

Mayor
Jeff Holt

Mayor Pro-Tem
Jimmy Garner

Board of Commissioners
Greg Baker
Phil Pittman
Bill Radford

Interim Town Administrator
Sharon Evans



Town Clerk
Ashley Willoughby

Police Chief
Ashley Woodard

Public Works Supt.
Ray Stuckey

Rec. Coordinator
Scottie Hayes

TOWN OF PINE LEVEL
BOARD OF COMMISSIONERS- REGULAR MEETING
AUGUST 10, 2026

WELCOME AND CALL TO ORDER

Mayor Jeff Holt called the regular meeting of the Pine Level Board of Commissioners to order on Monday, August 10, 2026 at 7:00 p.m. at the Pine Level Town Hall.

ROLL CALL

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

STAFF PRESENT/ TOWN REP.

Police Chief Ashley Woodard, Zoning Admin./ Recreation Director Scottie Hayes, Administrative Assistant Danielle Lanier, and Town Clerk Ashley Willoughby.
Attorney Chip Hewett

INVOCATION: Commissioner Greg Baker

PLEDGE: Terry Rains

APPROVAL OF AGENDA:

Motion to accept: Commissioner Greg Baker
Second: Commissioner Bill Radford
Vote: Unanimous

APPROVAL OF CONSENT AGENDA

Mayor Jeff Holt provided a brief summary of the items within the consent agenda which included the following:

- a. July 20, 2026 Minutes- Regular Mtg.
- b. July 2026 Check Listing
- c. FY 2025-2026 Budget Amendments-2
- d. Rezoning Request Application -Town of Pine Level for the Public Hearing on September 14th at 7 p.m. at the Town Hall requested by the Board at the July 20, 2026 meeting

Motion to accept: Commissioner Phil Pittman

Second: Commissioner Bill Radford

Vote: Unanimous

PUBLIC COMMENT

Kimetha Fulwood, representing the Johnston County Health Department, appeared before the Board to provide an update on current programs, resources, and upcoming events available to Johnston County residents. Mrs. Fulwood distributed the department's latest newsletter and program materials and highlighted several initiatives, including the Diabetes Prevention Program, Virtual Smoking Cessation Program, Behavioral Health Resource Fair, information regarding SIDS, and resources associated with the 988 Suicide & Crisis Lifeline.

Mayor Jeff Holt thanked Mrs. Fulwood for her continued attendance to the Board meetings and for providing regular updates from the Johnston County Health Department over the past several years. Mayor Holt also expressed his interest in having a link to the Johnston County Health Department included on the Town's website to provide residents with convenient access to additional health-related information and resources.

PROCLAMATION

a. Constitution Week- September 17-23

Mayor Jeff Holt stated that, each year, the Daughters of the American Revolution would request that the Town adopt a proclamation designating a week in September as Constitution Week. Mayor Holt read the proclamation aloud for those in attendance.

Motion to adopt the proclamation: Commissioner Greg Baker

Second by: Commissioner Bill Radford

Vote: Unanimous

COMMITTEE REPORTS

SENIORS

Commissioner Phil Pittman announced that the seniors would meet on Wednesday and stated that Mr. Scottie Hayes had made the necessary preparations. Commissioner Pittman invited all seniors, as well as those nearing senior age, to attend the program and enjoy a light lunch.

MOCCASIN CREEK

NA

PLANNING BOARD

NA

TOWN ATTORNEY'S REPORT

NA

DEPARTMENT REPORTS

RECREATION- Recreation Director Scottie Hayes reported that construction of the new T-ball fields was nearing completion and that the park remained busy with the fall season underway. Mr. Hayes thanked Adam Stuckey for his assistance with the construction of the new concession stand and restroom facilities. He noted that the new restrooms would eliminate the need for porta-johns in that area of the park. Commissioner Bill Radford commented favorably on the appearance of the park, noting that the soccer fields had been marked and were looking great.

PUBLIC WORKS/ STREETS- Commissioner Phil Pittman reported that the annual water tank cleanout was expected to take place the following week. He mentioned the residents may notice a temporary change in the water during this process, as the Town would need to utilize Johnston County water for approximately one week. Commissioner Pittman also reported that the North Carolina Department of Transportation (NCDOT) was scheduled to begin paving the roadway from the Town toward Princeton the following week. Mayor Jeff Holt reported that, over the next 30 to 90 days, the Town would be replacing and repairing its sewer lines as part of an I&I Remediation Grant project. He explained that the work would involve extensive excavation and asked residents to be patient while the improvements were underway. Commissioner Bill Radford asked about the purpose of several manholes along Moccasin Creek that had been marked green. Mayor Holt explained that the markings were related to surveying activities in the area.

