



**ELIZABETHTOWN
COUNCIL
REGULAR MEETING
7:00 PM, Monday, October 6, 2025**

1. OPENING AND CALL TO ORDER

1.1 Opening and Call to Order

Mayor Sylvia Campbell will call the meeting to order.

2. PRESENTATION OF COLORS, PLEDGE OF ALLEGIANCE AND INVOCATION

2.1 Presentation of Colors, Pledge of Allegiance and Invocation

Cadets from the Paul R. Brown Leadership Academy will present the Colors and all will join in reciting the Pledge of Allegiance.

Invocation will be given by Mayor Pro Tem Rufus Lloyd.

3. APPROVE CONSENT AGENDA ITEMS

3.1 Approve Consent Agenda Items

Council is requested to approve the Consent Agenda items presented.

Consent Agenda Documentation - 10.6.25.pdf

4. PUBLIC HEARINGS

4.1 PUBLIC HEARING: Rezoning Request - Petitioner Agent Katie Jernigan - Case Number

RZ 07-2025-01, PIN #131218313281 - Rezone 1501 West Broad Street from R-20 to C-1

Council is requested to follow the Public Hearing procedure outlined below:

HEARING PROCEDURE:

a) Open the hearing and call upon Planning Director Rusty Worley to present the information; and

b) Solicit relevant public comments and information; and

c) Close the hearing after receiving or not any public comments.

(To be considered in Agenda Item #5.1)

Rezone Request - Agent Katie Jernigan - Public Hearing Not., Application, Certification, Letter of Recommendation - 10.6.25.pdf

Permitted Uses for Zoning District C-1 - 10.6.25.docx

- 4.2 PUBLIC HEARING: Rezoning Request - Petitioner Town of Elizabethtown - Case Number RZ 08-2025-01, PIN #s: 130216748628, 130216746788, 130216745978, 130215744877, 130216745944, 130211754091, 130211754034 and 130211753047 - Rezone 8 parcels on West Broad Street from R-12 to O-I
Council is requested to follow the Public Hearing procedure outlined below:

HEARING PROCEDURE:

- a) Open the hearing and call upon Planning Director Rusty Worley to present the information; and
b) Solicit relevant public comments and information; and
c) Close the hearing after receiving or not any public comments.

(To be considered in Agenda Item #5.2)

Rezone Request - Petitioner Town of Elizabethtown - Rezone 8 Parcels on West Broad Street - 10.6.25.pdf

Permitted Uses for Zoning District O-I - 10.6.25.docx

5. ORDINANCES/RESOLUTIONS/PROCLAMATIONS

- 5.1 Consideration for Zoning Ordinance Map Amendment - Petitioner Agent Katie Jernigan - Case Number RZ 07-2025-01, PIN #: 131218313281, Rezone 1501 West Broad Street from R-20 to C-1
Council is requested to approve/disapprove of the Zoning Ordinance Map Amendment request.

Council should use one (1) of the following statements when making a motion:

4.6.4.5.1. *A statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan/land use plan and explaining why the action taken is reasonable and in the public interest.*

4.6.4.5.2. *A statement rejecting the zoning amendment and describing its inconsistency with an adopted comprehensive plan/land use plan and explaining why the action is reasonable and in the public interest.*

4.6.4.5.3. *A statement approving the zoning amendment and containing at least all of the following:*

4.6.4.5.3.1. *A declaration that the approval is also deemed an amendment to the comprehensive plan/land use plan. The Town Council shall not require any additional request or application for amendment to the comprehensive plan/land use plan.*

4.6.4.5.3.2. *An explanation of the change in conditions the Town Council took into account in amending the Ordinance to meet the development needs of the community.*

4.6.4.5.3.3. *Why the action was reasonable and in the public interest.*

- 5.2 Consideration for Zoning Ordinance Map Amendment - Petitioner Town of Elizabethtown - Case RZ 08-2025-01, PIN #s: 130216748628, 130216746788, 130216745978, 130215744877, 130216745944, 130211754091, 130211754034 and 130211753047 - Rezone 8 Parcels on West Broad Street from R-12 to O-I
Council is requested to approve/disapprove of the Zoning Ordinance Map Amendment request.

Council should use one (1) of the following statements when making a motion:

4.6.4.5.1. *A statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan/land use plan and explaining why the action taken is reasonable and in the public interest.*

4.6.4.5.2. *A statement rejecting the zoning amendment and describing its inconsistency with an adopted comprehensive plan/land use plan and explaining why the action is reasonable and in the public interest.*

4.6.4.5.3. *A statement approving the zoning amendment and containing at least all of the following:*

4.6.4.5.3.1. *A declaration that the approval is also deemed an amendment to the comprehensive plan/land use plan. The Town Council shall not require any additional request or application for amendment to the comprehensive plan/land use plan.*

4.6.4.5.3.2. *An explanation of the change in conditions the Town Council took into account in amending the Ordinance to meet the development needs of the community.*

4.6.4.5.3.3. *Why the action was reasonable and in the public interest.*

- 5.3 Resolution #R-2025-34 - To Authorize Disposition of Certain Personal Property - Damaged Police Vehicle Declared Total Loss
Council is requested to approve the Resolution.
Resolution - #2025-34 - 2013 Police Vehicle Being Declared as Surplus Property - Declared Total Loss - 10.6.25.docx

6. PRESENTATIONS

- 6.1 Interim Town Manager Update
Interim Town Manager Pat DeVane will provide updates on current projects and other important business of the Town.

7. ADMINISTRATIVE MATTERS

- 7.1 Professional Services Contract - Administrative Services for HUD Grant for Hangar Projects
Council is requested to approve the Professional Services Contract.
Professional Services Contract - McAdams & Associates - HUD CPF Grant - Aerospace Workforce Incubator Project.pdf
- 7.2 Budget Amendment - #2026-02
Council is requested to approve the Budget Amendment.
Budget Amendment #2026-02 - 10.6.25.pdf
- 7.3 Appointments: Airport/Economic Development Commission
Council is requested to make the appointment.

7.4 Special Called Town Council Meeting - Scheduled for Potential Grant Funding - No Action Required
As information to Town Council - No Action Required.
Public Hearing Notice - 10.28.25 Special Called Meeting - Intent to Apply for Grant Funds - CDBG - Noon.pdf
2nd Public Hearing - 10.28.25 - CDBG Funding - \$950,000 - Extend Water and Sewer for Workforce housing - 10.28.25.pdf

7.5 Resolution #R-2025-37 - To Authorize Interim Town Manager Pat DeVane for HUD Grant Documents
Council is requested to approve the Resolution.
Resolution - To Authorize Interim Town Manager Pat DeVane for HUD Grant - 10.6.25.pdf

8. OTHER BUSINESS

8.1 "Briefly" (*Reminders and announcements are made at this time*)
Interim Town Manager Pat DeVane may be called upon to present this agenda item.
Peak Agenda - Briefly - 10.6.25.docx
Revised - Department Head Update Report - 10.6.25.pdf

9. OPEN FORUM

9.1 Open Forum
Council is requested to listen to any public concerns or comments received.
Sign-In Sheet - Open Forum - 10.6.25.docx

10. CLOSED SESSION

10.1 Closed Session - ***To Be Conducted at the 7 p.m. Meeting***
Mayor Sylvia Campbell will entertain a motion and a second to enter into Closed Session in accordance with NCGS 143-318.11(a)(3) - Attorney-Client Privilege and NCGS 143-318.11(a)(4) - Economic Development.

11. ADJOURNMENT

11.1 Adjournment
Mayor Sylvia Campbell will entertain a motion and a second to adjourn.

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025
SUBMITTED BY: Juanita Hester
ITEM TYPE: Request
AGENDA SECTION: OPENING AND CALL TO ORDER
SUBJECT: Opening and Call to Order
BACKGROUND:
SUGGESTED ACTION: Mayor Sylvia Campbell will call the meeting to order.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATION OF COLORS, PLEDGE OF ALLEGIANCE AND INVOCATION

SUBJECT: Presentation of Colors, Pledge of Allegiance and Invocation

BACKGROUND:

SUGGESTED ACTION: Cadets from the Paul R. Brown Leadership Academy will present the Colors and all will join in reciting the Pledge of Allegiance.

Invocation will be given by Mayor Pro Tem Rufus Lloyd.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: APPROVE CONSENT AGENDA ITEMS

SUBJECT: Approve Consent Agenda Items

BACKGROUND: A Consent Agenda includes several items for approval by the Board in a single motion. Documentation concerning these items are provided in the attached agenda material. Upon request from any one Board member, any item listed under the Consent Agenda shall be removed from the Consent Agenda and considered separately. After any items have been removed and the Consent Agenda is set, the Mayor will state the items on the Consent Agenda and moved to adopt it.

SUGGESTED ACTION: Council is requested to approve the Consent Agenda items presented.

ATTACHMENTS:
Consent Agenda Documentation - 10.6.25.pdf



October 6, 2025
Town Council Meeting
Consent Agenda Items

- A. Proposed Agenda – Agenda considered *proposed* until approved by the Board
ACTION RECOMMENDED: Approval
- B. September 8, 2025 Rescheduled Noon Minutes **ATTACH. #B**
ACTION RECOMMENDED: Approval
- C. September 8, 2025 Rescheduled 7 p.m. Minutes **ATTACH. #C**
ACTION RECOMMENDED: Approval
- D. September 8, 2025 Rescheduled Closed Session **ATTACH. #D**
ACTION RECOMMENDED: Approval
(To be provided to Town Council at the 7 p.m. meeting)
- E. Monthly Financial Report **ATTACH. #E**
ACTION RECOMMENDED: Approval
- F. Tax Releases **ATTACH. #F**
ACTION RECOMMENDED: Approval
- G. Resolution #R-2025-35 To Request State **ATTACH. #G**
Loan and/or Grant Assistance for WWTP Project
ACTION RECOMMENDED: Approval
- H. Resolution #R-2025-36 Concerning Halloween **ATTACH. #H**
ACTION RECOMMENDED: Approval
- I. Closed Session Meeting Minutes During COVID **ATTACH. #I**
Virtual Meetings from June 1, 2020 to November 8, 2021
ACTION RECOMMENDED: Approval
(To be provided to Town Council at the 7 p.m. meeting)

UNOFFICIAL

TOWN OF ELIZABETHTOWN
September 8, 2025 Rescheduled Meeting
Noon Meeting

The Elizabethtown Town Council met on Monday, September 8, 2025 for a Rescheduled Meeting at 12 o'clock Noon in the Council Chambers. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Rich Glenn, Paula Greene, Bobby Kinlaw, Ricky Leinwand and Herman Lewis. Also present were Interim Town Manager Pat DeVane and Town Attorney Goldston Womble. Department Heads in attendance included Police Chief Mark McMichael, Fire Chief Hollis Freeman, Finance Director Sharon Penny, Planning Director Rusty Worley and Town Clerk Juanita Hester. There were no representatives from the Press. Public Works/Engineering Services Director Steve Duffy was absent.

Item #1.1 Opening and Call to Order

Mayor Sylvia Campbell opened the meeting and called to order. Mayor Campbell then called upon Mayor Pro Tem Rufus Lloyd to give the Invocation.

Item #2.1 Presentation of Colors, Pledge of Allegiance and Invocation

The presentation of Colors will be made by the Paul R. Brown Leadership Academy Cadets at the evening meeting.

Item #3.1 Approve Consent Agenda Items

At the Noon meeting, a request was received to move *Consent Agenda Item #F. Budget Amendment-#2026-01* and make it a separate agenda item for consideration at the 7 p.m. meeting.

Item #4.1 Interim Town Manager Update

Mayor Campbell called upon Interim Town Manager Pat DeVane to brief on this agenda item. Interim Town Manager Pat DeVane asked that Planning Director Rusty Worley provide updates to Town Council on the Community Center project, the Vulcanair Building and the Multi-Purpose Hangar project. With Council Member Paula Greene's inquiry about the hangar projects and funding sources, Planning Director Rusty Worley gave an explanation and provided information about the grant funding in place.

