



**COUNCIL MEETING
OCTOBER 21, 2024
6:30 P.M.**

ORDER OF BUSINESS

- 1. PLEDGE TO FLAG**
- 2. INVOCATION**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES**
 - a. Regular Town Council Meeting - September 16, 2024
 - b. Work Session Meeting Minutes - September 23, 2024
- 5. PUBLIC HEARING**
 - a. **ORDINANCE** to Amend Zoning - Catawba Road - Parcel 1708051V
 - b. **ORDINANCE** to Amend Zoning - 5691 US Highway 70 Business - Parcel 05106028
- 6. 1st OPEN FORUM**
- 7. REGULAR BUSINESS:**
 - a. MAYOR FLETA BYRD
 - b. TOWN ADMINISTRATOR - Leighanna Worley
 - i. Town Hall Campus Master Plan RFQ Approval
 - c. PLANNING - Wendy Oldham
 - d. COUNCILMEMBER COMMENTS
- 8. 2nd OPEN FORUM**
- 9. ADJOURNMENT**

TOWN OF WILSON'S MILLS
REGULAR TOWN COUNCIL MEETING
September 16, 2024

PRESENT: Mayor Fleta Byrd, Mayor Pro-tem JC Triplett, Councilmembers David McGowan, Tim Brown, and Randy Jernigan.

OTHERS PRESENT: Town Administrator Leighanna Worley, Town Clerk Emily Matthews and Town Attorney Gabriel Du Sablon.

ABSENT: Councilmember Carolyn Dobbin

CONVOCAATION: Mayor Byrd declared a quorum present and called the meeting to order at 6:32pm.

PLEDGE Mayor Byrd led the pledge of allegiance to the flag.

INVOCATION: Mayor Byrd gave the invocation.

APPROVAL OF AGENDA: Mayor Byrd asked for any additions or corrections to the agenda.

A motion was made by Councilmember David McGowan and seconded by Mayor Pro-tem JC Triplett to approve the agenda as presented. Motion carried unanimously.

APPROVAL OF MINUTES: Mayor Byrd asked for any additions or corrections on the Regular Town Council Meeting Minutes for August 19, 2024.

Regular Town Council Meeting – August 19, 2024:

A motion was made by Mayor Pro-tem JC Triplett and seconded by Councilmember David McGowan to approve the minutes for the Regular Town Council Meeting for August 19, 2024 as presented. Motion carried unanimously.

Closed Session Meeting Minutes August 19, 2024:

Mayor Byrd asked for any comments or corrections on the Closed Session Meeting Minutes for August 19, 2024.

A motion was made by Councilmember Tim Brown and seconded by Mayor Pro-tem JC Triplett to approve the minutes for the Closed Session Meeting for August 19, 2024 as presented. Motion carried unanimously.

Work Session Minutes – August 26, 2024:

Mayor Byrd asked for any additions or corrections on the Work Session Meeting Minutes for August 26, 2024.

A motion was made by Mayor Pro-tem JC Triplett and seconded by Councilmember David McGowan to approve the minutes for the Work Session Meeting Minutes for August 26, 2024 as presented. Motion carried unanimously.

1st OPEN FORUM

Mayor Byrd opened the 1st Public Forum at 6:36pm.

With no one wishing to speak, Mayor Byrd closed the 1st Open Forum at 6:37pm.

REGULAR BUSINESS
MAYOR FLETA BYRD:

Mayor Byrd said she attended the Mayors meeting this month as well s the meeting with the Triangle East Chamber State of the Region. She said she is working with staff to get the town branding and logo ready to present at the

Council work session next week.

**TOWN
ADMINISTRATOR'S
REPORT – Leighanna
Worley:**

Ms. Worley said the new sign at the Community Park has been constructed and we are waiting on the computer to be installed so the digital part of the sign can be completed. She said she is working with the Wright family in order to have them in attendance when we unveil the new sign. Councilmember David McGowan asked if staff will be able to access the digital part of the sign from Town Hall. Ms. Worley said there will be certain staff members that will be able to access and control the digital portion of the sign.

Ms. Worley said she will be meeting with Lindsay from Central Pines Regional Council to complete the Request of Qualifications for the Town Campus Master Plan. She said at the work session next week the new branding and logo for the town will be presented to Council and there are founding families invited as well. This meeting is also open to the public.

Ms. Worley said the Administrative/Finance Assistant position is still available in the Administrative department.

**PLANNING
DEPARTMENT – Wendy
Oldham:**

**Call for Public
Hearing – Rezone of
Parcel ID 05106028:**

Planning Director Wendy Oldham said this property is located on Highway 70 Business. She said it is currently zoned single family residential and commercial and the owner is requesting it be rezoned to mixed use.

A motion was made by Councilmember Tim Brown and seconded by Councilmember Randy Jernigan to call a public hearing for the rezone of parcel ID 05106028 on Monday, October 21, 2024 at 6:30pm in the Wilson’s Mills Elementary School cafeteria. Motion carried unanimously.

**Call for Public
Hearing – Rezone of
Parcel ID
17K08051V:**

Planning Director Wendy Oldham said this property is also located on Highway 70 Business. She said it is currently zoned single family residential and the owner is requesting it be rezoned to mixed use.

A motion was made by Councilmember Randy Jernigan and seconded by Councilmember Tim Brown to call a public hearing for the rezone of parcel ID 17K08051V on Monday, October 21, 2024 at 6:30pm in the Wilson’s Mills Elementary School cafeteria. Motion carried unanimously.

**COUNCILMEMBER
COMMENTS:**

Councilmember David McGowan suggested in their next Work Session that Council discuss rewriting the Unified Development Ordinance (UDO) to make it more restrictive.

Mayor Byrd said any changes would need to go to the Planning Board first. Ms. Worley said Council’s next work session will primarily focus on the new branding and logo for the town, but it can be discussed at the October work session. Mayor Byrd said the Planning Board can start looking at the UDO at their meeting next Monday.

Mayor Byrd had a meeting with Ms. Holland and Ms. Young at the Elementary school, and they were pleased with Councilmember David McGowan’s efforts to supply food for the students and families at the school. Councilmember McGowan said that Public Works Director Patrick Moore has been a huge help with that as well.

Councilmember Tim Brown asked about the town hall upfit. Ms. Worley said they had finished the location of utilities on the property. She also said someone came out to look at HVAC and someone is coming to look at the attic on

Wednesday. She said we are on schedule so far.

2nd OPEN FORUM

Mayor Byrd opened the 2nd Public Forum at 6:59pm.

Donald Byrd of 755 Powhatan Road said he is not sure if the Planning Board will be able to discuss the UDO at their meeting next week since the agenda has already been set.

With no one else wishing to speak, Mayor Byrd closed the 2nd Open Forum at 7:01pm.

ADJOURN:

A motion was made by Councilmember Tim Brown by Councilmember David McGowan Councilmember Randy Jernigan to adjourn. Motion carried unanimously.

The meeting adjourned at 7:02pm.

ATTEST:

FLETA A. BYRD, Mayor

EMILY MATTHEWS, CMC
Town Clerk

TOWN OF WILSON'S MILLS
WORK SESSION MEETING
September 23, 2024

PRESENT: Mayor Fleta Byrd, Mayor Pro-tem JC Triplett, Councilmembers David McGowan, Tim Brown, and Carolyn Dobbin.

OTHERS PRESENT: Town Administrator Leighanna Worley, Town Clerk Emily Matthews, Finance Officer Sherry Hudson, Public Works Director Patrick Moore, Planning Director Wendy Oldham, and Police Chief AZ Williams.

ABSENT Councilmember Randy Jernigan

CONVOCATION: Mayor Byrd declared a quorum present and called the meeting to order at 5:03pm.

Departmental Reports Mayor Byrd said based on the financials in Council's packets it looks like the Town is on track for revenue this year. Finance Officer Sherry Hudson confirmed that taxes are coming in as expected.

Planning Director Wendy Oldham said she is waiting to hear from Gabe on a bond that was discussed at Council's last work session about The Cottages subdivision.

Events Coordinator Emily Matthews said the Touch A Truck event that is set for October 19th has 3 confirmed companies at this time but Mayor Byrd and an Events Committee member visited several business today about applying and they seemed interested.

Town Administrator Project Updates: Ms. Worley said the sign at the Community Park is finished and the computer should be installed soon so we can use the digital part of the sign. She said she is working with Mr. Wright's family for an unveiling ceremony and it should be set for next month.

