm; 252 Main Street, Winterville.
- Market on the Square - Touch-a-Truck Event: Friday, November 13, 2026; 4:00 pm – 7:00 pm; Town Market, 252 Main Street, Winterville, NC.
- Glow Mini Golf Family Night: Saturday, November 14, 2026; 6:00 pm – 9:00 pm; Winterville Recreation Park, 332 Sylvania Street, Winterville.
- Planning and Zoning Board Meeting: Monday, November 16, 2026 @ 7:00 pm - Town Hall Assembly Room.
- Board of Adjustment Meeting: Tuesday, November 18, 2026 @ 7:00 pm - Town Hall Assembly Room.
- Ripe for Revival Mobile Market: Thursday, November 19, 2026; 2:30 pm – 4:00 pm; 252 Main Street, Winterville.
- Winterville Human Relations Board Meeting: Thursday, November 19, 2026 @ 7:00 – Town Hall Executive Conference Room.
- Coffee with a COP: Friday, November 20, 2026; 9:00 am – 10:30 am – Cooper's Cup, 2588 Railroad Street, Winterville, NC.
- Recreation Advisory Board: Tuesday, November 24, 2026 @ 6:30 pm – Operation Center.
- Cancelled: Ripe for Revival Mobile Market: Thursday, November 26, 2026; 2:30 pm – 4:00 pm; 252 Main Street, Winterville.
- Thanksgiving Holidays – Town Offices Closed: Thursday, November 26, 2026, and Friday, November 27, 2026.
- Agenda Abstracts Due Wednesday, December 2, 2026, for December 14th Meeting.
- Ripe for Revival Mobile Market: Thursday, December 3, 2026; 2:30 pm – 4:00 pm; 252 Main Street, Winterville.
- Newsletter Information Due Monday, December 7, 2026, for January 2027 Newsletter.
- Town Council Workshop: Monday, December 7, 2026 @ 5:30 pm - Town Hall Assembly Room.
- Ripe for Revival Mobile Market: Thursday, December 10, 2026; 2:30 pm – 4:00 pm; 252 Main Street, Winterville.
- Agenda Review Meeting: Thursday, December 10, 2026 @4:00 pm – Town Hall Executive Conference Room.
- Cops on the Roof: Friday, December 11, 2026; 9:00 am – until; Walmart, East 10th Street, Greenville, NC.
- Regular Town Council Meeting: Monday, December 14, 2026 @ 6:00 pm - Town Hall Assembly Room.

PROCLAMATION
Veterans Day

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

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

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

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

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

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

WHEREAS, Americans have an abiding faith in the ideals and strengths on which our great nation was founded, in our democratic process, and in the men and women of the armed forces who have served our country so well; and

NOW, THEREFORE, the Winterville Town Council does hereby proclaim November 11, 2026, as:

Honor Our Veterans Day

in the Town of Winterville, North Carolina and calls upon our citizens to observe this day with appropriate manners in honor of veterans, both living and deceased, who have served this country so willingly to preserve the principles of justice, freedom and democracy; to fly the flag; and let our veterans know we appreciate their great sacrifice.

IN WITNESS WHEREOF, I do set my hand and cause the seal of Winterville to be affixed the 9th day of November 2026.

_____
Richard E. Hines, Mayor

Attest:

_____
Donald Harvey, Town Clerk

PROCLAMATION
A DAY OF THANKSGIVING

WHEREAS, our forefathers established a day of Thanksgiving – a special day set aside to acknowledge their blessings; and

WHEREAS, it has become traditional for the people of the United States to celebrate a day of Thanksgiving as a way of reflecting on their many blessings and giving thanks for all they have been given; and

WHEREAS, the people of this country, and more specifically, the people of the Town of Winterville, are truly blessed with much for which to be thankful; and

WHEREAS, as we count our blessings, let us not forget the freedoms we so often take for granted, freedoms that were hard-fought by earlier generations and current service men and women who have given their lives so that we might be free; and

WHEREAS, with these freedoms come a responsibility – it is up to each of us to find a way to participate in the community, by working through the churches, the schools, local service organizations and the Town to help improve the quality of life for those who are less fortunate.

NOW, THEREFORE, I, Richard E. Hines, Mayor of the Town of Winterville, do hereby proclaim Thursday, November 267, 2026, as:

A Day of Thanksgiving

and urge all citizens to join with the churches of our Town to reinforce the ties of family and community and to express gratitude for the many blessings we enjoy.

IN WITNESS WHEREOF, I do set my hand and cause the seal of Winterville to be affixed the 9th day of November 2026.

_____
Richard E. Hines, Mayor

Attest:

_____
Donald Harvey, Town Clerk

	Town of Winterville **Town Council** **Agenda Abstract**	**Item Section**: Consent Agenda **Meeting Date**: November 9, 2026
	Presenter: Donald Harvey, Town Clerk	

Item to be Considered

Subject: Council Meeting Minutes.

Action Requested: Approval of Minutes.

Attachment: Draft Minutes of the Council meetings listed below.

Prepared By: Donald Harvey, Town Clerk	**Date**: 10/28/2026

ABSTRACT ROUTING:

☒ TC: 11/2/2026 ☒ TM: 11/2/2026 ☒ Final: tlp - 11/2/2026

Supporting Documentation

Approval of the following set of Council Meeting Minutes:

- August 28, 2026 Special Policy Workshop Minutes; and
- October 12, 2026 Regular Meeting Minutes.

Budgetary Impact: NA.

Recommendation: Staff recommends Council approve the minutes.

20260219

WINTERVILLE TOWN COUNCIL
SPECIAL MEETING - POLICY WORKSHOP MINUTES
MONDAY, SEPTEMBER 28, 2026, AT 5:30 PM
WINTERVILLE TOWN HALL ASSEMBLY ROOM
2571 RAILROAD STREET, WINTERVILLE, NC 28590

The Winterville Town Council met in a Special Policy Workshop on the above date at 5:30 PM in the Town Hall Assembly Room, with Mayor Richard E. Hines presiding. The following were present:

Richard E. Hines, Mayor
Veronica W. Roberson, Mayor Pro Tem
Dr. Brandy Harrell, Councilwoman
Shantel Hawkins, Councilwoman
Johnny Moye, Councilman
Lisa Smith, Councilwoman
Keen Lassiter, Town Attorney
Terri L. Parker, Town Manager
Donald Harvey, Town Clerk

I. Call To Order

Mayor Hines called the Winterville Town Council Special Policy Workshop to order at 5:30 PM on Monday, September 28, 2026, at 2571 Railroad Street.

II. Invocation

Mayor Pro Tem Veronica Roberson gave the invocation.

III. Pledge Of Allegiance

The Pledge of Allegiance was recited by those assembled.

IV. Welcome

Mayor Hines welcomed everyone in attendance and welcomed the council back.

V. Roll Call

Present: Mayor Hines; Mayor Pro Tem Veronica Roberson; Councilman Johnny Moye; Councilwoman Lisa Smith; Councilwoman Dr. Brandy Harrell; Councilwoman Shantel Hawkins.

Absent: None.

Also, present were Town Manager Terri Parker, Town Clerk Donald Harvey, and Town Attorney E. Keen Lassiter. Mayor Hines noted a complete board.

VI. Approval Of Agenda

Mayor Hines turned to Town Manager Parker, who reported that there were no changes to the agenda.

Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Roberson to approve the agenda.

Before the vote, Mayor Hines opened the floor for discussion. Councilwoman Hawkins said she had a question about Item 1. She asked how the Powell Bill street repair contract fit into a policy workshop, and what part of it involved policy.

Town Manager Parker said that the item does not involve policy. Staff had hoped to slate it for the September regular meeting, but it was not ready. With asphalt plants likely to close once the weather cooled, she said, staff did not want to wait until the October regular meeting. Because this special meeting had already been advertised, the item was added here.

Councilwoman Hawkins thanked her for the explanation. She said that because the workshop had been anticipated for some time as a policy session, the reason for the item should have been explained up front. She wanted her point on the record that the item has nothing to do with a policy.

Mayor Hines called the question.

Motion carried unanimously, 5-0.

VII. Items For Consideration

1. Street Repair Project: Powell Bill - Award Of Contract

Town Manager Parker explained that part of the state-shared revenue Winterville receives from North Carolina is designated as Powell Bill money. The town tries to put some or all of it toward street repairs. She used repair as a broad term covering anything from patching to a full overlay and acknowledged a large need across town. This year's small project was planned for in the budget. The low bid was $160,995.

Mayor Hines and several members said they had not printed the bid tabulation sheet because it had been sent electronically with the agenda. Both apologized, and Parker walked through the details verbally.

Parker said the packet included pictorials of the individual repair areas. By her recollection, the locations were Preston Trails Drive, Spring Run Road, Glendale Avenue, Lynn Loop, Gail Boulevard, Salisbury Court, East Street, Little Gym Circle, Gaylord, and a small section of Cooper between Mill and Cross. The work would be paid for by Powell Bill funds.

Five contractors bid, each posting the required 5% bid bond: Trip Brothers, Incorporated; Barnhill Contracting Company; S.T. Wooten Corporation; Allen Grading Company; and Simmons Public Utility Site Work. Trip Brothers was the low bidder. The high bid, from Simmons Public Utility Site Work, was $290,538.86. The Wooten company reviewed the bids to confirm all bidders were responsible and issued a letter recommending Trip Brothers, which was in the packet. A notice of award was prepared for signature if council approved. Staff asked council to approve the project so work could proceed as soon as possible.

Motion made by Councilwoman Smith and seconded by Councilman Moye to approve the street repair project bid with Trip Brothers, Incorporated, using Powell Bill funds.

Mayor Hines opened the floor for discussion before the vote.

Councilwoman Harrell thanked staff for addressing several parts of town. She asked how the sections were prioritized and how the schedule would be communicated to affected neighborhoods.

Town Manager Parker said she had an email from Cliff McGuffin stating that earlier in the year he and Public Works Superintendent Todd Bes looked at streets throughout town. Based on overall poor condition and safety concerns, they put forward the locations she had named.

Councilwoman Harrell asked whether a formal condition assessment or set of criteria had been used to rank these segments against other reported needs.

Town Manager Parker said there had been a past streets assessment and that Councilwoman Hawkins had brought forward earlier concerns. She said the last patching project addressed the worst safety concerns on Jones and Vernon, though both streets still need overlay in places. She did not recall the date of the last assessment. She said streets are reassessed for current conditions whenever it is time to do a Powell Bill project.

Councilwoman Hawkins said her question was similar. She asked where the assessments are disclosed so council can see them before approving more than $160,000, and what repairs would actually happen on roughly eight streets. She wanted to know whether the work covered whole streets or single blocks. She described conditions on Vernon Avenue near Main Street: deep sinkholes, puddles whenever it rains, and about eight patches, of which she believed one had been fixed. On Jones Street she believed only one to maybe two out of 10 patches had been repaired. She said she was told the patching would be done in July, and we are nearing October. She added, I am not comfortable with my vote for this. I do not see the disclosure or the actual assessment. She asked that the earlier minutes be checked on the July commitment, and said, work should be work.

Town Manager Parker said she would get council a detailed assessment of what happened on Vernon and Jones. She then read the scope from the packet's bid table:

- about 5,460 square yards of milling and asphalt overlay;
- 2,600 linear feet of curb mill;
- eight manhole ring adjustments;
- three valve box adjustments;
- one stop bar of paving striping; and
- an estimated 60 cubic yards of undercutting.

She reminded council that much of Winterville has bad soil, so undercutting is estimated up front. Crews remove the bad soil and replace it with good material. She pointed to the Gaylord Street project and the work on Railroad Street in front of the former Tiebreakers, where the soil was worse than expected and had to be replaced. She said she always cautions that conditions could prove far worse than they anticipated, though she had no reason to think so here.

Councilwoman Hawkins asked whether the quantities applied to specific streets or to the total. Parker confirmed they were the project totals across all the streets listed, as broken down in the bid tab.

Councilwoman Hawkins then asked about Chapman Street, which had a sewer project and looks like gravel past the work, and about Hillcrest Park, where bulges had been patched. She asked whether Chapman was even part of the conversation.

Town Manager Parker said all streets are assessed and placed on a priority list. A street's absence from this project does not mean it is not a priority. This is simply a small project. She said the town holds over a million dollars in Powell Bill fund balance, but that balance is not being replenished. Winterville could really utilize a large-scale paving and repair program costing millions, and she said, we are basically, in all honesty, putting band aids on a much bigger problem.

Councilwoman Hawkins asked Parker to explain Powell Bill funds in layman's terms for the public.

Town Manager Parker clarified that the spelling is Powell, not power. The funds come from the State of North Carolina, much of its federal highway money passed through. The allocation has two components: the miles of town-maintained streets and the town's population. Most of Winterville's major thoroughfares are NCDOT roads and are not included in the allocation. The town does not control the timing of DOT repairs but stays in contact with DOT about major needs. She estimated the current annual allocation somewhere in the neighborhood of 240 thousand dollars. Newly annexed streets are added to the official map sent to the state and can slightly increase the revenue.

Councilwoman Hawkins asked whether the motion on the floor covered only the listed neighborhoods, with Chapman, Vernon, and Jones to wait. Mayor Hines confirmed that the motion was for the items in the packet, to be awarded to Trip Brothers.

Councilwoman Hawkins asked that the record show she wanted a comprehensive timeline on Chapman, Vernon, and Jones by the October 12 meeting. She noted again that the work promised for July. Parker believed the earlier discussion had involved only Vernon and Jones and that Chapman was not part of it. Hawkins said Mr. McGuffin had spoken about doing Chapman first, then Vernon and Jones, and that all three should come back before council.

Town Manager Parker agreed to provide an update by the October meeting.

Mayor Hines then called the question, and the contract award to Trip Brothers carried by voice vote. Councilwoman Hawkins's reservations about the vote remained on the record.

In a brief set aside, Mayor Hines noted that bid openings are open to the public. He called them quite interesting and encouraged residents to attend one.

Motion carried unanimously, 5-0.

Councilwoman Harrell also raised a clerical item. The notice of the special meeting, as uploaded with the agenda, gave the date of the policy workshop as Monday, September 28, 2025. The agenda date was correct, but the notice should read 2026. Town Clerk Harvey and Town Manager Parker thanked her and agreed to have it corrected.

2. Trash Container Policy (Proposed)

Town Manager Parker said council had previously discussed a policy regulating when residents put trash cans out and when they pull them back. She provided samples from several local jurisdictions, including Ayden, Farmville, and Greenville. She said one of the most popular models across North Carolina, especially in larger jurisdictions, is a seven-seven-seven rule: cans cannot go out before 7:00 PM the night before, must be out by 7:00 AM on pickup day, and must be back by 7:00 PM that day. Mayor Pro Tem Roberson asked for clarification, and Parker stressed that this was another jurisdiction's ordinance and not her proposal.

Parker said regulating the night before seemed unnecessary because people work all hours. GFL confirmed that pickup starts at 6:00 AM every day. Her proposed language was:

- containers are to be at the curb before 6:00 AM on the scheduled pickup day;
- containers are to be pulled back to the house by 7:00 PM that same day; and
- the same rule applies to recycling, which is collected every other week.

Enforcement would be primarily complaint-driven. Violators would first receive a warning. Repeat offenders would be assessed as a $25 citation per offense, with each day of violation counting as a separate offense. The current code of ordinances says 7:00 AM and would need to be bumped to 6:00 AM in any case. Parker said she was open to suggestions and discussion.

Mayor Hines asked about a resident who goes on vacation and cannot pull a can back right away. Parker said, I am probably going to get a nice little warning from us and noted that she herself has a

neighbor who pulls her can back. The mayor said that would be the answer, and that people would need to ask a neighbor for help. Parker agreed.

Councilwoman Harrell asked the town to define back to the house, because it means different things to different people. She also asked how residents could request accommodation for disabilities, and whether there would be an extension when GFL misses or delays collection and how that would be announced.

Town Manager Parker said current ordinances require cans to be at least even with the front of the house, so they would need to be on the side, at the back, or in a garage. She would include a definition if council wished. For missed pickups, an employee in her office, Kim Schu Moore, relays the missed address to GFL and reports back to the resident. For broader delays such as mechanical problems, the town would use its normal notice outlets and would not send out violations.

Councilwoman Harrell asked how complaints and citations would be tracked. Parker said Ms. Moore keeps a written log of calls and emails with date, time, and resolution. It is not digital at present, but she would discuss digitizing it with Ms. Moore. Harrell said she would like to see it. Councilwoman Hawkins agreed and said a digital record would let council spot patterns or an uptick.

Councilwoman Hawkins also asked how the policy would handle inclement weather, saying residents do not need to be worried about getting a citation during a snowstorm or hurricane. She asked how the $25 figure was derived, whether the amount could rise, and whether a public workshop with visuals could be held before the policy took effect. She added that in the future someone should bring a printout for members who had not printed theirs.

Town Manager Parker answered as follows:

- In inclement weather, the town would handle notice and non-enforcement as it does for delays and would not run out there and issue fines.
- For residents who truly cannot manage their cans, GFL offers backyard pickup, which requires a doctor's note and has a set process.
- The $25 amount was consistent across other policies she reviewed and reflects staff time to prepare a citation and photograph evidence.
- GFL trucks have cameras that can show whether a can was out at the time of pickup, which helps the town when it follows up on a location.

Councilwoman Hawkins pressed on how storm notices would reach residents without internet, noting a sizable elderly population and that the town can only encourage residents to use the Winterville at Work app. She asked that you will not be held accountable provision be written into the policy. She also asked that the backyard-service process be published on the website, while noting concern about how medical documentation is handled. She asked how many warnings would precede a citation.