Item #5.1 Resolution #R-2025-33 – Declaring Surplus Personal Property and Authorizing Electronic Auction – Phillips 66 Sign and Post at the Airport

Mayor Campbell called upon Interim Town Manager Pat DeVane to brief. Action on this agenda item will be taken at the 7 p.m. meeting.

ATTACH. #B

Item #6.1 Award of Contract – Curtis L. Brown, Jr. Field (EYF) Multi-Unit Hangar Development – Phase I

Mayor Campbell called upon Planning Director Rusty Worley to brief. Mr. Worley explained the bidding process that took place for this project. For the evening meeting, the recommendation will be for Town Council to make award to Kelley Construction Services, LLC in the amount of \$1,299,642.83. Action will be taken at the 7 p.m. meeting.

Item #7.1 “Briefly”

Interim Town Manager Pat DeVane will present the “Briefly” items at the 7 p.m. meeting. Two dates noted included the October 5th “Smithfield Cup” Barbeque Cookoff at the Cape Fear Winery and Vineyard and the October 13th date that Town offices will be closed in observance of “Columbus Day”. With question received from Council Member Rich Glenn, Interim Town Manager Pat DeVane explained that the request in the Consent Agenda for a one-time exception is for the upcoming Christmas Parade. The Chamber of Commerce is planning a 6 p.m. Christmas parade this year.

Item #8.1 Open Forum

Any concerns from citizens will be taken at the 7 p.m. meeting.

Item #9.1 Closed Session – *To Be Conducted at the 7 p.m. Meeting*

Mayor Sylvia Campbell will entertain a motion and a second to enter into Closed Session in accordance with NCGS 143-318.11(a)(3) – Attorney-Client Privilege, NCGS 143-318.11(a)(4) – Economic Development and NCGS 143-318.11(a)(5) – Real Estate.

Item #10.1 Approval of Purchase Contracts for Hangars #198 and #220

Action will be taken at the 7 p.m. meeting.

At this time, Council Member Ricky Leinwand expressed thanks for having been remembered by the Town in the passing of his mother, Mrs. Shirley Leinwand.

With there being no further business to be conducted, Council Member Paula Greene, seconded by Council Member Bobby Kinlaw, moved to adjourn the meeting (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

TOWN OF ELIZABETHTOWN
Evening Meeting
September 8, 2025

The Elizabethtown Town Council met for its evening meeting on Monday, September 8, 2025, in the Council Chamber at 7:00 pm. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Paula Greene, Rich Glenn, Herman Lewis, Bobby Kinlaw, Ricky Leinwand, Interim Town Manager Pat DeVane and Town Attorney Goldston Womble. Department Heads in attendance included Police Chief Mark McMichael, Finance Director Sharon Penny, Town Clerk Juanita Hester, Fire Chief Hollis Freeman and Town Planner Rusty Worley. Absent: Public Works & Engineering Services Director Stephen Duffy. No members from the Press attended the meeting.

Item #1.1: Opening and Call to Order

Mayor Sylvia Campbell opened the meeting and called to order. Mayor Campbell welcomed everyone.

Item #2.1: Presentation of Colors, Pledge of Allegiance and Invocation

The Pledge of Allegiance was given by Paul R. Brown Leadership Academy Cadets. Mayor Sylvia Campbell then called upon Mayor Pro Tem Rufus Lloyd to give the invocation.

Item #3.1: Approve Consent Agenda Items

Upon a motion by Council Member Bobby Kinlaw, to remove Attachment #F Budget Amendment #2026-01 and place in Administrative Matters #6.2, seconded by Council Member Rich Glenn, the Board unanimously approved the following Consent Items. A. Proposed Agenda, B. June 2, 2025 7 p.m. Minutes- Amended, C. August 4, 2025 Noon Meeting Minutes. D. August 4, 2025 7 p.m. Meeting Minutes, E. Monthly Financial Report F. ~~ITEM REMOVED~~ G. Grant Project Ordinance Multi-Unit Hangar - 43-00 H. Interim Town Manager Request for One-Time Exception to Parade Ordinance as it relates to Permitted Parade Times.

Item #4.1: Interim Town Manager Update

- Interim Town Manager Pat Devane noted that the Community Center is finished on the outside, on the inside the sheet rock is up and security system installed.
- Vulcanair parking lot will be paved next week, on budget. The CDBG funding is for the building and construction. No furniture is included in the grant.
- Multi-Purpose Hangar Building the concrete is poured, steel to go up, over an acre of land, 900 yards of concrete, 100 yards an hour. The crew starts at 4:00 a.m. and finishes by 2:00 p.m. by mid-December it should be completed.

Item #5.1: Resolution #R-2025-33 – Declaring Surplus Personal Property and Authorizing Electronic Auction – Phillips 66 Sign and Post at the Airport

Council Member Paula Greene, seconded by Council Member Ricky Leinwand moved to approve Resolution #R-2025-33 – Declaring Surplus Personal Property and Authorizing Electronic Auction – Phillips 66 Sign and Post at the Airport (Unanimous). Copy attached and incorporated herein by reference.

Item #6.1: Award of Contract Curtis L. Brown, Jr. Field (EYF) Multi-Unit Hangar Development - Phase 1

Mayor Sylvia Campbell called upon Town Planner Rusty Worley to present. Mr. Worley noted that the hangar is 60 X 160. There are 3 different grants totaling \$443,000.00. Kelley Construction Services, LLC has the lowest bid of \$1,299,642.83. They will start in mid-October 2025. There will be 2 tenants. Council Member Bobby Kinlaw, seconded by Council Member Rich Glenn, made a motion to approve Award of Contract – Curtis L. Brown, Jr. Field (EYF) Multi-Unit Hangar Development – Phase 1 (Unanimous). Copy attached and incorporated herein by reference.

Item #6.2: Budget Amendment - #2026-01

This agenda item was requested to be moved from Consent Agenda to a separate item. Council Member Bobby Kinlaw, seconded by Council Member Rich Glenn, moved to approve Budget Amendment #2026 -01 (Unanimous). Copy attached and incorporated herein by reference.

Item #7. 1:” Briefly”

- Interim Town Manager Pat DeVane noted to take a look at the Department Updates.
- East Bladen Homecoming Parade is Friday, September 26, 2025 at 3:45 p.m.
- The Smithfield Cup Barbeque Cookoff event at Cape Fear Vineyard & Winery is October 5, 2025.
- Town offices will be closed October 13, 2025 in observance of Columbus Day.
- Christmas Parade is November 30, 2025 at 6 p.m.
- Employee Appreciation Lunch is December 5, 2025 at Cape Fear Vineyard & Winery.
- Council Member Rich Glenn will be celebrating his birthday September 19th.
- Finance Director Sharon Penny will be celebrating her birthday September 20th.

Item #8.1: Open Forum

Mr. Bo Barefoot with Barefoot’s Sandwich Shop noted that he received a letter from the Town of Elizabethtown stating that he will not receive a monthly credit anymore towards his rent. He noted that he cleaned the bathrooms and emptied the trash. He never wet mopped the floor or deep-cleaned the Farmers Market. He noted that he would wet down the bathroom daily, blow the leaves and trash out of the building and unclog toilets. He thanked the Town for everything and noted there is no hard feelings. He will pay his full rent.

With no further business to be conducted, Council Member Paula Greene, seconded by Council Member Rich Glenn, moved to enter into Closed Session in accordance with NCGS 143-318.11(a)(3) – Attorney - Client Privilege, NCGS 143-318.11(a)(4) – Economic Development and NCGS 143-318.11(a)(5) – Real Estate (Unanimous).

RETURN FROM CLOSED SESSION TO OPEN SESSION

Council Member Herman Lewis, seconded by Mayor Pro Tem Rufus Lloyd, moved to leave Closed Session for return to Open Session (Unanimous).

Item # 10.1: Approval of Purchase Contracts for Hangars #198 and #220

In Open Session, Town Attorney Goldston Womble entertained a motion and a second to recuse Mayor Sylvia Campbell from this agenda item. Council Member Rich Glenn made a motion, seconded by Council Member Ricky Leinwand, to recuse Mayor Sylvia Campbell (Unanimous). At this time, Mayor Campbell departed the meeting room.

Council Member Bobby Kinlaw, seconded by Council Member Herman Lewis, made a motion for the Town to purchase Hangar #198 (\$210,000.00) from Campbell Brothers Investments, LLC and Hangar #220 (\$235,000.00) from Cape Fear Mini Storage & Rentals, Inc. (Unanimous). After the vote was taken, Mayor Sylvia Campbell entered the meeting room. Copy of the Hangar Purchase Contracts are attached and incorporated herein by reference.

With there being no further business to conduct, Council Member Bobby Kinlaw, seconded by Council Member Herman Lewis, moved to adjourn (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, Admin. Asst./CTC/Deputy Town Clerk

**ELIZABETHTOWN as of September 30, 2025
BUDGET & FINANCE SNAPSHOT**

FISCAL YEAR 2025-2026 REVENUES

25% of Year Completed

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 9-30-2025	% of Budget	Prior Year Actual-to-Date 9-30-2024
GENERAL FUND				
Ad Valorem & BID Taxes	2,023,300.00	1,194,915	59.1%	1,260,436
Vehicle Taxes	221,000.00	23,641	10.7%	21,772
Local Option Sales Taxes	825,000.00		0.0%	
Utility Franchise Taxes	313,000.00		0.0%	
ABC Revenue	105,000.00		0.0%	
Powell Bill	135,000.00	66,481	49.2%	67,503
Bladen Fire District	306,909.00	35,500	11.6%	37,417
Solid Waste fees	1,376,750.00	341,432	24.8%	327,280
Permits & Fees	55,112.00	10,023	18.2%	18,409
Rental Income	116,634.00	13,449	11.5%	11,950
Interest Income	180,000.00	34,703	19.3%	39,890
Salary & Admin. Reimbursements	0.00		0.0%	0
Miscellaneous Revenues	155,996.00	134,925	86.5%	47,180
Restricted Grants & Donations	0.00	5,000	0.0%	
General Fund Balance Approp.	303,550.00		0.0%	
TOTAL GENERAL FUND	6,117,251.00	1,860,068	30.4%	1,831,837
WATER FUND				
Water fees	936,400.00	263,801	28.2%	248,254
Sewer fees	1,102,400.00	293,234	26.6%	299,978
Miscellaneous Revenue	156,700.00	49,791	31.8%	44,432
Utility Fund Balance Approp.			0.0%	
TOTAL WATER FUND	2,195,500.00	606,825	27.6%	592,664

ATTACH. #E

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2025-2026 EXPENDITURES

Department	Fiscal Year Budget	Actual Y-T-D as of 9-30-2025	% of Budget	Prior Year Actual-to-Date 9-30-2024
Governing Body	56,500.00	10,689	18.9%	10,081
Administration	447,744.00	135,494	30.3%	125,097
Finance	292,480.00	76,333	26.1%	60,440
Public Works	809,390.00	218,463	27.0%	207,505
Technology	85,516.00	12,219	14.3%	11,984
Public Facilities	306,676.00	137,984	45.0%	104,809
Police	1,559,346.00	549,438	35.2%	312,428
Fire	1,011,658.00	309,247	30.6%	263,071
Streets	19,550.00	8,755	44.8%	7,851
Powell	404,149.00	46,255	11.4%	47,094
Solid Waste	602,900.00	100,229	16.6%	112,991
Planning & Economic Develop.	148,865.00	49,071	33.0%	35,017
Recreation	16,750.00	3,240	19.3%	2,329
Farmers' Market	0.00		0.0%	388
Airport	41,325.00	4,754	11.5%	6,379
Special Appropriations	289,402.00	90,000	0.0%	68,000
Restricted Grants & Donations	25,000.00		0.0%	
GENERAL FUND TOTAL	6,117,251.00	1,752,171	28.6%	1,375,464
WATER FUND				
Water	939,727.00	229,393	24.4%	197,089
Sewer	1,155,773.00	241,266	20.9%	267,632
Tank Maintenance & Transfer Out	100,000.00	25,000	25.0%	25,000
WATER FUND TOTAL	2,195,500.00	495,659	22.6%	489,721

REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	0.00	107,897	456,373
WATER FUND	0.00	111,166	102,943
TOTAL COMBINED FUNDS	0.00	219,063	559,316

MEMORANDUM

Mayor and Town Council
Beverly Robinson, Certified Tax Collect /Deputy Town Clerk *BR*
Tax Releases
September 9, 2025

	<u>Account No.</u>
2025 George McKinley	19981101136
Reason Not In City Limits	
Release Value \$ 4,286.00	
Personal Property	
Tax Released	\$ 27.64
2025 Jerry Tatum	5013677
Reason Only 3.00 Acres In City	
Release Value \$ 185,302.00	
Real Property	
Tax Released	\$ 1,195.20
2025 Carl Jones	5012581
Reason Listed In Error	
Release Value \$ 6,104.00	
Personal Property	
Tax Released	\$ 39.37
2025 Carl Jones	5012581
Reason Listed In Error	
Release Value \$ 4,651.00	
Personal Property	
Tax Released	\$ 30.00
2025 The Nelson Company	5008879
Reason Business Closed 2024	
Release Value \$ 500.00	
Personal Property	
Tax Released	\$ 3.23
2025 The Nelson Company	5008879
Reason Business Closed 2024	
Release Value \$ 1,281.00	
Personal Property	
Tax Released	\$ 8.26
2025 Bobby Guyton	0555121
Reason Only 1.00 Acres In City	
Release Value \$ 397,220.00	
Real Property	
Tax Released	\$ 2,562.06
2025 James Bridges	0544689
Reason Only 2.54 Acres In City	
Released Value \$ 133,206.00	

ATTACH. #F

Real Property Tax Released		\$	859.18
2025 Jeffery Singletary	5013968		
Reason	Based On Sale Value		
Released Value	\$ 3,023.00		
Personal Property Tax Released		\$	19.50
2025 Edith Nowling	5004856		
Reason	Elderly Exemption		
Released Value	\$ 37,925.00		
Real Property Tax Released		\$	244.61
2025 Phillip Greene Jr.	5013729		
Reason	Not In City Limits		
Released Value	\$ 3,867.00		
Personal Property Tax Released		\$	24.94
2025 Phillip Greene Jr.	5013729		
Reason	Not In City Limits		
Released Value	\$ 3,867.00		
Personal Property Tax Released		\$	24.94
2024 Phyllis Corney	547646		
Reason	Exemption Removed		
Value	\$ 19,330.00		
Real Property Tax		\$	124.68
2021 Michelle Lloyd	545317		
Reason	To #0548203		
Released Value	\$ 4,630.00		
Real Property Tax		\$	28.47
2021 Eric Smth Heirs	5004492		
Reason	To #0549065		
Released Value	\$ 16,240.00		
Real Property Tax		\$	99.88
2021 William Moore	548203		
Reason	From #054317		
Value	\$ 4,630.00		
Real Property Tax		\$	<u>28.47</u>
Council is requested to grant the above tax releases		\$	<u><u>5,320.43</u></u>

Discoveries

2024 Ali Al-Gozy		542780	
Reason Discovery			
Value	\$ 4,071.00		
Personal Property			
Tax			\$ 26.26
2023 Ali Al-Gozy		542780	
Reason Discovery			
Value	\$ 4,286.00		
Personal Property			
Tax			\$ 26.36
2024 Michella Baxter		541323	
Reason Discovery			
Value	\$ 4,512.00		
Personal Property			
Tax			\$ 29.10
2023 Michella Baxter		541323	
Reason Discovery			
Value	\$ 4,750.00		
Personal Property			
Tax			\$ 29.21

RESOLUTION BY GOVERNING BODY OF APPLICANT

#R-2025-35

WHEREAS, The Town of Elizabethtown has need for and intends to construct, plan for, or conduct a study in a project described as Wastewater Treatment Plant Project, and

WHEREAS, The Town of Elizabethtown intends to request State loan and/or grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF ELIZABETHTOWN:

That the Town of Elizabethtown, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Elizabethtown to make a scheduled repayment of the loan, to withhold from the Town of Elizabethtown any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

If applying for a regional project, that the **Applicant** will partner and work with other units of local government or utilities in conducting the project, including the Town of Dublin or the Town of Bladenboro.

That Patrick B. DeVane, Interim Town Manager, the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained

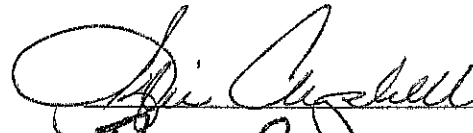
ATTACH. #G

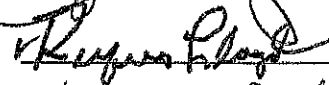
above; and to execute such other documents as may be required in connection with the application.

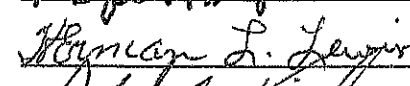
That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.


Adopted this the 26th day of September 2025 at Elizabethtown, North Carolina.

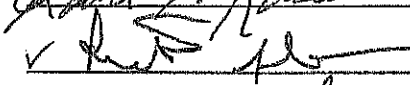
Sylvia Campbell	Mayor
Rufus Lloyd	Mayor Pro-Tem
Herman Lewis	Council Member
Robert Kinlaw	Council Member
Richard Glenn	Council Member
Paula Greene	Council Member
Richard Leinwand	Council Member

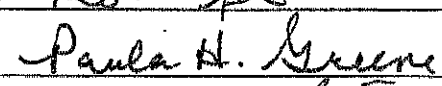


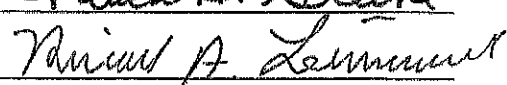






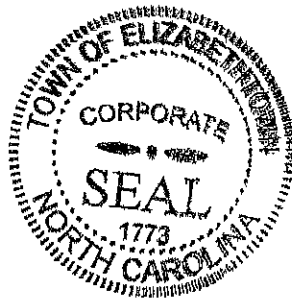








Wanita Hester, Town Clerk Date 9/26/2025





**A RESOLUTION CONCERNING HALLOWEEN
IN THE TOWN OF ELIZABETHTOWN**

RESOLUTION #R-2025-36

WHEREAS, the date being set for soliciting treats on Halloween in Elizabethtown is scheduled for Friday, October 31st; and

WHEREAS, to provide for the safety and welfare of the citizens of Elizabethtown, certain rules will be in effect; and

NOW, THEREFORE, BE IT RESOLVED that:

- 1) Only children age 12 and under shall be allowed to solicit gifts (“treats”) from residents and/or businesses of this community;
- 2) Children under the age of 9 must be accompanied by an adult;
- 3) “Trick or Treating” activities will begin at 5:30 p.m. and end at 9:00 p.m. on Friday, October 31st for children and youth in Elizabethtown;
- 4) A curfew will be in effect for all youth between the ages of 13 and adult age after 11:00 p.m. on October 31, 2025 until 6 a.m. on November 1, 2025 (which does not preclude the Town of Elizabethtown Youth Protection Ordinance); and
- 5) The provisions of this resolution do not apply to those collecting for UNICEF or for church groups, except that a responsible adult must accompany the solicitors.

BE IT FURTHER RESOLVED that all motorists and pedestrians exercise extreme caution during the Halloween activities.

Adopted this the 6th day of October, 2025.

Sylvia Campbell, Mayor

ATTACH. #H



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Public Hearing

AGENDA SECTION: PUBLIC HEARINGS

SUBJECT: PUBLIC HEARING: Rezoning Request - Petitioner Agent Katie Jernigan - Case Number RZ 07-2025-01, PIN #131218313281 - Rezone 1501 West Broad Street from R-20 to C-1

BACKGROUND: Planning Director Rusty Worley may be called upon to present this agenda item.

Copy of Public Hearing Notice, Application, Certification of Public Hearing Notices Mailed to Adjacent Property Owners, Planning Board Letter of Recommendation and List of Permitted Uses for Zoning District C-1.

SUGGESTED ACTION: Council is requested to follow the Public Hearing procedure outlined below:

HEARING PROCEDURE:

- a) Open the hearing and call upon Planning Director Rusty Worley to present the information; and**
- b) Solicit relevant public comments and information; and**
- c) Close the hearing after receiving or not any public comments.**
(To be considered in Agenda Item #5.1)

ATTACHMENTS:

Rezone Request - Agent Katie Jernigan - Public Hearing Not., Application, Certification, Letter of Recommendation - 10.6.25.pdf
Permitted Uses for Zoning District C-1 - 10.6.25.docx

"Fayetteville Observer"
Publication Dates:
9/16/2025 & 9/23/2025

TOWN OF ELIZABETHTOWN
NOTICE OF PUBLIC HEARINGS

Proposed Zoning Map Amendments, Town of Elizabethtown, North Carolina. Pursuant to NCGS 160A-364, 385 and 386, the Town of Elizabethtown will conduct two (2) public hearings on Monday, October 6, 2025 at 7:00 p.m. in the Elizabethtown Municipal Building. Town Council will consider the following:

Rezoning Request

Petitioner: Agent Katie Jernigan
Case Number: RZ 07-2025-01
PIN #: 131218313281
Request: General Rezoning Request with no specific use currently proposed for the subject property - Rezone Request from R-20 to C-1.

Rezoning Request

Petitioner: Town of Elizabethtown
Case Number: RZ 08-2025-01
PIN #s: 130216748628, 130216746788, 130216745978, 130215744877, 130216745944, 130211754091, 130211754034, 130211753047
Request: To rezone 8 parcels of land to allow consistency with the current Land Use Plan and current use - Rezone Request from R-12 to OI.

All interested citizens are invited to attend the meeting. **Citizens desiring to speak on the rezoning requests must sign-in to speak prior to the beginning of the 7:00 p.m. meeting.** Changes may be made in the advertised proposal that reflect information presented at the hearings. Those who wish to view a copy of the rezoning applications may do so by contacting the Planning Department during regular business hours at (910)862-2066.
September 16, 23 2025
LWLM0368620

TOWN OF
ELIZABETHTOWN
Planning & Community Development
805 West Broad St. - Post Office Box 716
Elizabethtown, NC 28337

LAND USE APPLICATION REZONING APPLICATION

Please complete this application to the best of your ability in order to expedite accurate review.

Subject Property Owner's Name: JAMES BRYAN PETERSON

Company: _____

Address: 7950 NC HWY 11

City: Willard State: NC Zip: 28476 Non-Profit Corp. Number: NO YES

Phone: 910 661 7919 Fax: _____ Other: _____

Applicant's Name: JAMES BRYAN PETERSON

Company: _____

Address: 7950 NC HWY 11

City: Willard State: NC Zip: 28476

Phone: 910 661 7919 Fax: _____ Other: _____

SUBJECT PROPERTY LOCATION INFORMATION

Address or General Location: 1501 W Broad St. Parcel ID Number: 131216313281

Acres: 1.76 acres Frontage: 235 feet Zoning: R-20

TYPE OF REQUESTED ACTION

Construction Related	Use Related	Zoning Related	Miscellaneous
<input type="checkbox"/> Residential Addition	<input type="checkbox"/> Conditional Use App.	<input type="checkbox"/> Zoning Compliance Certificate	<input type="checkbox"/> Text Amendment Application
<input type="checkbox"/> New Construction Compliance	<input type="checkbox"/> Accessory Use Permits	<input checked="" type="checkbox"/> Resoning Application <u>Rezoning Application</u>	<input type="checkbox"/> Tank Removal
<input type="checkbox"/> Sign Permit	<input type="checkbox"/> Special Use Permit App	<input type="checkbox"/> Variance Request	<input type="checkbox"/> Other _____

SUPPORTING INFORMATION

<p>For rezoning applications, please provide the following (please print):</p> <ul style="list-style-type: none"> Requested zoning classification: <u>C-1</u> One paper copy of a map indicating the property to be rezoned as well as the adjacent properties and one digital copy of same. List reason(s) why zoning should be changed (use separate sheet if necessary). <u>This is a general rezoning request with no specific use yet proposed for the subject property. All permitted C-1 uses should be considered.</u> 	<p>List additional supporting documents here and affix to backside of petition:</p> <ol style="list-style-type: none"> _____ _____ _____ _____ _____
---	---

AUTHORIZATION

I hereby affirm that I have full legal capacity to authorize the filing of this Application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The Authorized Signature invites Town representatives to make all reasonable inspections and investigations of the subject property during the period of processing this Application. Any application submitted by the deadline date found to be incomplete will be held by Planning and Development staff for a later schedule. It is the applicant's responsibility to verify that all required items have been submitted and accepted by Planning and Development staff.

