



**WINTERVILLE TOWN COUNCIL AGENDA  
MONDAY, APRIL 14, 2025 - 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. Bryan Bland, Electrician/Instrumentation Technician, Public Works.
- VIII. PROCLAMATIONS:**
  1. Community College Month.
  2. Lineworker Appreciation.
  3. Municipal Clerks Week.
- IX. PRESENTATIONS:**
  1. Pitt County Schools Superintendent Steve Lassiter and Board Chairman James Tripp.
  2. Bryant Buck – Mid-East Commission.
  3. Nate Halubka, Project Consultant, McGill Associates – Winterville Site Specific Master Plan.
- X. PUBLIC COMMENT:** *The Public Comment period of thirty minutes provides an opportunity for residents to comment on any item included in the agenda or to address the Town Council on any other matter related to the Town of Winterville. For an item included in the Public Hearing section of the agenda, residents should address the Council at the time the Mayor invites public comment on the item. No public comment may be made to the Council during the meeting, except during the Public Comment period or as part of a Public Hearing. Individual speakers are limited to a maximum of three minutes, and no more than three speakers may address the Council on a single matter. The Town Council may elect to take no action on the matter addressed by a speaker, may schedule the matter for further consideration at a future Council meeting, or may refer the matter to Town staff for disposition. Copies of the Town Public Comment Policy are available in the rear of the Assembly Room.*
- XI. CONSENT AGENDA:** *The following items are considered routine in nature and will not be discussed by the Town Council unless a Councilman or citizen requests that an item be removed from the Consent Agenda for further discussion. The Mayor may allow citizens to address an item or ask questions.*
  1. Approval of Council Meeting Minutes.
  2. Budget Amendment 2024-2025-7
  3. Stella Little Rezoning - Schedule Public Hearing for May 12<sup>th</sup>.
  4. Quail Trace Annexation - Direct Town Clerk to Investigate Sufficiency.
  5. 2020 Global Investments LLC Annexation - Direct Town Clerk to Investigate Sufficiency.
  6. T.A. Loving Company: Change Order No. 2 – 2020 Sewer Pumpstation Project.

**XII. OLD BUSINESS:**

1. Non-Town Agency Funding.

**XIII. NEW BUSINESS:**

1. Accessible Parks Grant.
2. NCLM Voting Delegate.
3. Villa Grande Phase 3 Final Plat.
4. Southbrook Phase 2 Preliminary Plat.
5. Market Square Usage for National Day of Prayer.
6. NCDOT Electric Engineering Reimbursement Contract - Old Tar Road.

**XIV. OTHER AGENDA ITEMS:**

1. Pitt Community College Programs. (Councilwoman Hawkins).
2. Traffic Stops. (Councilwoman Hawkins).
3. Community Conversations: Roundtable. (Councilwoman Hawkins).
4. Update Request: Trees, Town-Based Transportation, Main Street/Mill Street Parking. (Councilwoman Hawkins).

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

1. Winterville Human Relations Board Items.

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

**XVII. ANNOUNCEMENTS:**

- North Carolina Lineworker Appreciation Day: Monday, April 14, 2025.
- Board of Adjustment Meeting: Tuesday, April 15, 2025 @ 7:00 pm - Town Hall Assembly Room.
- Stormwater Advisory Board Meeting: Wednesday, April 16, 2025 @ 6:00 pm – Operation Center.
- Lineworker Appreciation Day: Friday, April 18, 2025.
- Good Friday Holiday – Town Offices Closed: Friday, April 18, 2025.
- Coffee with a COP: Friday, April 18, 2025; 9:00 am – 10:30 am – Cooper’s Cup, 2588 Railroad Street, Winterville, NC.
- Planning and Zoning Board Meeting: Monday, April 21, 2025 @ 7:00 pm - Town Hall Assembly Room.
- Recreation Advisory Board: Tuesday, April 22, 2025 @ 6:30 pm – Operation Center.
- Human Relations Board Meeting: Thursday, April 24, 2025 @ 7:00 – Town Hall Executive Conference Room.
- NCLM CityVision 2025: Tuesday, April 29, 2025 – Thursday, May 1, 2025 – Greenville Convention Center, Greenville, NC.
- May Agenda Abstracts Due: Wednesday, April 30, 2025.
- Town Council and Manager Budget Progress Meeting: Monday, May 5, 2025 @ 6:00 pm - Town Hall Executive Conference Room.
- June 2025 Newsletter Information Due: Wednesday, May 7, 2025.
- Agenda Review Meeting: Thursday, May 8, 2025 @4:00 pm – Town Hall Executive Conference Room.
- Regular Town Council Meeting: Monday, May 12, 2025 @ 6:00 pm - Town Hall Assembly Room.

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

**XIX. 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.)*





## **PROCLAMATION**

### **PITT COMMUNITY COLLEGE: APRIL 2025 COMMUNITY COLLEGE MONTH**

**WHEREAS**, Pitt Community College (PCC) is one of 58 institutions comprising the N.C. Community College System, which is improving the lives of hundreds of thousands of North Carolinians each year through open-door access to affordable and diverse learning environments; and,

**WHEREAS**, PCC has demonstrated exceptional commitment to “educating and empowering” more than 18,000 curriculum and continuing education students for success annually and has been a valuable source of higher education in Pitt County and eastern North Carolina since March 1961; and,

**WHEREAS**, PCC has formed a Business and Workforce Solutions Division aimed at streamlining processes, fostering strong connections between employers, students, and faculty, and improving its responsiveness to the evolving needs of local employers and the workforce; and,

**WHEREAS**, PCC delivered 136 customized training for business and industry courses to benefit 823 workers during the 2023-24 academic year; and,

**WHEREAS**, PCC is constructing a 30,000 square foot Welding Technology Building on campus at a cost of \$17.7 million to teach welding skills that help keep industry in the area; and,

**WHEREAS**, PCC has partnered with the John M. Belk Endowment and economic development entities each year since 2021 to hold the “Better Skills, Better Jobs Fair,” including October 2024, when a record 1,500 jobseekers and high school students discussed jobs and workplace preparation options with a record 132 employers, educational institutions and community resources; and,

**WHEREAS**, PCC offers college transfer options to help students save money on a four-year degree and opportunities for high school students to save money on higher education and get ahead in college while they are still in high school through such programs as North Carolina Career and College Promise, the PCC-Pitt County Schools (PCS) Technical Academy and PCS Early College High School on Pitt’s main campus, and,

**WHEREAS**, the PCC Athletics Department has demonstrated excellence on the playing fields and in the classrooms by having placed 20 Bulldog student-athletes on the NJCAA’s 2023-24 All-Academic Teams, including eight on the First Team for having 4.0 GPAs; and,

**WHEREAS**, PCC responded to the needs of fellow Tar Heels in western North Carolina following Hurricane Helene by donating and delivering supplies, assisting at medical care centers, and raising funds for Isothermal Community College in Spindale; and,

**WHEREAS**, PCC alumni are making valuable contributions to their communities each day as firefighters, cosmetologists, police officers, HVAC technicians, health care workers, computer support personnel, child education and development specialists and paralegals; and,

**WHEREAS**, in recognition of the important contribution of community and technical colleges to the nation’s educational system, in 1985 the U.S. Congress authorized and requested then-President Ronald Reagan to issue Proclamation 5418 establishing a “National Community College Month”.

**THEREFORE**, be it resolved that the Town of Winterville does hereby proclaim April 2025 as “Pitt Community College Month” in Pitt County.

**IN WITNESS WHEREOF**, I do set my hand, and cause the seal of Winterville to be affixed this 14<sup>th</sup> day of April 2025.

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

**Attest:**

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



**PROCLAMATION**  
**LINeworker APPRECIATION DAYS**  
**NORTH CAROLINA – MONDAY, APRIL 14, 2025**  
**NATIONAL - FRIDAY, APRIL 18, 2025**

**WHEREAS**, the North Carolina General Assembly and the Congress of the United States have recognized the profession of lineworkers, the contributions of these brave people make to protect public safety, and expressing their support; and,

**WHEREAS**, the Town Council of Winterville celebrates the profession of lineworkers and wishes to honor its electric department personnel for their exemplary service to the Town and its citizens; and,

**WHEREAS**, lineworkers are responsible for building and maintaining the distribution lines that bring electricity to homes and businesses; consistently devoted to their responsibilities; working around thousands of volts of electricity, high atop power lines 24 hours a day, 365 days a year. to keep high-voltage electricity flowing; and,

**WHEREAS**, this profession demands passion, dedication, skills, knowledge, and ongoing training, to maintain power lines around the clock, ensuring they provide safe, reliable energy to the community; and,

**WHEREAS**, while we are taking shelter from storms; lineworkers are going out to ensure the citizens of Winterville have electricity; working under dangerous conditions away from their families to maintain the energy infrastructure; lineworkers are often first responders during weather emergencies, storms, and other catastrophic events, they diligently work to make scenes safer for other emergency responders and public safety officials; working to repair broken and damaged electric lines under hazardous conditions to make the area safe; and,

**WHEREAS**, lineworkers put their lives on the line daily with little recognition from the community regarding their work; playing a vital role in the lives of our citizens by maintaining and growing our electrical infrastructure by working with the many dangers of electricity; and,

**WHEREAS**, the lineworkers of Winterville’s electric utility and their example of service above self are deserving of the respect, admiration, and appreciation of all the citizens of Winterville; and,

**NOW, THEREFORE**, I, Richard E. Hines, Mayor of the Town of Winterville does hereby honor the contribution of lineworkers and hereby proclaim Monday, April 14, 2025 as NC Lineworker Appreciation Day and Friday, April 18, 2025, as National Lineworker Appreciation Day in Winterville.

**IN WITNESS WHEREOF**, I do set my hand, and cause the seal of Winterville to be affixed this 14<sup>th</sup> day of April 2025.

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

**Attest:**

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



**PROCLAMATION**  
**MUNICIPAL CLERKS WEEK - MAY 4 - 10, 2025**

**WHEREAS**, the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

**WHEREAS**, the Municipal Clerk is the oldest among public servants, and

**WHEREAS**, the Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels, and

**WHEREAS**, the Municipal Clerk has pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all, and

**WHEREAS**, the Municipal Clerk serves as the information center on functions of local government and community, and

**WHEREAS**, the Municipal Clerk continually strives to improve the administration of the affairs of the Municipal Clerk through participation in education programs, seminars, workshops, and the annual meetings of their state organization, and

**WHEREAS**, it is most appropriate that we recognize the accomplishments of the Municipal Clerk; and

**NOW, THEREFORE**, I, Richard E. Hines, Mayor of the Town of Winterville hereby recognize the week of May 4 through May 10, 2025, as Municipal Clerks Week, and further extend appreciation to our Town Clerk, Donald Harvey and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

**IN WITNESS WHEREOF**, I do set my hand, and cause the seal of Winterville to be affixed this 14<sup>th</sup> day of April 2025.

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

**Attest:**

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



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Presentations

**Meeting Date:** April 14, 2025

**Presenter:** Diane White, Director of Parks and Recreation

**Item to be Considered**

**Subject:** Presentation of Final Parks & Recreation Site Specific Plan.

**Action Requested:** Adoption of Parks & Recreation Site Specific Plan.

**Attachment:** Winterville Site Specific Master Plan.

**Prepared By:** Diane White, Director of Parks and Recreation

**Date:** 3/26/2025

**ABSTRACT ROUTING:**

TC: 4/7/2025

TM: 4/8/2025

Final: tlp - 4/8/2025

**Supporting Documentation**

Mr. Nate Halubka will present the Parks & Recreation Site Specific Plan. This is the final version of the Plan, presented to Council for adoption.

Mr. Nate Halubka is a Project Consultant with McGill Associates. McGill Associates is the firm the Town contracted to complete the Comprehensive Plan & Site-Specific Plan.

**Budgetary Impact:** None.

**Recommendation:** Staff recommends Council Adopt the Parks & Recreation Site Specific Plan.

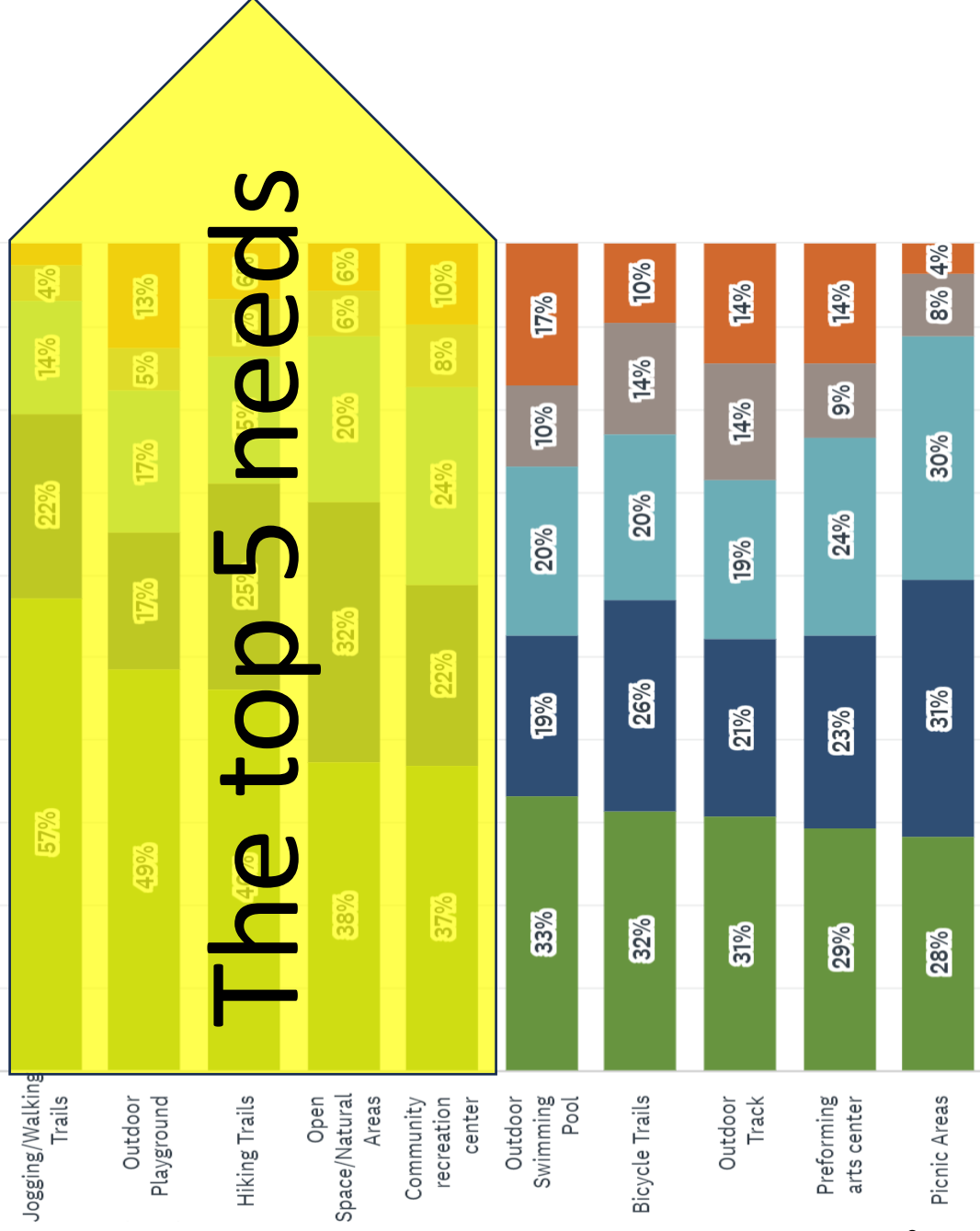


# Site-Specific Master Plan





# The survey said



1. Jogging Walking Trails
2. Outdoor Playground
3. Hiking Trails
4. Open Space/ Natural Areas
5. Community recreation center

Remember these elements because you'll see them again

# The public meetings said

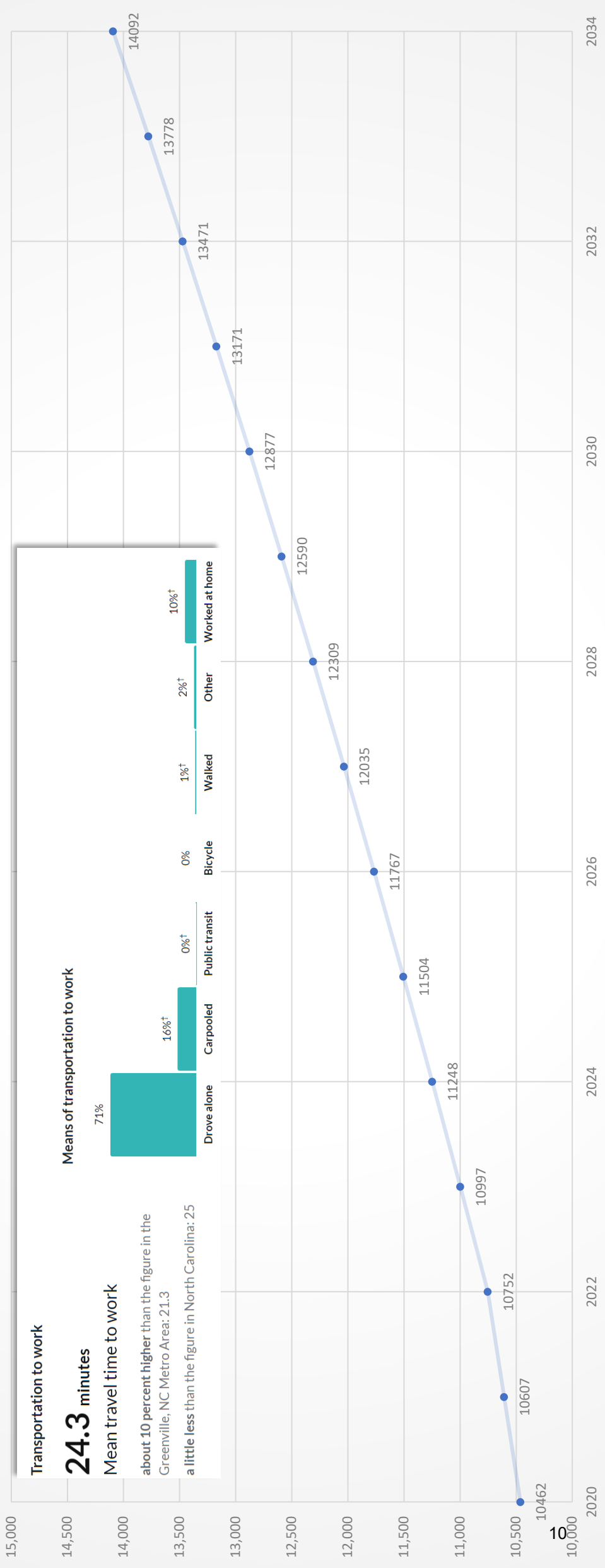
Ranking	Resident requested facilities
1	Gymnasium
2	Soccer Fields
3	Baseball Fields
4	Adventure Playground
5	Natural Surface Trails
6	Weightlifting/ Cardio
7	Paved Trails
8	Football Fields
9	Teen Programming
10	Climbing Wall

This public input heavily influenced the design of the site

The site can allow for 8 out of the top 10 of these input requests to be met

# Winterville is growing: Attracting commuters and those that work from home

## Winterville Population Estimate

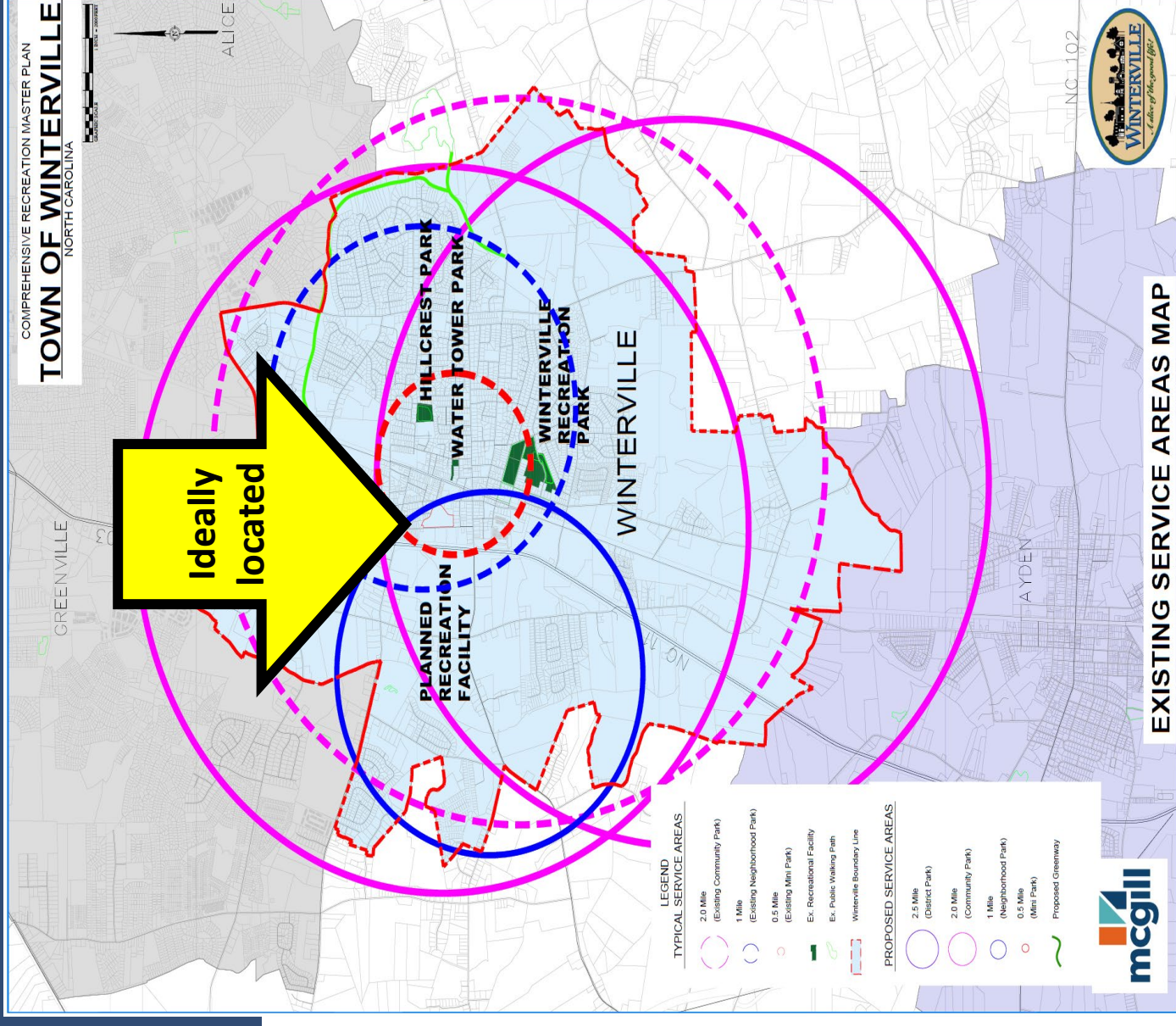




# Facility Outlook

## Key Considerations

1. You have no indoor facilities
2. Your current parks are generally built out.
3. There are currently no parks west of the railroad tracks.
4. Alice Keene Park (Pitt County) and Boyd Lee Park (Greenville) are both east of the Town Center
5. From years 5-10 you'll need to start to landbank



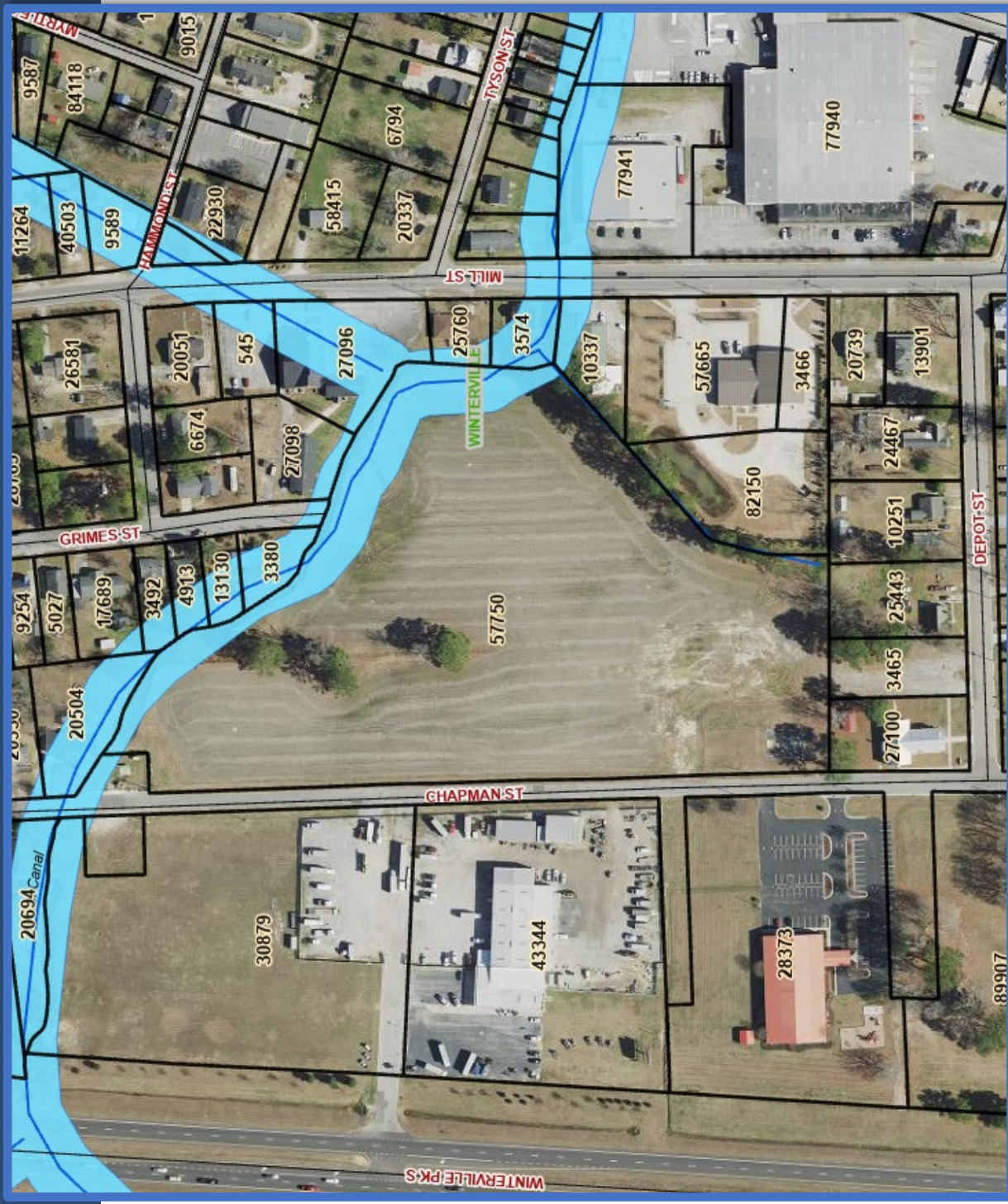


# Site-Specific Master Plan

**Site Address:** Former Gateway Christian Center  
(West Depot St and Chapman St. – 0 Chapman St)

**Parcels:** 57750, 27100, and 3465

**Site Acreage:** 12.6



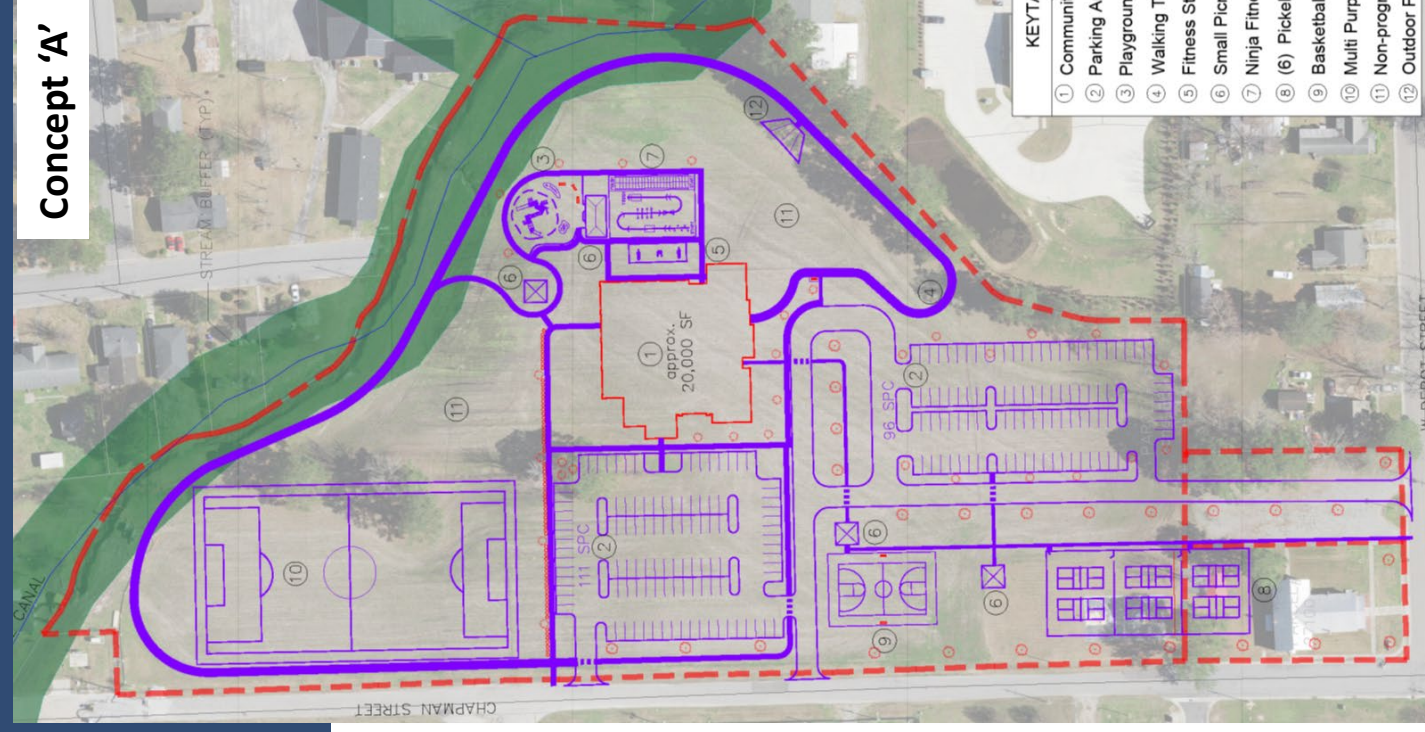


# Park Concepts:

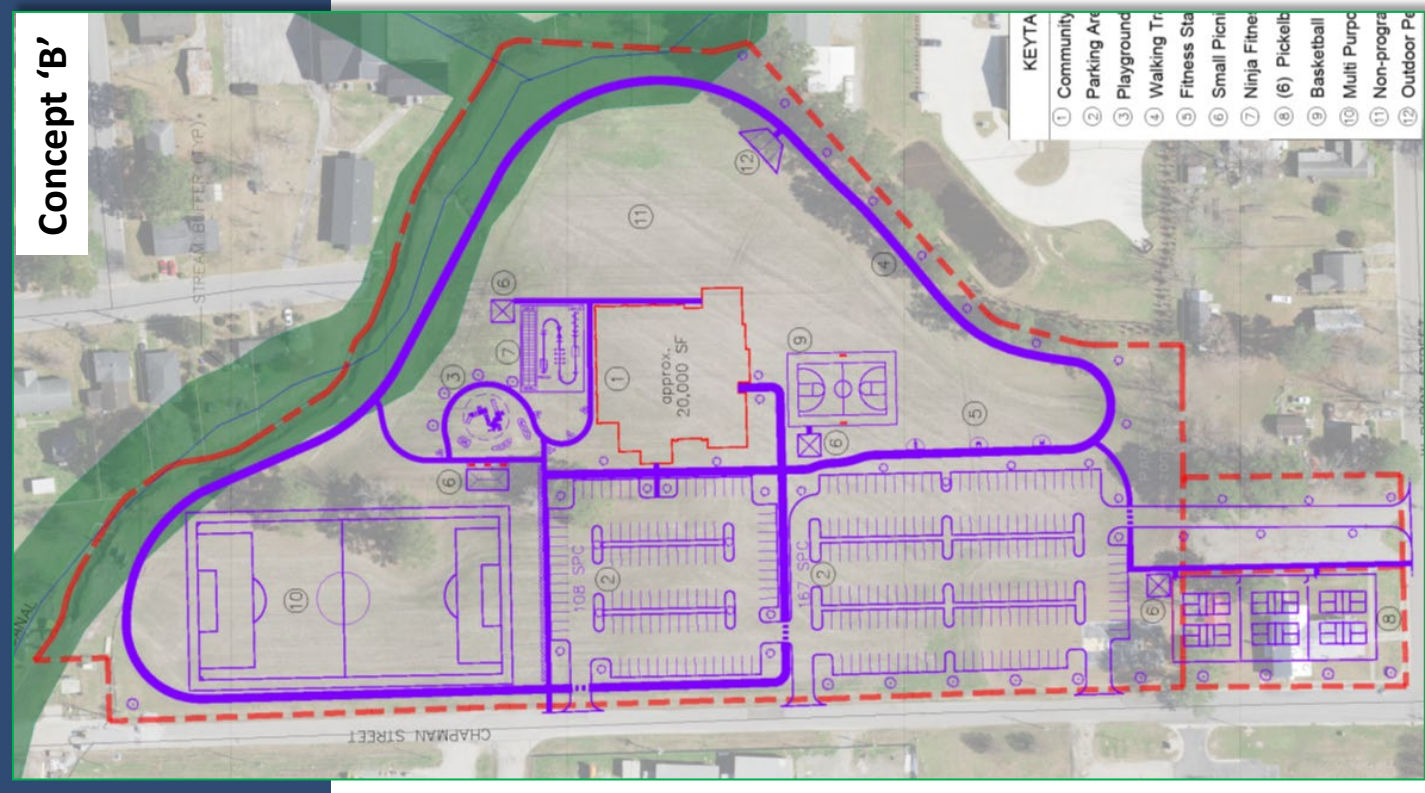
Two concepts that reflected the goals of Winterville Parks & Recreation and the community's needs were developed.

After Winterville staff review, Concept B was selected as the preferred concept.

Concept 'A'



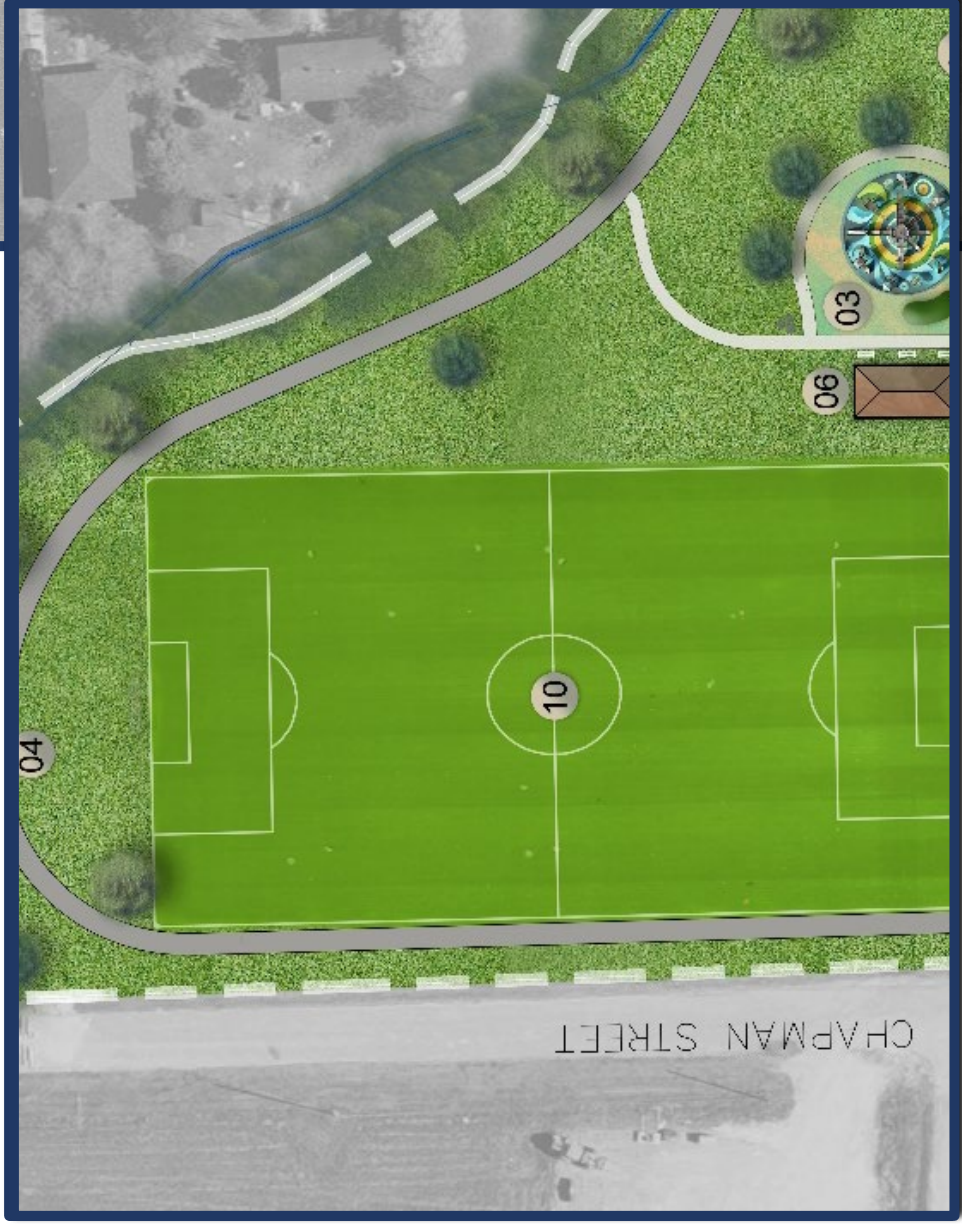
Concept 'B'





# Park Concepts:

- 01 Keytag Legend
- 02 Community Center
- 03 Parking Area (Typ)
- 04 Playground & Turf Mounds
- 05 Walking Trail
- 06 Fitness Stations
- 07 Small Picnic Shelter
- 08 Ninja Fitness Course
- 09 (6) Pickleball Courts
- 10 Basketball Court
- 11 Multi Purpose / Soccer Field
- 12 Non-programmed Open Space
- 13 Outdoor Performance Stage



- 01 Community Center
- 02 Parking Area (Typ)
- 03 Playground & Turf Mounds
- 04 Walking Trail
- 05 Fitness Stations
- 06 Small Picnic Shelter
- 07 Ninja Fitness Course
- 08 (6) Pickleball Courts
- 09 Basketball Court
- 10 Multi Purpose / Soccer Field
- 11 Non-programmed Open Space
- 12 Outdoor Performance Stage

Town of  
**WINTERVILLE**  
*A taste of the good life!*



1" = 40' Feet

**mcgill**  
SUSTAINABLE  
COMMUNITIES

COMMUNITY PARK FINAL CONCEPT



# Estimated Park Cost: \$20M



- Entire park development cost.
- Includes the cost of the recreation center.
- Does not include if you get grant funds
- Assumes mid-level development costs



# Next Steps

- Design charette for the recreation center (optional)
- Construction drawings.
- Funding and phasing
- Leveraging with grants



*A slice of the good life!*

Questions?





**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** April 14, 2025

**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:** 3/30/2022

**ABSTRACT ROUTING:**

TC: 4/7/2025

TM: 4/8/2025

Final: tlp - 4/8/2025

**Supporting Documentation**

Approval of the following set of Council Meeting Minutes:

- ❖ February 10, 2025 Regular Meeting Minutes, and
- ❖ March 10, 2025 Regular Meeting Minutes.