Town Manager Parker said staff anticipated one warning. She expected enforcement to be challenging and proposed an individual mailer to all residents beforehand, with a possible implementation date of January 1, though a later date would work. She said there would be no fine on the fine. The amount would stay $25, but each day of non-compliance could be a separate $25 citation, which is meant to prompt people to bring the can back. The collection mechanism for unpaid citations had not been decided.

Mayor Hines suggested simply removing the can from anyone who did not pay. Parker reminded him that trash service is not optional and residents must pay the fee whether or not they have a can. The mayor said residents keep asking about this and complain about neighbors who leave cans out, calling it a tough situation.

Councilwoman Hawkins said she did not think the proposal was substantial enough yet and asked whether this was a policy or still a work in progress. Town Manager Parker said it was only a

proposal, and she had not put it in policy format. Mayor Hines said tonight was about talking through policy to give staff direction so it could come back drafted for review. Parker said she was not asking for a vote, but that she could have a draft ready for the October meeting if council wished.

Councilman Moye said he liked the idea of cans being out by 6:00 AM. He described how empty containers blow into the street in the wind, especially on busy roads like Mill Run White Road, calling that devastating and a safety issue. He first considered the next day at 7:00 AM but concluded that 7:00 PM the same day was best for safety. He called the proposal a great idea. Parker said staff was not tied to it and had aimed for middle of the road.

Councilwoman Hawkins confirmed the proposal as 6:00 AM out and 7:00 PM back. She said she would prefer 9:00 or 10:00 PM, since people may be out for the evening. Parker noted that many policies allow 7:00 AM the next day.

Mayor Hines said he preferred to keep what was presented, 6:00 AM to 7:00 PM, with an effective date of January 1, once the policy was created. That would give time for social media, newsletters, and other outreach. Parker noted that the October newsletter would go out before the meeting and would contain nothing on this, leaving only two newsletters before January. The mayor suggested a special mailer. Parker said staff could handle it, however council voted to proceed.

Councilman Moye asked how the 7:00 PM rule would be monitored. Town Manager Parker said enforcement would be primarily complaint-driven, because monitoring the whole town would be inherently difficult.

Mayor Pro Tem Roberson asked whether a public hearing was required, and Parker said it was not. Roberson said she was on the fence. She saw good and bad points and wanted to make sure seniors and sick residents were informed and helped, calling it neighbor helping neighbor. She added that several citizens had raised the issue and wanted a policy in place. Parker pointed out that council could set an effective date to allow for outreach. She also cautioned that if the GFL backyard list grew very large, GFL could eventually charge an extra fee.

Councilwoman Harrell said she did not agree with a purely complaint-driven approach. She argued that an enforcement officer, backed by Public Works, should investigate each complaint, that complaints should be tracked, and that the town might consider budgeting a part-time enforcer next year.

Town Manager Parker replied candidly about capacity. Her one code enforcement officer is also the building inspector and inspects about four days a week. He also handles grass code enforcement, minimum housing, and condemnations. The part-time inspector works only on construction inspections. Pickup runs four days a week on different schedules, making comprehensive monitoring unrealistic. Complaints, however, would always be investigated. When pressed, she said trash-related items have predominantly been handled by Public Works, and Public Works would investigate complaints under this policy. Harrell clarified that she was not asking for daily monitoring, only a clear answer on who investigates a complaint.

Councilwoman Hawkins asked whether the town has a complaint policy. Town Manager Parker said not every department has detailed policies. Public safety departments have their own, and staff are working on standard administrative policies and procedures that all other departments could use. She estimated that would take at least six months. A town-wide complaint process could come sooner, perhaps in about three months. Hawkins said a monetary citation requires a full complaint policy and an appeal process, and that earlier discussion had included educating the community with pamphlets or a workshop, which had not yet happened. Parker said council needed to settle the direction first, after which a mailing, workshop, and other outreach could follow. She added that the rule could be adopted either as an administrative policy or as an ordinance with the force of law. She suggested council could vote and set an effective date 90 to 120 days later to allow time for education.

Parker asked whether council expected a draft policy in October. Mayor Hines said that this is what we are here for. Councilwoman Harrell said yes, a draft should be available for review by the October meeting.

Councilwoman Smith asked that the draft clarify that cans must be pulled back at a minimum, even with the house. She also suggested staging photographs showing, for example, that halfway through the yard is not compliant. Mayor Hines asked that the policy also address cans left on the curb or in the street. Parker said that is already a violation and that she would like the educational materials to cover proper can placement, such as the arrows facing the street and keeping cans out of the road, which GFL also requires.

Councilwoman Hawkins asked about sequencing. Parker said council would approve the language at a meeting and set an effective date, and staff could then schedule a workshop and the media outreach. Hawkins said she was uncomfortable with a hard 7:00 PM deadline, asking whether someone would be fined if an isolated incident kept them from bringing the can back in time. Mayor Pro Tem Roberson said she had been thinking of 7:00 AM the next day, which would give more time for people who are out of town or ill. She noted that she herself pulls her neighbors' can back. Parker asked how she felt about that, and Roberson confirmed her preference. No consensus was reached on the return time.

Mayor Hines said that with roughly 11,000 residents, he did not think the town had a big problem with cans left out. If it did, he said, GFL would have reported it, and he recalled that GFL's truck cameras had confirmed his own pickup when he called.

Councilwoman Harrell said that if the problem was not large, capacity should not be an issue, and tracking complaints in Ms. Moore's spreadsheet would show actual numbers. Parker said the town does not currently get complaints about cans left at the curb. Most calls are about missed or delayed pickups. She agreed to provide a summary of complaints. Councilwoman Hawkins asked for a comprehensive document showing which complaints trend, and where. Mayor Pro Tem Roberson said several citizens had come to council with concerns. Parker said the town gets many questions but currently has no policy.

Councilman Moye asked about holiday schedules. Town Clerk Harvey said holiday schedules are posted every Friday for the following week and printed in the monthly newsletter calendar. He said he takes care to get it right, having made one error in about a year. He added, with some humor, that he once had a caller complain about a missed pickup who turned out to live in Greenville. Councilwoman Smith said the app reminder she receives each week works well, and Mayor Hines said his mother serves as his reminder.

No vote was taken on this item. Council's direction was that Town Manager Parker bring a draft trash container policy to the October regular meeting. The draft is to define back to the house, address accommodations, inclement weather, delays, and appeals, and include education and implementation timing. Staff are also to provide a summary of complaints received.

3. Discussion Of Town Council Rules Of Procedure

Councilwoman Harrell asked how council would approach the rules of procedure, since the packet runs 10 pages and 28 rules. She noted that she had asked earlier for a defined starting and stopping point. The mayor said he did not think the full document would be handled that night.

Town Manager Parker said she was leery about setting the course because these are the council's rules, not hers. She had highlighted areas from a staff perspective, such as changing Board of Aldermen to Town Council, which she considered non-discussion items. Councilwoman Harrell said she appreciated the highlighting but that she had asked for this information ahead of time so members would know what would be discussed.

Mayor Pro Tem Roberson said she would like to discuss certain parts now, including questions about the mayor pro tem and the organizational meetings. She said those items have been hanging in the air for quite a long time. She said she would go along with the majority.

Councilwoman Smith said she had been making notes since she was elected and was prepared to discuss updates at any time. She pointed to the purpose section at the top of page 1, where item 5 says the rules must be followed consistently. She noted that Rule 1 still sets meetings at 7:00 PM, so the council is already not following it. She said that the rules are guidelines each sitting council can change. The document dates to 2008, and the membership has changed many times. She asked Town Attorney Lassiter to confirm that the sitting board can decide how it proceeds, and he said that was correct.

Town Manager Parker agreed but said that if council adopts a set of rules and then does not follow them, it defeats the purpose. The current board may amend the rules whenever it likes, and the next council may change them as well. She said Councilwoman Hawkins had asked several times to keep the rules current along with the ordinances.

Councilwoman Hawkins said she agreed with Councilwoman Smith and Dr. Harrell. Council had asked for a targeted list in advance, and being handed the document at the meeting did not allow due diligence. She wanted to take it home and send the manager her priorities. She noted that the 7:00 PM meeting time is already outdated and that the document is nearly 20 years old. She said additional policies are needed on photography, citizen complaints, public records, authority to approve initiatives such as Flock cameras, and follow-up process.

Councilwoman Smith responded that the rules of procedure are the council's own and are distinct from policies on matters like Flock cameras or ordinances. She suggested starting with a shared understanding of what these rules are and what they should include.

Town Manager Parker said she was uncomfortable spearheading how the council addresses its own rules. She described three categories: council-only rules of procedure, the code of ordinances, and broader town policies such as how the town handles complaints. She noted that most departmental operating policies have traditionally not gone to council. She said council could decide to change that, and staff stood ready to discuss it. She suggested that items such as agenda ordering could live in a separate document, much like the annual calendar, so the rules would not need constant amendment.

Mayor Hines recalled that council had earlier asked each member to send written changes to the manager. Councilwoman Harrell said she remembered this and had sent some items. She proposed a firm deadline for written submissions, noting that discussing items aloud was not an effective way to capture them. Councilwoman Hawkins said she had already sent several items and could resend them. She argued that policies belong to council under the state statute vesting the government and general management of a municipality in the council. She said some earlier requests, such as a photography policy promised months ago, had not come back to council, and that some initiatives were being discovered online. She proposed a Friday deadline for submissions.

Councilman Moye asked what had prompted the workshop. He recalled that it was concern about Rule 20 and how the board would handle a recurrence. Town Manager Parker said the excerpt of the Rule 20 change adopted on October 9, 2023, is in the packet, between pages 7 and 8, but has not been merged into the main document. Councilwoman Harrell confirmed it is in effect. Parker said it is, and that Rule 20 would not be revisited unless council wished. It had been the initial kickoff for reviewing all the policies.

Councilwoman Hawkins said the group had also discussed updating the ordinance's provisions on general supervision of the police department and had agreed to hold workshops to go through all of it. Parker said it would take more than one workshop. Hawkins added that tonight's agenda included the trash policy, but other rules and policies should also have been brought forward with a list. Parker noted that without Items 1 and 2, the evening would have been devoted entirely to the rules of procedure.

Town Manager Parker said council would need to decide which policies it wants to adopt. In her tenure, and as far as she knows before it, police, fire, and other departmental procedures have been adopted at the staff level and not by council. She said the police policy manual was with the League for review, and the Fire-EMS master plan was forthcoming.

Councilwoman Hawkins said council should see public-safety policies in totality, including those for Fire and EMS. She raised the lack of a complaint policy at Winterville EMS and the question of oversight. Town Manager Parker said Winterville EMS is a separately chartered organization, not a town department, though it is housed in the town building and the town lends it two paramedics. It has its own board, on which Chief Moore serves, and its own officers. The county provides its budget and owns its trucks, and a medical director oversees clinical care. Town Attorney Lassiter said Winterville EMS is a separate 501(c) corporation over which the town has no operational authority, and he believed the State of North Carolina holds oversight. He said he had seen emails indicating Pitt County has no control either.

Councilwoman Hawkins said she believed Pitt County does have some oversight and would share its website information with council and the public. She called it a serious concern that the town houses an agency serving the public without any oversight. She said it was putting people at risk and asked that the town immediately post publicly that the state has oversight and how to reach it. Parker and Lassiter maintained that Winterville EMS is not a county EMS department, though the county lists it and funds it through budget approval.

Mayor Pro Tem Roberson asked the manager to gather information on the council-manager form of government in North Carolina. She noted that Winterville adopted it well before she joined the board, and that in earlier years council members each oversaw departments before the town hired an administrator. Parker said she would be glad to provide it to everyone.

Mayor Hines summarized the path forward: council members would email their rules-of-procedure input to Town Manager Parker by a set date, and she would compile it for review. Councilwoman Harrell asked whether a longer Saturday workshop could be scheduled in the future instead of weekday evenings after work. The mayor and clerk confirmed the next workshop is set for Monday, December 7.

After a short exchange, Town Manager Parker proposed Thursday, October 15, at 5:00 PM as the deadline for council members' written submissions. She offered to extend it if needed. Councilwoman Smith said that was sufficient. Councilwoman Hawkins asked that the compiled list be circulated before council meets again, and Mayor Hines confirmed it would reach members before December 7 so they could be ready to discuss it.

No formal action was taken on this item.

VIII. Adjourn

Motion made by Mayor Pro Tem Roberson and seconded by Councilwoman Smith to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 7:09 pm.

Adopted the 9th day of November 2026.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk

Winterville Town Council Meeting
Meeting Minutes
October 12, 2026, 6:00 PM
2571 Railroad Street, Winterville, NC 28590

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
Veronica W. Roberson, Mayor Pro Tem
Dr. Brandy Harrell, Councilwoman
Shantel Hawkins, Councilwoman
Johnny Moye, Councilman
Lisa Smith, Councilwoman
Keen Lassiter, Town Attorney
Terri L. Parker, Town Manager
Anthony Bowers, Assistant Town Manager
Charles Hamilton, Police Lieutenant
David Moore, Fire Chief
Ron Mills, 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

I. Call To Order

Mayor Hines called the Winterville Town Council meeting to order at 6:00 PM on Monday, October 12, 2026, at 2571 Railroad Street, Winterville, NC.

II. Invocation

Councilwoman Dr. Harrell gave the invocation.

III. Pledge Of Allegiance

The Pledge of Allegiance was recited by those present.

IV. Welcome

Mayor Hines welcomed everyone in the Assembly Room and those watching at home on YouTube. He gave a special welcome to Representative Tim Reeder, who was scheduled to speak later in the evening. The Mayor noted that no other elected officials were in attendance.

V. Roll Call

Present: Mayor Hines; Mayor Pro Tem Veronica Roberson; Councilwoman Shantel Hawkins; Councilwoman Dr. Harrell; Councilwoman Lisa Smith; Councilman Johnny Moye. Absent: None.

Staff present included Town Manager Terri Parker, Assistant Town Manager Anthony Bowers, Town Attorney E. Keen Lassiter, Town Clerk Donald Harvey, Electric Director Ron Mills, Planning & Economic Development Director Stephen Penn, Fire Chief David Moore, and Parks and Recreation Director Diane White.

VI. Approval Of Agenda

Town Manager Parker asked the Council to consider two changes. The first was adding a public comment speaker, Ms. Kimberley Monk, who had submitted a request to speak. The second was an updated version of the proposed trash container ordinance amendment. That version, marked in red at the top as amended that day, was at each member's seat. Behind it was a draft showing how the language would appear in the general provisions of the ordinance book.

Motion made by Councilwoman Smith and seconded by Councilwoman Dr. Harrell to approve the agenda with the amendments stated. Motion carried unanimously, 5-0.

VII. Presentations

1. Representative Tim Reeder

Representative Tim Reeder thanked the Council and said he would keep his remarks short given the busy agenda. On behalf of the State of North Carolina and the General Assembly, he presented a replica check for $150,000 to help purchase fire radios for the Winterville Fire Department. He said he was glad to get the request into the state budget and to support the Town. He acknowledged it was a challenging budget year, with less money available than hoped. Even so, he said, a lot of work went into bringing funding back to the district. He offered to answer questions, and there were none.

Mayor Hines said the funds were part of an accumulation of money the Town received earlier in the year to finish the fire department's radio purchase, which he put at roughly $510,000 in total, and that we really appreciate it. He added that he was glad to see government working for us.

2. Electric Capital Improvement Plan – RGrid Power

Electric Director Ron Mills introduced Monty Montsinger, an electrical engineer with RGrid Power. Mr. Montsinger was responsible for the plan, which reviewed the Town's electric facilities for reliability needs and for expansion into the Town's electric territory. Mr. Mills said he would ask the Council to accept the plan.

Presentation. Mr. Montsinger said the plan projected system loads over 15 years, using an engineering model built in WindMil to find capacity and voltage problems. The model also covered new areas under the 2019 territory expansion plan. His main points were:

- Growth assumptions. The plan used 2.6 percent growth in a medium-growth scenario. A ten-year load forecast showed about 2 percent, and the full territory expansion plan would approach 5 percent if all available land developed. He said a trend line suggested higher growth, but he did not consider it sustainable.
- Load. By the end of the plan the system would reach 23.8 megawatts, compared with a 2025 peak of 16.5. The territory expansion plan had assumed up to 32 megawatts if everything filled in.

- Peak loading. Asked by a Council member to explain peak loading for the audience, Mr. Montsinger said this was a winter-peaking system. The peak would come on the coldest January morning, everybody's heater is on, with snow on the ground.
- Existing system. The Vernon White delivery point feeds the Old Tar and Church Street distribution substations. The only flag in the substation equipment was the Church Street transformer, which was close to its base capacity before cooling fans engage. He said that was not a real problem because its forced rating is 25 megawatts. That meant one substation could feed the whole town in a contingency.
- Contingency analysis. Problems appeared only when Old Tar was out and Church Street had to feed everything over three circuits. That produced capacity and voltage flags.
- Improvements. The plan continued a transmission loop improvement begun in the territory expansion plan, estimated at $342,000. It was rerouted through the north part of town rather than Main Street to avoid congestion and to feed both substations by two transmission lines instead of one. An additional 1.5-mile addition at Church Street would complete the loop. The plan also included new feeder exits and breakers at the existing substations at $625,000, and backbone distribution upgrades carried over from the 2019 plan with costs updated to today's dollars. A new substation on Worthington Road, fed at 34.5 kV by Greenville Utilities, was the largest single item at $5,500,000. It would come at the end of the plan when load demanded it. The total was about $9,000,000.