A Community Trash Pickup is scheduled for October 12th and a blood drive is scheduled for this Friday. Ms. Worley said we are still in need for volunteers and donors for the blood drive.

Town Branding and Logo Updates: Leniece Lane of Small Town Soul presented the new town logo to the public, staff and Council. Several founding families attended the meeting and gave input on the future of the town. Mrs. Lane said the logo is planned to go public within the next month.

Mrs. Lane then presented information on a revitalization project for the original area of Wilson's Mills and historical preservation.

ADJOURN: A motion was made by Councilmember Tim Brown and seconded by Councilmember David McGowan. Motion carried unanimously.

The meeting adjourned at 6:12pm.

FLETA A. BYRD, Mayor

ATTEST:

EMILY MATTHEWS, CMC
Town Clerk

Request for Council Action

Agenda Item 5a

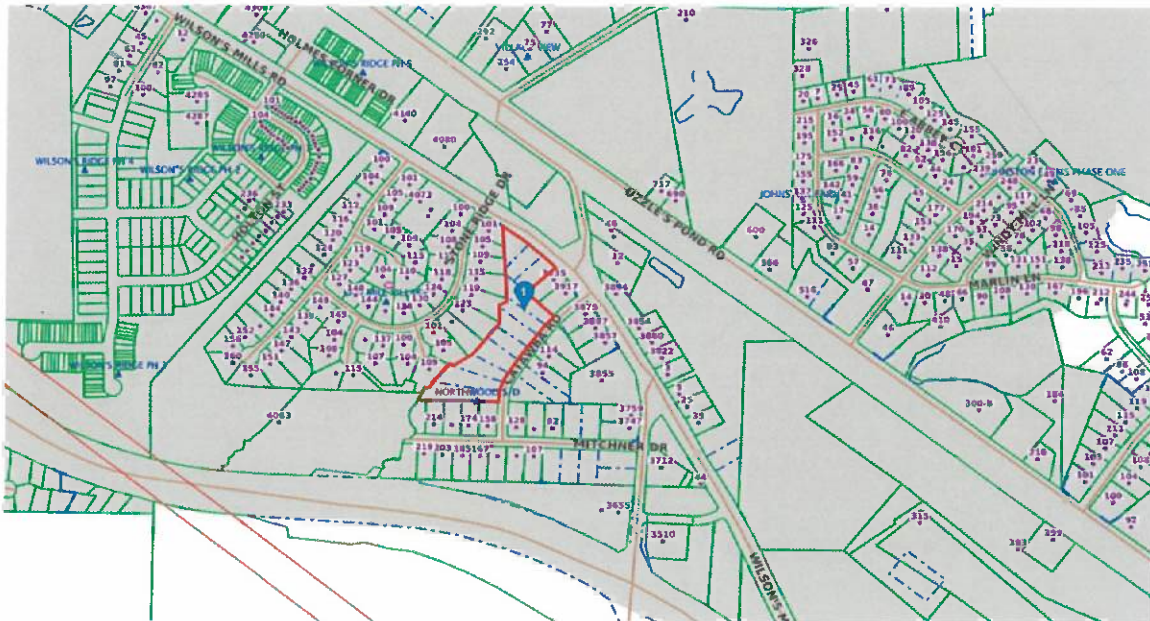
TO: Mayor Fleta Byrd and Town Council Members
FROM: Wendy Oldham, CZO
DATE: October 21st, 2024
FILE No.: CRZ-04-2024
REQUEST: Conditional Rezone from (SFR-2) Single Family Residential 2 to (MU-CZ) Mixed Use – Conditional Rezone

CURRENT SITE INFORMATION	
LOCATION:	Catawba Road
TAX ID:	17K08051V
SITE ACREAGE:	5.810
ZONING:	(SFR-2) Single Family Residential 2
CURRENT USE:	Woodlands

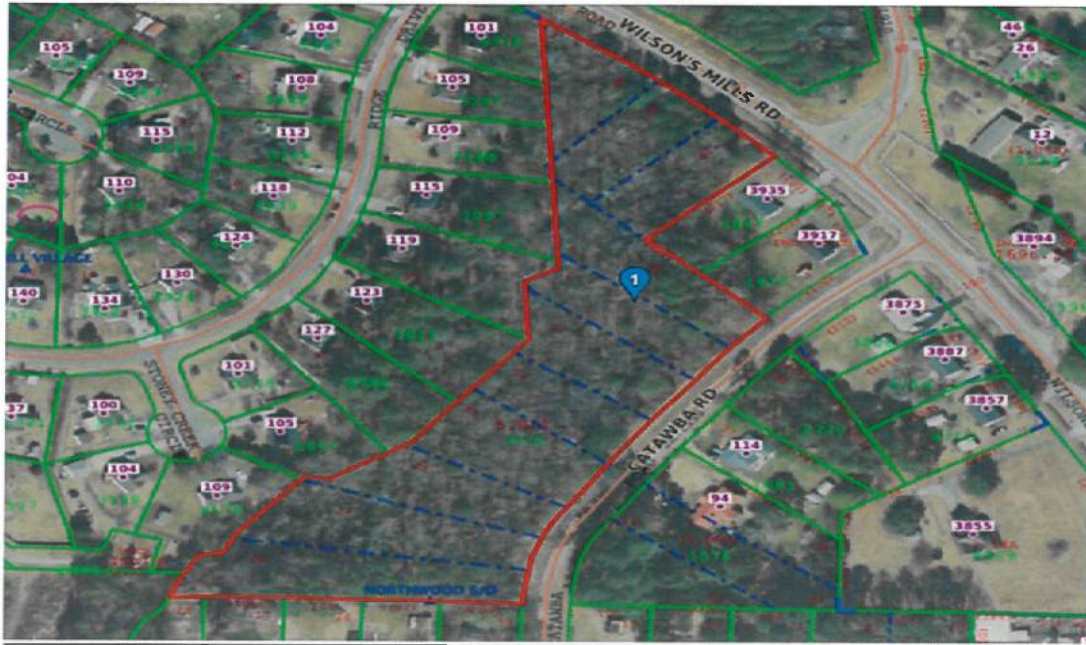
BACKGROUND

This parcel is zoned SFR-2. The applicant, Stocks Engineering, has requested a rezone from SFR-2 to MU-CZ. The rezone application for this parcel originally went before the Planning Board August 26th, and they recommended to approve with conditions to the rezone and recommended the Conditional Rezone go before the Town Council. A public notice was published, the property was posted, letters to adjoining property owners were mailed, and a public hearing has been called.

SITE LOCATION



PARCEL ORTHOPHOTO



STANDARDS FOR APPROVAL

Town Council approval shall be based on the findings of facts and to include the Planning Board's Statement of Consistency and recommendations. Both are listed below.

FINDINGS OF FACT

1. That the use or development is located, designed, and proposed to be to be operated to maintain or promote the public health, safety, and general welfare.
Statement by applicant: "The surrounding properties are residential, single family lots and the townhomes proposed will serve as residential, single family attached lots. The townhomes will be accessed either Wilsons Mills Road or Catawba Road and their design and construction will be in compliance with applicable codes and standards. Before development, applicable stormwater, land disturbance, planning, utility and NCDOT permits will be acquired. All the applicable codes and criteria are in place to maintain and promote public health, safety, and general welfare".
2. That the use or development complies with all required regulations and standards of the Wilsons Mills development ordinance and with all other applicable regulations.
Statement by applicant: "Applicants proposal of (32) townhomes on the proposed site are well within the Residential Density limits of Mixed Use District of 17 Units/acre as states in Wilson's Mills Development (Commercial, institutional, etc.) are proposed for this lot. The townhomes will be designed and built to be in compliance with Wilson Mills Development Ordinance Article 9.9-3. Before development, applicable stormwater, land disturbance, planning, utility and NCDOT permits will be acquired".
3. That the use or development is located, designed, and proposed to be operated to not substantially injure the value of adjoining or abutting property, or that the use or

development is a public necessity. *Statement by applicant: "The townhomes will serve residential purposes which corresponds to the area's uses. The development of the townhomes will not affect the surrounding area's identity of a residential subdivision The townhome development will comply with the Town's applicable standards and codes with the intention of promoting the property's value. Appropriate build, setbacks and buffers will be respected, these buffers are adopted in the ordinance to protect adjacent properties. The owner performed market research on this property and concluded that townhomes where the best option to increase the properties value."*

4. That the use or development will be in harmony with the area in which it is to be located and conforms to the general plans for the land use and development of the Town of Wilson's Mills and its environs. *Statement by applicant: "The Townhomes will serve residential purposes which corresponds to the area's uses. The development of the townhomes will not affect the surrounding area's identity as a residential subdivision. The townhome development will comply with the Towns applicable standards and codes. The Land Use Plan has the area marked for single family neighborhood use. The Townhomes development will maintain this use."*

STATEMENT OF CONSISTENCY AND REASONABLENESS

This action is consistent with the Town of Wilson's Mills Future Land Use Map, as this parcel is projected to be residential. This action is consistent with the Town of Wilson's Mills Comprehensive Land Use and Master Plan. It is reasonable as it will promote the growth of the Town, and it will retain the character of the community while supporting new development. Rezoning this parcel to Mixed Use (MU) is reasonable for the following reasons:

1. Goal 2: 5.2.2 Goal 2: PLAN FOR GROWTH! 5.2.2.1 Objective 1: Harness the imminent southward expansion of the Triangle while managing growth within Wilson's Mills.