Commissioner Greg Baker recognized the men for their continued hard work during the extreme heat. He also reported that the two medians at the intersection of Country Store Road and Pine Street had been removed and that NCDOT subsequently repaved the roadway.

POLICE- Police Chief Ashley Woodard reported that the Police Department was continuing to address Town ordinance enforcement matters, including violations related to the grass ordinance.

Mayor Jeff Holt asked Chief Woodard to clarify the Town's procedures regarding peddlers and whether individuals were required to obtain a permit from Town Hall and provide identification and other business information. Chief Woodard explained that individuals are required to report to Town Hall, where staff obtain a copy of their driver's license for the Police Department. The department then conducts appropriate background checks, including a review of the Better Business Bureau, Sex Offender Registry, North Carolina court records, and driver's license information, as well as any available records from outside the state.

Mayor Holt stated that, when officers become aware of individuals soliciting without the proper authorization, they should direct them to Town Hall to complete the required paperwork or instruct them to leave the area. Chief Woodard confirmed that this was the appropriate procedure.

FIRE DEPARTMENT- Fire Chief Joseph Radford reported that the Fire Department responded to approximately 80 calls during the previous month, with approximately 30 percent of those calls originating within the Town's city limits. He also reported that the Department's new ladder truck arrived on July 1st and would be displayed at the State Conference for one week. Chief Radford stated that the Department anticipated placing the new truck in service sometime in September.

Chief Radford asked whether there were any updates regarding repairs to the roadway in front of the Fire Department. Mayor Jeff Holt stated that the North Carolina Department of Transportation (NCDOT) was unable to address the area at that time due to its current focus on U.S. Highway 70-A. Mayor Jeff Holt added that the Town planned to complete various roadway repairs in the coming months and could consider patching the area as part of that work.

Terry Rains, a Pine Level resident, asked how far the Town of Selma could annex toward Pine Level and whether property owners located outside the Town's limits were aware of the possibility of annexation by Selma. Mayor Jeff Holt explained the annexation process, including the requirements for contiguous annexation from existing municipal boundaries, as well as the Town of Pine Level's annexation procedures. Mayor Jeff Holt further explained that property owners may petition the Town for annexation. If annexed, the property would become subject to Town taxes, and the Town would be responsible for providing applicable municipal services. Mayor Jeff Holt reassured those in attendance that property owners would need to request annexation and that properties could not simply be incorporated into either municipality without following the required annexation process.

STAFF- Annual audit visit scheduled for September.

UNFINISHED BUSINESS

a) PL- Outdoor Seating Extension

Mayor Jeff Holt provided a summary of the discussion from the previous month regarding a proposed Outdoor Seating Extension Permit that would allow businesses to serve alcoholic beverages on Town-owned streets, provided certain requirements and conditions were met.

Mayor Jeff Holt explained that a public hearing would be required before the Board could take any action on the proposed permit. He recommended that the Board consider a motion to call for a public hearing to be held during the September meeting. Following the public hearing and review of the proposed ordinance, the Board could choose to approve the matter, table it for further consideration, or deny it.

Mayor Jeff Holt stated that counsel (Town Attorney) would be asked to prepare the proposed ordinance for the Board's consideration.

Motion to have the meeting; I'm not saying: Commissioner Greg Baker- (note: I'm not saying I'm in support of it)

Second by: Commissioner Bill Radford- (note: with the regards)

Discussion: Mayor Jeff Holt mentioned Greg Baker called for a public hearing for the September meeting to consider adopting an ordinance to allow outdoor seating. Town Clerk Ashley Willoughby verified Public hearing for September 14th at 7 p.m. at the Town Hall; following procedures the attorney requires.

Vote: Unanimous

NEW BUSINESS

a) Hil Sher Townhouse Project

Mayor Jeff Holt provided a brief history of the Hil Sher development project. He explained that the developer submitted the project application prior to the Town's most recent moratorium and had previously completed the rezoning and Special Use Permit (SUP) processes. Mayor Holt stated that the developers were proposing to revise the approved plan from 42 townhomes to 33 individual patio homes. He noted that the developers were present to present the revised concept and to determine what actions would be required by the Town to authorize the proposed changes. Mayor Holt added that Zoning Administrator Scottie Hayes and Town Attorney Chip Hewett had been reviewing the matter in relation to the moratorium and then opened the floor for discussion.

