

Mayor
Jeff Holt

Mayor Pro-Tem
Greg Baker

Board of Commissioners
Jimmy Garner
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
REGULAR BOARD OF COMMISSIONERS MEETING
FEBRUARY 17, 2025**

WELCOME AND CALL TO ORDER

Mayor Jeff Holt called the regular meeting of the Pine Level Board of Commissioners to order on Monday, February 17, 2025 at 7:00 p.m. 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/ TOWN REP.

Police Chief Ashley Woodard, Town Clerk Ashley Willoughby, and Administrative Assistant Danielle Lanier.
Attorney Mike Wilber

OTHERS PRESENT

Vann Jones, Merle Hall, Leon Oliver, Mark Jones, Lewis Briggs, Jason Beal, Kerri Maid, Samuel and Debra Heuertz

INVOCATION: Commissioner Greg Baker

PLEDGE: Commissioner Bill Radford

Mayor Jeff Holt expressed condolences on behalf of the Town, citizens, and employees to Commissioner Bill Radford on passing of mother. Commissioner Bill Radford and the Board members exchanged memories/ stories of Ms. Lib.

APPROVAL OF AGENDA:

Motion to approve the agenda as presented: Commissioner Phil Pittman

Second: Commissioner Greg Baker

Vote: Unanimous

APPROVAL OF CONSENT AGENDA

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

- January 13, 2025 Minutes
- January 2025 Check Listing
- Amended- FY 2023-2024 Audit Response Letter
- Proposed Changes to the Current FY 2024-2025 Fee Schedule
- Annexation Request- MWE Development, LLC- Starfield Acres Final Phase- Parcel ID#: 12N11012 / NC Pin: 262300-64-8858-
 - Adoption of RES-02-24-25-016: Resolution Directing the Clerk to Investigate
 - Certificate of Sufficiency for Parcel ID#: 12N11012 / NC Pin: 262300-64-8858
 - Adoption of RES-02-24-25-017: Resolution Fixing the Date of Public Hearing
- Annexation Request- Smithfield Storage, LLC- Parcel ID#: 12M12065A / NC Pin: 261300-95-9137-
 - Adoption of RES-02-24-25-018: Resolution Directing the Clerk to Investigate
 - Certificate of Sufficiency for - Parcel ID#: 12M12065A / NC Pin: 261300-95-9137
 - Adoption of RES-02-24-25-019: Resolution Fixing the Date of Public Hearing
- Appointment to Economic Development Advisory Board- (Randy Jones)
- Adoption of RES-02-24-25-020: Resolution of Tentative Award
(refers to the purchasing of a vacuum truck, flatbed truck, and backhoe under the I&I Remediation Ph 2 Project (SRP-W-ARP-0190)

Motion to approve the consent agenda: Commissioner Bill Radford

Second: Commissioner Greg Baker

Vote: Unanimous

PUBLIC COMMENT

NONE

ADOPTION OF ORD-01-24-25-008: AN ORDINANCE TO AMEND THE ZONING MAP OF THE TOWN OF PINE LEVEL, NC AND THE STATEMENT OF REASONABLENESS

Mayor Jeff Holt stated at the previous meeting the Board past the new Main Street (MS) District. He mentioned this ordinance would amend the zoning map and include all the parcels approved at the last meeting to be in the newly created MS District. He asked if there was a motion to adopt this ordinance.

Motion to adopt that (ordinance)/ amend the zoning map: Commissioner Phil Pittman

Second: Commissioner Bill Radford

Vote: Vote: Unanimous

PUBLIC HEARING- REZONING REQUEST FILED BY PAUL & WENDY BAILEY FOR BAILEY MEADOWS SUBDIVISION- PARCEL#12N10006B/ ADOPTION OF ORD-02-24-25-009 WITH STATEMENT OF REASONABLENESS

A motion was made by Commissioner Bill Radford to open the public hearing at 7:11 p.m. to consider a rezoning request filed by Paul and Wendy Bailey for parcel # 12N10006B. Motion was seconded by Commissioner Greg Baker and the vote was unanimous.

Mayor Jeff Holt explained the public hearing was originally scheduled for the January meeting, but the owners asked for it to be tabled for tonight. He stated the location of the property was on Pine Level- Micro Rd. and explained the request was to rezone 8.89 +/- acres of RMH (Residential- Manufactured Home) property to RA (Residential- Agricultural).

Merle Hall, surveyor with Hall Land Surveying located at 1899 Stevens Chapel Rd Smithfield, confirmed the rezoning request only applied to the portion of the RMH on the east side of the road where the property had existing RA zoning. Making it all RA zoning on one side of the road. Mr. Hall stated the developer wanted to make sure the Town understood there would not be any single-wide mobile homes in the development and it would be all stick built single family houses. He stated the developer was voluntarily doing this to ensure the Town there would not be any single-wide homes in the development.

Mayor Jeff Holt stated the Board members had received all the information in the agenda packet which included the application, maps, metes and bounds description, the memo from the Planning Board with their recommendation, and they have heard the statements from the representative.

Motion to close the public hearing: Commissioner Bill Radford

Seconded by: Commissioner Greg Baker

Vote: Unanimous

Motion to rezone as per the application: Commissioner Bill Radford

Seconded by: Commissioner Greg Baker

Vote: Unanimous

Town Clerk Ashley Willoughby stated there was an ordinance for the Board members to adopt to amend the zoning map for this rezoning request (ORD-02-24-25-009) and there was a statement of reasonableness with it.

Motion to adopt the ordinance as presented: Commissioner Greg Baker

Seconded by: Commissioner Phil Pittman

Vote: Unanimous

PUBLIC HEARING- TO CONSIDER AN AMENDMENTS TO THE UDO REGARDING THE 51% BUILD BACK RULE

A motion was made by Commissioner Greg Baker to open the public hearing at 7:15 p.m. to consider to an amendment to the Unified Development Ordinance regarding the 51% build back rule. Motion was seconded by Commissioner Jimmy Garner and the vote was unanimous.

Mayor Jeff Holt stated the Town's current Unified Development Ordinance (UDO) states a non-conforming lot meanings the property does not meet the minimum lot size and dimensions required for that zoning according to current UDO's standards. He stated the current UDO allows those homeowners on a non-conforming lot to build back if their homes are destroyed by natural causes such as hurricane, water, etc. up to 51% damage if they met the current side, front, and rear setbacks requirements. He mentioned Commissioner Garner and the Board

members were proposing we consider a change to that. He did want to mention the new Main Street District that was just passed had included a lot of those non-conforming lots the Board members mentioned and the homeowners would be able to build back. He mentioned the amendment being considered would be for other areas around town. He stated this amendment would be for homes that were being currently occupied with active services and would not include vacant or abandoned homes. He asked the Board members if he was correct what he was saying. The other Board members agreed. Mayor Jeff Holt stated the Board did not have a working document before them tonight to adopt, but could a make a motion to instruct the Town's attorney to draft an amendment to present at the March meeting if the Board wishes to move forward after the closing of the public hearing.

Motion to close the public hearing: Commissioner Jimmy Garner

Seconded by: Commissioner Phil Pittman

Vote: Unanimous

Commissioner Jimmy Garner made a motion to amend the Unified Development Ordinance that if a house does not meet the setbacks due to an act of God, fire, or mother nature they would be allowed 12 months due to insurance to start the process of rebuilding as is, like it was.

Attorney Mike Wilber asked if this would require an application to Town within the 12 months. After a brief discussion, it was determined having a zoning permit required in the process would ensure the property owner would be building back on the original foot print. Commissioner Phil Pittman seconded the motion made by Jimmy Garner and the motion passed by unanimous vote.

COMMITTEE REPORTS

SENIORS

Commissioner Phil Pittman stated the seniors had a great meeting and would like to welcome all seniors who wish to come. He stated the seniors meet on the second Wednesday of every month at the American Legion building.

MOCCASIN CREEK

Mayor Jeff Holt stated the committee members would meet next Thursday and there would be more information next month.

PLANNING BOARD

Preliminary Plats

a) Bailey Meadows

Mayor Jeff Holt stated the Board members had recently rezoned the property on Pine Level-Micro Rd. He stated the Board members had before them a preliminary plat application for a subdivision within the RA zoning of the property. He mentioned the items in the packet included the subdivision application, preliminary plat map, memo from the Planning Board, and supporting documents.

Debra Heuertz, resident of 113 Oak St in Pine Level, asked if the approval had contingencies. Mayor Jeff Holt stated the developer did provide the documents the Planning Board had required as part of their recommendation to the Town Board which included supporting documents to address the length of the cul-de-sac and the traffic concerns.

Mayor Jeff Holt reminded the Board members the subdivision would not be within the city limits and would not be water, sewer, or trash customers with the Town. He mentioned the Town would only have zoning authority of the property as it is in the Town's ETJ.

Motion to approve the preliminary: Commissioner Greg Baker
Seconded by: Commissioner Phil Pittman
Vote: Unanimous

b) The Meadows at Labelle Acres

Mayor Jeff Holt stated the Board members received in their packet the subdivision application, preliminary plat map, memo from the Planning Board, and supporting documents.

Motion to accept the preliminary plat: Commissioner Jimmy Garner
Seconded by: Commissioner Bill Radford
Vote: Unanimous

TOWN ATTORNEY'S REPORT

None

DEPARTMENT REPORTS

RECREATION- Commissioner Bill Radford stated the Recreation Committee will be doing the annual fundraiser at the Hinnant Winery on May 7th. He mentioned those interested in participating in the event should see Rec Director Scottie Hayes or anyone on the committee for tickets. He stated last year was a great event and you don't want to miss out. He mentioned spring sport sign-ups were open until Feb. 21st for ages 4 to 12. He expressed how he was proud of the sports program and mentioned Mr. Hayes was doing a great job!

PUBLIC WORKS- Commissioner Phil Pittman mentioned there were no major problems to report.

STREETS- Commissioner Greg Baker stated the welcome signs coming into Pine Level needed to be looked at and he would get with Supt. Ray Stuckey about getting some maintenance done. Commissioner Bill Radford mentioned he talked with Carsse Lucas about some areas. Mayor Jeff Holt mentioning talking to the Boy Scouts about some projects. Commissioner Phil Pittman mentioned the Boy Scouts will be doing a Hot Chocolate fundraiser at the Methodist Church on Saturday morning. Mayor Jeff Holt mentioned the Board members could consider partnering with the Boy Scouts about potential projects around town.

POLICE- Commissioner Jimmy Garner stated the department received 357 calls last month. He mentioned there was still one full-time position looking to be filled. Police Chief Ashley Woodard stated there was one item for code enforcement for a property on the corner of Blanche Street. He stated the owner had not responded to any of the notices left by the Town and it has now been given over to the attorneys for further action.

FIRE DEPARTMENT- NONE PRESENT

STAFF- NONE

MAYOR'S MINUTES/ ANNOUNCEMENTS

Mayor Jeff Holt wanted to thank all those who attend tonight's meeting. He wanted to inform the Board members that the Pine Level Women's Club who had been a part of community for the last 75 years had decided to donate their organization's money to the Town. He stated the ladies had worked hard the last few years to get more members involved; however, those remaining members decided it would be best to close it and donate the organization's fund of over \$21,000.00 to the Town. He stated the ladies had a few requests with the donation which included purchasing new flags for the park and for a portion of it to be used for a dedication once the new gym/ multi-purpose building was built. He stated there would probably be a separate fund created to track it. He mentioned the Town may look at building it up as a future beautification or for other things. He reminded the Board members the State was wanting the Town to do away with the George Frank Fund which the Town was using for beautification. Commissioner Jimmy Garner asked if the fund was gone. Mayor Jeff Holt stated not yet, but the Town was in the process closing it out. Commissioner Phil Pittman mentioned there was a book of the Pine Level Women's Club history over the years in the Mayor's office.

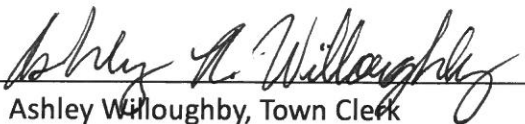
ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 7:39 p.m.

Motion by: Commissioner Bill Radford

Seconded by: Commissioner Greg Baker

Vote: Unanimous


Ashley Willoughby, Town Clerk


Mayor