**Budgetary Impact:** NA.

**Recommendation:** Approval of Minutes.





**WINTERVILLE TOWN COUNCIL  
MONDAY, FEBRUARY 10, 2025 - 6:00 PM  
REGULAR MEETING MINUTES**

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

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

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

**INVOCATION:** Winton Felton, Pastor, Winterville Church of Christ gave the Invocation.

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

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

**ROLL CALL:** Councilwoman Harrell excused for work.

**APPROVAL OF AGENDA:**

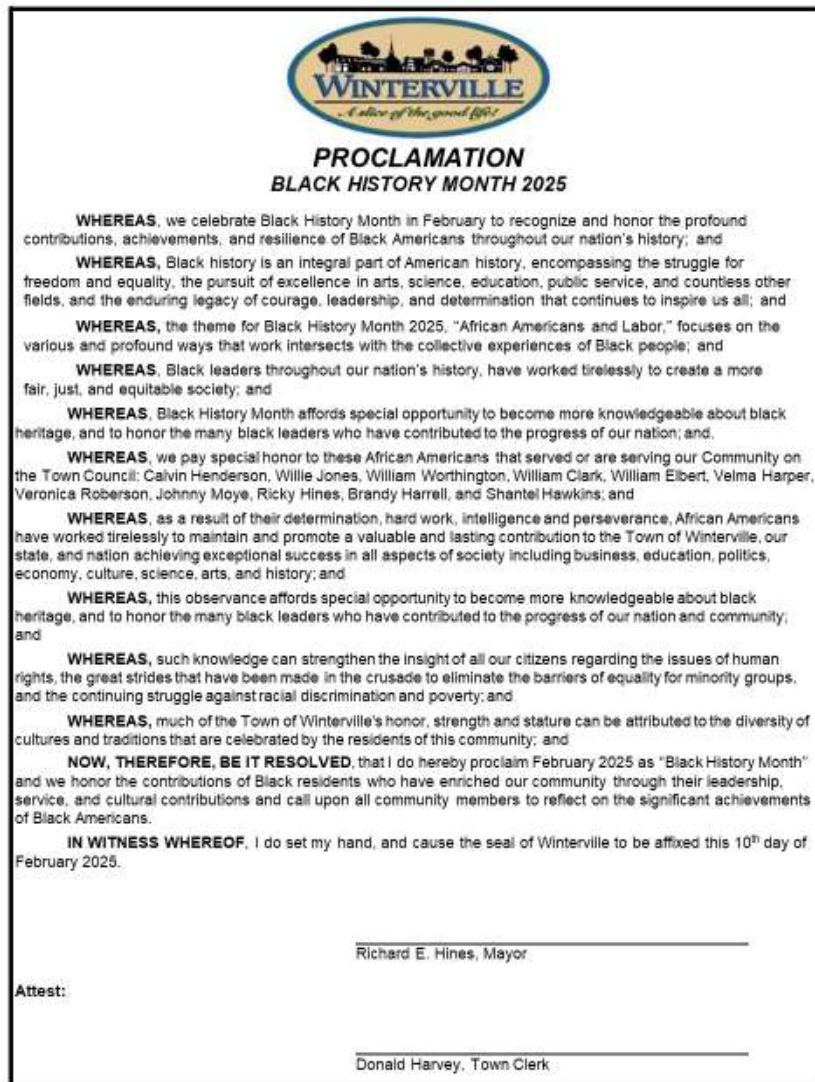
**Motion made by Councilwoman Roberson and seconded by Councilwoman Smith to approve the agenda. Motion carried unanimously, 4-0.**

**RECOGNITION OF NEW EMPLOYEES:**

1. John Truselo, PT Facility Maintenance Technician, Public Buildings.

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

1. Black History Month.



Mayor Hines presented a copy of the Proclamation to recipients and family members.

**PRESENTATIONS:**

1. Parks and Recreation Comprehensive Plan, Nate Halubka, Project Consultant, McGill Associates.

Director of Parks and Recreation White introduced Nate Halubka. He will present the Parks and Recreation Comprehensive Plan. This is the final version of the Plan, presented to Council for adoption. Nate Halubka is a Project Consultant with McGill Associates. McGill Associates is the firm the Town contracted to complete the Comprehensive Plan and Site-Specific Plan.



## The Two Views of Recreation Offerings

Local governments general fall somewhere along this spectrum



## Research Supports That Parks And Recreation Acts More Like An INVESTMENT

**Property Values Increase:**  
Economic research has demonstrated consistently that homes and properties located near parklands have higher values than those located farther away. Higher home values not only benefit the owners of these properties but also add to the tax base of local governments.

**8%-20%**

Average property value increase.

**Economic Development:**  
Parks and recreation improves the quality of life in communities and benefits the local economic development of a region. Eighty-seven percent of corporate executives responding to a 2023 Area Development survey rated quality of life features as an important factor for a headquarters, factor or other company facility.

**75%**

of Executives want the quality of life as important when locating facilities

**Visitor Spending:**  
Many local park and recreation agency amenities spur tourism to their respective locales, generating significant economic activity, including but not limited to increased sales, local restaurants/bars and hotels.

$$\left( \frac{\text{Economic impact of patron spending}}{\text{Number of Patrons}} \right) \times \left( \frac{\text{Average spending per Patron}}{\text{per Patron}} \right) \times (\text{Multiplier})$$

Events are not a matter of IF you will have an impact, but how much of an impact it will have.

Sources:  
1. "The Economic Impacts of Parks: An Examination of the Fiscal Effects of Operations and Capital Spending by Local Park and Recreation Agencies on the US Economy", Crompton, J.L., 2001. Parks and Economic Development. FWS Report No. 502. American Planning Association, Chicago, Illinois.  
2. Center for Economic Studies: Michigan State University: 2007 Quantifying the Economic Impacts of Community Events

# Grants Leverage that Local Investment

1. Eligibility: The County is eligible for all these funds
2. Partnering: Partnering with the local governments is possible. Non-profits are not typically eligible
3. Leveraging local funds: These grants are great ways to leverage local investments of funds.
4. Key considerations: Planning is critical in receiving all these funds
5. Public Input: Public needs and wants are the backbone of justifying these funds to the funding body.

## The Free Grant Fund Myth

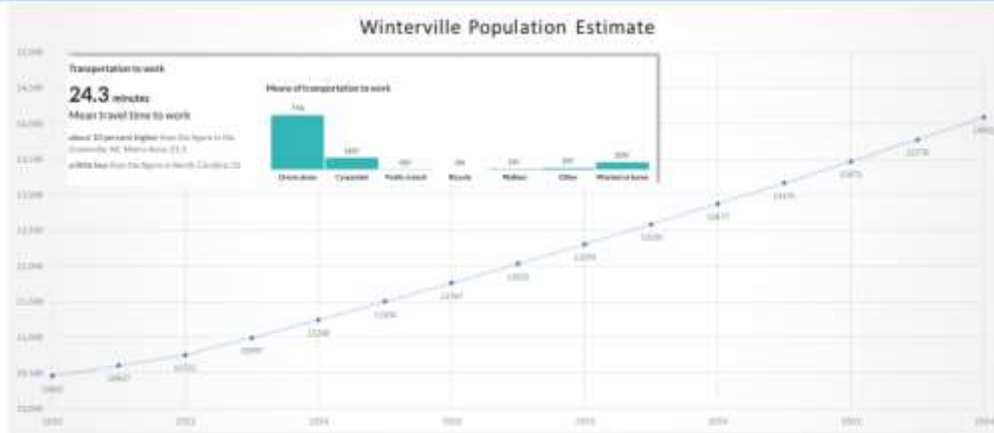
Think of grants as like your 401k match that your employer offers

Why should your company give you free retirement funds if you don't find it important enough to invest

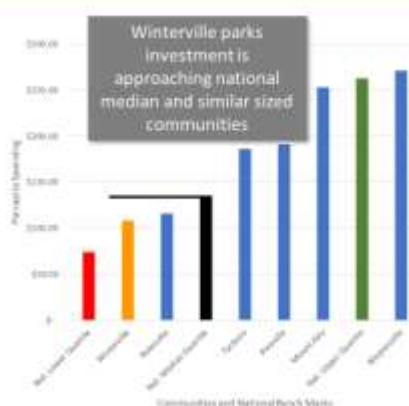
*While free grant funds do happen, it's like basing your retirement plans on a rich uncle/aunt's benevolence*

<b>State Funds</b> \$500k Max 	<b>Federal Funds</b> \$500k Max 	<b>Federal Trails Funding</b> 	<b>State Land Protection and Waterways</b> 	New North Carolina Park funds added this year Accessibility Parks Grant Great Trails State Funding
---	---	--	--	--

## Winterville is growing: Attracting commuters and those that work from home

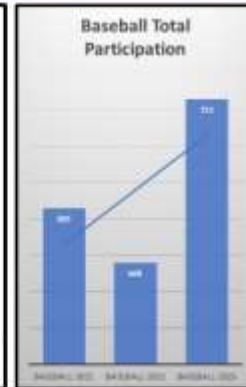
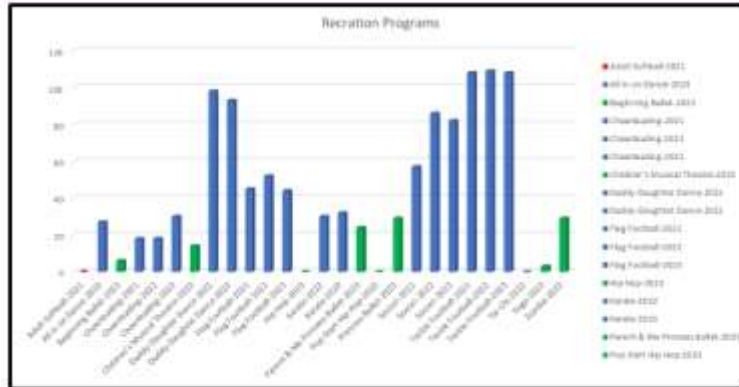


## Benchmarking your investment: Approaching the national median level

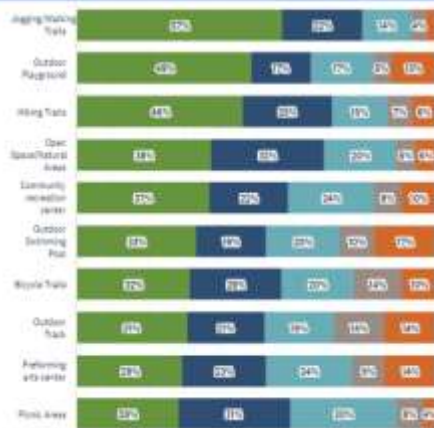




# Program participation has been growing



# Want the community wants



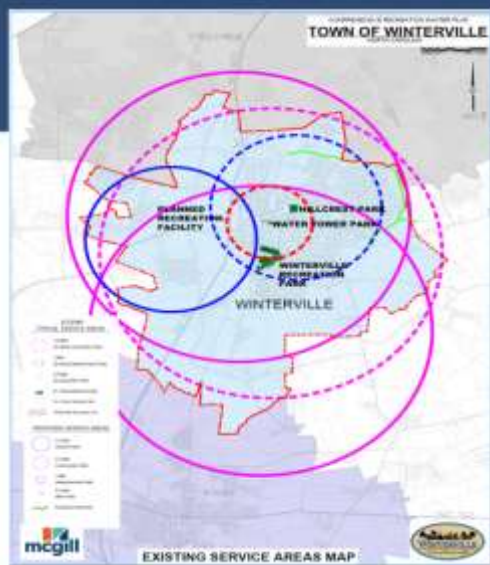
- Top needs expressed:
1. **Indoor recreation**
  2. Improved walking opportunities
  3. Additional athletic facilities
  4. A bit of adventure
  5. Updated/more playgrounds

Top Resident Needs			Top Visitor Interests		
#1	Gymnasium	Indoor	#1	Adventure Playground	Outdoor
#2	Soccer Fields	Outdoor	#2	Natural Surface Trails	Outdoor
#3	Baseball Fields	Outdoor	#3	Traditional Playground	Outdoor
#4	Adventure Playground	Outdoor	#4	Dog Friendly Fountain	Outdoor
#5	Natural Surface Trails	Outdoor	#5	Pickleball/Tennis court	Outdoor
#6	Weightlifting/ Cardio	Indoor	#6	Paved trails	Outdoor
#7	Paved Trails	Outdoor	#7	Climbing Wall	Outdoor or Indoor
#8	Football Fields	Outdoor	#8	Tot Lot	Outdoor
#9	Teen Programming	Indoor or Outdoor	#9	Teen Programming	Indoor
#10	Climbing wall	Indoor or Outdoor	#10	Dog Agility Course	Outdoor

From approximately 200 total resident's input data. From approximately 150 total visitor's input data. Denotes shared interest among residents and visitors (400+ total participants)

# Facility Outlook

- Key Considerations**
1. You have no indoor facilities
  2. Your current parks are generally built out.
  3. There are currently no parks west of the railroad tracks.
  4. Alice Keene Park (Pitt County) and Boyd Lee Park (Greenville) are both east of the Town Center
  5. From years 5-10 you'll need to start to landbank

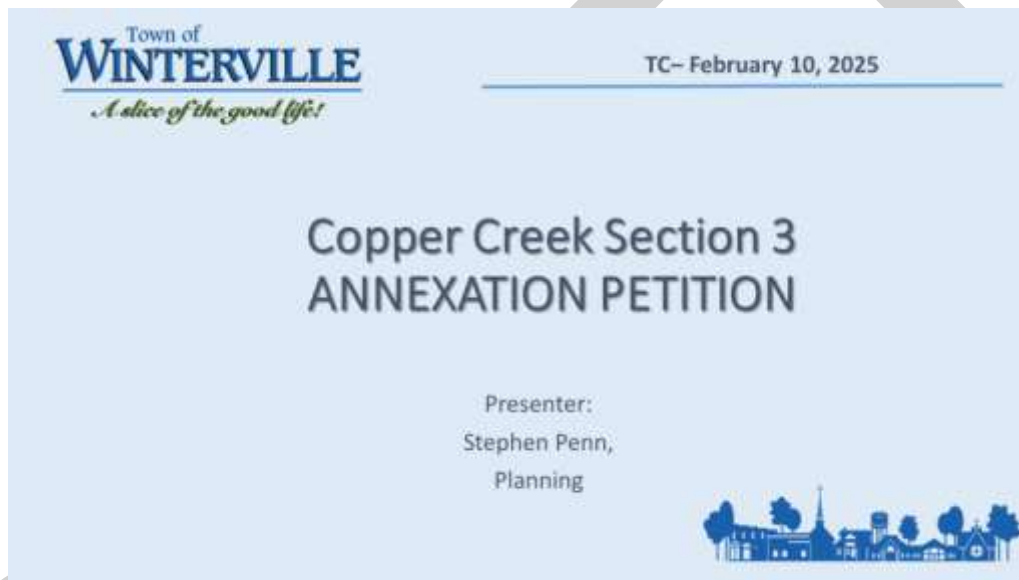


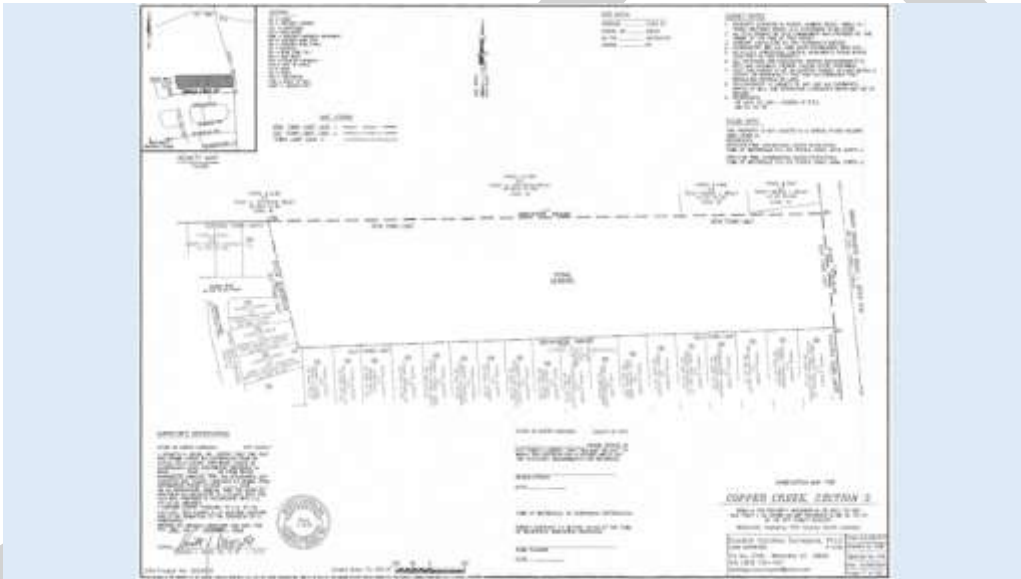
Nate Halubka asked if there are any questions. Mayor Hines said there is excitement about the western side of the Town. Mayor Pro Tem Moye asked about the demographics of parks being separated from each other. Nate Halubka said service radius varies and some overlap; interior facility centrally located; and look at other local government facilities. Councilwoman Hawkins asked if they were able to get ages in the Watermelon Festival survey? Nate Halubka said the Festival did not consider age; teens are difficult to plan. Councilwoman Hawkins asked what do teens need and want to use the most? Nate Halubka said next step will go to more specific planning. Councilwoman Smith said this plan is the foundational part for more specific detail.

**Motion made by Councilwoman Hawkins and seconded by Councilwoman Smith to approve the Comprehensive Recreation Plan. Motion carried unanimously, 4-0.**

**PUBLIC HEARINGS:**

1. Copper Creek Phase 3 Annexation - Planning and Economic Development Director Penn gave the following presentation:





Town of  
**WINTERVILLE**

Copper Creek Ph 3-Annexation Petition

*A slice of the good life!*  
**Public Comments**

- Christopher Ellis of 260 Copper Creek Drive-
  - Emailed on February 4, 2025 stating that he wanted to share his concerns regarding drainage in this area. He hopes that drainage issues should be addressed as part of any future development.
  
- Copper Creek Resident requesting to be anonymous:
 

After reviewing the map of Section III of Copper Creek subdivision there are a few items of concern from a resident in section II that lives at the end of the connecting portion of section III

  - a. How can we be assured that Section III will be built with consideration for residents in section II. **Meaning not negatively affecting their property with water.**
  - b. Is it possible for the builder to **consider the Storm Water Pond to be moved towards the middle of section III** as opposed to the end of section III, so that it does negatively affect Section II of Copper Creek?
  - c. **Will there be a fence** that is not an eyesore around the ravine for the safety of children

Staff Recommendation:

Approve Annexation Petition.

1. Annexation to become effective on February 28, 2025.

Mayor Pro Tem Moye asked does the existing development have drainage problems. Planning and Economic Development Director Penn said the first section was designed as a low-density development; factors resulting in some problems. This phase is designed to handle drainage better.

Mayor Hines declared the public hearing open, asked if anyone would like to speak in favor of the annexation request.

Quinn Turnage of Copper Creek is concerned that construction will make drainage worse.

Mayor Hines asked if anyone would like to speak in opposition of the annexation request. None spoke.

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

**Motion made by Mayor Pro Tem Moye and seconded by Councilwoman Smith to approve the Copper Creek Phase 3 Annexation Request.**

Councilwoman Hawkins asked how can Miss Turnage's issue will be addressed. Staff will investigate any measures that can be taken.

**Motion carried unanimously, 4-0.**

**PUBLIC COMMENT:** Mayor Hines read the Public Comment Policy. None

**CONSENT AGENDA:**

Items included in the Consent Agenda:

1. Approval of Council Meeting Minutes.
2. Budget Amendment 2024-2025-6.
3. Vision Zero Steering Committee.
4. Schedule Public Hearing; Neal Rezoning.
5. Schedule Public Hearing; Mellon Rezoning.
6. T. A. Loving Change Order #1.
7. Approval of Offer to Purchase – Laurie Ellis Road Land Transaction



**Motion made by Councilwoman Roberson and seconded by Councilwoman Smith to approve the consent agenda. Motion carried unanimously, 4-0.**

**OLD BUSINESS:**

1. Subordination Agreement – Christ Covenant Church.

Assistant Town Manager Bowers and Town Attorney Lassiter explained the Subordination Agreement for Christ Covenant Church. The School is building an expansion to the School and will be executing a new loan to facilitate the construction. The Council will need to approve the Subordination of the Loan that the Town has with Christ Covenant so that they can move forward with their new loan. The loan will be subordinated to First Bank. The Agreement has been amended and the paragraph removed. Town Attorney Lassiter has reviewed the document in accordance with direction from Council.

**Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to approve Subordination Agreement for Christ Covenant Church. Motion carried unanimously, 4-0.**

2. Ordinance Update – Chapter 32 – Town Organizations, Section 32.002 – Police Department/General Supervision.

Town Manager Parker noted Chapter 32, Section 32.002 of the Town of Winterville Code of Ordinance contains incorrect information about who has the responsibility for the General Supervision of the Police Department. Staff is therefore submitting an ordinance amendment removing the applicable section in its entirety.

**Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Moye to approve the Ordinance Update – Chapter 32 – Town Organizations, Section 32.002 – Police Department/General Supervision.**

Councilwoman Hawkins asked for an explanation of the need for removal and why, it is included in the policy. Town Manager Parker asked Town Council to go through all sections and provide questions and concerns.

**Motion carried unanimously, 4-0.**

3. Cemetery Expansion Project Update.

Town Manager Parker noted Town Staff has been getting pricing for the completion of the infrastructure for the cemetery expansion project. Pricing will be presented at the Council Meeting. Cliff McGuffin, Public Works Director will be presenting said numbers. He noted the only bid is \$257,919.57 by Tripp Brothers. Other bidders want an engineer to stake the job. Councilwoman Smith asked will an engineer allow us to get more bids. Councilwoman Hawkins asked would this give Council more time to make sure that there is no flooding there. Councilwoman Roberson noted would like to get our cemetery open. Mayor Hines said more concerned about getting a good bid. Town Manager Parker said Staff is willing to move forward

**Motion made by Councilwoman Hawkins and seconded by Councilwoman Roberson to approve getting an engineering to get a survey for the Cemetery Expansion Project. Motion carried unanimously, 4-0.**

**NEW BUSINESS:**

1. NCDOT – Old Tar Rd Widening Options: Poles, Signs, landscaping, and Street Lighting.

Assistant Town Manager Bowers said the Town has been approached for betterments by NCDOT asking for interest in continuity with the City of Greenville with regard to several betterments they have been directed by the City to make on the widening project.

**Black Pole and Mast:** Please see the attached image. There will be 12 poles at a cost of \$5,000 each. The standard pole and mast are silver. COG has requested black powder coated poles. The total cost of this betterment is \$60,000

**Street Signage:** NCDOT will provide standard signage on poles at the corner of the intersections. COG has requested luminated street signs to be installed on the mast. The luminated sign are \$1,600 per sign. There will be an estimated \$19,200 for signs in the project. The Town will be responsible for maintaining them in the future as well.

**Median Design Options - Grass, Covered Capped Concrete, or Plantings:** The COG has decided to go with plantings. This would reduce the amount of maintenance and provide a more aesthetically pleasing entrance to the Town. We would have to mulch and take over the maintenance in the future. NCDOT will pay for the installation. This would be contracted out.

**Street Lighting:** NCDOT would like to know if we are interested in having street lighting included with the project. This is actually an agreement that we would have to work out with Greenville Utilities Commission. They would typically install alternating lights every 120 feet. There will be sidewalks on both sides of the road as designed. The exact number and cost will have to be brought back to the Council. The plan is to have this information for you at the meeting. I am waiting on details from the City of Greenville, GUC and NCDOT.

**Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Moye to approve black pole and mast at a cost of \$60,000. Motion carried unanimously, 4-0.**

**Motion made by Mayor Pro Tem Moye and seconded by Councilwoman Hawkins to approve eight (8) standard reflected street signs. Motion carried unanimously, 4-0.**

**Motion made by Councilwoman Roberson and seconded by Councilwoman Smith to approve maintenance betterment of median designs, concrete, plantings, or grass. Motion carried unanimously, 4-0.**

Assistant Town Manager Bowers noted street lighting of 120 feet per GUC costs alternating sides. Town Manager Parker said lighting is needed for sidewalks being installed. Councilwoman Hawkins asked do we have any designs or sketches.

**Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Moye to approve GUC street lighting every 120 feet on both sides. Motion carried unanimously, 4-0.**

## 2. Approval of Financing Terms and Agreement.

Finance Director Manning noted the Town Council has approved the purchase of Town Christmas Lights and Decorations, a John Deere Gator for the Grounds and Maintenance department, a Service Body Truck, Crew Cab Truck, and a Mini Excavator for the Public Works department, a Paving Head for the Streets department, and a Sewer Crain Truck and Pump Replacements for the Sewer Department. The funding for these items were approved in the current fiscal year's budget in the total amount of \$631,000.

We received quotes from 3 lending institutions. First Citizens Bank was the lowest bid with an interest rate of 4.62% for the Christmas Lights and Decorations, 4.72% for the John Deere Gator, 4.57% for the Public Works Service Body Truck, Crew Cab Truck, and Mini Excavator, 4.67% for the Paving Head,

and 4.52% for the Sewer Pump Replacements. First Citizens is also able to provide a lower interest rate of 4.37% for all items by combining the loans into one loan with separate amortization schedules for accounting purposes.

We are recommending accepting First Citizens Bank's proposal for all items, equipment, and vehicles with the combined interest rate of 4.37%. The Town Christmas Lights/Decorations, John Deere Gator, Service Body Truck, Crew Cab Truck, Mini Excavator, and Paving Head will be for a 3-year term. The Sewer Crain Truck and the Sewer Pump Replacements will be for a 5-year term.

**Town of Winterville  
Bid Tabulation  
Town Christmas Lights/Decorations**

Bank	Rate	Combined Rate
First Citizens	4.62%	4.37%
Southern Bank	4.85%	
First National	5.19%	
Truist	No Proposal Rec'd	

**Town of Winterville  
Bid Tabulation  
Grounds and Maintenance  
John Deere Gator**

Bank	Rate	Combined Rate
First Citizens	4.72%	4.37%
Southern Bank	4.85%	
First National	5.19%	
Truist	No Proposal Rec'd	

**Town of Winterville  
Bid Tabulation  
Public Works - Service Truck,  
Crew Cab Truck, & Mini Excavator**

Bank	Rate	Combined Rate
First Citizens	4.57%	4.37%
Southern Bank	4.85%	
First National	5.19%	
Truist	No Proposal Rec'd	

**Town of Winterville  
Bid Tabulation  
Streets  
Paving Head**

Bank	Rate	Combined Rate
First Citizens	4.67%	4.37%
Southern Bank	4.85%	
First National	5.19%	
Truist	No Proposal Rec'd	

**Town of Winterville  
Bid Tabulation  
Sewer - Crain Truck &  
Pump Replacements**

Bank	Rate	Combined Rate
First Citizens	4.52%	4.37%
Southern Bank	4.95%	
First National	5.19%	
Truist	No Proposal Rec'd	

**Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to approve/deny the new business item. Motion carried unanimously, 4-0.**

### 3. Redesign of Town Hall and Downtown Parking.

Assistant Town Manager Bowers noted that Staff has given direction to ARK Consulting for the design of Downtown parking options. Council had historically wanted to open Church Street back up to 2-way traffic. If we do this, we would lose 18 parking spots behind Town Hall and behind the Police/Fire/Rescue facility combined.

To re-open the street we are recommending that we make Depot Street one way. This will include an improvement to the Town's Drive through at the Town Hall. The drive through will be straightened out, so that it is easier to navigate for Utility and Tax Customers. It also includes the addition of a better designed access for the solid waste container and a pad located next to the Town Hall for the installation of a new generator for emergency backup power.

This concept provides an additional 17 spots at the Town Hall, and an additional 16 parking spots at the Town Square. This would provide 33 new spots. Many of which are located conveniently for Downtown patrons.

This would also allow the Town to install a new Town Hall sign that may or may not be digital. This would be a council decision. This would be a net gain of 15 parking spots in the Downtown area.

Mayor Pro Tem Moye asked about behind Fire Department and where the firemen park. Fire Chief Moore said none designated now and firemen will be better off with the new plan.

**Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Moye to approve the Redesign of Town Hall and Downtown Parking plan. Motion carried unanimously, 4-0.**

### 4. Cooper's Cup Parking.

Assistant Town Manager Bowers said Mr. Lee Biscardi appeared before the Council at the December meeting. He requested a designated parking spot for his business, Cooper's Cup, which is located in the Downtown area. He has since contacted several employees inquiring about the status.

Staff has discussed the issue and determined that it is public parking and should not be dedicated to one business. There is also a problem with enforcement.

There is also the issue that other business may want the same thing once precedence it set and how would spots be allocated properly.

Assistant Town Manager Bowers Reiterated that the owner requested the spot and Staff recommends none. Town Manager Parker said existing spots are tough to enforce. Councilwoman Smith said enforcing is a problem. Councilwoman Hawkins said to communicate the purpose of spots at dance studio. Town Manager Parker said it is illegal to park along railroad side of street.

### 5. Electric Relay Proposal.

Interim Electric Utilities Director Mills said the Town's Church Street Substation is having issues with the control relays in all of our station breakers. These relays are a vital part of protection for TOW infrastructure and our reliability. The display on each of our four breakers are malfunctioning, meaning that none of the visual readings are legible. This is an issue with the ABB 2000i relays. RGRID deemed relays needed replacing instead of trying to address current issues and suggested going with a Schweitzer relay instead of the ABB that is currently failing. The scope of work includes purchasing, verifying existing settings on current relays, incorporating settings into the new components and commissioning for operation. This quote is for a turnkey job without any additional monies needed.

**Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to approve the Church Street Substation Relay Replacements proposal of RGRID Power PLLC. Motion carried unanimously, 4-0.**

6. Mid-East Representative.

Town Clerk Harvey noted that Town Council needs to select a representative to Mid-East Board. This person must be an elected official or a member of the Town Staff.

Mayor Hines noted he is not in favor of participating at Mid-East. Councilwoman Smith when does membership follow. Councilwoman Roberson said other places use membership; they provide services for many. Councilwoman Hawkins we need to fine tune what we use them. Councilwoman Roberson said we have citizens using NCWorks and benefit for them and Region Q. Councilwoman Hawkins show the benefits, that have resulted in Winterville. Councilwoman Roberson said Director is willing to come and do a presentation and how they provide services we could utilize.

**Motion made by Councilwoman Roberson and seconded by Councilwoman Hawkins to have a Mid-East Representative come and give a presentation to the Town. Motion carried unanimously, 4-0.**

7. Stormwater Advisory Board Appointee.

Public Works Director McGuffin noted the Stormwater Advisory Committee is made up of five (5) regular members and one (1) alternate member. Members serve a three (3) year term for the purpose of providing stormwater management policy guidance to the Town.

The Committee shall consist of members of a cross section of local citizens and stakeholders representing neighborhood groups, professional organizations, industrial and commercial association, environmental groups, builders' associations, and others that the Town recognizes as having an interest in stormwater management issues.

There is currently an application on file in which the applicant indicated Stormwater Advisory as their interest or preference. The applicant is a Town resident as follows:

- Raymond James (Alternate)

Staff recommends that the applicant listed below be appointed to a three (3) year term on the Stormwater Advisory Committee.

**Motion made by Councilwoman Roberson and seconded by Councilwoman Smith to approve Raymond James (Alternate) on the Stormwater Advisory Board. Motion carried unanimously, 4-0.**

**OTHER AGENDA ITEMS:**

None

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

None.

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

- Planning and Zoning Board Meeting: Monday, February 17, 2025 @ 7:00 pm - Town Hall Assembly Room.
- Mid-East Digital Inclusion Plan Open House: Tuesday, February 18, 2025; 4:00 pm – 7:00 pm - Pitt County Agricultural Center, Mark W. Owens Auditorium, 403 Government Circle, Greenville, NC 27834.
- Board of Adjustment Meeting: Tuesday, February 18, 2025 @ 7:00 pm - Town Hall Assembly Room.
- Stormwater Advisory Board Meeting: Wednesday, February 19, 2025 @ 6:00 pm – Operation Center.
- Coffee with a COP: Friday, February 21, 2025; 9:00 am – 10:30 am – Cooper’s Cup, 2588 Railroad Street, Winterville, NC.
- Recreation Advisory Board: Tuesday, February 25, 2025 @ 6:30 pm – Operation Center.
- March Agenda Abstracts Due: Wednesday, February 26, 2025.
- Human Relations Board Meeting: Thursday, February 27, 2025 @ 7:00 – Town Hall Executive Conference Room.
- Agenda Review Meeting: Thursday, March 6, 2025 @ 4:00 pm – Town Hall Executive Conference Room.
- April 2025 Newsletter Information Due: Friday, March 7, 2025.
- Regular Town Council Meeting: Monday, March 10, 2025 @ 6:00 pm - Town Hall Assembly Room.

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

Councilwoman Hawkins: Thanks for the many thoughts and prayers for her Mom. She shared a quote. Thanks for staff and Happy Valentines.

Councilwoman Smith: Thanked all and have a great evening.

Councilwoman Roberson: Thanks to all and Happy Valentines.

Mayor Pro Tem Moyer: Thanks to staff. Animal control update. Happy Valentines to all.

Manager Parker: Reminder of Closed Session. Updates forthcoming.

Mayor Hines: Thanks T Council and Staff.

**Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to go into Closed Session for the purpose of NCGS § 143-318.11. (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract. Motion carried unanimously, 4-0. Entered Closed Session at 8:35 pm.**

**CLOSED SESSION:**

**Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to return to Open Session. Motion carried unanimously, 4-0.**

**Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to approve the Contract with Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan, L.L.P. (W. Mark Griffin) to represent Winterville in the Contract Negotiations with Carolina Power Partners that manage the for Kings Mountain Energy Plant. Motion carried unanimously, 4-0.**

**ADJOURN:**

**Motion made by Councilwoman Hawkins and seconded by Councilwoman Roberson to adjourn the meeting. Motion carried unanimously, 4-0. Meeting adjourned at 9:08 pm.**

Adopted this the 14<sup>th</sup> day of April 2025.

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

ATTEST:

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

DRAFT



**WINTERVILLE TOWN COUNCIL  
MONDAY, MARCH 10, 2025 - 6:00 PM  
REGULAR MEETING MINUTES**

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

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

**CALL TO ORDER:** Mayor Pro Tem Moye called the meeting to order.

**INVOCATION:** Reverend C. E. Cunningham, Senior Pastor, Mt. Shiloh Missionary Baptist Church, gave the Invocation.

**PLEDGE OF ALLEGIANCE:** Mayor Pro Tem Moye led everyone in the Pledge of Allegiance.

**RECOGNITION:** Mayor Pro Tem Moye recognized State Senator Kandie Smith and former Town Councilman Tony Moore.

**WELCOME:** Mayor Pro Tem Moye welcomed the public.

**ROLL CALL:** All present except Mayor Hines who is excused while he attends the NLC Conference in Washington, DC.

**APPROVAL OF AGENDA:**

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



**PROCLAMATIONS:** Town Clerk Harvey read the following Proclamation:

1. Women's History Month 2025.



**PROCLAMATION**  
**Women's History March 2025**

**WHEREAS**, American women of every race, class, and ethnic background have made historic contributions to the growth and strength of our Nation in countless recorded and unrecorded ways; and

**WHEREAS**, American women have played and continue to play critical economic, cultural, and social roles in every sphere of the life of the Nation by constituting a significant portion of the labor force working inside and outside of the home; and

**WHEREAS**, American women have played a unique role throughout the history of the Nation by providing the majority of the volunteer labor force of the Nation; and

**WHEREAS**, American women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our Nation; and

**WHEREAS**, American women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement; and

**WHEREAS**, American women have served our country courageously in the military; and

**WHEREAS**, the following women serve on Town Council; Councilwoman Brandy Harrell, Councilwoman Shantel E. Hawkins, Councilwoman Veronica W. Roberson, Councilwoman Lisa A. Smith; and

**WHEREAS**, the following women serve on the Town Staff, Town Manager Terri L. Parker, Finance Director Jessica Manning, Parks and Recreation Director Diane White, Human Resource Director Angela Fuller, and 20 percent of the total Town workforce are female; and

**WHEREAS**, American women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which created a more fair and just society for all; and

**WHEREAS**, despite these contributions, the role of American women in history has been consistently overlooked and undervalued, in the literature, teaching and study of American history; and

**NOW, THEREFORE**, I, Johnny Moyer, Mayor Pro Tem of the Town of Winterville hereby designate March as "Women's History Month" honoring the contribution and legacy of women.

**IN WITNESS WHEREOF**, I do set my hand, and cause the seal of Winterville to be affixed this 10<sup>th</sup> day of March 2025.

\_\_\_\_\_  
Johnny Moyer, Mayor Pro Tem

**Attest:**

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

Councilwoman Harrell read the following Proclamation:

2. Social Work Month 2025.



**PROCLAMATION**  
**RECOGNIZING MARCH 2025 AS SOCIAL WORK MONTH**

**WHEREAS**, social workers have been dedicated to improving human well-being and helping individuals, families, and communities overcome challenges for over a century; and

**WHEREAS**, social workers work in schools, hospitals, mental health facilities, social service agencies, community organizations, and other settings to support and advocate for those in need; and

**WHEREAS**, social workers provide critical services, including mental health support, child welfare services, crisis intervention, and assistance for older adults, veterans, and individuals experiencing homelessness; and

**WHEREAS**, social workers advocate for policies that improve community health, social justice, and equity, ensuring that all people—regardless of background—have access to the resources they need; and

**WHEREAS**, the theme for Social Work Month 2025 is "Compassion +Action" highlighting the profession's continued commitment to creating positive change; and

**WHEREAS**, the Town of Winterville recognizes and appreciates the invaluable contributions of social workers who strengthen the fabric of our community.

**NOW, THEREFORE, BE IT RESOLVED**, that I, Johnny Moyer, Mayor Pro Tem of the Town of Winterville do hereby proclaim March 2025 Social Work Month in Winterville, North Carolina and encourage all residents to recognize and celebrate the important work of social workers in our community.

**IN WITNESS WHEREOF**, I do set my hand, and cause the seal of Winterville to be affixed this 10<sup>th</sup> day of March 2025.

\_\_\_\_\_  
Johnny Moyer, Mayor Pro Tem

**Attest:**

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

**PUBLIC HEARINGS:**

1. Mellon Rezoning

Planning and Economic Development Director Penn gave the request with the following presentation. The presentation will apply for both rezoning's:

TC- March 10, 2025

---

**REZONING REQUEST**  
**“Mellon and Neal Rezoning”**  
**PARCEL 14642 & 25801**

Two Applications-Two Public Hearings  
One Project and One Presentation

Presenter:  
Stephen Penn,  
Director of Planning & Economic Development

Rezoning Request – Mellon & Neal.

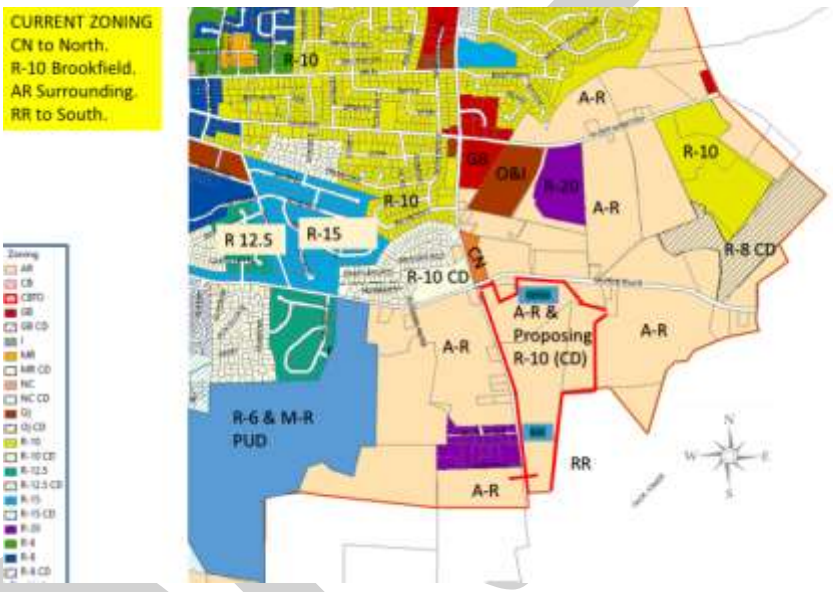
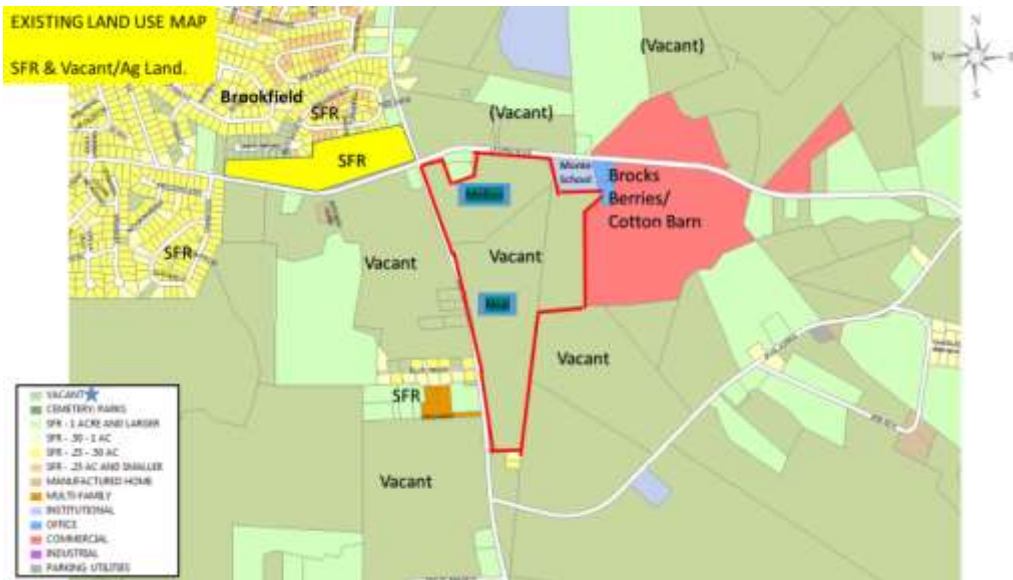
---

- Applicant: John Thomas- Thomas Engineering.
- Location: Southeastern Corner of Old Tar Road and Laurie Ellis Rd. .
- Parcel Numbers: 14642 (Mellon) & 25801 (Neal)
- Site Data: Mellon Property- 46.98 Acres & Neal Property- 45.81 Acres.
- Current Zoning District: Agricultural Residential (AR)
- Requested Zoning District: R-10 Conditional District
  - Condition: 10% will remain Open Space.

- Notification was posted at the site on January 9, 2025.
- Adjacent property owners (and those within 100') were mailed notification of the rezoning request and Public Hearing on February 25, 2025.









**General Character**



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



**Uses**

Primarily single family detached residential with sewer service.