PLANNING BOARD RECOMMENDATION(S)

This application for rezoning went before the Planning Board on August 26th, 2024. The Planning Board recommendation is for approval of this rezone request of File No. CRZ-04-2024 from SFR-2 to MU-CZ with the conditions listed below. The Planning Board adopts the Statement of Consistency with the Future Land Use Map, The Comprehensive Land Use Plan, and meets all development requirements.

THE TOWN'S PLANNING DEPARTMENT RECOMMENDATION(S)

After reviewing the file, rezoning application and site plan, staff recommends approval for rezoning from Single Family residential 2 (SFR-2) to Mixed Use (MU). Staff agrees with the Planning Board decision to approve rezone with the following conditions:

- Front Setback of 20' to allow ample parking
- One Extra Parking Space per three units
- No Businesses

**TOWN COUNCIL ACTION OPTIONS FOR REZONE OF Parcel ID: 17K08051V
(CATAWBA ROAD)**

1. OPTION TO APPROVE:

I motion to **approve** the rezone of Parcel ID: 17K08051V (Catawba Road) from SFR-2 to Mixed Use (MU-CZ), in alignment with the Planning Board's Statement of Consistency with the Comprehensive Land Use Plan, UDO, and Future Land Use Map. This approval is contingent upon the following conditions:

1. A front setback of 20 feet to provide ample parking space.
2. An additional parking spot for every three residential units developed.
3. A prohibition on businesses within the designated area to maintain the intended residential character.

2. OPTION TO TABLE:

I motion to **table** the rezone of Parcel ID: 17k08051V (Catawba Road) from SFR-2 to MU for the following reason(s):

3. OPTION TO DENY:

I motion to **deny** the rezone of Parcel ID: 17k08051V (Catawba Road) from SFR-2 to MU for the following reason(s):

Attachments:

Rezone Application

Owner Authorization Form

Sketch Plan

Ordinances



TOWN OF WILSON'S MILLS
**REZONING / MAP AMENDMENT
APPLICATION**

Planning Department
PO Box 448, Wilson's Mills, NC 27593
Phone: (919) 938-3885 Fax: (919) 938-1121

PROCESS INFORMATION:

Submission Requirement: An application for a rezoning (general or conditional zoning) to the Town's official zoning map shall be filed with the Development Compliance Officer. Such petition shall contain all the information required on this form and must be determined to be complete by the Development Compliance Officer prior to advancing it through the review process.

Public Notification: This is a legislative process that requires a public hearing.

Review Process: Per Article 5 of the Wilson's Mills Development Ordinance (WMDO), all applications are to be reviewed for compliance by the Development Compliance Officer and then forwarded for to the Planning Board (review) and Town Council (decision) for consideration.

General Rezoning Requests: These are "general" requests involving a zoning change to an individual parcel of land. The request is to amend or change the Town's Official Zoning Map in a certain area from one zoning district to another. "General" rezoning requests are not specific and if approved, any permitted land use within the new zoning district as illustrated in the Section 8.1 (Table of Uses) of the Wilson's Mills Development Ordinance (WMDO) could be permitted.

Conditional Zoning Requests: Conditional Zoning Districts (CZ) are districts with conditions voluntarily added by the applicant. Conditional zoning is available for any of the Primary General Use District classifications enumerated in Article 8 of the WMDO, except for those that require a site-specific development plan as part of the application. The conditional zoning designation shall be indicated on all zoning maps and other official documents with the suffix, "(CZ)" (e.g. "IND(CZ)").

FILING INSTRUCTIONS:

- Every applicant for rezoning request is required to meet with the Development Compliance Officer in a pre-application conference prior to the submittal of a formal application. The purposes of this conference are to provide additional information regarding the review process and assistance in the preparation of the application.
- A petitioner must complete this application in full. This application will not be processed unless all information requested is provided.
- Remittance of associated fee(s)* to accompany this application. (*See Town of Wilson's Mills fee schedule)

GENERAL PROJECT INFORMATION:

Project Address / Location: Catawba Drive, Smithfield, NC 27577

Zoning District: SFR-2

Size of Property (in acres): 5.81

Johnston Co. Tax PIN #: 169614-34-8675

Proposed Building Square Footage: 1,100 sf per townhome for 32 townhomes

Town Jurisdiction: In-Town Limits

ETJ

Existing land use/zoning on adjoining properties:

North: Residential/SFR-2
South: Residential/SFR-2
East: Residential/SFR-2
West: Residential/SFR-3

APPLICANT INFORMATION:

Applicant: Stocks Engineering

Address: 801 E Washington St.

City: Nashville State: NC Zip: 27856

Phone: (252) 459-8196 Email: ihardison@stocksengineering.com

Property Owner (**Owner Consent Form is required if different from applicant**): Ivey Self Storage, Inc.

Address: 203 Hancock St.

City: Smithfield State: NC Zip: 27577

Phone: 919-810-6873 Email: alexivey88@gmail.com

REZONING REQUEST:

IH General Use Conditional Zoning

Existing Zoning Classification: SFR-2

Proposed Zoning Classification: MU

If the request is to a Conditional Zoning District, this application should be accompanied by a site-specific development plan that includes land use, existing conditions, buildings, lots, etc. per the WMDO. In addition, please provide a narrative of the proposed use and list any proposed conditions:

Proposed Land Use:

This project will be know as the Wilson's Mills Townhomes project which will include the development of the 5.81 acre lot into (32) 1,100 sf townhomes.

Proposed Conditions Offered by Applicant:

Applicant's proposal of (32) townhomes in the lot are well within the Residential Density limits of Mixed Use District of 17 units/acre as stated in Wilson's Mills Development Ordinance Article 8.4-6 (E.) (2.)

ACKNOWLEDGEMENT:

The undersigned property owner, or duly authorized agent/representative thereof certifies that this application and the foregoing answers, statements, and other information herewith submitted are in all respects true and correct to the best of their knowledge and belief, with the understanding that any incorrect information submitted may result in the delay or rescheduling of the required public hearing and may result in the revocation of this application. I hereby authorize the Town of Wilson's Mills to review this request, visit the site, and contact any appropriate design professional in relation to questions generated as a result of the review.

J. Michael Stocks
Applicant Printed Name

J. Michael Stocks
Applicant Signature

7/11/24
Date

FINDINGS OF FACT

Article 7.8 of the WMDO require the compliance of specific findings of fact in order to grant a rezone. The applicant shall submit the following statements of justification, presenting factual information supporting each and all the required findings as they relate to the proposed rezone request:

1. That the use or development is located, designed, and proposed to be operated so as to maintain or promote the public health, safety, and general welfare.

Statement by applicant:

The surrounding properties are residential, single family lots and the townhomes proposed will serve as residential, single family attached lots. The townhomes will be accessed either Wilson Mills Road or Catawaba Road and their design and construction will be in compliance with applicable codes and standards. Before development, applicable stormwater, land disturbance, planning, utility and NCDOT permits will be acquired. All of the applicable codes and criteria are in place to maintain and promote public health, safety, and general welfare.

2. That the use or development complies with all required regulations and standards of the Wilson's Mills Development Ordinance and with all other applicable regulations.

Statement by applicant:

Applicant's proposal of (32) townhomes on the proposed site are well within the Residential Density limits of Mixed Use District of 17 units/acre as stated in Wilson's Mills Development Ordinance Article 8.4-6 (E.) (2.). No other type of development (commercial, institutional, etc.) are proposed for this lot. The townhomes will be designed and built to be in compliance with Wilson Mills Development Ordinance Article 9.9-3. Before development, applicable stormwater, land disturbance, planning, utility and NCDOT permits will be acquired.