Councilwoman Hawkins' questions. Councilwoman Hawkins noted the plan ran over roughly 14 years and asked what share of the $9 million would come from the Town and what share from developers. She asked how it would be paid for and how it would look for the average person. Mr. Montsinger said he was not certain of the financials but assumed rates and taxes would be involved. He said improvements would be phased as development brought load. Asked how developer-driven load is projected; he explained that the 2019 plan assigned a load per acre to each district. The backbone lines would serve load that develops along them, but the facilities connecting the substations would be needed regardless. Councilwoman Hawkins asked whether the Town was assuming that all the space would be filled by developers and whether the cost would rise if it was not. Mr. Montsinger answered that this plan used 23 megawatts against the earlier 32 and fills in as needed based on where the development comes.

Town Manager Parker said the plan mostly showed the backbone needed to serve the area if development comes. She added the challenge: there's cost to build the backbone whether the development comes or not. Costs would be recovered through rates, and the Town anticipated setting rates to cover debt service on the infrastructure.

Councilwoman Dr. Harrell's questions. Councilwoman Dr. Harrell asked which projects were most urgent, what conditions triggered urgency, and whether accepting the plan authorized construction. Mr. Montsinger said the fastest-growing areas were Districts 1A and 1B, where development was already planned, so that backbone would come first. Town Manager Parker said developer demand drives priorities and staff monitor projects on the table. She said the plan sets the stage like the Town's other utility capital improvement plans, and accepting it did not authorize construction. Councilwoman Dr. Harrell also asked what progress updates staff would provide. Mr. Mills said staff do not currently update the plan yearly, and the plan is normally renewed about every five years. He said updates every 2.5 years were possible if Council wished. Town Manager Parker added that Council also receives pieces of the picture through departmental reports.

Developer contributions. Councilwoman Hawkins asked again where developers would be asked to hold responsibility. Mr. Mills said the current fee schedule makes it largely the Town's responsibility to bring power to the parcel. The developer pays $1,500 per lot for in-subdivision infrastructure, plus material and labor for line extensions such as to a pump station. The cost of bringing power to the parcel is ultimately recovered through rates and the power sold. He said Eli's Ridge, the only subdivision currently underway in District 1A, had around 125 to 150 lots proposed. District 1B was expected to develop next, with perhaps 700 to 800 lots proposed across two or three subdivisions. Councilwoman Hawkins said she understood that these were projections and that citizens' rates would ultimately be affected.

Rate study. Councilwoman Hawkins asked about a rate schedule. Mr. Mills and Town Manager Parker explained that the fee schedule and rate schedule exist and that Financial Solutions was conducting a rate study. He estimated it would be finished in three to four months, after the first of the year. Assistant Town Manager Bowers said the study would weigh current demand, the capital improvement plan, growth factors, and any adjustments tied to agreements with Carolina Power Partners. He cautioned that rates should be reviewed regularly because projections change. He said that because debt is typically paid in arrears, a project approved in next year's budget might not affect ratepayers for two to three years. He added that this is why regular rate review helps avoid the great big hits that we have had in the past.

Councilman Moye's remarks. Councilman Moye said he had watched the town grow from small to large, with staff planning ahead for power needs. He compared this to oversizing pipe for future need when opportunity allowed. He thanked staff and said he was in favor of the plan.

Motion made by Councilwoman Smith and seconded by Councilman Moye to approve the Electric Capital Improvement Plan as presented. Motion carried, 4-1. Councilwoman Hawkins opposed.

VIII. Public Hearings

1. Carroll Crossing Section 4 Annexation

Planning and Economic Development Director Stephen Penn reported on the annexation request. The property is on the northeast corner of Jeremy Lane and Church Street Extension, near the existing Carroll Crossing subdivision and the Town operations center. It is owned by 2020 Global Investments, is zoned R-8, and is approximately 4.19 acres as stated. The applicant was actively constructing 23 residential units, 22 in duplexes and one single-family detached home. Notices were mailed and published in The Daily Reflector as required by state statute. Staff recommended approval, with an effective date of October 31, 2026. There were no questions.

Mayor Hines opened the public hearing and invited speakers in opposition and then in favor. No one came forward, and he closed the hearing.

Motion made by Mayor Pro Tem Roberson and seconded by Councilman Moye to approve the annexation of Carroll Crossing Section 4. Motion carried unanimously, 5-0.

2. Subdivision and Zoning Ordinance Amendments for Sidewalks and Dumpsters

Planning and Economic Development Director Stephen Penn presented the second hearing, a single ordinance amendment covering two topics. He said the changes were meant to better align with the Town's comprehensive land use plan.

Stationary containers. Townhome developers had found rollout service problematic, he said. Residents have nowhere good to store carts except in front of windows or on front lawns, and curbside carts interfere with parking and collection trucks. Staff asked Council to require stationary dumpsters for new single-family attached developments of more than two units, which excludes duplexes. Existing developments would not be required to change, and neither would project with approved construction drawings or a preliminary plat.

Sidewalks. Currently most sidewalk requirements sit in the subdivision ordinance, so projects that do not subdivide can slip through. He cited ACEs for Autism and Christ Covenant as examples. The zoning amendment would require developer-installed sidewalks for all non-residential and attached residential development, and for expansions or redevelopment of 60 percent or more of a site's value. It would also require an ADA-accessible path from the street sidewalk to building entrances or interior public uses. The subdivision amendment would require sidewalks on both sides of the street for all non-residential and attached residential developments. Only single-family detached projects would be exempt. It would also require sidewalks to wrap fully around cul-de-sacs rather

than stopping at the bulb. Mr. Penn noted that Planning and Zoning Board voted unanimously to support the changes and that a sidewalk and multimodal study was under way.

Council questions. Councilwoman Dr. Harrell asked who would maintain the sidewalks and dumpster areas. Mr. Penn said most would be on private property and maintained by the developer, though sidewalks on the right-of-way could fall to the Town or the state Department of Transportation. Town sanitation would not maintain them across the board. Councilwoman Hawkins asked whether existing individual bins would be affected, and Mr. Penn said they would not be changed by this ordinance. Town Manager Parker added that the Town's trash collection would continue to serve them and that any change to the Town's trash ordinance would affect those developments. Councilwoman Hawkins confirmed that the existing bins would not be required to convert to shared containers. Councilman Moye asked about phased developments. Mr. Penn said a later phase without approved construction drawings or a preliminary plat would be subject to the new rules.

Public hearing. Mayor Hines opened the hearing. Ms. Linda Knox Pittman of Kennedy Street said she had not seen dumpsters in her neighborhood. She asked whether sidewalks would be put on all streets, and whether they would take part in residents' front yards, recalling that a highway-built years earlier took half of her mother's front yard without notice. Town Manager Parker explained that the amendment applies to future developments, and separate planning is looking at connecting existing neighborhoods. She said right-of-way is typically where sidewalks go, and the Town would contact affected property owners. Ms. Linda Knox Pittman said she had another complaint but would leave it there. No one else spoke, and the hearing was closed.

Town Attorney Lassiter confirmed that because the amendment is one document containing both items, a single motion would suffice.

Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Roberson to approve the Subdivision and Zoning Ordinance Amendments for Sidewalks and Dumpsters. Motion carried unanimously, 5-0.

IX. Public Comment

Mayor Hines read the Public Comment Policy into the record: thirty minutes total, three minutes per speaker, no more than three speakers per matter, and Council may take no action, schedule the matter for later, or refer it to staff.

Ms. Kimberley Monk of 318 Trey Court addressed the Council as a resident. She said her intent was not to make things personal or diminish anyone's service, but to raise concerns about procedure, the relationship between the Council and the Town Manager, and the importance of maintaining appropriate checks and balances. She said public service carries a responsibility of transparency, consistency, and accountability. She was concerned about practices happening without public knowledge, citing the new Flock cameras. To her knowledge there had been no public hearings, and items were being brought for votes without prior information to citizens.

She made two requests. First, that Council review the policies and procedures between Council and the Town Manager, so that any service contract longer than six months or financial commitment above $5,000 would come to the Council for approval and a vote instead of the Town Manager signing off. Second, that the Town look at neighboring municipalities whose posted minutes are very detailed and very descriptive. She said Winterville's minutes are not as transparent as they should be and not reported accurately or in a timely manner. She spoke on behalf of herself and her neighbors. Councilwoman Hawkins thanked her.

X. Consent Agenda

Motion made by Councilwoman Smith and seconded by Councilman Moye to approve the consent agenda.

Before the vote, Councilwoman Hawkins said that, as she raises each month, details of the consent items are on the website, but not everyone can reach it or get to the lobby. She asked Town Clerk Harvey whether details were available in the lobby. Town Clerk Harvey said they were in the front lobby of Town Hall all week and there was a set in the Assembly Hall lobby that evening. Councilwoman Hawkins asked that the Old Tar Village annexation petition and the budget amendment be explained aloud before approval for the benefit of the public, for the record.

Mayor Pro Tem Roberson then asked whether Ms. Linda Knox Pittman, who had mentioned another complaint, could be given three minutes of public comment. She said she had once been a citizen in the audience who did not know the protocol. Town Manager Parker said the topic was on the agenda later. Mayor Hines said that protocol is protocol, and Mayor Pro Tem Roberson accepted that and moved on.

Motion carried 4-1. Councilwoman Hawkins opposed.

After the vote, Councilwoman Hawkins said her request had been totally disregarded and asked Attorney Lassiter why. Attorney Lassiter said that a consent agenda is typically not discussed, and that an item is either removed for discussion or the agenda is approved as is. He said discussion beyond that would call for a motion and vote by the Council. He recalled that the Mayor had allowed discussion the prior month but could not say why it was not allowed that evening. Councilwoman Hawkins said she wanted for the record that her request regarding the budget amendment was disregarded. Councilwoman Smith said anyone with questions about the budget amendment could find a sufficient explanation on page 396 of the agenda packet.

XI. Old Business

1. Trash Container (Can) Policy (Proposed)

Staff presentation. Town Manager Parker presented the amended ordinance amendment, which followed up at the previous meeting and the recent work session. It addressed concerns about residents leaving trash and recycling carts at the curb for too long. The amendment would replace the existing language, which called for carts out by 7 AM, with these requirements:

- Containers would be at the curb before 6 AM on the scheduled pickup day, since GFL begins routes at 6 AM.
- Containers would be pulled back to the house by 7 AM the morning after pickup. This was originally proposed as 7 PM on pickup day, then extended after members noted some residents may not be home from work by then.
- A new subsection (c) in the penalty section would provide an initial warning, with repeat offenders assessed a $25 civil citation. Each day of violation would be a separate offense.
- Staff proposed an effective date in early January to allow time for a direct-mail education campaign for all customers. The materials would define back to the house with pictures, and Council would receive a draft before it went out.

Town Manager Parker noted that neighboring municipalities' policies were reviewed and the $25 amount is in line with local practice. She said citizens had asked for the policy and that staff brought it at Council's request.

Penalty and enforcement. The standard civil citation for violations of the solid waste section is $50, so $25 is lower than the default. Citations would be issued by the Public Works Department, whose acting director is currently Town Manager Parker, collaborating with both superintendents. Enforcement would be primarily complaint-driven, and she said she did not want to lead anybody astray. Staff would document a reported violation, issue a warning first, and look for the worst offenders. Citations are separate from utility bills, paid at Town Hall, and unpaid ones can go to small claims court. Customer service collaborates with residents in emergencies. Mayor Hines noted that GFL's truck cameras could also be used, and that Councilman Moye had encouraged

neighbors helping neighbors. Councilman Moye added that GFL offers backdoor service with a doctor's note.

Councilwoman Dr. Harrell asked who would enforce, whether the fee would appear on utility bills, and whether the data warranted citations. Town Manager Parker said her office receives no complaints about carts left at the curb, though it receives many other trash complaints. Mayor Pro Tem Roberson said such complaints had been brought to Council over the years, including carts blocking roads after a storm in Main Street Village. Town Manager Parker said she could name three or four residences where it happens routinely, and without an ordinance there is no basis for action.

Councilwoman Hawkins asked how the Town would account for hospitalizations, deaths in the family, or other emergencies. She asked who came up with $25 and whether it should start lower, saying that Aden's population differs from Winterville's. She questioned fining people over what a handful of people might be, given that Town Manager Parker had received no complaints. She also said she had not asked for an ordinance. She had relayed a citizen's request for help and was told nothing could be done without one. Town Manager Parker said she would have the minutes pulled to confirm the direction given and clarified that the time change was the main difference from the prior version.

Mayor Pro Tem Roberson said: this ordinance hurts the people, the lower income people, our seniors, and those with disability. She said she would not be in favor.

Councilwoman Smith said the question was whether this was something constituents wanted, and suggested tabling to gather feedback. Councilwoman Hawkins agreed that public voice was important.

Motion made by Mayor Pro Tem Roberson and seconded by Councilwoman Dr. Harrell to table the Trash Container Policy (Proposed) Ordinance No. 26-O-104. Motion carried, 4-1. Councilman Moye opposed.

Councilman Moye explained his no vote. The Council had met and discussed the matter together, the proposal came from the Council and not from staff, and we all agreed on this while we were in our meeting. He said he did not understand what had changed. Councilwoman Hawkins responded that she never asked for an ordinance and that what came back was the same monetary penalty she had questioned. The only change was the timing. Town Manager Parker confirmed that she was directed to bring back an ordinance and that the time was the main change.

XII. New Business

1. Blackstone Section 3 Final Plat

Planning and Economic Development Director Penn presented Blackstone Section 3, within the existing Blackstone subdivision south of Vernon White Road near the Old Tar Road intersection. The applicant is ARK Consulting Group. The final plat covers 12 single-family detached lots on 4.8 acres in the R-12.5 district, ending in a cul-de-sac with a stormwater pond behind it. The approved preliminary plat included an emergency access lane through the adjoining Jehovah's Witness church property. The Technical Review Committee approved the final plat, and Planning and Zoning unanimously recommended approval. Staff recommended approval and acceptance of the improvements in subdivision.

Town Manager Parker asked whether the emergency access had been brought up to standard, and Mr. Penn said it had. Mayor Pro Tem Roberson said she had been by recently and the lane looked vastly different from before, when it was grassed over and unrecognizable. She asked how the Town could ensure it stays that way. She said she was part of the board that approved Blackstone and had to be convinced the lane would serve residents. Fire Chief David Moore said it was currently up to standard, a 75,000-pound all-weather surface, and deferred to the attorney on enforcement. Attorney Lassiter said the lane likely falls outside the homeowner’s association's

common area, since it crosses a different property. He added that the subdivision ordinance may not assign anyone responsibility for maintaining it, which he called a learning lesson that could be fixed in the future. Mr. Penn said no condition could currently be put on it.

Scott Anderson of ARK Consulting said the lane was built to standard. Signs now mark both sides so the fire department will always know where it is even if grass covers it. At the Town's request a gate was installed with a lock to which the Town holds the key. In an emergency, firefighters could unlock the gate and residents could exit. Mayor Pro Tem Roberson said her concern was maintaining the lane at its current level and asked about regular fire department inspections. Town Manager Parker noted that this was why staff recommended not installing any more such lanes.

Motion made by Councilman Moye and seconded by Councilwoman Smith to approve the Blackstone Section 3 Final Plat. Motion carried, 3-2. Councilwoman Hawkins and Mayor Pro Tem Roberson opposed.

2. NAACP – Request for use of the Market on the Square

Town Clerk Harvey said the NAACP requested use of the Market on the Square for a Get Out to Vote event on Saturday, October 17th.

Motion made by Councilwoman Dr. Harrell and seconded by Councilman Moye to approve the NAACP's request to use the Market on the Square. Motion carried unanimously, 5-0.

3. Rural Catalyst Partners LLC – Request for use of the Market on the Square

Town Clerk Harvey said Rural Catalyst Partners LLC requested the same use of the Market on the Square on Thursday, October 22nd. Councilwoman Dr. Harrell asked about the type of event and was told it was the same kind, a party at the polls.

Motion made by Councilwoman Dr. Harrell and seconded by Councilman Moye to approve the request from Rural Catalyst Partners LLC to use the Market on the Square. Motion carried unanimously, 5-0.

4. NCDEQ Notice of Pre-Regulatory Landfill Access

Assistant Town Manager Bowers said the Town received notice in late September that the NC Department of Environmental Quality was reviewing pre-regulatory landfills. The Town operated a landfill before state regulation began, on Town property behind the Pitt County collection site on Ready Branch Road. DEQ asked for access to evaluate the site, and the state pays for the testing through the solid waste disposal tax. As owner, the Town would remain responsible for any contamination found. The Town was asked to provide access, consent to land-use restrictions if anything is found, and authorization for the US Army Corps of Engineers.

Attorney Lassiter said he had reviewed the three documents and that other Pitt County towns received similar letters. He said DEQ's cover letter does not guarantee but suggests that state funds will help with any remediation if the Town cooperates, and that DEQ would obtain access regardless. He advised signing. Councilwoman Dr. Harrell asked about timing and how results would be shared. Attorney Lassiter said the Town was near the bottom of the priority list and testing might begin in three to six months. DEQ might walk around the site and decide not to evaluate at all. Mr. Bowers said staff would follow up with DEQ and report back. Mr. Bowers noted that earlier stormwater work at the cemetery was for erosion control and was unrelated. Mayor Pro Tem Roberson asked which streams run through the area, and Attorney Lassiter described a north-south stream on the west side and a canal to the north.