**Buildings & Parking**

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

**Streets & Connections**

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



Examples of Suburban Residential

Suburban Residential

Typical Components	
Density	1-3 per acre
Lot coverage	Low
Building height	1-2 stories
Parking	Off-street; front, side, or rear
Street pattern	Suburban grid, modified grid
Right-of-way width	50'-60'
Block length	600'-1000'
Drainage	Curb-and-gutter
Bicycle/Pedestrian	Sidewalk (one side)
Open Space	10-30%, including passive recreation, trails, playgrounds, senior centers, fields, greens
Potential zoning	Typically R-20, R-15 or R-12.5, R10 or R8 if additional open space or amenities are provided

Adapted: 10/14/2019

Land Use & Character | 47

Winterville's Land Use Goals:

**Economic Development**

**Organizing Goals:**

**Primary Goals:**

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

**Supporting Goals:**

- Activate Downtown

**Policies and Strategies**

Policy 1: Continue to implement previous plans.

**Strategies**

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

especially along Winterville Parkway and other appropriate areas.

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

**Strategies**

2.1: Support Winterville's transformation from a 'bedroom community' to a 'neighboring community' of Greenville.

- The Economic Development Task Force recommended that Winterville grow into its own vibrant community with its own commercial and employment sectors. This will help the town become a self-sufficient community that recaptures retail leakage from nearby Greenville.

2.2: Discourage rezonings to residential zoning districts in high visibility corners with good access and parcels within Office & Employment future land use areas.

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

**Strategies**

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



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



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

Adapted: 10/14/2019

Recommendations & Implementation | 48

**Town of WINTERVILLE**

*A slice of the good life!*

Rezoning Request – Mellon & Neal

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

Comments from individuals, thus far:

- Email on 2.24.25 from a Mr. Davis- Opposition with concerns of the project's impacts on local infrastructure, traffic congestion, and the overall character of the community.

**Staff Evaluation:**

The two properties are currently vacant, agricultural and forest land. Though there is significant vacant land surrounding this property, there are varied uses that already exist: Greenville Montessori School & The Cotton Barn (events and wedding venue are to the east of this property; Diagonal to Old Tar and Laurie Ellis Road is Brookfield, a single family neighborhood. Winterville is experiencing significant residential developer interest within this area of Winterville- and staff believes that this area of town is a logical progression for upcoming residential developments.

**Staff & P&Z Recommendation:**

- The Comprehensive Land Use Plan designates this area as "Suburban Residential Character Area" and supports an R-10 Rezoning with the condition that a minimum of 10% of the land is to remain "open space".
- Staff recommends **approval** of:
  - Mellon Rezoning Request to rezone the 46.98 acre site from A-R to R-10 CD in which 10% of the site must remain open-space.; and
  - Neal Rezoning Request to rezone the 45.81 acre site from A-R to R-10 CD in which 10% of the site must remain open-space.
- P&Z unanimously recommended approval of both the Mellon and Neal rezonings at their February 17, 2025 meeting.

Mayor Pro Tem Moye asked who will provide utilities. Public Works Director McGuffin responded that Eastern Pines will provide water and Town of Winterville will provide sewer, electric, and remaining utilities.

Mayor Pro Tem Moye declared the Mellon Rezoning public hearing open, asked if anyone would like to speak in favor of the request.

John Thomas, applicant, spoke noting that the development is the most appropriate and useful for this tract.

Mayor Pro Tem Moye asked if anyone would like to speak in opposition of the annexation/rezoning request.

Ross Peterson asked who will get trash and recycling and suggested having larger lots. Planning and Economic Development Director Penn noted that when annexed, the Town would provide trash and recycling services.



Mayor Pro Tem Moye declared the public hearing closed.

Mayor Pro Tem Moye asked for any further discussion or any more questions.

Councilwoman Hawkins asked why there are many uncertainties. John Thomas said they both need to be developed together and there are other challenges that will need to be addressed to determine how many units will be. Councilwoman Harrell asked how it is suited for stormwater issues. John Thomas said development will follow Town's regulations. Councilwoman Hawkins asked what the timeframe is. John Thomas said timeline will depend and could be phased. Councilwoman Hawkins asked what the costs are, are they equitable and affordable. John Thomas noted it will be similar to Villa Grande neighborhood.



The image shows a presentation slide for the Town of Winterville. The slide has a light blue background. In the top left corner, the town's logo features the text "Town of WINTERVILLE" in a serif font, with "WINTERVILLE" in a larger, bold font. Below the logo is the slogan "A slice of the good life!". In the top right corner, the text "Mellon & Neal - Rezoning Request" is displayed. The main body of the slide contains two bullet points. The first bullet point is titled "Motion Approving rezoning:" and contains a sub-bullet: "Approve rezoning as it is 'Consistent with the Winterville Comprehensive Plan, is reasonable, and in the public's interest.'" The second bullet point is titled "Motion Denying Rezoning:" and contains a sub-bullet: "Deny the Rezoning 'After consideration of the Comprehensive Land Use Plan and other factors, this proposal is found to be unreasonable': Explain why:". Below this is another sub-bullet: "Possible Reasons (among other factors):" followed by a numbered list of five items: (1) The size, physical conditions, and other attributes of any areas proposed to be rezoned; (2) The benefits and detriments to the landowners, the neighbors, and the surrounding community; (3) The relationship between the current actual and permissible development and the development under the proposed amendment; (4) Why the action taken is in the public interest; and (5) Any changed conditions warranting the amendment. (NC GS 1600-605)

Planning and Economic Development Director Penn said Staff recommends Approval of the rezoning request from A-R to R-10 CD with the condition that 10% of the future subdivision is dedicated/reserved for open space, as it is consistent with the Comprehensive Land Use Plan, is reasonable with the surrounding developments, and is within the public interest.

**Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to approve the Mellon rezoning request as it is Consistent with the Winterville Comprehensive Plan, is reasonable, and in the public's interest. Motion carried 4-1, Councilwoman Hawkins opposed.**

## 2. Neal Rezoning

Planning and Economic Development Director Penn gave the request with the previous presentation:

Mayor Pro Tem Moye declared the public hearing open, asked if anyone would like to speak in favor of the plan.

John Thomas said he has the same comments.

Mayor Pro Tem Moye asked if anyone would like to speak in opposition of the plan.

Jeff Koen of Laure Ellis Road said Worthington development came and never came back. We recommend larger homes; need larger lots.



Councilwoman Roberson asked the what is the zoning across the road. Planning and Economic Development Director Penn R-10.

Mayor Pro Tem Moye declared the public hearing closed.

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



The image shows a presentation slide for the Town of Winterville. The slide has a light blue background. At the top left is the town logo with the text "Town of WINTERVILLE" and the slogan "A slice of the good life!". At the top right is the title "Mellon & Neal – Rezoning Request". The main content consists of two bullet points under "Motion Approving rezoning:" and "Motion Denying Rezoning:". The "Motion Approving rezoning:" bullet point states: "Approve rezoning as it is 'Consistent with the Winterville Comprehensive Plan, is reasonable, and in the public's interest.'" The "Motion Denying Rezoning:" bullet point states: "Deny the Rezoning 'After consideration of the Comprehensive Land Use Plan and other factors, this proposal is found to be unreasonable': Explain why:". Below this is a sub-bullet for "Possible Reasons (among other factors):" with five numbered items: (1) The size, physical conditions, and other attributes of any areas proposed to be rezoned; (2) The benefits and detriments to the landowners, the neighbors, and the surrounding community; (3) The relationship between the current actual and permissible development and the development under the proposed amendment; (4) Why the action taken is in the public interest; and (5) Any changed conditions warranting the amendment. (NC GS 160D-605)

Planning and Economic Development Director Penn said Staff recommends Approval of the rezoning request from A-R to R-10 CD with the condition that 10% of the future subdivision is dedicated/reserved for open space, as it is consistent with the Comprehensive Land Use Plan, is reasonable with the surrounding developments, and is within the public interest.

**Motion made by Councilwoman Roberson and seconded by Councilwoman Smith to approve the Neal rezoning request as it is Consistent with the Winterville Comprehensive Plan, is reasonable, and in the public's interest. Motion carried 4-1, Councilwoman Hawkins opposed.**

**PUBLIC COMMENT:** Mayor Pro Tem Moye read the Public Comment Policy.

1. Ross Peterson, 2434 Cannon Road spoke on Town Services. Need recycling every week. Town is going to grow but do not cram houses in everywhere.

**CONSENT AGENDA:**

Items included in the Consent Agenda:

1. Approval of Council Meeting Minutes.
2. Audit Contract for FY 2024-2025.
3. Schedule Public Hearing for Stella Little Rezoning for April 14th Council Meeting.
4. Grant Application and Commitment to fund – Bike and Pedestrian Safety Plan – NCDOT.
5. Grant Application and Commitment to fund Safe Routes to School 1-year Extension.

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

**OLD BUSINESS:** None.

## **NEW BUSINESS:**

### 1. Board of Election: One-Stop Site and Filing Fees.

Town Clerk Harvey asked Town Council to determine Board of Election items for this year:

- 2025 Municipal Election estimated cost \$12,977.92;
- 2025 Hosting an Early Voting in Community Room estimated cost \$11,529.37;
- One-Stop Early Voting at Community Room (October 27 – November 1: 8:00 am – 6:00 pm); and
- Filing Fees:
  - Mayor: (Last Fee \$25.00 / >\$5.00 and < 1% of pay)
  - Council: (Last Fee \$12.00 / >\$5.00 and < 1% of pay).

Council and Staff discussed the items.

**Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to approve an Early Voting in the Community Room estimated at a cost \$11,529.37 and Filing Fees of \$25 for the Mayor and \$12 for Council. Motion carried unanimously, 5-0.**

### 2. Recreation Advisory Board Appointments.

Director of Parks and Recreation White gave the following Recreation Advisory Board Members:

The Recreation Advisory Board (RAB) is made up of six (6) Resident members, three (3) Non-Resident (ETJ) members, and one (1) Alternate member that may be a resident or non-resident.

Randy Bowers (currently serving as a resident, has moved to the ETJ). The Recreation Advisory Board (RAB) currently has a non-resident position vacant. Staff recommends appointing Randy Bowers to fill the vacant non-resident position as he currently serves as RAB President and is a big advocate for Parks and Recreation. His children have gone through our programs would like to continue to serve on RAB.

This creates a vacant resident position on the Recreation Advisory Board (RAB). Currently Anthony Yocum is serving in an alternate resident/non-resident position. Staff recommends appointing Anthony Yocum to fill the vacant resident position as he is very supportive of RAB and his children have played sports through our programs.

This creates a vacant alternate resident/non-resident position on the Recreation Advisory Board (RAB). Staff recommends appointing Lindsey Price to fill the vacant alternate resident/non-resident position. Per her application, she is active in the community and wants to help the Parks and Recreation department grow and help with providing more opportunities for the citizens to stay and be active.

Applications were provided in which the applicant indicated RAB as either their sole interest or first preference:

- Randy Bowers (currently serving on RAB as resident, would like to move to non-resident);
- Andy Yocum;
- Lindsey Price;
- Chanelle Flowers;
- Michael McFayden.

**Motion made by Councilwoman Smith and seconded by Councilwoman Harrell to appoint Randy Bowers to the Non-Resident (ETJ) member position. Motion carried unanimously, 5-0.**

Motion made by Councilwoman Smith and seconded by Councilwoman Hawkins to appoint Andy Yocum to the Resident member position. Motion carried unanimously, 5-0.

Motion made by Councilwoman Smith and seconded by Councilwoman Hawkins to appoint Lindsey Price to the Alternate Resident/Non-Resident member position. Motion carried unanimously, 5-0.

3. Carroll Crossing Section 4 Preliminary Plat.

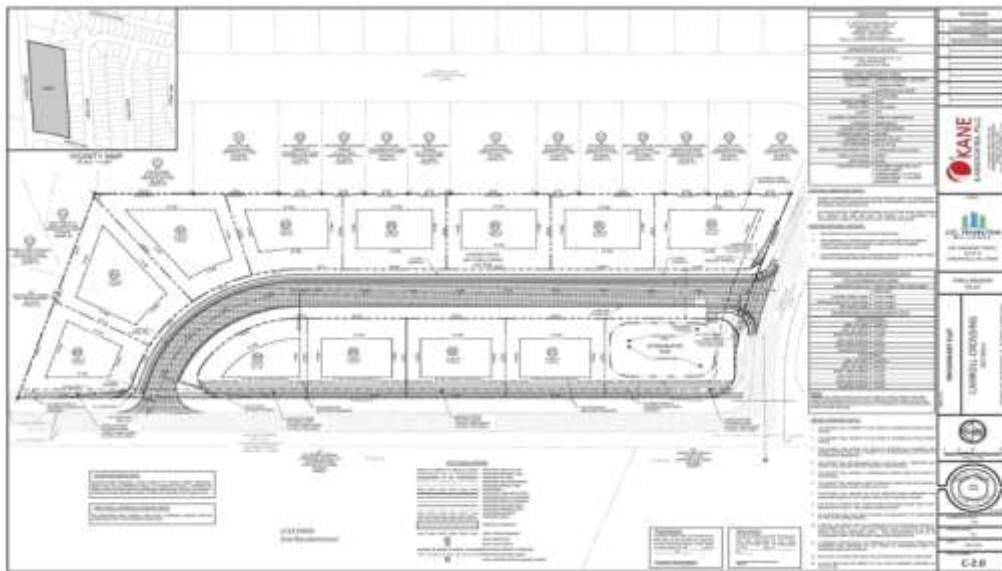
Planning and Economic Development Director Penn gave the following presentation:

**Town of WINTERVILLE**  
*A slice of the good life!*

Carroll Crossing. S4 PP

- Applicant: O’Kane & Associates, Pllc
- Location: Church Street- Northeastern Corner of Jeremy Ln and Church Street.
- Parcel Numbers: 0419
- Site Data: 4.193
- Zoning District: R-8 CD. (All duplexes shall have brick facades).
- Overview:
  - BOA Approved SUP for Single Family attached was approved on July 16, 2024.
  - 23 Units in total.
    - Contains 11 lots that will be used for two family (duplexes).
    - One Lot will be used for a single family detached lot.






Carroll Crossing, S4 PP

**Staff Recommendation:**

- Staff recommends **approval** of the Carroll Crossing Section 4 Preliminary Plat as it has been reviewed and has received Technical Review Committee (TRC) approval.
  - If approved, Carroll Crossing S.4 will submit Construction Drawings & Eventually a Final Plat.
- P&Z Board unanimously recommended approval of the preliminary plat at their February 17, 2025 meeting.

Question?



**Motion made by Councilwoman Roberson and seconded by Councilwoman Smith to approve Carroll Crossing Section 4 Preliminary Plat. Motion carried unanimously, 5-0.**

4. Termination of AW Ange Trust.

Town Manager Parker and Town Attorney Lassiter proved the following information:

Stephane Portell on behalf of Larry Moyer of Womble Bond Dickinson (US) LLP as counsel for Wells Fargo Bank, Trustee of the A. W. Ange Trust emailed me recently (copy of email attached). The Town of Winterville receives annual distributions from the Trust. Given the size of the Trust and administrative expenses, Wells Fargo has determined that it is in the best interests of the beneficiaries to terminate the Trust and distribute assets outright to the respective beneficiaries.

Staff recommends that Council approve the termination of the Trust and authorize the Town Manager to sign the associated waiver. \$2,300 approximately.

**Motion made by Councilwoman Roberson and seconded by Councilwoman Smith to approve the termination of the AW Ange Trust and authorize the Town Manager to sign the associated waiver. Motion carried unanimously, 5-0.**

**OTHER AGENDA ITEMS:**

1. Request to Revisit/Discuss Removal of Ordinance 32.002-General Supervision of Police Department. (Councilwoman Hawkins).

Councilwoman Hawkins spoke to the urgency of bringing this up so quickly. Mayor Pro Tem Moye spoke to the matter. Councilwoman Harrell in her absence it was approved, but not a burden on the issue at hand. Town Attorney Lassiter noted it was discussed at previous meetings. Section has no relevance due to statues and has reviewed the ordinance. Councilwoman Harrell said changes to ordinance has to go to Raleigh. Town Attorney Lassiter noted not changes of this type. Councilwoman Hawkins said this is irrelevant. Town Attorney Lassiter when type of government changed this became irrelevant. Councilwoman Hawkins spoke for general problems and changes that are coming; nothing is personal other items remain transparency and openness. Town Manager Parker noted the timeline: spoke in the January meeting, given a May deadline. Council bring back policy and procedures changes. Councilwoman Hawkins said all items need to be cleaned up. What are the reasons for stops and the demographics? It is not ok, what are the reasons. More interactions not reactions. Citizens at the top of chart. Articulate the facts. Asking for training and supervision. Councilwoman Harrell to all, since Ordinance removed, we need shared governance. Council needs input on some form or fashion. Councilwoman Smith said the Ordinance was removed because of conflict. Policy and procedures are up to Council. Town Attorney Lassiter spoke to 32.002 of the Ordinances. Councilwoman Roberson said policy and procedures written by Council, work with any changes. Town Attorney Lassiter said the statues are clear, duties and responsibilities, manage personnel. Councilwoman Hawkins said Town Manager manages; how does Council get information ask questions or concerns. Town Attorney Lassiter will answer any questions within bounds and confines of the statues. Personnel files have confidential information. Councilwoman Hawkins ask Chief about community policing; asked about conditions of happenings.

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

A priority, for those that cannot drive, list of transport provided by Town Manager Parker. What are the fees and are appointments needed? Town Manager Parker said Jake Crowder assisting, first step to provide a list. Councilwoman Hawkins asked can we post these; goal is to have public transportation to 4 main stops in Town? With growth we need to think about public transportation. Need fees as immediate relieve for some.



**Public Transportation Sources For Winterville, NC**

Company	Service Availability	Office Hours	Phone #	Website
Pitt Area Transit System (PATS)	Monday - Saturday (4:00 a.m. - 9:00 p.m.)	Monday - Friday 8:00 a.m. - 5:00 p.m.	252-559-2002	<a href="https://www.pittcountytnc.gov/220/Pitt-Area-Transit-PATS">https://www.pittcountytnc.gov/220/Pitt-Area-Transit-PATS</a>
All Dura Transport LLC	-	-	(252-361-4108) or (252-702-4004)	<a href="https://www.allduratransport.net/">https://www.allduratransport.net/</a>
Davina's Transportation (Located in Winterville)	-	-	(252) 367-9135	<a href="https://www.mapquest.com/us/north-carolina/davinas-transportation-546380924">https://www.mapquest.com/us/north-carolina/davinas-transportation-546380924</a>
Joyful Ride Transport (Located in Winterville)	Monday - Sunday (5:00 a.m. - 9:00 p.m.)	-	(252) 734-4655	<a href="https://www.yelp.com/biz/joyful-ride-transport-greenville#location-and-hours">https://www.yelp.com/biz/joyful-ride-transport-greenville#location-and-hours</a>
Ace Cab Company (Located in Winterville)	Monday - Sunday (4:00 a.m. - 3:30 p.m.)	-	(252) 469-5584	<a href="https://www.mapquest.com/us/north-carolina/ace-cab-company-85934930">https://www.mapquest.com/us/north-carolina/ace-cab-company-85934930</a>
Courtesy Transportation LLC (Located in Winterville)	-	-	(252) 757-2758	<a href="https://www.courtesytransportation.com/">https://www.courtesytransportation.com/</a>
Greenville Area Transit (GREAT)	Monday - Friday (7:05 a.m. - 5:15 p.m.)	-	(252) 329-4533	<a href="https://www.greenvillenc.gov/government/public-works/great-bus-operations/contact-us">https://www.greenvillenc.gov/government/public-works/great-bus-operations/contact-us</a>
G.E. Butterfield Transportation Center	Monday - Thursday (9 a.m. - 5:00 p.m.)	-	(252) 329-4532	<a href="https://www.greenvillenc.gov/government/public-works/major-projects/g-e-butterfield-transportation-center">https://www.greenvillenc.gov/government/public-works/major-projects/g-e-butterfield-transportation-center</a>
Greyhound bus stop: Greenville GK Butterfield Trans Ctr in Greenville, NC	-	-	(800) 231-2222	<a href="https://www.greyhound.com/bus/greenville-nc/greenville-gk-butterfield-trans-ctr">https://www.greyhound.com/bus/greenville-nc/greenville-gk-butterfield-trans-ctr</a>
City Cab Co	24/7	-	(252) 758-3861	<a href="https://www.yelp.com/biz/city-cab-co-north-carolina/greenville/2201677/city-cab-co">https://www.yelp.com/biz/city-cab-co-north-carolina/greenville/2201677/city-cab-co</a>
Dupree Taxi	24/7	-	(252) 341-0109	<a href="https://dupreetransportation.com/">https://dupreetransportation.com/</a>
Priority Transit LLC	-	-	(252) 347-1349	<a href="https://www.mapquest.com/us/north-carolina/priority-transit-llc">https://www.mapquest.com/us/north-carolina/priority-transit-llc</a>
Signature Taxi	-	-	(252) 814-9500	<a href="https://www.mapquest.com/us/north-carolina/signature-taxi-46597931">https://www.mapquest.com/us/north-carolina/signature-taxi-46597931</a>
Arrington Transit	Monday - Friday (8:00 a.m. - 6:00 p.m.)	-	(252) 220-8007	<a href="https://www.yelp.com/biz/arrington-transit-greenville">https://www.yelp.com/biz/arrington-transit-greenville</a>

\*Information provided by Jake Crowder, Police Intern and East Carolina University Student

**3. Dangerous Trees/Pro Active Safety Measure Support. (Councilwoman Hawkins).**

Has brought back to be proactive. Want to make citizens safe. Be proactive and will show places where dangerous trees are a hazard. When we do budget, think about helping them. Provide them some relief. We need some help. Councilwoman Roberson we do have need, urgent repair could go to do this. Councilwoman Hawkins said have need to help our own with problems. Town Manager Parker said could make a change to look into it. Councilwoman Hawkins what is urgency and how could you pursue, permission. Town Attorney Lassiter Contractor would have insurance. Councilwoman Hawkins said likely there are contractors that would be interested.

**Motion made by Councilwoman Hawkins and seconded by Councilwoman Harrell to explore urgent repair as a means for tree and stump removal. Motion carried unanimously, 5-0.**

**4. Main/Mill Street Parking. (Councilwoman Hawkins).**

Brought before and parking on Main Street is a potential hazard. Town Manager Parker said Assistant Town Manager Bowers has spoken with DOT. Assistant Town Manager Bowers said he shared concerns with DOT, and it would require a resolution from Council and movement of stop bars at intersection. Town Manager Parker said businesses along Main Street would need to be reached out to them if thinking of change. Councilwoman Smith said we talked about a parking plan, wait until that has a chance to see the change. Councilwoman Hawkins asked is there a timeline on changes; how long before we have additions. Assistant Town Manager Bowers it has been sent to engineer to get cost and in progress with additions. Councilwoman Hawkins asked are businesses aware. Assistant Town Manager Bowers presently working to see funding and cost to the Town. Councilwoman Harrell said residents asked her about cars left overnight along Railroad Street. Town Manager Parker there is no time limit existing at this time. Councilwoman Hawkins said with the Town growing at 1% per year, there should be a change made.

**5. Broadening Opportunities (Age, Access, Fees)/Advertisement for Sports/Activities in Town. (Councilwoman Hawkins).**



Baseball is largest activities; however, others have interests. A variety of other activities. Costs for paying those without resources. Town Manager Parker see handout provided to Council. Parks and Recreation Director White spoke to the wide variety of activities and making new activities available. Will never turn anyone away because of money. They need to come and talk to her about needs. Councilwoman Hawkins noted the access needed and advertisements to let them know of scholarships. Doing a wonderful job.

## Winterville Parks and Recreation Current Programs & Special Events

- **Baseball**

- T-Ball 4-5 Year Old's (Spring) (\$45 Non-Resident-\$35 Resident)
- Pee Wee 5-6 Year Old's (Spring) (\$45 Non-Resident-\$35 Resident)



- Rookie 7-8 Year Old's (Spring and Fall) (\$65 Non-Resident-\$50 Resident)
- Minor 9-10 Year Old's (Spring and Fall) (\$65 Non-Resident-\$50 Resident)
- Major 11-12 Year Old's (Spring and Fall) (\$65 Non-Resident-\$50 Resident)



- Jr. Babe Ruth Baseball 13-15 Year Old's (Spring) (\$65 Non-Resident-\$50 Resident)
- Prep League Baseball (13 Year Old's) (Spring) (\$65 Non-Resident-\$50 Resident)
- Baseball Skills Clinic (Spring) (\$15)



- **Host Baseball and Softball Tournaments**
- **Home of Pitt Community College Softball**
- **Football (Fall)**
  - Flag Football
    - 5-6 Year Old's (Fall) (\$45 Non-Resident- \$30 Resident)
    - 7-8 Year Old's (Fall) (\$45 Non-Resident- \$30 Resident)



- Tackle Football
  - 8-10 Year Old's (Fall) (\$70 Non-Resident- \$50 Resident)
  - 11-13 Year Old's (Fall) (\$70 Non-Resident- \$50 Resident)



- **Soccer (Fall)** (\$45 Non-Resident \$30 Resident)
  - 4-6 Year Old's (Fall)



- **Cheerleading**
  - Cheer Team (Fall) (\$45 Non-Resident \$30 Resident)
    - 5-10 Year old's



- Cheer Camp (Summer) (\$120)
  - 5-8 Year Old's
  - 9-13 Year Old's



- **Lacrosse Clinic**



- **Dance (\$35)**
  - All in One Dance 4-7 Year Old's
  - Ballet & Tap Combo 4-6 Year Old's
  - Princess Ballet
    - 1.5-3-Year-Old
    - 3-5-Year-Old
  - Parent and Me Princess Ballet 1.5-3 Years Old
  - Beginning Ballet 6-8 Year Old's
- **Yoga (\$60)** (13 and up)
- **Zumba (\$40)** (13 and up)
- **Body Weight Fitness Class (\$40)** (13 and up)
  
- **Seniors** (Meet twice a month on Thursdays) (50 and older)
  - Once a month BINGO
  - Coffee at Cooper Cup
  - Popcorn and a Movie
  - Breakfast Trip to Yoder's
  - Lunch at the Park
  - Trip to Farmer and the Dail
  - Build your own Ice Cream Sundae
  - Trip to Washington Waterfront
  - Game Day! Board games, cards & Puzzles
  - Paint your own pumpkin
  - Pottluck Thanksgiving
  - Trip to Smith Field Outlets



- **Mommy and Me Tea Party (Summer)** (\$45)



- **Daddy Daughter Dance** (February) (\$25)



**Movie and Concert in the Park Summer Series**

- **Movies** (June, July, September and October)
- **Concerts** (June, July, September and October)



- **Letters to Santa** (November-December)
- **Easter Eggstravaganza**

- Ages
  - 0-3
  - 4-6
  - 7-9
  - 10+

- Sensory Friendly Area
  - Ages
    - 0-6
    - 7-14
    - 15-18



- **Glow Golf** (Partnered with Chamber)



- **Freight Fest** (Partnered with Chamber)



- **National Night Out**

- **Christmas Parade**



- **Tree Lighting Ceremony**





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

1. Look at Ordinance Book (Councilwoman Harrell)
2. Strategic/Long Range Plan (Councilwoman Roberson/Councilwoman Harrell) Town Manager Parker spoke with Vicki Miller with NCLM and method /plan
3. Multi-Purpose Building (Mayor Pro Tem Moye)

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

- Planning and Zoning Board Meeting: Monday, March 17, 2025 @ 7:00 pm - Town Hall Assembly Room.
- Stormwater Advisory Board Meeting: Wednesday, March 19, 2025 @ 6:00 pm – Operation Center.
- Coffee with a COP: Friday, March 21, 2025; 9:00 am – 10:30 am – Cooper’s Cup, 2588 Railroad Street, Winterville, NC
- Recreation Advisory Board: Tuesday, March 25, 2025 @ 6:30 pm – Operation Center.
- Human Relations Board Meeting: Thursday, March 27, 2025 @ 7:00 – Town Hall Executive Conference Room.
- Baseball Opening Ceremony - Saturday, March 29, 2025 - Winterville Recreation Park.
- April Agenda Abstracts Due: Wednesday, April 2, 2025.
- Winterville Easter Eggstravaganza - Saturday, April 5, 2025 - Winterville Recreation Park.
- May 2025 Newsletter Information Due: Friday, April 7, 2025.
- Agenda Review Meeting: Thursday, April 10, 2025 @4:00 pm – Town Hall Executive Conference Room.
- Regular Town Council Meeting: Monday, April 14, 2025 @ 6:00 pm - Town Hall Assembly Room.

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

Manager Parker: Spoke to the Non-Town Agency Funding process, with the Library and Chamber of Commerce out from under this process. Councilwoman Smith noted we had discussed that matter.

Town Attorney Lassiter: Reminder of Closed Session.

Councilwoman Hawkins: Appreciate prayers and support of all during passing of her mother. Grateful to all. Reiterated the need for transparency, Town is growing 1% per year; All way stop is there; traffic is there; get use to stop. “It’s a Love Thing” postponed. Multi-purpose timeline moves on.

Councilwoman Harrell: Thank you to the staff. Look at others with glasses of grace.

Councilwoman Roberson: Black History Month programs good.

Councilwoman Smith: Thank you for those joining us tonight.

Mayor Pro Tem Moye: Thank everyone and welcome to Senator Smith.

**Motion made by Councilwoman Hawkins and seconded by Councilwoman Roberson to go into Closed Session in accordance with NCGS § 143-318.11. (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract. Motion carried unanimously, 5-0. Entered into Closed Session at 9:29 pm.**

## **CLOSED SESSION:**

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

**Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to approve the Cost sharing agreement for Quail Trace water and sewer to up size for future growth at an estimated cost for betterments around \$77, 535. Motion carried unanimously, 5-0.**

**ADJOURN:**

**Motion made by Councilwoman Roberson and seconded by Councilwoman Smith to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 10:23 pm.**

Adopted this the 14<sup>th</sup> day of April 2025.

---

Richard E. Hines, Mayor

ATTEST:

---

Donald Harvey, Town Clerk

DRAFT



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** April 14, 2025

**Presenter:** Jessica Manning, Finance Director

**Item to be Considered**

**Subject:** Budget Amendment 2024-2025-7.

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

**Attachment:** Budget Amendment.

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

**Date:** 4/2/2025

**ABSTRACT ROUTING:**

TC: 4/7/2025

TM: 4/8/2025

Final: tlp - 4/8/2025

**Supporting Documentation**

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

The first item in this budget amendment addresses the need to increase the Capital Outlay line item in the Fire department by \$37,000 to cover the repair cost needed to rebuild the fire squad engine.

The second item addresses the need to increase the Public Buildings Maintenance and Repair Facility line item by \$16,000 to cover outside building panel replacements due to termite damage.

The third item addresses the need to increase the Public Buildings Engineering line item by \$28,000 to cover the Cemetery Expansion project.

The fourth item increases the Public Buildings Capital Outlay line item in order to cover the purchase of the land on Laurie Ellis Road in the amount of \$65,920.

The fifth item is needed to increase the Engineering line item in the Streets and Sidewalks department in the amount of \$22,900 for the Crosswalk at Forlines Road and South Central High School.

The final items address the need to increase the Debt Proceeds line item in the Water department by \$2,500 to accurately account for the Lead Service Line loan funding. The Debt Service Expense line item will be increased by \$33,000 to cover the debt payment for this fiscal year.

**Budgetary Impact:** The total budget amendment will increase the budget in the amount of \$57,715.

**Recommendation:** Staff recommends Council approve the amendment.

**BUDGET ORDINANCE AMENDMENT 2024 - 2525 - 7**

BE IT ORDAINED by the Governing Board of the Town of Winterville, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2025:

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

LINE ITEM DESCRIPTION	Fund	Account		Increase	Decrease
Fund Balance Appropriation	General	10-0000-00	3831	\$ 169,820	
Debt Proceeds	Water	61-0000-00	3811	\$ 2,500	
Fund Balance Appropriation	Water	61-0000-00	3831	\$ 33,000	
<b>Total</b>				<b>\$ 205,320</b>	<b>\$ -</b>

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

LINE ITEM DESCRIPTION	Fund	Department	Account		Increase	Decrease
Capital Outlay	General	Fire	10-4320-00	7150	\$ 37,000	
Maint & Repair - Facility	General	Public Buildings	10-4260-00	4239	\$ 16,000	
Engineering	General	Public Buildings	10-4260-00	4232	\$ 28,000	
Capital Outlay	General	Public Buildings	10-4260-00	7150	\$ 65,920	
Engineering	General	Streets and Sidewalks	10-4510-03	4232	\$ 22,900	
Engineering	Water		61-7210-00	4232	\$ 2,500	
Debt Service Expense	Water		61-7210-00	5132	\$ 33,000	
<b>Total</b>					<b>\$ 205,320</b>	<b>\$ -</b>

Adopted the 14th day of April 2025.

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

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



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** April 14, 2025

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

**Item to be Considered**

**Subject:** Stella Little Rezoning.

**Action Requested:** Schedule Stella Little Rezoning Public Hearing for May 12, 2025 Town Council Meeting.

**Attachment:** Rezoning Application; Rezoning Map; Legal Description; Staff Report; Concept Sketch Plan; & P&Z Consistency, Reasonableness and Rezoning Vote

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

**Date:** 3/26/2025

**ABSTRACT ROUTING:**

TC: 4/7/2025

TM: 4/8/2025

Final: tlp - 4/8/2025

**Supporting Documentation**

**\*\*\* Important Information:** During the March Town Council meeting, a public hearing for this rezoning was scheduled for April 2025. However, the applicant has requested a one-month delay for due diligence reasons. As a result, we are requesting to reschedule the public hearing for the May Town Council meeting.

**Applicant:** Lennar Carolinas, LLC.

**Location:** Northeastern Corner of Davenport Farm Road and Reedy Branch Road.

**Parcel Numbers:** 13781

**Site Data:** This rezoning is for 25.055 acres. The existing parcel contains 26.99 Acres, however some of the land is being combined with the Reedy Branch Freewill Baptist Church.

**Current Zoning District:** Agricultural Residential (AR)

**Proposed Zoning District:** R-6 Conditional District (CD): Conditions:

1. Permitted uses shall be limited to Single-Family Detached Residential.
2. A minimum of ten percent (10%) of the net site shall be designated as open space.
3. At the time of construction drawing approval, a 70' right of way for future extension of Dr. Fulford Rd shall be dedicated.

**Comprehensive Plan/Future Land Use Plan Character Area:** Urban Neighborhood with a commercial overlay.

**Staff Analysis:** Staff recommends approval.

The proposed R-6 Conditional District aligns with designated Urban Neighborhood Character Area in which the Stella Little Property is designated within our Comprehensive Land Use Plan. The 25.055 site is surrounded by a variety of existing uses. Pitt Community College rests to the north, Sam's Club and other commercial properties lie to the east, while Farmstead, a large single-family residential development, is proposed to the West of this site. This proposed R-6 Conditional District, requires single-family detached development, providing an appropriate transition from the higher intensity uses, north and east of this property, to the lower intensity uses that are proposed, west of this property.

This product would help diversify our housing stock, while creating a neighborhood that is ideal for walkability and multi-modal travel to existing employment, educational, entertainment, and shopping opportunities.

Please review the attached documents, staff report, Comprehensive Land Use Plan, and Zoning Ordinance for more detail and information on the proposal.

**P&Z Analysis:**

**This rezoning received recommendation for approval at the February 17, 2025 Planning and Zoning Board Meeting. The vote was seven to one (7-1).**

**Budgetary Impact:** TBD.

**Recommendation:** Schedule Public Hearing for May 12, 2025.



**OWNERSHIP INFORMATION:**

Applicant: Lennar Carolinas, LLC

Address: 1800 Perimeter Park Drive, Suite 112, Morrisville NC 27560

Phone #: (984) 209-2952

Owner: Stella Little Farm, a North Carolina general partnership

Address: 217 King George Road, Greenville NC 27858

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

**PROPERTY INFORMATION**

Parcel #: A portion of 13781 Area (square feet or acres): 25.055 acres

Current Land Use: Agricultural, Single Family Residential

Location of Property: 226 Davenport Farm Road

**ZONING REQUEST**

Existing Zoning: AR Requested Zoning: R6-CD

Reason for zoning change: To facilitate the development of a single family detached residential neighborhood, which is aligned with the Town of Winterville Comprehensive Land Use Plan designation of Urban Neighborhood. This request is for an R-6 Conditional District.

**This application shall be accompanied by the following items:**

- A map drawn to a scale of not less than 400 feet to the inch and not more than 20 feet to the inch showing the land covered by the proposed amendment;
- A legal description of the property;
- A list of the names and addresses of all owners of property involved in the map change and all adjoining property owners as shown on County tax records;
- A filing fee according to a regularly adopted Fee Schedule of the Town.

### Zoning Conditions

1. Permitted uses shall be limited to single-family detached.
2. A minimum of ten percent (10%) of the net site area shall be designated as open space.
3. At the time of construction drawing approval, a 70-foot right-of-way for the future extension of Dr. Fulford Road shall be dedicated.

**OWNER/AGENT STATEMENT**

I, Sarah Van Every, being the Owner or Agent (if Agent, complete section below) request that the attached rezoning request be placed on the agenda of the Planning and Zoning Board meeting scheduled for 02 / 17 / 2025.

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

- All owners of the property must sign the application.

Signature Sarah Van Every Digitally signed by Sarah Van Every  
DN: cn=Sarah Van Every, c=US,  
email=  
vanevery@mcadamsco.com  
Date: 2025.01.22 11:25:17 -05'00' Date \_\_\_\_\_

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

- All owners of the property must sign the application.

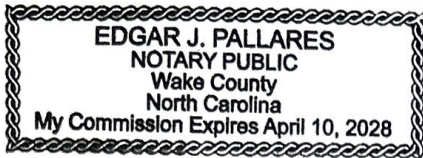
I, JOHN CHESTER LITTLE, being the Owner of the property described herein,

do hereby authorize Sarah Van Every as agent for the purpose of this application.

John Chester Little  
Signature

1/16/2025  
Date

Sworn to and subscribed before me, this 16<sup>th</sup> day of January, 2025.



Edgar J. Pallares  
Notary Public

My Commission Expires:

April 10, 2028

- All owners of the property must sign the application.

I, Linda W Little, being the Owner of the property described herein,

do hereby authorize Sarah Van Every as agent for the purpose of this application.

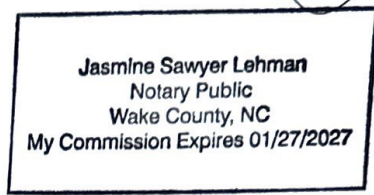
Signature Linda W Little

Date 01/17/2025

Sworn to and subscribed before me, this 17th day of January, 2025.

Jasmine Sawyer Lehman  
Notary Public

My Commission Expires:  
01.27.2027





- All owners of the property must sign the application.

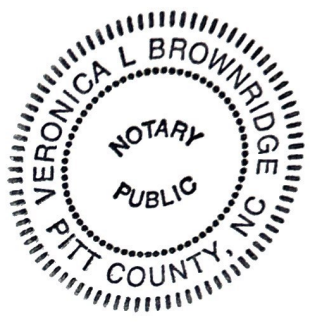
I, Marvin Little, being the Owner of the property described herein,  
do hereby authorize Sarah Van Every as agent for the purpose of this  
application.

Marvin Little \_\_\_\_\_ Date 1/17/25  
Signature

Sworn to and subscribed before me, this 17<sup>th</sup> day of January, 2025.

Veronica L Browning  
Notary Public

My Commission Expires:  
April 12, 2025



- All owners of the property must sign the application.

I, Jean L. Cherry, being the Owner of the property described herein,  
do hereby authorize Sarah Van Every as agent for the purpose of this  
application.

Jean L. Cherry  
Signature 1-20-24  
Date

Sworn to and subscribed before me, this 20th day of January, 2025.

Veronica L. Brownridge  
Notary Public

My Commission Expires:  
4/12/2027



- All owners of the property must sign the application.

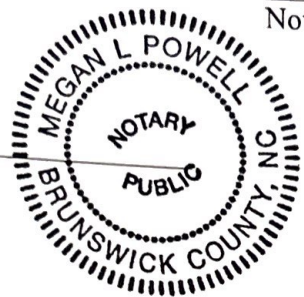
I, Judy Lynn Little, being the Owner of the property described herein,  
do hereby authorize Sarah Van Every as agent for the purpose of this  
application.

Signature Judy L Little Date 1-17-2025

Sworn to and subscribed before me, this 17th day of January, 20 25.

Megan L. Powell  
Notary Public

My Commission Expires:  
06/22/2027





All owners of the property must sign the application.

Please complete and notary

I, Mary L Floyd, being the Owner of the property described herein

do hereby authorize Sarah Van Every as agent for the purpose of this application.

Mary L Floyd Signature 1-21-25 Date

Sworn to and subscribed before me, this 21<sup>st</sup> day of January, 2025.

[Signature] Notary Public TREVOR JACKSON

My Commission Expires: 10/22/2034





• All owners of the property must sign the application.

I, Philip Dwight EVERETT, being the Owner of the property described herein,

do hereby authorize Sarah Van Every as agent for the purpose of this application.

Signature *Philip Dwight Everett*

Date 1/17/25

Sworn to and subscribed before me, this 17<sup>th</sup> day of January, 2025.

*Brittany Noble*  
Notary Public

My Commission Expires:  
01-18-2026





- All owners of the property must sign the application.

I, Robert W. Little, being the Owner of the property described herein,

do hereby authorize Sarah Van Every as agent for the purpose of this

application.