3. That the use or development is located, designed, and proposed to be operated so as not to substantially injure the value of adjoining or abutting property, or that the use or development is a public necessity.

Statement by applicant:

The townhomes will serve residential purposes which corresponds to the area's uses. The development of the townhomes will not affect the surrounding area's identity as a residential subdivision. The townhome development will comply with the Town's applicable standards and codes with the intention of promoting the properties value. Appropriate build setbacks and buffers will be respected, these buffers are adopted in the ordinance to protect adjacent properties. The owner performed market research on this property and concluded that townhomes were the best option to increase the properties value.

4. That the use or development will be in harmony with the area in which it is to be located and conforms to the general plans for the land use and development of the Town of Wilson's Mills and its environs.

Statement by applicant:

The townhomes will serve residential purposes which corresponds to the area's uses. The development of the townhomes will not affect the surrounding area's identity as a residential subdivision. The townhome development will comply with the Town's applicable standards and codes. The Land Use Plan has the area marked for single family neighborhood use. The Townhomes development will maintain this use.

For Town Use Only

Date Received: 7-11-2024 Case #: CR2-04-2024

Payment Amount: 500.00 Date Paid: 7-16-2024

Application Received by: _____

PB Date: 8/26/24 Recommended Denied _____

Site Posted Date: 10/2/24 Ad Run Dates: 10/9/24 + 10/16/24

Letters Mailed Date: 9/30/24 Hearing Called by TC on: 9/16/24

TC Date: 10/21/24 Approved _____ Denied _____



OWNER AUTHORIZATION FORM

Planning Department
PO Box 448, Wilson's Mills, NC 27593
Phone: (919) 938-3885 Fax: (919) 938-1121

PROPERTY OWNERS CERTIFICATION:

I, Alex Ivey hereby affirm that I am the owner of the property located at:

Property Address/Physical Location: Catawba Drive,

City: Smithfield

State: NC

Zip Code: 27577

Johnston Co. Tax PIN #: 169614-34-8675

Project/Activity/Permit for which application is being made: Rezoning/Map Amendment Application for the Wilsons Mill Townhomes project

By signing below, I authorize the individual identified in the following section to act as my authorized agent with regard to any and all application(s) made to the Town of Wilson's Mills Planning Department for the activities described. The individual identified below shall remain in this capacity with regard to any applications and subsequently issued permits related to these activities indefinitely unless an express written request to terminate this authorization, signed by me, is submitted to the Town of Wilson's Mills Planning Department.

Alex Ivey

Owner's Printed Name

Alex Ivey

Owner's Signature

7/10/24

Date

APPLICANT/AGENT INFORMATION:

Applicant/Owner's Authorized Agent: Stocks Engineering

Address: 801 E Washington St.

City: Nashville

State: NC

Zip Code: 27856

Phone: (252) 459-8196

Email: ihardison@stocksengineering.com

I, the duly authorized agent/representative thereof, hereby certify that the information herewith is in all respects true and correct to the best of my knowledge and belief.

J. Michael Stocks

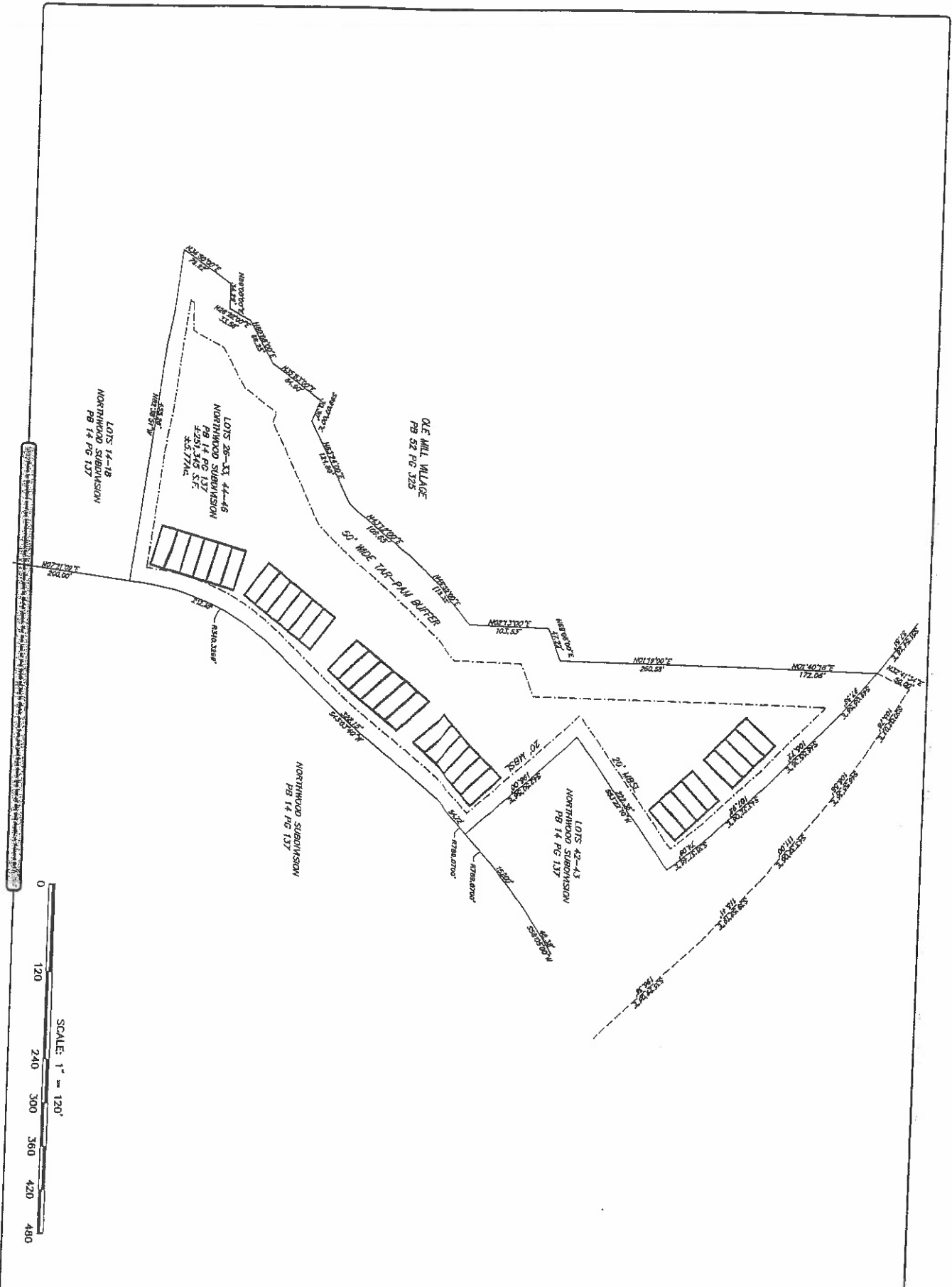
Applicant/Agent Printed Name

J. Michael Stocks

Applicant/Agent Signature

7/17/24

Date



NO. OF SHEETS	1
SHEET NO.	1
DATE	
PROJECT	WILSON'S MILLS TOWNHOMES
CLIENT	
DESIGNED BY	
CHECKED BY	
APPROVED BY	
SCALE	1" = 120'
DATE PLOTTED	
PLotted	
CE-01	



WILSON'S MILLS TOWNHOMES
WILSON'S MILLS, NORTH CAROLINA

STOCKS ENGINEERING
 501 EAST WASHINGTON STREET
 WARRAHALL, N.C. 27586
 WWW.STOCKSENGINEERING.COM
 PHONE (919) 885-8888

AN ORDINANCE AMENDING THE WILSON'S MILLS ZONING ORDINANCE

**PROPERTY OWNED BY
IVEY SELF STORAGE INC.
5.810 ACRES LOCATED ON CATAWBA ROAD FROM
SINGLE FAMILY RESIDENTIAL 2 (SFR-2) TO
MIXED USE CONDITIONAL (MU-CZ)**

WHEREAS, a petition has been received from Stocks Engineering on behalf of Ivey Self Storage Inc to rezone a 5.810-acre tract of land from SFR-2 (Single Family Residential 2) to MU-CZ (Mixed Use Conditional); and