Authorized Signature: James Bryan Peterson Date: 7/10/25

Printed Signature/Title: James Bryan Peterson Owner



SUBMIT FORM TO THE PLANNING DEPARTMENT FOR REVIEW VIA COURIER/MAIL, FAX 910-862-7117 OR EMAIL PLANNING@ELIZABETHTOWNNC.ORG

APPROVED DENIED

DATE: _____ AGENT: _____

TOWN OF
ELIZABETHTOWN

Planning & Community Development
805 West Broad St. - Post Office Box 716
Elizabethtown, NC 28337

LAND USE APPLICATION

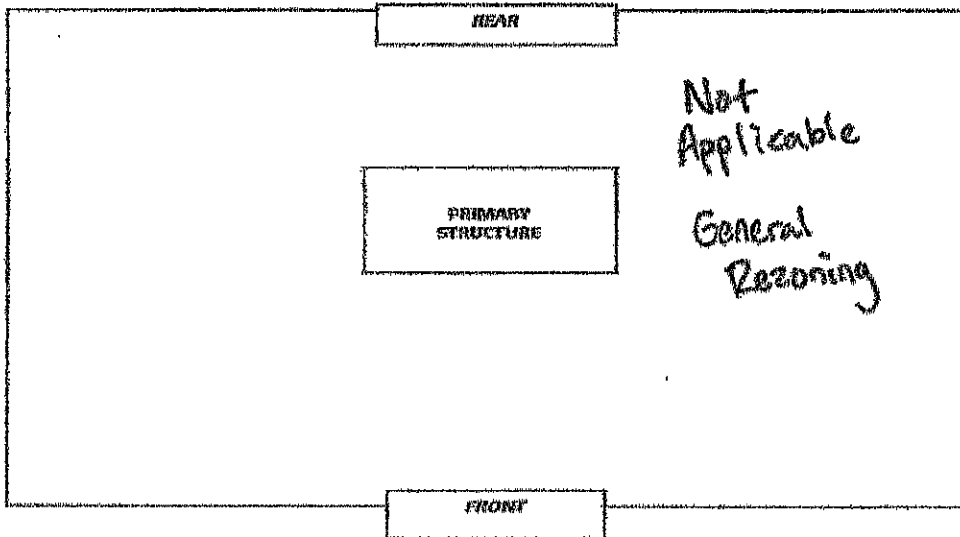
PROPOSED PLACEMENT

Applicant Name JAMES BRYAN PETERSON

Parcel ID 1312/831 3281

INSTRUCTIONS: SHOW a representative drawing of the intended placement location in relation to any driveways, existing buildings, fences, landscaping, street right-of-way and any neighboring drives or street intersections within 150 feet of the proposed placement location.

SCALE DRAWING OF PROPOSED PLACEMENT OF UNIT ON SUBJECT PROPERTY



Intended Uses: Not applicable, general rezoning

AUTHORIZATION

I hereby affirm that I have full legal capacity to authorize the filing of this Application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The Authorized Signatures invites Town representatives to make all reasonable inspections and investigations of the subject property during the period of processing this Application. Any application submitted by the deadline date found to be incomplete will be held by Planning and Development staff for a later schedule. It is the applicant's responsibility to verify that all required items have been submitted and accepted by Planning and Development staff.

Authorized Signature:

James Bryan Peterson

Date:

7/10/25

Printed

Signature/Title:

James Bryan Peterson



SUBMIT FORM TO THE PLANNING DEPARTMENT FOR REVIEW VIA CARRIER/MAIL,
FAX 910-862-7117 OR EMAIL PLANNING@ELIZABETHTOWNNC.ORG

APPROVED

DENIED

DATE:

AGENT:



TOWN OF ELIZABETHTOWN
Service Fee Listing - As of July 1, 2015

Applicant Name: _____ Permit #: _____

ABC Permit Application	\$40	Text Amendment Application	\$250
Above/Undergrd. Tank Removal	\$60	Tory Hole Park Reservations	\$20
Accessory Use Permits	\$25	Variance Request	\$250
Budget Ordinance Copy	\$15	Vehicle Tag	\$5
Cemetery Plot Fees:		Zoning Compliance Certificate	\$50
Town Residents	\$500	Zoning Ordinance Book	\$25
Non-Residents	\$650	New Construction Zoning Compliance	\$100
Grave Marking	\$50	Stormwater Permit Application	\$1,000-up to 3 ac.
Code of Ordinances Book	\$30		\$2,000- > to 3 ac.
Conditional Use Permit App.	\$275		\$2,500- > to 5 ac.
Finger Print Request	\$20		
Fire Flow Test	\$60		
General Plan Review *	\$50	Signs	
Hazard Mitigation Plan	\$25	Business Identification Sign	\$2/sq.ft.
Hazardous Chemicals-Business	\$50	# of sq. ft. _____ Sign #1	
Inspection (Fire)-Cert. of Comp.	\$35	# of sq. ft. _____ Sign #2	
Labels - Per Sheet	\$.75	Temporary Signs	\$25
Labels (Furnished) - Per Sheet	\$.25		
Land Use Plan	\$25		
Mapping Labor	\$25/hr.		
Opening Locked Vehicles	\$10		
Photocopies: Per Page	\$.12		
Certified Copy: First Page	\$5		
Additional Page for Cert. Copy	\$3		
Removal/Demolition Bond **	\$500	TOTAL (000.00 PLANNING)	\$ _____
Residential Addition	\$25		
Rezoning Application	\$250		
Special Use Permit Application	\$250	NOTES:	
Strategic Plan	\$5		
Subdivision Application-Major	\$300		
Subdivision Application-Minor	\$200		
Subdivision Ordinance	\$25		
Technical Services	\$25/hr.		
Tents/Air Support Structures	\$25		

Applicant Authorized Signature: *James Bryan Peterson* Date: 7/10/15

Applicant Printed: JAMES BRYAN PETERSON

Planning Dept. Signature: _____ Date: _____

* Commercial & Multi-Family ** Must be on separate check.

Any application submitted by the deadline date found to be incomplete will be held by Planning and Development staff for a later schedule. It is the applicant's responsibility to verify that all required items have been submitted and accepted by Planning and Development staff.

SUBMIT FORM TO THE PLANNING DEPARTMENT FOR REVIEW VIA CARRIER/MAIL, FAX 910-862-7117 OR EMAIL PLANNING@ELIZABETHTOWNNC.ORG	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
	DATE: _____	AGENT: _____

0836
0652

**EXHIBIT A
(LEGAL DESCRIPTION)**

The Land referred to herein below is situated in the County of **BLADEN**, State of **NC**, and is described as follows: The following described property lying and being in the Town of **Elizabethtown**, **Elizabethtown Township**, **Bladen County**, **North Carolina** and being more particularly described as follows: **BEGINNING** at a point marked by an iron pipe located in Southern margin of **N.C. Hwy. 87**, said point of beginning having **North Carolina Grid Coordinates: Y=321372.808 and X=2113257.187**; **THENCE FROM SAID POINT OF BEGINNING** North 4 degrees 13 minutes 37 seconds East 90.00 feet to a point marked by a spike located in the centerline of **N.C. Hwy. 87**; thence with the centerline of **N.C. Hwy. 87**, South 85 degrees 41 minutes 26 seconds East 255.61 to a point marked by a nail located in the centerline of **N.C. Hwy. 87** said nail having **North Carolina Grid Coordinates Y - 321383.520 and X=2113514.287**; thence South 4 degrees 13 minutes 14 seconds West 330.00 feet to a point; thence a new line North 85 degrees 41 minutes 26 seconds West 255.64 feet to a point located in the line now or formerly of **Green Brothers Lumber Co., Inc** and being a corner of **Lot Number 4**; thence North 4 degrees 13 minutes 37 seconds East 300.00 feet with the line now or formerly owned by **Greene Brothers Lumber Company** to the point of beginning, containing **1.76 acres more or less, exclusive of the right of way of N.C. Hwy. 87**, as shown on a map of survey entitled "**Survey for Nora D. Clark**", dated **June 13th, 1978** and revised **January 22nd, 1979**, by **Lloyd R. Walker**, **Registered Surveyor**, said map being recorded in **Deed Book 236, Page 119, Bladen County Registry** and incorporated herein by reference for a more complete and accurate description of the property herein conveyed. Being the same property as conveyed from **Substitute Trustee Services, Inc.**, **Substitute Trustee** to **Federal Home Loan Mortgage Corporation** as set forth in **Deed Book 822 Page 73** dated **08/09/2021**, recorded **08/10/2021**, **BLADEN County, NORTH CAROLINA**. Tax ID: **00-47583**

PROPERTY ADDRESS 1501 W BROAD ST., ELIZABETHTOWN, NC 28337





TOWN OF ELIZABETHTOWN

PLANNING & COMMUNITY DEVELOPMENT

CERTIFICATION OF NOTICE TO PROPERTY OWNERS

I, Rusty Worley, Planning Director, do hereby certify to Town Council of the Town of Elizabethtown, that in accordance with the provisions of G.S. 160A-384, the owner of the property involved in the zoning classification action described below and the owners of the parcels of land abutting the property involved in the zoning classification action described, received a notice of the proposed classification by first class mail.

Case Number: RZ 07-2025-01

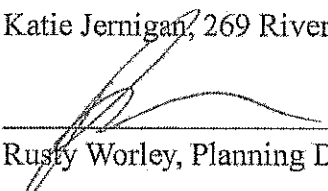
Petitioner: Agent Katie Jernigan

Property Owner: James Peterson

Zoning Classification Action: Rezone from R-20 (Low Density Residential) to C-1 (General Commercial)

OWNER NAME	OWNER ADDRESS	CITY	STATE	ZIP CODE
James Peterson	7950 NC Hwy. 11	Willard	NC	28478
Cecil Douglas Warner	45 Pendleton St.	Charleston	SC	29403
Frank E. Gemma, ETUX	P.O. Box 3070	Elizabethtown	NC	28337
R&W Pizza Huts of NC BLDG	P.O. Box 54310	Lexington	KY	40555
February Group, LLC	400 Greene Street	Elizabethtown	NC	28337
Greene Brothers Properties	1206 W. Swanzy St.	Elizabethtown	NC	28337

*A copy of the Public Hearing Notice for the Rezone Request has also been mailed to Agent Katie Jernigan, 269 River Ridge Drive, Wallace, NC 28466.



Rusty Worley, Planning Director

9-22-05

Date

I, Juanita Hester, Town Clerk for the Town of Elizabethtown, do certify that the above-described notifications were mailed, and the property was posted with the Public Hearing information.