Robert W. Little  
Signature

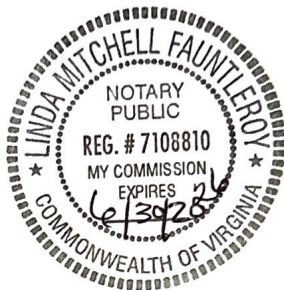
1/16/2025  
Date

Sworn to and subscribed before me, this 16<sup>th</sup> day of JANUARY, 20 25

Linda Mitchell Fauntleroy  
Notary Public

My Commission Expires:

June 30, 2026



**Staff Use Only**

Appl. #: \_\_\_\_\_ Fee Amount \_\_\_\_\_ Date Paid \_\_\_\_\_

Planning Board Recommendation: APPROVED Meeting Date: \_\_\_\_\_  
DENIED

Conditions/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town Council Decision: APPROVED Meeting Date: \_\_\_\_\_  
DENIED

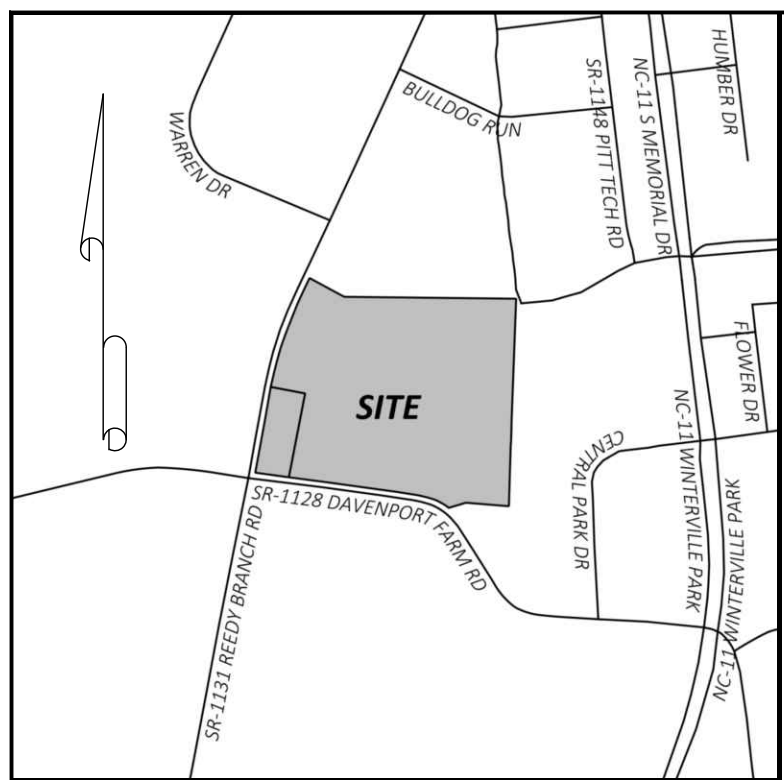
Conditions/Comments: \_\_\_\_\_  
\_\_\_\_\_

PRELIMINARY PLAT;  
NOT FOR RECORDATION,  
CONVEYANCES, OR SALES

STATE OF NORTH CAROLINA  
COUNTY OF PITT

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

REVIEW OFFICER \_\_\_\_\_  
DATE \_\_\_\_\_



Vicinity Map  
SCALE: 1" = 1,000'

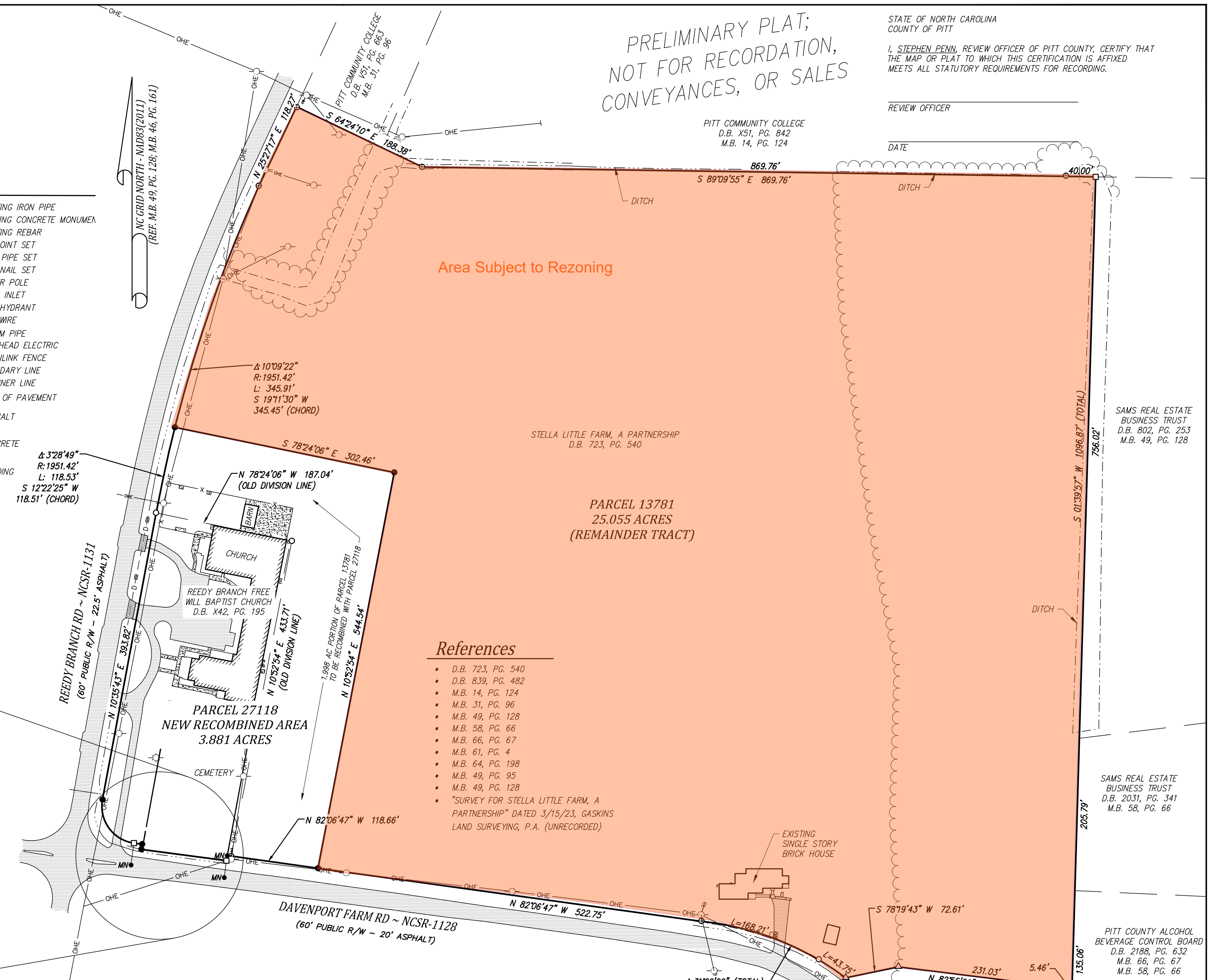
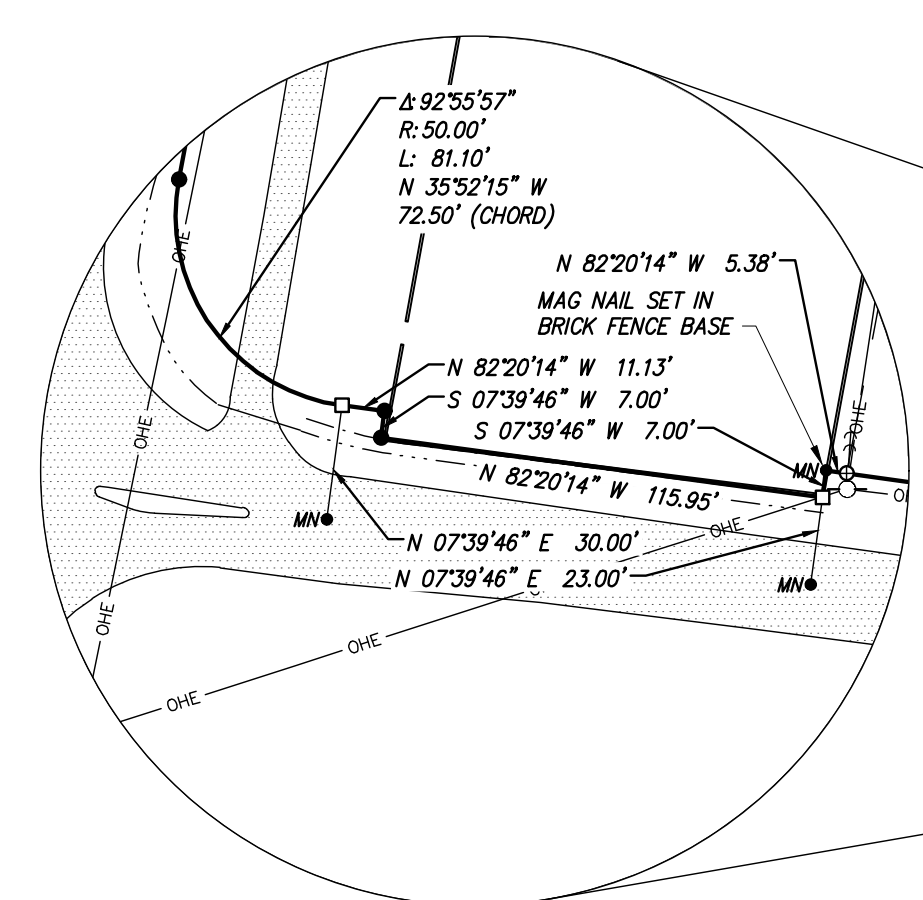
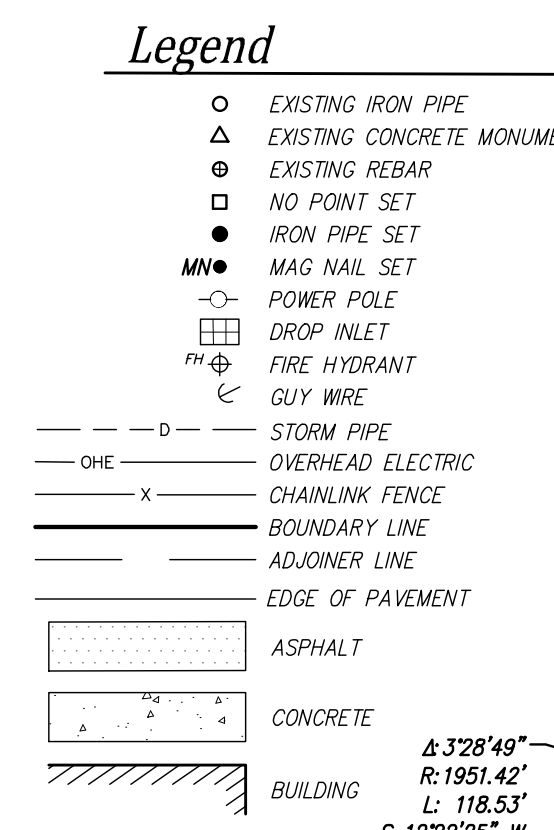
STATE OF NORTH CAROLINA  
COUNTY OF PITT

I, STEPHEN PENN, SUBDIVISION ADMINISTRATOR OF THE TOWN OF WINTERVILLE, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED IS EXEMPT PURSUANT TO SEC. 154.05 OF THE TOWN OF WINTERVILLE SUBDIVISION ORDINANCE.

SUBDIVISION ADMINISTRATOR \_\_\_\_\_  
DATE \_\_\_\_\_

I, J. DANTZLER WITHERS, CERTIFY AS REQUIRED BY G.S. 47-30(f)11.d. THAT THIS SURVEY IS A RECOMBINATION OF EXISTING PARCELS AND IS EXEMPT FROM THE DEFINITION OF A SUBDIVISION.

J. DANTZLER WITHERS L-5508



I CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION FROM SOURCES REFERENCED HEREON; THAT BOUNDARIES NOT SURVEYED ARE INDICATED AS DRAWN FROM SOURCES HEREON; THAT THE RATIO OF PRECISION CALCULATED IS 1:10,000+; AND THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

I FURTHER CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

CLASS OF SURVEY: A  
POSITIONAL ACCURACY: 0.10'  
TYPE OF GPS FIELD PROCEDURE: RTK (SEE NOTES)  
DATES OF SURVEY: 6/3/2024, 6/4/2024, 6/6/2024  
DATUM/EPOCH: NAD 83(2011)  
PUBLISH/FIXED-CONTROL USE: RTK  
GEOID MODEL: NGS2018  
COMBINED GRID FACTOR: 0.99989372  
UNITS: US SURVEY FEET

WITNESS MY ORIGINAL SIGNATURE AND SEAL THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

SIGNED: J. DANTZLER WITHERS

- Notes:**
- THIS IS A RECOMBINATION PLAT OF PITT COUNTY TAX PARCELS 13781 AND 27118.
  - ALL DISTANCES SHOWN ARE HORIZONTAL FIELD DISTANCES; NO GRID FACTOR APPLIED. THE COMBINED NC GRID FACTOR USED FOR GRID COORDINATE CALCULATIONS IS 0.99989372.
  - THIS SURVEY HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE EXAMINATION REPORT AND IS SUBJECT TO ANY AND ALL TITLE MATTERS OF RECORD WHICH MAY AFFECT THIS PROPERTY.
  - SURVEY WAS CONDUCTED UTILIZING GNSS WITH A BASE AND ROVER. LOCAL CONTROL FOR BASE STATION WAS SET UTILIZING NETWORK RTK SOLUTION. ALL OTHER MEASUREMENTS WERE MADE USING BASE-ROVER METHOD.
  - THE LOCATION OF UTILITIES SHOWN HEREON IS BASED ON ABOVE GROUND APPURTENANCES AND INFORMATION PROVIDED BY OTHERS. NO GUARANTEE IS MADE AS TO THEIR EXACT LOCATION; OTHER UTILITIES MAY EXIST ON THIS PROPERTY THAT ARE NOT SHOWN HEREON.
  - NO PORTION OF THIS PROPERTY IS LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA AS SHOWN IN FLOOD INSURANCE RATE MAP NUMBER 3720467500K, EFFECTIVE DATE 7/7/2014.

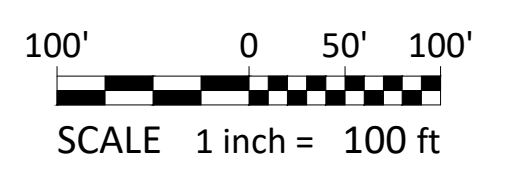
RECOMBINATION PLAT FOR  
**STELLA LITTLE FARM, A PARTNERSHIP AND  
REEDY BRANCH FREE WILL BAPTIST CHURCH**

TOWN OF WINTERVILLE ~ PITT COUNTY, N.C.

ARK DRAWING NO. C-1037

**ARK CONSULTING GROUP, PLLC**  
ENGINEERS & SURVEYORS  
www.arkconsultinggroup.com  
925-A Conference Drive Phone: (252) 558-0888  
Greenville, NC 27858

SURVEYED: GJK	APPROVED: JDW
DRAWN: DRB/JDW	DATE: 8-15-2024
CHECKED: JDW	SCALE: 1"=100'



D:\ARK\_DROPBOX\01 - PROJECTS\ACTIVE\OVERTON\23023 - STELLA LITTLE FARM (UE DILIGENCE)\S - SURVEY\DRAWINGS\03 - FINAL\VC-1037 - STELLA LITTLE FARM (UE DILIGENCE).DWG, Layout1, Don, Fri, Aug 16, 2024 @ 12:48 PM



## STELLA LITTLE FARM REZONING DESCRIPTION

BEGINNING AT A POINT ON THE EASTERN RIGHT OF WAY OF REEDY BRANCH ROAD, BEING ALSO NORTH CAROLINA STATE ROAD 1131, AT THE SOUTHWESTERN CORNER OF PITT COMMUNITY COLLEGE AS SHOWN ON MAP BOOK 31, PAGE 96 OF THE PITT COUNTY REGISTRY, THE POINT OF BEGINNING; THENCE WITH SAID COMMON LINE SOUTH 64°24'10" EAST A DISTANCE OF 188.38 FEET TO A POINT, THE SOUTHWEST CORNER OF PITT COMMUNITY COLLEGE AS SHOWN ON MAP BOOK 14, PAGE 124; THENCE WITH SAID COMMON LINE SOUTH 89°09'55" EAST A DISTANCE OF 909.76 FEET TO A POINT, THE NORTHWEST CORNER OF SAMS REAL ESTATE BUSINESS TRUST; THENCE WITH SAID COMMON LINE SOUTH 01°39'58" WEST A DISTANCE OF 1096.88 FEET TO A POINT, THE NORTHEAST CORNER OF LYNELLE M. SMITH, AS DESCRIBED ON DEED BOOK 839, PAGE 482; THENCE WITH SAID COMMON LINE NORTH 82°55'26" WEST A DISTANCE OF 236.49 FEET TO A POINT; THENCE SOUTH 78°19'43" WEST A DISTANCE OF 72.61 FEET TO A POINT ON THE NORTHERN RIGHT OF WAY OF DAVENPORT FARM ROAD, BEING ALSO NORTH CAROLINA STATE ROAD 1128; THENCE WITH SAID RIGHT OF WAY, A CURVE TO THE LEFT, A RADIUS OF 389.84 FEET, AN ARC LENGTH OF 211.96 FEET, A CHORD BEARING OF NORTH 68°37'57" WEST, A CHORD LENGTH OF 209.36 FEET TO A POINT; THENCE NORTH 82°06'47" WEST A DISTANCE OF 522.75 FEET TO A POINT; THENCE LEAVING SAID RIGHT OF WAY NORTH 10°52'54" EAST A DISTANCE OF 544.54 FEET TO A POINT; THENCE NORTH 78°24'06" WEST A DISTANCE OF 302.46 FEET TO A POINT ON THE EASTERN RIGHT OF WAY OF SAID REEDY BRANCH ROAD; THENCE WITH SAID RIGHT OF WAY, A CURVE TO THE RIGHT, A RADIUS OF 1,951.42 FEET, AN ARC LENGTH OF 345.91 FEET, A CHORD BEARING OF NORTH 19°11'30" EAST, A CHORD LENGTH OF 345.45 FEET TO A POINT; THENCE NORTH 25°27'17" EAST A DISTANCE OF 118.27 FEET TO THE POINT OF BEGINNING; CONTAINING 1,091,380 SQUARE FEET OR 25.05 ACRES.



**Town of Winterville Planning Department  
Zoning Staff Report- Stella Little Property (P 13781)**

**GENERAL INFORMATION**

<b>APPLICANT</b>	Lennar Carolinas, LLC.
<b>HEARING TYPE</b>	Rezoning Request
<b>REQUEST</b>	R-6 Conditional District (CD)
<b>CONDITIONS</b>	<ol style="list-style-type: none"> <li>1. Permitted uses shall be limited to Single-Family Detached Residential.</li> <li>2. A minimum of ten percent (10%) of the net site shall be designated as open space.</li> <li>3. At the time of construction drawing approval, a 70' right of way for future extension of Dr. Fulford Rd shall be dedicated.</li> </ol>
<b>LOCATION</b>	North Eastern Corner of Reedy Branch Road and Davenport Farm Road.
<b>PARCEL ID NUMBER(S)</b>	13781
<b>PUBLIC NOTIFICATION</b>	Adjacent property owners were mailed notification of the rezoning request on 2.5.25 to inform of the P&Z meeting. Notification was posted on site on 2.6.25. 19 properties were mailed notification.
<b>TRACT SIZE</b>	Entire parcel tract is 26.99 acres; only 25.055 acres is part of this rezoning as shown on rezoning map.
<b>TOPOGRAPHY</b>	Flat
<b>VEGETATION</b>	Agricultural Land and some wooded land.

**SITE DATA**

<b>EXISTING USE</b>	Agricultural/ Wooded
---------------------	----------------------

<b>ADJACENT PROPERTY</b>	<b>ZONING</b>	<b>ADJACENT LAND USE</b>
N	Office and Institutional	Pitt Community College.
W	Agricultural Residential (Church); & R-8 Conditional District ( Farmstead Subdivision_	Church; Single Family Residential on the opposite side of Reedy Branch Road.
E	General Business.	Sam's Club Shopping Center & Pitt County ABC Store.
S	Agricultural Residential.	Mostly agricultural farm uses with a couple of single family residential homes.



**ZONING DISTRICT STANDARDS**

DISTRICT SUMMARIES	EXISTING	REQUESTED
ZONING DISTRICT DESIGNATION	<b>Agricultural Residential.</b>	<b>R-6 Conditional Uses.</b>
MAX DENSITY	TBD	TBD
TYPICAL USES	A-R: Agricultural and farming use, & low density residential.	Higher density residential. With the "single-family detached" requirement of this conditional district, this request will consist of single-family detached homes.

**SPECIAL INFORMATION**

OVERLAY DISTRICT	N/A
ENVIRONMENTAL / SOILS	TBD
FLOODPLAIN	N/A
STREAMS	TBD
OTHER	If >1 acre is disturbed, site must meet Phase 2 stormwater requirements and provide Soil Erosion and Sedimentation Control Permit
SITE PLAN REQUIREMENTS	Site Plan / Construction Plan required.

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

**LANDSCAPING & BUFFER REQUIREMENTS**

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

**TRANSPORTATION**

STREET CLASSIFICATION	Reedy Branch Road – NCDOT Street. (Classified as a "Minor Thoroughfare") Davenport Farm Road – NCDOT Street. (Classified as a "Minor Thoroughfare")
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)	Reedy Branch Road (Taken North of site near Bulldog Run Rd, 4700 AADT 2022.





	Davenport Farm Road (Adjacent to site)- 6800 AADT 2022.
<p>Level Of Service (Transportation Analysis) Current= 2016 Study; Future= 2045 Projection.</p> <p><i>* LOS is rated from A-F: A is the best, F the worst.</i></p> <p><i>* Roadway Improvement and street design is based upon achieving a minimum of LOS D on existing facilities and LOS C on new facilities.</i></p>	<p>* Reedy Branch Road (Adjacent to site).</p> <ul style="list-style-type: none"> <li>• Current: LOS B.</li> <li>• Future: LOS B.</li> </ul> <p>* Davenport Farm Road (Adjacent to Site).</p> <ul style="list-style-type: none"> <li>• Current: LOS A.</li> <li>• Future: LOS B.</li> </ul>
TRIP GENERATION	TBD.
SIDEWALKS	Required.
TRAFFIC IMPACT STUDY (TIS)	TBD
STREET CONNECTIVITY	N/A – Rezoning Phase.
OTHER	N/A

## **IMPACT ANALYSIS**

### **Land Use Compatibility**

The proposed R-6 CD aligns with the Urban Neighborhood Character Comprehensive Land Use Plan designation. Smaller lot, single-family detached, provides an appropriate transition from the General Business Zoning Districts (Sam's Club, etc) and the surrounding properties and proposals (Such as Farmstead and other existing Single Family Residential to the west of this site.).

### **Town of Winterville Comprehensive Land Use Plan Policies**

The Comprehensive Plan Designates this site as "Urban Neighborhood" Character Area with a Commercial Overlay District.

- Potential Zoning Districts as suggested in the Comprehensive Plan:
  - R-12.5, R-10, and R-8.
  - Possibly R-6 or M-R.
- The Comprehensive Land Use plan suggests that "Small- lot Single-family detached residential should dominate this district. They suggest that the lots contain 6,000 to 10,000sf lots.

This proposal would create a 6,000sf residential lot as a minimum and the attached condition to this proposal ensures that only single-family detached is to be present.

**Therefore, the proposal aligns with the Future Land Use Character area as described within the Comprehensive Land Use Plan.**



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

**Encourage Walkable Developments-** This locations is walkable to Pitt Community College and a significant amount of commercial businesses in this area of Winterville.

**Support Higher Density Housing Options at Strategic Locations-** Winterville does not have a lot of smaller lot, higher density development. This site and location provides a great opportunity for the town to diversify its housing stock in a location that may be walkable to shopping, employment, and entertainment.

**Reinforce the Town's Identity as a family-friendly community-** Support residential uses in the Urban Neighborhood areas.

---

## **STAFF ANALYSIS AND RECOMMENDATION**

### **Community Outreach**

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

### **Staff Analysis**

The 25.055 site under consideration is surrounded by a variety of existing uses. Pitt Community College rests to the north, Sam's Club and other commercial properties lie to the east, while Farmstead, a large single-family residential development, is proposed to the West of this site. This proposed R-6 Conditional District, requires single-family detached development, providing an appropriate transition from the higher intensity uses, north and east of this property, to the lower intensity uses that are proposed, west of this property.

This product would help diversify our housing stock, while creating a neighborhood that is ideal for walkability and multi-modal travel to existing employment, educational, entertainment, and shopping opportunities.

The conditions that are attached to this proposal are beneficial for this site and location as well:

1. Permitted Uses Shall be limited to single-family detached.
  - a. Staff's Response: The Comprehensive Land Use plan suggests that 6,000sf single family detached lots shall dominate the Urban Neighborhood Character Area. This condition ensures that Single Family Attached or Multi-family may not be developed on this site without a future rezoning.
2. A minimum of ten percent (10%) of the net site area shall be designed as open space.
  - a. Staff's Response: The Compressive Land Use plan suggests that a 5%-10% of the land, within an Urban Neighborhood Character Area, to remain open space or common area. As Winterville continues to grow, it is a desire of the Zoning



Ordinance and Town Staff to ensure that we are bringing "communities" to Winterville, rather than just more houses. Open space and common area provide an opportunity for recreation space within the neighborhood. It also enhances safety and community relations within the neighborhood.

3. At the time of construction drawing approval, a 70-foot right of way for the future extension of Dr. Fulford Road shall be dedicated.
  - a. In the development of this site, one of the biggest concerns of the Planning Department was the future connection of Dr. Fulford Road and Reedy Branch Road. An extension of Fire Tower Road to Reedy Branch Road has been explored for many years. Not only could this could provide great interconnectivity, but it may be critical if Reedy Branch Road is to terminate within this area, allowing for a more unified Pitt Community College campus while alleviating some of the safety concerns on campus.

### **Staff Recommendation**

Staff recommends **approval** of the rezoning request for the 25.055 acres from AR to R-6CD:

- R-6 CD:
  - Conditions
  - 1. Permitted Uses Shall be limited to single-family detached.
  - 2. A minimum of ten percent (10% of the net site area shall be designed as open space
  - 3. At the time of construction drawing approval, a 70-foot right of way for the future extension of Dr. Fulford Road shall be dedicated.

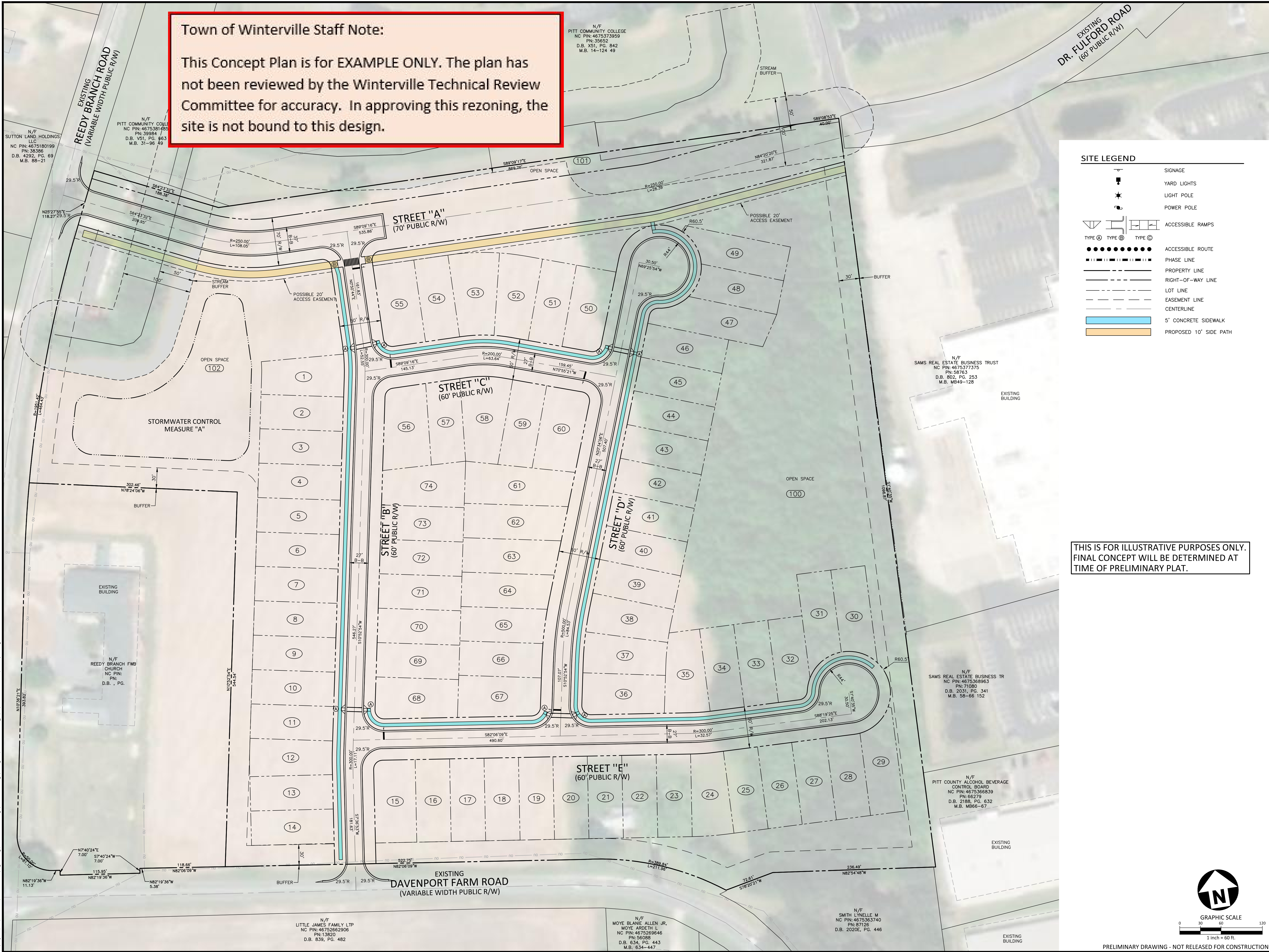
\*\*\* The applicant has included a "Sketch Plan" that is intended to provide an example of how this site could be developed. This development will not be bound to this sketch plan nor has this sketch plan been reviewed or approved by the Winterville Technical Review Committee. If this rezoning is approved, the applicant will need to supply a Preliminary Plat that meets all standards of the Town for the R-6 Zoning District and the standards of their three conditions (as outlined above) for review by the Technical Review Committee, the Planning and Zoning Board, and Town Council.

### **Planning and Zoning Recommendation**

**This rezoning received recommendation for approval at the February 17, 2025 Planning and Zoning Board Meeting. The vote was seven to one (7-1).**



**Town of Winterville Staff Note:**  
 This Concept Plan is for EXAMPLE ONLY. The plan has not been reviewed by the Winterville Technical Review Committee for accuracy. In approving this rezoning, the site is not bound to this design.



**SITE LEGEND**

	SIGNAGE
	YARD LIGHTS
	LIGHT POLE
	POWER POLE
	ACCESSIBLE RAMPS
TYPE A	ACCESSIBLE ROUTE
TYPE B	PHASE LINE
TYPE C	PROPERTY LINE
TYPE D	RIGHT-OF-WAY LINE
TYPE E	LOT LINE
TYPE F	EASEMENT LINE
TYPE G	CENTERLINE
	5' CONCRETE SIDEWALK
	PROPOSED 10' SIDE PATH

THIS IS FOR ILLUSTRATIVE PURPOSES ONLY. FINAL CONCEPT WILL BE DETERMINED AT TIME OF PRELIMINARY PLAT.

**CLIENT**  
 LENNAR  
 1100 PERIMETER PARK DRIVE, SUITE 112  
 MORRISVILLE, NORTH CAROLINA 27560  
 Anna Lancaster  
 PHONE: 984. 209. 2952

**STELLA LITTLE FARM  
 CONCEPT PLAN  
 226 DAVENPORT FARM RD  
 WINTERVILLE, NORTH CAROLINA**

PRELIMINARY  
 NOT FOR CONSTRUCTION

**REVISIONS**

NO.	DATE
1	
2	
3	
4	
5	
6	

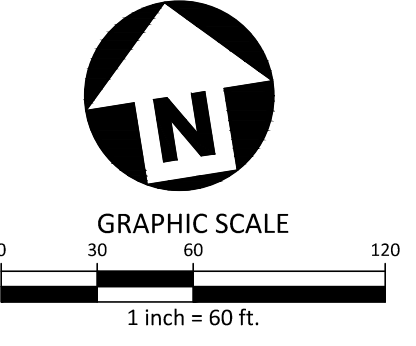
**PLAN INFORMATION**

PROJECT NO. LEN-24042  
 FILENAME LEN24042-S1  
 CHECKED BY JCM  
 DRAWN BY LR/CB  
 SCALE 1" = 60'  
 DATE 01. 24. 2025

**SHEET**

**SITE PLAN**

**C2.00**



X:\Projects\LEN\LEN24042\04-Production\Engineering\Production Drawings\Printing Set\LEN24042-S1.dwg, 1/24/2025 10:38:26 AM, Luke Spaulding





**Town of Winterville  
Rezoning Request  
Statement of Consistency & Reasonableness**

**Stella Little Rezoning  
February 17, 2025- Planning and Zoning Board Meeting**

**Consistency:**

The proposed rezoning request **is consistent with the Town of Winterville's Comprehensive Land Use Plan** as parcel 13781 is designated as "Urban Neighborhood" with a "Commercial Overlay" district on the Future Land Use Map.

*\*The Town of Winterville governing boards must approve written statements documenting their consideration of the plans when making rezoning and zoning text amendment decisions, although they do not have to take actions that are consistent with the plan.*

**Decision: In review of the Winterville Comprehensive Land Use Plan, the Stella Little Rezoning Amendment is found to be consistent with the Town of Winterville Comprehensive Plan on February 17, 2025.**

**Reasonableness:**

The rezoning request **is** reasonable and in the public interest, in that it allows for land uses that **are** harmonious with surrounding land uses, land uses in close proximity, and is in the public interest:

- The Town of Winterville governing boards must adopt a statement of reasonableness for each rezoning. These factors are suggested and not mandated, as not all factors will be relevant to all zoning decisions. The following list of factors should be considered in a reasonableness analysis. **The Town of Winterville is considering:**

- i. The size, physical conditions, and other attributes of the area proposed to be rezoned;

Applicable? Y/N	If applicable, is the proposal reasonable:
	Decision _____

- ii. The benefits and detriments to the landowners, the neighbors, and the surrounding community;

Applicable? Y/N	If applicable, is the proposal reasonable:
	Decision _____

- iii. The relationship between the current, actual, and permissible development on the tract and adjoining areas and the development that would be permissible under the proposed amendment;

Applicable? Y/N	If applicable, is the proposal reasonable:  Decision _____
-----------------	--

- iv. Why the action taken is in the public interest; and

Applicable? Y/N	If applicable, is the proposal reasonable:  Decision _____
-----------------	--

- v. Any changed conditions warranting the amendment

Applicable? Y/N	If applicable, is the proposal reasonable:  Decision _____
-----------------	--

**In Review of the Stella Little Rezoning Amendment, the rezoning request is reasonable and in the public interest, in that it allows for land uses that are harmonious with surrounding land uses and land uses in close proximity as found on February 17, 2025 by the Winterville Planning and Zoning Board.**

**Vote to Approve or Deny Rezoning:**

In review of the Stella Little Property rezoning proposal's, Consistency and Reasonableness, The Town of Winterville's Planning and Zoning Board recommends **approval** of the rezoning request by Lennar Carolinas, LLC to rezone 25.055 acres of property (Parcel # 13781), adjacent to Davenport Farm Road and Reedy Branch Road, from Agricultural-Residential (AR) to R-6 Conditional District.

Conditions:

- 1. Permitted uses shall be limited to single-family detached.
- 2. A minimum of ten percent (10%) of the net site area shall be designated as open space.
- 3. At the time of construction drawing approval, a 70-foot right-of-way for the future extension of Dr. Fulford Road shall be dedicated.

  
Staff Witness:

2/17/25  
Date

\*\*\*\* P&Z Vote was Seven to One (7-1) in support.

## Appendix/Other Considerations Specific to this Particular Rezoning:

**\*\*This rezoning is proposed as a Conditional District Rezoning. Conditional Districts contain additional considerations for their review:**

- **Conditional Districts:** In approving a Conditional District, the Town Council shall make the following affirmative findings:
  1. That the Use(s) requested is among those listed as an eligible Use in the corresponding General Zoning District.
  2. That the Use Limitations and Conditions as proposed and/or imposed for the Conditional District meet or exceed and/or are at least as restrictive as the minimum standards for the corresponding General Zoning District.
  3. That the Use Limitations and Conditions as proposed and/or imposed for the requested Conditional District can reasonably be implemented and enforced for the subject property.
  4. That when implemented the proposed and/or imposed use limitations and conditions will mitigate specific land development issues that would likely result if the subject property were zoned to accommodate all those uses and the minimum standards of the corresponding General Zoning District.
  5. That the applicant has agreed to the use limitations and conditions as proposed and/or imposed for the requested Conditional District.

---

### Document Links:

- Zoning Ordinance: [https://www.wintervillenc.com/Data/Sites/1/media/departments/planning/21-o-112\\_zoning\\_ordinance\\_amend-7.1\\_executed.pdf](https://www.wintervillenc.com/Data/Sites/1/media/departments/planning/21-o-112_zoning_ordinance_amend-7.1_executed.pdf)
    - Zoning Districts and Table of Uses: Article V.
    - Rezoning Amendment Procedures: Article XIII.
  - Land Use Plan: <https://www.wintervillenc.com/Data/Sites/1/media/departments/planning/winterville-land-use-plan-adopted-10-14-2019-reduced.pdf>
    - Future Land Use Map & Character areas: Section 4; beginning on page 43.
  - Plan Consistency & Reasonableness Guidance: [https://www.sog.unc.edu/sites/www.sog.unc.edu/files/6%20ConsistencyStatements\\_160DGuidanceDoc%20Mar%202021.pdf](https://www.sog.unc.edu/sites/www.sog.unc.edu/files/6%20ConsistencyStatements_160DGuidanceDoc%20Mar%202021.pdf)
-





**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** April 14, 2025

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

**Item to be Considered**

**Subject:** Quail Trace Annexation.

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

**Attachment:** Annexation Petition, Annexation Map, & Legal Description.

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

**Date:** 3/27/2025

**ABSTRACT ROUTING:**

TC: 4/7/2025

TM: 4/8/2025

Final: tlp - 4/8/2025

**Supporting Documentation**

**Applicant:** Property Owners and Garden Street Communities.

**Location:** Between Reedy Branch Road and Highway 11. East of Copper Creek and Summer Winds.

**Parcel Numbers:** 26207.

**Site Data:** 34.18 acres.

**Zoning District:** R-10 CD- All external materials on constructed homes must consist of hardie plank, stone, or brick.

**Staff Analysis:**

The owner of the site would like to annex into the Town of Winterville's Corporate Limits. A Preliminary Plat was approved August 2024, for this site, showing 85 residential lots as well as a common/play area.

**Anticipated Annexation Schedule:**

4/14/25: Direct Town Clerk To Investigate Sufficiency.

5/12/25: Schedule Public Hearing.

6/9/2025: Hold Public Hearing.

**Budgetary Impact:** TBD.

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

PETITION REQUESTING ANNEXATION

Date: 2.12.2025

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

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

- All owners of the property must sign.

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

Description

See Attached Exhibit "A" for Legal Description

Name RYAN McLAWHORN Address 5093 Reedy Branch Rd.  
Winterville N.C. 28590  
Signature Ryan McLawhorn

Name Dan McLawhorn Address 217 Northview Dr.  
Chesapeake VA. 23322  
Signature Dan McLawhorn -4022

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

Signature \_\_\_\_\_

PETITION REQUESTING ANNEXATION

Date: \_\_\_\_\_

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

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

- All owners of the property must sign.

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

Description

See Attached Exhibit "A" for Legal Description

Name Mary B. Denton Address 3405 Teal Dr SW  
MCLowhorn  
Signature Mary B. M. Lowhorn Wilson, N.C. 27893

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

Signature \_\_\_\_\_

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

Signature \_\_\_\_\_



**PETITION REQUESTING ANNEXATION**

Date: 2.3.2025

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

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

- All owners of the property must sign.

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

Description

See Attached Exhibit "A" for Legal Description

Garden Steet Communities Southeast, LLC, applicant,  
 Name by Micheal Patrick Green, VP of Operations Address 100 West Garden Street, 2nd Floor, Pensacola, FL 32502

Signature  \_\_\_\_\_

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

Signature \_\_\_\_\_

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

Signature \_\_\_\_\_



Exhibit "A"  
Legal Description  
Winterville, Pitt County, North Carolina

Beginning at a Point, said Point being located on the western right of way of NC 11 and being the northeastern most corner of Yardie, LLC tract as described and recorded in Deed Book 442, Page 607 in the Pitt County Register of Deeds.