WHEREAS, the required newspaper notices have been given, adjacent property owners notified, the recommendation from the Wilson's Mills Planning Board received, and a public hearing held at a Regular Meeting on October 21, 2024 with members of the public soliciting input on the matter.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL of the Town of Wilson's Mills that:

Section 1. The Zoning Ordinance of the Town of Wilson's Mills is amended to change the following area from SFR-2 (Single Family Residential 2) to MU-CZ (Mixed Use Conditional), and to amend the Wilson's Mills Zoning Map to show the area change:

BEGINNING; thence S 43 Deg 3 Min 40 Sec W a distance of 322.15 feet; thence following the curvature thereof an arc (said arc having a tangent bearing of S 43 Deg 3 Min 40 Sec W, a counterclockwise direction, an arc distance of 212.18 feet and a radius of 340.33 feet); thence N 82 Deg 38 Min 51 Sec W a distance of 455.26 feet; thence N 34 Deg 50 Min 0 Sec E a distance of 79.92 feet; thence N 89 Deg 0 Min 0 Sec E a distance of 34.29 feet; thence N 28 Deg 22 Min 0 Sec E a distance of 33.58 feet; thence N 60 Deg 6 Min 0 Sec E a distance of 66.25 feet; thence N 35 Deg 53 Min 0 Sec E a distance of 84.90 feet; thence S 69 Deg 7 Min 0 Sec E a distance of 30.30 feet; thence N 63 Deg 24 Min 0 Sec E a distance of 124.80 feet; thence N 43 Deg 12 Min 0 Sec E a distance of 109.65 feet; thence N 46 Deg 52 Min 0 Sec E a distance of 119.35 feet; thence N 2 Deg 13 Min 0 Sec E a distance of 103.53 feet; thence N 69 Deg 6 Min 0 Sec E a distance of 47.22 feet; thence N 1 Deg 19 Min 0 Sec E a distance of 260.58 feet; thence N 1 Deg 40 Min 18 Sec E a distance of 172.06 feet; thence S 49 Deg 5 Min 56 Sec E a distance of 97.59 feet; thence S 46 Deg 55 Min 36 Sec E a distance of 105.72 feet; thence S 43 Deg 32 Min 6 Sec E a distance of 107.92 feet; thence S 38 Deg 37 Min 46 Sec E a distance of 74.09 feet; thence S 53 Deg 22 Min 10 Sec W a distance of 222.36 feet; thence S 42 Deg 50 Min 56 Sec E a distance of 196.00 feet to the point and place of BEGINNING, containing 5.859 acres, more or less;

Section 2. The aforementioned rezone is subject to the following conditions:

- a. Front setback of 20' to allow ample parking
- b. One extra parking space per three units
- c. No businesses

Section 3. All laws and clauses in conflict with this Ordinance Amendment are hereby repealed.

Section 4. This Ordinance Amendment shall be effective immediately upon adoption.

DULY ADOPTED THIS THE 21st DAY OF OCTOBER 2024

FLETA A. BYRD, Mayor

ATTEST:

EMILY MATTHEWS, CMC, Town Clerk

Request for Council Action

Agenda Item 5b

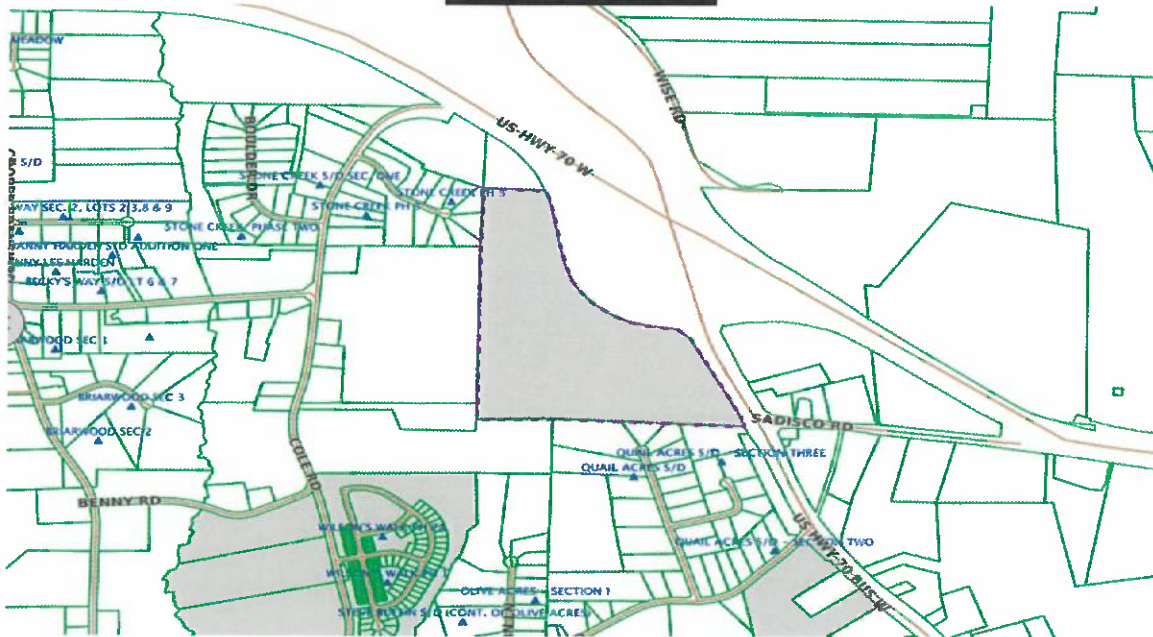
TO: Mayor Fleta Byrd and Town Council Members
FROM: Wendy Oldham, CZO
DATE: October 21st, 2024
FILE No.: RZ-05-2024
REQUEST: Rezone from (SFR-3) Single Family Residential and Commercial (C-70) to (MU) Mixed Use

CURRENT SITE INFORMATION	
LOCATION:	5691 US Highway 70 Business
TAX ID:	05i06028
SITE ACREAGE:	59.650
ZONING:	(SFR-3) Single Family Residential and (C-70) Commercial
CURRENT USE:	Vacant Parcel

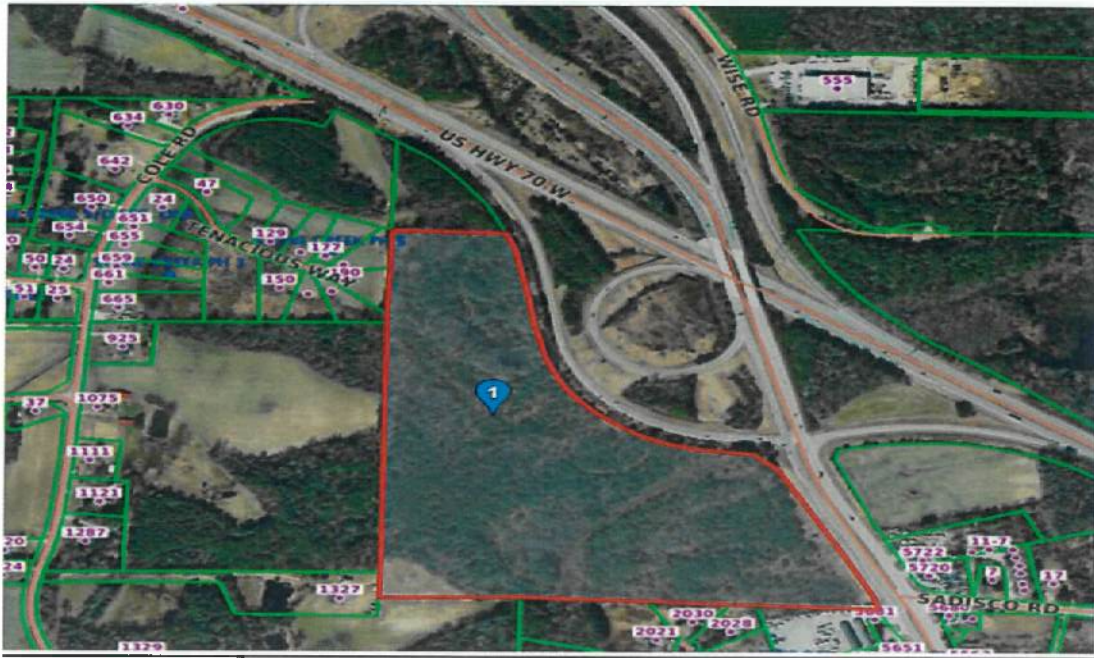
BACKGROUND

This parcel is zoned SFR-3 and C-70. The applicant, William R. Jones, has requested a rezone from SFR-3 and C-70 to MU. The rezone application for this parcel went before the Planning Board August 26th, 2024. The Planning Board approved and recommended the Rezone go before the Town Council. A public notice was published, the property was posted, letters were mailed to adjoining property owners, and a public notice has been called.