Motion made by Mayor Pro Tem Roberson and seconded by Councilwoman Dr. Harrell to grant DEQ access to the property under the Notice of Pre-Regulatory Landfill Access. Motion carried unanimously, 5-0.

5. Lucas Contracting -Final Adjusting Change Order - Cemetery Paving

Assistant Town Manager Bowers said the Town received Lucas Contracting's final adjusting change order on October 1st. The project was completed and came in under the Town's original budget. He gave these figures:

- Change order total: $18,066.35.
- Original contract: $370,485.
- Final contract price if approved: $381,287 as stated, which remained under the original budget of $417,000.
- Time extension: 18 days.

The charges were $9,000 for excess dirt from deeper road cuts, which the design required because it has no stormwater drop inlets or pipes and the site is hilly. They also included $8,200 to grout, dismantle, and haul an abandoned manhole found where a street was to go, and $4,500 for asphalt patching of old failing sections. A $3,600 credit for liquidated damages applied for exceeding the schedule, and $33.65 was charged for 6,500 gallons of water used to compact rock.

Mayor Pro Tem Roberson said she rode through the cemetery before the meeting and everything connected and looked good. Mr. Bowers said events so far showed no standing water. The roll-top curb and gutter lets people walk up easily and pull to the side. He said winter grasses were in place, and DEQ would not fully release the permit until permanent grasses were established in the spring. The Mayor first stated the motion as made by Councilman Moye and seconded by Mayor Pro Tem Roberson, then Councilman Moye restated it. He confirmed the change order amount at $18,066 before the Mayor called a recess.

Motion made by Councilman Moye and seconded by Mayor Pro Tem Roberson to approve the final adjusting change order with Lucas Contracting for the cemetery paving project in the amount of $18,066.35. Motion carried unanimously, 5-0.

The Council took a five-minute recess.

Mayor Hines called the meeting back to order following the recess.

XIII. Other Agenda Items

1. Ordinances vs. Policy vs. Rule and Procedures. (Councilwoman Hawkins)

Councilwoman Hawkins said it is important for the Council, staff, and citizens to understand the gravity of ordinances, policies, and rules and procedures. She said that when the consent agenda was pushed along earlier, she was asking for an explanation of the budget amendment. She asked Attorney Lassiter to cite statute or case law that she said required a unanimous vote to pass a budget amendment in North Carolina. She asserted that her no vote meant the budget amendment should not have passed. Attorney Lassiter did not respond to this point during the meeting. She said she was ignored outright in public, called it a procedural violation, and said the matter was not a personality contest or who likes who.

She described ordinances as state law, policies as what the board adopts under it, and rules and procedures as how meetings run. She said the board's rules must be followed consistently and that every member must have equal opportunity to participate. She asked that the next policy meeting add details for consent agendas, since we cannot do what we want when we want.

2. Flock Cameras ALPR in Winterville: Public Information, People, and Transparency. (Councilwoman Hawkins)

Councilwoman Hawkins said this was her second time raising the matter. Citizens had contacted her about cameras they did not recognize, some thinking they were Flock. Last month Lieutenant Hamilton explained which streets they were on and that there was a written policy. She said her

core questions remained: who authorized the cameras, whether she and her fellow Council members were informed, how they are paid , and whether it is a subscription or contract, who signed it, and when. She noted that the 2025 budget line reading Axon Flock, body cameras, and tasers was discussed only for body cameras and tasers, with no discussion of license plate readers.

She asked for answers within 14 days and a timeline. She said the contract should be nullified and the cameras stopped immediately, and that she was speaking for the people.

Councilwoman Dr. Harrell thanked staff for acknowledging Ms. Monk's records request, which she had forwarded to the Town Manager and Town Attorney, and asked for an anticipated date to update her. Attorney Lassiter said he expected to provide an update by the end of the week. Ms. Monk requested nine records, and he believed about eight were public records. He was researching the ninth.

3. Multipurpose Center still in Process/Need of Public Purpose Community Indoor Space. (Councilwoman Hawkins)

Councilwoman Hawkins raised the public-purpose use of the community room while the multipurpose center remains in process. She said that on May 11, 2026, Council approved BNI, working with the Winterville Chamber of Commerce, to use the community room every Tuesday for about two hours indefinitely. She said BNI could not say what its projects were and asked what it had done since May. She noted that in 2023 rates were raised, with non-residents paying up to $300 and residents about $225 to $250. She said the Town needed to be fair and equitable in public-purpose use.

Town Manager Parker said she would check with Economic Development Planner Tristan Daughtry and report back, and Councilwoman Hawkins asked for it by the end of the week. Councilwoman Hawkins said that next month she would make a motion to reduce rates, or make the room free, for public-purpose use while there is no other indoor space. She said, let the people of the town watch to see who votes against or for it, and the Mayor confirmed she was not making the motion that evening.

Mayor Pro Tem Roberson recalled an earlier discussion of reduced rates for nonprofits that the Council never finished. She noted that Greenville charges nonprofit emergency facilities at a different rate. Town Manager Parker said the December workshop could cover the facility policies and pricing. Assistant Town Manager Bowers said that during construction some angles and roads were widened, which clipped some previously laid-out cemetery plots. A new survey was being conducted to re-lay them, after which the plots must be entered into the financial software before sale. He noted that scheduling the surveyor could take longer than the work itself.

XIV. Items For Future Agendas/Future Work Sessions

Mayor Hines announced the Town Council Workshop for Monday, December 7, 2026, at 5:30 PM in the Town Hall Assembly Room.

XV. Third Quarter Reports From Department Heads

Mayor Hines asked whether any members had questions on the third quarter reports in the agenda packet. Councilwoman Hawkins had none on the reports but asked about the posting of volunteer board meeting minutes, specifically Parks and Recreation. She said she had been told they would be on the agenda and they were not. She had asked by email and received minutes from 2022 to 2025 sent to her but not posted publicly.

Town Manager Parker said Council wanted all volunteer board minutes on the website and staff were working on it. Parks and Recreation Director Diane White said her report noted that no quorum was met for that month's meeting. Minutes would be included in the report when a meeting is held. Town Clerk Harvey said all minutes had been gathered. He worked with the internet provider to create a location on the website, to be a section under Council minutes with a subsection for each

volunteer board. Town Manager Parker thought the deadline was by year end and said she would confirm and send it to Council. Councilwoman Hawkins said the public is entitled to the records and would revisit it next month.

XVI. Announcements

Town Clerk Harvey highlighted several items in the packet. Early voting begins Thursday, and it will be the first event back in the community room, which had been closed for HVAC and other work. Regular volunteer board meetings continue during the month. Election Day is Tuesday, November 3. Town offices are closed for Veterans Day on Wednesday, November 11th, but not Columbus Day. He noted that he received several calls that day asking whether Town Hall was open.

XVII. Reports From The Town Manager, Town Attorney, Town Council, And Mayor

Councilwoman Hawkins thanked citizens for entrusting her and said We work for you. We do not need commendations. She said early voting runs October 15 through 31, excluding Saturday the 24th, from 6:30 AM to 7:30 PM. She urged people to vote, since those elected vote on matters affecting residents' daily lives. She noted that former Police Chief Williams' last day was March 31, and the Council had no update on the replacement process and said she would ask about how the budgeted salary was being allocated. She noted that members wore pink for breast cancer awareness.

Councilwoman Dr. Harrell thanked citizens for attending and speaking up. She said her priorities remain responsible growth, reliable services, transparency, and fiscal accountability. She said that when a concern is raised, the Town needs to identify who is responsible and give accurate follow-up time. She thanked Assistant Town Manager Bowers for his professionalism and compassion, recalling a night he stood out in the cold with her and a mother and baby until their lights were restored. She congratulated him on his retirement.

Mayor Pro Tem Roberson asked to be informed about any Veterans Day program and encouraged everyone to vote. She thanked staff and said she echoed Councilwoman Dr. Harrell's thanks to Mr. Bowers. She also thanked her colleagues for the countless hours spent outside this table reading and responding.

Councilwoman Smith said she echoed the others and thanked the Council, attorney, manager, and staff for things seen and unseen. She said she was grateful to serve and live in the community.

Councilman Moye thanked staff and citizens and said that Council tries to decide for the whole town, even when residents disagree. He told Mayor Hines he had seen him grow tremendously in your position. He told Mr. Bowers, who he said grew up on this board alongside him, May God continue to bless you.

Town Attorney Lassiter said he had no formal report. He explained that the closed session would cover two statutory purposes, N.C.G.S. § 143-318.11(a)(3), consulting with an attorney, and (a)(5), real property contracts. The attorney consultation was primarily an update on the Blunt lawsuit, and a contract would also be discussed. He thanked Mr. Bowers and recalled when he was an intern from East Carolina.

Town Manager Parker thanked Mr. Bowers for 17 years working together, saying they had been a pleasure, and she was excited about would come next.

Mayor Hines thanked Mr. Bowers for his work and for taking his weekend phone calls over the past eight years, including work on the metropolitan transportation planning organization. He said the Council lays a foundation for the next people, and that the electric plan reviewed that evening was progress, because When your town does not grow, you become stagnant. When you become stagnant, you disappear. He said government moves slowly and you have to stay in the process. He said he ran to help people, and that It is not about me. It has always been about the people.

XVIII. Closed Session

Motion made by Mayor Pro Tem Roberson and seconded by Councilwoman Dr. Harrell to go into Closed Session pursuant to N.C.G.S. § 143-318.11(a)(3) and (a)(5). Motion carried unanimously, 5-0. Entered into Closed Session at 8:57 pm.

Motion made by Councilwoman Hawkins and seconded by Councilwoman Dr. Harrell to return to Open Session. Motion carried unanimously, 5-0.

Back in open session, Assistant Town Manager Bowers introduced an amended and restated Dynamic Transfer Agreement among Carolina Power Partners, Duke Energy Carolinas, and the Town of Winterville. Attorney Lassiter asked that the motion name the amended and restated agreement, to distinguish it from the existing agreement dated March 2019.

Motion made by Councilwoman Dr. Harrell and seconded by Councilwoman Hawkins to approve the Amended and Restated Dynamic Transfer Agreement among Carolina Power Partners, Duke Energy Carolinas, and the Town of Winterville. Motion carried unanimously, 5-0.

Attorney Lassiter then presented a settlement agreement and release between Malcolm Blount and the Town, along with Charles Hamilton, Durwin Lamb, and Dawson Majette.

Motion made by Councilwoman Dr. Harrell and seconded by Councilwoman Hawkins to approve the settlement agreement in the Malcolm Blount versus Town of Winterville lawsuit. Motion carried unanimously, 5-0.

XIX. Adjourn.

Motion made by Councilman Moye and seconded by Mayor Pro Tem Roberson to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 10:03 pm.

Adopted the 12th day of October 2026.

_____
Richard E. Hines, Mayor

ATTEST:

_____
Donald Harvey, Town Clerk

WINTERVILLE A slice of the good life!	**Town of Winterville** **Town Council** **Agenda Abstract**	**Item Section**: Consent Agenda **Meeting Date**: November 9, 2026
	Presenter: Jessica Manning, Finance Director	

Item to be Considered

Subject: Budget Amendment 2026-2027-3.

Action Requested: Approval of the Budget Amendment.

Attachment: Budget Amendment 2026-2027-3.

Prepared By: Jessica Manning, Finance Director	**Date**: 10/28/2026

ABSTRACT ROUTING:

☒ TC: 11/4/2026 ☒ TM: 11/4/2026 ☒ Final: tlp - 11/4/2026

Supporting Documentation

This is the third Budget Amendment for the 2026-2027 Fiscal Year.

The first item in this budget amendment will account for the funds received for the Local Law Enforcement Officer Compensation Bonus Program administered by the North Carolina State Bureau of Investigation (SBI). The Miscellaneous Revenue line item will be increased by $33,910 for the funds received by the SBI, and the Police Bonus Pay line item will be increased by $31,500 and the Police FICA line item will be increased by $2,410 to cover the payroll that will be paid out to the Police officers. Each eligible Police officer will receive $1,750. The bonus payment received from the SBI covers all salaries and FICA taxes paid out by the Town for the bonus payment.

The second item in the budget amendment addresses the need to increase the Fire Capital Outlay line item by $110,000 to cover the cost of completing the Fire Training Ground Facility. These funds were budgeted and unspent in last fiscal year so they were rolled over into the fund balance to be used this fiscal year.

The last item includes increasing the Grant Revenue line item and the Citizen/Recreation programs line item in the Parks and Recreation department by $1,500 to account for the Grassroots Arts Program grant to be used towards the Movies and Concert Series in the Park program.

Budgetary Impact: Total budget amendment $145,410.

Recommendation: Staff recommends Council approve the Budget Amendment.

20260219

BUDGET ORDINANCE AMENDMENT 2026-2027-3

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, 2027:

SECTION 1. Revenues are to be changed as follows:

LINE ITEM DESCRIPTION	Fund		Account		Increase	Decrease
Fund Balance Appropriation	General		10-0000-00	3831	$ 110,000	
Miscellaneous Revenue	General		10-0000-00	3820	$ 33,910	
Grant Revenue	Parks and Recreation		15-0000-00	3415	$ 1,500	
Total					**$ 145,410**	**$ -**

SECTION 2. Appropriations are to be changed as follows:

LINE ITEM DESCRIPTION	Fund	Department	Account		Increase	Decrease
Bonus Pay	General	Police	10-4310-00	4123	$ 31,500	
FICA	General	Police	10-4310-00	4126	$ 2,410	
Capital Outlay	General	Fire	10-4320-00	7150	$ 110,000	
Citizen/Rec Programs	Parks and Recreatoin		15-6010-00	4282	$ 1,500	
Total					**$ 145,410**	**$ -**

Adopted the 9th day of November 2026.

Richard E. Hines, Mayor

Donald Harvey, Town Clerk

WINTERVILLE *A slice of the good life!*	**Town of Winterville** **Town Council** **Agenda Abstract**	**Item Section**: Consent Agenda **Meeting Date**: November 9, 2026
	Presenter: Jessica Manning, Finance Director	

Item to be Considered

Subject: Resolution of Reimbursement (26-R-111).

Action Requested: Approve the Resolution.

Attachment: Resolution 26-R-111.

Prepared By: Jessica Manning, Finance Director	**Date**: 10/29/2026

ABSTRACT ROUTING:

☐ TC: 2/13/2026 ☒ TM: 2/13/2026 ☒ Final: tlp - 2/13/2026

Supporting Documentation

The resolution of reimbursement allows the Town to begin making purchases while funding sources are being obtained. This is a standard procedure that is often used to keep projects on schedule. It is also required by the IRS for this type of situation.

The amount to be financed is $2,959,775. Items being purchased are: two Police vehicles with upfit package for the Police Department; squad truck, self-contained breathing apparatuses, and a SCBA compressor for the Fire Department; roof replacement for the Police/Fire/Rescue Building; a backhoe and pickup truck for the Public Works Department; ballfield lighting at Hillcrest Park and a park maintenance building in the Parks and Recreation Department; the South Brook subdivision cost share agreement in the Water Department; and the Quail Trace regionalization and pump station cost share agreement in the Sewer Department.

The items and projects to be financed were approved with the 2026-2027 Approved Budget.

Budgetary Impact: No Budgetary Impact.

Recommendation: Staff recommends Council approve the Resolution 26-R-111.

20260219

Resolution
Town of Winterville, North Carolina
Declaration of Official Intent to Reimburse

BE IT HEREBY RESOLVED that the Town of Winterville, NC does hereby adopt the following declaration (the "Declaration") of official intent to reimburse.

This declaration (the "Declaration") is made pursuant to the requirements of the United States Treasury Regulation Section 1.150-2 and is intended to constitute a Declaration of Official Intent to Reimburse under such Treasury Regulations Section.

The Undersigned is authorized to declare the official intent of the Town of Winterville, North Carolina (the "Issuer") with respect to the matters contained herein.

1. **Expenditures to be Incurred.** The Issuer has incurring expenditures (the "expenditures") for the purchase of 2 Police vehicles with upfit, Fire squad and self-contained breathing apparatus units and compressor, Police/Fire/Rescue building roof replacement, Public Works backhoe and pickup truck, Parks and Recreation park maintenance building and ballfield lighting at Hillcrest Park, the Water Department South Brook subdivision cost share agreement, and the Sewer Department Quail Trace regionalization and pump station cost share agreement.

2. **Plan of Finance.** The Insurer intends to finance the cost of the project with the proceeds of debt to be issued by the Issuer (the "Borrowing") the interest on which is to be excluded from gross income for federal income tax purposes.

3. **Maximum Principle Amount of Debt to be Issued.** The maximum principal amount of the borrowing to be incurred by the Issuer to finance the equipment and vehicles is $2,959,775.

4. **Declaration of Official Intent to Reimburse.** The issuer hereby declares its official intent to reimburse itself with the proceeds of the Borrowing for any of the Expenditures incurred by its prior to the issuance of the Borrowing.

Adopted this 9th day of November 2026

_____
Richard E. Hines, Mayor

ATTEST:

_____
Donald Harvey, Town Clerk

WINTERVILLE *A slice of the good life!*	**Town of Winterville** **Town Council** **Agenda Abstract**	**Item Section**: Consent Agenda **Meeting Date**: November 9, 2026
	Presenter: Stephen Penn, Planning and Economic Development Director	

Item to be Considered

Subject: Old Tar Village Section 2 - Lots 3 & 4 Annexation Petition.

Action Requested: Schedule Public Hearing for December 14, 2026, Meeting.

Attachment: Annexation Petition, Legal Description, Annexation Map, & Certificate of Sufficiency.