Thence, from said Point of Beginning, along the northern line of the Yardie, LLC tract, North 88 degrees 55 minutes 18 seconds West for a distance of 589.25 feet to a point being the northeastern most corner of the Edmundson tract as described and recorded in Deed Book 3532, Page 838 in the Pitt County Register of Deeds;

Thence, along the northern line of the Edmundson tract, North 88 degrees 52 minutes 43 seconds West for a distance of 54.93 feet to a point;

Thence, along the western line of the Edmundson tract, South 28 degrees 12 minutes 06 seconds West for a distance of 578.39 feet to a point being the northeastern most corner of the Sanderson tract as described and recorded in Deed Book 368, Page 429 in the Pitt County Register of Deeds;

Thence, along the northern line of the Sanderson tract, South 82 degrees 25 minutes 37 seconds West for a distance of 106.14 feet to a point being the eastern most corner of the McLawhorn tract as described and recorded in Deed Book 3759, Page 331 in the Pitt County Register of Deeds;

Thence, along the eastern line of the Mitchell tract, North 49 degrees 10 minutes 02 seconds West for a distance of 128.59 feet to a point;

Thence, continuing along the eastern line of the Mitchell tract, North 51 degrees 02 minutes 05 seconds West for a distance of 65.32 feet to a point;

Thence, along the northern line of the Mitchell tract, South 82 degrees 25 minutes 37 seconds West for a distance of 15 feet to a point on the western right of way of Reedy Branch Road (SR 1131);

Thence, along and with the western right of way of Reedy Branch Road (SR 1131), North 05 degrees 37 minutes 05 seconds West for a distance of 884.22 feet to a point;

Thence, crossing Reedy Branch Road (SR 1131), along and with the southern line of the McLawhorn tract as described and recorded in Deed Book 2268, Page 267 in the Pitt County Register of Deeds, **North 86 degrees 19 minutes 12 seconds East for a distance of 417.93** feet to a point;

Thence, along and with the eastern line of the McLawhorn tract, North 05 degrees 26 minutes 55 seconds West for a distance of 165.76 feet to a point being the northeastern most corner of the McLawhorn tract and also being a point on the southern line of the McLawhorn tract as described and recorded in Deed Book 2268, Page 267 in the Pitt County Register of Deeds;

Thence, along and with the eastern line of the McLawhorn tract, North 05 degrees 25 minutes 04 seconds West for a distance of 254.96 feet to a point;

Thence, along and continuing with the southern line of the McLawhorn tract as described in Deed Book 2512 Page 449 and recorded in the Pitt County Register of Deeds the following courses and distances:

Thence, North 82 degrees 15 minutes 8 seconds East for a distance of 272.04 feet to a point;

Thence, South 84 degrees 58 minutes 38 seconds East for a distance of 24.32 feet to a point;



Thence, South 77 degrees 19 minutes 29 seconds East for a distance of 210.22 feet to a point;  
Thence, South 78 degrees 04 minutes 58 seconds East for a distance of 85.28 feet to a point;  
Thence, South 79 degrees 34 minutes 17 seconds East for a distance of 21.77 feet to a point;  
Thence, South 73 degrees 36 minutes 37 seconds East for a distance of 24.89 feet to a point;  
Thence, South 59 degrees 38 minutes 58 seconds East for a distance of 33.74 feet to a point;  
Thence, South 59 degrees 09 minutes 28 seconds East for a distance of 88.33 feet to a point;  
Thence, South 58 degrees 33 minutes 19 seconds East for a distance of 43.87 feet to a point;  
Thence, South 59 degrees 42 minutes 00 seconds East for a distance of 16.59 feet to a point;  
Thence, South 59 degrees 09 minutes 41 seconds East for a distance of 10.53 feet to a point;  
Thence, South 31 degrees 00 minutes 21 seconds West for a distance of 9.52 feet to a point;  
Thence, South 17 degrees 36 minutes 29 seconds East for a distance of 57.18 feet to a point;  
Thence, South 11 degrees 44 minutes 23 seconds East for a distance of 92.27 feet to a point;  
Thence, South 05 degrees 21 minutes 37 seconds East for a distance of 12.78 feet to a point;  
Thence, North 68 degrees 21 minutes 23 seconds East for a distance of 6.87 feet to a point;  
Thence, North 68 degrees 21 minutes 23 seconds East for a distance of 613.46 feet to a point;  
Thence, North 68 degrees 21 minutes 23 seconds East for a distance of 43.86 feet to a point;  
on the western right of way of NC 11;  
Thence, along and with the western right of way line of NC 11, along a curve to the right having a radius 3064.79 feet, a delta angle of  $16^{\circ} 30' 59''$ , and arc angle of 883.47 feet, being subtended by a chord of South 17 degree 29 minutes 04 seconds West for a distance of 880.42 feet to the Point of Beginning. Containing 34.18 acres more or less.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** April 14, 2025

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

**Item to be Considered**

**Subject:** 2020 Global Investments LLC.

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

**Attachment:** Annexation Petition, Annexation Map, & Legal Description.

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

**Date:** 3/27/2025

**ABSTRACT ROUTING:**

TC: 4/7/2025

TM: 4/8/2025

Final: tlp - 4/8/2025

**Supporting Documentation**

**Applicant:** 2020 Global Investments LLC. Owners. (Eugene Wang is the agent).

**Location:** Vernon White Road (west of Milton Drive).

**Parcel Numbers:** 51910.

**Site Data:** 0.50 acres.

**Zoning District:** Agricultural-Residential (A-R).

**Staff Analysis:**

The owner of the site would like to annex into the Town of Winterville's Corporate Limits. The owners have applied for and obtained a Zoning Compliance Certificate to build one single family home on this existing parcel.

**Anticipated Annexation Schedule:**

4/14/25: Direct Town Clerk To Investigate Sufficiency.

5/12/25: Schedule Public Hearing.

6/9/2025: Hold Public Hearing.

**Budgetary Impact:** TBD.

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

PETITION REQUESTING ANNEXATION

Date: 12/17/2024

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

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

- All owners of the property must sign.

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

Description

LYING AND BEING IN PITT COUNTY, WINTERVILLE TOWNSHIP AND BEGINNING AT A POINT IN THE CENTER LINE OF SR 1130, SAID POINT BEING 260.42' N 42-00-00 W FROM A NAIL SET IN THE CENTER LINE OF SR 1130 AND THE CENTER LINE OF MILTON DRIVE, AND RUNNING THENCE S 47-55-35 W 30.00' TO THE POINT OF BEGINNING IN THE SOUTHERN RIGHT OF WAY LINE OF SR 1130; THENCE S 47-55-35 W 185.82' TO A POINT ON THE NORTH LINE OF THE L. WEATHERINGTON HEIRS PROPERTY; THENCE N 80-56-04 W 81.48' TO A POINT ON THE NORTH LINE OF THE L. WEATHERINGTON HEIRS PROPERTY; THENCE N 09-23-11 E FOR 66.68' TO A POINT; THENCE N, 47-55-35 E 184.92' TO A POINT IN THE SOUTHERN RIGHT OF WAY LINE OF SR 1130; THENCE S 42-00-00 E 105.00' AND ALONG THE SOUTHERN RIGHT OF WAY LINE OF SR 1130 TO THE POINT OF BEGINNING.

Name: Eugene Wang (2020 Global investments LLC)  
Address: 3412 Flora Dr, Winterville, NC 28590

Signature

*Yutian Wang*

Name : Yutian Wang Address

Signature:

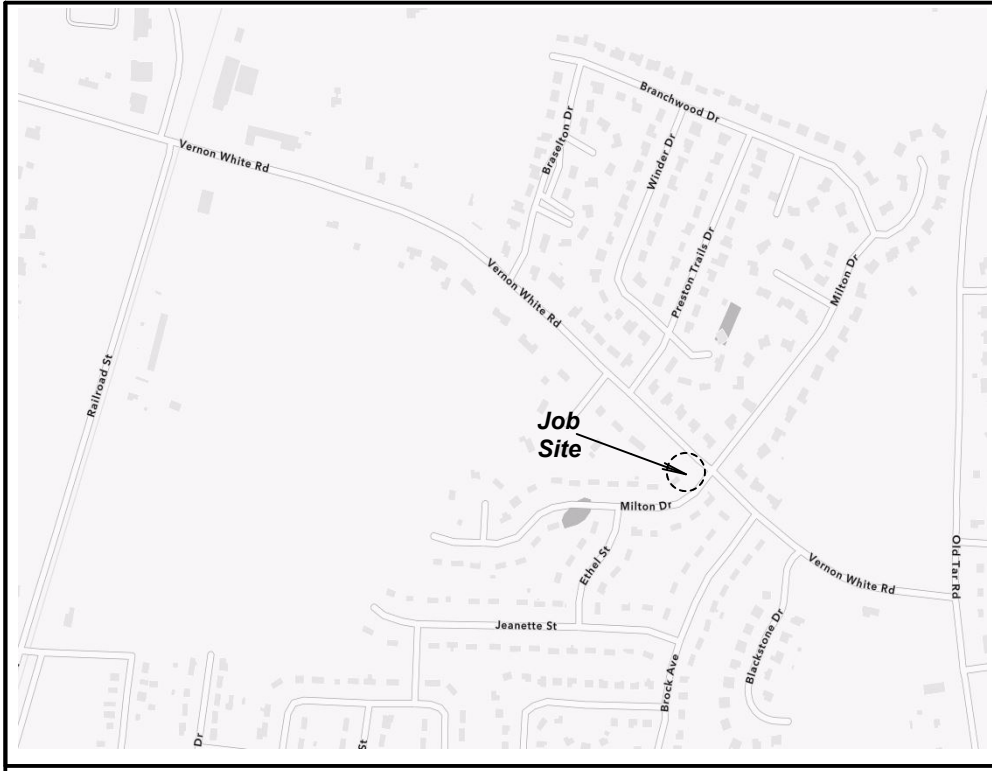
*Yutian Wang*

Name

Address

Signature

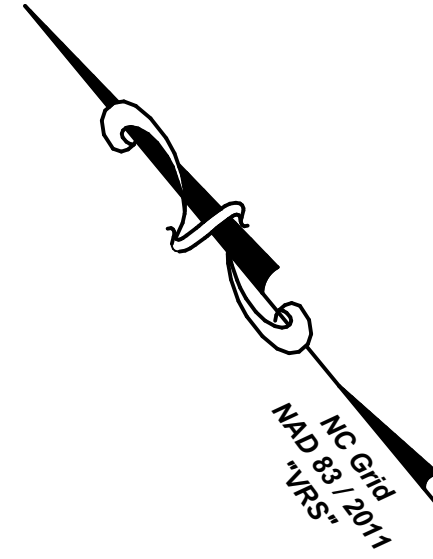




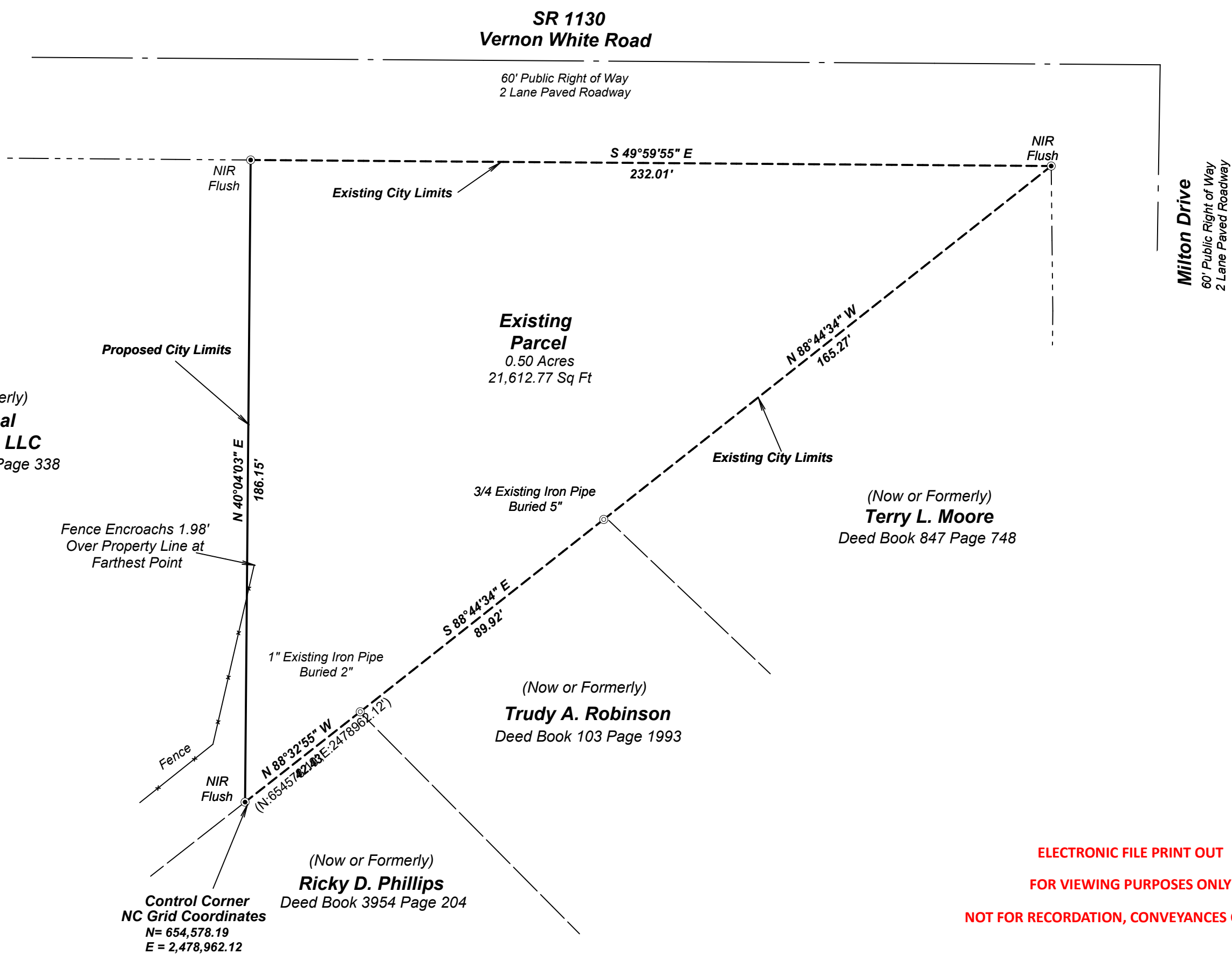
Vicinity Map Not Drawn To Scale

**Vicinity Map**

- Special Notes**
- A. This plat is subject to any facts that maybe disclosed by a full and accurate title search, as well as any right of ways easements, zoning regulations and restrictive covenants of record not shown hereon.
  - B. Area computed by the Method of Coordinate Geometry
  - C. All distances are horizontal ground unless otherwise noted
  - D. Wetlands were not defined or mapped during this survey.
  - E. Underground utilities are not included in this survey.



ELECTRONIC FILE PRINT OUT  
FOR VIEWING PURPOSES ONLY  
NOT FOR RECORDATION, CONVEYANCES OR SALES.



ELECTRONIC FILE PRINT OUT  
FOR VIEWING PURPOSES ONLY  
NOT FOR RECORDATION, CONVEYANCES OR SALES.

**Review Officer**

State of North Carolina County of Beaufort  
I, \_\_\_\_\_, Review Officer of Beaufort County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer

Date

**Surveyor's Certificate and Parcel Status**

I, Stuart H. Sorrell, a Professional Land Surveyor in the State of North Carolina, certify that this plat was drawn under my supervision from an actual survey performed under my supervision. That the boundaries surveyed are defined in Deed Book 4015 Page 338. That the boundaries not surveyed are clearly indicated. That the ratio of precision as calculated is 1: \_\_\_\_\_. That the following information was used to perform the GPS survey.

GPS receivers used: Spectra SP 80  
Class of survey: C  
Positional accuracy: 0.03'  
Type of GPS field procedure: VRS  
Dates of survey: August 16, 2023  
Datum/Epoch: NAD 83 / 2011 adjustment  
Published / Fixed control used: "VRS"  
Geoid Model: GEOID 18  
Combined Grid Factor: 0.99988844  
Units: US FOOT

That this plat was prepared in accordance with GS 47-30 as amended. That this plat meets the requirements of GS 47-30 section F-11, as an existing parcel of land that does not create a new street or change and existing street.

Witness my original signature and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2025  
NOT FOR RECORDATION, CONVEYANCES OR SALES.

Stuart H. Sorrell, Professional Land Surveyor L-5562

**Legend**

- ⊙ EIP = Existing Iron Pipe
  - ⊙ NIR = New Iron Rebar with Cap
  - ⊙ Ex. Mon. = Existing Concrete Monument
  - ⊙ Mag Nail = Magnetic Survey Nail
  - NPS = No Point Set
  - = Power Pole
  - = Right of Way
  - - - = Centerline
  - = Lines Surveyed
  - - - = Lines Not Surveyed
  - ^— = Power Line
  - |— = Curbing
  - = Water Boundary
  - R/W = Right of Way
  - PC = Point of Curvature
  - PT = Point of Tangency
- All NIR's set are black iron rebar 5/8" in Diameter by 20" long with cap.  
Linear Units are "US FOOT"  
Angular Units are "Degrees, Minutes & Seconds"



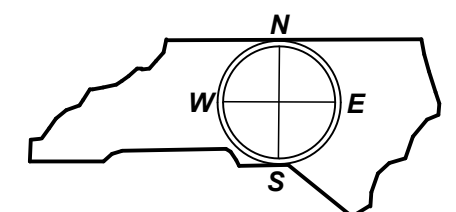
An Annexation Map for:

**2020 Global Investments LLC.**

Winterville Township Pitt County, NC  
Scale 1" = 30' Surveyed February 4, 2025

**Sorrell Land Surveying, Inc.**  
Professional Land Surveyors

"Serving the Land Surveying needs of Eastern NC"



Hugh A. Sorrell, L-2849 Stuart H. Sorrell, L-5562

107 Union Alley Washington, NC  
www.sorrellandsurveying.com  
Office (252) 948-2464  
Company License: C-3508

File: 0420BHC01

Beginning at the Control Corner with NC Grid Coordinates N=654,578.19 E=2,478,962.12, as described in map titled "An Annexation Map for: 2020 Global Investments LLC. dated February 4, 2025, and running thence:

; thence N 40°04'03" E, a distance of 186.15'; thence S 49°59'55" E, a distance of 232.01'; thence N 88°44'34" W, a distance of 165.27'; thence N 88°44'34" W, a distance of 89.92' ; thence N 88°32'55" W, a distance of 42.43' to the POINT OF BEGINNING; said described tract containing 0.5 Acres, more or less.

This description is based on a survey conducted by Sorrell Land Surveying, Inc. on February 4, 2025, and is subject to any facts that may be disclosed by a full and accurate title search, as well as any right of ways, easements, zoning regulations, and restrictive covenants of record not shown hereon. Wetlands were not defined or mapped during this survey, and underground utilities are not included in this survey.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** April 14, 2025

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

**Item to be Considered**

**Subject:** Change Order No. 2 for T.A. Loving – Contractor for 2020 Sewer Pump Station Project.

**Action Requested:** Approve the Change Order.

**Attachment:** Proposed Agreement.

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

**Date:** 4/4/2025

**ABSTRACT ROUTING:**

TC: 4/7/2025

TM: 4/8/2025

Final: tlp - 4/8/2025

**Supporting Documentation**

T.A. Loving is the general contractor responsible for building the Chapman Street and Church Street pump stations. This is the second Change order for this project.

This is project address work order directive #3.

WO 3 – While doing the bore under Worthington Road, crews determined that there was a GUC natural gas main located on the south side of Worthington Road. To correct the issue GUC had to relocate the line and the Bore Crew was pushed back several days. It was determined to be cost effective to keep the bore crew in the job site rather than having to pay them for multiple mobilizations.

The gas main was relocated, and the project has continued.

**Budgetary Impact:** Contract Increase in the amount of \$20,799.14.

**Recommendation:** Staff recommends Council Approve Change Order No 2 for T.A. Loving.







T. A. Loving Company  
 400 Patetown Road P.O. Drawer 919  
 Goldsboro NC 27533-0919  
 919-734-8400 (phone) 919-736-2148 (fax)

Change Proposal  
 Request  
 No.: 2

### CHANGE ORDER PROPOSAL

Project Name: <u>Sanitary Sewer and Pump Station Rehab 2020</u>	Project No. <u>24409</u>
Location: <u>Winterville</u>	Date <u>3/12/2025</u>
Owner: <u>Town of Winterville</u>	Drawing No. _____
Engineer: <u>Rivers and Associates</u>	Spec. Section _____

Reference: RFP No.: \_\_\_\_\_ Work Directive No.: \_\_\_\_\_ Field Order No.: \_\_\_\_\_ Other: \_\_\_\_\_

Description: This change order is to address the additional labor, equipment, and time to set trench box over gas main for GUC to install riser leg above the proposed bore. Estimated Subcontract time will include 1 day of down time, 1 day to set box and remove existing RCP, 1 day for GUC to complete work and Borco to remove boxes, 1 day to replace RCP, rebuild road, backfill and compaction (Estimated 4 days total). Select backfill to be billed at unit price on pay app line item 54 (estimated 40 CY).

1. LABOR (See attached itemized breakdown) .....	\$1,492.40
2. MATERIALS (See attached itemized breakdown) .....	\$0.00
3. EQUIPMENT/OTHER (See attached itemized breakdown) .....	\$2,913.55
4. TIME EXTENSION FIELD COSTS** ..... <span style="border: 1px solid black; padding: 2px;">4</span> DAYS @ <span style="border: 1px solid black; padding: 2px;">\$0.00</span> PER DAY .....	\$0.00
5. SUB-TOTAL DIRECT WORK .....	<b>\$4,405.95</b>
6. OVERHEAD & PROFIT ON DIRECT WORK..... <span style="border: 1px solid black; padding: 2px;">15%</span> .....	\$660.89
7. TOTAL DIRECT WORK .....	<b>\$5,066.84</b>

**Subcontractor Items**

NAME	DESCRIPTION	INVOICE/PROPOSAL DATE	
Borco	See above description of work (\$4,500.00 per day)		\$13,500.00
Danny Smith Trucking	Hourly haul (8 hours @ \$125/hr)		\$1,000.00

8. SUB-TOTAL BID ITEM WORK: .....	<b>\$14,500.00</b>
9. OVERHEAD & PROFIT ON SUBCONTRACTOR ITEM WORK..... <span style="border: 1px solid black; padding: 2px;">5%</span> .....	\$725.00
10. TOTAL BID ITEM WORK.....	<b>\$15,225.00</b>
11. SUB-TOTAL DIRECT AND BID ITEM WORK.....	<b>\$20,291.84</b>
12. BOND & INSURANCE: ..... <u>2.50%</u> of subtotal # 11 .....	\$507.30
13. TOTAL CHANGE PROPOSAL REQUEST.....	<b>\$20,799.14</b>

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* Schedule impact indeterminate at this time. The contractor reserves its rights to a time extension and extended field costs due to the cumulative effect of changes.

Accepted By:  
**T. A. Loving Company**

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

**WORK CHANGE DIRECTIVE NO.: 3**

Owner:	Town of Winterville	Owner's Project No.:	
Engineer:	Rivers & Associates, Inc.	Engineer's Project No.:	2020068
Contractor:	T.A. Loving Company	Contractor's Project No.:	
Project:	Sanitary Sewer Pump Station Rehabilitation 2020		
Contract Name:	Contract I - General		
Date Issued:	March 13, 2025	Effective Date of Work Change Directive:	March 13, 2025

Contractor is directed to proceed promptly with the following change(s):

Description:

**Additional labor, equipment, time, and excavation required to relocate existing Greenville Utilities Commission (GUC) 4-inch gas line which is in direct conflict with the proposed 15-inch gravity sewer in 30-inch steel casing.**

Attachments:

**T.A. Loving Change Order Proposal #2.**

Purpose for the Work Change Directive:

**To allow necessary excavation to relocate existing GUC 4-inch gas line above proposed 15-inch gravity sewer in 30-inch steel casing.**

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:


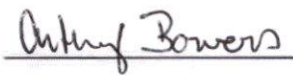

Non-agreement on pricing of proposed change.  Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price:	\$ 26,652.19	<del>[increase] [decrease] [not yet estimated].</del>
Contract Time:	TBD days	<del>[increase] [decrease] [not yet estimated].</del>

Basis of estimated change in Contract Price:

Lump Sum  Unit Price  Cost of the Work  Other

	Recommended by Engineer	Authorized by Owner	Received by Contractor
By:			
Title:	Project Engineer II	Asst. Town Manager	Project Manager
Date:	3/13/25	3/14/2025	3/18/2025



T. A. Loving Company  
 400 Patetown Road P.O. Drawer 919  
 Goldsboro NC 27533-0919  
 919-734-8400 (phone) 919-736-2148 (fax)

Change Proposal  
 Request  
 No.: 1

### CHANGE ORDER PROPOSAL

Project Name: <u>Sanitary Sewer and Pump Station Rehab 2020</u>	Project No. <u>24409</u>
Location: <u>Winterville</u>	Date <u>3/12/2025</u>
Owner: <u>Town of Winterville</u>	Drawing No. _____
Engineer: <u>Rivers and Associates</u>	Spec. Section _____

Reference: RFP No.: \_\_\_\_\_ Work Directive No.: \_\_\_\_\_ Field Order No.: \_\_\_\_\_ Other: \_\_\_\_\_

Description: This change order is to address the additional labor, equipment, and time to set trench box over gas main for GUC to install riser leg above the proposed bore. Estimated Subcontract time will include 1 day of down time, 1 day to set box and remove existing RCP, 1 day for GUC to complete work and Borco to remove boxes, 1 day to replace RCP, rebuild road, backfill and compaction (Estimated 4 days total). Select backfill to be billed at unit price on pay app line item 54 (estimated 40 CY).

1. LABOR (See attached itemized breakdown) .....	\$1,492.40
2. MATERIALS (See attached itemized breakdown) .....	\$0.00
3. EQUIPMENT/OTHER (See attached itemized breakdown) .....	\$3,770.33
4. TIME EXTENSION FIELD COSTS** ..... <span style="border: 1px solid black; padding: 2px;">4</span> DAYS @ <span style="border: 1px solid black; padding: 2px;">\$0.00</span> PER DAY .....	\$0.00
5. SUB-TOTAL DIRECT WORK .....	<b>\$5,262.73</b>
6. OVERHEAD & PROFIT ON DIRECT WORK..... <span style="border: 1px solid black; padding: 2px;">15%</span> .....	\$789.41
7. TOTAL DIRECT WORK .....	<b>\$6,052.14</b>

**Subcontractor Items**

NAME	DESCRIPTION	INVOICE/PROPOSAL DATE	
Borco	See above description of work (\$4,500.00 per day)		\$18,000.00
Danny Smith Trucking	Hourly haul (8 hours @ \$125/hr)		\$1,000.00

8. SUB-TOTAL BID ITEM WORK: .....	<b>\$19,000.00</b>
9. OVERHEAD & PROFIT ON SUBCONTRACTOR ITEM WORK..... <span style="border: 1px solid black; padding: 2px;">5%</span> .....	\$950.00
10. TOTAL BID ITEM WORK.....	<b>\$19,950.00</b>
11. SUB-TOTAL DIRECT AND BID ITEM WORK.....	<b>\$26,002.14</b>
12. BOND & INSURANCE: ..... <u>2.50%</u> of subtotal # 11 .....	\$650.05
13. TOTAL CHANGE PROPOSAL REQUEST.....	<b>\$26,652.19</b>

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* Schedule impact indeterminate at this time. The contractor reserves its rights to a time extension and extended field costs due to the cumulative effect of changes.

Accepted By:  
**T. A. Loving Company**

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_



T. A. Loving Company  
 400 Patetown Road P.O. Drawer 919  
 Goldsboro NC 27533-0919

Change Proposal  
 Request  
 No.:

1

919-734-8400 (phone) 919-736-2148 (fax)

## WORKSHEET SUMMARY

	Quantity	Rate	Unit	
<b>MATERIAL COST</b>				
A. Material (From take off worksheet)				\$0.00
B. Miscellaneous/Waste material		0.00%	of A	\$0.00
C. Freight				\$0.00
D. SUBTOTAL				\$0.00
E. Sales Tax		7.00%	of D	\$0.00
<b>F. TOTAL MATERIAL</b>				<b>\$0.00</b>
<b>LABOR COST</b>				
A. Labor (From takeoff worksheet)				\$1,456.00
B. Small Tools		2.50%	of Labor	\$36.40
C. Clean-up		0.00%	of Labor	\$0.00
D. Safety		0.00%	of Labor	\$0.00
E. Safety Training		0.00%	of Labor	\$0.00
F. Reproduction Costs				\$0.00
G. As-Built Drawings	0	\$73.00	HR	\$0.00
H. Testing		0.00%	of Labor	\$0.00
I. Warranty Work		0.00%	of Labor	\$0.00
J. Punch List		0.00%	of Labor	\$0.00
<b>J. TOTAL LABOR</b>				<b>\$1,492.40</b>
<b>EQUIPMENT/OTHER</b>				
A. Equipment (From take off worksheet)				\$2,391.00
B. Equipment Fuel Surcharge		2%	of Equipment	\$47.82
C. Equipment Repairs		2%	of Equipment	\$47.82
D. Equipment Yard Work		1.50%	of Equipment	\$35.87
E. Assigned Equipment		2%	of Equipment	\$47.82
F. Other (From take off worksheet)				\$1,200.00
<b>E. TOTAL EQUIPMENT/OTHER</b>				<b>\$3,770.33</b>







**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Old Business

**Meeting Date:** April 14, 2025

**Presenter:** Donald Harvey, Town Clerk

**Item to be Considered**

**Subject:** Non-Town Agency Funding.

**Action Requested:** Council Determine 2025-2026 Non-Town Agency Funding.

**Attachment:** Prior Year Funding.

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

**Date:** 4/2/2025

**ABSTRACT ROUTING:**

**TC:** 4/7/2025

**TM:** 4/8/2025

**Final:** tlp - 4/8/2025

**Supporting Documentation**

Council is asked to discuss and determine the process for the 2025-2026 Non-Town Agency Funding Process. Attached is the funding from prior years.

**Budgetary Impact:** TBD.

**Recommendation:** Council is asked to Determine 2025-2026 Non-Town Agency Funding Process.

# **SUMMARY**

## **NON-TOWN AGENCY FUNDING APPROVALS**

**FY 2021 - 2022**

**FY 2022 - 2023**

**FY 2023 - 2024**

**FY 2024 - 2025**

# FY 2021-2022 NON-TOWN AGENCY FUNDING APPROVALS

Agency	Amount Approved	Other Amount	Status
Boys & Girls Club	\$5,000		APPROVED
Pitt County Council on Aging	\$4,680		APPROVED
Pitt County Girls Softball League	\$5,000		APPROVED
Rebuilding Together Pitt County, NC	\$10,000		APPROVED
Senior Adult Fellowship	\$3,500		APPROVED
Winterville Chamber of Commerce	\$20,000 \$1,000+**	<i>In-Kind</i>	APPROVED
Winterville Historical & Arts Society: DEPOT	\$6,500**	<i>In-Kind</i>	APPROVED
Winterville Historical & Arts Society: MUSEUM	\$5,250**	<i>In-Kind</i>	APPROVED
Winterville Senior Citizens Club	\$3,500		APPROVED
Winterville Watermelon Festival	\$20,000***		APPROVED
<b>TOTAL</b>	<b>\$71,680</b>		
Sheppard Memorial Library Request	<b>\$163,500</b>		
**non-cash request/in-kind services only			
***dispersed in FY 2020-2021			

**NOTES:**

At the May 25, 2021 Budget Work Session #1, Town Council voted to approve the Non-Town Agency Funding amounts listed.



# FY 2022-2023 NON-TOWN AGENCY FUNDING APPROVALS

Agency	Amount Approved	Other Amount	Status
Boys & Girls Club	\$5,000.00		APPROVED
Pitt County Council on Aging	\$6,500.00		APPROVED
Pitt County Girls Softball League	\$5,000.00		APPROVED
Rebuilding Together Pitt County, NC	\$0		
Winterville Chamber of Commerce	\$20,000.00 \$1,000.00+**	<i>In-Kind</i>	APPROVED
Winterville Historical & Arts Society: DEPOT	\$6,500.00**	<i>In-Kind</i>	APPROVED
Winterville Historical & Arts Society: MUSEUM	\$5,250.00**	<i>In-Kind</i>	APPROVED
Winterville Senior Citizens Club	\$3,500.00		APPROVED
Winterville Watermelon Festival	\$50,000.00		APPROVED
Young Scholars and Leaders Institute	\$0		
<b>TOTAL</b>	<b>\$90,000</b>		
Sheppard Memorial Library Request	<b>\$168,400.00</b>		APPROVED
<b>**not cash request/services only total</b>	<b>\$12,750.00+</b>		

**NOTES:**

At the May 24, 2022 Budget Work Session #1, Town Council voted to approve the Non-Town Agency Funding amounts listed above.

# FY 2023-2024 NON-TOWN AGENCY FUNDING APPROVALS

Agency	Amount Requested	Other Amount	Status
Boys & Girls Club	\$5,000.00		Approved
Pitt County Council on Aging	\$6,500.00		Approved
Pitt County Girls Softball League	\$5,000.00		Approved
Rebuilding Together Pitt County, NC	\$10,000.00		Approved
Winterville Chamber of Commerce	\$20,000.00 \$1,100.00+**	<i>In-Kind</i>	Approved
Winterville Historical & Arts Society: DEPOT	\$7,150.00**	<i>In-Kind</i>	Approved
Winterville Historical & Arts Society: MUSEUM	\$5,775.00**	<i>In-Kind</i>	Approved
Winterville Senior Citizens Club	\$3,500.00 \$2,700.00+**	<i>In-Kind</i>	Approved
Winterville Watermelon Festival	\$50,000.00		Approved
<b>TOTAL</b>	<b>\$100,000.00</b>		
Sheppard Memorial Library Request	<b>\$171,768.00</b>		Approved
**not cash request/services only total	\$16,725.00+		

**NOTES:**

At the May 23, 2023 Budget Work Session #1, Town Council voted to approve the Non-Town Agency Funding amounts listed above.

# FY 2024-2025 NON-TOWN AGENCY FUNDING APPROVALS

Agency	Amount Approved	Other Amounts	Status
Boys & Girls Clubs of the Coastal Plain	\$5,000		Approved
Greenville Pitt Education Association, Inc.	\$0		Approved
Mount Shiloh Missionary Baptist Church	\$0		Approved
Pitt County Council on Aging	\$6,500		Approved
Pitt County Girls Softball League, Inc.	\$5,000		Approved
Rebuilding Together Pitt County	\$10,000		Approved
Winterville Chamber of Commerce	\$20,000 \$1,100+**	<i>In-Kind</i>	Approved
Winterville Historical & Arts Society, Inc.: DEPOT	\$7,150**	<i>In-Kind</i>	Approved
Winterville Historical & Arts Society Inc.: MUSEUM	\$5,775**	<i>In-Kind</i>	Approved
Winterville Senior Citizen Club	\$3,500 \$2,700+**	<i>In-Kind</i>	Approved
Winterville Watermelon Festival Committee, Inc	\$50,000 \$61,611+**	<i>In-Kind</i>	Approved
<b>TOTAL</b>	<b>\$100,000</b>		
Sheppard Memorial Library for the Winterville Public Library	<b>\$176,921</b>		Approved
<b>**not cash request/services only total</b>	<b>\$78,336+</b>		

**NOTES**

At the Thursday, May 23, 2024 Budget Work Session #2, Town Council voted to approve the Non-Town Agency Funding amounts listed above.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** April 14, 2025

**Presenter:** Diane White, Director of Parks and Recreation

**Item to be Considered**

**Subject:** Winterville Recreation Park Improvements.

**Action Requested:** Award contract (project) for Winterville Recreation Park Improvements.

**Attachment:** Proposal and scoring system.

**Prepared By:** Diane White, Director of Parks and Recreation

**Date:** 3/26/2025

**ABSTRACT ROUTING:**

TC: 4/7/2025

TM: 4/8/2025

Final: tlp - 4/8/2025

**Supporting Documentation**

The Town of Winterville Parks and Recreation successfully applied for the first round of the Accessible Parks Grant and was awarded funding to implement ADA improvements at Winterville Recreation Park, with a 1:5 matching contribution from the Town. A Request for Qualifications (RFQ) was issued to qualified firms and general contractors in North Carolina, seeking professional services in engineering, landscape architecture, and comprehensive design. The RFQ had a submission deadline of Tuesday, February 25, 2025. This project will focus on designing various accessibility improvements for Winterville Recreation Park, located at 332 Sylvania Street. Attached is the proposal and the scoring system. Based on the review of the proposal, experience, and the highest cumulative score, staff recommends awarding the contract for engineering and project completion to Rivers & Associates, Inc.

**Budgetary Impact:** Funds have been awarded with a 1:5 matching contribution from the Town.

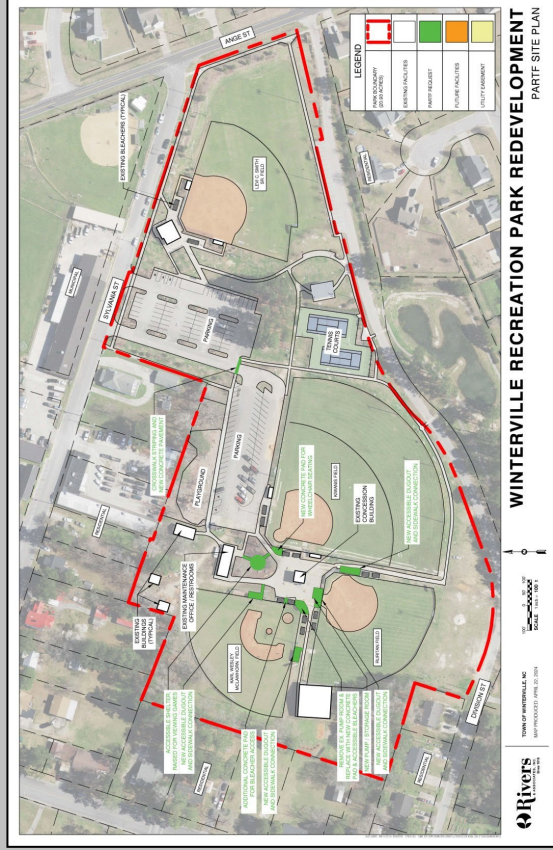
**Recommendation:** Subject to contract negotiations, Staff recommends Council award the engineering and completion of the Winterville Recreation Park Improvement project to Rivers & Associates, Inc.



Due Date: February 25, 2025  
12:00 PM

# Statement of Qualifications

## Engineering Services



## WINTERVILLE RECREATION PARK IMPROVEMENTS

Submitted by:



For:



# Table of Contents

<i>Section 1</i>	<i>Introductory Letter</i>	<i>1</i>
<i>Section 2</i>	<i>Project Organization and Staff</i>	<i>2</i>
<i>Section 3</i>	<i>Profile of Firm</i>	<i>3</i>
<i>Section 4</i>	<i>Project Understanding &amp; Approach</i>	<i>4</i>
<i>Section 5</i>	<i>Quality Assurance &amp; Quality Control Protocols</i>	<i>10</i>
<i>Section 6</i>	<i>Related Project Experience &amp; Reference Projects</i>	<i>13</i>
<i>Appendix A</i>	<i>Key Project Staff Resumes</i>	<i>14</i>
<i>Appendix B</i>	<i>Reference Projects</i>	<i>18</i>

Mrs. Diane White  
Parks & Recreation Director  
Town of Winterville  
2571 Railroad Street  
Winterville, NC 28590

*Rivers & Associates, Inc.*

  
50+ RECREATION,  
PARKS & ATHLETIC  
FACILITY PROJECTS

  
50+  
EMPLOYEES

  
100+ YEARS  
OF SERVICE

Project Manager/Primary Contact

Paul Meder, PLA

Phone: 919-215-2492 (mobile)

Email:

[pmeder@riversandassociates.com](mailto:pmeder@riversandassociates.com)

Corporate Office Address

107 East Second Street

Greenville, NC 27858

PO Box 929

Greenville, NC 27835

Phone: 252-752-4135

Branch Office Address

353 E. Six Forks Road

Raleigh, NC 27609

Firm Licensure

NC BELS Lic. # F-0334

NC BOLA Lic. # C-312

[www.riversandassociates.com](http://www.riversandassociates.com)

## Section 1: Introductory Letter

### Subject: Winterville Recreation Park Improvements

Dear Mrs. White and Selection Committee Members:

Congratulations on the Town's efforts to proceed with the proposed improvements at the Winterville Recreation Park. The Town's efforts to move this project forward are commendable. The Town is seeking a consultant team for design services associated with the project, which includes new facilities and renovations to existing structures. To successfully complete this work, the Town needs a consultant team with a successful record of similar recreation and parks projects. **Rivers & Associates, Inc.** (Rivers) offers that team.

Rivers is a regional leader for design of public infrastructure including recreation and sports infrastructure. We have assisted North Carolina communities with planning, funding assistance, design, permitting and construction administration services for passive parks, athletic facilities and greenways. Our team looks forward to an opportunity to work with the Town of Winterville on the proposed project. We are confident that selecting Rivers will provide the following key benefits:

- **THE RIGHT TEAM.** Rivers' team is experienced and highly qualified in designing recreation park sites and facilities. *With our collective history and experience, you will be assured that your project is in experienced and capable hands.*
- **EXTENSIVE PORTFOLIO.** Rivers' extensive project portfolio demonstrates experience with multiple similar projects in North Carolina where various obstacles were identified, navigated and overcome with appropriate solutions to successfully achieve project goals. *This project presents no obstacles or constraints that our team has not successfully navigated on previous projects.*
- **FUNDING ADMINISTRATION EXPERTISE.** For over twenty years Rivers has worked with clients to secure and administer recreation related project funding from programs administered through state and federal agencies, including PARTF and LWCF. Since the Town will be utilizing external funding resources, our team can assist you with information as needed to comply with funding requirements. *This allows your project to be completed efficiently and effectively relative to schedule, budget, quality control and shared expectations.*

Thank you for consideration of our qualifications and proposal. We look forward to this opportunity to work with you on this important project.