SITE LOCATION



PARCEL ORTHOPHOTO



STANDARDS FOR APPROVAL

Town Council approval shall be based on the findings of facts and to include the Planning Board's Statement of Consistency and recommendations. Both are listed below.

FINDINGS OF FACT

1. That the use or development is located, designed, and proposed to be to be operated to maintain or promote the public health, safety, and general welfare.
Statement by applicant: "Wilson's Mills zoning districts have changed since this property was brought into the city limits and zoning attached – property can not be developed as originally planned – Multi-Family & Town Homes now not allowed".
2. That the use or development complies with all required regulations and standards of the Wilsons Mills development ordinance and with all other applicable regulations.
Statement by applicant: "Yes, this property will meet the requirements".
3. That the use or development is located, designed, and proposed to be operated to not substantially injure the value of adjoining or abutting property, or that the use or development is a public necessity. *Statement by applicant: "This should enhance the surrounding properties".*
4. That the use or development will be in harmony with the area in which it is to be located and conforms to the general plans for the land use and development of the Town of Wilson's Mills and its environs. *Statement by applicant: "This project will conform to Wilson Mills Land Use".*

STATEMENT OF CONSISTENCY AND REASONABLENESS

This action is consistent with the Town of Wilson’s Mills Future Land Use Map, as this parcel is projected to be residential. This action is consistent with the Town of Wilson’s Mills Comprehensive Land Use and Master Plan. It is reasonable as it will promote the growth of the Town, and it will retain the character of the community while supporting new development. Rezoning this parcel to Mixed Use (MU) is reasonable for the following reasons:

1. Goal 2: 5.2.2 Goal 2: PLAN FOR GROWTH! 5.2.2.1 Objective 1: Harness the imminent southward expansion of the Triangle while managing growth within Wilson’s Mills.

PLANNING BOARD RECOMMENDATION(S)

This application for rezoning went before the Planning Board on August 26th, 2024. The Planning Board’s recommendation is for approval of this rezone request of File No. RZ-5-2024 from SFR-3 and Commercial (C-70) to MU.

THE TOWN’S PLANNING DEPARTMENT RECOMMENDATION(S)

After reviewing the file and rezoning application, staff recommend approval for rezoning from (SFR-3) Single Family Residential 3 and (C-70) Commercial to Mixed Use (MU). Staff agrees with the Planning Board decision to approve rezone.

**TOWN COUNCIL ACTION OPTIONS for Rezone OF Parcel ID: 05i06028
(R. Jones Property)**

1. OPTION TO APPROVE:

I motion to **approve** the rezone of Parcel ID: 05i06028 (R. Jones Property) from SFR-3 and C-70 to Mixed Use (MU), in alignment with the Planning Board's Statement of Consistency with the Comprehensive Land Use Plan, UDO, and Future Land Use Map.

2. OPTION TO TABLE:

I motion to **table** the rezone of Parcel ID: 05i06028 (R. Jones Property) from SFR-3 and C-70 to Mixed Use (MU) for the following reason(s):

3. OPTION TO DENY:

I motion to **deny** the rezone of Parcel ID: 05i06028 (R. Jones Property) from SFR-3 and C-70 to MU for the following reason(s):

Attachments:

Rezone Application

Owner Authorization Form

Permitted Uses Chart

Ordinances



TOWN OF WILSON'S MILLS
**REZONING / MAP AMENDMENT
APPLICATION**

Planning Department
PO Box 448, Wilson's Mills, NC 27593
Phone: (919) 938-3885 Fax: (919) 938-1121

PROCESS INFORMATION:

Submission Requirement: An application for a rezoning (general or conditional zoning) to the Town's official zoning map shall be filed with the Development Compliance Officer. Such petition shall contain all the information required on this form and must be determined to be complete by the Development Compliance Officer prior to advancing it through the review process.

Public Notification: This is a legislative process that requires a public hearing.

Review Process: Per Article 5 of the Wilson's Mills Development Ordinance (WMDO), all applications are to be reviewed for compliance by the Development Compliance Officer and then forwarded for to the Planning Board (review) and Town Council (decision) for consideration.

General Rezoning Requests: These are "general" requests involving a zoning change to an individual parcel of land. The request is to amend or change the Town's Official Zoning Map in a certain area from one zoning district to another. "General" rezoning requests are not specific and if approved, any permitted land use within the new zoning district as illustrated in the Section 8.1 (Table of Uses) of the Wilson's Mills Development Ordinance (WMDO) could be permitted.

Conditional Zoning Requests: Conditional Zoning Districts (CZ) are districts with conditions voluntarily added by the applicant. Conditional zoning is available for any of the Primary General Use District classifications enumerated in Article 8 of the WMDO, except for those that require a site-specific development plan as part of the application. The conditional zoning designation shall be indicated on all zoning maps and other official documents with the suffix, "(CZ)" (e.g. "IND(CZ)").

FILING INSTRUCTIONS:

_____ Every applicant for rezoning request is required to meet with the Development Compliance Officer in a pre-application conference prior to the submittal of a formal application. The purposes of this conference are to provide additional information regarding the review process and assistance in the preparation of the application.

_____ A petitioner must complete this application in full. This application will not be processed unless all information requested is provided.

_____ Remittance of associated fee(s)* to accompany this application. (*See Town of Wilson's Mills fee schedule)

GENERAL PROJECT INFORMATION:

Project Address / Location: 5691 U.S. HIGHWAY 70 BUSINESS CLAYTON NC

Zoning District: SFR3 and C-70 Size of Property (in acres): 5.9 +/-

Johnston Co. Tax PIN #: 05106028
769703-4-5533 Proposed Building Square Footage: N/A

Town Jurisdiction: In-Town Limits ETJ

(

Existing land use/zoning on adjoining properties:

North:	<u>COUNTY ZONING</u>	<u>1-1</u>
South:	<u>"</u>	<u>" AR</u>
East:	<u>COUNTY ZONING</u>	<u>GB</u>
West:	<u>"</u>	<u>" AR</u>

APPLICANT INFORMATION:

Applicant: WILLIAM R. JONES

Address: 120 DOBWOOD LANE / P.O. BOX 393

City: PINE LEVEL State: NC Zip: 27568

Phone: (919) 796-2983 Email: RANDYJONES57@GMAIL.COM

Property Owner (Owner Consent Form is required if different from applicant): SAME

Address: SAME

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

REZONING REQUEST:

General Use _____ Conditional Zoning

Existing Zoning Classification: SFR-3 & C-70

Proposed Zoning Classification: MIXED-USE DISTRICTS MU-1, MU-2

If the request is to a Conditional Zoning District, this application should be accompanied by a site-specific development plan that includes land use, existing conditions, buildings, lots, etc. per the WMDO. In addition, please provide a narrative of the proposed use and list any proposed conditions:

Proposed Land Use: COMBINATION OF COMMERCIAL & RESIDENTIAL

Proposed Conditions Offered by Applicant: SEE EXAMPLE OF ATTACH MAP

ACKNOWLEDGEMENT:

The undersigned property owner, or duly authorized agent/representative thereof certifies that this application and the foregoing answers, statements, and other information herewith submitted are in all respects true and correct to the best of their knowledge and belief, with the understanding that any incorrect information submitted may result in the delay or rescheduling of the required public hearing and may result in the revocation of this application. I hereby authorize the Town of Wilson's Mills to review this request, visit the site, and contact any appropriate design professional in relation to questions generated as a result of the review.

WILLIAM R. JONES
Applicant Printed Name

William R Jones
Applicant Signature

7-1-2024
Date

FINDINGS OF FACT

Article 7.8 of the WMDO require the compliance of specific findings of fact in order to grant a rezone. The applicant shall submit the following statements of justification, presenting factual information supporting each and all the required findings as they relate to the proposed rezone request:

- 1. That the use or development is located, designed, and proposed to be operated so as to maintain or promote the public health, safety, and general welfare.

Statement by applicant:

WILSON MILLS ZONING ~~USES~~ USES HAVE CHANGED SINCE THIS PROPERTY WAS BROUGHT INTO THE CITY LIMITS AND ZONING ATTACHED - PROPERTY CAN NOT BE DEVELOPED AS ORIGINALLY PLANNED - MULTI-FAMILY & TOWN HOMES NOW NOT ALLOWED

- 2. That the use or development complies with all required regulations and standards of the Wilson's Mills Development Ordinance and with all other applicable regulations.

Statement by applicant:

YES, THIS PROPERTY WILL MEET THE REQUIREMENTS

- 3. That the use or development is located, designed, and proposed to be operated so as not to substantially injure the value of adjoining or abutting property, or that the use or development is a public necessity.

Statement by applicant:

THIS SHOULD ENHANCE THE SURROUNDING PROPERTIES

- 4. That the use or development will be in harmony with the area in which it is to be located and conforms to the general plans for the land use and development of the Town of Wilson's Mills and its environs.

Statement by applicant:

THIS PROJECT WILL CONFORM TO WILSON MILLS LAND USE

For Town Use Only

Date Received: 7-2-24 Case #: BZ-5-2024

Payment Amount: 500.00 Date Paid: 7-15-2024

Application Received by: Wendy Oldham

PB Date: 7/22/24 Recommended Denied

Site Posted Date: 10/2/24 Ad Run Dates: _____

Letters Mailed Date: 9/30/24 Hearing Called by TC on: 9/16/24

TC Date: 10/2/24 Approved _____ Denied _____

LAND USE TYPE:

A. RESIDENTIAL	AG	SHR (1-3)	RMST	MS	GV	MU 1&2	C-70	CP	VSR	IND
Dwelling Unit – Accessory										
Dwelling - Manufactured Home (Type 2 on individual lot)	PS	PS	PS	P	PS	PS	-	-	-	-
Dwelling – Multi-Family (Apartments or Condominiums)	PS	PS	-	-	-	-	-	-	-	-
Dwelling – Single Family Attached (Townhome)	-	-	PS	PS	PS	PS	-	-	-	-
Dwelling – Single Family Detached	-	-	P	P	P	P	-	-	-	-
Dwelling – Two Family (Duplex)	P	P	P	P	P	P	-	-	-	-
Family Care Home	-	P	P	P	P	P	-	-	-	-
Group Care Facility	P	P	P	P	P	P	-	-	-	-
Manufactured Home Park (Type 1)	S	S	S	S	-	S	-	-	-	-
B. LODGING AND ACCOMMODATIONS										
Bed and Breakfast Inn										
Dormitories	PS	-	PS	PS	PS	PS	PS	-	-	-
Rooming and Boarding House	-	-	-	-	PS	-	-	-	-	-
Hotel or Motel	-	S	-	S	S	-	-	-	-	-
C. OFFICE AND SERVICES										
Banks, Credit Unions, Financial Services	-	-	-	PS	PS	PS	P	P	-	-
Funeral Homes/Crematoria	-	-	-	PS	PS	PS	P	P	-	-
General Office Uses (not specifically listed)	-	-	-	P	P	P	P	-	-	-
General Offices Use (with screened outdoor storage)	-	-	-	P	P	P	P	P	-	-
Home Occupation	-	-	-	-	-	-	PS	PS	PS	PS
Hospital	PS	PS	PS	PS	PS	PS	-	-	-	-
Medical, Dental or Related	-	-	-	P	P	P	P	P	-	-
Personal Care Service	-	-	-	P	P	P	P	P	-	-
Post Office	-	-	-	P	P	P	P	P	-	-

Games Arcade Establishment	-	-	-	S	-	-	-	P	-	-	-
General Commercial/Retail	-	-	-	P	P	P	P	P	-	-	-
Golf Course	P	S	S	S	S	S	S	P	-	-	-
Golf Driving Range	-	-	-	-	-	-	PS	PS	-	-	-
Junked Motor Vehicle Storage as Accessory Use	S	-	-	-	-	-	-	S	-	PS	PS
Junkyard, Salvage Yard, Used Auto Parts	-	-	-	-	-	-	-	-	-	PS	PS
Landscape Services w/ Outdoor Storage (see outdoor storage)	P	-	-	-	-	-	-	-	-	-	S
Moving and Storage Service	-	-	-	-	-	-	-	PS	-	-	-
Outdoor Amusement	-	-	-	-	-	-	-	P	-	P	P
Outside Storage	-	-	-	-	-	-	-	S	S	-	-
Night Club	-	-	-	-	-	-	-	PS	-	-	PS
Parking Lot/Structure (Principal Use)	-	-	-	S	S	S	S	S	-	-	-
Pawnshops	-	-	-	P	P	P	P	P	P	-	P
Pest or Termite Control Services	-	-	-	-	-	PS	PS	PS	-	-	-

LAND USE TYPE:	AC	SHR (1-3)	RWST	MS	CIV	MU 1&2	G-70	CP	VS	IND
Portable Storage Unit (see Temporary Use in Article 15)	-	-	-	-	-	-	-	-	-	-
Raceway (Go-Carts, Motorcycle, Automobile)	-	-	-	-	-	-	S	-	-	-
Restaurant	-	-	-	-	-	-	-	-	-	-
Retreat Center	P	-	-	P	P	P	P	-	-	-
Riding Stables	P	-	P	P	P	-	P	P	-	-
Shooting Range, Indoor	S	-	-	-	-	-	-	-	-	-
Shooting Range, Outdoor	S	-	-	-	-	S	S	S	-	-
Smoke & Tobacco Shop	-	-	-	-	-	-	-	-	-	-
Tattoo and/or Body Piercing Studio	-	-	-	P	-	P	P	-	-	-
Taxidermist	P	-	-	-	-	P	P	-	-	-

Rail Station	-	-	-	S	S	S	S	S	-	-	-	-	S
Water Treatment Plant	-	-	-	-	-	-	-	-	-	-	-	-	PS
Solar Energy System (principal use)	S	-	-	-	-	-	-	-	-	-	-	-	PS
Utility Metering Station	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	S
Utility Pumping Station	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS
Utility Substation	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS
Wastewater Treatment Plant	-	-	-	-	-	-	-	-	-	-	-	-	PS
Wireless Telecommunications Facility (microcell)	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS
Wireless Telecommunications Facility (concealed)	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS
LAND USE TYPE:	AG	SPR (1-3)	RMST	MS	CTV	MU 1&2	G-70	CP	VSR	IND			
Wireless Telecommunications Facility (co-located)	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS
Wireless Telecommunications Facility (tower)	PS	-	-	PS	-	PS	PS	PS	PS	PS	PS	PS	PS
J. OTHER													PS
Special Events (see Article 15)													
Swimming Pools (accessory use)	P	P	P	-	P	P	P	-	-	-	-	-	
Temporary Health Care Structures (see NCCGS 160D-915)	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	-
Temporary Shelter	P	P	P	P	P	P	P	P	PS	PS	PS	PS	PS
Yard Sales (See Section 15.3)	PS	PS	PS	PS	PS	PS	PS	P	P	P	P	P	P

AN ORDINANCE AMENDING THE WILSON'S MILLS ZONING ORDINANCE

**PROPERTY OWNED BY
WILLIAM R. JONES
59.650 ACRES LOCATED AT 5691 US HIGHWAY 70 BUSINESS FROM
SINGLE FAMILY RESIDENTIAL (SFR-3) TO
COMMERCIAL (C-70)**

WHEREAS, a petition has been received from William R. Jones to rezone a 59.650-acre tract of land from SFR-3 (Single Family Residential) to C-70 (Commercial); and

WHEREAS, the required newspaper notices have been given, adjacent property owners notified, the recommendation from the Wilson's Mills Planning Board received, and a public hearing held at a Regular Meeting on October 21, 2024 with members of the public soliciting input on the matter.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL of the Town of Wilson's Mills that:

Section 1. The Zoning Ordinance of the Town of Wilson's Mills is amended to change the following area from SFR-3 (Single Family Residential) to C-70 (Commercial), and to amend the Wilson's Mills Zoning Map to show the area change:

BEGINNING; thence N 2 Deg 6 Min 16 Sec E a distance of 570.46 feet; thence N 0 Deg 41 Min 55 Sec E a distance of 1534.36 feet; thence N 0 Deg 11 Min 52 Sec E a distance of 198.00 feet; thence S 86 Deg 2 Min 47 Sec W a distance of 574.92 feet; thence N 87 Deg 38 Min 26 Sec W a distance of 1469.69 feet; thence S 24 Deg 12 Min 7 Sec E a distance of 103.91 feet; thence S 26 Deg 36 Min 4 Sec E a distance of 192.47 feet; thence S 27 Deg 51 Min 38 Sec E a distance of 94.51 feet; thence S 27 Deg 40 Min 14 Sec E a distance of 235.41 feet; thence S 24 Deg 51 Min 30 Sec E a distance of 328.60 feet; thence S 46 Deg 34 Min 36 Sec E a distance of 145.87 feet; thence S 82 Deg 3 Min 21 Sec E a distance of 244.38 feet; thence following the curvature thereof an arc (said arc having a chord bearing of S 47 Deg 9 Min 41 Sec E, a clockwise direction, an arc distance of 831.54 feet and a radius of 853.02 feet); thence S 12 Deg 16 Min 1 Sec E a distance of 244.38 feet; thence S 9 Deg 16 Min 20 Sec E a distance of 149.76 feet; thence S 11 Deg 24 Min 17 Sec E a distance of 283.90 feet; thence following the curvature thereof an arc (said arc having a chord bearing of S 18 Deg 17 Min 46 Sec E, a clockwise direction, an arc distance of 104.33 feet and a radius of 197.50 feet); thence S 89 Deg 10 Min 58 Sec E a distance of 455.20 feet to the point and place of BEGINNING, containing 60.143 acres, more or less

Section 2. All laws and clauses in conflict with this Ordinance Amendment are hereby repealed.