Prepared By: Stephen Penn, Planning and Economic Development Director	**Date**: 10/21/2026

ABSTRACT ROUTING:

☒ **TC: 11/2/2026** ☒ **TM: 11/2/2026** ☒ **Final: tlp - 11/2/2026**

Supporting Documentation

Applicant: Old Tar Village Properties, LLC (Matt Soddy, Property Owners).

Location: Old Tar Village Road (adjacent to the Winterville Pediatrics Office).

Parcel Numbers: A portion of existing parcel number 54700.

Site Data: 1.656 acres.

Zoning: General Business (GB).

Staff Analysis:

The applicant proposes to construct two commercial buildings, each containing five units and approximately 6,000 square feet, for a total of 10 units and approximately 12,000 square feet.

Anticipated Annexation Schedule:

10/12/26: Direct Town Clerk To Investigate Sufficiency.

11/9/26: Schedule Public Hearing.

12/14/26: Hold Public Hearing.

If approved, anticipated Effective Date will be December 31, 2026.

Staff recommends approval of the annexation petition.

Budgetary Impact: TBD.

Recommendation: Staff recommends that Town Council schedule a public hearing for December 14, 2026, to consider the annexation petition for Old Tar Village Section 2, Lots 3 & 4.

20260219

PETITION REQUESTING ANNEXATION

Date: September 15, 2026

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

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

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

Description

Old Tar Village Lots 3 and 4 – Legal description is attached

Name Old Tar Village Properties, LLC Address 1906 Old Creek Road
Greenville, NC 27834

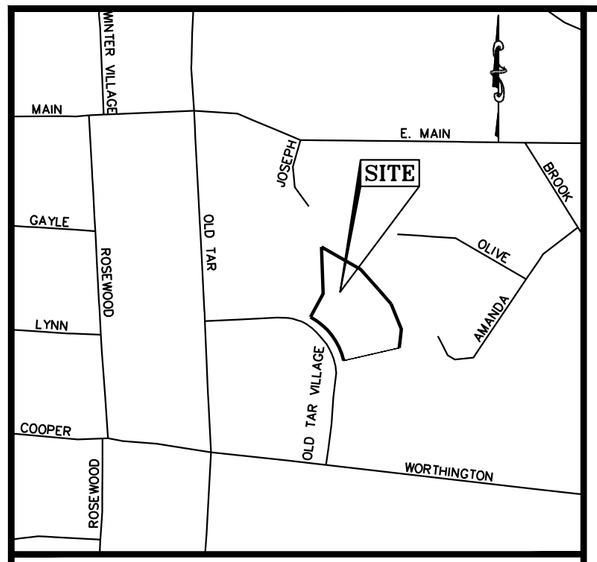
Signature Matt M. Soddy
Mathew M. Soddy, Manager

Legal description for Annexation of

Lot(s) 3 & 4, Old Tar Village, Section Two

Commencing at an iron stake, said iron stake having North Carolina State Plane grid coordinates of Northing: 650,366.35' and Easting: 2,480,919.32' (NAD 83 datum) and being located at the southeast property corner of Lot 2, Old Tar Village, Section One, as recorded in Map Book 65, Page 26, and along the northern right-of-way of Old Tar Village Road, and being the **Point of Beginning** for this description.

Thence from said **Point of Beginning**, leaving said road right-of-way, and following along the eastern property line of said Lot 2, N 27°52'25" E, 93.33' to an iron stake; thence N 02°29'06" W, 162.87' to a point, said point being the northeast property corner of said Lot 2 and being located along the southern property line of Lot 61, Winterville Crossings, Section One, as recorded in Map Book 49, Page 106, said point also being the northwest property corner of Lot 9, Old Tar Village, Section One, as recorded in Map Book 65, Page 26; thence from said point and following along the western property line of said Lot 9, S 60°35'03" E, 157.11' to a point; thence S 41°49'09" E, 93.98' to a point, said point being a common property corner of Lot 3 and Lot 4, Old Tar Village, Section Two, as recorded in Map Book 67, Page 167; thence continuing S 41°49'09" E, 67.32' to a point; thence S 22°15'56" E, 95.03' to an iron stake, said iron stake being located along the western property line of Lot 35, Winterville Crossings, Section Two, as recorded in Map Book 52, Page 64; thence from said iron stake and following along the western property line of said Lot 35, S 05°59'45" W, 65.66' to a point; thence cornering and running along the southern property line of said Lot 4, Old Tar Village, Section Two, S 76°48'50" W, 198.98' to a point, said point being the southwest property corner of said Lot 4 and being located along the northern right-of-way of Old Tar Village Road; thence from said point and following along the northern right-of-way of Old Tar Village Road with a curve to the left, a chord bearing and distance of N 25°20'07" W, 96.69' to a point; thence continuing with said curve along said right-of-way, a chord bearing and distance of N 49°47'53" W, 98.22' to an iron stake, the **Point of Beginning**, containing 1.656 acres and being all of Lot(s) 3 & 4, Old Tar Village, Section 2, as recorded in Map Book 67, Page 167.



VICINITY MAP

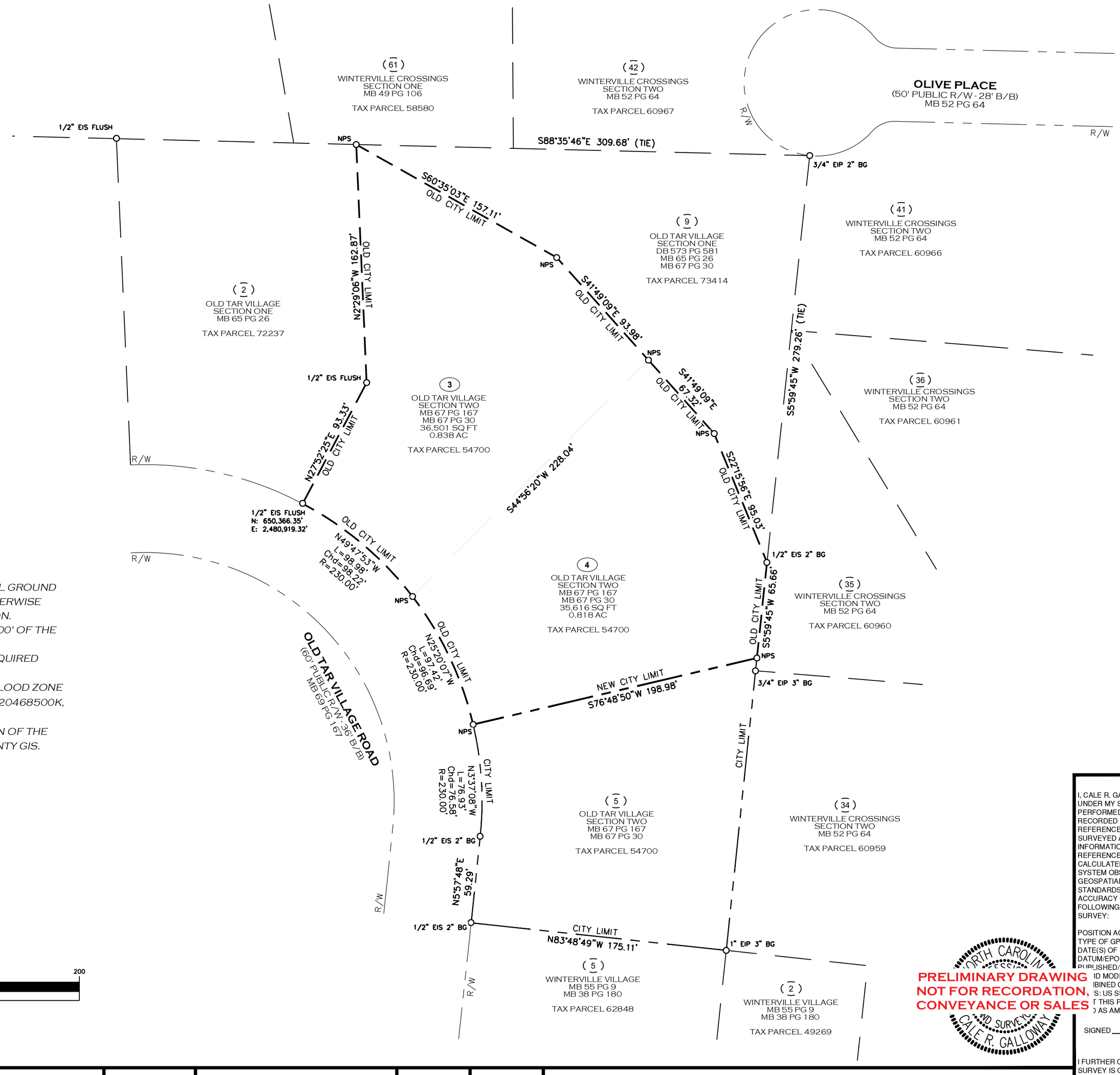
SCALE: 1" = 500'

SURVEY LEGEND

Adjoiner Line	— — — —
Iron Property Corner	O
Existing Iron Pipe	EIP
Existing Iron Stake	EIS
No Point Set	NPS
Below Grade	BG
Above Grade	AG
Deed Book	DB
Map Book	MB
Page Number	PG
Right of Way	R/W
Chord	CHD
Length	L
Radius	R
Northing	N
Easting	E

GENERAL NOTES:

1. ALL DISTANCES SHOWN HEREON ARE HORIZONTAL GROUND MEASUREMENTS IN US SURVEY FEET, UNLESS OTHERWISE NOTED. AREAS ARE BY COORDINATE COMPUTATION.
2. NO GEODETIC MONUMENT WAS FOUND WITHIN 2000' OF THE PROJECT LOCATION.
3. REFERENCES ON THE FACE OF THE MAP WERE ACQUIRED FROM THE PITT COUNTY REGISTER OF DEEDS.
4. THE SUBJECT PARCEL(S) SHOWN HEREON LIE IN FLOOD ZONE X (MINIMAL FLOOD RISK) PER FEMA FIRM PANEL 3720468500K, EFFECTIVE DATE 07/07/2014.
5. THE SUBJECT PARCEL(S) ARE UNDER JURISDICTION OF THE TOWN OF WINTERVILLE, ZONED GB, PER PITT COUNTY GIS.



BASIS OF BEARINGS
NC GRID NAD83 (NSRS 2011)

ANNEXATION LEGEND

NEW CITY LIMIT
OLD CITY LIMIT
CITY LIMIT

GRAPHIC SCALE

50 0 25 50 100 200

(IN FEET)
1 inch = 50 ft.

PRELIMINARY DRAWING
NOT FOR RECORDATION,
CONVEYANCE OR SALES

NORTH CAROLINA
SEAL
L-5352
PROFESSIONAL LAND SURVEYOR
CALEB R. GALLOWAY

CERTIFICATION

I, CALE R. GALLOWAY, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL FIELD SURVEY PERFORMED UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 573, PAGE 581, OR FROM BOOKS REFERENCED HEREON); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK _____, PAGE _____, OR AS REFERENCED HEREON; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000; THAT THE GLOBAL POSITIONING SYSTEM OBSERVATIONS WERE PERFORMED TO THE GEOSPATIAL POSITIONAL ACCURACY STANDARDS, PART 2: STANDARDS FOR GEODETIC NETWORKS AT THE CLASS "A" ACCURACY CLASSIFICATION (95% CONFIDENCE) AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE GPS SURVEY:

POSITION ACCURACY: DOES NOT EXCEED 0.07'
TYPE OF GPS FIELD PROCEDURE: VRS
DATE(S) OF SURVEY: 05/04/2026
DATUM/EPOCH: NAD 83/2011
PUBLISHED/FIELD CONTROL MONUMENTS USED: VRS
ID MODEL: GEOID 12B
BINED GRID FACTOR: 0.999886433
S: US SURVEY FOOT
T THIS PLAT WAS PREPARED IN ACCORDANCE WITH GS
) AS AMENDED.

SIGNED _____
REGISTRATION NO. L-5352

I FURTHER CERTIFY PURSUANT TO G.S. 47-30 (f)(11)(c1). THE SURVEY IS OF AN EXISTING PARCEL OF LAND AND ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.

WITNESS MY ORIGINAL SIGNATURE AND SEAL THIS THE ____ DAY OF _____, 2026.

REVIEW OFFICER'S CERTIFICATE

I, _____, A REVIEW OFFICER OF PITT COUNTY, N.C. CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

_____
REVIEW OFFICER DATE

OLD TAR VILLAGE
SECTION TWO - LOT(S) 3 & 4

REFERENCE: BEING A PORTION OF THE PROPERTY DESCRIBED IN MAP BOOK 67, PAGE 167 OF THE PITT COUNTY REGISTRY.

GALLOWAY | PLLC
GEOSPATIAL
INFORMATICS & SURVEYING
463 Second Street - Ayden - NC - 28513
252-565-2657 - NC FIRM # P-2153

SURVEYED:	JLS/DAH	APPROVED:	CRG
DRAWN:	JGG	DATE:	09/03/2026
CHECKED:	CRG	SCALE:	1" = 50'

MAP NO.	PLATS RECORDED	BOOK	PAGE
	OLD TAR VILLAGE SECTION 2	67	167
	OLD TAR VILLAGE SECTION 1	67	30

MAP SHOWING AREA ANNEXED BY THE TOWN OF WINTERVILLE, N.C.

DATE: _____ ORDINANCE NO.: _____ AREA: 1.656 ACRES

WINTERVILLE TOWNSHIP, PITT COUNTY, NC

CERTIFICATE OF SUFFICIENCY
OLD TAR VILLAGE, SECTION TWO LOT(S) 3 & 4
PARCEL NUMBER: A PORTION OF 54700

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 12th day of October 2026.

ATTEST:

The Town of Winterville CORPORATE SEAL Pitt County, N.C.

Donald Harvey, Town Clerk

	Town of Winterville **Town Council** **Agenda Abstract**	**Item Section**: Consent Agenda **Meeting Date**: November 9, 2026
	Presenter: Charles Hamilton, Police Lieutenant	

Item to be Considered

Subject: Request for temporary street closures associated with the annual Winterville Christmas Parade.

Action Requested: Approval of temporary street closures.

Attachment: arade Route Map.

Prepared By: Charles Hamilton, Police Lieutenant	**Date**: 10/29/2026

ABSTRACT ROUTING:

☒ **TC: 11/2/2026** ☒ **TM: 11/2/2026** ☒ **Final: tlp - 11/2/2026**

Supporting Documentation

The annual Winterville Christmas Parade is scheduled for Saturday, December 12, 2026, beginning at 2:00 PM, with parade lineup beginning at 1:00 PM.

The parade will begin near A.G. Cox Middle School on Church Street and proceed along the designated parade route, which includes Church Street, Cooper Street, Railroad Street, Main Street, and Ange Street, ending near Winterville Recreation Park.

To accommodate parade staging and ensure the safety of participants, spectators, and motorists, the following temporary street closures are requested:

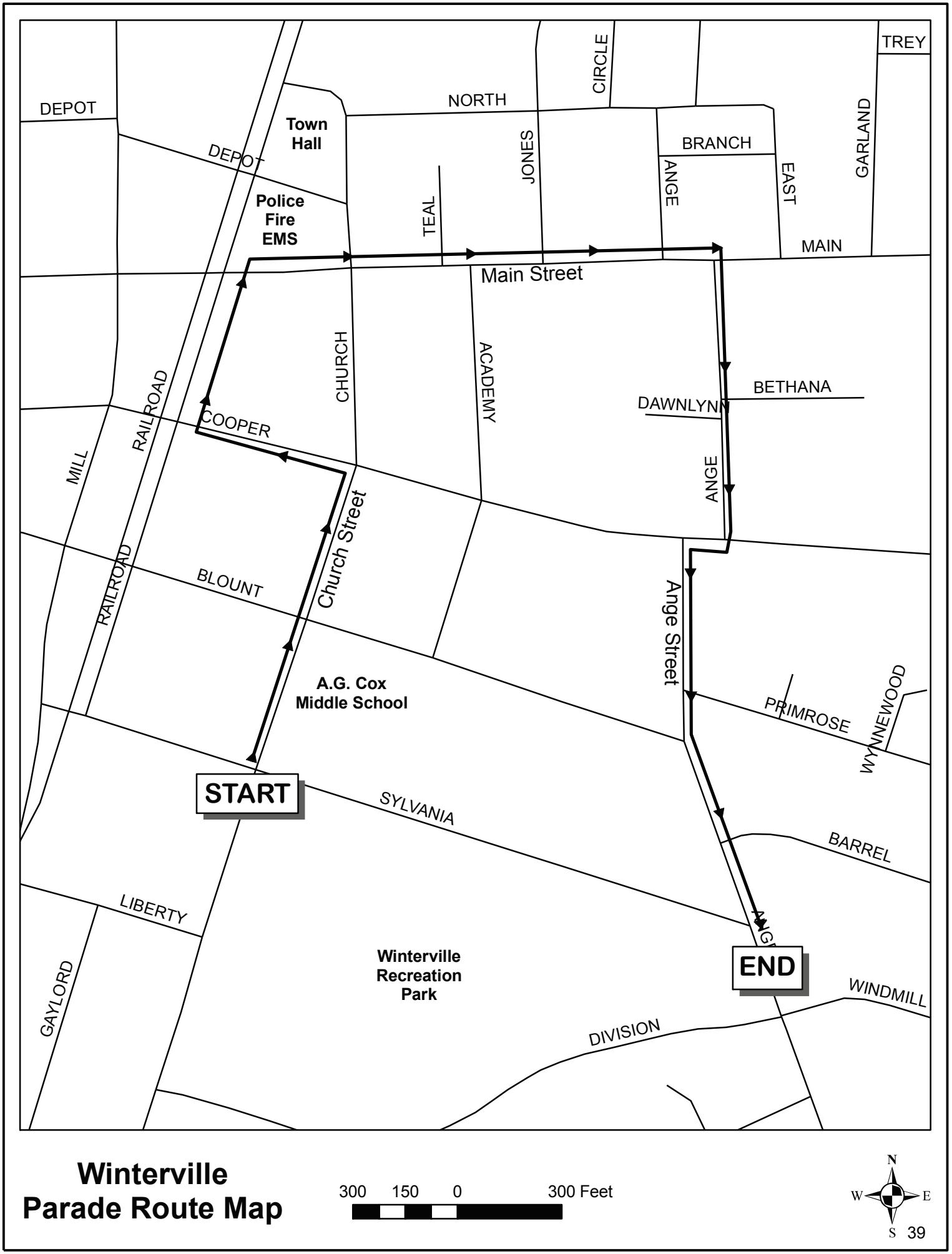
- **Church Street:** Beginning at 1:00 PM to accommodate parade lineup and staging.
- **Main Street, Ange Street, Railroad Street, and Cooper Street:** Beginning at 1:45 PM to accommodate the parade route and movement of participants.