Sincerely,

RIVERS & ASSOCIATES, INC.



Gregory J. Churchill, P.E.  
President

## Section 2: Project Organization and Staff

### *The Rivers' Team*

Rivers' Project Team is well trained and experienced to accomplish their assigned tasks. The key members of this Team have a collective depth and breadth of experiences working on various types of local government, state-owned and privately-owned parks, recreation facilities and sports complexes. The key Team members bring experience in: comprehensive, conceptual and master planning; project funding assistance; detailed design development; permitting; and construction administration of active and passive parks, recreation facilities, sports complexes, waterfront access facilities and educational/conference facilities as well as multi-use trails.

The Key Team members will be supported as required by various staff landscape designers, engineers, architects, surveyors, CADD technicians and administrative personnel. Winterville will benefit from the experience of the Team's key senior members while routine project tasks are accomplished by mid-level and junior level staff.

### *Key Team Members*

Client Contact & Project Manager Rivers & Associates	Paul Meder, P.L.A.
Project Principal Engineer Rivers & Associates	Steve Janowski, P.E.
Project Architect Intrepid Architecture, PA	Albi McLawhorn, AIA
Geomatics Manager Rivers & Associates	Patrick Hartman, P.L.S.
Athletic Lighting & MEP Engineer Dibble & Pledger	Ron Pledger, P.E.
Landscape Designer / CADD Technician Rivers & Associates	Sam Floyd

### *Key Team Member Roles*

**Paul Meder, P.L.A.** – Project Manager and Landscape Architect. Responsible for routine project management and design, coordinating all disciplines for overall project development and deliverables. Facilitates client meetings with Team. Directs all aspects of project design including layout, grading plan, stormwater drainage, materials, and erosion/sedimentation control. Responsible for compilation of construction documents, project bidding and construction administration (as desired by client).

**Steve Janowski, P.E.** – Project Principal Engineer. Has corporate responsibility for client and product delivery. Facilitate engineering aspects of project design and regulatory permitting functions. Will provide utility design expertise as needed and quality control for finished deliverables.

**Albi McLawhorn, AIA** – Project Architect. Responsible for design of building structure and integration of structure into the overall site environment. Provide construction documents for building.

**Patrick Hartman, PLS** – Geomatics Manager. Responsible for design-level topographic survey including location of existing site improvements, and establishment of vertical and horizontal controls for construction.

**Ron Pledger, PE** – Athletic Lighting Design, MEP Engineer. Responsible for design of building mechanical, electrical and plumbing components; athletic field lighting; site lighting, and; site electrical distribution as required.

**Sam Floyd** - Landscape Designer / CADD Technician. Responsible for development of construction drawings and details during design. Will provide assistance during construction administration.

### *Key Team Member Capsule Resumes*

The capsule resumes and hourly rates for Key Team Members are included in Appendix A. Included within the resumes are selected projects that are similar, or contained similar aspects to the proposed project.



## Section 3: Profile of Firm

### *History of Our Firm*

Rivers & Associates, Inc. (Rivers) is a certified Small Professional Service Firm (SPSF) business corporation owned by nine employees dedicated to providing responsive, quality professional service. The company was founded in 1918 in Greenville, NC as Henry L. Rivers, Consulting Engineers, providing municipal engineering and drainage engineering services. The company incorporated in 1959 with the North Carolina Secretary of State under the name Rivers & Associates, Inc. and structured as a Sub-Chapter S corporation under Internal Revenue Service provisions. Since that time the company has grown and the areas of expertise have expanded. Now offering other professional services that complement our core services, our foundation remains engineering services for public works and utility infrastructure.

### *Areas of Service*

Registered to provide professional services in the States of North Carolina, South Carolina and Virginia, Rivers provides engineering, planning, surveying and landscape architecture services on a variety of projects including water / wastewater systems and treatment plants, natural gas storage and distribution, roads and streetscapes, drainage and stormwater management, urban design and revitalization, parks and recreational facilities, marinas and waterfront development, as well as site developments and buildings. Our clientele portfolio includes local, state and federal government, private developers, industrial and commercial clients.

### *Employment Profile*

Civil Engineers	18	Planners	2
Landscape Architect	4	Surveyors	8
CAD Draftsmen	11	Administrative	7
Construction Inspectors	9	TOTAL	59

### *Project Team Location*

Rivers' will manage this project from our Greenville, NC Branch Office. Survey services will also be performed from our Greenville, NC office. Our sub-consultant is also located in Greenville, NC.

### *Rivers' Authorized Representative*

Paul Meder, P.L.A. will serve as Rivers' Project Manager and authorized representative. He will be responsible for routine communications between Rivers' Project Team and the Town of Winterville's project representative.

### *Firm Availability & Commitment*

Rivers' Project Team workload is at a level that is manageable to ensure that the Park Improvement project schedule remains a top priority. In fact, the opportunity to conduct this design project fits well into the projected workload to be assigned to the Project Team over the coming months. Together, the Project Manager and Project Principal conclude how the project proceeds. Weekly internal project team meetings are held for the Project Manager and Project Team to update the Project Principal through review of project status/schedule, general design progression, matters of impediments and associated responses, and next steps. Additional project meetings are held at any time warranted based on developments that may routinely occur. Should the need arise, the Project Principal is responsible for committing additional resources to the project as necessary.

### *Scope of Services*

The proposed project will consist of professional services related to planning, surveying, and design/permitting of the improvements at Winterville Recreation Park. The proposed improvements will include sidewalks, spectator pavilion, bleachers, fencing, irrigation, drainage, and replacement of dugouts. The intended deliverables will be construction plans and specifications ready for bidding. As the Town elects to proceed with bidding and construction administration/observation, Rivers is available, fully capable, and experienced in all phases of project implementation.

## Section 4: Project Understanding & Approach

### *Rivers' History Working with Winterville*

Rivers has a history of working with the Town on a number of projects including utility infrastructure and recreation facility planning, design, and construction.

When the Town was interested in expanding the Town's recreation athletic park, Rivers was engaged to develop a master plan to unify the park with the expansion, restructure existing space to accommodate additional parking, provide a user friendly facility and minimize removal of existing mature trees. The master plan design closed a public street which previously divided the park property, providing unobstructed pedestrian circulation throughout the park as well as to facilitate functional usage of the park for community movie nights and for hosting the annual Watermelon Festival.

Rivers was subsequently engaged to design improvements including a lighted softball/baseball field, a lighted multi-purpose field, concession/restroom/scorer/storage building, 1,000 SF outdoor covered stage and amphitheater, lighted tennis courts, walking trails, interpretative nature area, closure/realignment of the existing street, new parking lots and reconfiguration of existing parking, enhanced pedestrian connectivity to adjoining neighborhoods, and other site improvements.

Rivers' services included master planning, funding assistance, design, permitting, bidding, construction administration and warranty assistance.

Permits obtained included NCDEQ-DWR & PWS Authorization to Construct, NCDEQ-EMLR Erosion/Sedimentation Control, Stormwater, and NCDOT driveway permit.



*During the design phase for this \$1.7 million project, Rivers' typical methodology procedures and QA/QC protocols were followed, allowing budget savings which resulted in expansion of project scope to include an outdoor amphitheater.*



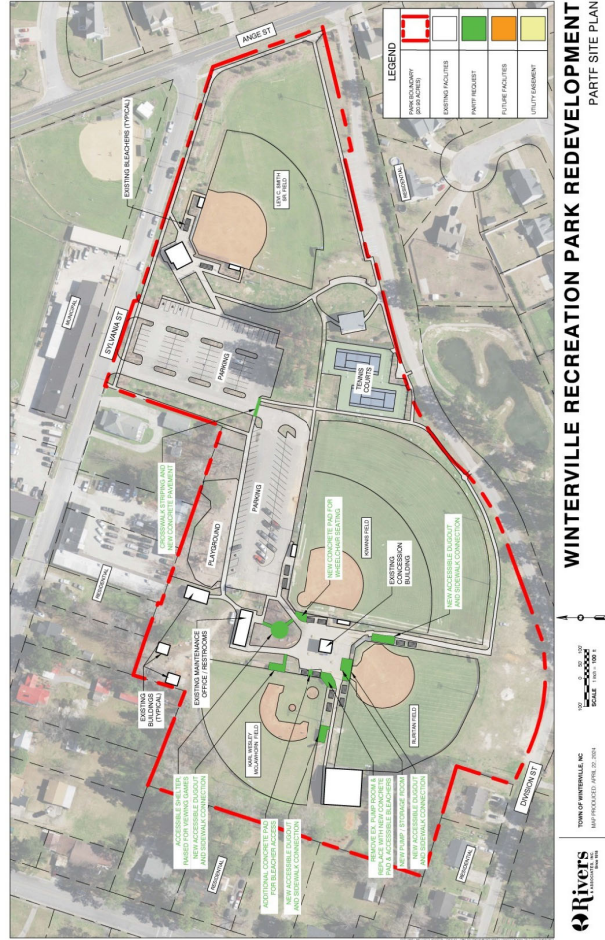


# Section 4: Project Understanding & Approach

## Project Understanding

Over the past several months, Rivers & Associates has followed the Town's plan to implement the proposed accessibility improvements to the Winterville Recreation Park. A member of Rivers' team has visited the site to observe the context of the site and adjacent previous implemented improvements as well as to evaluate the proposed improvements in context with the site.

The Town's Request for Qualification (RFQ) for Engineering Services is associated with the design and construction of an accessible game viewing shelter, multiple dugout improvements with concrete ADA access, new fencing and gate for ADA access to fields, removal of the old press box and relocation of the pump house containing the field irrigation system, removal and replacement of broken/damaged sidewalks near the existing tennis courts and playground with additional striping



## Basic Approach

Rivers presents a collaborative approach to Winterville for the design of the proposed park improvements. Rivers' Project Team have successfully designed and managed similar projects throughout central and eastern North Carolina, regularly employing a successful project approach methodology and Quality Assurance / Quality Control (QAQC) protocols similar to those detailed in the next section of this document.

Prior to commencing work, we will work with Town representatives to refine the scope of the project as necessary to meet Town goals for the project budget, schedule and product. Based on the Scope of Services identified in the Request for Qualifications, we understand the project deliverables to be a construction documents product designed, permitted and ready to be advertised for bidding. Our team will also provide bid phase services as well as construction administration/observation to the extent desired by the Town.

Throughout the project services, our Team will collaborate with Town representatives via on-site and virtual meetings in order to identify and successfully achieve local goals for design, architectural style, finishes, equipment, etc. We will meet with Town representatives at strategic intervals to review design progress and receive feedback for incorporation into the design and the construction contract documents.



## Section 4: Project Understanding & Approach

We welcome the opportunity to apply our Team’s creative talents to the design of the park improvements, optimizing the best use of the property; incorporating ecologically, socially and economically sound practices, and; meeting criteria associated with goals for a successful project.

### *Design Considerations*

General configuration of site uses, facilities and amenities as well as on-site accessibility and connectivity are important aspects of design as well as potential aesthetic value features such as styles and motifs for peripheral landscapes, hardscapes, structures, etc. Consideration will be given to local standards regulating setbacks, parking, lighting, and landscaping.

Following are considerations that the Town and the design Team will want to address during project design:

- Preserving / enhancing drainage on the property.
- Interject opportunities to preserve appropriate site vistas to the greatest extent possible and practical.
- As practical, consider use of stormwater Control Measures (SCM) throughout the site such as rain gardens, grassed infiltration swales, etc.
- Design project plans and related major elements of work to take advantage of potential opportunities to optimize the project budget.
- Identify designed landscaping and other site improvement opportunities enhancing the overall park ambience.

### *Basic Scope of Services to be Provided*

The recommended phases to complete this project are described below:

#### PHASE 1: CONTRACT NEGOTIATION

Rivers’ Project Manager, Project Principal and Project Architect will meet with the Town Project Representative(s) to finalize the scope and schedule for this project. Much discovery will take place during this meeting, defining the project goals and objectives with Town representatives. Following the

meeting, a detailed scope and fee proposal will be presented for Town review and concurrence. A professional services agreement document will be provided for Town review and execution including a mutually agreed scope and professional fee(s).

#### PHASE 2: SITE RECONNAISSANCE, INVENTORY & ANALYSIS, AND SURVEYING

A site analysis relative to proposed site modifications will be completed to confirm existing conditions with regard to impacts of, or modifications to structures, vegetation, topography, drainage patterns, presence of conflicts, etc.

After site analysis, a design-level topographic survey of the site will be conducted.

- Call in NC811 ticket for locates.
- Perform a design-level topographic survey of the designated area including existing structures, roadway/sidewalks, trees, above grade and identified below grade features for water, sewer, drainage, electric and telecommunication utilities.



*Existing spectator bleachers and irrigation system well & pump house proposed to be relocated.*



## Section 4: Project Understanding & Approach

- Within the confines of the designated limits of survey, locate property corners (note: full boundary and ALTA surveys not included).

We will also facilitate on-site meetings with the Town Project Representative(s) to gather further information and receive project input. Meetings should address goals of design motifs, community aesthetic values, anticipated user needs, maintenance considerations and budget as well as permitting requirements, confirmation of available commercial power (3-phase vs. single-phase requirement), and locations of water supply pipelines (domestic use, irrigation, & fire flow requirements).

### PHASE 3: SCHEMATIC DESIGN (20% Construction Documents)

Based upon the meetings and the site analysis from the prior phase, we will complete the following:

- Develop relational diagrams for the organization and placement of proposed elements taking in consideration the existing site features and requirements of other program elements.
- Prepare alternative design concepts for the form and configuration of the elements on the site using a combination of hand sketches and computer rendered graphics to convey design intent.
- Evaluate alternative design concepts and, in conjunction with the Town Representative(s), identify the preferred design concepts.
- Based on the preferred design concepts, prepare a scaled schematic design plan illustrating the form and configuration of the proposed improvements on the site.
- Preliminarily select key materials or material systems.
- Prepare preliminary designs for key construction details.
- Prepare a preliminary opinion of probable cost to construct the proposed improvements.
- Submit the 20% construction documents including, schematic construction details to the Town for review and approval.



### PHASE 4: DESIGN DEVELOPMENT (65% Construction Documents)

Based on the Schematic Design approved by the Town, the Project Team will refine and sufficiently detail the proposed form of the improvements to fully convey the design intent through the following:

- In response to Town feedback, revise and refine the Schematic Design plan to spatially define the location of the proposed improvements in relation to both the existing site features and other proposed improvements.
- Design grading and pedestrian access elements to achieve ADA accessibility compliance in accordance with regulatory and funding requirements.
- Perform preliminary drainage calculations.
- Prepare construction drawings in AutoCAD as required to convey the design intent such as:
  - Grading, drainage, and stormwater management

## Section 4: Project Understanding & Approach

- Facility layout & lighting
  - Site furnishings
  - Vegetation
  - Accessibility and Connectivity
  - Site utilities
  - Prepare design detail sketches illustrating the proposed form, materials, color, and textures of the proposed improvements.
  - Identify potential permitting concerns, so that such may be considered, addressed and incorporated into the design development documents and project sequencing.
  - Prepare outline specifications.
  - Update the preliminary opinion of probable cost to construct the proposed improvements.
  - Meet with the Town to submit and review plans, details, cost opinion, and other deliverables as appropriate comprising the Design Development submittal for review and approval.
- A meeting will be held with the Town Project Representative(s) to present the Design Development documents and to receive feedback.

### PHASE 5: CONSTRUCTION DOCUMENTS (100% CONSTRUCTION DOC.)

Based upon the Town-approved Design Development phase submission, the Project Team will prepare Construction Documents suitable for permit acquisition, bidding, contract negotiations and for construction of the Project. Construction documents will include:

- Construction plans such as:
  - Topographic Survey
  - Demolition Plan
  - Site Layout with Horizontal and Vertical Control
  - Erosion & Sedimentation Control
  - Grading, Drainage and Attenuation (Stormwater Control Devices)
  - Planting Plan (if necessary)
  - Site Furnishings

- Site & Pedestrian Lighting
- Site Improvements (i.e. fencing, bleachers, pavilion/shelter, side-walks, signage, etc.)
- On-Site Utility Improvements (i.e. electrical, water, sewer, etc.)
- Construction details to describe the materials, spatial relationships, connections, and finishes suitable for constructing the proposed improvements.
- Construction specifications for the proposed improvements.
- Estimated quantity take-off, organized construction bid schedule, and relevant specification/definition of payment for qualified bid items.
- Assemble and compile “front-end” documents compatible with local policy, statutory bidding requirements, and utilization for entering into a construction contract.
- Prepare applicable environmental and other regulatory permitting application documentation and assist Town in submittal and acquisition of same.
- Prepare a final opinion of probable construction cost based on final Construction Documents.
- Meet with the Town Project Representative(s) to review Construction Documents and receive feedback.

During this phase, documents will be prepared suitable for submission for compliance review with applicable governmental regulations and permitting. Assistance will be provided to the Town for the submission process to appropriate regulatory agencies. Timely responses will be provided to review comments received from agencies and Construction Documents will be revised for compliance as may be required.

### PHASE 6: BIDDING AND CONTRACT NEGOTIATION

The Project Team will assist the Town to identify the Contractor to construct the Project and establish the firm price to accomplish the work by performing the following tasks:

- Coordinate the schedule for bid advertising, pre-bid conference, adden-

## Section 4: Project Understanding & Approach

- data, and bid opening.
  - Prepare and organize bid solicitation and proposal forms consistent with the Town and statutory requirements.
  - Arrange for printing and distribution of the bid documents to potential bidders and various plan rooms or depository sites.
  - Conduct a pre-bid conference and document the proceedings.
  - Respond to bidder and vendor questions.
  - Clarify the Construction Documents as required through the preparation and issuance of appropriate addenda.
  - Attend and conduct the bid opening.
  - Review bids including contractor qualifications, HUB documentation, bid alternates and formulate a recommendation to the County on award of a contract.
- Should bids received require negotiation, the Project Team will assist the County during the contract negotiation process to establish contract terms for the construction of the Project such as:
- Meet with the Town Project Representative(s) to review bids received and suggest possible modifications effecting bid pricing.
  - Meet with the selected Contractor to review the Construction Documents.
  - Provide clarification to the Construction Documents as required.
  - Evaluate any Contractor proposed modifications to Construction Documents and associated bid pricing.
  - Review with the Town Project Representative(s) any Contractor proposed modifications and impacts to bid pricing.
  - Formulate a recommendation on the award of the contract.
- PHASE 7: CONSTRUCTION CONTRACT ADMINISTRATION**
- If desired by the Town, the Project Team will provide the following administration services associated with the construction of the Project:
- Arrange for transmittal of Construction Documents to the selected Contractor for execution by and between the County and the Contractor.
  - Prepare notification of, agenda for, and conduct a pre-construction conference. Prepare and distribute meeting minutes.
  - Perform review of Contractor's proposed construction schedule.
  - Perform review of Contractor's proposed schedule of payments.
  - Perform review of shop drawings.
  - Undertake periodic observation of the work in progress for conformance with Construction Documents.
  - Administer the construction of the project, including interpretation of plans and specifications as required, and responding to formal Requests For Information (RFI) received from the Contractor.
  - Conducting and documenting monthly on-site progress meetings with the Town and Contractor. Prepare and distribute meeting minutes.
  - Prepare and recommend Field Orders, work change directives and necessary change orders.
  - Review and recommend approval to Town for payment of Contractor progress payment requests.
  - Review and recommend approval to Town for payment of final application for payment.
  - Evaluate the completed work to determine acceptance or non-acceptance based on substantial conformity with the design intent expressed in the Construction Documents.
  - Conduct semi-final and final inspections of the work.
  - Provide determination to the Town as to whether or not the project work is in substantial compliance with the project contract documents. However, the consultant and his Project Team cannot guarantee the Contractor's work.
  - Recommend acceptance of the Work to the Town.
  - Furnish hard copy and digital copy of record drawings (i.e. AutoCAD, pdf, etc.) based on designer's observations and information furnished by the Contractor.
  - Prepare final certifications and performance reports as may be required in accordance with regulatory permits and funding agreements.
  - Assist Town in processing construction contract close out.



## Section 5: Quality Assurance & Quality Control Protocols

### *Responsiveness to Client Needs*

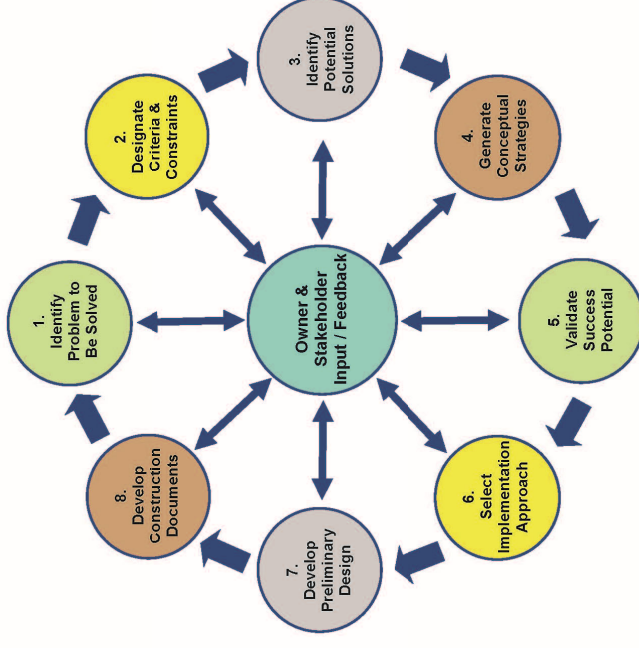
Rivers & Associates attributes much of our success to our firm's overall approach to project and client management. We consider ourselves an extension of our client's staff. Our staff strives to understand the special needs and goals of each individual client by developing strong relationships within each organization.

Our project management philosophy incorporates the establishment of the needs of the client at the pinnacle of our priorities. Listening to the client is the key to understanding his needs. Our project management plan facilitates a practical approach that blends conservative yet progressive concepts with creative initiatives. We utilize this philosophy for planning and design of our projects, and will apply these principles in the development of the proposed accessibility improvement project.

### *Quality Control & Assurance Through Communication*

Internal quality control and assurance will be through Rivers' standard practice of peer review and discussion. Each project includes a work plan to outline the required tasks, responsible party, sequence and schedule for achieving successful completion. The Project Manager is responsible for ensuring that team members complete their assigned tasks in a timely manner. Project teams meet at least weekly (more often as necessary) to review the progress of the project, obstacles encountered, resolutions required, as well as progressive tasks next to be implemented. This is done to ensure that research, analysis, computations, design and production of deliverable documents proceed as smoothly and efficiently as possible toward project completion. Should additional resources be required to maintain a project's progress, the Project Manager will identify this requirement during the weekly meetings and make necessary priority adjustments and/or acquire additional resources with which to otherwise overcome the obstacle. Additionally, meetings with and periodic review of sub-consultants' work is performed by qualified Rivers' staff to ensure understanding and compatibility with project goals.

### *Rivers & Associates Planning & Design Process*



Internal peer review is utilized to ensure quality control for computations, design, and preparation of project documents. Registered Surveyors, Engineers and Landscape Architects will directly supervise all work produced as well as review and seal the completed product.

External agency review helps to ensure suitability for implementation. One method of external quality control and assurance will be accomplished by consistent communication and meetings with the Town's representatives. Town input will be routinely requested from the conception of project scope through completion of the project. Town representatives' participation in the design process and concurrence with final recommendations is vital to the success of the project.

Rivers approach to planning, design and construction administration includes involving appropriate members of the Owner's staff in the project as much as



## Section 5: Quality Assurance & Quality Control Protocols

the Owner is willing to allow and participate. Ultimately, the Town's Recreation & Parks Department staff are the individuals who will routinely maintain the new facilities while the Recreation Director, Finance Officer and Town Manager will work with the Town Council in the implementation and finance plans for construction projects as well as annual O&M budgeting considerations. Those individuals' opinions of the final product will either positively or negatively impact River's reputation with Winterville and throughout all of North Carolina.

As such, we covet the Owner's opinions or preference with regard to certain design decisions. We will advise the County of the pros and cons of available options. If we feel strongly that a given solution is superior to others, we will advise the Town accordingly. However, many decisions are simply based on preference. We believe that the final design should reflect the Town's preferences whenever practical. Also, maintenance personnel will be attuned to O&M requirements and costs that may impact the plan, and can offer valuable insights into potential cost savings and/or benefits for the Owner.

Additional external agency review, as applicable, will be provided by routine communication and meetings with representatives of regulatory agencies that will be requested to issue appropriate environmental/regulatory permits for project development. Such input during the course of project scoping and preliminary design helps to ensure suitability for implementation and expedite the permitting process once formal applications for plan approval and authorization to construct are submitted.

### *Cost Control*

#### GENERAL

Rivers and Winterville are mutually interested in completing projects within budget. The best tools for accomplishing this goal are sound cost estimation, clear communication, a well-defined scope of work, and clearly defined lines of responsibility between the Owner, Engineer and Contractor (as applicable).

It should be noted, that while we make every effort to provide reliable con-

struction cost opinions, the consultant cannot assure that the project budget will not be exceeded in the final public bidding process as external factors can create uncontrollable influences.

In order to control the scheduling and cost of engineering, we have assembled an experienced and technically qualified team that will perform their responsibilities in a timely and efficient manner. Our understanding of the technical needs and permitting process will afford Winterville the most cost-effective solution to the project.

To avoid escalation of the cost of the work, the Owner and Engineer need to share and understand each other's mutual expectations, establish a clearly defined scope of work, and designate a single point of contact for communications. Each party should encourage open and frequent communication with expedient responses or decisions to inquiries or requests for information.

#### DURING PROJECT DESIGN

Rivers has developed proven methodologies and a good track record for estimating the cost of work. The first step in controlling the project budget is to prepare a sound proposed budget in relation to the conceptual design. As implementation of the concept plan evolves into design development phases, a design development memo will include our comments as to the adequacy of the original project budget and recommendations, if necessary, for means of overcoming obstacles, decreasing the construction cost or the need for an increase in the project funding to achieve the Town's project goals.

Throughout the design development process, maintaining a detailed takeoff of construction items and updating costs as necessary are key steps to providing a reliable cost opinion. The Town will be notified at any time that the cost opinion exceeds project funding along with alternative solutions, as appropriate.

#### BIDDING OF PROJECT

Prior to bidding, a final construction cost opinion will be prepared for presen-

## Section 5: Quality Assurance & Quality Control Protocols

tation to the Town as part of the final design phase documents.

In order to obtain competitive bids, we strive to provide our clients with clear, concise, correct and well coordinated Construction Documents. Well prepared project documents are the best tool for obtaining a competitive and fair bid price.

We utilize bid tabulation data maintained for all our projects as a cost estimating tool. Additionally, we maintain good working relationships with material suppliers, contractors and equipment manufacturers' representatives. These resources are utilized as necessary to prepare construction and project cost estimates.

### OWNER PREFERENCE

Rivers makes a concerted effort to include the Owner in the design and decision-making process. Each design element has associated benefits and costs. The Owner's preference has a direct impact on the ultimate project cost. Occasionally, alternative bid items are included for specific items of preferred equipment. This provides additional choices to the Owner that contribute to the final construction/project cost.

### *Project Schedule Maintenance*

In addition to a well-defined budget, each project should include a mutually agreeable schedule. Project status should be regularly checked against the schedule to determine whether the progress is acceptable or whether additional resources are required to complete the work on time.

For most projects, periodic design review meetings are scheduled with the Owner at which project status is discussed among other items. This provides an opportunity for the Owner to stay informed of the progress to date, and offer input into whether adjustments are required.

During weekly internal team meetings (more frequently as required) schedule is reviewed to ensure that sufficient progress is being made and that potential delays are addressed expeditiously.

In order to control the timeframe for performance of the work, Rivers will propose a reasonable project schedule for each project in conjunction with the Owner's and funding agency's requirements, and will provide sufficient staff to complete the work within the established timeframe. Supplemental staff are made available as needed.

### *Protection Against Defects / Deficiencies*

One of the principal roles of the Designer is to ensure that the end product performs as intended. Numerous opportunities exist for circumstances, events, misunderstandings or mistakes to jeopardize the performance of the completed work. The following steps are integrated into our procedures to minimize defects and deficiencies during construction of the project:

- Ensure clear understanding by Owner and Engineer of the project goals and operations requirements/performance of all specified materials and equipment.
- Clearly define and document project and performance requirements during the preparation of plans and specifications to assist Owner, Contractor and Supplier understanding.
- Confirm that any proposed "substitute" or "or equal" items meet plan and specification requirements.
- Carefully review shop drawing submittals for acceptability.
- Provide well-qualified construction administrative and inspection staff with extensive experience in work of the type being performed.
- Confirm acceptable construction in substantial accordance with contract documents.
- Confirm contract requirements for warranty, certifications, etc. are fulfilled.

## Section 6: Related Experience and Reference Projects

### Product Knowledge

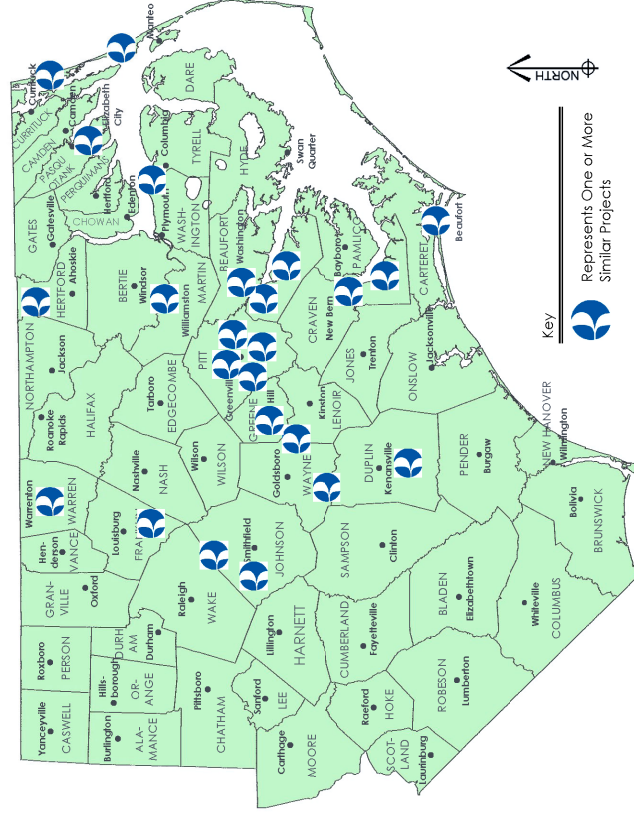
Rivers & Associates has a vast and diverse project portfolio of planning and designing a variety of projects including active and passive parks, athletic fields, playground facilities, water access facilities, and multi-use path/greenway trails for local government, secondary schools, universities, and privately-owned facilities.

In addition to planning and design of recreation and athletic related sites, facilities and amenities, Rivers also has vast experience associated with site planning for land development projects including schools, institutions and commercial development. The tenets of site design for those facilities are primarily the same as required for recreation park projects; accommodating the primary purpose with an aesthetically pleasing site incorporating the interaction of man with the environment while also accommodating transportation needs in support of the primary use and compliance with regulatory criteria.

Located in eastern North Carolina since 1918, and having designed numerous projects throughout the region and state, Rivers' Team maintains strong relationships with State and Federal regulatory agency personnel assigned to the eastern region of the state. We are accustomed to working with these individuals to identify project strategies to achieve regulatory requirements while assisting our client meet project goals in a cost-effective manner.

### Similar Project Locations

The map of eastern North Carolina shown below illustrates locations in central and eastern North Carolina where Rivers provided services for one or more projects that included at least one facility or amenity similar to the proposed Town of Winterville Park Improvements project.



### Similar Project Descriptions

Appendix B provides summaries of specific project examples that are similar to, or contain major elements similar to, the proposed project.



## APPENDIX A - Key Project Staff Resumes

### Paul Meder, P.L.A.

Client Contact &  
Project Manager

Paul Meder is a landscape architect with over 35 years experience in land planning, landscape architecture, project management, design and construction administration. His areas of expertise include a wide variety of public and private parks, greenways, and recreation facilities as well as commercial, institutional, multi-family residential, subdivision and mixed-use land development. His experience includes all phases of project development from conceptual and master planning through site design, construction documents, permitting and construction administration.

*Paul's expertise with park design will enhance the overall finished design product to the benefit of Winterville.*

#### Relevant Experience

- Oak City Academy, Garner, NC
- Northeast Park 340-Acre Master Plan, Guilford Co., NC
- Southwest Park 513-Acre Master Plan, Guilford Co., NC
- Ironwood South, An Agri-Community, Greenville, NC
- The Parks (6 plus trail system) at Meadowview, Chatham County, NC
- Cape Fear River Multi-purpose Trail, Fayetteville, NC
- The Moorings at Albemarle, Perquimans County, NC
- Chatham Park, Pittsboro, NC
- Town Square Park, Weldon, NC



#### Professional Registration

Prof. Landscape Architect, NC (#755)

#### Academic Credentials

B.S., Landscape Architecture,  
University of Illinois, Urbana-Champaign

### Steve Janowski, P.E.

Project Principal Engineer

With 40 years of wide-ranging experience, Steve Janowski has a vast depth of knowledge associated with incorporating various features into site design for many different types of land uses. His expertise includes site design for parks, K-12 schools including athletic facilities, college campus expansions and other institutional site development, commercial and industrial sites, and residential development ranging from small single-family and multi-family communities to golf course communities. He has extensive site design and construction administration experience includes utilities, grading, drainage, stormwater management, roadway, parking facilities and pedestrian access.

*Steve's vast experience with site design engineering and permitting criteria brings added value to your project.*

#### Relevant Experience

- Rose Hill—Magnolia School & Athletic Fields, Duplin County, NC
- Havelock H.S. Auditorium and Tennis Courts, Havelock, NC
- Cleveland Area High School & Athletic Fields, Johnston County, NC
- Smithfield Primary School & Recreation Center, Johnston County, NC
- Lee County High School Additions/Renovations, Sanford, NC
- Lenoir Community College Parking Addition, Kinston, NC
- South Granville Recreation Center, Louisburg, NC
- Mount Olive University Track & Field, Mount Olive, NC
- Pitt Community College Goess Student Center, Winterville, NC
- Chicod School Expansion & Athletic Fields, Pitt County, NC
- South Central High School & Athletic Fields, Pitt County, NC
- Suzie Gray McConnell Recreation Park, Washington, NC



#### Professional Registration

Professional Engineer, NC (#12324)

#### Academic Credentials

B.S., Civil Engineering,  
North Carolina State University



## APPENDIX A - Key Project Staff Resumes

### Albi McLawhorn, AIA | Project Architect



As founder and President of INTREPID Architecture, Albi McLawhorn has more than 20 years experience successfully guiding clients through all project phases including master planning, design development, construction document preparation, construction administration, and project management. Prior to the founding INTREPID, he served as Partner and Executive Vice President with MHA-works. His portfolio of work includes over 200 projects with a variety of building types including: municipal, government, universities, and public works facilities.

***Albi's breadth of experience enables him to develop design solutions that are tailored to suit the specific needs of each project while making for solutions that are client-centered.***

#### Relevant Experience (w/ Rivers)

- Randolph Johnson / Water Tower Park Master Plan, Beaufort, NC
- Lewis Farm Park, Havelock, NC
- Eastern 4-H Recreation Center, NC State University, Tyrrell County, NC
- Winterville Recreation Park Expansion, Winterville, NC

#### Other Relevant Experience

- Town Common Park Amphitheater, Greenville, NC
- Person County Recreation Center, Roxboro, NC
- Ayden Arts & Recreation Center Renovation, Ayden, NC

### Patrick Hartman, P.L.S. | Geomatics Manager

Mr. Hartman is an Associate of the firm and a Professional Land Surveyor serving as the Project Manager for the Surveying Department. His 31 years of diverse experience includes surveys for land development projects for residential, commercial, education, healthcare, institutional and industrial markets. His experience also includes various surveys for public works and utility infrastructure projects including water, sewer and drainage networks; pump stations and treatment plants; streets, roadways and streetscapes; and recreation parks, greenways and athletic facilities. Mr. Hartman has extensive experience with taking projects from the initial boundary survey, to final platting, to design level surveying, construction staking, and as-built surveying. His experience includes wetland surveys, topographic surveys, boundary surveys, boundary platting, utility easement mapping, roadway right-of-way mapping, construction surveying, drainage and utility as-builts and physical/as-built/loan surveys.

***Patrick's experience with design-level topographic surveys assures a reliable and quality mapping of the project site for use in design development.***

#### Relevant Experience

- Recreation Park Expansion & Improvements, Town of Winterville, NC;
- Wildwood Park Improvements, Greenville, NC
- Craven County Creekside Park, New Bern, NC;
- Warren County Recreation Park, Warren County, NC;
- Godwin-Coppage Park, Phase I & II, Town of Williamston, NC;
- Sandy Run Park, Town of Kitty Hawk, NC;



#### Professional Registration

Registered Architect, NC (#11028)  
Registered Architect, VA (#19354)

#### Academic Credentials



#### Professional Registration

Professional Land Surveyor, NC (# L- 4262)  
Certified Flood Plain Surveyor, (NC-102)

#### Academic Credentials

A.A.S., Civil Engineering & Surveying  
Technology, Central Piedmont Community College

## APPENDIX A - Key Project Staff Resumes

### Ron Pledger, P.E.

MEP Engineer



Ron Pledger, President of Dibble & Pledger, has over 35 years experience with all aspects of electrical/mechanical design from inception through final construction inspection including preliminary field investigation, design development, construction documentation, construction administration, final inspection and project close out. He has vast design experience in plumbing; mechanical; high voltage electrical distribution; load management; street/parking/security & athletic lighting; water/wastewater treatment plants & pumping stations; and radio transmission.



#### Professional Registration

Professional Engineer, NC (#1.11054)

Professional Engineer, VA (#21.1124)

LEED AP

#### Academic Credentials

**Ron's relationship working with Rivers' Team and his extensive experience with athletic field lighting at the recreation and collegiate levels serve as a valuable resource for the Team.**

#### Relevant Experience (w/ Rivers)

- Harbor Walk Boardwalk, Beaufort, NC
- Boyd Lee Park Sand Volleyball Complex, Greenville, NC
- Lewis Farm Park, Havelock, NC
- Slocum Park, Havelock, NC
- Sandy Run Park, Kitty Hawk, NC
- Warren County Recreation Park, Phases I & II, Warrenton, NC
- Godwin-Coppage Park, Phase II, Williamston, NC

#### Other Relevant Experience



Bronco Stadium Lighting Upgrades, Fayetteville St. Univ., Fayetteville, NC

### Sam Floyd | Landscape Designer / CADD Technician

Sam Floyd is a landscape designer who contributes to project design from conceptual phase through construction documentation, including site design, planting design of landscape and wetland plants, and detail documentation. He has worked on a variety of projects including single and multi-family residential, commercial, industrial, and municipal park spaces.

#### Academic Credentials

B.S., Landscape Architecture,  
Clemson University

**Sam's experience in planning, designing and assisting with construction plan development for recreation projects adds to the project team.**

#### Relevant Experience

- Gaylord Perry Park, Williamston, NC: Responsible for preliminary and design drawings for park site: update to park including accessibility retrofit, grading, layout design, planting design.
- Katherine Davis Park, Morehead City, NC: Responsible for conceptual drawings for park site: hardscape design, planting design, amenities.
- Mitchell Village Park, Morehead City, NC: Responsible for conceptual drawings for park site: hardscape design, planting design, amenities.
- Weldon Town Square Park, Weldon, NC: Responsible for conceptual drawings for park site: hardscape design, planting design, amenities including stage and raised lawn.

# APPENDIX A - Key Project Staff Resumes

Rivers' current standard rate schedule is illustrated below:

<b>Hourly Rates Schedule</b>	
<b>Rivers &amp; Associates, Inc.</b>	
<b>Employee Classification</b>	<b>Hourly Rates</b>
Principal	\$205
Project Manager	\$150 - \$200
Project Engineer	\$120 - \$185
Design Engineer	\$100 - \$110
Landscape Architect	\$115 - \$160
Planner	\$85 - \$105
CAD Designer	\$90 - 140
CAD Technician	\$75 - \$85
Project Surveyor	\$100 - \$150
Party Chief	\$65 - \$120
Surveyor Technician	\$55 - \$75
1-Man Robotic	\$110 - \$150
Resident Project Rep.	\$70 - \$115
Administrative Assistant	\$70 - \$85
Intern Tech	\$45
Sub-Consultants and Fees	1.15 x Cost
Travel	Current IRS Rate
Miscellaneous Expenses	Cost

Rates are effective through June 30, 2025.  
Subject to annual adjustment thereafter.



*Creekside Park Playground, Craven County, NC  
Design by Rivers & Associates, Inc.*

### Testimonial

*"It did not take long for us to realize the benefit of hiring Rivers for this project."*

**Eddie Games**  
Director (Retired)  
Craven County  
Recreation & Parks

**In reference to the Creekside Park Playground Project**



## Appendix B: Reference Projects

### Currituck Community Park, Phase III

Currituck County, NC

#### Rivers' Role

Prime Consultant

#### Owner Contact

Currituck County, NC

Jason Weeks, Director

Parks & Recreation Department

130 Community Way

Barco, NC 27919

Phone: (252) 232-3007

Email: Jason.Weeks@currituckcountync.gov

#### Key Personnel / Roles

Project Engineer: Steve Janowski, P.E.  
Landscape Architect: Paul Meder, P.L.A.  
Project Architect: Albi McLawhorn, AIA  
MEP Engineer: Ron Pledger, P.E.  
Geomatics Manager: Patrick Hartman, P.L.S.