Juanita Hester, Town Clerk

9/22/2025

Date

**TOWN OF ELIZABETHTOWN
PLANNING & COMMUNITY DEVELOPMENT**

MEMORANDUM

DATE: September 29, 2025
TO: Mayor Sylvia Campbell and Town Council
FROM: Elizabeth Cole, Chairperson
Planning Board Members
RE: Petitioner: Agent Katie Jernigan
Case Number: RZ 07-2025-01
PIN #: 1312833281

Pursuant to the Elizabethtown Zoning Ordinance, Article 4, the Planning Board considered the above-referenced application during a regular meeting on August 26, 2025. The Petitioner is requesting to rezone 1501 W. Broad Street, as identified above, from R-20 (Low Density Residential) to C-1 (General Commercial). This is a general rezoning request with no specific use currently proposed for the subject property.

After consideration of the information presented at the meeting, the Planning Board denied the rezone request. Therefore, the Planning Board forwards to Town Council an **unfavorable** recommendation because the Rezone Request is inconsistent with the adopted comprehensive plan/Land Use Plan.

PERMITTED USES FOR ZONING DISTRICT C-1

2025

ACCESSORY USES/BUILDINGS:

Accessory buildings/structures

Accessory uses

Cemetery as an accessory use to a church, including columbarium

Child care center (as an accessory use for a principal business/industry)

Dwelling (as an accessory for a principal business)

Fences and walls

Satellite dish antennas

Solar energy generating facility, accessory

Swimming pools, commercial/community

Temporary storage facility (portable storage units)

Wind energy generating facility, accessory

EDUCATIONAL:

Colleges, universities including fraternity, sorority houses, dormitories, and incidental uses when on the same unit of property

SPECIAL USE: Schools (academic); kindergarten, elementary, secondary, public or private

Schools (non-academic); commercial, vocational, public or private to include music and dance studios

INSTITUTIONAL:

Auditoriums, indoor theaters, assembly halls

SPECIAL USE: Cemetery, mausoleum, or columbarium

Churches, synagogues, temples and other places of worship, rectories, Sunday Schools

Clubs and lodges, private, non-profit

SPECIAL USE: Emergency management operation

SPECIAL USE: Fire stations

Funeral homes

Government buildings/offices

SPECIAL USE: Hospitals, sanitarium

SPECIAL USE: Municipal utility facilities, above ground

Philanthropic, charitable institutions

Public buildings, libraries, museums, art galleries, and the like

MANUFACTURING AND INDUSTRIAL:

SPECIAL USE: Fertilizer sales

Foundry casting, light weight, nonferrous metal not causing noxious fumes, noise or odors

Frozen food lockers

Laboratories, medical, research
Repair shops not otherwise listed

OFFICES, PROFESSIONAL AND SERVICES:

Accounting agencies
Advertising agencies
Agencies, including, but not limited to, travel, brokers, insurance, loan, employment
Attorney's offices
Banks, savings and loan and similar financial institutions
SPECIAL USE WITH SUPPLEMENTAL REGULATIONS: Condominium, commercial
Contractor's offices (no outside storage)
Engineering/surveying/architectural services – general
Insurance office
Interior decorating service
Medical, dental, paramedical, chiropractor offices
Medical support offices (testing labs)
Office, clerical, research and services not primarily related to goods and merchandise
Opticians
Real estate office/appraisal

RECREATIONAL:

Billiards and pool halls
Bingo hall
Bowling alleys
Coliseums, stadiums designed to accommodate more than 1,000 people
Community buildings, not for commercial gain
Dance halls
Gamerooms
Golf courses, par three or miniature courses
Golf driving ranges
Indoor athletic and exercise facilities
Indoor tennis and squash courts
Movie theaters
Publicly-owned and operated outdoor recreational facilities, public parks
Skateboards parks
Skating rinks
Tennis courts, commercial
Water slides

RESIDENTIAL:

Dwellings for caretaker or domestic employee and immediate family on premises where employed

SPECIAL USE: Dwelling, multi-family (other than townhouses and condominiums), 1 building per lot

SPECIAL USE: Dwelling, multi-family (other than townhouses and condominiums), more than 1 building per lot

SPECIAL USE WITH SUPPLEMENTAL REGULATIONS: Dwelling, over a business

SPECIAL USE: Dwelling, townhouses

Rooming and boardinghouse

Small child care center

RETAIL SALES AND SERVICES

ABC Store

Antiques and gift retail stores

Arts and crafts supply and retail sales

Automated teller machines

Automobile accessories sales

Automobile parking lots, commercial, may be for monetary gain

Automobile parking lots, serving nonresidential uses in another district

Automobile parking lots serving uses permitted in district in which lot is located

Automobile service station, not including outside storage of used, wrecked, inoperable, or dismantled automobiles

Bakeries, bottling works

Bakeries selling at retail products produced on premises

Barber/beauty salons

Battery charging station

Battery exchange station

Bed and breakfast homes

Book and stationary stores

Broadcasting studios, radio, TV

Building supplies and sales

Car wash

Carpet, rug, bag cleaning establishments

Catering establishments

Child care center

Cleaners and dryers

Cleaners, self service

Commercial greenhouse or nursery

Computer sales and repair

Convenience stores
Daycare facility, adult
Deli
Drive-in restaurants
Drug stores/pharmacies
Electrical repair or contractor (no open storage)
Electrical repair or contractor (open storage allowed)
Electrical shops
Engine repair, small (including motorcycle)
Exhibition buildings, galleries, or show rooms
Farm supply; farm equipment sales and service
Flower and plant sales, not enclosed
Furniture, retail sales
Gas sales operations
General contractors (no open storage)
Grocery/food store
Hardware and building materials sales
Health spa
Heating and air conditioning installation and repair (no open storage)
Heating and air conditioning installation and repair (open storage allowed)
Home appliance dealers (with or without warehousing)
Home appliance repair
Homestay
Hotels, motels
Ice cream stand or store
Itinerant merchant, transient merchant, or itinerant vendor
Kennels
Laundries
Laundries, self-service
Lock and gunsmiths
Manufactured home sales, heavy machinery sale, repair, rental, or storage
Microbreweries/wineries
Motor vehicle parts and accessories sales with installation
Motor vehicle repair and maintenance, not including substantial body work
Nail/tanning salon
Nursing home
Office supplies
Paint store
Pet store
Photographic developing, processing and finishing

Plumbing repair contractor (no open storage)
Plumbing repair contractor (open storage allowed)
Printing or binding shop
Private postal shipping and receiving
Rental of goods, merchandise, and equipment (no outside storage or display of goods)
Rental of goods, merchandise, and equipment (with outside storage and display of goods)
Repair and servicing of office and household equipment
Restaurants, including all eating places except: drive-in, nightclubs, clubs, lodges
Retail businesses, not otherwise listed (shall not exceed 2,000 square feet)
SPECIAL USE: Retail, large
Sheet metal, roofing shops
Shoe store or repair
Stores or shops, retail, but not automobile sales or repair and not otherwise listed herein
Tailor/seamstress shop
Towing, automobile and truck
Truck terminal
Truck wash
Upholstery, paper hanging, and decorator shops
Veterinarian, animal clinic, no outside kennel
Veterinarian, animal clinic, outside kennel

TRANSPORTATION:

Whole-house lodging
Bus terminal
Taxi stands
Transportation terminals, freight
Transportation terminals, passengers

WHOLESALE SALES AND WAREHOUSING:

Appliance distributor for wholesale
Compartmentalized storage for individual storage of residential and commercial goods
Storage of goods not related to the sale or use of those goods on the same lot where they are stored
SPECIAL USE WITH SUPPLEMENTAL REGULATIONS: Storage, outdoor, not including junkyards or storage of petroleum products in quantities over 100,000 gallons, not otherwise listed herein
Warehouses, mini (units not to exceed 400 sq. ft. each)
Warehouses, sales or service
Wholesale establishments

OTHER USES:

Bona fide farms

Community gardens

Farm stand

Food trucks

Forestry activities

SPECIAL USE: Public utilities, static transformer stations, transmission lines and towers and telephone exchanges, radio and television towers and transmitting or relay stations, not including service and storage yards

Signs (as permitted by Article 10, Part IV)

Solar energy facilities, roof-mounted, parking lot cover, or building integrated (Level 1)

Special events

Temporary buildings incidental to a construction project

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Public Hearing

AGENDA SECTION: PUBLIC HEARINGS

SUBJECT: PUBLIC HEARING: Rezoning Request - Petitioner Town of Elizabethtown - Case Number RZ 08-2025-01, PIN #s: 130216748628, 130216746788, 130216745978, 130215744877, 130216745944, 130211754091, 130211754034 and 130211753047 - Rezone 8 parcels on West Broad Street from R-12 to O-I

BACKGROUND: Planning Director Rusty Worley may be called upon to present this agenda item.

Copy of Public Hearing Notice, Map of 8 Parcels, Certification to Adjacent Property Owners, Planning Board Letter of Recommendation and List of Permitted Uses for Zoning District O-I.

SUGGESTED ACTION: Council is requested to follow the Public Hearing procedure outlined below:

HEARING PROCEDURE:

- a) Open the hearing and call upon Planning Director Rusty Worley to present the information; and**
 - b) Solicit relevant public comments and information; and**
 - c) Close the hearing after receiving or not any public comments.**
- (To be considered in Agenda Item #5.2)*

ATTACHMENTS:

- Rezoning Request - Petitioner Town of Elizabethtown - Rezone 8 Parcels on West Broad Street - 10.6.25.pdf
- Permitted Uses for Zoning District O-I - 10.6.25.docx

"Fayetteville Observer"
Publication Dates:
9/16/2025 & 9/23/2025

TOWN OF ELIZABETHTOWN
NOTICE OF PUBLIC HEARINGS

Proposed Zoning Map Amendments, Town of Elizabethtown, North Carolina. Pursuant to NCGS 160A-364, 385 and 386, the Town of Elizabethtown will conduct two (2) public hearings on Monday, October 6, 2025 at 7:00 p.m. in the Elizabethtown Municipal Building. Town Council will consider the following:

Rezoning Request

Petitioner: Agent Katie Jernigan
Case Number: RZ 07-2025-01
PIN #: 131218313281

Request: General Rezoning Request with no specific use currently proposed for the subject property - Rezone Request from R-20 to C-1.