The Winterville Police Department will coordinate traffic control and street closures with the appropriate Town departments. All affected streets will be reopened as soon as practical following the conclusion of the parade and once it is safe to resume normal traffic operations.

Budgetary Impact: NA.

Recommendation: Staff recommends Council approve the temporary street closings.

20260219



Winterville Parade Route Map

300 150 0 300 Feet

N W E S

	Town of Winterville **Town Council** **Agenda Abstract**	**Item Section**: New Business **Meeting Date**: November 9, 2026
	Presenter: Donald Harvey, Town Clerk	

Item to be Considered

Subject: Request for Permission to Town of Winterville “Slice of The Good Life” in Man with God.

Action Requested: Discussion and decision.

Attachment: Request for Permission.

Prepared By: Donald Harvey, Town Clerk	**Date**: 10/28/2026

ABSTRACT ROUTING:

☒ **TC: 11/2/2026** ☒ **TM: 11/2/2026** ☒ **Final: tlp - 11/2/2026**

Supporting Documentation

Dr. Glenn Johnson is writing to formally request Council’s permission to include the Town of Winterville “A Slice of The Good Life!” in his upcoming book, titled “*Man with God*”.

The book explores themes of faith, community, and leadership, and he believes acknowledging the Town of Winterville, adds invaluable context and inspiration to the narrative. Specifically, I would like to reference this on page 56 of the book. The exact words are as follows, I’ve started a new life, God has afforded me a new path and direction, and moving to North Carolina is the greatest moment in my life; now I consider myself an advocate for others who may be in a similar situation, North Carolina, Pitt County as the most viable places to live for individuals in any recovery or transitional situation.

He chose the Town of Winterville, “A Slice Of The Good Life!”, AKA The Ville. AKA The Ville, I’ve learned from a colleague at the Brain Injury Advisory Council.

Budgetary Impact: NA.

Recommendation: Staff awaits Council direction on said request.

20260219

Dr. Glenn E. Johnson, DCRC
459 Williamston Dr.
Winterville, NC 28590
glennjohnsonshow@gmail.com
Cell Phone: 252-902-9222, Home Phone: 252-353-0771
Date: 10-239-2026

To Town Manager, Terri L. Parker
Town of Winterville, NC 28590

Subj: Request for Permission to Town of Winterville Slice of The Good Life in *Man with God*

Dear Town Manager

I am writing to formally request your permission to include Town of Winterville Slice of The Good Life in my upcoming book, titled Man with God.

The book explores themes of faith, community, and leadership, and I believe acknowledging Town of Winterville, adds invaluable context and inspiration to the narrative. Specifically, I would like to reference this on page 56 of the book. The exact words are as follows, I've started a new life, God has afforded me a new path and direction, and moving to North Carolina is the greatest moment in my life; now I consider myself an advocate for others who may be in a similar situation, North Carolina, Pitt County as the most viable places to live for individuals in any recovery or transitional situation.

I Chose Town of Winterville, A Slice Of The Good Life, AKA The Ville.
AKA The Ville, I've learned from a colleague at the Brain Injury Advisory Council.

By signing below, you grant Glenn Johnson the non-exclusive, perpetual right to use your name,, and the biographical details discussed for inclusion in *Man with God*, including all future editions, revisions, and promotional materials associated with the book.

If you agree to these terms, please sign and date this letter below and return a copy to me at your earliest convenience. If you have any specific preferences or adjustments regarding how your title or affiliation is worded, please let me know.

Thank you so much for your time, your dedication to the community, and your support of this project.
Warm regards,

Glenn Johnson, Author, *Man with God*

Permission Granted By**:**

Name (Printed): _____

Title/Affiliation: _____

Signature: _____

Date: _____

WINTERVILLE *A slice of the good life!*	**Town of Winterville** **Town Council** **Agenda Abstract**	**Item Section**: Consent Agenda **Meeting Date**: November 9, 2026
	Presenter: David Moore, Fire Chief	

Item to be Considered

Subject: Police-Fire-Rescue Roof Replacement.

Action Requested: Approval.

Attachment: Bid Tabulation.

Prepared By: David Moore, Fire Chief	**Date**: 10/28/2026

ABSTRACT ROUTING:

☒ TC: 11/2/2026 ☒ TM: 11/2/2026 ☒ Final: tlp - 11/2/2026

Supporting Documentation

The FY 26-27 budget includes funding to replace the roof at the Fire Station/Police Station. The bid tabulation is attached. The lowest responsible bidder is Custom Coating Inc. This includes the base bid for fluid-applied roof restoration, coping cap reinforcement, and masonry counterflashing reinforcement. It also includes an alternate bid (1) for front entrance skylight cleaning and re-sealing. This bid does include replacing all sheeting and insulation that is wet from roof leaks. The entire roof was assessed visually and with an infrared/thermal scan in April 2026 for damage and leaks. Once approved, the Town Attorney will review the contract before execution and issuance of the purchase order. This bid did come in under the budget for FY 26-27.

This project will most likely begin in Spring 2027 due to the fact that the temperature will need to be milder to achieve a successful install.

Budgetary Impact: $261,304.

Recommendation: Staff recommends Council approve award of contract to Custom Coatings Inc., pending contract review by the Town Attorney.

ROOF PROJECT BID SPREADSHEET

TOWN OF WINTERVILLE FIRE, POLICE, EMS
2593 N RAILROAD ST.
WINTERVILLE, NC 28590
OCTOBER 27, 2026 BY 4:00 PM

PRE-BID ATTENDEES	WAYNE ROOFING	CUSTOM COATINGS INC	RADCO ROOFING	ESKOLA ROOFING AND WATERPROOFING
BASE BID-Fluid applied roof restoration, coping cap reinforcement, masonry counterflashing reinforcement	$291,000	$259,024	$339,142	$257,514
ALT. BID 1-Front entrance skylight cleaning and re-sealing	$3,500	$2,280	$5,800	$5,950
UNIT COST ITEM-Per square foot to replace wet insulation outside of the IR/nuclear scan	$8.00	$5.50	$24.00	$20.00
CONSECUTIVE DAYS TO COMPLETE WORK	30	21	60	15
DAYS TO START AFTER AWARD OF CONTRACT	20	Will Begin in March of 2027	90	20

WINTERVILLE *A slice of the good life!*	**Town of Winterville Town Council Agenda Abstract**	**Item Section**: New Business **Meeting Date**: November 9, 2026
	Presenter: Stephen Penn, Planning and Economic Development Director	

Item to be Considered

Subject: Farmstead Preliminary Plat (Second Submission - Relocation of Recreation and A Few Lots).

Action Requested: Review Plat for Consideration.

Attachment: Preliminary Plat and Staff Report.

Prepared By: Stephen Penn, Planning and Economic Development Director	**Date**: 10/29/2026

ABSTRACT ROUTING:

☒ **TC: 11/2/2026** ☒ **TM: 11/2/2026** ☒ **Final: tlp - 11/2/2026**

Supporting Documentation

Applicant: ARK Consulting Group, PLLC.

Location: Western side of Reedy Branch Road at the Davenport Farm Road intersection. South of Pitt Community College.

Parcel Numbers: Parcel Numbers 38386, 23479, 88048, & 88050.

Site Data: 93.80 Acres.

Zoning: R-10 Conditional District (south of Davenport Farm Rd) and R-8 Conditional District. (North of Davenport Farm Road.)

Proposal:

* 179 lot Single Family Detached.
* Proposed to be built in 5 phases.
* Includes amenity area with pool and cabana clubhouse.
* Dedicates a 30' easement for the potential of a future greenway along Swift Creek.
* Provides sidewalks on both sides of interior public streets.
* All homes will have a minimum of 1,500sf of heated space, a 2-car garage, and consist of fiber cement board exterior siding on all homes with some elevations consisting of brick and stone accents.
    - **Important note:** The approved Conditional Zoning District required the following: "Developer will install a traffic signal at the intersection of Davenport Farm Road and Reedy Branch Road if Approved by NCDOT." NCDOT did not approve a traffic signal. After reviewing the site, NCDOT approved a round-about design for the intersection. They provided the following statement: "On the state's end, the round-about project has been pushed off for the foreseeable future. The developer may install the roundabout at their own volition (would be tied in with the driveway permits). Otherwise, the intersection will be currently treated as an all-way stop." - Bill Cox, NCDOT.
    - **A version of this Preliminary Plat was approved at the February 2026 Town Council Meeting. The applicant resubmitted in order to relocate the recreational facility and a few lots.**

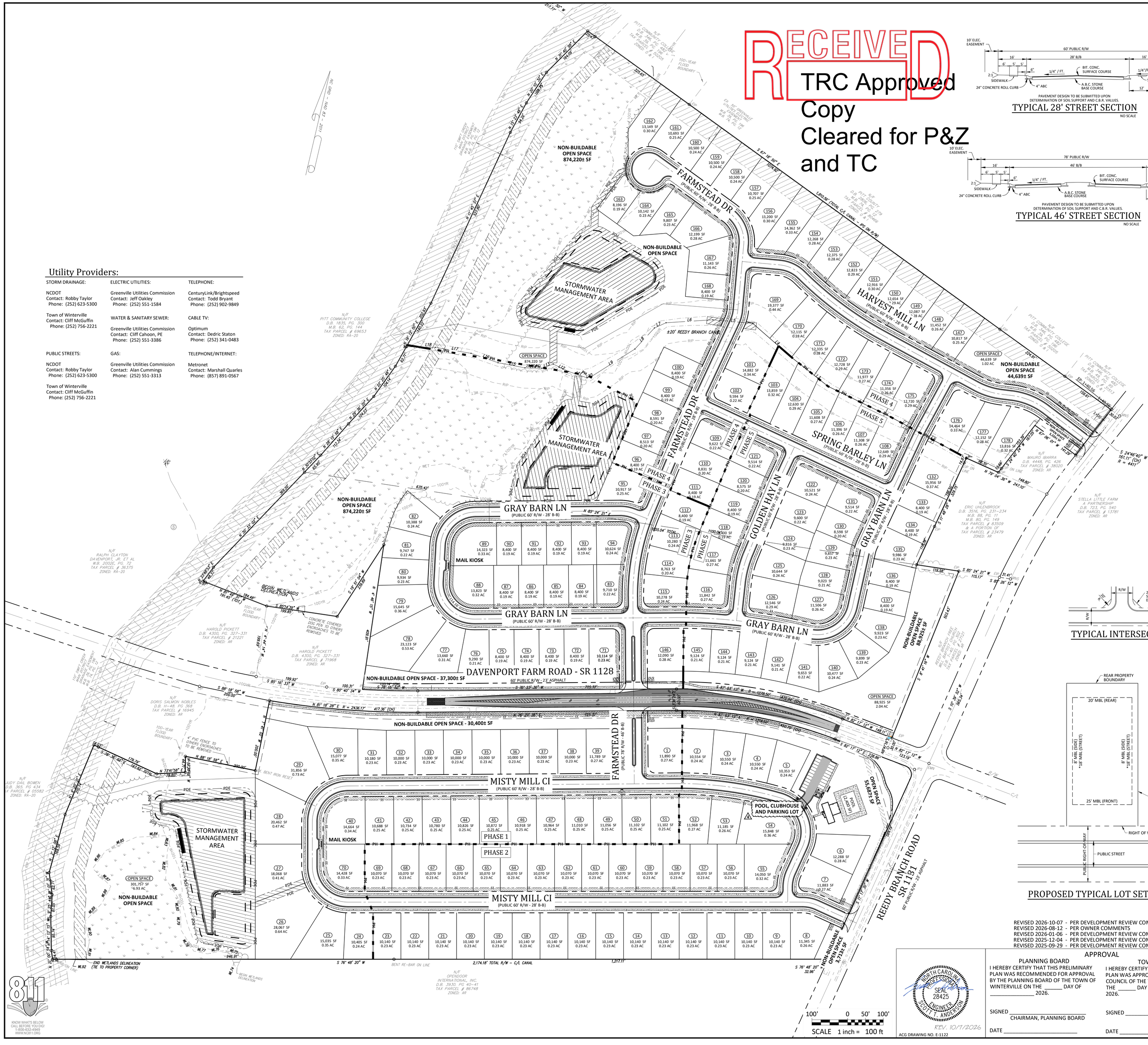
This preliminary plat has been reviewed by the Winterville Technical Review Committee (TRC) and has received staff approval. **The Winterville Planning and Zoning Board unanimously recommended approval of this plat at their October 19, 2026, Meeting.**

Budgetary Impact: TBD.

Recommendation: Staff recommends Council approve the Farmstead Preliminary Plat as it meets all standards of the Town of Winterville.

RECEIVED

TRC Approved Copy Cleared for P&Z and TC


NON-BUILDABLE OPEN SPACE 874,220± SF
NON-BUILDABLE OPEN SPACE
STORMWATER MANAGEMENT AREA
FARMSTEAD DR (PUBLIC 60' R/W - 28' B-B)
HARVEST MILL LN (PUBLIC 60' R/W - 28' B-B)
SPRING BARLEY LN (PUBLIC 60' R/W - 28' B-B)
GOLDEN HAY LN (PUBLIC 60' R/W - 28' B-B)
GRAY BARN LN (PUBLIC 60' R/W - 28' B-B)
MISTY MILL CI (PUBLIC 60' R/W - 28' B-B)
FARMSTEAD DR (PUBLIC 78' R/W - 40' B-B)
DAVENPORT FARM ROAD - SR 1128
60' PUBLIC R/W - 23' ASPHALT
NON-BUILDABLE OPEN SPACE - 37,300± SF
NON-BUILDABLE OPEN SPACE - 30,400± SF
REEDY BRANCH ROAD SR 1181
60' PUBLIC R/W - 23' ASPHALT
MAIL KIOSK
POOL, CLUBHOUSE AND PARKING LOT
OPEN SPACE 55,687 SF
OPEN SPACE 44,639 SF 1.02 AC
OPEN SPACE 88,925 SF 2.04 AC
OPEN SPACE 301,757 SF 6.93 AC
PHASE 1
PHASE 2
PHASE 3
PHASE 4
PHASE 5
100-YEAR FLOOD BOUNDARY
100-YEAR FLOOD ELEVATION
420' REEDY BRANCH CANAL
2,174.18' TOTAL R/W – C/L CANAL
1,217.11'
END WETLANDS DELINEATION (TIE TO PROPERTY CORNER)
BEGIN WETLANDS DELINEATION
CONCRETE COVERED DOG PEN TO BE REMOVED
4" PVC PIPE TO OTHERS ENCROACHES TO BE REMOVED
N/F PITT COMMUNITY COLLEGE D.B. 1835, PG. 300 M.B. 63, PG. 144 TAX PARCEL # 69653 ZONED: RA-20
N/F RALPH CLAYTON DAVENPORT, JR. ET AL W.B. 2002E, PG. 72 TAX PARCEL # 36375 ZONED: RA-20
N/F HAROLD PICKETT D.B. 4,503, PG. 327–331 TAX PARCEL # 21221 ZONED: AR
N/F HAROLD PICKETT D.B. 4,503, PG. 327–331 TAX PARCEL # 71968 ZONED: AR
N/F DORIS SALMON NOBLES D.B. H–45, PG. 368 TAX PARCEL # 16945 ZONED: AR
N/F JUDY DAIL BOWEN D.B. 365, PG. 434 TAX PARCEL # 05582 ZONED: RA-20
N/F OPENDOOR INTERNATIONAL, INC. D.B. 7630, PG. 40–41 TAX PARCEL # 86748 ZONED: AR
N/F PITT COMMUNITY COLLEGE D.B. 1835, PG. 300 M.B. 63, PG. 144 TAX PARCEL # 69653 ZONED: RA-20
N/F MAURO IBARRA D.B. 4448, PG. 426 TAX PARCEL # 38020 ZONED: AR
N/F ERIC UHLENBROCK D.B. 3516, PG. 231–234 M.B. 88, PG. 149 TAX PARCEL # 83509 & A PORTION OF TAX PARCEL # 23479 ZONED: AR
N/F STELLA LITTLE FARM A PARTNERSHIP D.B. 723, PG. 540 TAX PARCEL # 13781 ZONED: AR
N/F PITT COMMUNITY COLLEGE D.B. 1835, PG. 300 M.B. 63, PG. 144 TAX PARCEL # 69653 ZONED: RA-20
N/F MARK FRED WITTY AND WIFE BETTY ANN WITTY D.B. 4,503, PG. 327–331 TAX PARCEL # 21231 ZONED: AR
N 85° 24' 21" W 118.17'
S 85° 24' 21" E 118.17'
S 24°56'40" W 167.11' (CH) R = 441'
N 79° 04' 36" W 247.10'
S 67° 06' 01" E 148.80'
S 67° 06' 01" E 141.25'
S 67° 06' 01" E 124.49'
S 67° 06' 01" E 124.49'
N 67° 06' 01" W 124.49'
N 67° 06' 01" W 124.49'
S 67° 06' 01" E 124.49'
S 67° 06' 01" E 124.49'
S 67° 06' 01" E

PRELIMINARY PLAT

FARMSTEAD SUBDIVISION

Town of Winterville, Pitt County, NC

DEVELOPER: SUTTON LAND HOLDINGS, LLC

ADDRESS: 1101 South Boulevard, Ste 106 Charlotte, NC 28203

PHONE: (704) 226-2588

SURVEYED: BY OTHERS | APPROVED:

DRAWN: BB/CEW | DATE: 1-18-2024

CHECKED: BCF | SCALE: 1" = 60'

ARK CONSULTING GROUP, PLLC
LICENSED ENGINEERS
925-A Cedarbrook Drive, Greenville, NC 27834
(252) 558-0888 www.ArkConsultingGroup.com
NC License: P-1199
(JAMES S. MILLER AND ASSOCIATES, P.A.)

