



**TOWN OF GRIFTON  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, August 14, 2012  
7:00 PM**

**AGENDA**

- A. Meeting Called to Order.
- B. Pledge of Allegiance to the Flag of the United States of America.
- C. Approval of Minutes (July Workshop and Regular Meeting) *Page 5*
- D. Recognition of Persons to Be Heard (**NOTE: Comments are limited to 5 minutes per person. Everyone addressing the Board shall first state their name and their residential physical address**).
- E. CONSENT AGENDA
  - 1. Conditional Use Request – Robert Dixon *Page 9*
  - 2. 2009 Water Supply Plan – Resolution No. 2012-08 *Page 15*
  - 3. Street Improvements Project – Set Date for Special Meeting Workshop *Page 16*
  - 4. Contentnea Creek Woods-Walk Project Grant Acceptance – Resolution No. 2012-09 *Page 17*
- F. ACTION ITEMS
  - 1. Sewer Rehabilitation Project Bid Update
- G. Commissioner's Comments
- H. Adjourn.



August 14, 2012

## **MEMORANDUM**

TO: Mayor and Commissioners

FROM: Joe Albright, Manager

SUBJECT: Manager's Comments for August Regular Meeting

*Below I have attempted to summarize and provide explanation for each agenda item.*

### **Item E-1: Conditional Use Permit Request – Robert Dixon**

We have received a request from Robert Dixon for a Conditional Use Permit to place a Class A Manufactured Home on a single family residential lot on Sherry Lane. The property is zoned R-8 and requires a Conditional Use Permit. All required notices have been given and the public hearing has been held. Also, the Planning Board has reviewed and recommends approval.

Nonetheless, when the Board of Commissioners acts on a Conditional Use Request, the following excerpt from the Zoning Chapter of the Code of Ordinances must be considered.

*(G) No conditional use permit shall be approved unless each of the following findings is made concerning the proposed conditional use:*

- (1) Is listed among the conditional uses in the district for which application is made;*
- (2) Is essential or desirable to the public convenience or welfare;*
- (3) Will not impair the integrity or character of the surrounding or adjoining districts, nor be detrimental to the health, morals or welfare;*
- (4) Will minimize any negative impacts on the transportation system, schools, recreational areas and the natural resources of the community;*
- (5) Will be adequately served by utilities, access roads, drainage, sanitation and/or other*

*necessary facilities; and*

(6) *Will have ingress and egress designed to minimize traffic congestion in the public streets.*

Based in the information provided and the provisions outlined in the Code, I recommend that the Board grant a Conditional Use Permit to Robert Dixon so that he may place a Class A Manufactured Home on Pitt County Parcel No. 32660 located at 6724 Sherry's Lane in Grifton.

**Item E-2: 2009 Water Supply Plan – Resolution No. 2012-08**

The General Statutes of the State of North Carolina requires that each unit of local government providing water service to the public prepare a local water supply plan. The purpose of the Plan is to provide appropriate guidance for the future management of the water supply as well as to provide useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as also required by statute. I recommend adoption of Resolution No. 2012-08 approving the 2009 Water Supply Plan for the Town of Grifton via the Consent Agenda at the August regular meeting of the Board.

**Item E-3: Street Improvements Project – Special Meeting**

Based on discussion during the regular workshop last week, I recommend that the Board call a special meeting for the purpose of discussing the Streets Improvement Project on Tuesday, August 28<sup>th</sup>, 2012, at 7:00 PM in the Town Hall.

**Item E-4: Contentnea Creek Woods-Walk Project – Grant Applications and Award**

We were recently notified that the U.S. Fish and Wildlife grant has been awarded. The grant awarded is for \$10,000 and requires an equal match from the Town. It is our intent to use the volunteer labor from the Committee and other collaborating organizations as our match in the form of in-kind services. I am requesting that the Board approve and accept this grant by adopting Resolution No. 2012-09 via the Consent Agenda at the August regular meeting.

**Item F-1: Sewer Rehabilitation Project – Bid Update**

Bids for the Sewer Rehabilitation Project were received and opened on July 31<sup>st</sup>. Currently, the Engineers have certified the bids. However, because the lowest responsible bid is more than \$500,000 over budget, the Engineers are working with the contractors to insure the bid numbers are reflective of the project intent. Also, we have spoken with the USDA Rural Development concerning the potential need for additional funding, should that become necessary. I will have more information at the Meeting.

*Included in the agenda packet are the monthly reports from the Library and the Police and Utilities Departments.*