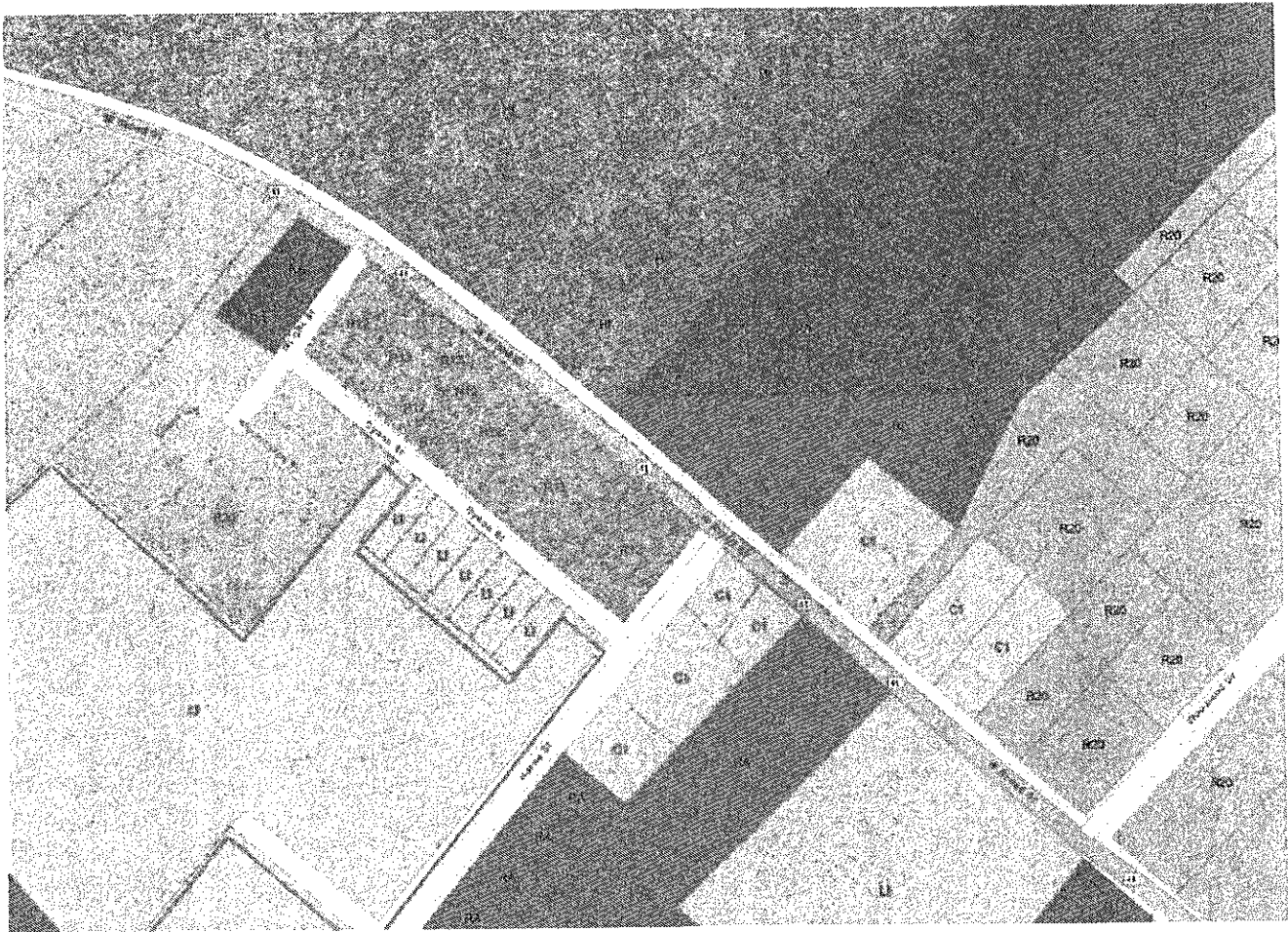
Rezoning Request

Petitioner: Town of Elizabethtown
Case Number: RZ 08-2025-01
PIN #s: 130216748628, 130216746788, 130216745978, 130215744877, 130216745944, 130211754091, 130211754034, 130211753047

Request: To rezone 8 parcels of land to allow consistency with the current Land Use Plan and current use - Rezone Request from R-12 to O1

All interested citizens are invited to attend the meeting. **Citizens desiring to speak on the rezoning requests must sign-in to speak prior to the beginning of the 7:00 p.m. meeting.** Changes may be made in the advertised proposal that reflect information presented at the hearings. Those who wish to view a copy of the rezoning applications may do so by contacting the Planning Department during regular business hours at (910)862-2066.
September 16, 23 2025
LWLM0368620





**TOWN OF ELIZABETHTOWN
PLANNING & COMMUNITY DEVELOPMENT**

CERTIFICATION OF NOTICE TO PROPERTY OWNERS

I, Rusty Worley, Planning Director, do hereby certify to Town Council of the Town of Elizabethtown, that in accordance with the provisions of G.S. 160A-384, the owner of the property involved in the zoning classification action described below and the owners of the parcels of land abutting the property involved in the zoning classification action described, received a notice of the proposed classification by first class mail.

Case Number: RZ 08-2025-01

Petitioner: Town of Elizabethtown

Parcel Numbers: 130216748628, 130216746788, 130216745978, 130215744877, 130216745944, 130211754091, 130211754034, 130211753047

Zoning Classification Action: Rezone from R-12 (Medium Density Residential) to O-I (Office & Institutional)

OWNER NAME	OWNER ADDRESS	CITY	STATE	ZIP CODE
Russell Priest ETUX	307 Keith Avenue	Elizabethtown	NC	28337
Zinnie Wright	2915 Dyson Street	Elizabethtown	NC	28337
Randy Coy Dyson	2201 Meadow Road	Lumberton	NC	28358
James Alvin Johnson ETUX	320 Bent Pine Drive	Raleigh	NC	27603
John Breece Horton	P.O. Box 862	Elizabethtown	NC	28337
Enrique Sanchez Heirs	P.O. Box 2314	Elizabethtown	NC	28337
Town of Elizabethtown ABC Bd.	2817 W. Broad Street	Elizabethtown	NC	28337
Trico of Elizabethtown, INC	P.O. Box 730	Elizabethtown	NC	28337
DeVane Brothers, LLC	P.O. Box 5	Elizabethtown	NC	28337
Larry Donald Hopkins	3505 Dunkirk Ct.	Fayetteville	NC	28306
Tamla Eddington Powell	2909 Dyson Street	Elizabethtown	NC	28337
Cape Fear Wood, LLC	315 Barker Ten Road	Lumberton	NC	28358
Arthur Lee Wright Est.	915 M&M Street	Elizabethtown	NC	28337
David Jackson	6511 Wildcat Rd.	Harrells	NC	28444
Lillie Hamilton White	3001 Dyson St.	Elizabethtown	NC	28337
PHP Lewis Village, LLC	5184 Iron Gate	Bloomfield Hills	MI	48304
Ruby F. Sanders	6443 Peoples Road	Sodus	NY	14551
Lee Roger McDuffie	P.O. Box 1871	Elizabethtown	NC	28337
KRS Vested Interest, LLC	P.O. Box 963	Elizabethtown	NC	28337
Robert W. McKoy, Jr.	P.O. Box 460	Elizabethtown	NC	28337
Primary Maxton, LLC	P.O. Box 159	St. Pauls	NC	28384
J.W. Cross Industries, Inc.	301 Woodhouse Dr.	Elizabethtown	NC	28337
Town of Elizabethtown	P.O. Box 700	Elizabethtown	NC	28337

Rusty Worley, Planning Director

9-22-05
Date

I, Juanita Hester, Town Clerk for the Town of Elizabethtown, do certify that the above-described notifications were mailed, and the property was posted with the Public Hearing information.

Juanita Hester, Town Clerk

9/22/2025
Date

**TOWN OF ELIZABETHTOWN
PLANNING & COMMUNITY DEVELOPMENT**

MEMORANDUM

DATE: September 29, 2025
TO: Mayor Sylvia Campbell and Town Council
FROM: Elizabeth Cole, Chairperson
Planning Board Members
RE: Petitioner: Town of Elizabethtown
Case Number: RZ 08-2025-01
PIN #: 130216748628, 130216746788, 130216745978, 130215744877,
130216745944, 130211754091, 130211754034 and 130211753047

Pursuant to the Elizabethtown Zoning Ordinance, Article 4, the Planning Board considered the above-referenced application during a regular meeting on August 26, 2025. Petitioner Town of Elizabethtown is requesting to rezone 8 parcels on W. Broad Street, as identified above, from R-12 (Medium-Density Residential) to O-I (Office & Institutional) to allow consistency with the current Land Use Plan and current use.

After consideration of the information presented at the meeting, the Planning Board forwards a favorable recommendation for Town Council to **approve** the Rezoning request. The Rezone Request is consistent with the adopted Land Use Plan.

PERMITTED USES FOR ZONING DISTRICT O-I
2025

ACCESSORY USES/BUILDINGS:

Accessory buildings/structures
Accessory uses
Cemetery as an accessory use to a church, including columbarium
Child care center (as an accessory use for a principal business/industry)
Dwelling (as an accessory for a principal business)
Fences and walls
Satellite dish antennas
Solar energy generating facility, accessory
Swimming pools, commercial/community
Swimming pools, private
Temporary storage facility (portable storage units)
Wind energy generating facility, accessory

EDUCATIONAL:

SPECIAL USE: Colleges, universities including fraternity, sorority houses, dormitories, and incidental uses when on the same unit of property
SPECIAL USE: Schools (academic); kindergarten, elementary, secondary, public or private
SPECIAL USE: Schools (non-academic); commercial, vocational, public or private to include music and dance studios

INSTITUTIONAL:

SPECIAL USE: Cemetery, mausoleum, or columbarium
Churches, synagogues, temples and other places of worship, rectories, Sunday Schools
SPECIAL USE WITH SUPPLEMENTAL REGULATIONS: Clubs and lodges, private, non-profit
SPECIAL USE: Correctional, penal institutions, jails
SPECIAL USE: Fire stations
Funeral homes
Government buildings/offices
SPECIAL USE: Hospitals, sanitarium
SPECIAL USE: Municipal utility facilities, above ground
Philanthropic, charitable institutions
Public buildings, libraries, museums, art galleries, and the like

MANUFACTURING AND INDUSTRIAL:

Laboratories, medical, research

OFFICES, PROFESSIONAL AND SERVICES:

Accounting agencies
Advertising agencies
Agencies, including, but not limited to, travel, brokers, insurance, loan, employment
Attorney's offices
Banks, savings and loan and similar financial institutions
SPECIAL USE WITH SUPPLEMENTAL REGULATIONS: Condominium, commercial
Contractor's offices (no outside storage)
Engineering/surveying/architectural services – general
Insurance office
Interior decorating service
Medical, dental, paramedical, chiropractor offices
Medical support offices (testing labs)
Office, clerical, research and services not primarily related to goods and merchandise
Opticians
Real estate office/appraisal

RECREATIONAL:

SPECIAL USE: Community buildings, not for commercial gain
Indoor athletic and exercise facilities
Indoor tennis and squash courts
SPECIAL USE: Outdoor athletic and exercise facilities
SPECIAL USE: Privately-owned outdoor recreational facilities
SPECIAL USE: Publicly-owned and operated outdoor recreational facilities, public parks
SPECIAL USE: Swimming clubs
SPECIAL USE: Tennis courts, commercial

RESIDENTIAL:

Adult care home (over 6 residents)
SPECIAL USE: Dwellings for caretaker or domestic employee and immediate family on premises where employed
SPECIAL USE WITH SUPPLEMENTAL REGULATIONS: Dwelling, condominium (residential)
Dwelling, multi-family (other than townhouses and condominiums), 1 building per lot
Dwelling, single-family
SPECIAL USE: Dwelling, townhouses
Multi-unit assisted housing with services
SPECIAL USE: Orphanages
Rooming and boardinghouse
Small child care center
Temporary emergency, construction, and repair residences

Tiny houses
Tourist homes

RETAIL SALES AND SERVICES:

Antiques and gift retail stores

SPECIAL USE: Automobile parking lots, commercial, may be for monetary gain

SPECIAL USE: Automobile parking lots serving nonresidential uses in another district

Automobile parking lots serving uses permitted in district in which lot is located

Battery charging station

Bed and breakfast homes

Broadcasting studios, radio, TV

Carpet, rug, bag cleaning establishments

Child care center

Daycare facility, adult

SPECIAL USE: Drug stores/pharmacies

Electrical repair or contractor (no open storage)

General contractors (no open storage)

Health spa

Homestay

Kennels

Lock and gunsmiths

Nail/tanning salon

SPECIAL USE: Nursing home

Office supplies

Private postal shipping and receiving

Veterinarian, animal clinic, no outside kennel

Whole-house lodging

OTHER USES:

Bona fide farms

Community gardens

Forestry activities

SPECIAL USE: Public utilities, static transformer stations, transmission lines and towers and telephone exchanges, radio and television towers and transmitting or relay stations, not including service and storage yards

Signs (as permitted by Article 10, Part IV)

Solar energy facilities, roof-mounted, parking lot cover, or building integrated (Level 1)

Special events

Temporary buildings incidental to a construction project

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Consideration for Zoning Ordinance Map Amendment - Petitioner Agent Katie Jernigan - Case Number RZ 07-2025-01, PIN #: 131218313281, Rezone 1501 West Broad Street from R-20 to C-1

BACKGROUND: Planning Director Rusty Worley may be called upon to present this agenda item. Agent Katie Jernigan plans to be in attendance.

SUGGESTED ACTION: Council is requested to approve/disapprove of the Zoning Ordinance Map Amendment request.

