

**Mayor**  
Jeff Holt

**Mayor Pro-Tem**  
Greg Baker

**Board of Commissioners**  
Jimmy Garner  
Phil Pittman  
Bill Radford



**Town Clerk**  
Connie N. Capps

**Police Chief**  
Ashley Woodard

**Public Works Supt.**  
Ray Stuckey

**Rec. Coordinator**  
Scottie Hayes

✓

**TOWN OF PINE LEVEL  
MINUTES OF REGULAR  
BOARD OF COMMISSIONERS MEETING  
JULY 18, 2022**

**CALL TO ORDER**

Mayor Jeff Holt called the regular meeting of the Pine Level Board of Commissioners to order at 7:00 p.m. on Monday, July 18, 2022 at the Pine Level Town Hall.

**ROLL CALL**

✓ Mayor Jeff Holt  
✓ Commissioner Greg Baker  
✓ Commissioner Jimmy Garner  
✓ Commissioner Phil Pittman  
✓ Commissioner Bill Radford

**STAFF PRESENT**

Attorney Chip Hewett, Police Chief Ashley Woodard, Public Works Supt. Ray Stuckey, Recreation Director/Zoning Administrator Scottie Hayes, Finance Consultant Marla Ashworth, and Town Clerk Connie Capps

**OTHERS PRESENT**

Planning Board Chairman Randy Jones, Kevin Kornegay, and Ms. Shelby Powell from CAMPO (Carolina Area Metropolitan Planning Organization) and Donnie Adams from Adams and Hodge Engineering

**INVOCATION & PLEDGE**

Invocation: Mayor Jeff Holt  
Pledge: Commissioner Phil Pittman

**APPROVAL OF AGENDA**

Motion to approve: Commissioner Phil Pittman  
Second: Commissioner Bill Radford  
Vote: Unanimous

**APPROVAL OF MINUTES FOR: June 13, 2022 and June 30, 2022**

Motion to approve: Commissioner Greg Baker

Second: Commissioner Bill Radford

Vote: Unanimous

**PROCLAMATION DESIGNATING JULY AS PARKS AND RECREATION MONTH**

Mayor Jeff Holt recognized Recreation Director Scottie Hayes. He stated that the month of July is designated as Parks and Recreation Month. He stated that Scottie does a great job with Recreation and he also has a good working recreation committee to help him. After reading the proclamation he presented Scottie with a card and thanked him for everything he does for the town. Recreation Commissioner Bill Radford thanked Scottie for all his hard work at the park.

Motion to adopt Resolution: Commissioner Bill Radford

Second: Commissioner Greg Baker

Vote: Unanimous

**PUBLIC COMMENT**

Commissioner Bill Radford stated he heard good comments on the Fireworks. Mayor Holt stated that Fire Chief Brannan Barbee was here for a few minutes but had to leave early to attend another meeting. He thanked the Chief and all the firemen who assisted.

**PUBLIC HEARING: CONSIDERATION OF AMENDING THE UNIFIED DEVELOPMENT ORDINANCE**

Mayor Jeff Holt stated that a public hearing had been duly advertised for the purpose to consider amending the Unified Development Ordinance to delete Section 405.45 Planned Unit Developments. A motion was made by Commissioner Greg Baker and seconded by Commissioner Bill Radford to open the public hearing. The motion passed by unanimous vote.

Mayor Holt asked if anyone would like to speak relative to this issue. There was no opposition. Mayor Holt stated that the Planning Board had reviewed and recommended to strike Planned Unit Developments (PUDS) completely from the ordinance.

Attorney Chip Hewett stated for the record that a search was done throughout the Unified Development Ordinance for PUDS and in those places, PUDS were taken out of the ordinance. He stated one place was the definition section, and there were four or five other places in the ordinance where PUDS were removed. He stated that it is written in the ordinance where these sections were once located, "Intentionally Omitted "in order to keep from renumbering.

A motion was made by Commissioner Greg Baker and seconded by Commissioner Bill Radford to close the public hearing. Motion passed by unanimous vote.

A motion was then made by Commissioner Bill Radford and seconded by Commissioner Phil Pittman to amend the Unified Development Ordinance to delete Section 405.45 as discussed. The motion passed by unanimous vote.

### **PLANNING BOARD**

Mayor Holt stated that a memo had been received from the Planning Board to consider amending the zoning ordinance addressing the side setback requirements on buffers surrounding townhouses and multi-family housing. He stated that a developer had requested through Engineer Donnie Adams with Adams & Hodge Engineering Firm, assistance in developing property in the area. The memo also requested that the town board not accept any text amendments to our ordinance by citizens, land owners, or developers which would be in line with what other towns are doing.