Town Attorney Chip Hewett stated that the Board would need to consider the applicable provisions of N.C.G.S. § 160D-705. He explained that the statute limits the Board's authority to amend a Special Use Permit except in cases involving minor modifications. Attorney Hewett stated that modifications may be approved depending upon the extent and nature of the proposed changes. He noted that the reduction in the number of units could be viewed favorably because it would lessen the impact on the Town's infrastructure; however, the Board would also need to consider the proposed change from attached townhomes to individual patio homes. He stated that a determination would need to be made as to whether the proposed revisions qualified as minor modifications. If the changes were determined not to be minor, the developers would be required to submit a new Special Use Permit application and proceed through the applicable approval process based on the revised plan.

Adam Stuckey, representing Hil Sher Development, stated that he believed the proposed changes constituted a minor modification. Matt Johnson, also representing Hil Sher Development, stated that the overall infrastructure would remain substantially the same. Mr. Stuckey added that the streets, curb and gutter, sidewalks, and stormwater retention pond would generally remain as previously designed, although a portion of the retention pond may no longer be necessary due to the proposed reduction in units.

Mr. Stuckey stated that the developers intended to create a 55-and-older community, which he believed would address a housing need in Pine Level. He explained that the development would be private but would not be gated and that the proposed homes would consist of approximately 1,100 to 1,500 square feet of one-story, cottage-style residences. He reiterated that the revised plan would have less impact on the Town's infrastructure.

Mr. Johnson stated that the developers could potentially modify the design by incorporating connecting storage units between the homes so that the structures could continue to qualify as townhomes. However,

he expressed concern that such a design change could negatively affect the overall appearance and character of the development.

Mayor Jeff Holt stated that the use of connecting storage units could potentially provide an alternative approach but deferred to Town Attorney Hewett regarding the legal implications. Attorney Hewett recommended that the proposed revisions be forwarded to the Planning Board for review and recommendation.

Following additional discussion, Mr. Johnson asked whether the developers would retain the ability to proceed under the originally approved plans if the revised proposal was not approved. Attorney Hewett confirmed that the original Special Use Permit would remain in effect.

Mayor Jeff Holt stated that the next step would be for the Planning Board to review the revised proposal at its August 27 meeting and provide a recommendation to the Board of Commissioners by the September 14 meeting. He also discussed calling for a public hearing regarding the Special Use Permit and having the developers submit a new application form for consideration by the Planning Board. Mayor Holt confirmed with Attorney Hewett the available procedural options for conducting the public hearing and considering the proposed modifications to the Special Use Permit.

Motion to call for a public hearing to consider a special use permit for Hil Sher Pine Level Patio Home Development for September 14th at 7 p.m. at the Town Hall: Commissioner Bill Radford

Second by: Commissioner Phil Pittman

Vote: Unanimous

Commissioner Greg Baker recognized Adam Stuckey and expressed his appreciation for the work Mr. Stuckey has performed on behalf of the Town.

Matt Johnson stated that he wanted to ensure the Town did not receive criticism as a result of the project and emphasized the importance of completing the work properly and maintaining an appearance that would reflect positively on the community.

Commissioner Bill Radford stated that he believed the developers had the community's best interests in mind.

Other

Commissioner Phil Pittman wanted to say congratulations to the Johnston County Girl Softball Team. He wanted to let people aware that a lot of the local churches will be do BBQ and chicken sales in the coming weeks. Town Clerk Ashley Willoughby thanked Commissioner Phil Pittman for providing the staff lunch last Friday. Mayor Jeff Holt thanked Commissioner Greg Baker in the opening invocation as he has under the weather the past few weeks and recently recovered.

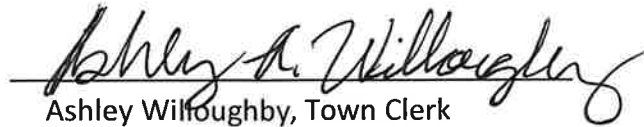
ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 8:04 p.m.

Motion by: Commissioner Bill Radford

Seconded by: Commissioner Phil Pittman

Vote: Unanimous


Ashley Wilfoughby, Town Clerk


Mayor

(SEAL)