SHEET 2 OF 5

PARCEL #'s: 383861, 234791, 880489, 880501

REVISED 2026-10-07 - PER DEVELOPMENT REVIEW COMMENTS
REVISED 2026-08-12 - PER OWNER COMMENTS
REVISED 2026-01-06 - PER DEVELOPMENT REVIEW COMMENTS
REVISED 2025-12-04 - PER DEVELOPMENT REVIEW COMMENTS
REVISED 2025-09-29 - PER DEVELOPMENT REVIEW COMMENTS

APPROVAL

TOWN COUNCIL

I HEREBY CERTIFY THAT THIS PRELIMINARY PLAN WAS APPROVED BY THE TOWN COUNCIL OF THE TOWN OF WINTERVILLE ON THE ____ DAY OF _____ 2026.

MAYOR

DATE

PLANNING BOARD

I HEREBY CERTIFY THAT THIS PRELIMINARY PLAN WAS RECOMMENDED FOR APPROVAL BY THE PLANNING BOARD OF THE TOWN OF WINTERVILLE ON THE ____ DAY OF _____ 2026.

CHAIRMAN, PLANNING BOARD

DATE

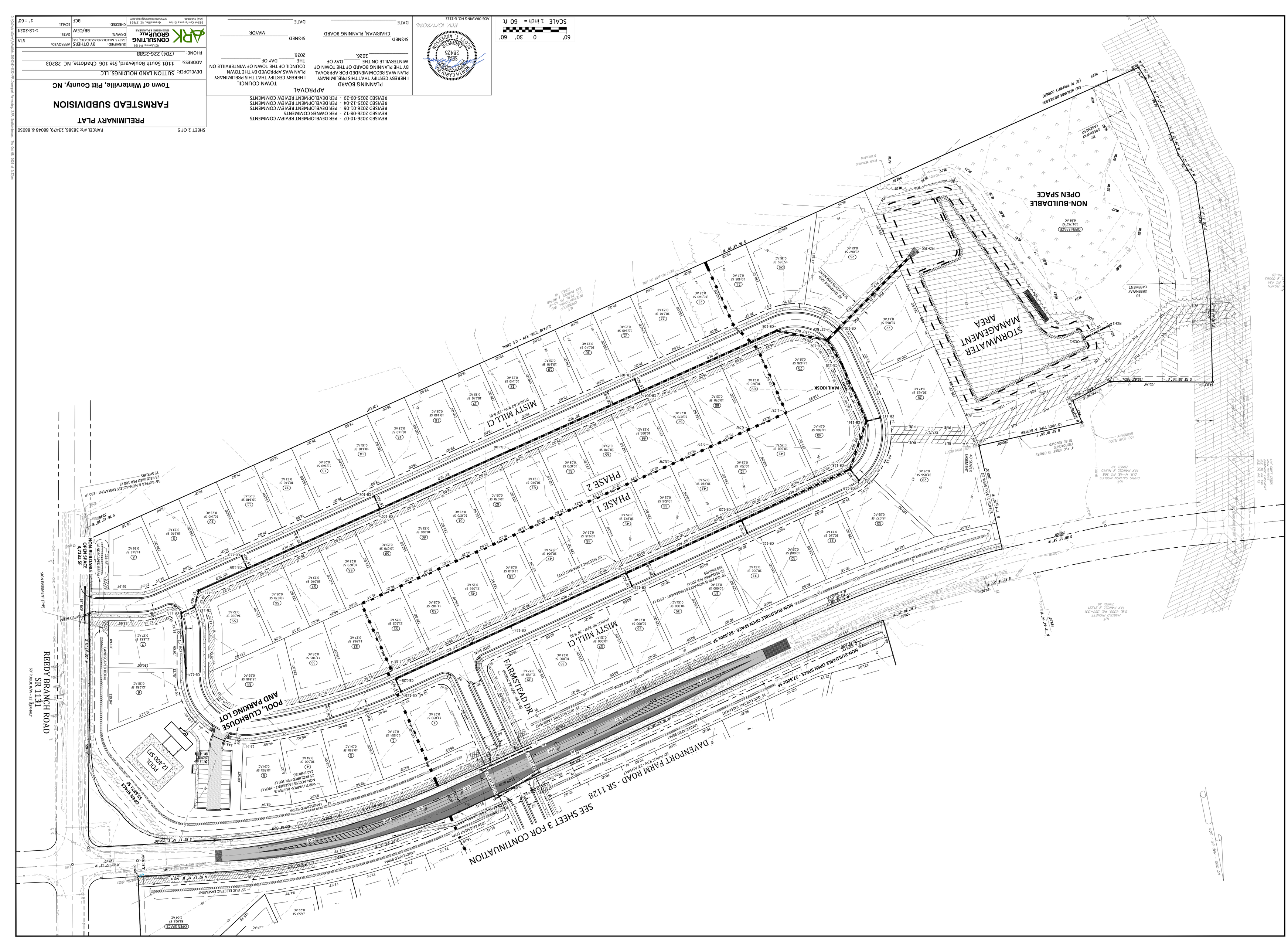
REV. 10/7/2026

SEAL 28425 ENGINEER JAMES S. MILLER NORTH CAROLINA

AGG DRAWING NO. E-1112

SCALE 1 inch = 60 ft

60' 0 30' 60'


NON-BUILDABLE OPEN SPACE
AS REQUIRED
LANDSCAPED BERM
SIGN EASEMENT (TYP.)
REEDY BRANCH ROAD
SR 1131
60' PUBLIC R/W - 22' ASPHALT
30' BUFFER & NON-ACCESS EASEMENT - 160 LF
35 REQUIRED
15 SHRUBS
OPEN SPACE
55,682 SF
POOL
12,400 SFT
POOL CLUBHOUSE AND PARKING LOT
FARMSTEAD DR
PUBLIC 58' R/W - 36' B-B
MISTY MILL CT
PUBLIC 60' R/W - 38' B-B
PHASE 1
PHASE 2
MAIL KIOSK
STORMWATER MANAGEMENT AREA
NON-BUILDABLE OPEN SPACE
30,405 SF
0.70 AC
NON-BUILDABLE OPEN SPACE - 30,405 SF
NON-BUILDABLE OPEN SPACE - 37,305 SF
OPEN SPACE
30,157 SF
0.69 AC
GREENWAY EASEMENT
30'
DAVENPORT FARM ROAD - SR 1128
60' PUBLIC R/W - 33' ASPHALT
SEE SHEET 3 FOR CONTINUATION
15' GUC ELECTRIC EASEMENT
LANDSCAPED BERM
10' WIDE TYPE 'A' BUFFER
N 88° 16' 58" E
200.00'
S 78° 46' 20" W
S 87° 17' 17" E
226.86'
N 87° 17' 17" W
161.11'
N 87° 17' 17" W
123.13'
S 87° 46' 20" W
S 78° 46' 20" W
S 78° 38' 00" E
178.79'
S 87° 17' 17" E
S 87° 46' 20" W
S 87° 17' 17" E
S 87° 46' 20" W
S 87° 17' 17" E
S 87° 46' 20" W

NC GRID — NAD 83 — 2011

SEE SHEET 4 FOR CONTINUATION

SEE SHEET 4 FOR CONTINUATION

SEE SHEET 2 FOR CONTINUATION

SPRING BARLEY LN (PUBLIC 60' R/W - 28' B-B)

GRAY BARN LN (PUBLIC 60' R/W - 28' B-B)

FARMSTEAD DR (PUBLIC R/W - 28' B-B)

GOLDEN HAY LN (PUBLIC 60' R/W - 28' B-B)

DAVENPORT FARM ROAD - SR 1128 (60' PUBLIC R/W - 22' ASPHALT)

PHASE 3

PHASE 4

PHASE 5

STORMWATER MANAGEMENT AREA

FLOODZONE 'AE'

SCM ACCESS AND MAINTENANCE EASEMENT

NON-BUILDABLE OPEN SPACE 874,220± SF

NON-BUILDABLE OPEN SPACE - 37,300± SF

NON-BUILDABLE OPEN SPACE - 30,400± SF

NON-BUILDABLE OPEN SPACE 88,925± SF

OPEN SPACE 88,925 SF 2.04 AC

OPEN SPACE 35,687 SF

MAIL KIOSK

BEGIN WETLANDS DELINEATION

10' WIDE TYPE 'A' BUFFER

15' GUC ELECTRIC EASEMENT

30' GREENWAY EASEMENT

N/F PITT COMMUNITY COLLEGE D.B. 1835, PG. 300 M.B. 62, PG. 144 TAX PARCEL # 69653 ZONED: RA-20

N/F ERIC UNLENBROCK D.B. 3516, PG. 231-234 M.B. 68, PG. 71 M.B. 80, PG. 149 TAX PARCEL # 83509 & A PORTION OF TAX PARCEL # 23479 ZONED: AR

N/F REIDY BRANCH FREE WILL BAPTIST CHURCH D.B. 4146, PG. 302 TAX PARCEL # 47101 ZONED: AR

N/F HAROLD PICKETT D.B. 4300, PG. 327-331 TAX PARCEL # 21968 ZONED: AR

N/F HAROLD PICKETT D.B. 4300, PG. 327-331 TAX PARCEL # 21121 ZONED: AR

60' 0 30' 60'

SCALE 1 inch = 60 ft

REV. 10/9/2026

ACG DRAWING NO. E-1122

REVISED 2026-10-07 - PER DEVELOPMENT REVIEW COMMENTS
REVISED 2026-08-12 - PER OWNER COMMENTS
REVISED 2026-01-06 - PER DEVELOPMENT REVIEW COMMENTS
REVISED 2025-12-04 - PER DEVELOPMENT REVIEW COMMENTS
REVISED 2025-09-29 - PER DEVELOPMENT REVIEW COMMENTS

APPROVAL

PLANNING BOARD

I HEREBY CERTIFY THAT THIS PRELIMINARY PLAN WAS RECOMMENDED FOR APPROVAL BY THE PLANNING BOARD OF THE TOWN OF WINTERVILLE ON THE _____ DAY OF _____ 2026.

SIGNED _____
CHAIRMAN, PLANNING BOARD

DATE _____

TOWN COUNCIL

I HEREBY CERTIFY THAT THIS PRELIMINARY PLAN WAS APPROVED BY THE TOWN COUNCIL OF THE TOWN OF WINTERVILLE ON THE _____ DAY OF _____ 2026.

SIGNED _____
MAYOR

DATE _____

NORTH CAROLINA PROFESSIONAL SEAL 28425 ENGINEER SCOTT A. ANDERSON

SHEET 3 OF 5 PARCEL #'s: 38386, 23479, 88048 & 88050

PRELIMINARY PLAT

FARMSTEAD SUBDIVISION

Town of Winterville, Pitt County, NC

DEVELOPER: SUTTON LAND HOLDINGS, LLC

ADDRESS: 1101 South Boulevard, Ste 106 Charlotte, NC 28203

PHONE: (704) 226-2588

ARK CONSULTING GROUP PLLC ENGINEERS & PLANNERS
NC License: P-1199
925-A Corporate Drive Greenville, NC 27858
(252) 558-0888 www.arkconsultinggroup.com

SURVEYED:	BY OTHERS (GARY S. MILLER AND ASSOCIATES, P.A.)	APPROVED:	STA
DRAWN:	BB/CEW	DATE:	1-18-2024
CHECKED:	BCF	SCALE:	1" = 60'

G:\ARK Active\Farmstead_2024\E-1122-PP_Drawings\Farmstead_1PP_SouthAnderson_ Thu Oct 09, 2025 at 3:37pm



60' 0 30' 60'

SCALE 1 inch = 60 ft

ACG DRAWING NO. E-1122

REV. 10/7/2026

REVISED 2026-10-07 - PER DEVELOPMENT REVIEW COMMENTS
REVISED 2026-08-12 - PER OWNER COMMENTS
REVISED 2026-01-06 - PER DEVELOPMENT REVIEW COMMENTS
REVISED 2025-12-04 - PER DEVELOPMENT REVIEW COMMENTS
REVISED 2025-09-29 - PER DEVELOPMENT REVIEW COMMENTS

NORTH CAROLINA PROFESSIONAL SEAL 28425 ENGINEER SCOTT T. ANDERSON

APPROVAL

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CHAIRMAN, PLANNING BOARD

DATE _____

TOWN COUNCIL

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SIGNED _____
MAYOR

DATE _____

SHEET 4 OF 5 PARCEL #'s: 38386, 23479, 88048 & 88050

PRELIMINARY PLAT

FARMSTEAD SUBDIVISION

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SURVEYED:	BY OTHERS (GARY S. MILLER AND ASSOCIATES, P.A.)	APPROVED:	STA
DRAWN:	BB/CEW	DATE:	1-18-2024
CHECKED:	BCF	SCALE:	1" = 60'

D:\CAD\Autodesk\Vault\Jobs_2024\E-1122-PP_Overpool Farms.dwg, 4/PP-3, ScottAnderson, Thu Oct 09, 2025 at 3:19pm

PRELIMINARY PLAT

FARMSTEAD SUBDIVISION

Town of Winterville, Pitt County, NC

DEVELOPER: SUTTON LAND HOLDINGS, LLC

ADDRESS: 1101 South Boulevard, Ste 106 Charlotte, NC 28203

PHONE: (704) 226-2588

SURVEYED:	BY OTHERS	APPROVED:	STA
DRAWN:	BB/CEW	DATE:	1-18-2024
CHECKED:	GARY S. MILLER AND ASSOCIATES, P.A.'s	SCALE:	1" = 100'
	BCF		

NC License: P-1199

CONSULTING GROUP PLLC

ENGINEERING & PLANNING

925-A Cedarbrook Drive Greenville, NC 27834

(252) 558-0888 www.ArkConsultingGroup.com

SHEET 5 OF 5 PARCEL #'s: 383861, 234279, 880488 & 880509

AERIAL PHOTOGRAPHY FLOWN 2023

I HEREBY CERTIFY THAT THIS PRELIMINARY PLAN WAS RECOMMENDED FOR APPROVAL BY THE PLANNING BOARD OF THE TOWN OF WINTERVILLE ON THE ____ DAY OF _____ 2026.

CHAIRMAN, PLANNING BOARD

DATE

SIGNED

PLANNING BOARD

I HEREBY CERTIFY THAT THIS PRELIMINARY PLAN WAS APPROVED BY THE TOWN COUNCIL OF THE TOWN OF WINTERVILLE ON THE ____ DAY OF _____ 2026.

MAYOR

SIGNED

TOWN COUNCIL

DATE

APPROVAL

REVISED 2026-10-07 - PER DEVELOPMENT REVIEW COMMENTS
REVISED 2026-08-12 - PER OWNER COMMENTS
REVISED 2026-01-06 - PER DEVELOPMENT REVIEW COMMENTS
REVISED 2025-12-04 - PER DEVELOPMENT REVIEW COMMENTS
REVISED 2025-09-29 - PER DEVELOPMENT REVIEW COMMENTS

SCALE 1 inch = 100 ft

100' 0 50' 100'

AGENCY NO. E-1132

REV. 10/17/2026

NORTH CAROLINA SEAL 28425 ENGINEER CHRISTOPHER E. WARREN

FARMSTEAD DR (PUBLIC 60' R/W - 40' B-B)

NON-BUILDABLE OPEN SPACE - 30,402± SF

MISTY MILL CI (PUBLIC 60' R/W - 28' B-B)

DAVENPORT FARM ROAD - SR 1128

60' PUBLIC R/W - 33' ASPHALT

GRAY BARN LN (PUBLIC 60' R/W - 28' B-B)

GRAY BARN LN (PUBLIC 60' R/W - 28' B-B)

GOLDEN HAY LN (PUBLIC 60' R/W - 28' B-B)

SPRING BARLEY LN (PUBLIC 60' R/W - 28' B-B)

HARVEST MILL LN (PUBLIC 60' R/W - 28' B-B)

FARMSTEAD DR (PUBLIC 60' R/W - 28' B-B)

BRIDGE BRANCH ROAD SR 1181

60' PUBLIC R/W - 23' ASPHALT

MAIL KIOSK

MAIL KIOSK

PHASE 1

PHASE 2

PHASE 3

PHASE 3

PHASE 4

PHASE 4

PHASE 5

PHASE 5

PHASE 5

POOL, CLUBHOUSE AND PARKING LOT

OPEN SPACE 55,487± SF

NON-BUILDABLE OPEN SPACE 3,213 SF

NON-BUILDABLE OPEN SPACE 88,922± SF

NON-BUILDABLE OPEN SPACE 44,639± SF

NON-BUILDABLE OPEN SPACE 874,220± SF

NON-BUILDABLE OPEN SPACE 874,220± SF

NON-BUILDABLE OPEN SPACE 874,220± SF

NON-BUILDABLE OPEN SPACE

STORMWATER MANAGEMENT AREA

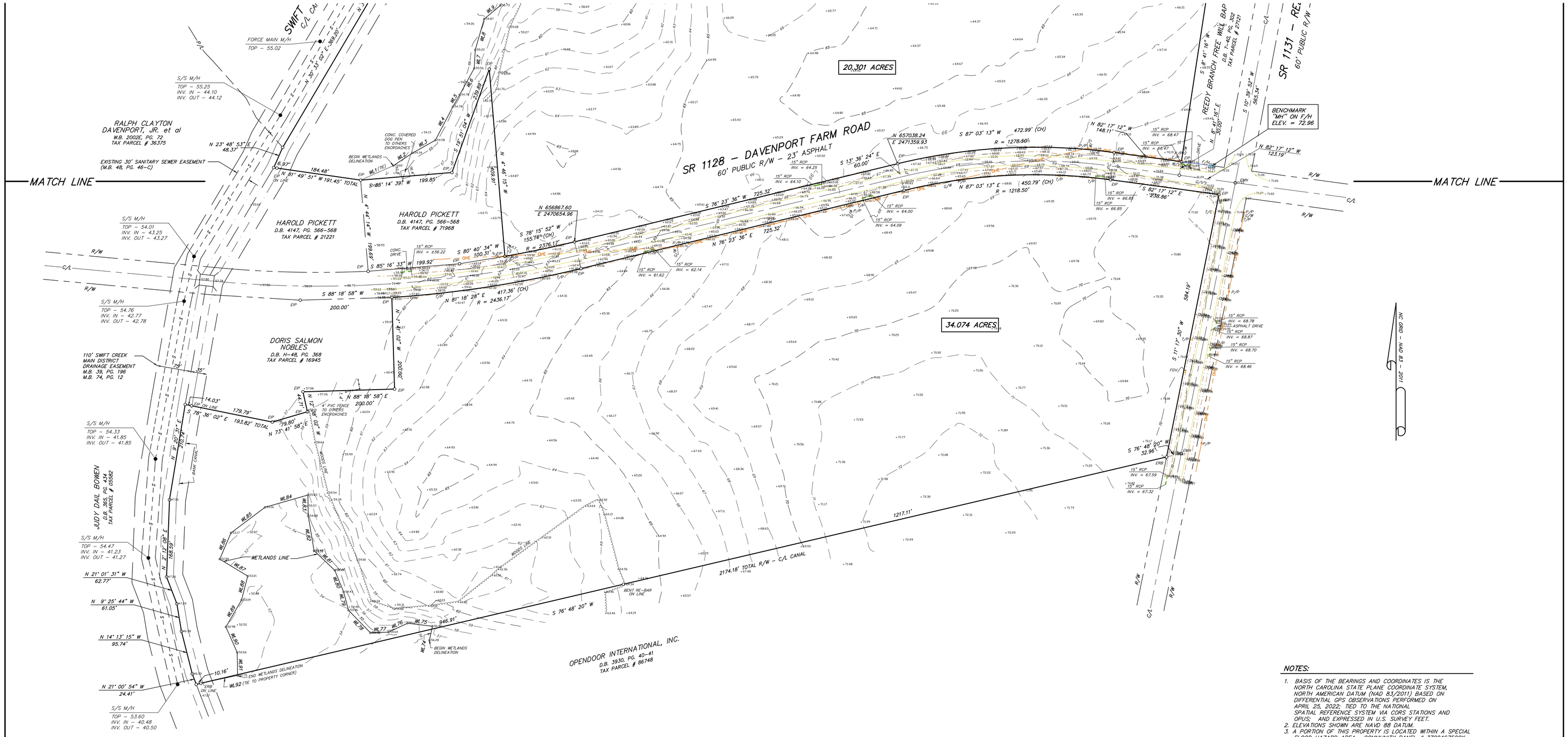
STORMWATER MANAGEMENT AREA

STORMWATER MANAGEMENT AREA

FIRE HYDRANT ASSEMBLY

811 KNOW WHAT'S BELOW CALL BEFORE YOU DIG! 1-800-632-4949 WWW.NC811.ORG

NC GRID — HAD 83 - 2007


MATCH LINE
MATCH LINE
SWIFT CREEK
C/L CH
SR 1128 – DAVENPORT FARM ROAD
60' PUBLIC R/W – 23' ASPHALT
SR 1131 – REEDY BRANCH FREE MILL CHURCH RD
60' PUBLIC R/W –
20.301 ACRES
34.074 ACRES
RALPH CLAYTON DAVENPORT, JR. et al
M.B. 2002E, PG. 72
TAX PARCEL # 36375
HAROLD PICKETT
D.B. 4147, PG. 566-568
TAX PARCEL # 21221
HAROLD PICKETT
D.B. 4147, PG. 566-568
TAX PARCEL # 71968
DORIS SALMON NOBLES
D.B. H-48, PG. 368
TAX PARCEL # 16945
JUDY DAIL BOWEN
D.B. 5615, PG. 344
TAX PARCEL # 65582
OPENDOOR INTERNATIONAL, INC.
D.B. 3930, PG. 40-41
TAX PARCEL # 86748
REEDY BRANCH FREE MILL BAP CHURCH
D.B. 48, PG. 302
TAX PARCEL # 37131
EXISTING 30' SANITARY SEWER EASEMENT (M.B. 48, PG. 46-C)
110' SWIFT CREEK MAIN DISTRICT DRAINAGE EASEMENT M.B. 39, PG. 196 M.B. 74, PG. 12
WETLANDS LINE
BEGIN WETLANDS DELINEATION
END WETLANDS DELINEATION (TIE TO PROPERTY CORNER)
BENCHMARK "MH" ON F/H ELEV. = 72.96
FORCE MAIN M/H TOP – 55.02
S/S M/H TOP – 55.25 INV. IN – 44.10 INV. OUT – 44.12
S/S M/H TOP – 54.01 INV. IN – 43.25 INV. OUT – 43.27
S/S M/H TOP – 54.76 INV. IN – 42.77 INV. OUT – 42.78
S/S M/H TOP – 54.33 INV. IN – 41.85 INV. OUT – 41.85
S/S M/H TOP – 54.47 INV. IN – 41.23 INV. OUT – 41.27
S/S M/H TOP – 53.60 INV. IN – 40.48 INV. OUT – 40.50
N 23° 48' 53" E 48.37'
N 81° 49' 51" W 191.45' TOTAL
S 85° 14' 39" W 199.85'
S 85° 16' 33" W 199.92'
S 88° 18' 58" W 200.00'
N 88° 18' 58" E 200.00'
S 78° 36' 02" E 193.82' TOTAL
N 73° 41' 58" E 179.80'
N 21° 01' 31" W 62.77'
N 9° 25' 44" W 61.05'
N 14° 13' 15" W 95.74'
N 21° 00' 54" W 24.41'
N 30° 32' 02" E 569.00'
N 2° 12' 08" E 165.59'
N 0° 20' 23" W 200.00'
N 0° 41' 25" W 199.69'
N 0° 41' 25" W 199.69'
N 0° 41' 25" W 199.69

WETLAND CALL TABLE

Line	Bearing	Distance
WL1	N 66° 10' 37" E	77.96'
WL2	N 56° 36' 35" E	50.67'
WL3	N 60° 44' 58" E	56.72'
WL4	N 27° 34' 58" E	82.37'
WL5	N 29° 45' 27" E	30.00'
WL6	N 28° 44' 29" E	65.80'
WL7	N -3° 15' 18" E	40.40'
WL8	N 16° 08' 26" E	70.13'
WL9	N 49° 58' 37" E	45.93'
WL10	N 24° 56' 45" E	41.55'
WL11	N -2° 11' 26" E	25.57'
WL12	N 9° 11' 29" E	34.23'
WL13	N 71° 00' 22" E	40.17'
WL14	N 66° 58' 30" E	30.65'
WL15	S 84° 03' 55" E	37.98'
WL16	S 61° 18' 38" E	34.91'
WL17	S 37° 42' 35" E	35.18'
WL18	S 30° 27' 58" E	42.49'
WL19	N 10° 35' 59" E	29.51'
WL20	N -6° 16' 25" E	40.38'
WL21	N 75° 04' 36" E	26.44'
WL22	N 71° 51' 50" E	43.74'
WL23	N 1° 00' 31" E	36.55'
WL24	N 38° 09' 58" E	36.73'
WL25	N 18° 10' 49" E	33.72'
WL26	N -3° 21' 37" W	33.60'
WL27	N 35° 59' 31" E	68.15'
WL28	N 32° 31' 23" E	20.86'
WL29	N 33° 24' 29" W	29.83'
WL30	N 48° 19' 14" W	32.16'
WL31	S 50° 58' 17" W	36.61'
WL32	S 40° 55' 55" W	34.60'
WL33	S 51° 22' 58" W	27.83'
WL34	N 62° 42' 08" W	24.27'
WL35	N 64° 33' 05" W	20.15'
WL36	S 86° 48' 26" W	25.82'
WL37	S 82° 11' 05" W	26.73'
WL38	S 68° 04' 26" W	35.21'
WL39	N 26° 02' 49" W	32.15'
WL40	N 17° 39' 35" W	35.26'
WL41	N 60° 53' 30" W	35.18'
WL42	S 89° 43' 12" W	33.09'
WL43	S 75° 38' 05" W	38.31'
WL44	N 12° 43' 53" W	25.18'
WL45	N 85° 01' 32" E	40.48'
WL46	N 88° 00' 03" E	35.00'
WL47	N 16° 21' 27" E	29.50'
WL48	N 31° 10' 31" E	41.90'
WL49	N 55° 41' 13" E	36.16'
WL50	N 48° 50' 10" E	51.18'
WL51	N 16° 57' 24" E	17.25'
WL52	N -9° 01' 02" E	43.03'
WL53	N 21° 41' 58" E	17.16'
WL54	N 37° 05' 06" E	33.04'
WL55	N 48° 03' 58" E	42.69'
WL56	N 23° 13' 55" E	51.70'
WL57	N -5° 05' 11" E	28.03'
WL58	N 23° 52' 47" E	32.40'
WL59	N 52° 40' 16" E	26.07'
WL60	N 27° 06' 27" E	37.96'
WL61	N 16° 20' 41" E	27.34'
WL62	N 18° 45' 27" E	44.59'
WL63	N 11° 43' 53" E	38.24'
WL64	N 20° 55' 13" E	46.91'
WL65	N -0° 55' 01" W	37.01'
WL66	N 33° 40' 58" W	35.53'
WL67	N 12° 41' 10" E	35.50'
WL68	N 18° 20' 22" W	29.43'
WL69	N 28° 01' 15" E	31.00'
WL70	N 11° 24' 11" E	41.01'
WL71	N 31° 53' 48" E	47.68'
WL72	N 25° 53' 00" E	62.54'
WL73	S 64° 45' 12" E	127.67'
WL74	N 12° 02' 13" E	31.29'
WL75	N 83° 00' 49" W	54.57'
WL76	S 64° 57' 31" W	45.99'
WL77	S 87° 54' 45" W	39.59'
WL78	N 44° 08' 50" W	68.55'
WL79	N 14° 49' 29" W	41.36'
WL80	N 23° 12' 28" W	50.73'
WL81	N 46° 23' 14" W	62.64'
WL82	N 9° 53' 10" W	76.62'
WL83	N -0° 55' 14" W	45.75'
WL84	S 74° 01' 28" W	97.41'
WL85	S 52° 58' 06" W	92.91'
WL86	S 23° 12' 50" W	62.19'
WL87	S 58° 49' 04" E	71.44'
WL88	S 14° 32' 46" W	54.13'
WL89	S 30° 12' 27" W	67.76'
WL90	S 37° 52' 10" E	60.98'
WL91	S -0° 57' 24" E	50.25'
WL92	S 78° 01' 42" W	82.03'



VICINITY MAP

LINE TABLE – POINTS "A" – "B"

Line	Bearing	Distance
L1	N 74° 41' 51" W	242.97'
L2	N 77° 09' 41" W	193.96'
L3	N 64° 43' 11" W	128.29'
L4	N 62° 01' 27" W	146.85'
L5	S 81° 56' 14" W	113.19'
L6	S 73° 13' 29" W	151.44'
L7	S 52° 31' 48" W	35.17'
L8	S 29° 41' 11" W	80.49'
L9	S 68° 50' 27" W	143.07'
L10	S 59° 50' 38" W	14.01'
L11	N 84° 12' 21" W	54.21'
L12	N 77° 36' 52" W	48.07'
L13	S 56° 49' 34" W	34.19'
L14	S 78° 15' 15" W	47.05'
L15	S 87° 31' 38" W	76.86'
L16	N 84° 01' 59" W	80.22'
L17	S 86° 16' 02" W	101.44'
L18	S 78° 01' 10" W	81.14'

Town of Winterville Planning Department

Zoning Staff Report

Farmstead PP (Second PP Submission)

GENERAL INFORMATION

APPLICANT	Ark Consulting Group, PLLC.
PROJECT TYPE	Preliminary Plat- Second submission, to replace the existing approved plat. This plat rearranged some residential lots and relocated their recreational facility.
ZONING & CONDITONS	R- 8 Conditional District (North of Davenport Farm Road). R-10 Conditional District (South of Davenport Farm Road) Conditional Zoning Requires the following: (1) All lots will be single family residential; (2) 8' Side Setbacks; (3) All homes will be a minimum of 1500 SF (Heated); (4) The development will consist of fiber cement board exterior siding on all homes with some elevations consisting of brick or stone accents; (5) All homes will include a 2 car garage; (6) Dedication of 30' Greenway easement along Swift Creek; (7) Development will include amenity area with pool and cabana; (8) Development will provide Stormwater Control Measures to attenuate the 25 year storm event. Stormwater Control Measures will be inspected annually by a qualified professional; (9) Development will provide sidewalks on both sides of public streets; (10) Developer will install a traffic signal at the intersection of Davenport Farm Road and Reedy Branch Road if approved by NCDOT.
LOCATION	Intersection of Reedy Branch Rd. and Davenport Farm Rd. South of Pitt Community College.
PARCEL ID NUMBER(S)	38386, 23479, 88050, 88048.
TRACT SIZE	93.80 acres
TOPOGRAPHY	Flat
VEGETATION	Cleared / Agricultural; Partially Wooded

SITE DATA

EXISTING USE	Agricultural / Vacant

ADJACENT PROPERTY	ZONING	ADJACENT LAND USE
N	O&I	PCC/Wooded
E	A-R & R-6 Conditional District.	Single Family/Church
W	AR/RA-20 (Greenville Zoning)	Single Family/Agricultural
S	AR	Church

SPECIAL INFORMATION

OVERLAY DISTRICT	N/A
ENVIRONMENTAL / SOILS	Wetlands shown on map designed to avoid homes/lots.
FLOODPLAIN	Floodplain shown on map designed to avoid homes/lots.
STREAMS	(50' Riparian Buffer along tributary off of Swift Creek) Stream feature located internally and along western property line.
OTHER	If >1 acre is disturbed, site must meet Phase 2 stormwater requirements and provide Soil Erosion and Sedimentation Control Permit
SITE PLAN REQUIREMENTS	Subdivision plan required

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

LANDSCAPING & BUFFER REQUIREMENTS

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

TRANSPORTATION

STREET CLASSIFICATION	Reedy Branch/Davenport Farm– NCDOT Roads
SITE ACCESS	All access must be designed and constructed to meet the Town of Winterville / NCDOT standards.

TRAFFIC COUNTS (per NCDOT Annual Average Daily Traffic Map)	Davenport Farm Rd- 8500 Reedy Branch Rd- 6700
SIDEWALKS	Required.
TRAFFIC IMPACT STUDY (TIS)	Submitted to NCDOT and helped determine the proposed roadway improvement and design.

STAFF ANALYSIS AND RECOMMENDATION

Staff Analysis

The 93.80-acre property was rezoned in December 2021 for a single-family residential development as a Conditional Zoning District. A Preliminary Plat for Farmstead was approved at the February 2026 Town Council meeting, the applicant resubmitted the plat in order to relocate the recreational facility and a few residential lots. The proposed development meets all applicable requirements and standards of the Town of Winterville and the approved Conditional District. Winterville's Technical Review Committee (TRC) has reviewed and approved the proposed Preliminary Plat, with the following note:

The approved Conditional Zoning District included the following requirement: "The developer will install a traffic signal at the intersection of Davenport Farm Road and Reedy Branch Road if approved by NCDOT." NCDOT did not approve the installation of a traffic signal at this location. Following further review, NCDOT approved a roundabout design for the intersection and provided the following statement: "On the State's end, the roundabout project has been pushed off for the foreseeable future. The developer may install the roundabout at their own volition (to be coordinated with driveway permits). Otherwise, the intersection will currently be treated as an all-way stop." — Bill Cox, NCDOT

Staff Recommendation

Staff recommends ***approval*** of the Farmstead Preliminary Plat.

P&Z Recommendation

P&Z unanimously recommended approval at their October 19, 2026 meeting.