Council should use one (1) of the following statements when making a motion:

4.6.4.5.1. *A statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan/land use plan and explaining why the action taken is reasonable and in the public interest.*

4.6.4.5.2. *A statement rejecting the zoning amendment and describing its inconsistency with an adopted comprehensive plan/land use plan and explaining why the action is reasonable and in the public interest.*

4.6.4.5.3. *A statement approving the zoning amendment and containing at least all of the following:*

4.6.4.5.3.1. *A declaration that the approval is also deemed an amendment to the comprehensive plan/land use plan. The Town Council shall not require any additional request or application for amendment to the comprehensive plan/land use plan.*

4.6.4.5.3.2. *An explanation of the change in conditions the Town Council took into account in amending the Ordinance to meet the development needs of the community.*

4.6.4.5.3.3. *Why the action was reasonable and in the public interest.*

ATTACHMENTS:

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COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Consideration for Zoning Ordinance Map Amendment - Petitioner Town of Elizabethtown - Case RZ 08-2025-01, PIN #s: 130216748628, 130216746788, 130216745978, 130215744877, 130216745944, 130211754091, 130211754034 and 130211753047 - Rezone 8 Parcels on West Broad Street from R-12 to O-I

BACKGROUND: Planning Director Rusty Worley may be called upon to present this agenda item.

SUGGESTED ACTION:

Council is requested to approve/disapprove of the Zoning Ordinance Map Amendment request.

Council should use one (1) of the following statements when making a motion:

4.6.4.5.1. *A statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan/land use plan and explaining why the action taken is reasonable and in the public interest.*

4.6.4.5.2. *A statement rejecting the zoning amendment and describing its inconsistency with an adopted comprehensive plan/land use plan and explaining why the action is reasonable and in the public interest.*

4.6.4.5.3. *A statement approving the zoning amendment and containing at least all of the following:*

4.6.4.5.3.1. *A declaration that the approval is also deemed an amendment to the comprehensive plan/land use plan. The Town Council shall not require any additional request or application for amendment to the comprehensive plan/land use plan.*

4.6.4.5.3.2. *An explanation of the change in conditions the Town Council took into account in amending the Ordinance to meet the development needs of the community.*

4.6.4.5.3.3. *Why the action was reasonable and in the public interest.*

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Resolution #R-2025-34 - To Authorize Disposition of Certain Personal Property - Damaged Police Vehicle Declared Total Loss

BACKGROUND: Police Chief Mark McMichael may be called upon to present this agenda item.

Copy of Resolution provided.

SUGGESTED ACTION: Council is requested to approve the Resolution.

ATTACHMENTS:

Resolution - #2025-34 - 2013 Police Vehicle Being Declared as Surplus Property - Declared Total Loss - 10.6.25.docx

TOWN OF ELIZABETHTOWN

**RESOLUTION AUTHORIZING THE DISPOSITION OF
CERTAIN PERSONAL PROPERTY DECLARED SURPLUS**

#R-2025-34

WHEREAS, the Town Council of the Town of Elizabethtown desires to dispose of certain surplus property of the Town of Elizabethtown;

NOW, THEREFORE, BE IT RESOLVED by the Town Council that:

1. The following described property is hereby declared to be surplus to the needs of the Town of Elizabethtown Police Department:

2013 Dodge Charger, VIN #2C3CDXAT2DH577203 (Police Vehicle Declared Total Loss by Insurance Company)

2. Police Chief Mark McMichael is authorized to dispose of the above-described property with the Town's Insurance Claims Adjuster.
3. The Town Clerk shall publish notice summarizing this Resolution in accordance with NCGS 160A-267.

Adopted this 6th day of October, 2025.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk



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COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Interim Town Manager Update

BACKGROUND:

SUGGESTED ACTION: Interim Town Manager Pat DeVane will provide updates on current projects and other important business of the Town.

ATTACHMENTS:

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COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

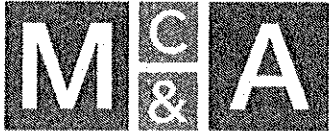
SUBJECT: Professional Services Contract - Administrative Services for HUD Grant for Hangar Projects

BACKGROUND: Planning Director Rusty Worley may be called upon to present this agenda item. A HUD CPF grant has been awarded to the Town for an Aerospace Workforce Development Incubator Project. Ms. Emily Miller with McAdams & Associates will administer the grant for the Town for the lump sum amount of \$50,000. The contract will be paid for from our Division of Aviation TRDF grant funds.

Copy of Professional Services Contract provided.

SUGGESTED ACTION: Council is requested to approve the Professional Services Contract.

ATTACHMENTS:
Professional Services Contract - McAdams & Associates - HUD CPF Grant - Aerospace Workforce Incubator Project.pdf



McAdams & Associates, LLC

**PROPOSAL TO FURNISH
PROFESSIONAL ADMINISTRATIVE AND CONSULTING SERVICES
TOWN OF ELIZABETHTOWN, NORTH CAROLINA**

This **PROPOSAL** made this 24th day of September, 2025 by and between the TOWN OF ELIZABETHTOWN, NORTH CAROLINA, hereinafter called the OWNER and MCADAMS AND ASSOCIATES, LLC, hereinafter called the CONSULTANT.

WHEREAS, the CONSULTANT intends to provide Professional Administrative and Consulting Services for planning and funding application submittal, hereinafter called SERVICES, as requested by the Owner; and

WHEREAS, the CONSULTANT agrees to provide professional services as described herein to assist the OWNER in completing the described SERVICES.

NOW, THEREFORE, the OWNER and CONSULTANT, for the consideration hereinafter names, agree as follows:

The CONSULTANT agrees to perform for the above named OWNER professional services as hereinafter set forth.

The OWNER agrees to compensate the CONSULTANT for services hereinafter provided.

The CONSULTANT's services shall include the following as requested by OWNER:

1. Funding Administration for HUD CPF Aerospace Workforce Incubator Grant # B-24-CP-NC-1351.
2. Prepare / Present all documents to be approved / adopted by the Town Council.
3. Ensure compliance with federal HUD CPF funding requirements.
4. Set up and manage project account for Town in DRGR.
5. Serve as liaison between the Town and HUD to ensure all funding is administered in accordance with Federal guidelines.
6. Prepare HUD front end documents for the construction bid package
7. Oversight of bidding construction contract to ensure compliance with funding.
8. Review of all contractor pay requests and professional services invoices / preparation of grant reimbursement requisitions.
9. Administrative costs, travel, and expenses.
10. Consulting via phone, email, and in person at locations in and outside of Elizabethtown as requested by OWNER.

PAYMENT: the OWNER agrees to pay the CONSULTANT for SERVICES noted as follows.

ADMINISTRATION:

LUMP SUM of FIFTY THOUSAND DOLLARS (\$50,000) payable with 20% of total fee invoiced upon approval and thereafter equal monthly payments during project implementation, construction, and close out.

GOVERNING LAW: This Agreement shall be governed in accordance with laws of the State of North Carolina. All actions relating in any ways in this Agreement shall be brought in the General Court of Justice in Wake County, North Carolina.

The OWNER and CONSULTANT hereby agree to the full performance of the covenants contained herein.

IN WITNESS HEREOF, the CONSULTANT and OWNER have executed this Agreement, the day and the year first above written, which is the effective date of this Agreement.

MCADAMS AND ASSOCIATES, LLC

TOWN OF ELIZABETHTOWN, NORTH CAROLINA

By: *Emily M. Miller*
Emily M. Miller, President

By: _____
Pat DeVane, Town Manager

Date: *September 25, 2025*

Signature: _____

Date: _____

ATTEST: _____
(SEAL)

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COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Budget Amendment - #2026-02

BACKGROUND: Finance Director Sharon Penny brings forth a Budget Amendment for Council consideration and may be called upon to present this agenda item.

Copy of Budget Amendment provided.

SUGGESTED ACTION: Council is requested to approve the Budget Amendment.

ATTACHMENTS:
Budget Amendment #2026-02 - 10.6.25.pdf

Town of Elizabethtown
 Budget Amendment #2026-02
 FY 2025 - 2026

The Town of Elizabethtown Town Council, at a meeting on the 6th day of October, 2025 passed the following ordinance.

BE IT ORDAINED that the following budget amendment be approved for the fiscal year ending June 30, 2026.

ACCOUNT CLASSIFICATION	APPROVED BUDGET FY 2025-2026	Increase/ (Decrease)	APPROVED REVISED BUDGET
Revenues:			
Ad Valorem Taxes	\$ 1,960,050.00		\$ 1,960,050.00
Business District Taxes	\$ 40,500.00		\$ 40,500.00
Motor Vehicle Taxes	\$ 221,000.00		\$ 221,000.00
Interest & Penalties on Taxes	\$ 22,750.00		\$ 22,750.00
Local Option Sales Tax	\$ 825,000.00		\$ 825,000.00
Franchise Taxes	\$ 313,000.00		\$ 313,000.00
Interest on Investments	\$ 180,000.00		\$ 180,000.00
Powell Bill Funds	\$ 135,000.00		\$ 135,000.00
Other Revenue	\$ 2,116,401.00	\$ 73,448.00	\$ 2,189,849.00
Fund Balance Appropriated	\$ 303,550.00	\$ 83,468.20	\$ 387,018.20
TOTAL GENERAL FUND REVENUE	<u>\$ 6,117,251.00</u>	<u>\$ 156,916.20</u>	<u>\$ 6,274,167.20</u>
Water Usage Charges	\$ 936,400.00		\$ 936,400.00
Sewer Usage Charges	\$ 1,102,400.00		\$ 1,102,400.00
Late/Reconnect Fees	\$ 85,000.00		\$ 85,000.00
Other Revenue	\$ 71,700.00		\$ 71,700.00
TOTAL UTILITY FUND REVENUE	<u>\$ 2,195,500.00</u>	<u>\$ -</u>	<u>\$ 2,195,500.00</u>

ACCOUNT CLASSIFICATION	APPROVED BUDGET FY 2025-2026	Increase/ (Decrease)	APPROVED REVISED BUDGET
Expenditures:			
Governing Body (4110)	\$ 56,500.00		\$ 56,500.00
Administration (4120)	\$ 447,744.00	\$ 90,000.00	\$ 537,744.00
Finance (4130)	\$ 292,480.00		\$ 292,480.00
Public Works (4145)	\$ 809,390.00	\$ 1,945.00	\$ 811,335.00
IT (4150)	\$ 85,516.00		\$ 85,516.00
Public Facilities (4190)	\$ 306,676.00		\$ 306,676.00
Police (4310)	\$ 1,582,526.00	\$ 23,728.00	\$ 1,606,254.00
Fire (4340)	\$ 988,478.00	\$ 400.00	\$ 988,878.00
Streets (4510)	\$ 19,550.00		\$ 19,550.00
Powell Bill (4515)	\$ 404,149.00		\$ 404,149.00
Solid Waste (4710)	\$ 602,900.00		\$ 602,900.00
Planning (4910)	\$ 148,865.00		\$ 148,865.00
Recreation (6120)	\$ 16,750.00		\$ 16,750.00
Farmers' Market (6130)	\$ -	\$ 8,468.20	\$ 8,468.20
Airport (6150)	\$ 41,325.00	\$ 27,375.00	\$ 68,700.00
Special Appropriations (6170)	\$ 289,402.00		\$ 289,402.00
Restricted Grants & Donations (6210)	\$ 25,000.00	\$ 5,000.00	\$ 30,000.00
TOTAL GENERAL FUND APPROP.	\$ 6,117,251.00	\$ 156,916.20	\$ 6,274,167.20
Water Services (7130)	\$ 939,727.00		\$ 939,727.00
Sewer Services (7140)	\$ 1,155,773.00		\$ 1,155,773.00
Utility Appropriations (8168)	\$ 100,000.00		\$ 100,000.00
TOTAL UTILITY FUND APPROP.	\$ 2,195,500.00	\$ -	\$ 2,195,500.00