Rivers is currently working with the County for Engineering Services associated with the design and construction of Phase III park improvements on a site of approximately 13 acres within the existing Currituck Community Park located on Maple Parkway in the community of Barco in Currituck County.

Rivers was originally engaged to develop the park's master planning of two baseball fields, parking facilities and ballpark visitor amenity facilities.

Site design and preparation of construction drawings are currently in progress, with site permitting and contractor bid process expected to be completed in early 2025. Coordination with consultants to begin facilities design is also under way. Construction is expected to begin in the Autumn of 2025.

Rivers' services included wetland delineation, surveying, design, and permitting. Phase III permits will include NCDEQ-DWR PCN, & PWS Authorization to Construct, NCDEQ-EMLR Erosion/Sedimentation Control, and No-Rise certification.



Existing Ballfield Spectator Seating / Dugout



Shelter at Existing Ballfields



## Appendix B: Reference Projects

### Wildwood Park Greenville, NC

#### Rivers' Role

Prime Consultant

#### Owner Contact

City of Greenville, NC  
Mark Nottingham, Project Development Mgr.  
Project Management Department  
200 West Fifth Street  
Greenville, NC 27858  
Phone: (252) 329-4242  
Email: mnottingham@greenvillenc.gov

#### Key Personnel / Roles

Project Engineer: Steve Janowski, P.E.  
Project Architect: Albi McLawhorn, AIA  
MEP Engineer: Ron Pledger, P.E.  
Geomatics Manager: Patrick Hartman, P.L.S.

After acquiring a 100+ acre property along the Tar River, the City committed to develop a new passive “adventure” park including water-related activities, skate/BMX park, playground, multi-use event space, hiking trails, camping platforms, canopy walk and outdoor amphitheater.

Rivers was engaged to assist develop the park’s initial phase including design and permitting associated with a parking facility, canoe/kayak launch, floating dock, lake beach, 8,600 LF primitive hiking trails, and three camping platform areas.

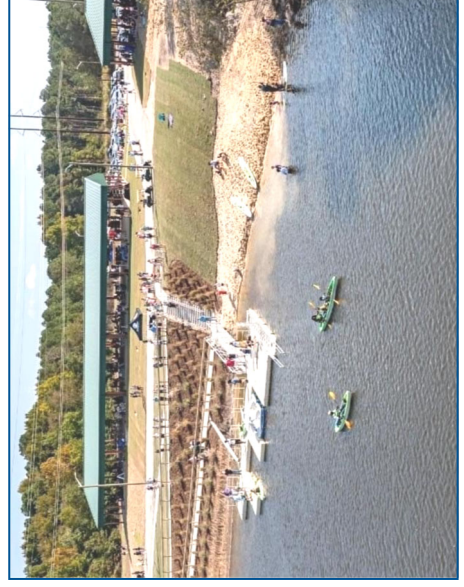
Phase I has been completed. Rivers is currently engaged on a larger team for Phase II including the canopy walk.

Rivers’ services included wetland delineation, surveying, design, and permitting. The City was responsible for bidding and construction administration of Phase I.

Phase I permits obtained included NCDEQ-DWR PCN, & PWS Authorization to Construct, NCDEQ-EMLR Erosion/Sedimentation Control, No-Rise certification and NCDOT driveway permit.

***This project is similar to the proposed project as it includes site improvements such as grading, parking facilities, and ADA-compliant pedestrian access to the various amenities.***

*With a tweak to our standard design procedures, City staff performed the research and provided information on a number of desired project amenities, which Rivers incorporated into the design and permitting requirements to meet the City’s project goals and objectives.*



# Appendix B: Reference Projects

## Town Square Park

Weldon, NC

### Rivers' Role

Prime Consultant

### Owner Contact

Town of Weldon

Connor Winstead, Town Administrator

109 Washington Avenue

Weldon, NC 27890

Phone: (252) 536-4836

Email: [cwinstead@historicweldonnc.com](mailto:cwinstead@historicweldonnc.com)

### Key Personnel / Roles

Project Engineer: Steve Janowski, P.E.

Landscape Architect: Paul Meder, P.L.A.

Geomatics Manager: Patrick Hartman, P.L.S.

The services of Rivers were engaged for the concept planning and future design of Town Square Park, a 1.5-acre parcel located in downtown Weldon. The park will become a focal point and gathering space for the community with an open play space, an 800 SF outdoor amphitheater, enhanced site lighting & parking facilities, and various pedestrian amenities.

Project conceptual planning has been completed and the project is currently in the funding stage.

Once in design development, Rivers will be responsible for design of the site including grading, amphitheater, utilities, parking and drainage improvements.

Rivers' services will include due diligence planning, design, permitting, bidding, and construction administration.

Permits anticipated included zoning, NCDEQ-DWR & PWS Authorization to Construct, NCDEQ-EMLR Erosion/Sedimentation Control, Stormwater, NCDOT driveway and encroachment permits.

***This project is similar to the proposed project as it included site improvements including grading, parking facilities, site utilities to the facility, and ADA-compliant pedestrian access to the facility.***



***Once funded, Rivers will follow our typical methodology procedures and QA/QC protocols for design development modified as needed for project specificity as to the scope of proposed improvements.***

## Appendix B: Reference Projects

### Lewis Farm Park

Havelock, NC

#### Rivers' Role

Prime Consultant

#### Owner Contact

Town of Havelock

Kelvin Hardesty, Director

Recreation & Parks Department

1 Recreation Drive

Havelock, NC 28532

Phone: (252) 523-0524

Email: [khardesty@havelocknc.us](mailto:khardesty@havelocknc.us)

#### Key Personnel / Roles

Project Engineer: Steve Janowski, P.E.

Project Architect: Albi McLawhorn, AIA

MEP Engineer: Ron Pledger, P.E.

Geomatics Manager: Patrick Hartman, P.L.S.

This project consisted of first phase (9.48 acres) development of a new public park on 46.8 acres of land. Facilities constructed in the initial phase included: one lighted and irrigated multi-purpose field sited so as to accommodate a second future field; a small playground; a 1,000 SF masonry building containing concession / restroom / storage facility; a 450 SF picnic shelter; a 2,800 SY parking area; and a 2,000 GPD on-site subsurface wastewater disposal facility including dosing pump station with dual pumps. Miscellaneous amenities included picnic tables, park benches, minor signage and pedestrian sidewalks throughout the facility.

The site conceptual plan was designed to accommodate a future second multi-purpose field, a future 1-acre community garden, future dog park facilities and future walking trails.

Rivers' services included funding administration assistance, design, permitting, bidding, budget planning assistance, construction administration and warranty assistance.

Permits obtained included NCDHS Authorization to Construct, NCDEQ-EMLR Erosion/Sedimentation Control, Stormwater, City Land Clearing permit, and NCDOT driveway permit.

***This project is similar to the proposed project as it included site improvements including grading, parking facilities, concession/restroom building, picnic shelter, site utilities and site lighting, ADA-compliant pedestrian access to the various recreation amenities.***



***The City's project budget was developed prior to River's engagement. Utilizing our standard procedures and protocols, Rivers identified an anticipated budget shortfall prior to initiating design. With the Owner's concurrence, Rivers proceeded with a design that allowed the City to meet its project goals and achieve compliance with its PARTF grant agreement.***



## Appendix B: Reference Projects

### Creekside Park Playground Improvements

Craven County, NC

#### Rivers' Role

Prime Consultant

#### Owner Contact

Craven County, NC

Mark Seymour, Director  
Recreation & Parks Department  
1821 Old Airport Road  
New Bern, NC 28562  
Phone: (252) 636-6606  
Email: mseymour@cravencountync.gov

Craven County received a \$750,000 grant from Trillium Health Resources to build an inclusive playground at Creekside Park with grant conditions requiring design approval within two months of consultant selection. Through a “quality based selection” process, Rivers was awarded the challenge to envision the project conceptually, then create construction documents and full specifications for approval by Trillium. The design timeline challenge was successfully achieved and the project completed in less than one year from start to finish.

The design offers interconnected yet separated spaces with varied activity levels ranging from passive to active. The play environment includes areas for sensory stimulation and learning through doing. The peripheral walkways and vegetation provide physical, but not visual, separation from the surrounding soccer fields, as well as a way to get to and from the concession/restroom facility and picnic shelter without the necessity of walking through the playground. The project included accessible parking, other hardscape improvements, and was designed to accommodate future installation of pedestrian level lighting, local wifi and a custom interactive misting play sculpture.

Rivers' services include surveying, design and permitting assistance.

Permits obtained included NCDEQ-PWS Authorization to Construct.

*This project is similar to the proposed project as it included site improvements including grading, parking facilities, site utilities to the facility, and ADA-compliant pedestrian access to the facility.*

*Utilizing Rivers' design methodology procedures and QA/QC protocols, the design of this \$800,000 project was completed within a 2-month schedule prescribed by the grantor, assisting the County achieve grant compliance and complete the overall project in less than one year.*





**Town of Winterville Parks & Recreation Department**  
**Accessibility For Parks Grant-Park Improvements**

**Proposal Scoring System**

<b><u>Criteria</u></b>	<b><u>Measure</u></b>	<b><u>x</u></b>	<b><u>Weight</u></b>	<b><u>=</u></b>	<b><u>Rating</u></b>
Extensive experience in the planning process	_____	X	4	=	_____
Firms overall focus on Parks & Recreation Projects	_____	X	4	=	_____
Quality of organization and thoroughness of proposal package	_____	X	3	=	_____
Quality of overall presentation	_____	X	3	=	_____
Quality of relevant examples of similar projects	_____	X	3	=	_____
Professional experience/education of designated project manager	_____	X	3	=	_____
Quality of computerized enhanced Design Graphics relating to Schematic Plans	_____	X	2	=	_____
Firm's Action Plan associated with timeline/schedule for project completion	_____	X	2	=	_____
Resumes/bios including relevant certifications & licenses of key staff assigned to the project	_____	X	2	=	_____
Assistance methodology pertaining to possible funding mechanisms/options	_____	X	1	=	_____
Firms perceived ability to relate effectively to the Town of Winterville	_____	X	1	=	_____
Statement of any possible conflicts of interest	_____	X	1	=	_____

---

**Total Overall Score** \_\_\_\_\_

**Scale**

5 Outstanding	3 Good	1 Poor
4 Great	2 Fair	0 Information not Provided



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** April 14, 2025

**Presenter:** Donald Harvey, Town Clerk

**Item to be Considered**

**Subject:** NCLM Voting Delegate.

**Action Requested:** Council Select a Voting Delegate.

**Attachment:** NCLM Voting Delegate Information.

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

**Date:** 4/2/2025

**ABSTRACT ROUTING:**

**TC:** 4/7/2025

**TM:** 4/8/2025

**Final:** tlp - 4/8/2025

**Supporting Documentation**

Council to select a voting delegate for the Board of Directors of NCLM.

See attached information.

Each member municipality shall designate one voting delegate who is eligible to cast a single vote for the 2025-2026 League Board of Directors in advance of the annual business meeting.

**Electronic Voting Timeline**

- The designated voting delegate shall receive their credentials and voting instructions on or before April 14, 2025.
- The appointed voting delegate shall vote on the slate of candidates via electronic means between April 14- April 21, 2025.
- The election results shall be presented to the membership at CityVision 2025, May 1, 2025, at the NCLM Annual Business Meeting during the CityVision conference.

Please note: Your designated voting delegate does not need to attend CityVision. There is not a need for a voting delegate to be assigned for CityVision this year because the issues to be voted on at the Business Meeting are non-controversial (ex: retirement and memorial resolutions). All business at CityVision will be conducted by voice vote.

**Budgetary Impact:** NA.

**Recommendation:** Council Select a Voting Delegate..



## Designate Your Voting Delegate

The nomination period for the 2025-2026 Board of Directors is now open and will run through March 31. Once again, we will hold an electronic voting process for board elections.

During CityVision, held April 29 - May 1 in Greenville, League members will attend the annual business meeting where the 2025-2026 Board of Directors election results will be announced.

You are receiving this because each member municipality shall **designate one voting delegate** who is eligible to cast a single vote for the 2025-2026 League Board of Directors in advance of the annual business meeting.

Please complete the Voting Delegate form to identify your municipality's voting delegate to ensure delivery of electronic ballot and voting instructions by April 14, 2025.

***Please note: Your designated voting delegate does not need to attend CityVision. There is not a need for a voting delegate to be assigned for CityVision this year because the issues to be voted on at the Business Meeting are non-controversial (ex: retirement and memorial resolutions). All business at CityVision will be conducted by voice vote.***

## VOTING DELEGATE FORM ATTACHED

### Electronic Voting Timeline

- The designated voting delegate shall receive their credentials and voting instructions on or before **April 14, 2025**.
- The appointed voting delegate shall vote on the slate of candidates via electronic means between **April 14- April 21, 2025**.
- The election results shall be presented to the membership at CityVision 2025, **May 1, 2025**, at the **NCLM Annual Business Meeting** during the CityVision conference.

***Please note: Your designated voting delegate does not need to attend CityVision. There is not a need for a voting delegate to be assigned for CityVision this year because the issues to be voted on at the Business Meeting are non-controversial (ex: retirement and memorial resolutions). All business at CityVision will be conducted by voice vote.***



## 2025-2026 NCLM Board | Designate Your Municipality's Voting Delegate

*Designation of the Voting Delegate: Each Voting Delegate shall cast the single vote of the municipality for the 2025-2026 NCLM Board of Directors | Slate of Candidates.*

*Please complete the Voting Delegate form to identify your municipality's voting delegate to ensure delivery of electronic ballot and voting instructions by April 14, 2025.*

*If you have questions, contact Sarah Collins, [scollins@ncml.org](mailto:scollins@ncml.org).*

### VOTING DELEGATE INFORMATION

Name\*(required)

Municipality\*(required)

Preferred Email - unique to voting delegate to receive ballot\*(required)

Cell Number\*(required)

Preferred Address\*(required)

### Person Completing Form (if different from above)

Name

Email

Preferred Phone Number

Submit





**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** April 14, 2025

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

**Item to be Considered**

**Subject:** Villa Grande Phase 3 Final Plat.

**Action Requested:** Review Final Plat for adherence.

**Attachment:** Villa Grande Phase 3 Final Plat Map.

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

**Date:** 3/26/2025

**ABSTRACT ROUTING:**

TC: 4/7/2025

TM: 4/8/2025

Final: tlp - 4/8/2025

**Supporting Documentation**

**Applicant:** Thomas Engineering, PA.

**Location:** Red Forbes Road- North of existing Villa Grande Neighborhood.

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

**Site Data:**

- 22.73 Acres.
- 40 Lots.
- Emergency Access/Fire Lane is provided to allow another form of emergency access into the subdivision.

**Zoning District:** R-10.

**Staff Analysis:**

- Villa Grande phase 3 Final Plat meets the approved preliminary plat (5.9.22).
- The Final Plat has received TRC approval and Final Site Inspection Approval.
- Staff recommends Approval of Villa Grande Phase 3 Final Plat.

**P&Z:**

Unanimously approved at their March 17th Meeting.

**Budgetary Impact:** TBD.

**Recommendation:** Staff recommends Council Approval of Villa Grande Phase 3 Final Plat.



**CERTIFICATE OF OWNERSHIP AND DEDICATION**

I (WE) CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREIN, THAT THE PROPERTY IS WITHIN THE SUBDIVISION JURISDICTION OF THE TOWN OF WINTERVILLE AND THAT I (WE) HEREBY ADOPT THIS SUBDIVISION PLAN WITH MY (OUR) FREE CONSENT; ESTABLISH ALL LOTS, EASEMENTS, SETBACKS, AND OTHER ASPECTS OF THE SUBDIVISION; AND DEDICATE ALL STREETS, WALKS, PARKS, AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

OWNER: SV PITT COUNTY, LLC

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**NOTARY PUBLIC**

I, \_\_\_\_\_ A NOTARY PUBLIC OF THE COUNTY AND STATE AFORESAID, CERTIFY THAT THE OWNER(S) LISTED PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT. WITNESSED MY HAND AND OFFICIAL STAMP OR SEAL, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_/\_\_\_\_/\_\_\_\_

**CERTIFICATE OF APPROVAL BY THE PLANNING BOARD**

I HEREBY CERTIFY THAT THIS FINAL PLAT WAS RECOMMENDED FOR APPROVAL BY THE PLANNING BOARD OF THE TOWN OF WINTERVILLE ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

CHAIRMAN, WINTERVILLE PLANNING BOARD \_\_\_\_\_ DATE \_\_\_\_\_

TOWN PLANNER, WINTERVILLE PLANNING BOARD \_\_\_\_\_ DATE \_\_\_\_\_

**CERTIFICATE OF FINAL APPROVAL**

APPROVED FOR RECORDING BY THE TOWN COUNCIL OF THE TOWN OF WINTERVILLE, NORTH CAROLINA ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

PURSUANT TO AUTHORITY OF SECTION 154.13 OF THE SUBDIVISION REGULATIONS. PLAT MUST BE RECORDED WITHIN THIRTY (30) DAYS OF THIS DATE.

MAYOR, TOWN OF WINTERVILLE \_\_\_\_\_ DATE \_\_\_\_\_

**STATE OF NORTH CAROLINA  
PITT COUNTY**

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

REVIEW OFFICER \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**CERTIFICATION OF REGISTRATION BY REGISTER OF DEEDS  
PITT COUNTY NORTH CAROLINA**

FILED FOR REGISTRATION THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
A.D. AT \_\_\_\_\_ (AM/PM) AND DULY RECORDED IN PLAT CABINET \_\_\_\_\_,  
SLIDE(S) \_\_\_\_\_, AND BOOK \_\_\_\_\_, PAGE \_\_\_\_\_

REGISTER OF DEEDS \_\_\_\_\_

**TYPICAL ELEMENT SYMBOLOLOGY**

○ EIP	-	EXISTING IRON PIPE	HYD	-	FIRE HYDRANT
○ EIR	-	EXISTING IRON ROD	WM	-	WATER METER
● SIP	-	SET/NEW IRON PIPE	WV	-	WATER VALVE
△ EMAG	-	EXISTING "MAG" NAIL	OHU	-	OVERHEAD UTILITIES
▲ SMAG	-	SET/NEW "MAG" NAIL	SOFT	-	SQUARE FEET
△ EPK	-	EXISTING "PK" NAIL	AC	-	ACRES
▲ SPK	-	SET/NEW "PK" NAIL	L#	-	LINE TABLE
□ ECM	-	EXISTING CONCRETE MONUMENT	CH	-	CURVE TABLE
■ SCM	-	SET/NEW CONCRETE MONUMENT	10' x 70'	-	SIGHT TRIANGLE
■ CC	-	CONTROL CORNER	---	-	PROPERTY BOUNDARY LINE
× NMP	-	NON-MONUMENTED POINT	---	-	PARCEL LINE
(T)	-	TOTAL DISTANCE	---	-	100 YEAR FLOOD LINE
TIE	-	TIE LINE	WL	-	404 WETLANDS
R/W	-	RIGHT OF WAY	VB	-	50' VEGETATED SETBACKS
CL	-	CENTERLINE	RB	-	RIPARAIN BUFFER
PL	-	PROPERTY LINE			
MBL	-	MINIMUM BUILDING LINE			
DUE	-	DRAINAGE & UTILITY EASEMENT			
ESMT	-	EASEMENT			
CDS	-	CUL-DE-SAC			

**SOURCE OF TITLE**

THIS IS TO CERTIFY THAT THE LAST INSTRUMENT (S) IN THE CHAIN OF TITLE(S) OF THIS PROPERTY AS RECORDED IN THE PITT COUNTY REGISTRY AT GREENVILLE, NORTH CAROLINA IS:

DEED BOOK 4447 PAGE 758

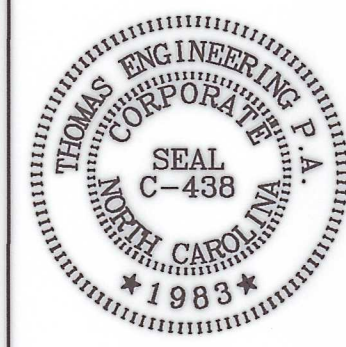
*Herbert J. Nobles, Jr.*  
N.C. REG. NO. \_\_\_\_\_

**CERTIFICATE OF SURVEY & ACCURACY**

I, HERBERT J. NOBLES, JR., CERTIFY THAT THIS PLAT WAS DRAWN BY ME FROM AN ACTUAL SURVEY MADE BY ME FROM DESCRIPTION FOUND IN DEED BOOK 4447, PAGE 758 AND MAP IN PLAT CABINET 87, SLIDE 191 AT PITT COUNTY REGISTER OF DEEDS. THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN PLAT CABINET 87, SLIDE 191 AND THAT THE RATIO OF PRECISION AS CALCULATED IS 1" = 15000. THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED, WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL, THIS 31 DAY OF MAY, 2025.

*Herbert J. Nobles, Jr.*  
PROFESSIONAL LAND SURVEYOR  
LICENSE NUMBER L-2703

THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF THE COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.



**FINAL PLAT**

**VILLA GRANDE  
PHASE THREE**

TOWN OF WINTERVILLE PITT COUNTY NORTH CAROLINA

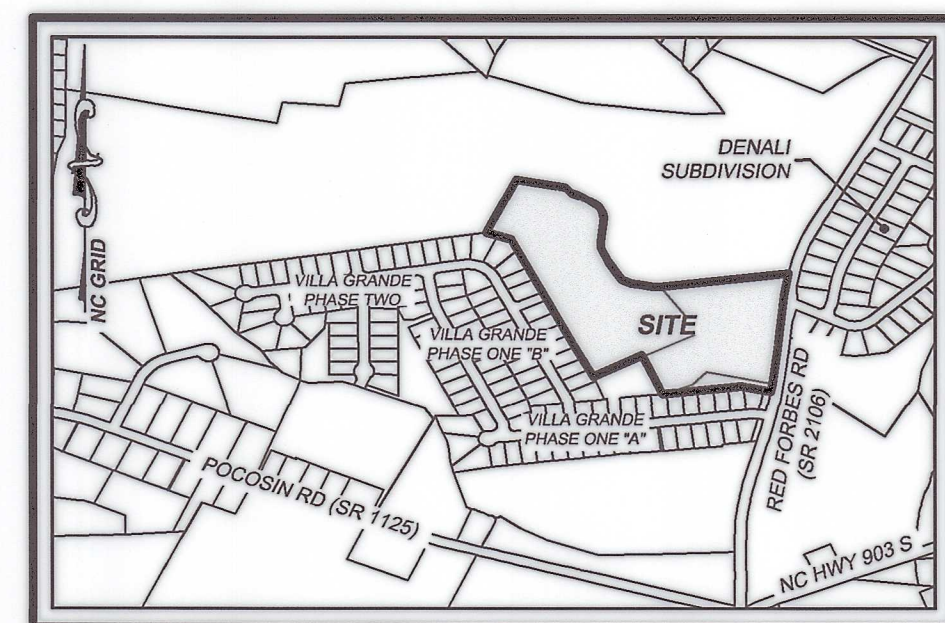
**OWNER / DEVELOPER**

SV PITT COUNTY, LLC  
754 RAMSEY ROAD, SUITE F  
JACKSONVILLE, NORTH CAROLINA 28546  
910.219.4770

SCALE: AS SHOWN DATE: 01.20.2025

PROJECT #: 2015\_004 SHEET: 1 of 2

# FINAL PLAT VILLA GRANDE PHASE THREE

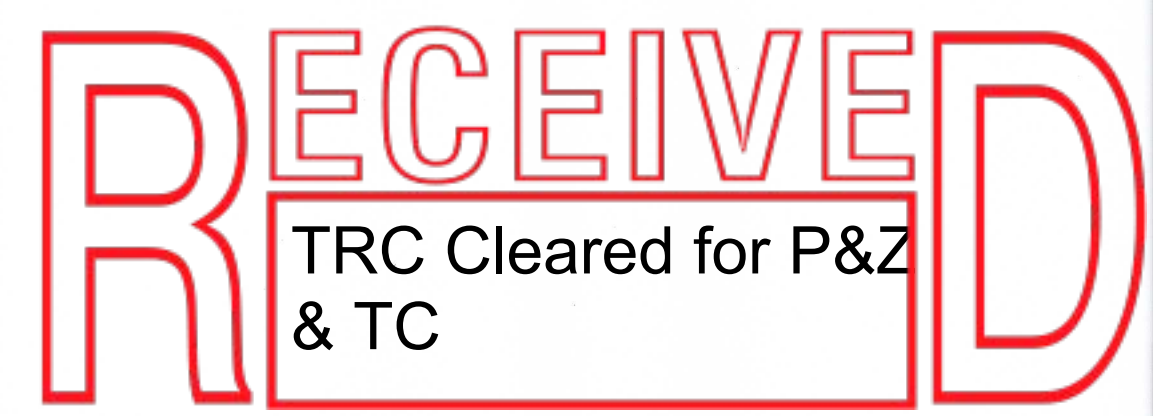


**VICINITY SKETCH** 1" = 1000'

**GENERAL NOTES**

- ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS, NO GRID FACTORS APPLIED.
- BOUNDARY INFORMATION IS AS PROVIDED ON THE "BOUNDARY SURVEY FOR NOLAN COMMERCIAL CONTRACTORS, INC." AS PREPARED BY HERBERT J. NOBLES, JR. (PLS L-2703), DATED JANUARY 10, 2022, AND AS RECORDED IN MAP BOOK 87, PAGE 191 OF THE PITT COUNTY REGISTRY.
- DEED REFERENCE: DB 4447, PG. 758.
- NCPIN# 4665712299, 4665712692, & 4665615975.
- PARCEL# 19880, 80704, & 82582.
- CURRENT ASSIGNED PROPERTY ADDRESS IS 2688 RED FORBES ROAD, WINTERVILLE, NC, 28550.
- ZONING IS R-10.
- PORTIONS OF THIS THIS PROJECT SCALE WITHIN ZONE "X" AND ZONE "AE" AS PER FLOOD INSURANCE RATE MAP 3720466500K, ALL DATED JULY 07, 2014 AS ESTABLISHED BY FEMA. HOWEVER, LOT BUILDING ENVELOPES DO NOT FALL WITHIN THE 100 YEAR FLOOD LINE. THIS REPORT IN NO WAY SUPERCEDES THE ABOVE MENTIONED FIRM.
- BASE FLOOD ELEVATION DOWNSTREAM OF THIS PROJECT IS 53.0'.
- THIS PROJECT FALLS UNDER THE FIRE PROTECTION BY TOWN OF WINTERVILLE.
- STREETS IN THIS SUBDIVISION SHALL BE PUBLIC AND BE CONSTRUCTED TO TOWN OF WINTERVILLE STANDARDS AS REQUIRED BY TOWN OF WINTERVILLE SUBDIVISION REGULATIONS. STREETS SHALL BE OWNED AND MAINTAINED BY THE DEVELOPER UNTIL SUCH TIME THE ROADS ARE DEEDED TO THE HOMEOWNERS ASSOCIATION OR ACCEPTED FOR MAINTENANCE BY TOWN OF WINTERVILLE.
- NO BUILDINGS, STRUCTURES, OR OTHER IMPROVEMENTS, MATERIALS AND SURFACES, INCLUDING BUT NOT LIMITED TO PRINCIPAL AND ACCESSORY STRUCTURES AND ADDITIONS OR APPURTENANCES THERETO, SIGNAGE, FENCES, WALLS, MECHANICAL EQUIPMENT, CANOPIES, ANTENNAS, MASTS, AERIALS, MONUMENTS, LANDSCAPE, PLANTINGS, FILL MATERIALS, DEBRIS, SOLID WASTE COLLECTION CONTAINERS, MAIL RECEPTACLES AND IMPERVIOUS SURFACES, SHALL ENCR OACH WITHIN ANY DEDICATED EASEMENT WITHOUT PRIOR WRITTEN APPROVAL OF THE TOWN OF WINTERVILLE.
- THE DESIGNATION OVER WATER, SANITARY SEWER, DRAINAGE, AND ELECTRIC LINES ARE FOR THE PURPOSE OF ESTABLISHING THE WIDTH OF SAID EASEMENTS. THE EASEMENTS SHOWN ARE NOT EXCLUSIVE AND WILL PERMIT THE FUTURE INSTALLATION OF WATER, SANITARY SEWER, DRAINAGE, AND ELECTRIC LINES WITHIN THOSE DESIGNATED WIDTHS.
- DRAINAGE AND UTILITY EASEMENTS ARE AS FOLLOWS:
  - 15 FOOT EASEMENTS ALONG RIGHTS-OF-WAY.
  - 10 FOOT EASEMENTS CENTERED ALONG ALL SIDE LOT LINES.
  - 10 FOOT EASEMENTS CENTERED ALONG ALL REAR LOT LINES.
  - OTHER EASEMENTS AS SHOWN ON PLAT.
- TYPICAL MINIMUM BUILDING SETBACKS ARE AS FOLLOWS:
  - 25 FOOT FRONT SETBACKS, UNLESS OTHERWISE SHOWN.
  - 8 FOOT SIDE SETBACKS
  - 20 FOOT REAR SETBACKS.
  - OTHER SETBACKS AS SHOWN.
- AREA TABULATION FOR VILLA GRANDE - PHASE THREE:
 

LOTS:	13.17 ± ACRES
RIGHTS OF WAY:	2.34 ± ACRES
RESERVED CEMETARY:	0.03 ± ACRES
COMMON AREA:	7.19 ± ACRES
TOTAL AREA:	22.73 ± ACRES
- THE TOTAL NUMBER OF LOTS IN VILLA GRANDE PHASE THREE IS 40.
- THE AVERAGE LOT SIZE IN VILLA GRANDE PHASE THREE IS 14,339 SQFT.
- THE MINIMUM LOT SIZE IN VILLA GRANDE PHASE THREE IS 10,000 SQFT.
- THE TOTAL LENGTH OF STREETS IS 1,494 ± LF.
- ALL PROPOSED CORNERS ARE TO BE MARKED WITH IRON RODS, UNLESS OTHERWISE SHOWN.
- THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.
- WATER SERVICE OWNER IS BELL-ARTHUR WATER CORPORATION.
- SEWER SERVICE OWNER IS THE TOWN OF WINTERVILLE.
- ALL UTILITY AND DRAINAGE EASEMENTS ARE CENTERED ON LINES AS INSTALLED UNLESS OTHERWISE NOTED.
- DRAINAGE SWALES AND ATTENUATION BASINS TO BE MAINTAINED BY HOMEOWNERS ASSOCIATION.
- ELECTRICAL TO BE PROVIDED BY THE GREENVILLE UTILITIES COMMISSION.
- COMMON AREAS SHALL BE MAINTAINED BY THE DEVELOPER UNTIL SUCH TIME AS THEY ARE DEEDED TO THE HOME OWNERS ASSOCIATION FOR MAINTENANCE.
- THE MAXIMUM ALLOWABLE BUILT-UPON AREA PER LOT IS 5,000 SQUARE FEET. THIS ALLOTTED AMOUNT INCLUDES ANY BUILT-UPON AREA CONSTRUCTED WITHIN THE LOT PROPERTY BOUNDARIES, AND THAT PORTION OF THE RIGHT-OF-WAY BETWEEN THE FRONT LOT LINE AND THE EDGE OF PAVEMENT. BUILT UPON AREA INCLUDES, BUT IS NOT LIMITED TO, STRUCTURES, ASPHALT, CONCRETE, GRAVEL, BRICK, STONE, SLATE, COQUINA AND PARKING AREAS, BUT DOES NOT INCLUDE RAISED, OPEN WOOD DECKING, OR THE WATER SURFACE OF SWIMMING POOLS.
- COMMON AREA "F" SHALL BE MAINTAINED AS A GRASSED OPEN SPACED. ONCE DEEDED TO THE HOME OWNERS ASSOCIATION, OTHER COMMON USES MAY BE IMPLEMENTED AS APPROVED BY THE HOME OWNERS ASSOCIATION.



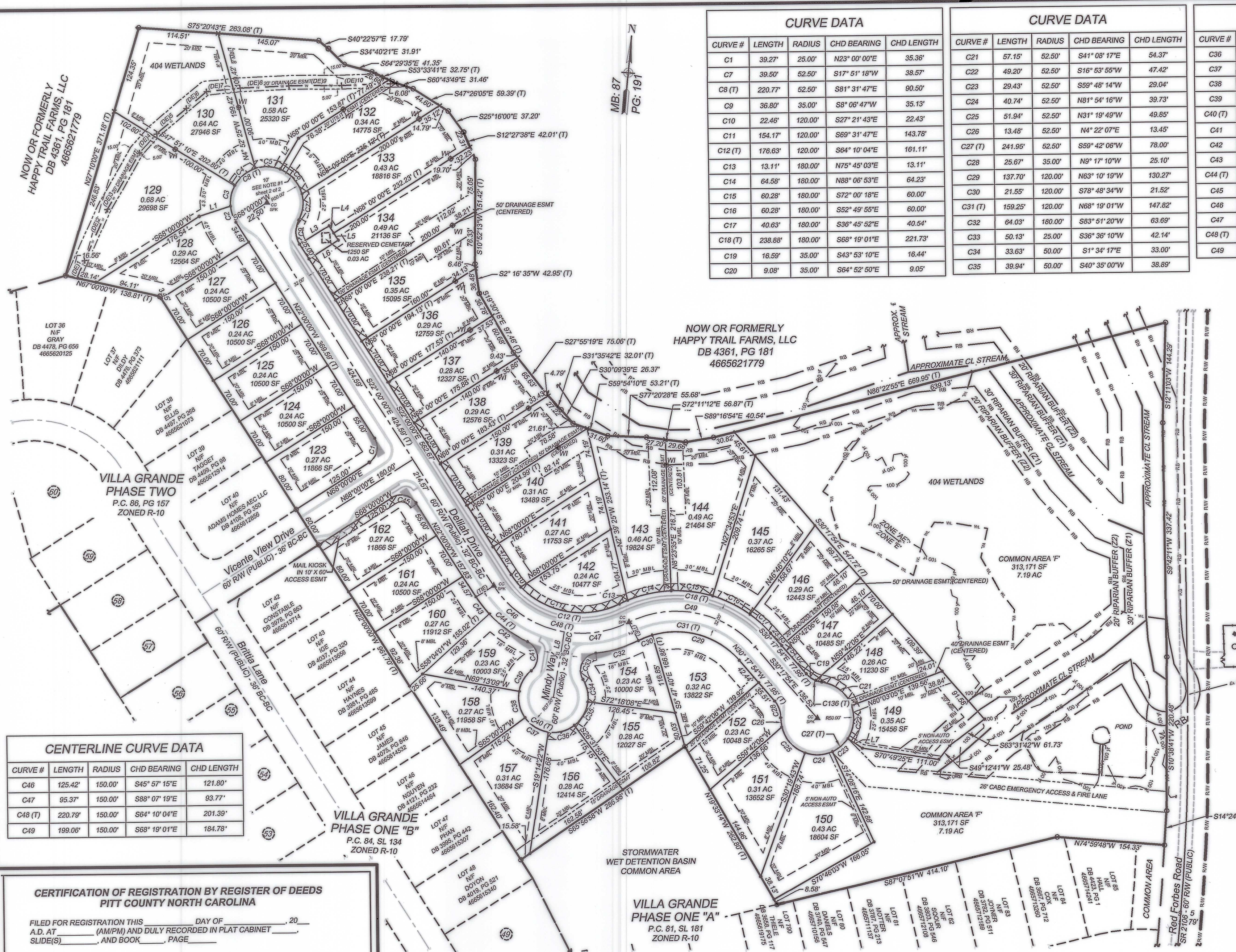
**OWNER / DEVELOPER**  
SV PITT COUNTY, LLC  
754 RAMSEY ROAD, SUITE F  
JACKSONVILLE, NC 28546  
OFFICE: 910.219.4770

**CONSULTING ENGINEER / SURVEYOR**  
THOMAS ENGINEERING, P.A.  
P.O. BOX 1309 - 1316-B COMMERCE DRIVE  
NEW BERN, NORTH CAROLINA 28563  
OFFICE: 252.637.2727 FAX: 252.636.2448

P. O. Box 1309, New Bern, NC 28563  
www.ThomasEngineeringPA.com  
Office: 252.637.2727 Fax: 252.636.2448

**THOMAS ENGINEERING, PA** est 1983  
civil engineering • land development • project management





**CURVE DATA**

CURVE #	LENGTH	RADIUS	CHD BEARING	CHD LENGTH
C1	39.27'	25.00'	N23° 00' 00"E	35.36'
C7	39.50'	52.50'	S17° 51' 18"W	38.57'
C8 (T)	220.77'	52.50'	S81° 31' 47"E	90.50'
C9	36.80'	35.00'	S8° 06' 47"W	35.13'
C10	22.46'	120.00'	S27° 21' 43"E	22.43'
C11	154.17'	120.00'	S69° 31' 47"E	143.78'
C12 (T)	176.63'	120.00'	S64° 10' 04"E	161.11'
C13	13.11'	180.00'	N75° 45' 03"E	13.11'
C14	64.58'	180.00'	N88° 06' 53"E	64.23'
C15	60.28'	180.00'	S72° 00' 18"E	60.00'
C16	60.28'	180.00'	S52° 49' 55"E	60.00'
C17	40.63'	180.00'	S36° 45' 52"E	40.54'
C18 (T)	238.88'	180.00'	S68° 19' 01"E	221.73'
C19	16.59'	35.00'	S43° 53' 10"E	16.44'
C20	9.08'	35.00'	S64° 52' 50"E	9.05'

**CURVE DATA**

CURVE #	LENGTH	RADIUS	CHD BEARING	CHD LENGTH
C21	57.15'	52.50'	S41° 08' 17"E	54.37'
C22	49.20'	52.50'	S16° 53' 55"W	47.42'
C23	29.43'	52.50'	S59° 48' 14"W	29.04'
C24	40.74'	52.50'	N81° 54' 16"W	39.73'
C25	51.94'	52.50'	N31° 19' 49"W	49.85'
C26	13.48'	52.50'	N4° 22' 07"E	13.45'
C27 (T)	241.95'	52.50'	S59° 42' 06"W	78.00'
C28	25.67'	35.00'	N9° 17' 10"W	25.10'
C29	137.70'	120.00'	N63° 10' 19"W	130.27'
C30	21.55'	120.00'	S78° 48' 34"W	21.52'
C31 (T)	159.25'	120.00'	N68° 19' 01"W	147.82'
C32	64.03'	180.00'	S83° 51' 20"W	63.69'
C33	50.13'	25.00'	S38° 36' 10"W	42.14'
C34	33.63'	50.00'	S1° 34' 17"E	33.00'
C35	39.94'	50.00'	S40° 35' 00"W	38.89'

**CURVE DATA**

CURVE #	LENGTH	RADIUS	CHD BEARING	CHD LENGTH
C36	39.94'	50.00'	S86° 21' 14"W	38.89'
C37	39.94'	50.00'	N47° 52' 31"W	38.89'
C38	39.94'	50.00'	N2° 06' 16"W	38.89'
C39	35.12'	50.00'	N40° 54' 09"E	34.40'
C40 (T)	228.52'	50.00'	N69° 54' 30"W	75.55'
C41	50.13'	25.00'	N3° 34' 50"E	42.14'
C42	68.90'	180.00'	N42° 53' 53"W	68.48'
C43	31.21'	180.00'	N26° 57' 59"W	31.17'
C44 (T)	100.10'	180.00'	N37° 55' 54"W	98.82'
C45	39.27'	25.00'	N67° 00' 00"W	35.36'
C46	125.42'	150.00'	S45° 57' 15"E	121.80'
C47	95.37'	150.00'	S88° 07' 19"E	93.77'
C48 (T)	220.79'	150.00'	S64° 10' 04"E	201.39'
C49	199.06'	150.00'	S68° 19' 01"E	184.78'

**DRAINAGE ESMT DATA**

LINE #	BEARING	DISTANCE
(DE)1	N34° 27' 49"E	107.69'
(DE)2	N34° 27' 49"E	107.69'
(DE)3	N40° 12' 24"E	93.99'
(DE)4	N52° 44' 16"E	36.93'
(DE)5	N60° 31' 28"E	55.94'
(DE)6	N61° 46' 55"E	37.72'
(DE)7	S85° 10' 51"E	48.34'
(DE)8	S82° 12' 22"E	70.24'
(DE)9	S79° 53' 01"E	75.82'
(DE)10	S81° 25' 32"E	80.36'

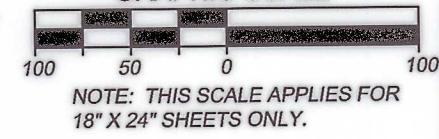
**LINE DATA**

LINE #	LENGTH	BEARING
L3	50.00'	N68° 00' 00"E
L4	12.50'	S22° 00' 00"E
L5	12.50'	S22° 00' 00"E
L6	50.00'	S68° 00' 00"W
L7	25.00'	S46° 15' 15"E
L8	96.15'	S20° 05' 30"W

**CONTROL DATA**

LINE #	BEARING	DISTANCE
(TIE) 1	S68° 00' 00"W	30.00'
(TIE) 2	S16° 20' 08"E	30.00'

**NOTE**  
 1. 10' GREENVILLE UTILITIES COMMISSION ELECTRICAL EASEMENT  
 SCALE: 1" = 100'  
 GRAPHIC SCALE



OWNER / DEVELOPER  
 SV PITT COUNTY, LLC  
 754 RAMSEY ROAD, SUITE F  
 JACKSONVILLE, NC 28546  
 OFFICE: 910.219.4770

CONSULTING ENGINEER / SURVEYOR  
 THOMAS ENGINEERING, P.A.  
 P.O. BOX 1309 - 1316-B COMMERCE DRIVE  
 NEW BERN, NORTH CAROLINA 28563  
 OFFICE: 252.637.2727 FAX: 252.636.2448

**CENTERLINE CURVE DATA**

CURVE #	LENGTH	RADIUS	CHD BEARING	CHD LENGTH
C46	125.42'	150.00'	S45° 57' 15"E	121.80'
C47	95.37'	150.00'	S88° 07' 19"E	93.77'
C48 (T)	220.79'	150.00'	S64° 10' 04"E	201.39'
C49	199.06'	150.00'	S68° 19' 01"E	184.78'

**CERTIFICATION OF REGISTRATION BY REGISTER OF DEEDS  
 PITT COUNTY NORTH CAROLINA**  
 FILED FOR REGISTRATION THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
 A.D. AT \_\_\_\_\_ (AM/PM) AND DULY RECORDED IN PLAT CABINET  
 SLIDE(S) \_\_\_\_\_, AND BOOK \_\_\_\_\_, PAGE \_\_\_\_\_  
 REGISTER OF DEEDS

**SOURCE OF TITLE**  
 THIS IS TO CERTIFY THAT THE LAST INSTRUMENT (S)  
 IN THE CHAIN OF TITLE(S) OF THIS PROPERTY AS  
 RECORDED IN THE PITT COUNTY REGISTRY AT  
 GREENVILLE, NORTH CAROLINA IS:  
 DEED BOOK 4447 PAGE 758  
 \_\_\_\_\_ L-2703  
 N.C. REG. NO.

**CERTIFICATE OF SURVEY & ACCURACY**  
 I, HERBERT J. NOBLES, JR., CERTIFY THAT THIS PLAT WAS DRAWN BY ME FROM AN ACTUAL SURVEY MADE  
 BY ME FROM DESCRIPTION FOUND IN DEED BOOK 4447, PAGE 758, AND MAP IN PLAT CABINET 87,  
 SLIDE 191 AT PITT COUNTY REGISTER OF DEEDS. THAT THE BOUNDARIES NOT SURVEYED ARE  
 CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN PLAT CABINET 87, SLIDE 191 AND  
 THAT THE RATIO OF PRECISION AS CALCULATED IS 1: 15000. THIS MAP WAS PREPARED IN  
 ACCORDANCE WITH G.S. 47-30 AS AMENDED, WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER  
 AND SEAL, THIS 31 DAY OF \_\_\_\_\_, 2025.  
 \_\_\_\_\_  
 PROFESSIONAL LAND SURVEYOR  
 LICENSE NUMBER L-2703  
 THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF  
 THE COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT  
 REGULATES PARCELS OF LAND.



**FINAL PLAT**  
**VILLA GRANDE  
 PHASE THREE**  
 TOWN OF WINTERVILLE PITT COUNTY NORTH CAROLINA  
 OWNER / DEVELOPER  
 SV PITT COUNTY, LLC  
 754 RAMSEY ROAD, SUITE F  
 JACKSONVILLE, NORTH CAROLINA 28546  
 910.219.4770  
 SCALE: 1" = 100' DATE: 01.20.2025  
 PROJECT #: 2015\_004 SHEET: 2 of 2

P. O. Box 1309, New Bern, NC 28563  
 www.ThomasEngineeringPA.com  
 Office: 252.637.2727 Fax: 252.636.2448  
**THOMAS ENGINEERING, PA** est 1983  
 civil engineering • land development • project management





**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** April 14, 2025

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

**Item to be Considered**

**Subject:** Southbrook Phase 2 Preliminary Plat. (2025).

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

**Attachment:** Preliminary Plat, Staff Report, Southbrook Development Plan/Ordinance..

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

**Date:** 3/26/2025

**ABSTRACT ROUTING:**

TC: 4/7/2025

TM: 4/8/2025

Final: tlp - 4/8/2025

**Supporting Documentation**

**Applicant:** Southbrook NC, LLC (Scott Moore).

**Location:** Between Church Street Ext.& Laurie Ellis Road.

**Parcel Numbers:** 15006, 11636, 11638, 82096, & 82094

**Site Data:**

- Phase 2 Contains 194.95 acres & 336 Single Family Lots & 44 Single Family Attached (Townhome) Lots.

**Zoning District:** R-6 Conditional District & MR Conditional District Planned Unit Development (PUD).  
Outlined within Southbrook Development Plan/Ordinance 23-O-011.

**Staff Analysis:**

- Southbrook was zoned as a R-6 and M-R Planned Unit Development (PUD) Conditional District due to the significant amount of environmentally sensitive land found on the site. This allowed the developer to cluster development into smaller pockets in order to achieve a density that matches the Suburban Residential Character area as described within the Comprehensive Land Use Plan. The Southbrook Development Plan/Ordinance outlines development requirements specific to this development. Anything that is not addressed within the Southbrook Development Plan must meet the Town's requirements for the principal zoning district (whether R-6 or M-R).

**Staff recommends approval** of Southbrook Phase 2 Preliminary Plat as it has been reviewed by and has received Winterville Staff TRC Approval and meets development standards.

**P&Z unanimously recommended approval** at their March 17, 2025 meeting.

**\*\* A version of the Southbrook Phase 2 Preliminary Plat was reviewed and denied at the December 2024 Town Council meeting. This plat has corrected the zoning issue that was present on the previous submittal by removing the single family attached units in the area currently labeled "Future Development".**

**Budgetary Impact:** TBD.

**Recommendation:** Staff recommends Council Approval of Southbrook Phase 2 Preliminary Plat.

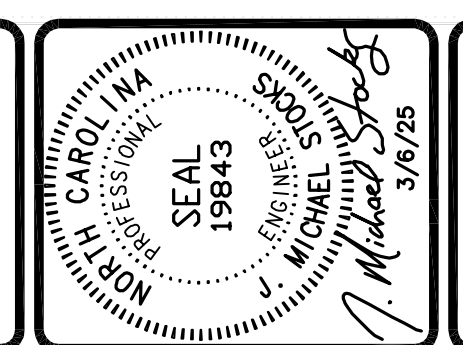




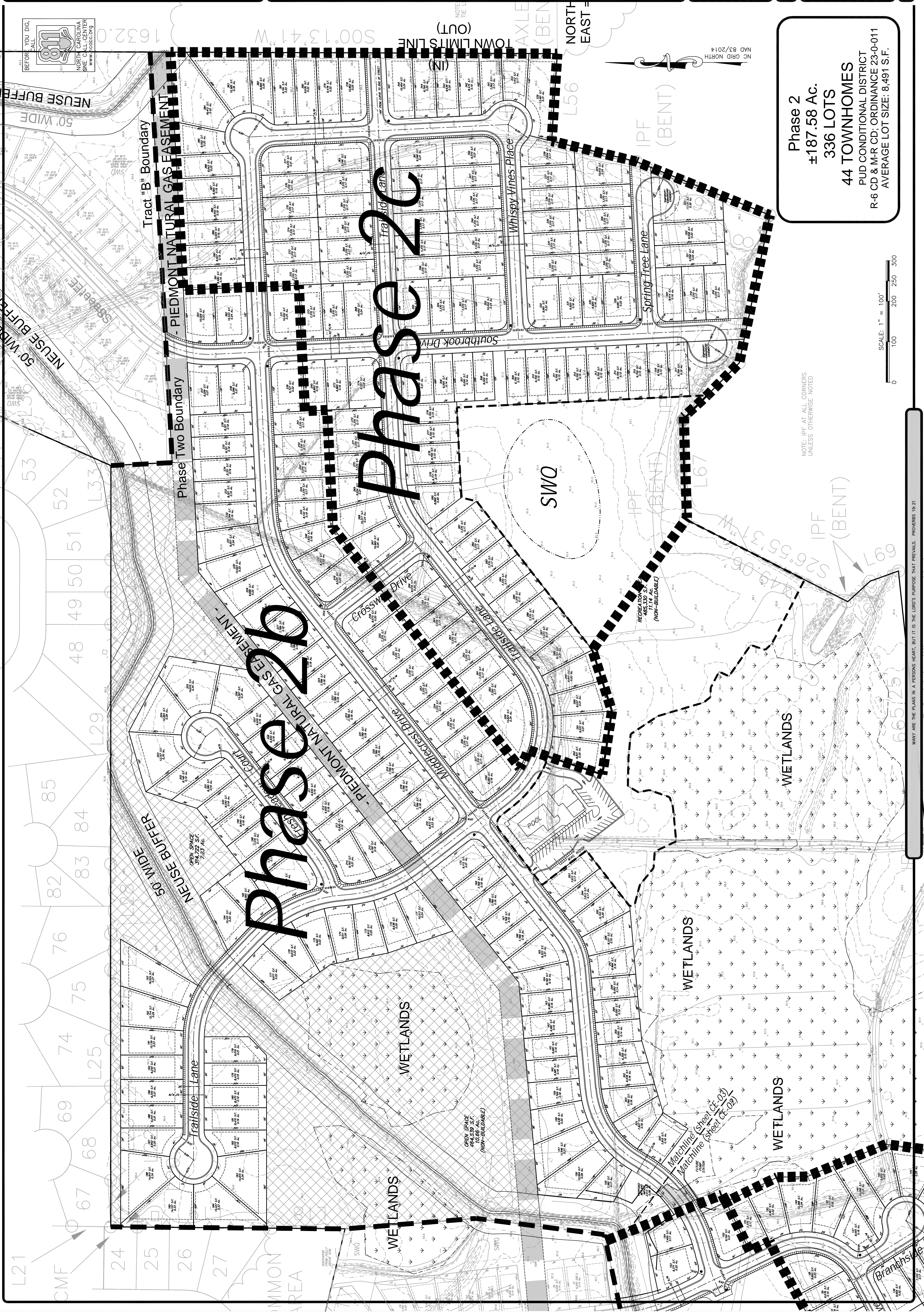








<b>Phase 2 CONSTRUCTION</b>	
REVISIONS	
12/22/25 TRC COMMENTS	
7/1/24 TRC COMMENTS	
9/6/24 TRC COMMENTS	
10/27/24 TRC COMMENTS	
1/10/25 TRC COMMENTS	
FILE NO.	2021-022
HORIZ. SCALE	1"=100'
VERT. SCALE	NONE



**Phase 2**  
 ±187.58 AC.  
 336 LOTS  
 44 TOWNHOMES  
 PUD CONDITIONAL DISTRICT  
 R-6 CD & M-R CD; ORDINANCE 23-0-011  
 AVERAGE LOT SIZE: 8,491 S.F.

NOTE: IPF AT ALL CORNERS UNLESS OTHERWISE NOTED



MANY ARE THE PLANS IN A PERSON'S HEART, BUT IT IS THE LORD'S PURPOSE THAT PREVAILS. PROVERBS 19:21





**Town of Winterville Planning Department**

**Preliminary Plat Report for Southbrook Phase 2 Preliminary Plat.**

**\*\*A version of this plat was denied by Town Council in December 2024. The applicant revised their plat to meet the standards of the town.**

**GENERAL INFORMATION**

<b>APPLICANT</b>	Southbrook NC, LLC (Scott Moore).
<b>Submission Type:</b>	Preliminary Plat.
<b>CONDITIONS</b>	Zoned R-6 Conditional District & MR Conditional District Planned Unit Development (PUD) as outlined Within Ordinance Number 23-O-011
<b>LOCATION</b>	Church Street Extension & Laurie Ellis Rd.
<b>PARCEL ID NUMBER(S)</b>	15006, 11636, 11638, 82096, & 82094
<b>Site Data</b>	This Phase contains 336 Single Family Lots & 44 Single Family Attached Lots. Received unanimous P&Z approval at 3.17.25 meeting.
<b>TRACT SIZE</b>	This Phase contains 187.58 acres. (entire site is 245.43 Acres).
<b>TOPOGRAPHY</b>	Flat
<b>VEGETATION</b>	Cleared, Wooded, Etc.

**SITE DATA**

<b>EXISTING USE</b>	Vacant/ Wooded/ ETC.
---------------------	----------------------

<b>ADJACENT PROPERTY</b>	<b>ADJACENT LAND USE</b>
N	Single Family Residential
W	Single Family Residential.
E	Vacant/Farmland.
S	Single Family Residential & Farmland.

**SPECIAL INFORMATION**

<b>OVERLAY DISTRICT</b>	None.
<b>ENVIRONMENTAL / SOILS</b>	See Construction Drawings or Preliminary Plat.
<b>FLOODPLAIN</b>	None on current maps.
<b>STREAMS</b>	Southeast Drainage Lateral SC-35A, Tributary of off Swift Creek



OTHER	If >1 acre is disturbed, site must meet Phase 2 stormwater requirements and provide Soil Erosion and Sedimentation Control Permit
-------	---

\*\*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). **No bufferyard is required due to proposed and adjoining land uses.**

### **TRANSPORTATION**

STREET CLASSIFICATION	Laurie Ellis Road – NCDOT Road & Minor Thoroughfare. Church Street Ext – NCDOT Road
SITE ACCESS	All access must be designed and constructed to meet the Town of Winterville / NCDOT standards. The Phase 1 Preliminary Plat showed access from Laurie Ellis Road, Church Street Extension, Cassena Drive (from Eli's Ridge); and Sparrow Ln. (from Mellon Downs).
TRAFFIC COUNTS (per NCDOT Annual Average Daily Traffic Map)	Laurie Ellis Rd– 2,800 Church Street Ext - 200 (Measured closer to Reedy Branch Intersection).
Level Of Service (Transportation Analysis) Current= 2016 Study; Future= 2045 Projection.  <i>* LOS is rated from A-F: A is the best, F the worst.</i>  <i>* Roadway Improvement and street design is based upon achieving a minimum of LOS D on existing facilities and LOS C on new facilities.</i>	Laurie Ellis Road- <ul style="list-style-type: none"> <li>○ Current LOS A (Extremely Low A).</li> <li>○ Future LOS A (Extremely Low A).</li> </ul> Church Street Extension is not analyzed by the study.
TRIP GENERATION	TBD.
SIDEWALKS	Required.
TRAFFIC IMPACT STUDY (TIS)	TBD by NCDOT.
STREET CONNECTIVITY	Town Ordinances and documents support interconnectivity within the subdivision and to adjoining properties.
OTHER	N/A



---

## **STAFF ANALYSIS AND RECOMMENDATION**

### **Staff Analysis and Recommendation**

A former version of this plat came before Town Council in December 2024 and was denied due to a zoning issue. The issue has since been resolved and has been resubmitted to the Town for review.

Staff recommends **approval** of Southbrook Phase 2 Preliminary Plat as this version of the plat has received TRC Approval.

### **Planning & Zoning:**

- P&Z unanimously recommended **approval** at their March 17, 2025 meeting.



**AN ORDINANCE TO AMEND CHAPTER 155  
ZONING ORDINANCE OF THE  
CODE OF ORDINANCES OF THE  
TOWN OF WINTERVILLE, NORTH CAROLINA  
OFFICIAL ZONING MAP**

**WHEREAS**, The Coley Group has requested amendment of the Zoning Ordinance of the Town of Winterville by rezoning of the property described herein from Agricultural Residential (AR) to PUD Conditional District (R-6 CD and MR CD).

**WHEREAS**, a public hearing on the question of this zoning amendment was held, at the Winterville Town Hall at 7:00 p.m. on January 9, 2023, after due notice publication on December 28, 2022 and January 4, 2023; and

**WHEREAS**, due notice of said public hearing was also given by first class mail to the owners of all parcels, as shown on the County Tax Records, adjoining the parcel under consideration, certification of which has been to the Winterville Town Council; and

**WHEREAS**, due notice of said public hearing was also given by posting a rezoning request notice on the subject property;

**WHEREAS**, the Winterville Town Council finds that the proposed rezoning is in compliance with the Town of Winterville’s Comprehensive Land Use Plan;

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

**Section 1.** The Town of Winterville Zoning Ordinance, Official Zoning Map, is hereby amended by rezoning the following described track from Agricultural Residential (AR) to PUD Conditional District (R-6 CD and MR CD) and is governed by the attached PUD document and unified development plan.

*The Coley Group, a 245.43-acre tract land located on **Laurie Ellis Road and Church Street Ext. Tax Parcels 15006, 11636, 11638, 82094 and 82096**, and being more particularly described on the attached legal description provided below.*

**LEGAL DESCRIPTION OF PROPERTY  
REZONED FROM R-15 to GB CD  
THE OVERTON GROUP  
WINTERVILLE TOWNSHIP, PITT, NC**

**TAX PARCEL #15006:**

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

**PARCEL 1:**

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

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

**PARCEL 2:**

**First Tract.**: That certain tract or parcel of land situate, lying and being in Winterville Township, Pitt County, North Carolina, and located 408 feet eastwardly from the "First Tract" described in the deed from R. M. Abbott et ux to Lucy Abbott Hunsucker, dated March 21, 1962, and recorded in Book 0-33 at page 355 of the Pitt County Registry, and connected with said "First Tract" herein referred to by a path as shown on the map recorded in Map Book 10 at page 137 in the Office of the Register of Deeds of Pitt County, to which map reference is hereby made, and beginning at a point in the center of the path 408 eastwardly, when measured along the center of the path, from the "First Tract" herein referred to, and running thence North 26 deg. 15 min. East, 100 feet; thence North 52 deg. East, 134 feet; thence S. 36 deg. East, 181 feet; thence S. 9 deg. 45 min. West, 300 feet; thence North 84 deg. 15 min. West, 218 feet; thence North 19 deg. 30 min. West, 147 feet; thence North 29 deg. 15 min. East, 121 feet to the point of the beginning, and containing 2.25 acres, more or less, and being the "Second Tract" described in the deed recorded in Book 0-33 at page 355 of said Registry and hereinabove referred to.

**Second Tract.**: That certain tract or parcel of land situate, lying and being in Winterville Township, Pitt County, North Carolina, bounded on the north, east and south by the lands of Roy Mills, and on the west by a ditch and the lands of Lucy Abbott Hunsucker on the west side of said ditch, and beginning at the northeast corner of the 25.2-acre tract of land described as "First Tract" in the deed from R. M. Abbott et al, to Lucy Abbott Hunsucker, recorded in Book 0-33 at page 355 of the Pitt County Registry, in Roy Mills' line, and running thence South 11 deg. West, with Roy Mills' line, 312 feet; thence North 86 deg. 15 min. West, 112 feet, more or less, to the center line of a ditch; thence northwardly, with the center line of said ditch, 315 feet, more or less, to the line of Roy Mills; thence with his line, South 79 deg. 30 min. East, 90 feet, more or less, to the point of beginning and containing of an acre, more or less, and being the easternmost portion of the 25.2 acre tract of land described in the deed recorded in Book 0-33 at page 355 of the Pitt County Registry.

The above 2 parcels being the identical property conveyed by deed from Wayland L. Hunsucker and wife, Lucy Abbott Hunsucker, to Roy Mills and wife, Jean Mills, dated January 4, 1973, recorded in Book L4 I, Page 179, Pitt County Registry.

**PARCEL 3:**

**Tract 1:**

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

**Tract 2:**

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

## Existing/ Current PUD and REZONING Ordinance for Southbrook

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

### **TAX PARCELS (#11636 and #11638):**

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

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

**Tax Parcel #11636; Tract 1:** Being all of Tract 1 consisting of 19.80 acres of land as the same appears on that map entitled "Survey for A. Donald Stallings" dated September 8, 2005, revised December 29, 2005, prepared by Baldwin and Associates and recorded in Map Book 64, Page 185, of the Pitt County Public Registry.

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

### **TAX PARCEL #82094:**

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

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

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

### **TAX PARCEL #82096:**

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

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

Being all of Tract 2 consisting of 20.00 acres of land as the same appears on that map entitled "Survey for A. Donald Stallings" dated January 9, 2014, prepared by Bjerkeset Land Surveying and recorded in Map Book 77, Page 97, of the Pitt County Public Registry.

End of Legal Description



**Section 2.** This action shall be shown on the Official Zoning Map.

**Section 3.** This ordinance shall become effective upon adoption.

Adopted this 9<sup>th</sup> day of January 2023.



*Richard E. Hines*  
Richard E. Hines, Mayor

ATTEST:

*Donald Harvey*  
Donald Harvey, Town Clerk



**Town of Winterville  
Plan Unit Development  
For  
Southbrook**

Applicant:

Southbrooknc, LLC

4350 Lassiter at North Hills Ave, Ste 256

Raleigh, NC 27609

October 20, 2022

**APPROVED**  
TOWN OF WINTERVILLE  
BY: Richard E. Keire DATE: 1/9/2023  
MAYOR

**Project Development Team:**

**Project Manager – Southbrooknc, LLC**

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

Contact: Scott Moore

[scott@thecoleygroup.com](mailto:scott@thecoleygroup.com)



## 1. Definitions and Construction Terms

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

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

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

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

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

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

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

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

## **2. Development Plan**

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

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

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

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

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

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

### **3. Compliance with Town of Winterville's Comprehensive Land Use Plan**

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

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

### **4. Common Areas**

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

### **5. Residential Restrictions**

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

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



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

### **6. Dimensional Standards**

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

### **7. Regulation of Open Space**

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

### **8. Driveways/Roadway Access and Sidewalks**

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

### **9. Building & Aesthetics for Single Family Detached Homes**

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

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

**10. Building & Aesthetics for Single Family Attached Homes**

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

1. All homes will have a minimum of 1600 heated square feet.
2. Dimensional architectural roof shingle.
3. 6" min. roof overhang on all sides.

**11. Signs (Non-Regulatory)**

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

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

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

**12. District Regulations**

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

**13. Developer and HOA Requirements**

The Developer and the HOA will meet the following requirements:

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

total acres in the development.

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

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

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

The Town may allow the construction of private streets and/or parking areas within future phases of the community as appropriate for the type of use, structure and development created. The Developer shall designate any such private streets and/or parking areas as Common Open Space to be owned and maintained by the HOA, with full easement rights of access, ingress and egress, thus granted to all owners of lots within the development. Roadway improvements (turn lanes) on Laurie Ellis Road or Church Street may be required in conjunction with subdivision street access and would be the responsibility of the Developer.

**15. Subdivision Improvements**

The Developer will meet the following requirements:

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



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

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

### 16. Approval Processes

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

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

Construction Drawing Approval and Revision Processes:

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

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

**Final Plat Approval Process:**

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

**Building Permit & Certificate of Occupancy Issuance:**

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

**17. Project Phasing and Future Property Annexation:**

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

**Notes:**

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





Appendix 2 - Dimensional Standards Chart

**ARTICLE VII. TABLE OF AREA, YARD AND HEIGHT REQUIREMENTS**

**Section 7.1 Dimensional Requirements**

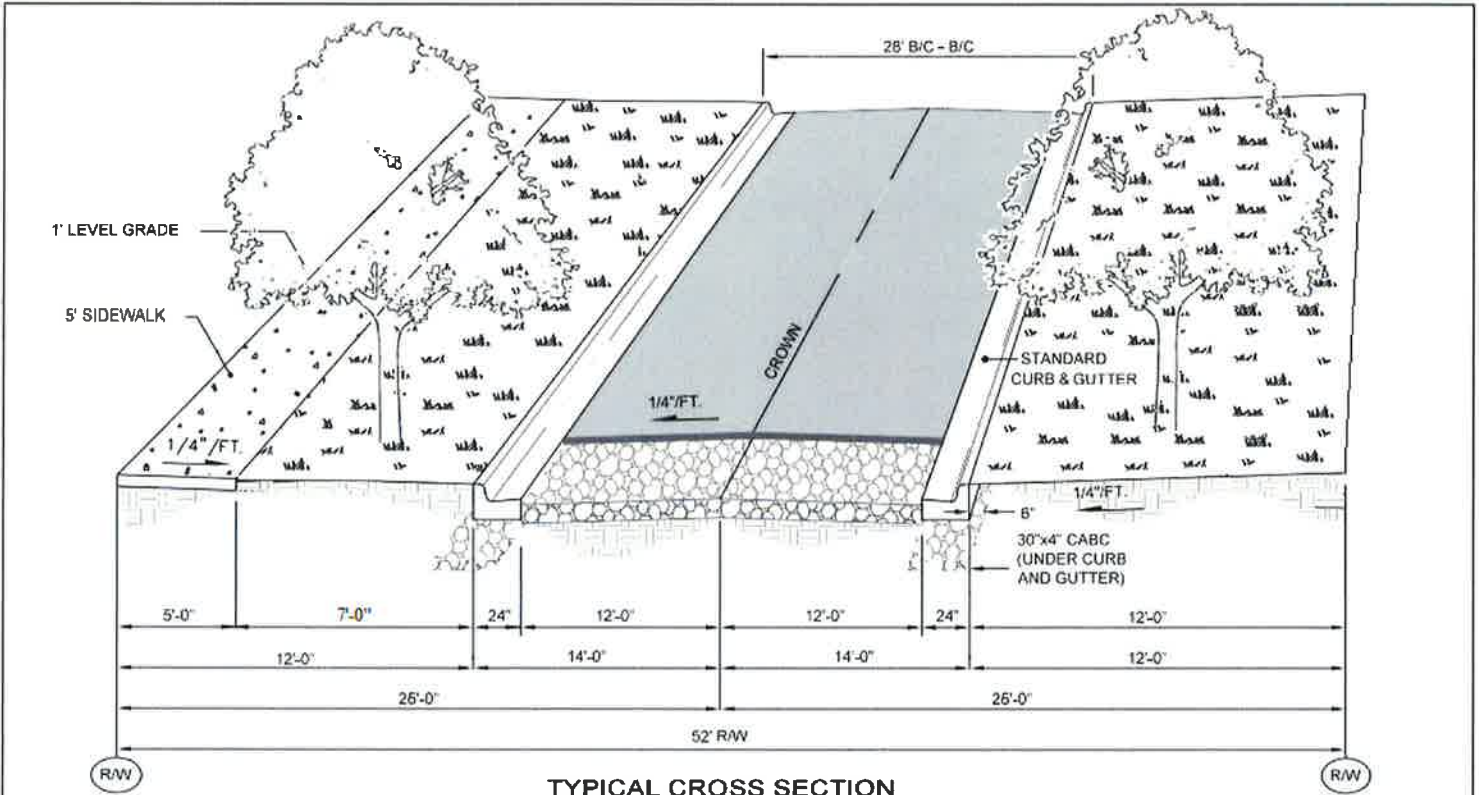
Each use shall as a minimum conform to the dimensional requirements of the district in which it is located. In some cases, a specific use may be required to meet the Special Requirements as set forth in Section 6.5.

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

**NOTES:**

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

Appendix 3 - Street Cross Section



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

**NOTES:**

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

	<b>TOWN OF WINTERVILLE</b>	STD. NO.	SCALE	REVISIONS			
	PUBLIC WORKS DEPARTMENT	2571 Railroad St. Winterville NC 28590	<b>ST-2</b>	N.T.S	NO	DATE	COMMENT
	<b>STANDARD RESIDENTIAL STREET (CURB &amp; GUTTER)</b>		SHEET	DATE			
		1 OF 2	5-31-19				

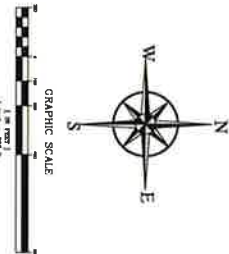
# Existing/ Current PUD and REZONING Ordinance for Southbrook



**PRELIMINARY AND CONCEPTUAL DESIGN**  
 All information on this drawing is preliminary and subject to change without notice. The design is not intended to be used for construction or other purposes without the written consent of the design professional.

Parcel No.	Property Address	Owner/Address	Parcel No.	Property Address	Owner/Address
15006	3075-CHURCH STREET TX	CHURCH HILL FOUNDATION REAL ESTY 300 SOUTH BUILDING CH2000	4572	52-58-212 000	AS 1872
11388	CHURCH STREET TX	CHURCH HILL FOUNDATION REAL ESTY 300 SOUTH BUILDING CH2000	4574	50-54-222 000	AA 1910
11389	REDFORD BRANCH RD	CHURCH HILL FOUNDATION REAL ESTY 300 SOUTH BUILDING CH2000	4574	50-54-222 000	AA 1910
12096	LAURIE ELLIS RD	CHURCH HILL FOUNDATION REAL ESTY 300 SOUTH BUILDING CH2000	4574	50-54-222 000	AA 1910

**SITE DATA:**  
**ADDRESS:** Multiple (see chart below)  
**APRCS:** Multiple (see chart below)  
**CURRENT ZONING:** AS & RP (1,030,991 SF)  
**PROPOSED LAND USE:** (Agricultural and Rural Residential)  
**VACANT:** Single Family Detached & Single Family Attached Homes  
**WETLANDS:** 1,430,578 SF: 32.8 AC (13.4%)  
**RECREATION:** 212,088 SF: 4.87 AC (2%)  
**OTHER OPS:** 1,906,195 SF: 43.76 AC (17.8%)  
**TOTAL OPEN SPACE:** 3,547,090 SF: 81.43 AC (33.2%)  
**TOTAL OPEN SPACE (Outside of Wetlands):** 2,118,322 SF: 48.63 AC (19.8%)



**APPROVED**  
 TOWN OF WINTERVILLE  
 BY: *Richard E. Shaw* DATE: 1/9/2023  
 MAYOR

PRELIMINARY SKETCH PLAN  
 CHAPEL HILL FOUNDATION-WINTERVILLE  
 CHURCH STREET EXTENSION AND LAURIE ELLIS ROAD, WINTERVILLE NC



**TMLA ASSOCIATES**  
 9014 EQUILIBRIUM DRIVE, STE. 200 - DURHAM, NC 27713  
 P: (919) 484-8800 • info@tmla.com





**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** April 14, 2025

**Presenter:** Donald Harvey, Town Clerk

**Item to be Considered**

**Subject:** Request for Evening National Day of Prayer Event at Market Square.

**Action Requested:** Council Determine Usage.

**Attachment:** Evening National Day of Prayer Event at Market Square Request.

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

**Date:** 3/26/2025

**ABSTRACT ROUTING:**

**TC:** 4/7/2025

**TM:** 4/8/2025

**Final:** tlp - 4/8/2025

**Supporting Documentation**

Koinonia Church in Greenville would like to request the use of Market Square for an Evening National Day of Prayer on May 1, from 6 pm to 7 pm. They are expecting around 100 to 150 people from the community to attend for this prayer gathering.

Additionally, they would appreciate any guidance on the necessary steps to arrange this event with different churches and community members.

**Budgetary Impact:** NA.

**Recommendation:** Council determine usage.

## Request for Evening National Day of Prayer Event at Market Square

Hi Mr. Harvey,

I hope this message finds you well. This is Sheila from Koinonia Church in Greenville. We would like to request the use of Market Square for an Evening National Day of Prayer on May 1, from 6 to 7 PM. We are expecting around 100 to 150 people from the community to join us outside for this prayer gathering.

Could you please let us know if this is possible? Additionally, we would appreciate any guidance on the necessary steps to arrange this event with different churches and community members.

Thank you for your assistance!

Sheila Johnson

Director of Administrative Services

Koinonia Christian Center Church

Senior Pastor Bishop Rosie O'neal

252-752-1898 ext 206



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** April 14, 2025

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

**Item to be Considered**

**Subject:** Engineering Agreement – Project U-2817 (Old Tar Road) (Evans Street) Electric Utility.

**Action Requested:** Authorize Staff to Sign Reimbursement Agreement for electric line relocation engineering.

**Attachment:** Proposed Agreement and Conflict Letter.

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

**Date:** 4/4/2025

**ABSTRACT ROUTING:**

TC: 4/7/2025

TM: 4/8/2025

Final: tlp - 4/8/2025

**Supporting Documentation**

NCDOT has agreed to reimburse The Town of Winterville for the engineering cost associated with the relocation of Winterville's Electric infrastructure that is located adjacent to Old Tar Rd. This reimbursement is in conjunction with the widening of Old Tar Road from Winterville to Greenville.

The value of this reimbursement is \$128,459.

**Budgetary Impact:** A Reimbursement in the amount of \$128,459.

**Recommendation:** Staff recommends Council Approve the agreement with NCDOT and Authorize Staff to Sign Reimbursement Agreement for electric line relocation engineering.



\*\*\*\*\*

**UTILITY PRELIMINARY ENGINEERING AGREEMENT (PAYABLE)**

**WBS ELEMENT:** \_\_\_\_\_

**TRANSPORTATION IMPROVEMENT PROGRAM NO.:** \_\_\_\_\_

**COUNTY:** \_\_\_\_\_

\*\*\*\*\*

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and

between the Department of Transportation, an agency of the State of North

Carolina, hereinafter referred to as the DEPARTMENT, and \_\_\_\_\_

\_\_\_\_\_ hereinafter referred to as the COMPANY:

**W I T N E S S E T H:**

**THAT WHEREAS, the DEPARTMENT will submit a project for construction as follows:**

known as route \_\_\_\_\_ in \_\_\_\_\_ County, North Carolina to be designated as N.C. State Highway Project and/or WBS Element \_\_\_\_\_ and,

**WHEREAS, the construction of said project will require certain engineering of plans for adjustments to be made to the existing facilities of the COMPANY;**

**NOW, THEREFORE, in order to facilitate the orderly and expeditious relocation of the said facilities of COMPANY, the DEPARTMENT and the COMPANY have**

**agreed as follows:**

**1. That the DEPARTMENT has agreed to reimburse the COMPANY for preliminary engineering charges associated with certain adjustments to be made to the existing facilities of the COMPANY.**

**2. That any work performed under this agreement shall comply with DEPARTMENT's "NCDOT Utilities Accommodations Manual, and such amendments thereto as may be in effect at the date of this agreement. The work to be performed by the COMPANY shall conform with Federal Highway Administration's Federal-Aid Policy Guide, Subchapter G, Part 645, Subpart A hereinafter referred to as FAPG dated December 9, 1991, and such amendments**

thereto as may be in effect at the date of this agreement. The provisions of said FAPG and amendments thereto are incorporated in this agreement by reference as fully as if herein set out. Any work performed under this agreement not in compliance with FAPG shall constitute unauthorized work and the DEPARTMENT shall be relieved of participating in the costs of such unauthorized work unless such work is done pursuant to a supplemental agreement attached to and made a part hereof.

3. That the COMPANY or COMPANY Engineering firm will prepare an estimate, broken down as to estimated cost of preliminary engineering, overhead rate, job classification pay rate, indirect cost rates, cost of capital rate and estimated man-day hours all in sufficient detail to provide the DEPARTMENT a reasonable basis for analysis. The before mentioned estimate is attached hereto and made a part hereof. The DEPARTMENT will not reimburse the COMPANY for any preliminary engineering not necessitated by the construction of the highway project, nor for changes made solely for the benefit or convenience of the COMPANY.

4. That payment for all work done hereunder shall be made in accordance with the requirements of FAPG unless payment is being made pursuant to a supplemental agreement attached to and made a part of this agreement.

5. That the preliminary engineering work provided for in this agreement will be performed by the method or methods as specified below:

BY COMPANY'S REGULAR FORCE: The COMPANY proposes to use its regular personnel at its standard schedule of wages and working hours in accordance with the terms of its agreement with such employees.

BY EXISTING WRITTEN CONTINUING CONTRACT: The COMPANY proposes to use an existing written continuing contract under which certain work as shown by the COMPANY's estimate is regularly performed for the COMPANY and under which the lowest available costs are developed. The COMPANY shall submit a copy of the continuing contract (including rates) to the DEPARTMENT for review and approval.

BY CONTRACT: The COMPANY does not have adequate staff to perform the necessary engineering design with its own forces. The COMPANY submits to DEPARTMENT a draft advertisement for review and approval, and in accordance with NC General Statute 143-64.31 and 23 CFR 172, will select firms qualified to provide such service on the basis of demonstrated competence and qualification for the type of professional services and to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm. The COMPANY shall submit overhead rates to the DEPARTMENT for review and approval in accordance with DEPARTMENT audit requirements. Refer to DEPARTMENT requirements at the following site:

<https://connect.ncdot.gov/projects/Roadway/Private%20Engineering%20Firm%20Resources/NC DOT%20Audit%20Requirements%20Fiscal%20Form.pdf>

6. a. It is contemplated by the parties hereto that the construction of this State Highway Project will begin on or about the \_\_\_\_\_

b. Based on the best information available at the present time to the COMPANY, indicate applicable paragraph below:

Preliminary Engineering will be complete allowing adequate time for materials and completion of certain adjustments prior to highway construction.

Preliminary Engineering will be complete prior to highway construction; however, certain adjustments are not expected to be complete prior to highway construction.

Other (Specify)

7. Indicate if (a) or (b) is applicable:

a.  That preliminary engineering is for the adjustments of existing facilities in conflict with said project.

b.  That the preliminary engineering involves COMPANY's request for new facilities in addition to adjustments of existing facilities in conflict with said project.

8. That the total estimated cost of the preliminary engineering proposed herein, including all cost to the DEPARTMENT and COMPANY, is estimated to be----- \$ \_\_\_\_\_

The estimated preliminary engineering cost to the DEPARTMENT, including all cost less any preliminary engineering for new facilities requested by the COMPANY.----- \$ \_\_\_\_\_

The estimated cost to the COMPANY for any additional preliminary engineering charges for new facilities requested by the COMPANY will be----- \$ \_\_\_\_\_

*(The above costs shall be supported by attached estimate)*

9. That in the event it is determined there are changes in the scope of work, extra work, or major changes from the statement of work covered by this agreement, reimbursement shall be limited to costs covered by a modification of this agreement or a written change or extra work order approved by the DEPARTMENT.

10. Periodic progress billings of incurred costs may be made by COMPANY to the DEPARTMENT not to exceed monthly intervals; however, total progress billing payments shall not exceed 95% of the approved non-betterment estimate. Progress billing forms may be obtained from the Area Utility Agent. One final and detailed complete billing of all costs shall be made by COMPANY to the DEPARTMENT at the earliest practicable date after completion of work and in any event within 6 months after completion of work. The statement of final billing shall



follow as closely as possible the order of the items in the estimate portion of this agreement.

11. That the DEPARTMENT shall have the right to inspect all books, records, accounts and other documents of the COMPANY pertaining to the work performed by it under this agreement at any time after work begins and for a period of 3 years from the date final payment has been received by the COMPANY.

12. That in the future, it becomes necessary due to highway construction or improvement to adjust or relocate utilities covered under this agreement, the DEPARTMENT does not obligate itself to participate in future payments for preliminary engineering.

IN WITNESS WHEREOF, the parties hereby have affixed their names by their duly authorized officers the day and year first above written.

**DEPARTMENT OF TRANSPORTATION**

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**ATTEST OR WITNESS**

\_\_\_\_\_  
**(NAME OF COMPANY)**

**BY:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

April 3, 2025

PROJECT: U-2817 (Evans Street)  
WBS #: 34868.2.3  
COUNTY: Pitt  
DESCRIPTION: SR1700 Evans Street / Old Tar Road)

SUBJECT: NOTIFICATION OF CONFLICT

Town of Winterville  
Attn/ Anthony Bowers  
PO Box 1459  
Winterville, NC 28590

Dear Mr. Bowers,


The letter serves to confirm coordination and planning already conducted between the Department and the Town of Winterville.

It is agreed that on Department project U-2817:

- The Town of Winterville has existing electric facilities within project limits that conflict with proposed Department roadway improvements.

Thank you.

Respectfully,

DocuSigned by:  
  
B6D01D62292146C...

David Kramer  
Division 2 Utility Engineer



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Future Items

**Meeting Date:** March 31, 2025

**Presenter:** Donald Harvey, Town Clerk

**Item to be Considered**

**Subject:** Winterville Human Relation Board Items.

**Action Requested:** Council Discussion.

**Attachment:** Discussion Request.

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

**Date:** 4/2/2025

**ABSTRACT ROUTING:**

TC: 4/7/2025

TM: 4/8/2025

Final: tjp - 4/8/2025

**Supporting Documentation**

Council is asked to discuss items from the Winterville Human Relation Board:

- Summer youth cookout and playday: June 14<sup>th</sup>; rain date June 21<sup>st</sup>.
- Community Conversations Roundtable: May 29<sup>th</sup> from 6 pm - 8 pm with light refreshments. Council approved a motion at the December 9, 2024 meeting for a Community Round Table to be held by Council or Winterville Human Relations Board.
- Tentatively set a Mental Health Day: May 17<sup>th</sup> around 2 pm.

**Budgetary Impact:** TBD.

**Recommendation:** Council Discuss Items.



## Don Harvey

---

**From:** Councilwoman Shantel Hawkins  
**Sent:** Sunday, March 30, 2025 8:11 AM  
**To:** Don Harvey; Terri Parker  
**Subject:** Winterville Human Relations Board Items

Good Sunday morning Mr. Harvey,

This email is being sent to request the WHRB Items Planned be presented to the Town Council during the April 14, 2025 Meeting. As per our discussion at our meeting last Thursday evening, I was to send this request to you.

Thank you so much!

Councilwoman Shantel Hawkins  
M.A. Executive Leadership  
Ph D. Elementary Law Student  
Contact # 252-499-5500