Planning Board Chairman Randy Jones stated that a request was brought to the Planning Board in order to bring a recommendation to the town board to change the text amendment. The Planning Board denied the request. The developer did not bring an application to the Planning Board, they just asked for a text amendment. He stated that this was a broad stroke of a brush across the entire RH (Residential Housing) zoning, no matter where it is located. He said the Planning Board has no clue what the developer has going on. He said the developer would like to change the text on buffer setbacks from 50 feet to 25 feet. He said the Planning Board denied that particular request. He said the Planning Board is asking that the town board not allow anyone to ask for a text amendment at all. He said research had been done and found that other towns do not allow developers to ask for text amendments. Chairman Jones stated that nothing has come before the planning board, only this text amendment request. He said the current text has worked for the town for many years. He said the Planning Board didn't feel it was needed in the Town of Pine Level and was not comfortable with this request.

Commissioner Phil Pittman made a motion to not accept any text amendments. It was then considered if the town should accept text amendments and if so to consider charging a fee of \$500. Commissioner Jimmy Garner suggested to table this request for further study. He also stated if the Planning Board has recommended to the town to not accept text amendments, that is what the board should do. Commissioner Garner made a motion to deny this request. Commissioner Radford seconded the motion. Attorney Chip Hewett stated that he understood the basis of the motion made, but you can't go back, but you can move forward.

Donnie Adams with Adams and Hodge Engineering Firm spoke next. He stated that his firm assists developers with many projects such as rezonings, site plans, subdivision layouts etc. He said a client had approached our firm about a piece of property in Pine Level that he would like to place townhouses. He said the first thing we did was to contact Planner Curtis Lee where we checked the zoning, lot size, and setbacks, and landscape ordinance requirements. He said all was good in those areas. The problem was the buffer requirements of 50 feet. He said he contacted Planner Curtis Lee who recommended not going with a variance request, but a text amendment would be the way to go. Mr. Adams stated that we want to be able to maximize the use of the property to make it work for our client. We had no issues with Planner Curtis Lee.

Chairman Randy Jones stated that they by-passed the Zoning Administrator Scottie Hayes altogether. He said since there was no application, there was nothing denied at the Planning Board meeting. They only asked for a text amendment.

Mr. Adams stated they were not trying to skirt around anyone or trying to rewrite the code. He said Planner Curtis Lee said he would present this to the planning board, but I would need to come before the town board.

Mayor Holt stated that in order to accept text amendments, the town will have to have a policy in place on how we handle them, an application, and if there is a fee to be charged and how much. At that time the request would be sent to the Planning Board for review and a recommendation and then forwarded to the town board. Attorney Chip Hewett stated that text amendments were not a bad thing, they are statutory. He stated there may be a limit on the fee that you can charge. Commissioner Garner retracted his motion. Mayor Holt asked Zoning Administrator Scottie Hayes to contact any towns that allow text amendments and review their applications and report back to the board in September.

#### **SHELBY POWELL- BRIEFING ON SOUTHEAST AREA STUDY UPDATE**

Mayor Jeff Holt introduced Ms. Shelby Powell who is a representative of the Capital Area Metropolitan Planning Organization, (CAMPO). Ms. Powell explained that CAMPO conducts area studies to allow a deep dive into the local road network, multimodal plans, and opportunities in a smaller study area of the region. She said CAMPO was excited to introduce the Southeast Area Study with some background information. She said the SEAS Update is an update to the original 2017 Southeast Area Study that looked at land use and multimodal transportation needs. The study covered parts of Wake and Johnston Counties, and the municipalities of Archer Lodge, Benson, Clayton, Four Oaks, Garner, Kenly, Micro, Raleigh, Selma, Smithfield and Wilson's Mills, and was conducted in coordination with NCDOT and the Upper Coastal Plan RPO. This update has expanded the boundary including the addition of Pine Level and will produce recommendations across all modes as well as refresh policies and priorities that may have evolved since the original study. She said CAMPO conducts area studies such as this one in order to achieve more robust public engagement and take a deeper dive into specific network issues within a smaller area. The recommendations from the Southeast Area Study Update will inform the Metropolitan Transportation Plan, which is a region-wide long-range transportation plan updated every 4 years. The study officially began in February, 2022 and is scheduled to be completed by June, 2023.

Ms. Powell stated that as part of the study a CORE Technical Team (CTT) made of local planning, engineering, and municipal staff has been created. They will focus on key deliverables for the study providing local context, integrating planning efforts, and meeting frequently during the study timeframe. A Stakeholder Oversight Team (SOT) has also been created to provide oversight direction and valuable feedback on the study findings and recommendations. The SOT is also instrumental in "getting the word out" on special events, meetings, and public engagement activities such as surveys or maps for the project. She said they would rely on both the CCT Team and SOT to inform local governing boards and committees of any pertinent

information and identify any organizations or key individuals within the Southeast Area Study Update area that would like to be involved. Ms. Powell stated that the Southeast Area Study Update is necessary to:

- Update local road networks and multi modal plans for the Metropolitan Transportation Plan/Comprehensive Transportation Plan in this area
- Conduct land use scenario planning
- Coordinate extensive public engagement on the needs of the community and transportation recommendations
- Evaluate transportation projects, policies, and priorities that may have shifted
- Evaluate progress on the original Southeast Area Study Update recommendations (including policy recommendations and changes)
- Evaluation of congestion management
- Consider multi-modal options in the area
- Analyze more specific hotspot/emphasis areas

Ms. Powell said more information can be found on the project website at <https://seareastudyupdate.com/>.

#### **COMMITTEE REPORTS**

None

#### **DEPARTMENT REPORTS**

#### **RECREATION**

Recreation Director Scottie Hayes reported that sign-ups for fall sports were underway for tee ball, softball, baseball, soccer, cheerleading, and football. He said the renovations at the concession stand were looking great.

#### **WATER & SEWER**

Public Works Superintendent Ray Stuckey reported that the water and sewer project is near completion, and the town is very close to a formal onsite inspection being done. He said an engineer with the engineering firm, Mayor Holt, Water and Sewer Commissioner and himself would be present.

Mayor Holt stated that the town has applied for additional funding from Johnston County and has been awarded \$2.5 million dollars to use for infrastructure. He said Finance Consultant Marla Ashworth has made application to the State to use the money to pay off the Railroad.

Mayor Holt stated that a Resolution to Pursue Interlocal Agreements between the Town of Pine Level and the Town of Princeton has been received. After some discussion Commissioner Phil Pittman made a motion to pursue and accept the agreement. Commissioner Greg Baker seconded the motion. Those voting in favor to adopt the Resolution: Commissioners Phil Pittman, Greg Baker, and Bill Radford.

Those voting against: Commissioner Jimmy Garner

A copy of the Resolution is included and made a part of these minutes.



### STREETS

Commissioner Greg Baker reported that some of the sidewalks in town are in need of repair. He stated that this project expense is worthy of considering repairing the sidewalks and leveling them. Commissioner Jimmy Garner also stated that he would like to see all the roads that have been cut due to the water and sewer project repaved. He questioned if the town could use any of the ARPA monies for these projects. Consultant Marla Ashworth stated that ARPA monies should be used for infrastructure, stormwater and water and sewer. The question was asked about using Powell Bill funds for repaving. She stated there was about \$201,000 in Powell Bill Funds. She also reminded the board that at the last meeting the board amended the Capital Project Ordinance for the reimbursement of salaries from March 30, 2021. She stated that freed up money which was put in your budget to do as you wish or put in Fund Balance to earn interest. She said it could then be used to apply for streets, sidewalks, parking lots or do as you wish.

Mayor Holt requested that Street Commissioner Greg Baker and Public Works Superintendent Ray Stuckey get a price to repair the sidewalks, what only needs to be replaced and come back to the board with a price. He said if it affects a state road, then contact the state.

### POLICE

Police Chief Ashely Woodard reported he has advertised for a police officer and also at this time no police cars were available to order.

### FIRE DEPT.

Mayor Holt stated Fire Chief was present briefly but had to leave for another meeting.

### STAFF

Town Clerk Connie Capps reported that the process has begun on codifying the town's ordinances.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

None

### MAYOR'S MINUTE

None

### ANNOUNCEMENTS

Mayor Holt stated that the next meeting will be held on Monday, August 8, 2022.

### ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 8:20 p.m.

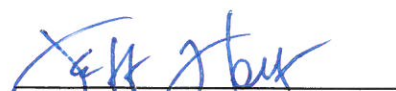
Motion to adjourn: Commissioner Jimmy Garner

Second: Commissioner Bill Radford

Vote: Unanimous

  
Connie N. Capps, Town Clerk



  
Jeff Holt, Mayor