Section 3. This Ordinance Amendment shall be effective immediately upon adoption.

DULY ADOPTED THIS THE 21ST DAY OF OCTOBER 2024

FLETA A. BYRD, Mayor

ATTEST:

EMILY MATTHEWS, CMC, Town Clerk

Request for Council Action

Agenda Item 7b(i)

TO: MAYOR FLETA BYRD AND TOWN COUNCILMEMBERS
FROM: LEIGHANNA WORLEY, TOWN ADMINISTRATOR
DATE: OCTOBER 21, 2024
RE: TOWN HALL CAMPUS MASTER PLAN RFQ APPROVAL

Please find attached a rough draft of the RFQ (Requests for Qualifications) for the Master Plan at the Town Hall Campus. This RFQ is based on discussions by the Council at their Work Sessions with Central Pines Regional Council representatives over the past few months.

We have left the dates for release and submittal deadlines blank to discuss the timeline Council would like to move forward with on this.

ATTACHMENTS:

Rough Draft Town Hall Campus Master Plan RFQ

ACTION REQUESTED:

Motion to approve, deny, amend, or table the Town Hall Campus Master Plan RFQ and decide on the timeline to move forward.

(TOWN LETTERHEAD)

Request for Qualifications

Wilson's Mills Town Campus – Master Planning

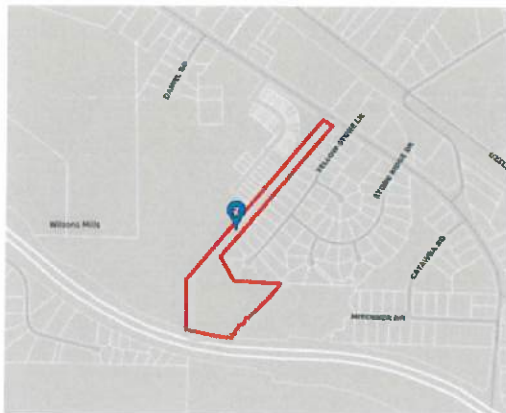
Release date: November XX, 2024

Proposal due date: December XX, 2024

Submit completed proposal packets to XXXX (Name, email address, physical address if necessary. You do not need to include phone number because all answers are to be through a written request).

I. Overview of Request for Qualifications (RFQ)

The Town of Wilson's Mills has recently acquired 11.51 acres of property located at 4083 Wilson's Mills Road, Wilson's Mills, North Carolina 27577. The site is located directly off I-70 and will serve as the new central home for Wilson's Mill's Town Hall, Police Department, and additional operations that are needed as the community grows. This acquisition represents a unique opportunity for the Town to design and develop a cohesive, comprehensive, and connected location for municipal operations that represents its character and offers a gathering place for the rapidly rising number of community members and growth of projected staff members. Images of the parcel are provided below.



The Town seeks interested firms and individuals to provide site design and landscape architecture that help the Town Council and staff envision options for the property. The final design package will include three designs that are feasible for the site and meet the vision of Town Council, staff, and members of the public.

Identified areas of work include:

- Identifying cohesiveness among the buildings on campus.
- Maximize use of open spaces.
- Improve wayfinding and navigation throughout the campus.
- Develop the campus in a way that recognizes the history and character of Wilson’s Mills.
- Analysis of current buildings and future that identifies how to use current spaces and plan for the future.
- Multiuse connectivity throughout the town campus and to nearby properties.
- Facilitate at least one engagement session with the public.

II. About Wilson’s Mills and Projected Growth

Wilson's Mills is a small but rapidly growing, close-knit town located in Johnston County, North Carolina. Situated just a few miles southeast of the rapidly growing city of Clayton and about 25 miles southeast of Raleigh, Wilson's Mills offers a tranquil, rural setting while still being within easy reach of urban amenities. Established in the early 1900s, Wilson's Mills has maintained its small-town charm, characterized by its friendly community. The town is named after the mills that once operated along the railroad tracks, reflecting its agricultural roots and the importance of the local farming community.

With its strong sense of community, historical significance, and strategic location, Wilson's Mills is a town that values its past while looking forward to a bright future. Wilson's Mills has experienced steady growth in recent years, driven by its proximity to larger towns and cities, yet it remains committed to preserving its unique character and small-town charm. The town’s population has increased significantly, rising from approximately 1,300 residents in 2010 to over 3,200 by 2023, reflecting a growth rate of more than 140% in just over a decade. Based on current residential units approved for development, it is estimated that there will be almost 14,000 residents by 2030.

Wilson's Mills is also proud of its community-oriented events, including seasonal festivals and family-friendly activities that bring residents together. The town’s parks and recreation facilities offer opportunities for outdoor activities, contributing to the quality of life for its residents.

III. Project Timeline

Release Date of RFQ	November XX
Deadline for RFQ Questions	November XX
Deadline for Complete Proposals	December XX
Conduct Interviews (if needed)	December XX
Select Contractor and Negotiate Contract	January XX

IV. Instructions to Submit a Proposal

Proposals should include the following:

- **Letter of interest:** Understanding of the project’s requirements and Town’s vision and ability to perform the desired tasks.
- **Consultant team qualifications and key personnel:** Resumes, including responsibilities, background, and relevant experience, of key personnel that will be working directly on this project. Also include at least one example of work in the past seven years in site planning or analysis, particularly calling out an example(s) where you have worked with government in the past. No more than three examples needed
- **Proposed work and timeline:** The Town is striving to have designs that are completed no later than April 2025.
- **Project experience and references:** This must include the names of three individuals that can be contacted as references concerning the professional capabilities and resources of your services and/or firm.
- The selected individual or firm can request site surveys upon execution of contract.

V. Proposal Evaluation

Wilson’s Mills will select firms or individuals through a competitive process based on the following criteria.

Criteria	Points (Percentage)
Experience/Performance with similar projects	30%
Understanding of project and proposed timeline	30%
Project experience and references	30%
Inclusion of an innovative approach and identification of ways to address cost-efficiency <i>*Do not submit a proposed cost with your proposal</i>	10%

VI. Questions and Submittal:

To ensure consistent response and correct information to all interested parties, potential respondents must submit all questions and requests for clarification in writing to XXXX. All questions must be submitted by 5:00pm EST on November XX, 2024 to receive a response in advance of the solicitation closing. An addendum will be provided showing official responses to all questions submitted. Responses will be provided by 5:00pm EST on November XX, 2024 on the Town’s website. All proposals must be submitted digitally to XXXX the formatted email title Town of Wilson’s Mills Town Campus RFQ – “Submitting Organization’s Name” by 11:59pm EST on December XX, 2024 to be considered for this project opportunity.

VII. Conditions, Clarifications, and Reservations:

- The Town expects to select one firm or team but reserves the right to request substitutions of subconsultants.
- The Town reserves the sole discretion and right to reject any and all responses received with respect to the RFQ and to cancel the RFQ process at any time prior to entering into a formal agreement. The Town further reserves the right to request additional information or clarification of information provided in any response. The Town also reserves the right, but is under no obligation, to waive technicalities and informalities. The Town shall make the award as deemed in its best interest.
- A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit the Town to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning an individual firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of the Town unless the Town and your firm execute a contract.
- All responses to this RFQ shall be the property of the Town.