DULY ADOPTED this 6th day of October 2025 by the Elizabethtown Town Council at Elizabethtown, North Carolina

Sylvia Campbell, Mayor

Attest: _____
Juanita Hester, Town Clerk

Patrick B. DeVane, Interim Town Manager

TOWN OF ELIZABETHTOWN
 BUDGET AMENDMENT #2026-02
 DETAIL

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>	<u>Justification</u>
Revenue			
10-3300-320	Sale of Surplus Property	\$ 40,650.00	Proceeds from sale of surplus vehicles & wire
10-3500-320	Insurance Proceeds	\$ 10,453.00	2013 Dodge Charger wrecked - totalled by insurance company
10-3200-364	Donations	\$ 5,000.00	Donations for community center furnishings
10-3300-395	Fire Dept. Miscellaneous	\$ 400.00	Reimbursement for portable equipment
10-3500-331	Miscellaneous Revenue	\$ 1,945.00	Contractor reimbursement for damaged concrete on resident driveway
10-3500-320	Insurance Proceeds	\$ 15,000.00	Settlement Reimbursement
10-3900-301	FB Appropriated - General	\$ 75,000.00	Settlement Legal Fees
10-3900-310	FB Appropriated - T-Mobile Grant	\$ 8,468.20	Balance at 6/30/2025 in T-Mobile Grant
TOTAL		\$ 156,916.20	
Expenditures			
10-4310-500	Police - Capitalized Equipment	\$ 13,275.00	
10-6150-500	Airport - Capitalized Equipment	\$ 27,375.00	
10-4310-500	Police - Capitalized Equipment	\$ 10,453.00	
10-6210-461.67	Restricted Funds - Community Center	\$ 5,000.00	
10-4340-461	Fire - Non-Capitalized Equipment	\$ 400.00	
10-4145-355	Public Works - General Maint & Repairs	\$ 1,945.00	
10-4120-396.01	Admin - Legal Fees	\$ 90,000.00	
10-6130-200	Farmers' Market - Operations	\$ 8,468.20	
TOTAL		\$ 156,916.20	

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COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Appointments: Airport/Economic Development Commission

BACKGROUND: Interim Town Manager Pat DeVane may be called upon to present this agenda item. Council members may provide names of qualified individuals to fill the vacancy on the Airport Commission Board.

SUGGESTED ACTION: Council is requested to make the appointment.

ATTACHMENTS:

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COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Special Called Town Council Meeting - Scheduled for Potential Grant Funding - No Action Required

BACKGROUND: Planning Director Rusty Worley is needing a Special Called Town Council meeting in order to apply for CDBG funding for extension of water and sewer to the Workforce Housing project. The Public Hearing notices have been placed for publication in the newspaper, and the Special Called Meeting Date and Time is **Tuesday, October 28, 2025**. The first Public Hearing will be conducted at **Noon** and the second Public Hearing at **12:30 p.m.**

Planning Director Rusty Worley may be called upon to answer any questions.

Copy of Public Hearing Notices provided.

SUGGESTED ACTION: As information to Town Council - No Action Required.

ATTACHMENTS:

Public Hearing Notice - 10.28.25 Special Called Meeting - Intent to Apply for Grant Funds - CDBG - Noon.pdf

2nd Public Hearing - 10.28.25 - CDBG Funding - \$950,000 - Extend Water and Sewer for Workforce housing - 10.28.25.pdf

NOTICE OF INTENT TO APPLY FOR GRANT FUNDS

Town of Elizabethtown Town Council

Official notice is hereby given that the Elizabethtown Town Council will hold a public hearing on Tuesday, October 28, 2025 at 12:00 P.M. The public hearing will be held in the Elizabethtown Town Hall located at 805 W. Broad Street, Elizabethtown, NC 28337 to discuss plans to apply for a N.C. Department of Commerce Community Development Block Grant through the Rural Economic Development Division. All interested parties are invited to attend the meeting and to offer comments.

This information is available in Spanish or any other language upon request. Please contact Juanita Hester, Town Clerk at (910) 862-2066, 805 W. Broad Street, Elizabethtown, NC 28337 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Juanita Hester en la Oficina del Administrador de la Ciudad al (910) 862-2066, 805 W. Broad Street, Elizabethtown, NC 28337 de alojamiento para esta solicitud.



Sylvia Campbell
Mayor

FN-42685551

NOTICE OF INTENT TO APPLY FOR GRANT FUNDS

Town of Elizabethtown Town Council

Official notice is hereby given that the Elizabethtown Town Council will hold a public hearing on Tuesday, October 28, 2025 at 12:30 P.M. The public hearing will be held in the Elizabethtown Town Hall located at 805 W. Broad Street, Elizabethtown, NC 28337 to discuss plans to apply for a N.C. Department of Commerce Community Development Block Grant (CDBG-NR) for the Neighborhood Revitalization Program through the Rural Economic Development Division. All interested parties are invited to attend the meeting and to offer comments.

The grant application is for \$950,000 to extend water and sewer for workforce housing. The infrastructure will include 3,000 linear feet of waterline, a lift station and 500 linear feet of sewer forcemain. The percentage of project benefit to Low to Moderate Income families 57.30% meeting the requirements for CDBG funding.

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Sylvia Campbell
Mayor

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COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025
SUBMITTED BY: Juanita Hester
ITEM TYPE: Resolution
AGENDA SECTION: ADMINISTRATIVE MATTERS
SUBJECT: Resolution #R-2025-37 - To Authorize Interim Town Manager Pat DeVane for HUD Grant Documents

BACKGROUND: Interim Town Manager Pat DeVane may be called upon to present this agenda item. This Resolution authorizes Mr. DeVane to furnish project information for the HUD funding for an Aerospace Workforce Incubator Project, Grant Number B-24-CP-NC-1351.

Copy of Resolution provided.

SUGGESTED ACTION: Council is requested to approve the Resolution.

ATTACHMENTS:
Resolution - To Authorize Interim Town Manager Pat DeVane for HUD Grant - 10.6.25.pdf

RESOLUTION BY GOVERNING BODY OF TOWN OF ELIZABETHTOWN

#R-2025-37

WHEREAS, **The Town of Elizabethtown** has received a HUD Community Project Funding appropriation for an Aerospace Workforce Incubator Project, Grant Number B-24-CP-NC-1351.

NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF ELIZABETHTOWN:

That **Patrick B. DeVane, Town Manager** the **Authorized Representative and Certifying Officer** and successors so titled, is hereby authorized and directed to furnish such information as HUD may request in connection with such project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the grant.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project pertaining thereto.

Adopted this the 6th of October, 2025 at Elizabethtown, North Carolina.

The Honorable Sylvia Campbell, Mayor

Juanita Hester, Town Clerk

ATTEST:

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COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025
SUBMITTED BY: Juanita Hester
ITEM TYPE: Request
AGENDA SECTION: OTHER BUSINESS
SUBJECT: "Briefly" (*Reminders and announcements are made at this time*)
BACKGROUND: The "Briefly" items will be presented by Interim Town Manager Pat DeVane.

Copy of the "Briefly" items and Department Head Update Reports are provided.

SUGGESTED ACTION: Interim Town Manager Pat DeVane may be called upon to present this agenda item.

ATTACHMENTS:
Peak Agenda - Briefly - 10.6.25.docx
Revised - Department Head Update Report - 10.6.25.pdf

To: Mayor and Town Council
From: Pat DeVane, Interim Town Manager
Subj: "Briefly"
Date: October 6, 2025 Regular Meeting

The following items are provided as information to Council:

- The Department Head Update Report is provided as a separate attachment.
- The "Smithfield Cup" Barbeque Cookoff event at Cape Fear Vineyard & Winery will take place on October 5, 2025.
- Town offices closed on October 13, 2025 in observance of "Columbus Day".
- Lumber River Council of Governments' Annual Meeting is scheduled for October 16, 2025 at the Southeastern NC Agricultural Center, Lumberton.
- The Chamber Member Breakfast, October 21, 2025 at 8:00 p.m., Elizabethtown Inn. Guest speaker will be Mr. Steve Roberts, representative of the America's 250th Celebration Planning Committee.
- Annual Christmas Parade on November 30, 2025 starting at 6 p.m. followed by Christmas Tree Lighting on Courthouse lawn.
- The annual Employee Appreciation Lunch is scheduled for Friday, December 5, 2025 at Cape Fear Vineyard & Winery.



FOR THE MONTH OF OCTOBER

- 10/02 – Paula Greene, Council Member**
10/06 – Steve Batton, Public Services
10/08 – Marshal Beard – Part-Time Police Officer
10/11 – Ricky Smith, Utilities Technician II
10/17 – Robert Duggan, Police Sergeant
10/23 – Jeremiah Lowery, Police Officer
10/29 – Breanna Haire, Police Officer
10/30 – Chris Avant, Police Sergeant



**Department Head Updates
October 2025**

FIRE DEPARTMENT

Hollis Freeman



Call Report for September

Total Calls -- 59

Fire Inspections Completed -- 20

Hydrants Serviced -- 40

Total Training Hours - 110

Town Clerk

Juanita Hester

- On 9/4/2025, Clerk administered the Oath of Office to new Police Officer Alexander Lee Reason and on 9/29/2025, Oath of Office was administered to new Police Officer Carl Timothy Smith.
- On 9/17/2025, Clerk made notification to Mrs. Theresa Lloyd at Paul R. Brown Leadership Academy of the October 6, 2025 Town Council Meeting so that advance preparation may be made for the Cadets to attend the meeting for presentation of the Colors.
- Clerk prepared the 9/8/2025 Noon Rescheduled meeting minutes along with the 9/8/2025 Closed Session Rescheduled meeting minutes.
- Prepared the Public Hearing Notice for publication in the newspaper for the two Rezone Requests being heard at Town Council's October 6th meeting.

- For the two Rezone Requests, Clerk prepared and mailed the required Public Hearing notification to the adjoining property owners.
- The follow-ups and distribution of approved and signed documents for the September 8, 2025 Rescheduled Town Council meeting were handled by the Clerk.
- Weekly Friday Memos were prepared and distributed to Council Members and Department Heads.
- For the Interim Town Manager's review, prepared Staff Meeting Outline for the October 6, 2025 Town Council meeting.
- In coordination with Interim Town Manager Pat DeVane, Finance Director Sharon Penny, Planning Director Rusty Worley and Town Attorney Goldston Womble, the Clerk prepared the agenda material for the October 6, 2025 Town Council meeting, posted the information to the Town's webpage and made distribution to Town Council and Department Heads. In addition, the Clerk made notification to the Press that the agenda material had been posted to the Town's webpage.
- Prepared the "Columbus Day" holiday closing for posting to the Town's webpage.
- For annual FY 2024-2025 Audit review, Clerk prepared the Minute Books for inspection.

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COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025
SUBMITTED BY: Juanita Hester
ITEM TYPE: Request
AGENDA SECTION: OPEN FORUM
SUBJECT: Open Forum
BACKGROUND: Three (3) Minutes Per Citizen.....Should State Name/Address.

Copy of Open Forum Sign-In Sheet provided.

SUGGESTED ACTION: Council is requested to listen to any public concerns or comments received.

ATTACHMENTS:
Sign-In Sheet - Open Forum - 10.6.25.docx

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COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: CLOSED SESSION

SUBJECT: Closed Session - *To Be Conducted at the 7 p.m. Meeting*

BACKGROUND: Closed Session will be conducted for purposes of Attorney-Client Privilege and Economic Development.

SUGGESTED ACTION: Mayor Sylvia Campbell will entertain a motion and a second to enter into Closed Session in accordance with NCGS 143-318.11(a)(3) - Attorney-Client Privilege and NCGS 143-318.11(a)(4) - Economic Development.

ATTACHMENTS:



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COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADJOURNMENT

SUBJECT: Adjournment

BACKGROUND:

SUGGESTED ACTION: Mayor Sylvia Campbell will entertain a motion and a second to adjourn.

ATTACHMENTS: