COUNCIL MEETING
NOVEMBER 16, 2026
6:30 P.M.

ORDER OF BUSINESS

1. **PLEDGE TO FLAG**
2. **INVOCATION**
3. **APPROVAL OF AGENDA**
4. **CONSENT AGENDA ITEMS**
5. **PUBLIC HEARING**
   a. **ORDINANCE** to Extend Corporate Limits - 1899 Strickland Road - Parcel ID 17J07006
   b. **ORDINANCE** to Extend Corporate Limits - 1935 Strickland Road - Parcel ID 17J07006C
   c. **ORDINANCE** to Amend Zoing - 1935 Strickland Road - Parcel ID 17J07006C
   d. **Special Use Permit** - 107 Endridge Lane
   e. **Special Use Permit** - 177 Frazier Drive
6. **1st OPEN FORUM**
7. **REGULAR BUSINESS**
   a. MAYOR Alvin Hardy

   b. TOWN MANAGER - Leighanna Worley
      i. 2027 Holiday Schedule
      ii. 2027 Meeting Schedule
      iii. December Work Session Discussion
      iv. Call Special Closed Session Meeting for November 30, 2026 at 5pm - 143-318.11a(6) "...personnel..."
      v. Manager Comments/Updates

   c. PLANNING DEPARTMENT - Wendy Oldham
      i. **CALL PUBLIC HEARING** - Future Land Use Map
      ii. **RESOLUTION** in Support of Applying for IMD Feasibility Grant
      iii. **RESOLUTION** to Take In Private Streets - The Cottages
      iv. Appointment of Planning Board Member

   d. POLICE DEPARTMENT - Chief A.Z. Williams
      i. General Order 100-11 - Extra-Duty Off-Duty and Secondary Employment

   e. PUBLIC WORKS DEPARTMENT - Patrick Moore
      i. Approve Purchase of Snow Plows for Public Works Trucks

   f. COUNCILMEMBER COMMENTS
8. **2nd OPEN FORUM**
9. **ADJOURNMENT**

Request for Council Action

Agenda Item 5a

TO:	Mayor Alvin Hardy and Town Councilmembers
FROM:	Wendy Oldham, Planning Director
DATE:	November 16, 2026
RE:	Request for Annexation of Parcel ID: 17J07006

BACKGROUND:

On October 5, 2026, a petition was received for the annexation of parcel ID 17J07006, 1899 Strickland Road. On October 19, 2026, Town Council adopted a resolution directing the Town Clerk to investigate the petition under GS 160A-31. At that time, the Clerk also presented a Certificate of Sufficiency to Council. Town Council also adopted a resolution calling for a hearing for the annexation of Parcel ID 17J07006 at your November 16, 2026, meeting.

ACTION REQUESTED:

Hold a hearing and a vote on the annexation petition of Parcel ID 17J07006, 1899 Strickland Road.

ATTACHMENTS:

-Copy of map for parcel

- Annexation Ordinance #208

TOWM #208

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF WILSON'S MILLS, NORTH CAROLINA

WHEREAS, the Town of Wilson's Mills Town Council has adopted a resolution under G.S. 160A-31 stating its intent to annex the area described below; and

WHEREAS, the Town of Wilson's Mills Town Council has directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at the Wilson's Mills Town Hall, 4083 Wilson's Mills Road, Wilson's Mills, North Carolina at 6:30 p.m. on November 16, 2026 after due notice by Johnstonian News on November 4, 2026; and

WHEREAS, the Town of Wilson's Mills Town Council finds that the petition meets the requirements of G.S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Wilson's Mills, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described contiguous property located at 1899 Strickland Road and identified as parcel ID 17J07006 is hereby annexed and made part of the Town of Wilson's Mills, as of November 16, 2026.

The areas proposed for annexation are described as follows:

BEGINNING; thence S 88 Deg 49 Min 23 Sec E a distance of 693.50 feet; thence S 88 Deg 45 Min 53 Sec: E a distance of 336.53 feet; thence N 1 Deg 53 Min 54 Sec W a distance of 472.73 feet; thence N 52 Deg 20 Min 37 Sec W a distance of 80.82 feet; thence N 21 Deg 46 Min 18 Sec W a distance of 130.37 feet; thence following the curvature thereof an arc (said arc having a chord bearing of N 56 Deg 46 Min 50 Sec W, a counter clockwise direction, an arc W 761.39 feet and a radius of 5591.16

feet); thence S 21 Deg 24 Min 2 Sec W a distance of 470.40 feet; thence S 0 Deg 26 Min 44 Sec E a distance of 602.87 feet; to the point and place of BEGINNING, containing 17.119 acres, more or less;

Section 2. The Mayor of the Town of Wilson's Mills shall cause to be recorded in the office of the Register of Deeds of Johnston County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed property, along with a certified copy of this ordinance. Such a map shall also be delivered to the Johnston County Board of Elections, as required by G.S. 163-288.1.

ADOPTED THIS 16th DAY OF NOVEMBER 2026

_____

ALVIN HARDY, Mayor Pro-tem

ATTEST:

_____

EMILY MATTHEWS, CMC, Town Clerk

APPROVED AS TO FORM:

_____

GABRIEL DU SABLON, Attorney at Law

State of North Carolina
County of Johnston

I hereby certify that the foregoing is a true and accurate copy of the Annexation Ordinance for 17.119 acres located at 1899 Strickland Road, duly adopted by the Town Council of the Town of Wilson's Mills, North Carolina at a meeting held on November 16, 2026, at 6:30 p.m. in the Wilson's Mills Town Hall Council Chambers, 4083 Wilson's Mills Road, Wilson's Mills, North Carolina.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official corporate seal of said Town to be affixed this the _____ day of _____, 20___.

_____

Emily Matthews, CMC, Town Clerk

State of North Carolina
County of Johnston

I, _____, a Notary Public, do hereby certify that Emily Matthews, Town Clerk, personally appeared before me this day and acknowledged the due execution of the foregoing certification, for the purposes therein expressed.

WITNESS my hand and notarial seal this _____ day of _____, 20___.

My commission expires: _____

(SEAL)

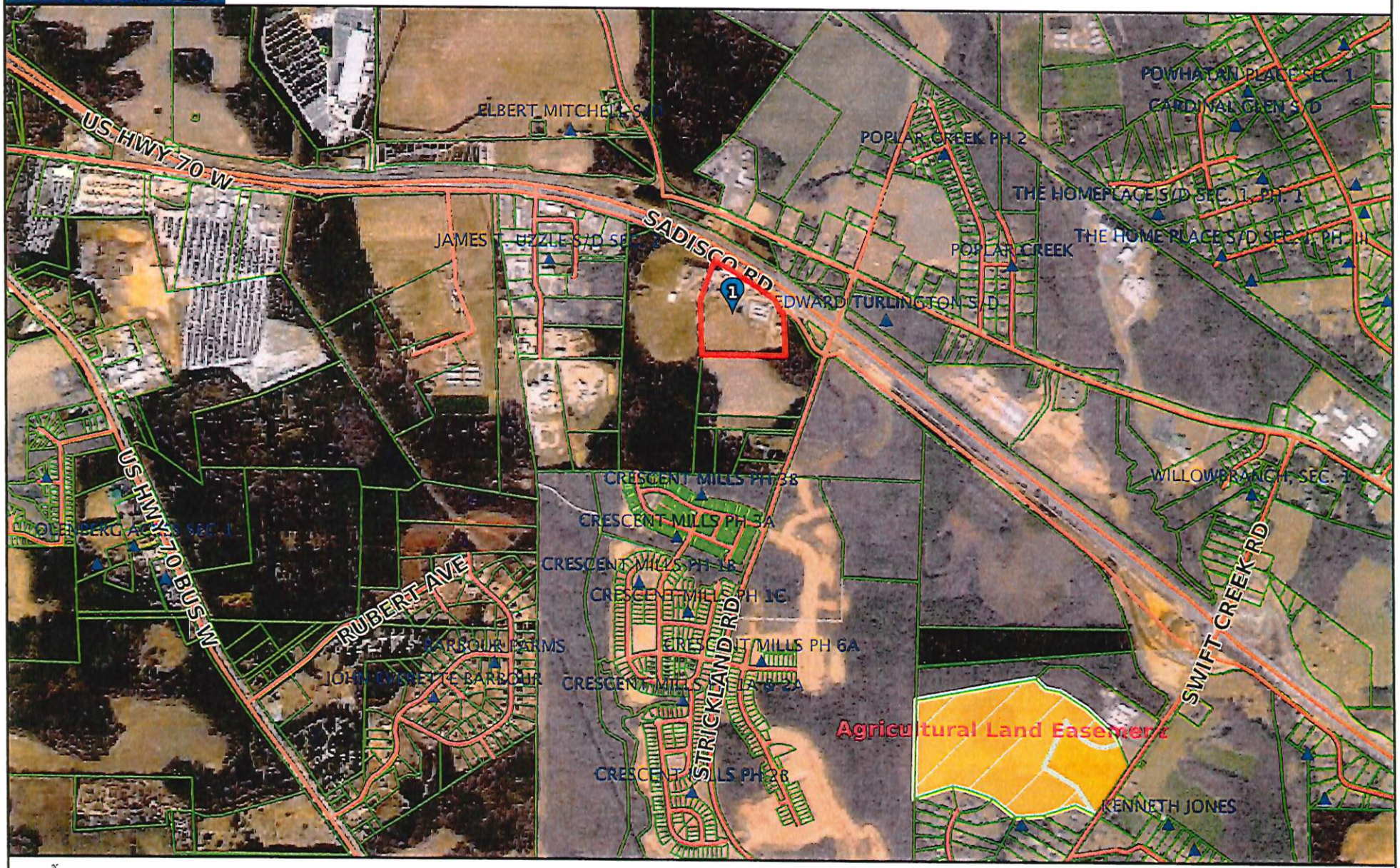
_____

NOTARY PUBLIC

JOHNSTON COUNTY
NORTH • CAROLINA

*** DISCLAIMER ***

Johnston County assumes no legal responsibility for the information represented here.



Scale: 1:17759 - 1 in. = 1479.95 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

Johnston County GIS
November 5, 2026

Request for Council Action

Agenda Item 5b

TO:	Mayor Alvin Hardy and Town Councilmembers
FROM:	Wendy Oldham, Planning Director
DATE:	November 16, 2026
RE:	Annexation of Parcel ID: 17J07006C – 1935 Strickland Road

BACKGROUND:

On October 5, 2026, a petition was received for the annexation of parcel ID 17J07006C, 1935 Strickland Road. On October 19, 2026, Town Council adopted a resolution directing the Town Clerk to investigate the petition under GS 160A-31. At that time, the Clerk also presented a Certificate of Sufficiency to Council. Town Council also adopted a resolution calling for a hearing for the annexation of Parcel ID 17J07006C at your November 16, 2026, meeting. When the hearing was called this address was listed as 1921 Strickland Road. GIS has made some adjustments and it is now listed as 1935 but the parcel ID is the same.

ACTION REQUESTED:

Hold a hearing and a vote on the annexation petition of Parcel ID 17J07006C, 1935 Strickland Road.

ATTACHMENTS:

-Copy of map for parcel

- Annexation Ordinance #209

TOWM #209

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF WILSON'S MILLS, NORTH CAROLINA

WHEREAS, the Town of Wilson's Mills Town Council has adopted a resolution under G.S. 160A-31 stating its intent to annex the area described below; and

WHEREAS, the Town of Wilson's Mills Town Council has directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at the Wilson's Mills Town Hall, 4083 Wilson's Mills Road, Wilson's Mills, North Carolina at 6:30 p.m. on November 16, 2026 after due notice by Johnstonian News on November 4, 2026; and

WHEREAS, the Town of Wilson's Mills Town Council finds that the petition meets the requirements of G.S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Wilson's Mills, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described contiguous property located at 1935 Strickland Road and identified as parcel ID 17J07006C is hereby annexed and made part of the Town of Wilson's Mills, as of November 16, 2026.

The areas proposed for annexation are described as follows:

BEGINNING; thence S 2 Deg 38 Min 54 Sec W a distance of 147.59 feet; thence S 2 Deg 42 Min 19 Sec W a distance of 528.53 feet; thence N 88 Deg 3 Min 21 Sec W a distance of 791.12 feet; thence N 2 Deg 14 Min 43 Sec E a distance of 2584.25 feet; thence N 72 Deg 51 Min 5 Sec E a distance of 217 .06 feet; thence N 57 Deg 22 Min 9 Sec E a distance of 48.10 feet; thence following the curvature thereof an arc (said arc having a tangent bearing of N 57 Deg 22 Min 9 Sec E, a clockwise direction, an arc distance of 96.97 feet and a radius of 5646.16 feet); thence following the curvature thereof an arc (said

arc having a chord bearing of S 67 Deg 54 Min 49 Sec E, a clockwise direction, an arc distance of 96.97 feet and a radius of 5646.16 feet); thence following the curvature thereof an arc (said arc having a chord bearing of S 64 Deg 0 Min 3 Sec E, a clockwise direction, an arc distance of 647.79 feet and a radius of 5604.58 feet; thence S 21 Deg 24 Min 2 Sec W a distance of 470.40 feet; thence S 0 Deg 26 Min 44 Sec E a distance of 602.87 feet; thence S 9 Deg 2 Min 31 Sec W a distance of 723.15 feet to the point and place of BEGINNING, containing 51.651 acres, more or less;

Section 2. The Mayor of the Town of Wilson's Mills shall cause to be recorded in the office of the Register of Deeds of Johnston County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed property, along with a certified copy of this ordinance. Such a map shall also be delivered to the Johnston County Board of Elections, as required by G.S. 163-288.1.

ADOPTED THIS 16th DAY OF NOVEMBER 2026

_____

ALVIN HARDY, Mayor Pro-tem

ATTEST:

_____

EMILY MATTHEWS, CMC, Town Clerk

APPROVED AS TO FORM:

_____

GABRIEL DU SABLON, Attorney at Law

State of North Carolina
County of Johnston

I hereby certify that the foregoing is a true and accurate copy of the Annexation Ordinance for 51.651 acres located at 1935 Strickland Road, duly adopted by the Town Council of the Town of Wilson's Mills, North Carolina at a meeting held on November 16, 2026, at 6:30 p.m. in the Wilson's Mills Town Hall Council Chambers, 4083 Wilson's Mills Road, Wilson's Mills, North Carolina.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official corporate seal of said Town to be affixed this the _____ day of _____, 20___.

_____

Emily Matthews, CMC, Town Clerk

State of North Carolina
County of Johnston

I, _____, a Notary Public, do hereby certify that Emily Matthews, Town Clerk, personally appeared before me this day and acknowledged the due execution of the foregoing certification, for the purposes therein expressed.

WITNESS my hand and notarial seal this _____ day of _____, 20___.

My commission expires: _____

(SEAL)

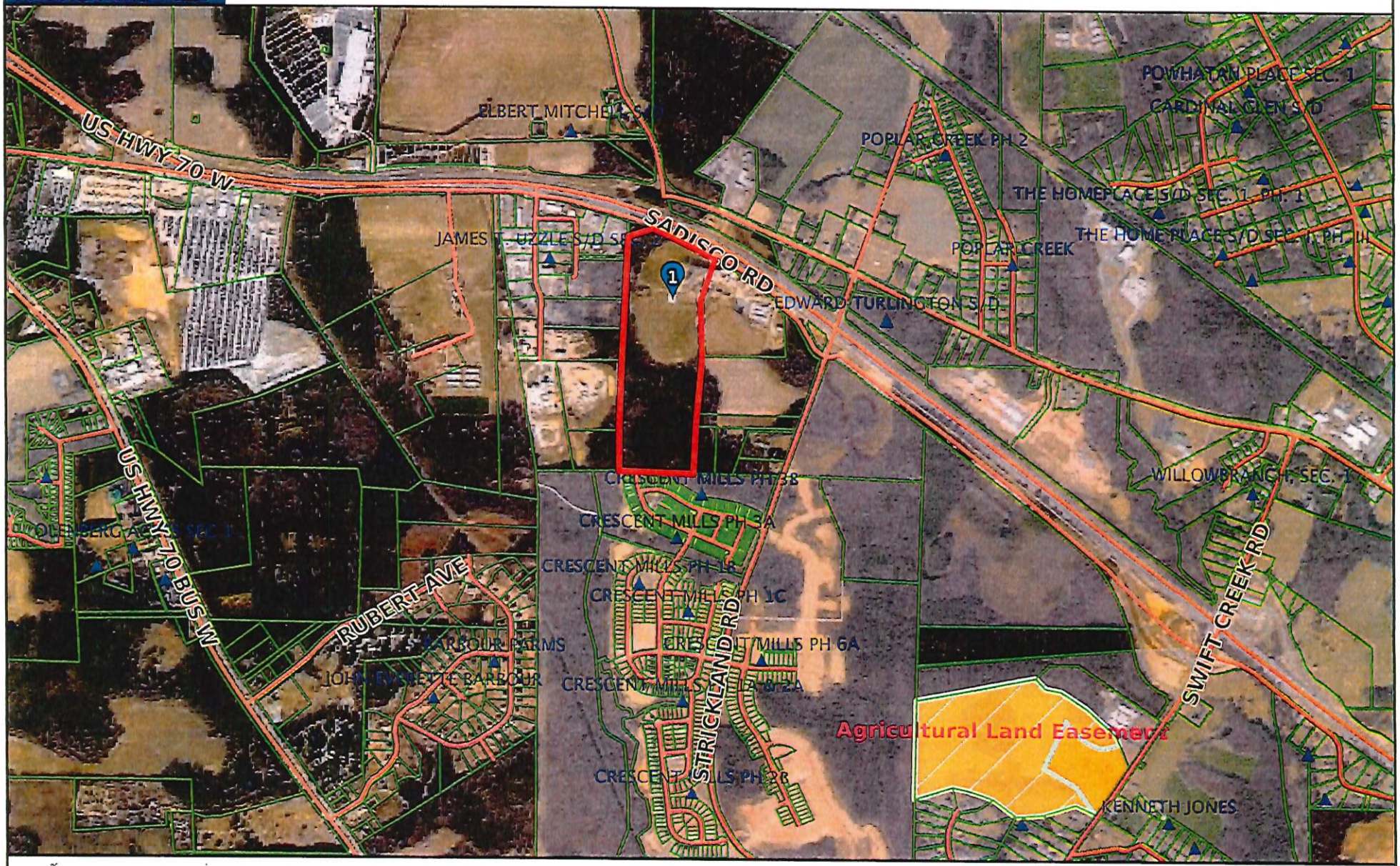
_____

NOTARY PUBLIC

JOHNSTON COUNTY NORTH CAROLINA

*** DISCLAIMER ***

Johnston County assumes no legal responsibility for the information represented here.



Scale: 1:17759 - 1 in. = 1479.95 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

Johnston County GIS
November 5, 2026

Request for Council Action

Agenda Item 5c

TO: Alvin Hardy and Town Council Members
FROM: Wendy Oldham, CZO
DATE: November 16, 2026
FILE No.: RZ-02-2026
REQUEST: Rezone request for parcel ID No.17J07006C from (AR) Agriculture Residential, Johnston County Zoning Classification, to (IND) Industrial.

CURRENT SITE INFORMATION	
LOCATION:	1935 Strickland Road
TAX ID:	17J07006C
SITE ACREAGE:	49.230
ZONING:	(Ag) Agriculture
CURRENT USE:	Agricultural farm use consisting of livestock management, processing, and sales, supported by an on-site primary farm home and associated structures

BACKGROUND

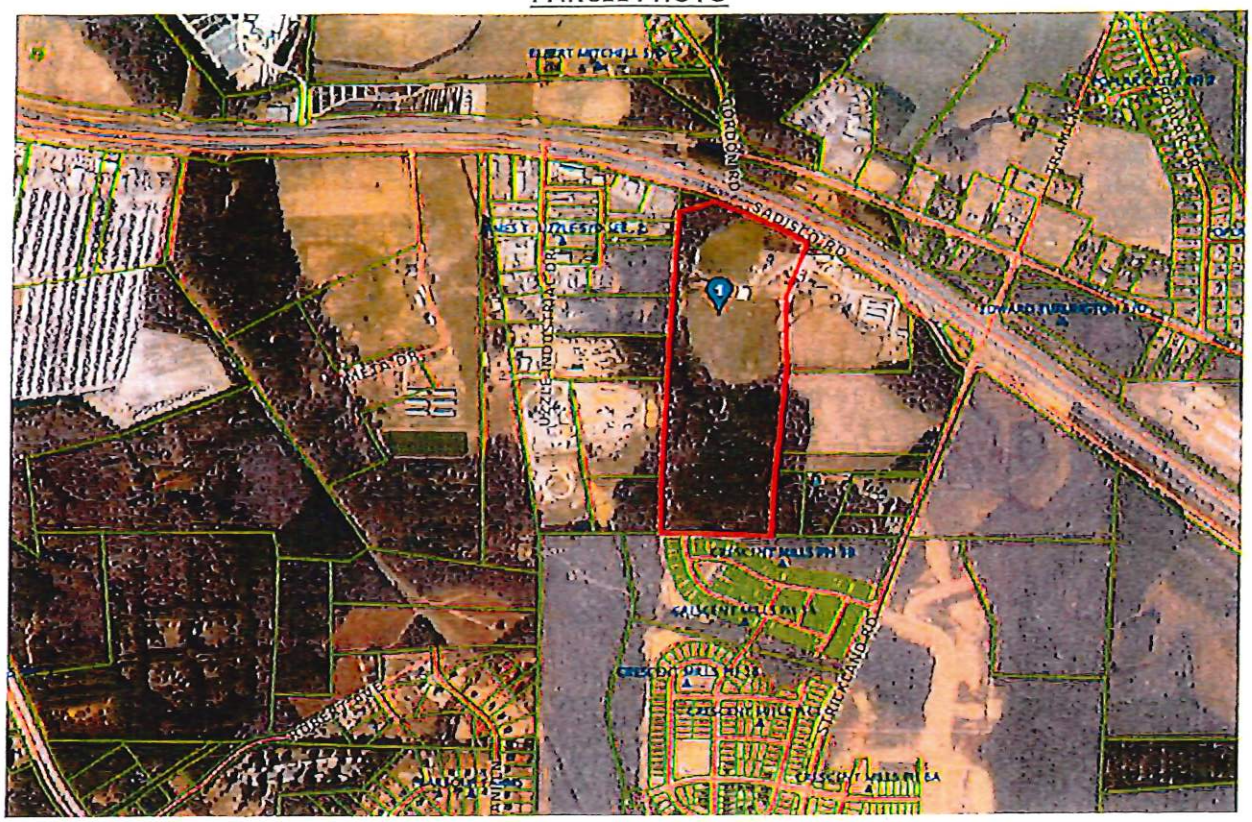
Parcel No. 17J07006C is an agricultural farm operation that includes livestock management, agricultural processing, and the sale of farm products. The property also contains an on-site primary farm residence occupied by the owner, along with structures and facilities that are customary and reasonably associated with the agricultural operation. A public hearing was called by Town Council on October 19, 2026.

The property serves as both the owner's principal residence and the location of an active agricultural business. The residential and agricultural uses are integral to the operation and management of the farm.

SITE LOCATION



PARCEL PHOTO



STANDARDS FOR APPROVAL

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

FINDINGS OF FACT

1. That the use or development is located, designed, and proposed to be operated to maintain or promote public health, safety, and general welfare. Statement by applicant: The proposed zoning is a continuation of the industrial zoning across the frontage of the southern side of US-70 along Sadisco Road. The proposed development will be operated to promote public health safety and general welfare by meeting or exceeding the regulations and standards for the proposed site at the time of development for stormwater, access management, and fire safety.

2. That the use or development complies with all required regulations and standards of the Wilson's Mills Development Ordnance and with all other applicable regulations. Statement by applicant: The proposed zoning is a continuation of the industrial zoning across the frontage of the southern side of US-70 along Sadisco Road. The zoning is within compliance with the future land use map and the Town's Development Ordinance.

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 IND zoning classification is consistent with the corridor's established industrial character along US HWY 70. Required buffer yards will be provided per Article 11. Industrial development of this type typically increases adjacent commercial/industrial land values through infrastructure investment and increased employment activity.

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 environment. Statement by applicant: The Town's land use plan identifies the US Highway 70 Business corridor as an appropriate location for commercial and industrial growth. The proposed IND zoning designation is consistent with the vision and supports the bTown's long-term economic development goals by expanding opportunities for industrial investment, job creation, and future employment-generating development within the Wilson's Mills planning area.

STATEMENT OF CONSISTENCY AND REASONABLENESS

The proposed rezoning of IND (Industrial) for the approximately 49.230-acre property located at 1935 Strickland Road (Parcel 17J07006C) is consistent with the Town of Wilson's Mills adopted Comprehensive Land Use and Master Plan.

The proposed zoning is reasonable based on the property's size, location and undeveloped condition, it also supports the Town's long-term economic development goals fulfilling a need for the creation of jobs for the residents of Wilson's Mills. The proposed Industrial (IND) zoning is consistent with the adopted comprehensive plan and is reasonable for the property and surrounding area.

Furthermore, the request is in accordance with the Town's Unified Development Ordinance and contributes to the orderly growth and development envisioned in the Comprehensive Plan.

PLANNING BOARD RECOMMENDATION(S)

The rezoning application for Parcel No.17J07006C was reviewed by the Town of Wilson's Mills Planning Board at its regularly scheduled meeting on October 5, 2026. The Planning Board determined that the request is consistent with the Town's Future Land Use Map and Comprehensive Land Use Plan. After discussion, the Board voted unanimously to recommend approval of the rezoning from Agriculture (AG) to Industrial (IND), and to forward the request to the Town Council for final consideration.

THE TOWN'S PLANNING DEPARTMENT RECOMMENDATION(S)

Planning staff have reviewed the rezoning request for Parcel No. 17J07006C, proposing a change from Agriculture (AG) to Industrial (IND). Based on analysis of the Future Land Use Map, applicable zoning regulations, and the surrounding development pattern, staff found the request to be consistent with the Town of Wilson's Mills Comprehensive Land Use Plan.

Planning staff recommends approval of the rezoning request, as it promotes orderly growth, aligns with adopted planning goals, and is in the public interest. This recommendation is consistent with the Planning Board's unanimous vote to recommend approval at their October 5, 2026, meeting.

TOWN COUNCIL ACTION

1. Accepting the Planning Boards Consistency and reasonableness Statement regarding the Comprehensive Land Use Plan and Future Land Use Map, I make a motion to **approve** the rezone of 1935 Strickland Road, Parcel ID: 17J07006C, Agriculture (AG) to Industrial (IND).

2. Accepting the Planning Boards Consistency and reasonableness Statement regarding the Comprehensive Land Use Plan and Future Land Use Map, I Make a motion to **table**, the rezone of 1935 Strickland Road, Parcel ID: 17J07006C, Agriculture (AG) to Industrial (IND).

3. Accepting the Planning Boards Consistency and reasonableness Statement regarding the Comprehensive Land Use Plan and Future Land Use Map, I Make a motion to **deny**, the rezone of 1935 Strickland Road, Parcel ID: 17J07006C, Agriculture (AG) to Industrial (IND).
   Denial based upon: _____
   _____
   _____

Attachments:
Rezone Application
Owner Authorization forms (2)
Metes and Bounds Description
Pictures of Posting
News Article Posting
Copy of Letter to Adjoining Properties

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: 1935 Strickland Road

Zoning District: AGRICULTURE

Size of Property (in acres): 49.23

Johnston Co. Tax PIN #: 168600-38-3528
17J07006C

Proposed Building Square Footage: N/A

Town Jurisdiction: _____ In-Town Limits

X ETJ

Existing land use/zoning on adjoining properties:

North: AG
South: RMST
East: IND & AG
West: IND

APPLICANT INFORMATION:

Applicant: TC MidAtlantic Development V, Inc.

Address: 555 Fayetteville Street, Suite 715

City: Raleigh State: NC Zip: 27601

Phone: 202.253.7607 Email: jdix2@trammellcrow.com

Property Owner (**Owner Consent Form is required if different from applicant**): WORTH M POUNDS, JR

Address: 1899 Strickland Road

City: Clayton State: NC Zip: 27520

Phone: _____ Email: _____

REZONING REQUEST:

X General Use _____ Conditional Zoning

Existing Zoning Classification: AG

Proposed Zoning Classification: IND

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:

Proposed Conditions Offered by Applicant:

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.

Jennifer Dix — Applicant Printed Name

Jennifer Dix — Applicant Signature

9/14/2026 — 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 proposed zoning is a continuation of the industrial zoning across the frontage of the southern side of US-70 along Sadisco Road. The proposed development will be operated to promote public health safety and general welfare by meeting or exceeding the regulations and standards for the proposed site at the time of development for stormwater, access management, and fire safety.

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:

   The proposed zoning is a continuation of the industrial zoning across the frontage of the southern side of US-70 along Sadisco Road. The zoning is within compliance with the future land use map and the Town's Development Ordinance.

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 IND zoning classification is consistent with the corridor's established industrial character along US Hwy 70. Required buffer yards will be provided per Article 11. Industrial development of this type typically increases adjacent commercial/industrial land value through infrastructure investment and increased employment activity.

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 Town's Land Use Plan identifies the US Highway 70 Business corridor as an appropriate location for commercial and industrial growth. The proposed IND zoning designation is consistent with this vision and supports the Town's long-term economic development goals by expanding opportunities for industrial investment, job creation, and future employment-generating development within the Wilson's Mills planning area.

For Town Use Only

Date Received: 9/21/2026 Case #: RZ-02-2026

Payment Amount: 1734.60 + 69.38 service fee Date Paid: 9/9/2026

Application Received by: Wendy Oldham

PB Date: 10/4/2026 Recommended ✓ Denied _____

Site Posted Date: 11/2/2026 Ad Run Dates: 10/28/2026 and 11/4/2026

Letters Mailed Date: 11/2/2026 Hearing Called by TC on: 10/19/2026

TC Date: 11/16/2026 Approved _____ Denied _____

TOWN OF WILSON'S MILLS

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

Property Address/Physical Location: 1935 Strickland Road

City: Clayton State: NC Zip Code: 27520

Johnston Co. Tax PIN #: 168600-38-3528

Project/Activity/Permit for which application is being made: General Use Rezoning from AG to IND

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.

Owner's Printed Name _____ Owner's Signature _____ Date _____

APPLICANT/AGENT INFORMATION:

Applicant/Owner's Authorized Agent: TC MidAtlantic Development V, Inc.

Address: 555 Fayetteville Street, Suite 715

City: Raleigh State: NC Zip Code: 27601

Phone: 202.253.7607 Email: jdix2@trammellcrow.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.

Jennifer Dix — Applicant/Agent Printed Name

Jennifer Dix — Applicant/Agent Signature

9/8/2026 — Date

dotloop signature verification: dlp.us/KDIA-JO31-1jk6

TOWN OF WILSON'S MILLS

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, Worth M Pounds & Elaine G Pounds hereby affirm that I am the owner of the property located at:

Property Address/Physical Location: 1935 Strickland Road

City: Clayton State: NC Zip Code: 27520

Johnston Co. Tax PIN #: 168600-38-3528

Project/Activity/Permit for which application is being made: General Use Rezoning from AG to IND

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.

Owner's Printed Name	Owner's Signature	Date
Worth M Ponds Jr.		09/03/2026
Elaine G Pounds		09/03/2026

APPLICANT/AGENT INFORMATION:

Applicant/Owner's Authorized Agent: TC MidAtlantic Development V, Inc.

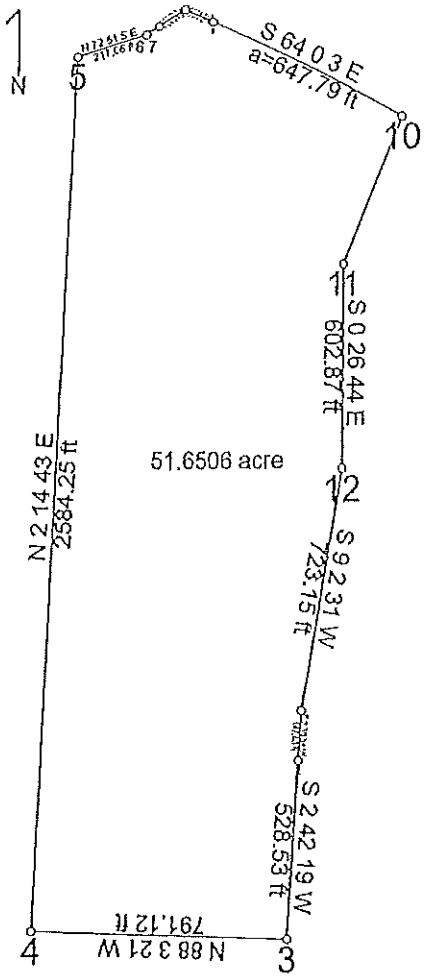
Address: 555 Fayetteville Street, Suite 715

City: Raleigh State: NC Zip Code: 27601

Phone: 202.253.7607 Email: jdix2@trammellcrow.com

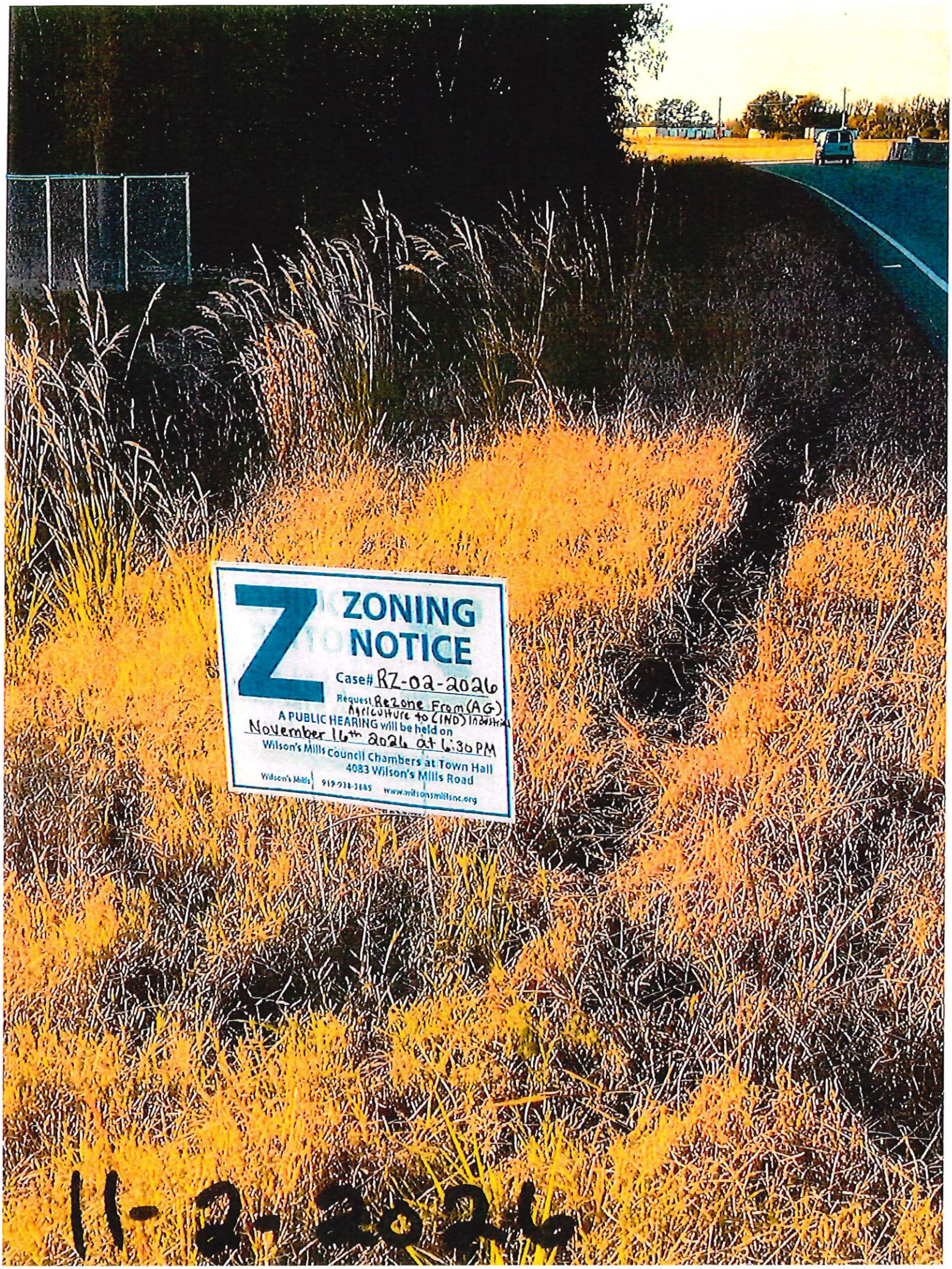
I, the duly authorized agent/representative thereof, hereby certify that the information herewith is in all respects true and correct to the best of my knowledge and belief.

Applicant/Agent Printed Name	Applicant/Agent Signature	Date



DeedPro Software, LLC makes no warranty as to the accuracy and completeness of this document.


ZONING
NOTICE
Case# RZ-02-2026
Request Rezone from (AG) to (MD) Industrial
A PUBLIC HEARING will be held on
November 16th 2026 at 6:30 PM
Wilson's Mills Council Chambers at Town Hall
1083 Wilson's Mills Road
Wilson's Mills 919-938-3485 www.wilsonsmillsnc.gov


ZONING
NOTICE
Case# RZ-02-2026
Request Rezone From (AG)
Agriculture to (IND) Industrial
A PUBLIC HEARING will be held on
November 16th 2026 at 6:30 PM
Wilson's Mills Council Chambers at Town Hall
4083 Wilson's Mills Road
Wilson's Mills
919-938-3845
www.wilsonsmillsnc.org
11-3-2026

Column

INTERIM AD DRAFT

This is the proof of your ad scheduled to run in The Johnstonian News - (Johnston County) on the dates indicated below. If changes are needed, please contact us prior to deadline at (919) 284-2295. Please note: when you submit a legal document, you are responsible for ensuring payment for the associated fees or charges are paid.

Notice ID: PaLQFG93LpZGvkQ8PITB | Proof Updated: Oct. 22, 2026 at 04:17pm EDT
Notice Name: RZ-02-2026 (1935 Strickland Road)

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
Wendy Oldham	The Johnstonian News -
woldham@wilsonsmillsnc.org	(Johnston County)
(919) 938-3885	

Columns Wide: 1 Ad Class: Legals

10/28/2026: Other	21.00
11/04/2026: Other	21.00

Subtotal	$42.00
Tax %	0
Processing Fee	$11.30
Total	$53.30

The public will take notice that the Town of Wilson's Mills has called a public hearing to solicit citizen input on rezoning parcel 17J07006C located at 1935 Strickland Road from (AG) Agriculture to (IND) Industrial on Monday November 16, 2026 at 6:30 P.M at 4083 Wilson's Mills Road, Wilson's Mills NC. All interested citizens are invited to attend the meeting.
Emily Matthews,
Town Clerk
The Johnstonian
October 28, November 4, 2026

FILE COPY

TOWN OF WILSON'S MILLS

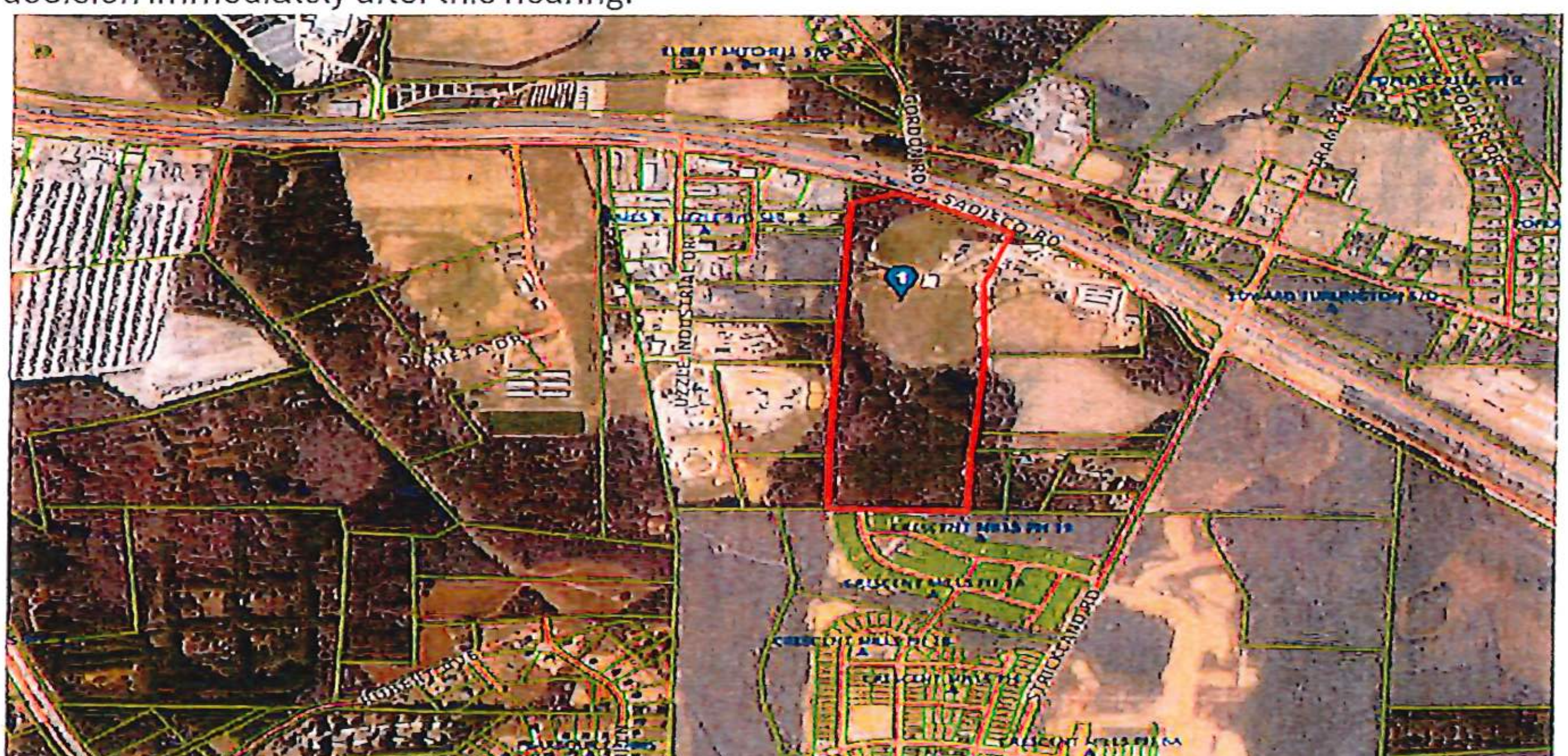
4083 Wilson's Mills Road – P. O. Box 448 – Wilson's Mills, NC 27593
Voice: 919-938-3885 – Fax: 919-938-1121
Website: www.wilsonsmillsnc.org

Dear Property Owner:

You are hereby advised that Wilson's Mills Town Council will hold a public hearing on November 16th, 2026, at 6:30 p.m. at the Wilson's Mills Council Chambers located at 4083 Wilson's Mills Road. The purpose of the hearing is to consider a rezone request concerning property adjacent to property owned by you. All interested citizens are invited to attend the meeting.

The petitioner is requesting a rezone of Parcel ID 17J07006C.

All interested parties are invited to attend the hearing. The Town Council will be making their decision immediately after this hearing.



If you have any questions regarding this matter, please feel free to contact me at 919-938-3885 x 220 or woldham@wilsonsmillsnc.org.

Sincerely,

Wendy Oldham, CZO
Planning Director

AN ORDINANCE AMENDING THE WILSON'S MILLS ZONING ORDINANCE

PROPERTY OWNED BY
WORTH M. POUNDS JR.
49.230 ACRES LOCATED AT 1935 STRICKLAND ROAD FROM
AGRICULTURE (AG) TO
INDUSTRIAL (IND)

WHEREAS, a petition has been received from TC MidAtlantic Development V, Inc on behalf of Worth M. Pounds Jr. to rezone a 49.230-acre tract of land from AG (Agriculture) to IND (Industrial); 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 November 16, 2026 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 AR (Agriculture) to IND (Industrial), and to amend the Wilson's Mills Zoning Map to show the area change:

BEGINNING; thence S 2 Deg 38 Min 54 Sec W a distance of 147.59 feet; thence S 2 Deg 42 Min 19 Sec W a distance of 528.53 feet; thence N 88 Deg 3 Min 21 Sec W a distance of 791.12 feet; thence N 2 Deg 14 Min 43 Sec E a distance of 2584.25 feet; thence N 72 Deg 51 Min 5 Sec E a distance of 217 .06 feet; thence N 57 Deg 22 Min 9 Sec E a distance of 48.10 feet; thence following the curvature thereof an arc (said arc having a tangent bearing of N 57 Deg 22 Min 9 Sec E, a clockwise direction, an arc distance of 96.97 feet and a radius of 5646.16 feet); thence following the curvature thereof an arc (said arc having a chord bearing of S 67 Deg 54 Min 49 Sec E, a clockwise direction, an arc distance of 96.97 feet and a radius of 5646.16 feet); thence following the curvature thereof an arc (said arc having a chord bearing of S 64 Deg 0 Min 3 Sec E, a clockwise direction, an arc distance of 647.79 feet and a radius of 5604.58 feet; thence S 21 Deg 24 Min 2 Sec W a distance of 470.40 feet; thence S 0 Deg 26 Min 44 Sec E a distance of 602.87 feet; thence S 9 Deg 2 Min 31 Sec W a distance of 723.15 feet to the point and place of BEGINNING, containing 51.651 acres, more or less;

Section 2. 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 16th DAY OF NOVEMBER 2026

_____
ALVIN HARDY, Mayor

ATTEST:

_____
EMILY MATTHEWS, CMC, Town Clerk

Request for Council Action

Agenda Item 5d

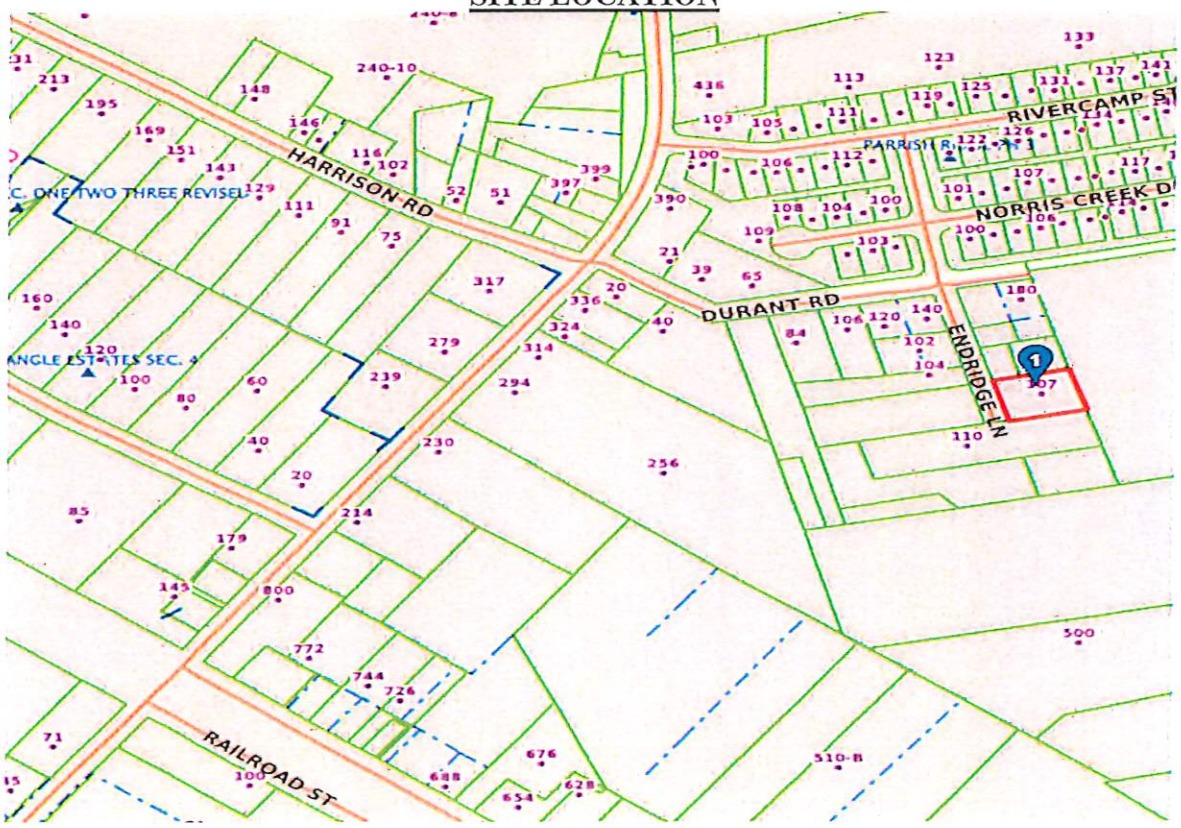
TO: Mayor Alvin Hardy and Town Council Members
FROM: Wendy Oldham, CZO
DATE: November 16, 2026
FILE No.: SUP-02-2026
REQUEST: Special Use Permit for a Multi-Unit Assisted Home in town limits.

CURRENT SITE INFORMATION	
LOCATION:	107 Endridge Lane
TAX ID:	17K07018I
SITE ACREAGE:	1.000
ZONING:	SFR-3
CURRENT USE:	To allow Muti-Unit Assisted Home in Town Limits

BACKGROUND

The Owner has requested a Special Use Permit to allow Muti-Unit Assisted Home in Town limits. The name of this facility is Harper House of Hope #3 and the purpose behind it is to prevent homelessness by providing resources as well as shelter.

SITE LOCATION



ORTHOPHOTO



STANDARDS FOR APPROVAL

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

FINDINGS OF FACT

1. That the use of 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 proposed Multi-Unit Assisted Housing with Services will serve adults (ages 25 and older) with mental health needs in a structured, supportive, and supervised environment. The home will house no more than 4 residents and will be periodically staffed with personnel including a cook, driver, and administrative support to ensure daily operations will run safely and efficiently. The residents will provide stability, routine and access to necessary services, promoting the overall health, safety, and well-being of both residents and surrounding community. Appropriate safety procedures and emergency protocols will be in place at all times.

2. That the use or development complies with all required regulations and standards of the Town of Wilson's Mills Development Ordinance and with all other applicable regulations. Statement by applicant: The proposed Multi-Unit Assisted Housing with Services will comply will all applicable local, state, and federal regulations, including the Town of Wilson's Mills development ordinance and any licensing requirements related to mental health residential care. All necessary permits, inspections, and approvals will be obtained prior to operation,

and the facility will remain in full compliance with all governing standards to ensure a safe and properly managed environment.

3. That the use of development is located, designed and proposed to be operated so as 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 Multi-Unit will be maintained in a clean, orderly, and well kept condition consistent with the surrounding residential properties. With a maximum number of 4 residents and designated staff support, the home will operate in a controlled and structured manner that minimizes noise, traffic, and disruption. The property will be professionally managed to ensure it blends seamlessly into the neighborhood and does not negatively impact the value of adjacent 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: The proposed use is consistent with the residential character of the area and aligns with the Town of Wilson's Mills goals for responsible and community-focused development. The Multi-Unit will function similarly to a traditional household while providing essential housing and support services for adults with mental health needs. This use promotes community stability, inclusion, and access to care, contributing positively to the overall well-being of the town.

STATEMENT OF REASONABLENESS AND CONSISTENCY

The proposed Special Use Permit (SUP-02-2026) for a Multi-Unit Assisted Home serving disabled adults is consistent with the Town's Comprehensive Land Use Plan. The use aligns with the plan's goals to support inclusive, community-based residential services and is appropriate within the SFR-3 zoning district. The proposed Multi-Unit Assisted Home is a reasonable use that serves the public interest by providing necessary care and housing for adults with disabilities while remaining compatible with surrounding residential uses.

1. The request is consistent with the comprehensive land use plan and Unified Development Ordinances.
2. The proposed use is compatible with surrounding land uses and zoning classifications.
3. The request promotes orderly development and supports the health, safety, and general welfare of the community.

PLANNING BOARD RECOMMENDATION(S)

The Planning Board unanimously voted to recommend approval of SUP-02-2026 with the following conditions at the October 5, 2026, meeting:

- to reevaluate Harper House of Hope #3 every 6 months
- 6 hours of supervision each day including doctor's appointments

THE TOWN'S PLANNING DEPARTMENT RECOMMENDATION(S)

Planning Staff have reviewed the Special Use Permit application and determined that the proposed use is generally consistent with the Town of Wilson's Mills Comprehensive Land Use Plan. However, the applicant has not demonstrated compliance with applicable North Carolina Department of Health and Human Services, Division of Health Service Regulation (DHSR) requirements. The application submitted to DHSR was incorrect, required documents remain outstanding, and no DHSR approval has been provided.

Although the proposed use is generally consistent with the Town's planning goals, Planning Staff recommends denial of Special Use Permit SUP-02-2026 due to the outstanding DHSR requirements and unresolved enforcement matter.

The Planning Staff recommendation differs from the recommendation made by the Planning Board

TOWN COUNCIL ACTION

1. OPTION TO APPROVE:

Acknowledging that the applicant has met consistency and reasonableness for this request, I make a motion to approve SUP-02-2026 for Parcel ID: 17K07018I to allow a Multi-Unit Assisted Home in Town Limits.

_____

_____

2. OPTION TO APPROVE WITH CONDITIONS:

Acknowledging that the applicant has met consistency and reasonableness for this request, I make a motion to approve SUP-02-2026 for Parcel ID: 17K07018I to allow a Multi-Unit Assisted Home in Town Limits with the following conditions:

_____

_____

_____

_____

3. OPTION TO TABLE:

I make a motion to **table** SUP-02-2026 for Parcel ID: 17K07018I to allow a Multi-Unit Assisted Home in Town Limits for the following reasons:

_____

_____

_____

4. OPTION TO DENY:

I make a motion to **deny** SUP-02-2026 for Parcel ID: 17K07018I to allow a Multi-Unit Assisted Home in Town Limits for the following reason(s):

_____

_____

_____

_____

Attachments:

- Special Use Permit Application
- Harper House of Hope #3 Disclosure Statement
- Fire Inspection Report (Submitted to the Town, not to DHSR)
- Initial Registration Application for Multi-Unit Assisted Housing with Services (Incomplete)
- Pictures of Posting
- Copy of letter to adjoining property owners
- Snippet of the Town Website Publication notifying all interested citizens to attend the Special Use Permit hearing SUP-02-2026

TOWN OF WILSON'S MILLS

SPECIAL USE PERMIT 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 Special Use Permit shall be filed with the Planning, Zoning & Subdivision Administrator. Such applications shall contain all the information required on this form and must be determined to be complete by the Planning, Zoning & Subdivision Administrator prior to advancing it through the approval process.

Public Notification: This is a quasi-judicial process that requires a public hearing.

Review Process: Special Use Permits are for certain land uses that, because of unique characteristic or potential impacts on adjacent land uses, are not permitted in zoning districts as a matter of right. These uses may be permitted through the issuance of a Special Use Permit (SUP) after ensuring that the use complies with the SUP approval criteria. No inherent right exists to receive a SUP. Such authorization must be approved under a specific set of circumstances and conditions. Each application and situation is unique and may be subject to specific requirements to mitigate the impacts of the proposed use. A Special Use Permit must be granted in accordance with the procedures set forth in Article 7 of the Wilson's Mills Development Ordinance (WMDO). For a detailed list of uses requiring a Special Use Permit, please refer to Article 10.2 of the WMDO.

FILING INSTRUCTIONS:

✓ Every applicant for a Special Use Permit is required to meet with the Planning, Zoning & Subdivision Administrator 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.

✓ Submission of associated fees with completed SUP Application, in the amount of $500.00.

GENERAL INFORMATION:

Project Address/Location: 107 Endridge Lane Wilson's Mills NC 27527

Zoning District: SFR-3 Size of Property (acres): 1.000

Johnston Co. Tax PIN #: 17K07018I Proposed Building Square Footage: _____

Town Jurisdiction: ✓ Town Limits _____ ETJ

Existing land use/zoning on adjoining properties:

North: _____
South: _____
East: _____
West: _____

APPLICANT INFORMATION:

Applicant: Beverly Rowland (Facility operator)

Address: PO Box 268

City: Wilson's Mills State: NC Zip: 27593

Phone: 919-464-7161 Email: Bevshwbear@aol.com

Property Owner (if different from applicant):

Name: William Frazier JR. (Home owner)

Address: PO Box 6

City: Wilson's Mills State: NC Zip: 27593

Phone: 919-464-0971 Email: NA

SPECIAL USE PERMIT REQUEST:

Special Use Request (Proposed Land Use and Description):

Sally Parker

Proposed Conditions Offered by Applicant:

APPLICANT SIGNATURE:

I do hereby make application and petition to the Town of Wilson's Mills to approve the subject Special Use. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Town of Wilson's Mills and will not be returned. I understand that this application will not be processed unless it is complete, including required fees paid. I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge.

Beverly Rowland — Applicant Printed Name

[signature] — Applicant Signature

7/7/2026 — Date

OWNER'S SIGNATURE:

I, William Frazier Jr., owner of subject property, do hereby give consent to _____ (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have full knowledge that the property I have an ownership interest in is the subject of this application. I understand that any false, inaccurate, or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Town of Wilson's Mills to publish, copy, or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Town of Wilson's Mills and will not be returned.

William Frazier Jr. — Printed Name of Owner

[signature] — Signature of Owner

7-7-2026 — Date

FOR TOWN USE ONLY
Date Received: 7-7-2026 Case #: SUP-02-2026
Payment Amount: 500.00 Date Paid: _____
Application Received By: Cynthia Paul
PB Date: 8-3-2026 Recommended _____ Denied _____ → Tabled August 3rd and August 24th
TC Date: November 16th 2026 Approved _____ Denied _____ October 5, 2026 recommendations for approval with conditions to Town Council.

Findings of Fact:

Article 7.8 of the WMDO require the compliance of specific findings of fact in order to grant a Special Use Permit. 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 Special Use Permit:

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 proposed Multi-Unit Assisted Housing with Services will serve adults (ages 25 and older) with mental health needs in a structured, supportive, and supervised environment. The home will house no more than 4 residents and will be periodically staffed with personnel including a cook, driver, and administrative support to ensure daily operations run safely and efficiently. The residence will provide stability, routine, and access to necessary services, promoting the overall health, safety, and well-being of both residents and the surrounding community. Appropriate safety procedures and emergency protocols will be in place at all times.

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

   Statement by applicant:
   The proposed Multi-Unit Assisted Housing with Services will comply with all applicable local, state, and federal regulations, including the Town of Wilson's Mills Development Ordinance and any licensing requirements related to mental health residential care. All necessary permits, inspections, and approvals will be obtained prior to operation, and the facility will remain in full compliance with all governing standards to ensure a safe and properly managed environment.

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 multi-Unit will be maintained in a clean, orderly, and well-kept condition consistent with the surrounding residential properties. With a maximum of 4 adult residents and designated staff support, the home will operate in a controlled and structured manner that minimizes noise, traffic, and disruption. The property will be professionally managed to ensure it blends seamlessly into the neighborhood and does not negatively impact the value of adjacent 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 Town of Wilson's Mills and its environs.

   Statement by applicant:
   The proposed use is consistent with the residential character of the area and aligns with the Town of Wilson's Mills' goals for responsible and community-focused development. The Multi-unit will function similarly to a traditional household while providing essential housing and support services for adults with mental health needs. This use promotes community stability, inclusion, and access to care, contributing positively to the overall well-being of the town.

North Carolina Department of Health and Human Services
Division of Health Service Regulation
Adult Care Licensure Section
2708 Mail Service Center
Raleigh, North Carolina 27699-2708
(919) 855-3765

Organization/Facility Introduction and Information

Harper House of Hope #3
107 Endridge Lane.
Wilson Mills, NC 27527
Telephone: (919) 464-7161
Bevshwbear@aolcom

A. Disclosure Statement G. S131D-2(b) h

Welcome

Welcome to Harper House of Hope, a Multi-Unit Housing organization that is located at 107 Endridge Lane, Wilson Mills, NC 27527. We welcome you to a life filled with love, peace, and hope. It is our pleasure to open our doors and heart, during challenging times, and difficulties you may have faced. We hope that your experience here at Harper House of Hope will allow you to feel that you can call this home and prepare yourself for life's many rewards.

Vision

The vision of Harper House of Hope is to assist with preventing homelessness one person at a time by providing resources for services that can assist you. Our goal is to assist with homelessness while working in collaboration with other community agencies in the surrounding areas.

Mission

The mission of Harper House of Hope is to deliver services to those that need housing and or room and board through contracted services, and referrals. Our mission is to work in collaborations with other community organizations to assure adequate room and board, and a safe environment for each person with compassion and dignity to assist with efforts of decreasing homelessness.

B. Limitations of services:

- Medication Reminders (Daily, throughout the day based on everyone's medication schedule) Assistance with self-administration of medications may be provided by appropriately trained staff when delegated by a licensed nurse per the home care agency's established plan of care.
- Scheduling appointments (if resident desires for Harper House of Hope staff to schedule appointments, we will do so).
- Transportation to appointments (any resident that needs transportation to appointments by staff will have that option available when needed. Fee is listed under charges for services offered).
- Involvement in Community activities, resources, and programs (residents will have the options to be involved in community programs and activities Monday through Friday. Resources will be available to residents daily).
- In-Home activities (games and activities such as card games, bingo, and exercise will be offered to residents daily).
- Meal Preparation (Harper House of Hope will provide 1 meal a day. Residents will have access to three meals/days & snacks. Additional meals have a Fee, the fee for additional meals can be found under charges for services offered).
- Grocery Shopping (staff will take residents shopping for groceries and necessities as a group once a week).
- Light Housekeeping (Staff will perform light housekeeping daily, deep clean monthly).
- Access to Laundry (Residents will have access to a washer and dryer 7 days a week. If residents desire that staff do their laundry there will be an additional fee, that will be a weekly service).
- Information for Home Health services (upon admission and anytime the resident request Harper House of Hope will provide the residents with information to Home Healthcare Agencies.)

C. Limitations of tenancy:
The following are residents that Harper House of Hope will NOT accept.

- Residents who are Ventilator dependent
- Residents who have a Dermal ulcer that will not heal or not healing.
- Residents who have a Nasogastric tube
- Residents who need Injections directly into the vein, except for intermittent intravenous therapy managed by home health care or hospice agency
- Residents who have Airborne infectious disease that will require isolation of individuals or require special precautions by the staff to prevent transmission of the disease.
- Residents who have combative or abusive behaviors. Residents with any mental health condition that are not currently being treated. Residents who are going through detox or withdrawals.
- Residents who have a Gastric tube except when the individual is capable of independently feeding himself and caring for the tube.
- Individuals that require continuous licensed nursing care 24-hour (etc. homecare services) or any resident that will need 24-hour supervision.
- Individuals whose physician states that placement is no longer appropriate, individuals that require maximum physical assistance, meaning total of four or more activities of daily living documented in their assessment.
- Those whose health needs cannot be met in our specific multi-unit housing.

Termination of Services Policy

- Residents must pay for services provided by the fifth (5) of each month. After 4 continued failures to pay by this date will or could result in termination of service depending on the situation.
- Residents must give a (30) day notice if they are anticipated leaving. If it is past the 15th of the month and no notice was given in advance of leaving the lease will automatically terminate and no refund will be given. If funds are not paid by the 5th of month late a fee of $25 .00 will apply.
- If the resident needs a higher level of care in a medical facility. Which may prevent them from maintaining their financial responsibilities; they will be encouraged to find storage for their possessions. After 30 days of failure to pick up their belongings, it will become the property of Harper House of Hope. Upon release from the hospital reconsideration will be given to the renewal of the lease, depending upon the level of services the residents will need.
- Any residents not in compliance with house rules after being warned two times (2) will be given written warning and (3rd) time will be termination to vacate the premises.
- Drinking, fighting, the use of drugs, destruction of property and causing conflict between others in the home are grounds for termination of residential contracts.

D. Resident Responsibilities G.S131D-2.5

Effective July 1, 1996, "multi-unit assisted housing with services" means an assisted living residence in which direct personal care services and nursing services which are arranged by housing management are provided by a licensed home care or hospice agency, through an individualized written care plan. The residents have a choice of any provider, and the housing management may not combine charges for housing and personal care services.

- The residents have responsibility to the home, keeping their area and living environment clean, residents are responsible for their self-care. And the upkeep of the grounds as well.
- Make all medical appointments, unless requesting that staff assist in scheduling appointments.

HOUSE RULES

- Residents will be given a handbook with information pertaining to resources and additional services that may be obtained outside of Harper House of Hope, LLC.
- A contract / rental agreement will be given at the time of intake.
- A financial breakdown of services, and amenities available in handbook.
- Staff do not provide Personal Care (PC)or Nursing Services (NS) for residents.
- No overnight guests or visitors; visiting hours will be posted.
- Must follow rules as stated in your handbook.
- Must ensure that all individuals are treated with respect.
- No destroying of Harper House of Hope property; in and outside the home.
- Must maintain good personal hygiene.
- No cooking is allowed due to health and safety; meal plans are available.
- Hot meals are provided, which is included in the monthly rate. However, the additional meals of the residents chosen are at the residents' expense.
- No smoking in rooms or anywhere in the home; an area has been designated for smoking.

E. Assessments:

Screening Procedures/Appeal(s) and Process

Harper House of Hope management and staff will be responsible for (a) The screening process to address questions and concerns. Residents or their responsible party will receive a copy of the assessment screening package during the initial interview. If the resident decides to become a resident during the screening, screening will take place annually on or before the initial application processing date. An initial application will be taken of residents' demographic information, medical history, family history, and other areas of interest that residents wish to discuss during the screening and application intake process. All medical records are kept by the agencies providing the service.

- If it is determined after screening potential residents that they are not approved we will discuss why, and if there are any factors that can change that may make them eligible in the future. (etc. wounds began to heal, health condition improve that cause them to be able to function and live in our MUAHS ...). We will reach out to social workers, case management, or the responsible party also and inform them of our decision and the factors and reasons that lead to that determination.
- Screening information is used for appropriate placement by determining if the potential residents meet requirements to safely stay in our MUAHS. When screening we go by the states guidelines of people that are not deemed eligible and what Harper House of Hope will accept (refer to limitations of tenancy).

Screening Intake Admissions

Screening Application

1. Intake consultation with house manager(s)or Program Coordinator of Services and Home Care Agency
2. Assessment of services needed, room size needed, dr. appointments, personal care services (etc.)
3. Rule and Handbook Review, Review of medications

F. Financial/legal relationship between Housing Management and Home Care or Hospice Agencies:

Harper House of Hope has an Agreement with Primary Choice Home Care to provide personal care services to residents; However, all residents have the right to choose any State approved Home Care Agency.

G. Emergency Response System:

In the event of an emergency, the resident will utilize local emergency responders. The residents will use the facility phone or personal phone to request assistance from emergency personnel. If the resident has the ability to call 911 on their own, then they will do so; however, if the resident is unable to contact emergency responders, either another resident or house manager will call 911, followed by a phone call to Beverly Rowland (919) 464-7161.

a. Johnson County Emergency Medical Services: 2875 US-70 BUS E, Smithfield, NC 27577
b. Johnston UNC Health: 628 N 8th St, Smithfield, NC 27577
c. Med First Primary & Urgent Care: 388-1 Venture Dr, Smithfield, NC 27577

d. Johnston County Public Library: 305 E Market St, Smithfield, NC 27577
e. Johnston County Health Department: 517 N Brightleaf Blvd, Smithfield, NC 27577
f. Wilson's Mills Police department: 100 Railroad St, Smithfield, NC 27577
g. Johnston County Council on Aging: 1363 W. Market Street, Smithfield, NC 27577

Residents Chosen

- Healthcare providers of choice in the area
- Personal Care Services will be provided by licensed home care agencies of the resident choice.

H. Appeal Process:

Appeals Process Policy:

Harper House of Hope management and staff will address issues pertaining to resident(s) filing an appeal with house management. Information must be written and detailed within thirty (30) days as of the reason an appeal is being filed. All parties will have an opportunity to provide information, voice their issues and concerns. The house manager will investigate and listen to both parties, and if necessary, a mediator will be present to assist with the matter and resolve it. All parties will be made aware of the appeal in person, after the investigation each will receive a written copy and signed document pertaining to the appeal and the resolution.

Grievance Policy:

Residents may make complaints or file grievances if they have concern with services. A grievance box will be displayed in the resource Room. Residents' complaints will be treated with respect and confidentiality. All complaints will be addressed and documented. The residents must present the complaint(s) in writing to the house manager. House manager once notified will follow-up on any grievance filed within 48 hours. The parties involved will all meet to discuss the problem/concerns and come to resolutions to resolve the issue (s). Each party that is involved will receive signed copy documentation pertaining to this matter.

Weapons & Verbal Threats Policy:

a. Weapons of any kind Are Not permitted on the property of Harper House of Hope, housing manager(s)will terminate the contract immediately and police will be called to evaluate the situation.
b. Verbal Threats will not be tolerated house manager(s) will decide as to whether the threat constitutes termination of contract or a written warning depending on the urgency of the situation whether it is to staff or residents.
c. No profanity or disrespect for others is allowed on the premises, a resident who causes harm to themselves or others will be terminated (after medical treatment has been provided.)
d. Disrespect of Harper House of Hope, property or other residents' property will not be tolerated, it will require a restitution fee and could result in termination of contract.

I. Charges for Services Offered:

a. Private room beautifully furnished
Meal Plan (Breakfast, snacks)
Transportation (4) trips weekly
Wireless - Internet, Cable available $2,500.00

b. Semiprivate room beautifully furnished
Meal Plan (Breakfast, snacks)
Transportation (2) weekly
Wireless - Internet, Cable available $1,500.00

a. shared room beautifully furnished
Meal Plan (Breakfast, snacks)
Transportation (2) trips weekly
Wireless - Internet, Cable available $1,200.00

b. Extra Amenities

Extra transportation trips:	$10.00 Per trip (local)
Extra Meals:	$10.00 Per Meal
Extra Laundry	$50.00

*Residents will pay for extra dining out, activities, any outside memberships. *
MEDICAL ALERT DEVICES AND SERVICE FEE WILL NOT BE INCLUDED IN THE COST; HOWEVER, IF THE RESIDENT WOULD LIKE TO ADD A FALL ALERT DETECTION (RECOMMENDED) HARPER HOUSE OF HOPE WILL NOT BE RESPONSIBLE FOR THE ADDITIONAL FEE. AS OF 12/11/2024 THE ADDITIONAL FALL ALERT/DETECTION FEE IS AN ADDITIONAL $10/MONTH. SUBJECT TO CHANGE.

- IN-HOME MEDICAL ALERT: **$20.00/MONTH**
- ON THE GO MEDICAL ALERT: **$25.00/MONTH**

J. Available Resources:

Information for Resources, and Services, will be posted weekly or monthly some amenities & services have a fee charge; Residents have the right to choose service provider(s) of their choice.

Home Care Agencies:

a. Home Life Care: 101 S Webb St, Selma, NC 27576
b. Home Instead: 1327 N BrightleafBlvd Suite F, Smithfield, NC 27577
c. 1st Choice Home Care: 502 A E Market St, Smithfield, NC 27577
d. Autumn Home Care: 474 Jerry Rd, Selma, NC 27576

Resources:

a. Johnston County Department of Social Services: 714 North St, Smithfield, NC 27577. (919) 989-5300
b. Johnston County Health Department: 517 N Brightleaf Blvd, Smithfield, NC 27577. (919) 989-5200
c. Johnston County Area transit System (JCATS): 1050 W Noble St, Selma, NC 27576 (919) 202-5300
d. Johnston County Public Library: 305 E Market St, Smithfield, NC 27577 (984) 985-2665
e. Wilson's Mills Police department: 100 Railroad St, Smithfield, NC 27577 (919) 938-3885
f. Wilson's Mills Fire Department Station #2: 2550 Cleveland Rd, Smithfield, NC 27577 (919) 938-3473

g. Johnston County Behavioral Health: 521 N. BrightleafBlvd, Smithfield, NC 27577 (919) 938-6400

h. Mental Health Association in Johnston County: 24 Noble Street, Smithfield, NC 27577 (919) 934-0311
i. Local information/Referral Line: 211 (call 211 to speak to someone or search for online resources and contact information).

Public Recreation Department: Park & Recreation (Resource Guides in-house) Local colleges and universities:

a. Phillip R. Wright Community Park: 988 Powhatan Rd, Clayton, NC 27527 (919) 938-3885
b. Johnston Community College: 245 College Rd, Smithfield, NC 27577 (919) 934-3051
c. East Triangle YMCA: 120 NW Flowers Pkwy, Clayton, NC 27527 (919) 262-0440
d. Community & Senior Services of Johnston County: 1363 W. Market Street, Smithfield, NC 27577
e. Available resources in - house (Cable, Wireless and Internet Services)
f. Meaningful stimulating individualized and group activities to include social and recreational environment.
g. A volunteer, community services and employment program
h. Walking distance community stores, and grill
i. Johnston County Council on Aging: 1363 W. Market Street, Smithfield, NC 27577 (919) 934-6066
j. Johnston County Workforce Development Center: 135 Best Wood Dr, Clayton, NC 27520 (919) 209-2591

Signature Dr. Beverly Beard Manager Dr. Beverly Beard Date 4/2/26

FIRE INSPECTION SAFETY REPORT
(Group R-3 - Single Family Residential Care Homes & Facilities)

NAME OF FACILITY Harper House of Hope 3 PERSON IN CHARGE William Frazier

STREET ADDRESS 107 Enbridge Wilsons Mills NC PHONE #919-464-0971

CHECK YES or NO AS TO THE CONDITIONS IN THE HOME RELATING TO THE INSPECTION

	YES	NO	N/A
1. Does the occupant utilize *listed* extension cords? These cords shall not be substituted for permanent wiring and must be used only for portable appliances.			X
2. Is a working, mounted fire extinguisher(s), rated 2-A: 10-B: C or larger, readily available in the residence?	X		
3. Does a fire evacuation plan remain posted continually in a prominent location, and is visible to all residents and guests?	X		
4. Does the home have a working telephone which functions without use of electrical power and are emergency numbers posted within sight of the telephone?	X		
5. Is there a working smoke alarm in the residence complying with the following? (CHECK ONLY ONE)			
• Houses licensed prior to 1976 must have a battery or electric smoke alarm installed outside every sleeping area.	X		
• Houses licensed 1976 – June 30, 1999, electric smoke alarms shall be placed outside sleeping areas as required by the code in effect at construction time.			
• Houses licensed after June 30, 1999 must have smoke alarms in every sleeping room, outside bedrooms and other areas, interconnected as required in the N.C. Building Code.			
6. Are double key dead bolts installed on any required egress doors? (If YES, these must be removed or changed out to a thumb latch.)		X	
7. Do doors and windows in rooms used for sleeping open properly with little effort?	X		
8. Are all hallways, doorways, entrances, ramps, steps, and corridors unobstructed, free of storage and readily accessible?	X		
9. Are address numbers posted in a prominent exterior location and are they visible and legible?	X		
10. If provided, the Fire Alarm System and/or Sprinkler System must be maintained, tested and inspected on annual basis by qualified and approved service personnel. Provide documentation.	N/A		

11. Designate Primary Heat Source Electric Secondary Heat Source (if applicable) _____

12. List any substandard components or hazards found which were not addressed above or which would require additional inspections:

DATE of INSPECTION 04/29/2026 STATUS: Approved X Not Approved _____

FIRE INSPECTOR: (Signature) [signature] (Printed Name) A Bentley Powell

PHONE NUMBER 919-989-5050 INSPECTION DEPT. JC Fire Marshal

LICENSEE'S (Signature) [signature] (Printed Name & Title) William Frazier Sr.

If Initial Licensure application must include the following information:

NC State Building Code (Code Section) _____ (Code Classification) _____

DHSR Inspector Name and Title _____ Phone No. _____

Any item marked NO on this form will not necessarily result in a non-approval of this home, depending on the various applicable Licensure Regulations. However, any form marked Not Approved will result in non-approval until the items marked are corrected and verified approved by the local Official.

North Carolina Department of Health and Human Services
Division of Health Service Regulation
Adult Care Licensure Section
2708 Mail Service Center
Raleigh, North Carolina 27699-2708
(919) 855-3765
https://info.ncdhhs.gov/dhsr/acls

Initial Registration Application for Multi-Unit Assisted Housing with Services

This MAHS registration application must be completed and submitted **with the facility's disclosure statement** (per Legal Requirements for Registration and Disclosure on website) to the Division of Health Service Regulation along with a nonrefundable **registration fee of $350** as required by G.S. 131D-2.5(b). It must be signed by the individual owner, administrative officer, member of the governing board, or other designated individual on whom rests the responsibility for the operation of the residence. Please check appropriate boxes below and/or fill in the blanks. Complete all parts of the form. Put N/A if not applicable. If additional space is required, please attach to this form.

1. Legal Identity of Registrant:

Community Based Solutions/Harper House of Hope #3

[Full legal name of corporation, partnership, individual, or other legal entity owning the enterprise for which this form is submitted]

Doing Business As (d/b/a) - names(s) under which the facility is advertised or presented to the public:

Primary d/b/a name: Harper House of Hope
Other:
Facility Site Address: 107 Endridge Lane
City/State/Zip Code: Wilson Mills, NC 27577 County: Johnston
Business Telephone Number: 919-464-7161 Fax Number: 919-464-7161
Building Owner (if different from Registrant) William Frazier Sr.
Business Mailing Address: 300 South Sharpe Street, Selma, NC 27576 (Office)

E-mail Address: bevshwbear@aol.com

1.

For-Profit	Not For-Profit	
		Corporation: Chartered by the State of North Carolina
		Corporation: Chartered by another State
		Partnership
X		Individual
		Church Affiliation:
		Other Affiliation:

2. Parent Corporation (Name/Mailing Address): Base Solutions/Harper House of Hope
107 Endridge Lane, Wilson Mills, NC 27577

[ ] Publicly Traded [X] Privately owned [ ] Other:_____

Name of the legal entity responsible for the financial and contractual obligations of the facility:_____

_____

3. Number and Types of units in the Multi-Unit Assisted Housing with Services:

Number of Units	Type of Units
	Studio or Efficiency Units (1-2 beds with kitchen area)
	One Bedroom Units (up to 2 beds in a single bedroom arrangement)
1	Two-Bedroom Units (apartment-style arrangement)
	More Than Two-Bedroom Units (apartment-style arrangement)

Total # of beds in all of the units listed above: 4

4. The licensed home care or hospice agency with which applicant facility has a financial interest, affiliation or formal written agreement to make personal care services accessible to residents who need them:
Name: Primary Choice Care License Number: HC#6382 County_____

5. The undersigned submits this registration in accordance with North Carolina General Statute 131D-2.1(10). To the best of my knowledge the information provided in this registration is true and correct.

Beverly Rowland
Name of Operator of the MAHS (Please print or type)

Title: Owner/Manager

Beverly Rowland Date:_____
Signature

Name, telephone number and email address of contact person concerning this registration form:

Name: Dr. Beverly Rowland Telephone Number: 919-464-7164 E-mail: bevshwbear@aol.com

For office Use Only

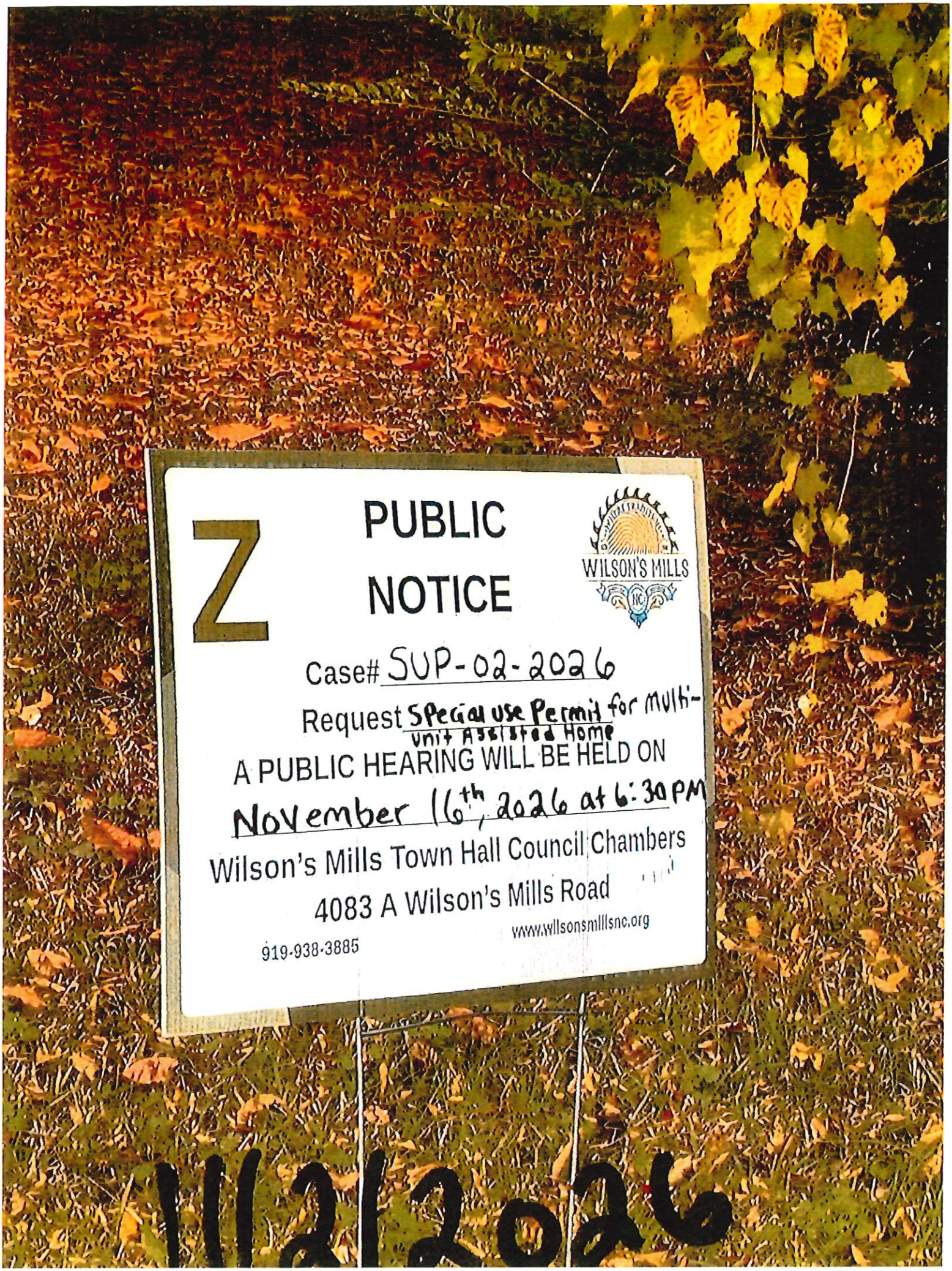
Fee Received_____

Date Received_____

Disclosure Received_____

Accept_____ Denied_____


PUBLIC
NOTICE
Case: SUP-02-2026
Request: Special Use Permit for multi-
A PUBLIC HEARING WILL BE HELD ON
November 6th 2026 at 6:30 PM
Wilson's Mills Town Hall Council Chambers
4083 A Wilson's Mills Road
11/6/2026


Z
PUBLIC
NOTICE
WILSON'S MILLS
Case# SUP-02-2026
Request Special use Permit for multi-unit Assisted Home
A PUBLIC HEARING WILL BE HELD ON
November 16th, 2026 at 6:30 PM
Wilson's Mills Town Hall Council Chambers
4083 A Wilson's Mills Road
www.wilsonsmillsnc.org
919-938-3885
11/2/2026

FILE COPY

TOWN OF WILSON'S MILLS

4083 Wilson's Mills Road – P. O. Box 448 – Wilson's Mills, NC 27593
Voice: 919-938-3885 – Fax: 919-938-1121
Website: www.wilsonsmillsnc.org

CORRECTED NOTICE – PLEASE DISCARD PREVIOUS NOTICE

Dear Property Owner:

You are hereby advised that Wilson's Mills Town Council will hold a public hearing on November 16th, 2026, at 6:30 p.m. at the Wilson's Mills Council Chambers located at 4083 Wilson's Mills Road. The purpose of the hearing is to consider a Special Use Permit request concerning property adjacent to property owned by you.

The petitioner is requesting a Special Use Permit for Parcel ID 17K07018I.

All interested parties are invited to attend the hearing. The Town Council will be making its decision immediately after the hearing.



If you have any questions regarding this matter, please feel free to contact me at 919-938-3885 x 220 or woldham@wilsonsmillsnc.org.

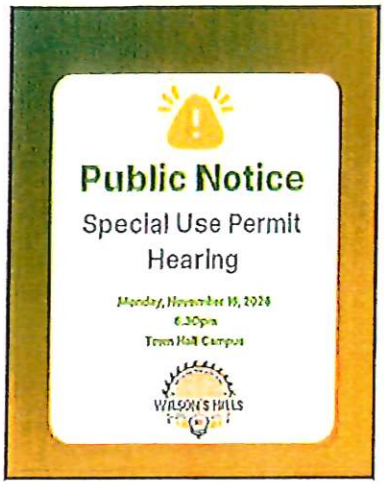
Sincerely,

Wendy Oldham, CZO
Planning Director

TOWN OF WILSON'S MILLS

4083 Wilson's Mills Road – P. O. Box 448 – Wilson's Mills, NC 27593
Voice: 919-938-3885 – Fax: 919-938-1121
Website: www.wilsonsmillsnc.org

TOWN NEWS



SPECIAL USE PERMIT HEARING

Wilson's Mills Town Council will hold a public hearing on November 16th, 2026, at 6:30 p.m. at Town Hall in the Council Chambers located at 4083 Wilson's Mills Road. The purpose of the hearing is to consider two Special Use Permit requests, SUP-02-2026 & SUP-03-2026. All interested citizens are invited to attend the meeting.

Request for Council Action

Agenda Item 5e

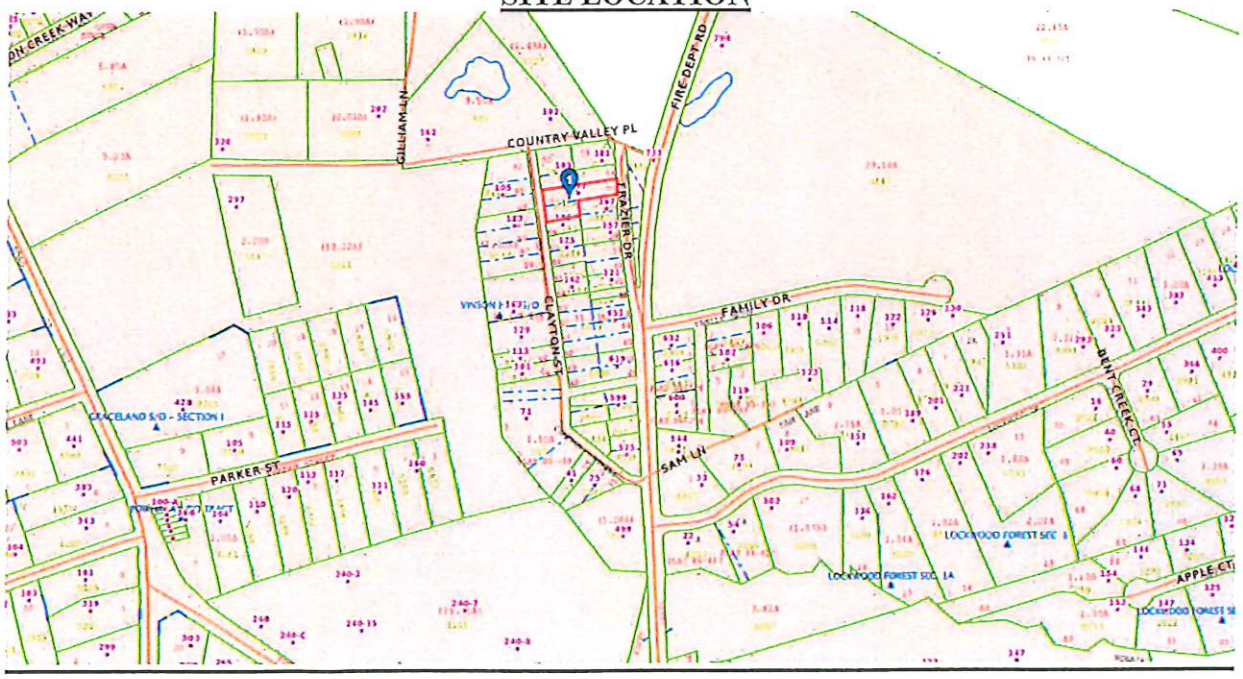
TO: Mayor Alvin Hardy and Town Council Members
FROM: Wendy Oldham, CZO
DATE: November 16, 2026
FILE No.: SUP-03-2026
REQUEST: Special Use Permit for a Multi-Unit Assisted Home in town limits.

CURRENT SITE INFORMATION	
LOCATION:	177 Frazier Drive
TAX ID:	17K07007E
SITE ACREAGE:	0.440
ZONING:	SFR-3
CURRENT USE:	To allow Muti-Unit Assisted Home in Town Limits

BACKGROUND

The Owner has requested a Special Use Permit to allow Muti-Unit Assisted Home in Town limits. The name of this facility is Harper House of Hope #2 and the purpose behind it is to prevent homelessness by providing resources as well as shelter.

SITE LOCATION



ORTHOPHOTO



STANDARDS FOR APPROVAL

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

FINDINGS OF FACT

1. That the use of 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 proposed Multi-Unit Assisted Housing with Services will serve adults (ages 25 and older) with mental health needs in a structured, supportive, and supervised environment. The home will house no more than 4 residents and will be periodically staffed with personnel including a cook, driver, and administrative support to ensure daily operations will run safely and efficiently. The residents will provide stability, routine and access to necessary services, promoting the overall health, safety, and well-being of both residents and surrounding community. Appropriate safety procedures and emergency protocols will be in place at all times.

2. That the use or development complies with all required regulations and standards of the Town of Wilson's Mills Development Ordinance and with all other applicable regulations. Statement by applicant: The proposed Multi-Unit Assisted Housing with Services will comply will all applicable local, state, and federal regulations, including the Town of Wilson's Mills

development ordinance and any licensing requirements related to mental health residential care. All necessary permits, inspections, and approvals will be obtained prior to operation, and the facility will remain in full compliance with all governing standards to ensure a safe and properly managed environment.

3. That the use of development is located, designed and proposed to be operated so as 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 Multi-Unit will be maintained in a clean, orderly, and well kept condition consistent with the surrounding residential properties. With a maximum number of 4 residents and designated staff support, the home will operate in a controlled and structured manner that minimizes noise, traffic, and disruption. The property will be professionally managed to ensure it blends seamlessly into the neighborhood and does not negatively impact the value of adjacent 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: The proposed use is consistent with the residential character of the area and aligns with the Town of Wilson's Mills goals for responsible and community-focused development. The Multi-Unit will function similarly to a traditional household while providing essential housing and support services for adults with mental health needs. This use promotes community stability, inclusion, and access to care, contributing positively to the overall well-being of the town.

STATEMENT OF REASONABLENESS AND CONSISTENCY

The proposed Special Use Permit (SUP-03-2026) for a Multi-Unit Assisted Home serving disabled adults is consistent with the Town's Comprehensive Land Use Plan. The use aligns with the plan's goals to support inclusive, community-based residential services and is appropriate within the SFR-3 zoning district. The proposed Multi-Unit Assisted Home is a reasonable use that serves the public interest by providing necessary care and housing for adults with disabilities while remaining compatible with surrounding residential uses.

1. The request is consistent with the comprehensive land use plan and Unified Development Ordinances.
2. The proposed use is compatible with surrounding land uses and zoning classifications.
3. The request promotes orderly development and supports the health, safety, and general welfare of the community.

PLANNING BOARD RECOMMENDATION(S)

The Planning Board unanimously voted to recommend approval of SUP-03-2026 with the following conditions at the October 5, 2026, meeting:

- to reevaluate Harper House of Hope #2 every 6 months
- 6 hours of supervision each day including doctor's appointments

THE TOWN'S PLANNING DEPARTMENT RECOMMENDATION(S)

Planning Staff have reviewed the Special Use Permit application and determined that the proposed use is generally consistent with the Town of Wilson's Mills Comprehensive Land Use Plan. However, the applicant has not demonstrated compliance with applicable North Carolina Department of Health and Human Services, Division of Health Service Regulation (DHSR) requirements. The application submitted to DHSR was incorrect, required documents remain outstanding, and no DHSR approval has been provided.

Additionally, the applicant testified under oath that she transports residents to the home daily for JCATS pickup to prevent an interruption in their benefits while awaiting approval. She also acknowledged under oath that residents' medications are kept locked up and stated that medication storage may be the only issue identified during a state inspection. However, applicable State licensing requirements regarding medication administration and medication storage must be met. These activities raise further concerns regarding compliance with the Town's Cease and Desist Order, which prohibited operations without the necessary approvals of the Town and State of North Carolina of any kind at the property. The enforcement matter remains unresolved.

Although the proposed use is generally consistent with the Town's planning goals, Planning Staff recommends denial of Special Use Permit SUP-03-2026 due to the outstanding DHSR requirements and unresolved enforcement matter.

The Planning Staff recommendation differs from the recommendation made by the Planning Board

TOWN COUNCIL ACTION

1. OPTION TO APPROVE:

Acknowledging that the applicant has met consistency and reasonableness for this request, I make a motion to **approve** SUP-03-2026 for Parcel ID: 17K07007E to allow a Multi-Unit Assisted Home in Town Limits.

_____

_____

2. OPTION TO APPROVE WITH CONDITIONS:

Acknowledging that the applicant has met consistency and reasonableness for this request, I make a motion to **approve** SUP-03-2026 for Parcel ID: 17K07007E to allow a Multi-Unit Assisted Home in Town Limits with the following conditions:

_____

_____

_____

_____

3. OPTION TO TABLE:

I make a motion to **table** SUP-03-2026 for Parcel ID: 17K07007E to allow a Multi-Unit Assisted Home in Town Limits for the following reasons:

_____

_____

_____

4. OPTION TO DENY:

I make a motion to **deny** SUP-03-2026 for Parcel ID: 17K07007E to allow a Multi-Unit Assisted Home in Town Limits for the following reason(s):

_____

_____

_____

_____

Attachments:

- Special Use Permit Application
- Harper House of Hope #3 Disclosure Statement
- Fire Inspection Report (Submitted to the Town, not to DHSR)
- Initial Registration Application for Multi-Unit Assisted Housing with Services (Incomplete)
- Pictures of Posting
- Copy of letter to adjoining property owners
- Snippet of the Town Website Publication notifying all interested citizens to attend the Special Use Permit hearing SUP-03-2026

TOWN OF WILSON'S MILLS

SPECIAL USE PERMIT 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 Special Use Permit shall be filed with the Planning, Zoning & Subdivision Administrator. Such applications shall contain all the information required on this form and must be determined to be complete by the Planning, Zoning & Subdivision Administrator prior to advancing it through the approval process.

Public Notification: This is a quasi-judicial process that requires a public hearing.

Review Process: Special Use Permits are for certain land uses that, because of unique characteristic or potential impacts on adjacent land uses, are not permitted in zoning districts as a matter of right. These uses may be permitted through the issuance of a Special Use Permit (SUP) after ensuring that the use complies with the SUP approval criteria. No inherent right exists to receive a SUP. Such authorization must be approved under a specific set of circumstances and conditions. Each application and situation is unique and may be subject to specific requirements to mitigate the impacts of the proposed use. A Special Use Permit must be granted in accordance with the procedures set forth in Article 7 of the Wilson's Mills Development Ordinance (WMDO). For a detailed list of uses requiring a Special Use Permit, please refer to Article 10.2 of the WMDO.

FILING INSTRUCTIONS:

- ✓ Every applicant for a Special Use Permit is required to meet with the Planning, Zoning & Subdivision Administrator 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.
- ✓ Submission of associated fees with completed SUP Application, in the amount of $500.00.

GENERAL INFORMATION:

Project Address/Location: 177 Frazier Drive Wilson's Mills NC 27527

Zoning District: SFR-3 Size of Property (acres): 0.440

Johnston Co. Tax PIN #: 17K07007E Proposed Building Square Footage: _____

Town Jurisdiction: ✓ Town Limits _____ ETJ

Existing land use/zoning on adjoining properties:

North: _____
South: _____
East: _____
West: _____

APPLICANT INFORMATION:

Applicant: Beverly Rowland (Facility operator)

Address: PO BOX 268

City: Wilsons Mills State: NC Zip: 27593

Phone: 919-464-7161 Email: Bevshwbear@aol.com

Property Owner (if different from applicant):

Name: William Frazier JR. (Home owner)

Address: PO BOX 6

City: Wilson's Mills State: NC Zip: 27593

Phone: 919-464-0971 Email: NA

SPECIAL USE PERMIT REQUEST:

Special Use Request (Proposed Land Use and Description):

Proposed Conditions Offered by Applicant:

APPLICANT SIGNATURE:

I do hereby make application and petition to the Town of Wilson's Mills to approve the subject Special Use. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Town of Wilson's Mills and will not be returned. I understand that this application will not be processed unless it is complete, including required fees paid. I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge.

Beverly Rowland — Applicant Printed Name

Beverly Rowland — Applicant Signature

7/7/2026 — Date

OWNER'S SIGNATURE:

I, William Frazier Jr., owner of subject property, do hereby give consent to _____ (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have full knowledge that the property I have an ownership interest in is the subject of this application. I understand that any false, inaccurate, or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Town of Wilson's Mills to publish, copy, or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Town of Wilson's Mills and will not be returned.

William Frazier Jr — Printed Name of Owner

William Frazier Jr — Signature of Owner

7-7-2026 — Date

FOR TOWN USE ONLY
Date Received: 7-7-2026 Case #: SUP-03-2026
Payment Amount: 500.00 Date Paid: 5-4-2026
Application Received By: Cynthia Paul
PB Date: 8-3-2026 Recommended _____ Denied _____ → Tabled August 3rd and August 24th
TC Date: _____ Approved _____ Denied _____

Findings of Fact:

Article 7.8 of the WMDO require the compliance of specific findings of fact in order to grant a Special Use Permit. 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 Special Use Permit:

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 proposed Multi-Unit Assisted Housing with Services will serve adults (ages 25 and older) with mental health needs in a structured, supportive, and supervised environment. The home will house no more than 4 residents and will be periodically staffed with personnel including a cook, driver, and administrative support to ensure daily operations run safely and efficiently. The residence will provide stability, routine, and access to necessary services promoting the overall health, safety, and well-being of both residents and the surrounding community. Appropriate safety procedures and emergency protocols will be in place at all times.

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

   Statement by applicant:

   The proposed Multi-Unit Assisted Housing with Services will comply with all applicable local, state, and federal regulations, including the Town of Wilson's Mills Development Ordinance and any licensing requirements related to mental health residential care. All necessary permits, inspections, and approvals will be obtained prior to operation, and the facility will remain in full compliance with all governing standards to ensure a safe and properly managed environment.

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 multi-Unit will be maintained in a clean, orderly, and well-kept condition consistent with the surrounding residential properties. With a maximum of 4 adult residents and designated staff support, the home will operate in a controlled and structured manner that minimizes noise, traffic, and disruption. The property will be professionally managed to ensure it blends seamlessly into the neighborhood and does not negatively impact the value of adjacent 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 Town of Wilson's Mills and its environs.

   Statement by applicant:

   The proposed use is consistent with the residential character of the area and aligns with the Town of Wilson's Mills' goals for responsible and community-focused development. The Multi-unit will function similarly to a traditional household while providing essential housing and support services for adults with mental health needs. This use promotes community stability, inclusion, and access to care, contributing positively to the overall well-being of the town.

North Carolina Department of Health and Human Services
Division of Health Service Regulation
Adult Care Licensure Section
2708 Mail Service Center
Raleigh, North Carolina 27699-2708
(919) 855-3765

Organization/Facility Introduction and Information

Harper House of Hope #2
177 Frazier Drive
Wilson Mills, NC 27527
Telephone: (919) 464-7161
Bevshwbear@aolcom

A. Disclosure Statement G. S131D-2(b) h

Welcome

Welcome to Harper House of Hope, a Multi-Unit Housing organization that is located at 1 77 Frazier Dr, Wilson Mills, NC 27527. We welcome you to a life filled with love, peace, and hope. It is our pleasure to open our doors and heart, during challenging times, and difficulties you may have faced. We hope that your experience here at Harper House of Hope will allow you to feel that you can call this home and prepare yourself for life's many rewards.

Vision

The vision of Harper House of Hope is to assist with preventing homelessness one person at a time by providing resources for services that can assist you. Our goal is to assist with homelessness while working in collaboration with other community agencies in the surrounding areas.

Mission

The mission of Harper House of Hope is to deliver services to those that need housing and or room and board through contracted services, and referrals. Our mission is to work in collaborations with other community organizations to assure adequate room and board, and a safe environment for each person with compassion and dignity to assist with efforts of decreasing homelessness.

B. Limitations of services:

- Medication Reminders (Daily, throughout the day based on everyone's medication schedule) Assistance with self-administration of medications may be provided by appropriately trained staff when delegated by a licensed nurse per the home care agency's established plan of care.
- Scheduling appointments (if resident desires for Harper House of Hope staff to schedule appointments, we will do so).
- Transportation to appointments (any resident that needs transportation to appointments by staff will have that option available when needed. Fee is listed under charges for services offered).
- Involvement in Community activities, resources, and programs (residents will have the options to be involved in community programs and activities Monday through Friday. Resources will be available to residents daily).
- In-Home activities (games and activities such as card games, bingo, and exercise will be offered to residents daily).
- *Meal Preparation (Harper House of Hope will provide 1 meal a day. Residents will have access to three meals/days & snacks. Additional meals have a Fee, the fee for additional meals can be found under charges for services offered).*
- Grocery Shopping (staff will take residents shopping for groceries and necessities as a group once a week).
- Light Housekeeping (Staff will perform light housekeeping daily, deep clean monthly).
- Access to Laundry (Residents will have access to a washer and dryer 7 days a week. If residents desire that staff do their laundry there will be an additional fee, that will be a weekly service).
- Information for Home Health services (upon admission and anytime the resident request Harper House of Hope will provide the residents with information to Home Healthcare Agencies.)

C. Limitations of tenancy:
The following are residents that Harper House of Hope will NOT accept.

- Residents who are Ventilator dependent
- Residents who have a Dermal ulcer that will not heal or not healing.
- Residents who have a Nasogastric tube
- Residents who need Injections directly into the vein, except for intermittent intravenous therapy managed by home health care or hospice agency
- Residents who have Airborne infectious disease that will require isolation of individuals or require special precautions by the staff to prevent transmission of the disease.
- Residents who have combative or abusive behaviors. Residents with any mental health condition that are not currently being treated. Residents who are going through detox or withdrawals.
- Residents who have a Gastric tube except when the individual is capable of independently feeding himself and caring for the tube.
- Individuals that require continuous licensed nursing care 24-hour (etc. homecare services) or any resident that will need 24-hour supervision.
- Individuals whose physician states that placement is no longer appropriate, individuals that require maximum physical assistance, meaning total of four or more activities of daily living documented in their assessment.
- Those whose health needs cannot be met in our specific multi-unit housing.

Termination of Services Policy

- Residents must pay for services provided by the fifth (5) of each month. After 4 continued failures to pay by this date will or could result in termination of service depending on the situation.
- Residents must give a (30) day notice if they are anticipated leaving. If it is past the 15th of the month and no notice was given in advance of leaving the lease will automatically terminate and no refund will be given. If funds are not paid by the 5th of month late a fee of $25 .00 will apply.
- If the resident needs a higher level of care in a medical facility. Which may prevent them from maintaining their financial responsibilities; they will be encouraged to find storage for their possessions. After 30 days of failure to pick up their belongings, it will become the property of Harper House of Hope. Upon release from the hospital reconsideration will be given to the renewal of the lease, depending upon the level of services the residents will need.
- Any residents not in compliance with house rules after being warned two times (2) will be given written warning and (3rd) time will be termination to vacate the premises.
- Drinking, fighting, the use of drugs, destruction of property and causing conflict between others in the home are grounds for termination of residential contracts.

D. Resident Responsibilities G.S131D-2.5

Effective July 1, 1996, "multi-unit assisted housing with services" means an assisted living residence in which direct personal care services and nursing services which are arranged by housing management are provided by a licensed home care or hospice agency, through an individualized written care plan. The residents have a choice of any provider, and the housing management may not combine charges for housing and personal care services.

- The residents have responsibility to the home, keeping their area and living environment clean, residents are responsible for their self-care. And the upkeep of the grounds as well.
- Make all medical appointments, unless requesting that staff assist in scheduling appointments.

HOUSE RULES

- Residents will be given a handbook with information pertaining to resources and additional services that may be obtained outside of Harper House of Hope, LLC.
- A contract / rental agreement will be given at the time of intake.
- A financial breakdown of services, and amenities available in handbook.
- Staff do not provide Personal Care (PC)or Nursing Services (NS) for residents.
- No overnight guests or visitors; visiting hours will be posted.
- Must follow rules as stated in your handbook.
- Must ensure that all individuals are treated with respect.
- No destroying of Harper House of Hope property; in and outside the home.
- Must maintain good personal hygiene.
- No cooking is allowed due to health and safety; meal plans are available.
- Hot meals are provided, which is included in the monthly rate. However, the additional meals of the residents chosen are at the residents' expense.
- No smoking in rooms or anywhere in the home; an area has been designated for smoking.

E. Assessments:

Screening Procedures/Appeal(s) and Process

Harper House of Hope management and staff will be responsible for (a) The screening process to address questions and concerns. Residents or their responsible party will receive a copy of the assessment screening package during the initial interview. If the resident decides to become a resident during the screening, screening will take place annually on or before the initial application processing date. An initial application will be taken of residents' demographic information, medical history, family history, and other areas of interest that residents wish to discuss during the screening and application intake process. All medical records are kept by the agencies providing the service.

- If it is determined after screening potential residents that they are not approved we will discuss why, and if there are any factors that can change that may make them eligible in the future. (etc. wounds began to heal, health condition improve that cause them to be able to function and live in our MUAHS ...). We will reach out to social workers, case management, or the responsible party also and inform them of our decision and the factors and reasons that lead to that determination.
- Screening information is used for appropriate placement by determining if the potential residents meet requirements to safely stay in our MUAHS. When screening we go by the states guidelines of people that are not deemed eligible and what Harper House of Hope will accept (refer to limitations of tenancy).

Screening Intake Admissions

Screening Application

1. Intake consultation with house manager(s)or Program Coordinator of Services and Home Care Agency
2. Assessment of services needed, room size needed, dr. appointments, personal care services (etc.)
3. Rule and Handbook Review, Review of medications

F. Financial/legal relationship between Housing Management and Home Care or Hospice Agencies:

Harper House of Hope has an Agreement with Primary Choice Home Care to provide personal care services to residents; However, all residents have the right to choose any State approved Home Care Agency.

G. Emergency Response System:

In the event of an emergency, the resident will utilize local emergency responders. The residents will use the facility phone or personal phone to request assistance from emergency personnel. If the resident has the ability to call 911 on their own, then they will do so; however, if the resident is unable to contact emergency responders, either another resident or house manager will call 911, followed by a phone call to Beverly Rowland (919) 464-7161.

a. Johnson County Emergency Medical Services: 2875 US-70 BUS E, Smithfield, NC 27577
b. Johnston UNC Health: 628 N 8th St, Smithfield, NC 27577
c. Med First Primary & Urgent Care: 388-1 Venture Dr, Smithfield, NC 27577

d. Johnston County Public Library: 305 E Market St, Smithfield, NC 27577
e. Johnston County Health Department: 517 N Brightleaf Blvd, Smithfield, NC 27577
f. Wilson's Mills Police department: 100 Railroad St, Smithfield, NC 27577
g. Johnston County Council on Aging: 1363 W. Market Street, Smithfield, NC 27577

Residents Chosen
- Healthcare providers of choice in the area
- Personal Care Services will be provided by licensed home care agencies of the resident choice.

H. Appeal Process:
Appeals Process Policy:

Harper House of Hope management and staff will address issues pertaining to resident(s) filing an appeal with house management. Information must be written and detailed within thirty (30) days as of the reason an appeal is being filed. All parties will have an opportunity to provide information, voice their issues and concerns. The house manager will investigate and listen to both parties, and if necessary, a mediator will be present to assist with the matter and resolve it. All parties will be made aware of the appeal in person, after the investigation each will receive a written copy and signed document pertaining to the appeal and the resolution.

Grievance Policy:
Residents may make complaints or file grievances if they have concern with services. A grievance box will be displayed in the resource Room. Residents' complaints will be treated with respect and confidentiality. All complaints will be addressed and documented. The residents must present the complaint(s) in writing to the house manager. House manager once notified will follow-up on any grievance filed within 48 hours. The parties involved will all meet to discuss the problem/concerns and come to resolutions to resolve the issue (s). Each party that is involved will receive signed copy documentation pertaining to this matter.

Weapons & Verbal Threats Policy:
a. Weapons of any kind Are Not permitted on the property of Harper House of Hope, housing manager(s)will terminate the contract immediately and police will be called to evaluate the situation.
b. Verbal Threats will not be tolerated house manager(s) will decide as to whether the threat constitutes termination of contract or a written warning depending on the urgency of the situation whether it is to staff or residents.
c. No profanity or disrespect for others is allowed on the premises, a resident who causes harm to themselves or others will be terminated (after medical treatment has been provided.)
d. Disrespect of Harper House of Hope, property or other residents' property will not be tolerated, it will require a restitution fee and could result in termination of contract.

I. Charges for Services Offered:
a. Private room beautifully furnished
Meal Plan (Breakfast, snacks)
Transportation (4) trips weekly
Wireless - Internet, Cable available $2,500.00

b. Semiprivate room beautifully furnished
Meal Plan (Breakfast, snacks)
Transportation (2) weekly
Wireless - Internet, Cable available $1,500.00

a. shared room beautifully furnished
Meal Plan (Breakfast, snacks)
Transportation (2) trips weekly
Wireless - Internet, Cable available $1,200.00

b. Extra Amenities

Extra transportation trips:	$10.00 Per trip (local)
Extra Meals:	$10.00 Per Meal
Extra Laundry	$50.00

*Residents will pay for extra dining out, activities, any outside memberships. *
MEDICAL ALERT DEVICES AND SERVICE FEE WILL NOT BE INCLUDED IN THE COST; HOWEVER, IF THE RESIDENT WOULD LIKE TO ADD A FALL ALERT DETECTION (RECOMMENDED) HARPER HOUSE OF HOPE WILL NOT BE RESPONSIBLE FOR THE ADDITIONAL FEE. AS OF 12/11/2024 THE ADDITIONAL FALL ALERT/DETECTION FEE IS AN ADDITIONAL $10/MONTH. SUBJECT TO CHANGE.

- IN-HOME MEDICAL ALERT: $20.00/MONTH
- ON THE GO MEDICAL ALERT: $25.00/MONTH

J. Available Resources:
Information for Resources, and Services, will be posted weekly or monthly some amenities & services have a fee charge; Residents have the right to choose service provider(s) of their choice.

Home Care Agencies:
a. Home Life Care: 101 S Webb St, Selma, NC 27576
b. Home Instead: 1327 N BrightleafBlvd Suite F, Smithfield, NC 27577
c. 1st Choice Home Care: 502 A E Market St, Smithfield, NC 27577
d. Autumn Home Care: 474 Jerry Rd, Selma, NC 27576

Resources:
a. Johnston County Department of Social Services: 714 North St, Smithfield, NC 27577. (919) 989-5300
b. Johnston County Health Department: 517 N Brightleaf Blvd, Smithfield, NC 27577. (919) 989-5200
c. Johnston County Area transit System (JCATS): 1050 W Noble St, Selma, NC 27576 (919) 202-5300
d. Johnston County Public Library: 305 E Market St, Smithfield, NC 27577 (984) 985-2665
e. Wilson's Mills Police department: 100 Railroad St, Smithfield, NC 27577 (919) 938-3885
f. Wilson's Mills Fire Department Station #2: 2550 Cleveland Rd, Smithfield, NC 27577 (919) 938-3473

g. Johnston County Behavioral Health: 521 N. BrightleafBlvd, Smithfield, NC 27577 (919) 938-6400

h. Mental Health Association in Johnston County: 24 Noble Street, Smithfield, NC 27577 (919) 934-0311
i. Local information/Referral Line: 211 (call 211 to speak to someone or search for online resources and contact information).

Public Recreation Department: Park & Recreation (Resource Guides in-house) Local colleges and universities:

a. Phillip R. Wright Community Park: 988 Powhatan Rd, Clayton, NC 27527 (919) 938-3885
b. Johnston Community College: 245 College Rd, Smithfield, NC 27577 (919) 934-3051
c. East Triangle YMCA: 120 NW Flowers Pkwy, Clayton, NC 27527 (919) 262-0440
d. Community & Senior Services of Johnston County: 1363 W. Market Street, Smithfield, NC 27577
e. Available resources in - house (Cable, Wireless and Internet Services)
f. Meaningful stimulating individualized and group activities to include social and recreational environment.
g. A volunteer, community services and employment program
h. Walking distance community stores, and grill
i. Johnston County Council on Aging: 1363 W. Market Street, Smithfield, NC 27577 (919) 934-6066
j. Johnston County Workforce Development Center: 135 Best Wood Dr, Clayton, NC 27520 (919) 209-2591

Signature Dr. Beverly Rackley Manager Dr. Beverly Rackley Date 4/2/26

FIRE INSPECTION SAFETY REPORT

(Group R-3 - Single Family Residential Care Homes & Facilities)

NAME OF FACILITY Harper House of Hope 2 PERSON IN CHARGE William Frazier

STREET ADDRESS 177 Frazier Dr Wilsons Mills PHONE # 919-464-0971

CHECK YES or NO AS TO THE CONDITIONS IN THE HOME RELATING TO THE INSPECTION

	YES	NO	N/A
1. Does the occupant utilize *listed* extension cords? These cords shall not be substituted for permanent wiring and must be used only for portable appliances.			X
2. Is a working, mounted fire extinguisher(s), rated 2-A: 10-B: C or larger, readily available in the residence?	X		
3. Does a fire evacuation plan remain posted continually in a prominent location, and is visible to all residents and guests?	X		
4. Does the home have a working telephone which functions without use of electrical power and are emergency numbers posted within sight of the telephone?	X		
5. Is there a working smoke alarm in the residence complying with the following? (CHECK ONLY ONE)			
• Houses licensed prior to 1976 must have a battery or electric smoke alarm installed outside every sleeping area.			
• Houses licensed 1976—June 30, 1999, electric smoke alarms shall be placed outside sleeping areas as required by the code in effect at construction time.	X		
• Houses licensed after June 30, 1999 must have smoke alarms in every sleeping room, outside bedrooms and other areas, interconnected as required in the N.C. Building Code.			
6. Are double key dead bolts installed on any required egress doors? (If YES, these must be removed or changed out to a thumb latch.)		X	
7. Do doors and windows in rooms used for sleeping open properly with little effort?	X		
8. Are all hallways, doorways, entrances, ramps, steps, and corridors unobstructed, free of storage and readily accessible?	X		
9. Are address numbers posted in a prominent exterior location and are they visible and legible?	X		
10. If provided, the Fire Alarm System and/or Sprinkler System must be maintained, tested and inspected on annual basis by qualified and approved service personnel. Provide documentation.	N/A		

11. Designate Primary Heat Source Electric Secondary Heat Source (if applicable) _____

12. List any substandard components or hazards found which were not addressed above or which would require additional inspections:

_____

DATE of INSPECTION 04/29/2021 STATUS: Approved X Not Approved _____

FIRE INSPECTOR: (Signature) ABP (Printed Name) A Bentley Powell

PHONE NUMBER 919-989-5050 INSPECTION DEPT. JC Fire Marshal

LICENSEE'S (Signature) William Frazier Jr (Printed Name & Title) William Frazier Jr

If Initial Licensure application must include the following information:

NC State Building Code (Code Section) _____ (Code Classification) _____

DHSR Inspector Name and Title _____ Phone No. _____

Any item marked NO on this form will not necessarily result in a non-approval of this home, depending on the various applicable Licensure Regulations. However, any form marked Not Approved will result in non-approval until the items marked are corrected and verified approved by the local Official.

North Carolina Department of Health and Human Services
Division of Health Service Regulation
Adult Care Licensure Section
2708 Mail Service Center
Raleigh, North Carolina 27699-2708
(919) 855-3765
https://info.ncdhhs.gov/dhsr/acls

Initial Registration Application for Multi-Unit Assisted Housing with Services

This MAHS registration application must be completed and submitted with the facility's disclosure statement (per Legal Requirements for Registration and Disclosure on website) to the Division of Health Service Regulation along with a nonrefundable registration fee of $350 as required by G.S. 131D-2.5(b). It must be signed by the individual owner, administrative officer, member of the governing board, or other designated individual on whom rests the responsibility for the operation of the residence. Please check appropriate boxes below and/or fill in the blanks. Complete all parts of the form. Put N/A if not applicable. If additional space is required, please attach to this form.

1. Legal Identity of Registrant:

Community Based Solutions / Harper House of Hope #2
[Full legal name of corporation, partnership, individual, or other legal entity owning the enterprise for which this form is submitted]

Doing Business As (d/b/a) - names(s) under which the facility is advertised or presented to the public:

Primary d/b/a name: Harper House of Hope
Other:
Facility Site Address: 177 Frazier Drive
City/State/Zip Code: Wilson's Mills, NC 27593 County: Johnston
Business Telephone Number (919) 205-1175 - (919) 464-7165 Fax Number:
Building Owner (if different from Registrant) William Frazier Sr.
Business Mailing Address 300 S. Sharpe St, Selma NC. 27576 (Office)
E-mail Address BetShaBear@aol.com

1.

For-Profit	Not For-Profit	
		Corporation: Chartered by the State of North Carolina
		Corporation: Chartered by another State
		Partnership
✓		Individual
		Church Affiliation:
		Other Affiliation:

3. Parent Corporation (Name/Mailing Address): Community Based Solutions/Harper House of Hope
177 Frazier Drive, Wilson's Mills, NC 27593

[ ] Publicly Traded [ ] Privately owned [ ] Other:_____

Name of the legal entity responsible for the financial and contractual obligations of the facility:_____

_____

4. Number and Types of units in the Multi-Unit Assisted Housing with Services:

Number of Units	Type of Units
	Studio or Efficiency Units (1-2 beds with kitchen area)
	One Bedroom Units (up to 2 beds in a single bedroom arrangement)
1	Two-Bedroom Units (apartment-style arrangement)
	More Than Two-Bedroom Units (apartment-style arrangement)

Total # of beds in all of the units listed above: 4

5. The licensed home care or hospice agency with which applicant facility has a financial interest, affiliation or formal written agreement to make personal care services accessible to residents who need them:
Name: Primary Choice Care License Number: HC#6382 County Johnston

6. The undersigned submits this registration in accordance with North Carolina General Statute 131D-2.1(10). To the best of my knowledge the information provided in this registration is true and correct.

Beverly Bowland
Name of Operator of the MAHS (Please print or type)

Title: Owner / Manager

Beverly Bowland Date:_____
Signature

Name, telephone number and email address of contact person concerning this registration form:

Name: Dr. Beverly Bowland Telephone Number: 919 / 464-7161 E-mail: BevShuBear@aol.com

For office Use Only

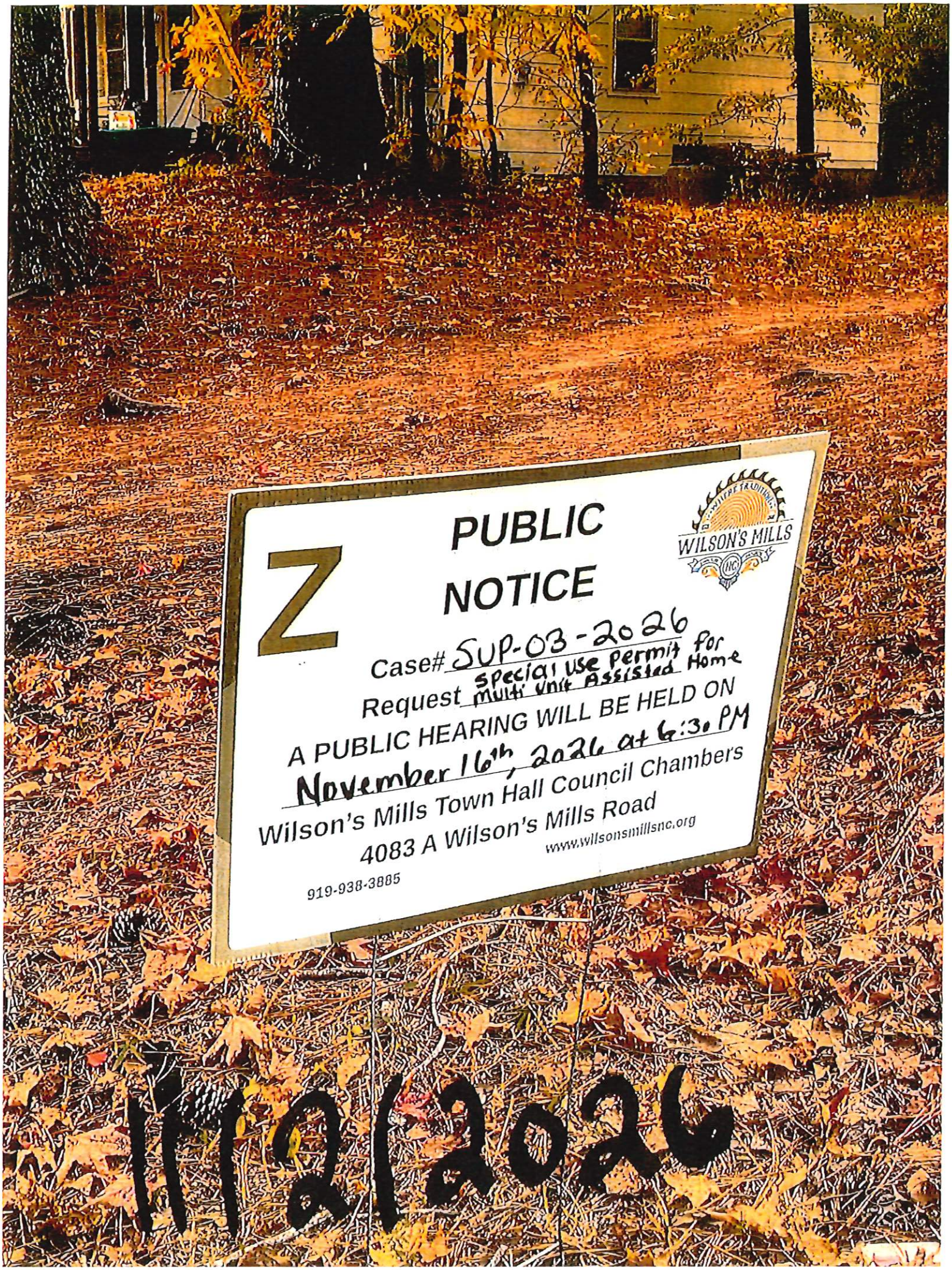
Fee Received_____

Date Received_____

Disclosure Received_____

Accept_____ Denied_____


Z
PUBLIC
NOTICE
WILSON'S MILLS
Case# SUP-03-2026
Request Special use permit for multi unit Assisted Home
A PUBLIC HEARING WILL BE HELD ON
November 16th, 2026 at 6:30 PM
Wilson's Mills Town Hall Council Chambers
4083 A Wilson's Mills Road
919-938-3855
Wilsons


Z
PUBLIC
NOTICE
WILSON'S MILLS
Case# SUP-03-2026
Request Special Use Permit for Multi Unit Assisted Home
A PUBLIC HEARING WILL BE HELD ON
November 16th, 2026 at 6:30 PM
Wilson's Mills Town Hall Council Chambers
4083 A Wilson's Mills Road
www.wilsonsmillsnc.org
919-938-3885
11/2/2026

FILE COPY

TOWN OF WILSON'S MILLS

4083 Wilson's Mills Road – P. O. Box 448 – Wilson's Mills, NC 27593
Voice: 919-938-3885 – Fax: 919-938-1121
Website: www.wilsonsmillsnc.org

CORRECTED NOTICE – PLEASE DISCARD PREVIOUS NOTICE

Dear Property Owner:

You are hereby advised that Wilson's Mills Town Council will hold a **public hearing on November 16th, 2026, at 6:30 p.m. at the Wilson's Mills Council Chambers** located at 4083 Wilson's Mills Road. The purpose of the hearing is to consider a Special Use Permit request concerning property adjacent to property owned by you. All interested citizens are invited to attend the meeting.

The petitioner is requesting a Special Use Permit for Parcel ID 17K07007E.

All interested parties are invited to attend the hearing. The Town Council will be making their decision immediately after this hearing.



If you have any questions regarding this matter, please feel free to contact me at 919-938-3885 x 220 or woldham@wilsonsmillsnc.org.

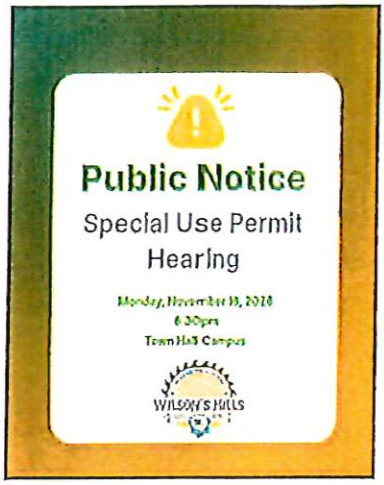
Sincerely,

Wendy Oldham, CZO
Planning Director

TOWN OF WILSON'S MILLS

4083 Wilson's Mills Road – P. O. Box 448 – Wilson's Mills, NC 27593
Voice: 919-938-3885 – Fax: 919-938-1121
Website: www.wilsonsmillsnc.org

TOWN NEWS



SPECIAL USE PERMIT HEARING

Wilson's Mills Town Council will hold a public hearing on November 16th, 2026, at 6:30 p.m. at Town Hall in the Council Chambers located at 4083 Wilson's Mills Road. The purpose of the hearing is to consider two Special Use Permit requests, SUP-02-2026 & SUP-03-2026. All interested citizens are invited to attend the meeting.

Town of Wilson's Mills

Post Office Box 448
4083 Wilson's Mills Road
Wilson's Mills, NC 27593
(919) 938-3885-Office
(919) 938-1121-Fax

2027 Holiday Schedule

2027 New Year's Day	Friday, January 1
Martin Luther King Jr. Day	Monday, January 18
Good Friday	Friday, March 26
Memorial Day	Monday, May 31
Independence Day	Monday, July 5
Labor Day	Monday, September 6
Veteran's Day	Thursday, November 11
Thanksgiving	Thursday, November 265
	Friday, November 26
Christmas	Thurs.-Fri., December 23-24
	Monday December 27

2028 New Year's Day	Monday, January 3

Meeting Schedule

Planning Board	***Town Council***	***Council Work Sessions***
(First Monday)	**(Third Monday)**	**(Fourth Monday)**
Meetings at 6:30pm	**Meetings at 6:30pm**	**Work Sessions at 5:00pm**
Monday, January 49	Monday, January 19	Monday, January 25
Monday, February 1	Monday, February 15	Monday, February 22
Monday, March 1	Monday, March 15	Monday, March 22
Monday, April 5	Monday, April 19	Monday, April 26
Monday, May 3	Monday, May 17	Monday, May 24
Monday, June 7	Monday, June 21	Monday, June 28
Tuesday, July 6	Monday, July 19	Monday, July 26
Monday, August 2	Monday, August 16	Monday, August 23
Tuesday, September 7	Monday, September 20	Monday, September 27
Monday, October 4	Monday, October 18	Monday, October 25
Monday, November 1	Monday, November 15	Monday, November 22
Monday, December 6	Monday, December 20	Tuesday December 28

Town of Wilson's Mills
Post Office Box 448
4083 Wilson's Mills Road
Wilson's Mills, NC 27593
(919) 938-3885 - office
(919) 938-1121 - fax

2027 Holiday Schedule

2027 New Year's Day	Friday, January 1
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Good Friday	Friday, March 26
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Independence Day	Monday, July 5
Labor Day	Monday, September 6
Veteran's Day	Thursday, November 11
Thanksgiving	Thursday, November 25 Friday, November 26
Christmas	Thurs-Fri., December 23-24 Monday December 27

2027 New Year's Day	Monday, January 3

Request for Council Action

Agenda Item 6c(i)

TO:	**MAYOR ALVIN HARDY AND TOWN COUNCIL MEMBERS**
FROM:	**WENDY OLDHAM, PLANNING DIRECTOR**
DATE:	**NOVEMBER 16, 2026**
RE:	**FUTURE LAND USE MAP UPDATE – REVIEW AND CALL FOR HEARING**

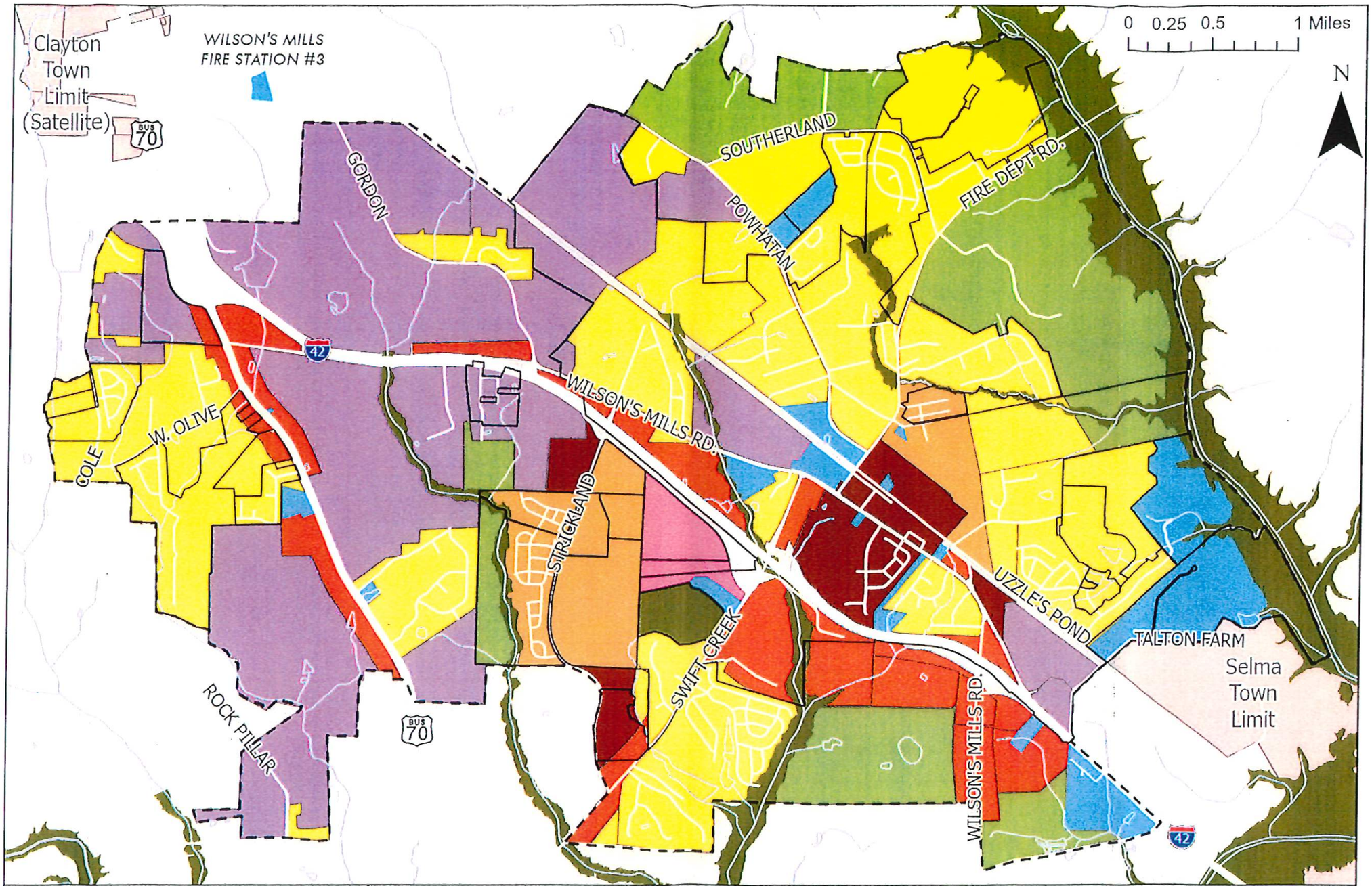
Due to the adoption of the Inter Local Agreement with Johnston County Board of Commissioners, the Town of Wilson's Mills has undertaken an update to the Future Land Use Map to reflect the Town's long-term vision for growth and development. The Future Land Use Map serves as a planning tool to guide future land use decisions, development patterns, and growth management within the Town's planning jurisdiction.

As Planning Director, I am requesting that Council review the proposed Future Land Use Map Update and call for a public hearing to be held at the December 21, 2026, Town Council meeting.

The updated map is intended to provide guidance for future planning efforts and land use decisions consistent with the Town's vision and goals for future growth and development.

Please call for a public hearing to be held on December 21, 2026, at 6:30 PM at Wilson's Mills Town Hall Council Chambers.

Respectfully Submitted,
Wendy Oldham, CZO
Planning Director



Future Land Use Map
Wilson's Mills

Date: October 23, 2026 (Version 2)
Adopted:_____

Legend

- Study Area
- Town Limits
- Conservation & Flood Zone
- Civic
- Commercial
- Employment & Manufacturing
- Mixed Use
- Transitional Neighborhood
- Town Center
- Single Family Neighborhood
- Rural
- Stream or Creek

Sources: Johnston Co. GIS, NCDOT, KCI Associates of NC

Request for Council Action

Agenda Item 6c(ii)

TO:	**Mayor Alvin Hardy and Town Council Members**
FROM:	**Wendy Oldham, Planning Director**
DATE:	**November 16, 2026**
RE:	**RESOLUTION IN SUPPORT OF APPLYING FOR IMD FEASIBILITY GRANT**

BACKGROUND:

Town of Wilson's Mills adopted a Bicycle and Pedestrian Plan in 2024. Town Council added construction of that Multi-Use Path into the Strategic Plan in 2026 to be completed in phases. North Carolina Department of Transportation Inter Modal Division is offering a grant to help pay for a feasibility study of Phase One of our project, along Powhatan Road from Blackman Farm Lane to Main Street. This grant will help with higher level planning, such as placement, impacts, and required easements. The purpose of this type of study is to evaluate technical feasibility of a project from a design, permitting, and constructability perspective. This grant is NOT for construction.

There will be a 20% match required. The maximum cost is approximately $80,000, which would make the Town's match approximately $16,000. This match could be budgeted in our 2026-2027 budget, as the grant won't be awarded until January of 2027 and then other steps would have to happen prior to implementation.

ATTACHMENTS:

-Resolution In Support of Grant Application

TOWN COUNCIL ACTION REQUESTED:

Approve the Resolution In Support of the IMD Feasibility Studies Grant Program Application.

RESOLUTION IN SUPPORT OF THE TOWN OF WILSON'S MILLS IMD FEASIBILITY STUDY GRANT

WHEREAS, the North Carolina Department of Transportation (NCDOT) Division of Integrated Mobility Division (IMD) created an annual matching grant program – the IMD Feasibility Study Grant Program– to encourage municipalities to assess and plan comprehensive multimodal corridors; and

WHEREAS, all municipalities within North Carolina are eligible to apply for a study for paved trails, shared-use paths, side paths, sidewalks and greenways plan; and

WHEREAS, a resolution by the Wilson's Mills Town Council is required to apply for the IMD Feasibility Study Grant; and

WHEREAS, the Upper Coastal Plain Rural Planning Organization provides transportation planning for the four counties of Edgecombe, Johnston, Nash and Wilson; and

WHEREAS, the Town of Wilson's Mills is in Johnston County and is included within the planning boundary of the Upper Coastal Plain Rural Planning Organization; and

WHEREAS, the Town Council of the Town of Wilson's Mills intends to apply for an IMD Feasibility Study Grant; and

WHEREAS the citizens of the Upper Coastal Plain Rural Planning Organization share a community interest with the Town of Wilson's Mills for providing healthy alternative modes of transportation, employment, a healthy environment, shopping and recreation, and business within the Town of Wilson's Mills; and

WHEREAS the Upper Coastal Plain Rural Planning Organization endorses and supports the Town of Wilson's Mills' intent to pursue the grant initiative pursuant to the attached Resolution adopted on the 10th day of November 2026.

NOW THEREFORE BE IT RESOLVED that the Wilson's Mills Town Council endorses and supports the efforts of the Town of Wilson's Mills to pursue the NCDOT's 2026 IMD Feasibility Study Grant to assist in the funding for the planning and programing of the Town's first phase of the adopted Bicycle and Pedestrian Plan.

Adopted this 16th day of November 2026

_____

ALVIN HARDY, Mayor

ATTEST:

_____

EMILY MATTHEWS, CMC, Town Clerk

Request for Council Action

Agenda Item 6c(iii)

TO: MAYOR ALVIN HARDY AND TOWN COUNCIL MEMBERS
FROM: WENDY OLDHAM, PLANNING DIRECTOR
DATE: NOVEMBER 16, 2026
RE: RECOMMENDATION TO ACCEPT STREETS AT THE COTTAGES OF WILSON'S MILLS

On October 13, 2026, the Town of Wilson's Mills was petitioned by Fields Carlyle of Hoosier Daddy, LLC, to accept the streets of The Cottages of Wilson's Mills into the Town's street network. Hoosier Daddy, LLC, submitted petitions and all supportive documents and certifications for the Town acceptance of Hanover Court, Wicklow Court, Imperial Drive and Montrose Lane. All streets total approximately 3,445 linear feet. As Planning Director, I have reviewed the petition and verified that all enclosed evaluations and inspections have been completed accordingly. The streets have been certified by Michael Theberge, PE, with Bohler Engineering NC, PLLC, as being built to NC Department of Transportation specifications, which are the same specifications that the Town of Wilson's Mills requires.

Respectfully Submitted,

Wendy Oldham, CZO

ACTION REQUESTED:

-Approve to adopt the Resolution to Accept Private Streets Into the Town of Wilson's Mills which consists of 3,445 linear feet of streets known as Hanover Court, Wicklow Court, Imperial Drive and Montrose Lane into the Town Street/Powell Bill System; or

-Deny the adoption of the Resolution to Accept Private Streets Into the Town of Wilson's Mills which consists of 3,445 linear feet of streets known as Hanover Court, Wicklow Court, Imperial Drive and Montrose Lane into the Town Street/Powell Bill System.

TOWN OF WILSON'S MILLS PETITION FOR ROAD ADDITION

Please print or type

ROADWAY INFORMATION:

Road name(s): Montrose Ln, Hanover Ct, Wicklow Ct, Imperial Dr

Subdivision name: Cottages at Wilson's Mills Length in feet: 3445

Number of occupied homes have street frontage: 73

Location: 0.15 miles N S E W of the intersection of SR 1903 and SR 1901
(circle one) (SR, NC or US) (SR, NC or US)

CONTACT PERSON – Name and Address of Petitioner(s):

Name: Fields Britton-Carlisle Phone Number: +1 (919) 514-8353

Street Address: 520 Antioch Church Rd, Zebulon NC 27597

Mailing Address: 520 Antioch Church Rd, Zebulon NC 27597

PROPERTY OWNER(S):

Name: Hoosier Daddy, LLC Phone Number: +1 (919) 514-8353

Email: e85fields@gmail.com

Name: _____ Phone Number: _____

Email: _____

Name: _____ Phone Number: _____

Email: _____

REQUIREMENTS FOR ADDITION:

If this road meets the requirements necessary for addition, we agree to grant the Town of Wilson's Mills a right-of-way of the necessary width to construct the road to the minimum construction standards of the TOWM. The right-of-way will extend the entire length of the road that is requested to be added to the Town maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes. The right-of-way shall be cleared at no expense to the Town, which includes the removal of utilities, fences, other obstructions, etc.

ROAD NAME	NO. OF HOMES	ACTUAL LENGTH
Hanover Court	56	2625
Wicklow Court	15	525
Imperial Drive	2	125
Montrose Lane	0	170

I/We, the undersigned, being property owner(s) and/or developer(s) of Cottages at Wilson's Mills Subdivision in Wilson's Mills Township, do hereby request the Town of Wilson's Mills to add the above-described streets.

Signature of Owner: Gregory Fields Carlisle Date: 10/13/2026

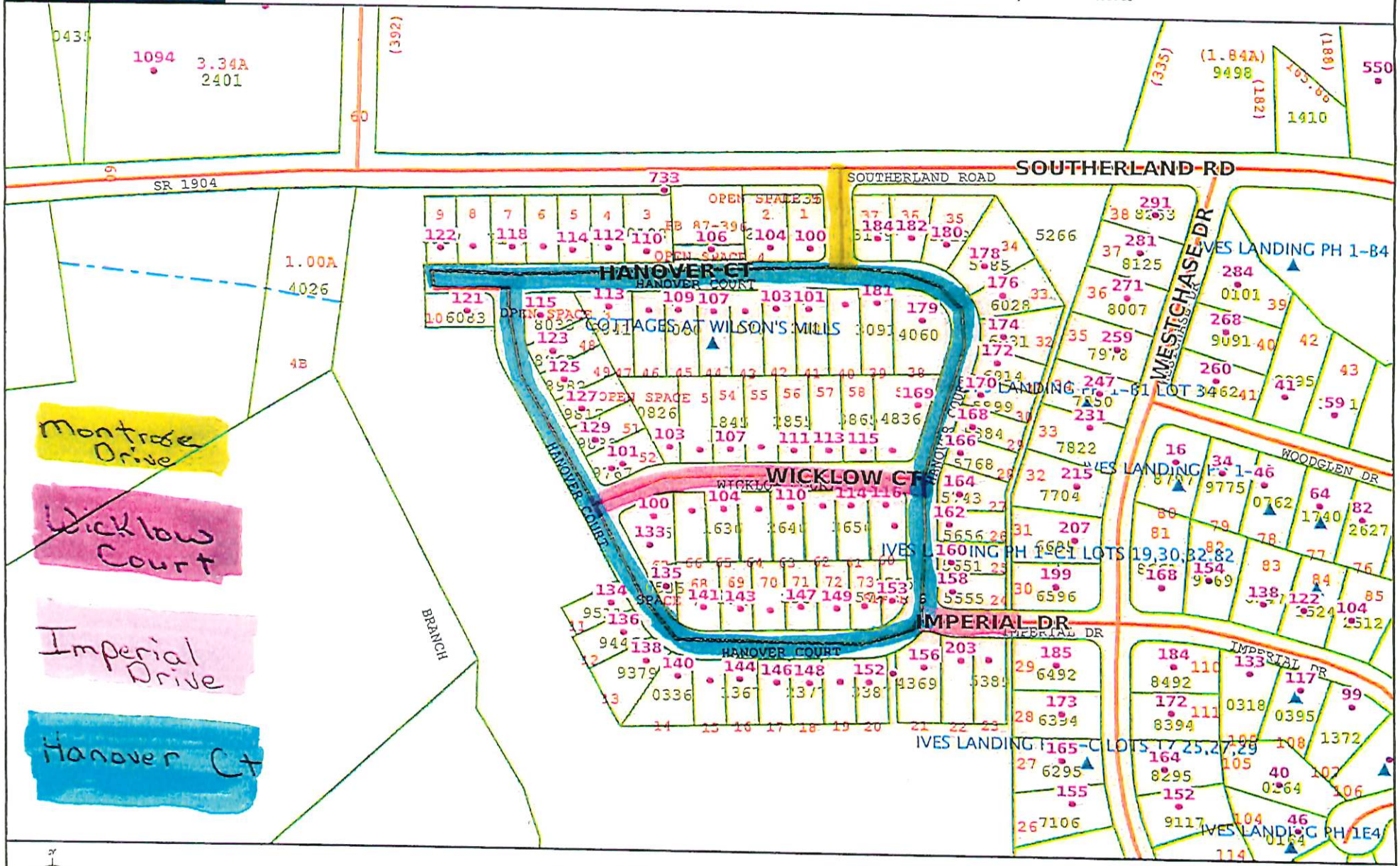
Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

JOHNSTON COUNTY
NORTH CAROLINA

*** DISCLAIMER ***

Johnston County assumes no legal responsibility for the information represented here.



Scale: 1:2817 - 1 in. = 234.72 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

Johnston County GIS
November 2, 2026

RESOLUTION
To Take In Private Streets
Into the Town of Wilson's Mills

WHEREAS, the Town of Wilson's Mills has coordinated with the developer of The Cottages of Wilson's Mills the private streets listed below in an agreement that the Town take these streets into the Town system; and

WHEREAS, said streets meet the standards of NCDOT pursuant to Wilson's Mills Ordinance requirements per the report on file with Clerk's office and dated September 11, 2020,; and

WHEREAS, the Town Council of the Town of Wilson's Mills desires to take said streets into the Town system.

NOW THEREFORE, the Town of Wilson's Mills fully understands the requirements of taking over these streets being listed.

- Hanover Court
- Wicklow Court
- Imperial Drive
- Montrose Lane

Duly adopted on this the 16th day of November 2026

_____
ALVIN HARDY, Mayor

ATTEST:

_____
EMILY MATTHEWS, CMC, Town Clerk

Request for Council Action

Agenda Item 6c(iv)

TO:	MAYOR ALVIN HARDY AND TOWN COUNCIL MEMBERS
FROM:	WENDY OLDHAM, CZO
DATE:	NOVEMBER 16, 2026
REQUEST:	APPOINTMENT OF A NEW PLANNING BOARD MEMBER

Please appoint a new member to the Planning Board to fill vacant seat #8 which expires on June 28, 2028. The Planning Board received two applications to fill the seat vacated by Alvin Hardy.

The Planning Board met on November 2, 2026, to consider the candidates. Following this discussion, the Planning Board recommends the appointment of Donald Byrd to fill the vacant seat.

Action Requested:
Please appoint a new member to the Planning Board to fill vacant seat #8, which has a term expiration date of June 28, 2028.

Respectfully Submitted,
Wendy Oldham
Wendy Oldham, CZO
Planning Director

Town of Wilson's Mills
P. O. Box 448
Wilson's Mills, N.C. 27593
919-938-3885 – Office 919-938-1121 - Fax

Application for Committee Appointment

(Please Print When completing the application)

Please indicate below which committee(s) or board(s) you are interested in serving on.

✓ Planning Board

_____ Historic Preservation Committee

_____ Events Committee

_____ Board of Adjustment

_____ 1st Time Appointment

✓ Reappointment

Full Name: Donald Eugene Byrd

Address: 255 Powhatan Rd Clayton - NC. 27527

Phone Number (Home) NA (Mobile) 919-427-9142

Employer: Self Occupation: Farmer

Email: NA

Do you live in the Wilson's Mills Corporate Limits? yes How long? 29 year

Are you a citizen of the United States? Yes How Long? 29 year

Have you ever served on any committees or any of the above listed committees or Boards? If so, please list.

Planning Board - Board of Adjustment

What do you feel are your qualifications for serving on the committee and why do you think you would be an asset to this committee?

What areas of concern would you like to see the committee address?

Signature Donald E Byrd Date 10-29-2026

Any comments can be written on the back of this page if you need more room to do so.

Appointed to _____ Committee on _____

Town of Wilson's Mills
P. O. Box 448
Wilson's Mills, N.C. 27593
919-938-3885 – Office 919-938-1121 - Fax

Application for Committee Appointment

(Please Print When completing the application)

Please indicate below which committee(s) or board(s) you are interested in serving on.

✓ Planning Board

_____ Historic Preservation Committee

_____ Events Committee

_____ Board of Adjustment

✓ 1st Time Appointment

_____ Reappointment

Full Name: DAmico O Hackett

Address: 104 ENRIDGE RD Clayton NC 27527

Phone Number (Home) 1919 - 333 - 1580 (Mobile) _____

Employer: Fred Smith Occupation: _____

Email: _____

Do you live in the Wilson's Mills Corporate Limits? yes How long? 37

Are you a citizen of the United States? yes How Long? 37

Have you ever served on any committees or any of the above listed committees or Boards? If so, please list.

no

What do you feel are your qualifications for serving on the committee and why do you think you would be an asset to this committee? yes I have some good ideas

What areas of concern would you like to see the committee address? will talk about it

Signature [signature] Date 10/2/26

Any comments can be written on the back of this page if you need more room to do so.

Appointed to _____ Committee on _____

Request for Council Action

Agenda Item 6d(i)

TO:	MAYOR ALVIN HARDY AND TOWN COUNCILMEMBERS
FROM:	A.Z. WILLIAMS, CHIEF OF POLICE
DATE:	NOVEMBER 16, 2026
RE:	EXTRA-DUTY OFF-DUTY & SECONDARY EMPLOYMENT

Attached for your consideration is information regarding changes made to the WMPD Policy 100-11 Secondary Employment. New language was added, changing it to Extra-Duty Off-Duty & Secondary Employment.

ATTACHMENTS:

- Nine (9) pages of the Original WMPD Policy 100-11 Secondary Employment with changes.

- Nine (9) pages of the modified WMPD Policy 100-11 – Extra-Duty Off-Duty & Secondary Employment.

ACTION REQUESTED:

Approve or deny the modification.

WILSON'S MILLS POLICE DEPARTMENT

Chief A. Z. Williams

PO Box 448, 100 Railroad St.
Wilson's Mills, NC 27593
[Office] (919) 938-3885
[Fax] (919) 938-0955

GENERAL ORDER #: 100-11

SUBJECT: Extra-Duty, Off-Duty, and Secondary Employment

EFFECTIVE DATE: ~~November 2021~~ **November 2026**

REVISION NUMBER/DATE: ~~November 2021~~ **November 2026**

APPROVED: AZ Williams
AZ Williams
Chief of Police

Purpose

The purpose of this Directive is to set forth guidelines to govern extra-duty, off-duty, and secondary employment by ~~members~~ employees of the Wilson's Mills Police Department. This policy is intended to ensure that extra-duty, off-duty, and secondary employment is conducted in a manner that does not interfere with an employee's primary duties, the operations of the Wilson's Mills Police Department, or the interests of the Town of Wilson's Mills.

Policy

It is the policy of the Wilson's Mills Police Department ~~to allow employees to engage in approved secondary employment within the constraints of this Directive~~ that employees will not participate in any extra-duty, off-duty, or secondary employment that has not been approved by the Chief of Police.

Definitions

Additional Employment – Secondary Employment, Extra-Duty Assignment, and/or Off-Duty Employment outside of an employee's regularly-scheduled duty hours.

Employment - The provision of a service, whether or not in exchange for a fee or other service; ~~the term Employment~~ does not include volunteer or charity work.

Extra-Duty Assignment – Any additional assignment, paid for by the Town of Wilson's Mills, that is organized, conducted, sponsored, contracted for, authorized, or otherwise officially supported by the Town of Wilson's Mills or one of its departments or agencies, and that is conditional upon the actual or potential use of law enforcement powers by a sworn employee and/or performed by non-sworn employees working as assigned in a non-law enforcement capacity. Such assignments may include Town-sponsored festivals, special events, activities, functions, or other officially supported events.

Off-Duty Employment – Any secondary employment involving a private, commercial, organizational, charitable, recreational, or other event or activity that is not organized, sponsored, contracted for, or otherwise officially supported by the Town of Wilson's Mills, and that is conditioned upon the actual or potential use of law enforcement powers by sworn employees of the Town of Wilson's Mills Police Department.

Memorandum of Understanding (M.O.U.) – A signed agreement between the department and a private employer (business, organization, or citizen) that outlines the financial and operational obligations of both parties. The department may sometimes have an M.O.U with a private employer for Extra-Duty Assignments.

Secondary Employment - Any ~~off-duty~~ additional employment that will not require the use, or the potential use, of law enforcement powers or affiliation with the police department by the off-duty employee. ~~by a member of the police department~~.

~~Secondary Law Enforcement Employment – Any off-duty employment that is conditioned on the actual or potential use of law enforcement powers by sworn members of the police department.~~

Secondary Employment Form – ~~Signed form authorizing paid off-duty work in either a Secondary Employment or Secondary Law Enforcement Employment capacity~~. The form prescribed by the Town of Wilson's Mills that must be completed and submitted by an employee seeking authorization to engage in Off-Duty and Secondary Employment.

I. Procedure

The Chief of Police reserves the right to approve, deny, revoke, or add restrictions at any time to any request for additional employment based upon available information at the time and the totality of the circumstances.

All additional employment requests shall be submitted through the process established by the Chief of Police. The Wilson's Mills Police Department may require the employer or event organizer to provide information regarding:

1) Date and time of the event;
2) Location of the event;
3) Nature and purpose of the event;
4) Expected attendance;
5) Number of officers requested;
6) Duties to be performed;
7) Compensation or rate of pay;
8) Contact information for the employer or event organizer; and
9) Any special security, traffic, crowd-control, or public-safety concerns.

All additional employment must comply with the provisions of this written directive, the provisions of the Town of Wilson's Mills Personnel Policy, and any other applicable written directives. All employees must receive department permission prior to engaging in any additional employment.

II. General Provisions for All Additional Employment

Employees requesting approval for any additional employment must:

1) Be in good standing with the Town of Wilson's Mills Police Department;
2) Maintain all required certifications and qualifications;
3) Obtain prior approval before accepting or working any additional employment assignment;
4) Ensure that the additional employment does not interfere with regularly scheduled department duties;
5) Comply with all department policies, rules, regulations, and orders;

6) Immediately notify the appropriate supervisor of any circumstance that may affect their ability to perform their regular department duties.

Under no circumstances will an employee engage in additional employment while the employee is On-Duty for the police department.

Employees may not work any additional employment less than eight (8) hours prior to starting their tour of duty with the Town of Wilson's Mills Police Department without approval from their supervisor.

Any employee engaged in additional employment is subject to call-back to duty in the case of an emergency. The employee engaged in additional employment will be expected to leave the additional employment, regardless of type of additional employment, in an emergency situation if requested to do so.

Officers will work Off-Duty and Extra-Duty assignments in a class B uniform. Requests to perform Off-Duty employment in plain clothes must be approved by the Chief of Police.

Employees will not be retaliated against for; (i) filing workers' compensation claims; (ii) reporting wage-and-hour violations; or (iii) declining additional employment that would violate the eight-hour rest requirement or other safety provisions. Employees who believe that they have been subjected to retaliation should report the concern to Human Resources or the Town Manager.

Violations of this directive may result in disciplinary action up to and including termination in accordance with the Town of Wilson's Mills Personnel Policy and applicable law.

III. Secondary Employment

The Chief of Police will review and approve/deny requests for secondary employment. Employees are prohibited from engaging in secondary employment that the Chief of Police has not formally approved.

Subject to approval, employees may engage in secondary employment that meets the following criteria:

~~A. Any off-duty employment that will not require the use, or the potential use, of law enforcement powers by a member of the police department.~~

1) Employment of a non-law enforcement nature in which vested law enforcement powers are not a condition of employment and the work provides no real or implied law enforcement service to the employer and is not performed during assigned hours of duty.

2) Employment that presents no potential conflict of interest between ~~their~~ the employee's duties as ~~a~~ an employee of the department ~~police officer or non-sworn employee~~ and the duties for the secondary employer. ~~Some examples of prohibited secondary regular employment include:~~ Examples of employment representing a conflict of interest may include, but are not limited to:

a) As a process server, re-possess~~or~~, or bill collec~~tor~~, or in any other employment in which police authority ~~might~~ tend to be used to collect money or merchandise for private purposes;

b) As a private investigator ~~Personnel investigations~~ for the private sector or any employment ~~which~~ that might require the employee to have access to police

information, files, records or services as a condition of the secondary employment;

c) In a loss prevention function

d) In police uniform in the performance of tasks other than those ~~that~~ of a police nature;

e) ~~Which assists~~ In ~~the~~ case preparation, using materials, equipment, supplies or computerized software owned by the Town of Wilson's Mills, for the prosecution or defense in any civil or criminal action or proceeding;

f) For a business or labor group that is on strike or engaged in public demonstrations or pickets, and

g) In occupations that are regulated by, or must be licensed by, the Wilson's Mills Police Department.

3) Employment that does not constitute a threat to the status or dignity of the police as a professional occupation. Examples of prohibited employment that presents a threat to the status or dignity of the police profession may include, but are not limited to:

a) Employment at establishments that sell pornographic books, magazines, sexual devices, and/or videos, or that otherwise provide entertainment or services of a sexual nature. ~~which, as their principal business, sell pornographic books, magazines, sexual devices, or videos, or that~~

1) ~~Otherwise provide entertainment or services of a sexual nature, and~~

b) ~~Any~~ Employment that involves the sale, manufacture or transport of alcoholic beverages as the principal business.

c) Employment at a gambling establishment not exempted by law.

~~Employees engaged in secondary~~ employment are not covered by the Town of Wilson's Mills liability or workers' compensation insurance~~, as the work is unrelated to the duties and responsibilities as an employee of the department.~~

For secondary employment, employees may not use Town uniforms, equipment, insignia, vehicles, databases, authority, or otherwise represent themselves as acting on behalf of the Town of Wilson's Mills unless specifically authorized.

~~In order to be eligible for secondary employment, a sworn employee must be in good standing with the Department, free of significant disciplinary actions~~ or active ~~investigation with the potential for disciplinary action as determined by the Chief of Police.~~ — Employees ~~will~~ seeking and obtaining approval for secondary employment ~~by must completinge a~~ must do so by completing a *Secondary Employment Form*.

~~If time does not permit the approval of secondary employment as outlined above, the Chief of Police may verbally approve secondary employment pursuant to the provisions of this D~~irective.

IV. Extra-Duty Assignments and Off-Duty Employment

The management of Extra-Duty Assignments and Off-Duty Employment is the responsibility of the Chief of Police. The Chief of Police is designated as the point of coordination and administration within the department to oversee adherence to this and other applicable written directives. Specific written directives may be provided for a particular Extra-Duty assignment. These written directives will be considered policy when issued by a supervisor or higher authority. Employees seeking and obtaining approval for Off-Duty Employment must do so by completing a *Secondary Employment Form.*

Employees working Extra-Duty Assignments and/or Off-Duty Employment who take law enforcement action must comply with all normal Department policies and procedures, including reporting and documenting any use of force, arrest, injury, and any other significant aspect or pertinent activity to the on-duty supervisor just as if they were working a regular assignment and in accordance with all applicable written directives. Standard BWC requirements must continue to apply when an officer exercises authority.

Employees working Off-Duty Employment for private employers are engaged as independent contractors or employees of the private employer (as determined by the private employer and applicable law), not as Town employees. The Town does not control or direct the employee's work for the private employer beyond the requirement that employees comply with Department policies when exercising law enforcement authority.

Types of Extra-Duty assignments and Off-Duty employment that may be considered include:

1) Traffic control and pedestrian safety
2) Crowd control
3) Security and protection of life and property
4) Routine law enforcement for public authorities
5) Plainclothes assignments
6) Non-sworn support roles during special events (i.e., Town-Sponsored Festivals, etc.)
7) Other as approved by the Chief of Police

V. Secondary Law Enforcement Employment

Sworn employees engaged in secondary law enforcement employment will have the same powers and authority as other law enforcement officers. Officers must meet the following criteria:

A. In order to be eligible for secondary law enforcement employment, a sworn employee must be in good standing with the Department and free of significant disciplinary actions as

B. determined by the Chief of Police. Employees will seek and obtain approval for secondary law enforcement employment by completing a *Secondary Employment Form.*

If time does not permit the approval of secondary employment as outlined above the Chief of Police may verbally approve secondary employment pursuant to the provisions of this Directive.

C. A member wearing his or her uniform off-duty is, in the eyes of the public, a representative of the Department.

1) The member will avoid non-police related job duties, and must conduct himself/herself at all times in a manner consistent with public respect for the uniform of the Department;

2) All officers engaged in secondary law enforcement duty will abide by all Directives of the Wilson's Mills Police Department, and

3) All officers will wear a full uniform unless the secondary law enforcement employment is a plainclothes assignment.

D. Permission for a police employee to engage in secondary law enforcement employment may be revoked where it is determined that such outside employment is not in the best interests of the employee or the Wilson's Mills Police Department. Instances may include, but are not limited to;

1) The member being unavailable during an emergency;

2) The member being physically or mentally exhausted to the point that their performance may be affected;

3) May bring into disrepute or impair the operation or efficiency of the Department's personnel,

4) May conflict with present duties.

E. Significant aspects of secondary law enforcement employment to be documented include:

1) Date, time and place of employment,

2) Incidents involving the use of law enforcement powers (i.e. arrests, etc.);

3) Injury to the officer or others;

4) Complaints received, and

5) Court appearances.

The Chief of Police will maintain all secondary employment records.

V. Compensation

Compensation for Extra-Duty assignments will be based upon the employee's regular pay rate and paid by the Town of Wilson's Mills through its normal payroll process.

Compensation for Off-Duty Employment will be paid directly by the organization, corporation, or individual that is employing the employee in the Off-Duty Employment capacity and shall not be considered regular compensation from the Town of Wilson's Mills. Employees are responsible for paying all related income and other taxes and fees directly.

Extra-Duty hours paid by the Town will be compensated at the employee's regular rate or overtime rate as required by the FLSA and the North Carolina Wage and Hour Act, depending on total hours worked in the applicable work period. Employees must accurately record all Extra-Duty hours through the Town's

timekeeping system. The Town will determine whether Extra-Duty Assignments qualify as separate employment under 29 C.F.R. § 553.30 and will notify employees accordingly. Employees working Off-Duty Employment for private employers are responsible for ensuring that the private employer complies with all applicable wage, hour, and tax laws, and the Town assumes no liability for the private employer's wage-and-hour practices. Employees should consult Human Resources regarding classification questions.

VI. Workers' Compensation and Liability

Extra-Duty Assignments – When an employee is assigned to an event that is officially organized, sponsored, contracted for, authorized, or otherwise conducted on behalf of the Town of Wilson's Mills, the employee's status and eligibility for workers' compensation benefits shall be determined in accordance with applicable law, the Town of Wilson's Mills workers' compensation coverage, and the circumstances of the assignment.

Off-Duty and Secondary Employment – An assignment that is performed for a private employer or at an event that is not town-related, town-sponsored, town-authorized, or otherwise conducted on behalf of the Town of Wilson's Mills is not considered Town employment solely because the employee is a sworn police officer or is wearing a police uniform while performing the assignment. Off-Duty and Secondary Employment assignments are performed as independent employment relationships with the private employer, not as Town employees, except when the employee takes law enforcement action that falls within the course and scope of Town employment under applicable workers' compensation law. Employees engaged in Off-Duty or Secondary Employment are advised that, in accordance with applicable law, the Town of Wilson's Mills workers' compensation coverage will not ordinarily apply to injuries, illnesses, or claims arising solely from an employee's participation in or performance of Off-Duty and Secondary Employment at non-Town events.

Employees accepting Off-Duty and Secondary Employment at non-Town events should do so with the understanding that the private employer, event organizer, or the employee should be responsible for providing any applicable worker's compensation coverage, insurance, or other benefits and the employee should verify private-employer coverage and consult with the Town's Human Resources before accepting Off-Duty or Secondary Employment assignments.

Employees working Extra-Duty assignments and/or Off-Duty employment are not guaranteed coverage under the department's civil liability insurance. Any coverage that may apply is subject to the terms, conditions, limitations, and exclusions of the applicable insurance policy and the circumstances of the employee's activities. Employees are encouraged to verify that personal professional liability insurance is available from an Off-Duty Employment should they engage in Off-Duty Employment involving law enforcement duties. Employees are also encouraged to consult with the Town's Human Resources to understand coverage limitations.

Nothing in this policy shall be interpreted as waiving, limiting, or modifying any workers' compensation or liability right or obligation that cannot lawfully be waived or modified under applicable law.

VII. Limitations on Additional Extra-Duty Assignments/Off-Duty Employment and/or Secondary Employment ~~Secondary and Law Enforcement Employment~~

The following are prohibited from engaging in Extra-Duty assignments or Off-Duty employment ~~secondary law enforcement employment~~;

1) Sworn members who have not completed the Field Training and Evaluation Program,

2) Sworn members who are on medical or sick leave, light duty/temporary disability assignments, and

3) Sworn members who are

a. On emergency relief from duty,

b. Under investigation for any allegations of misconduct;

c. Suspended from duty, or

d. On administrative leave

Any employee who calls in sick or injured for regular duty may not work Off-Duty or Extra-Duty Assignments until after returning to their regular duty shift unless approved by a supervisor or higher.

Employees on FMLA leave for their own serious health condition may not work Off-Duty or Extra-Duty Assignments unless the work is consistent with the medical certification supporting the FMLA leave and the Human Resources Director approves the assignment after reviewing the medical documentation. Working additional employment in violation of FMLA medical restrictions or without Human Resources approval may result in denial of FMLA protections and disciplinary action.

A member may be required to submit a weekly written statement of secondary employment hours worked, name and address of employer, and a description of the work tasks performed.

~~Under no circumstances will an employee engage in secondary employment in which the employee is on-duty for the Police Department and on-duty for a secondary employer at the same time.~~

The use of Town-owned vehicles while engaged in secondary employment is prohibited without the express authorization of the Chief of Police.

~~No member will directly or indirectly solicit any secondary law enforcement employment.~~

No member shall use a firearm issued by the Town of Wilson's Mills for secondary law enforcement employment. The officer shall qualify with a personal weapon or weapon provided by the secondary law enforcement employer.

Extra- Duty, Off-Duty, and Secondary employment is a privilege granted to officers. Violations of any provision of this policy may result in disciplinary action, up to and including termination.

An officer's privilege to engage in Extra-Duty, Off-Duty, and Secondary employment may be revoked if the employment interferes with the employee's regular duty assignments.

~~No officer may work an off-duty job for a period of twenty four (24) hours after the conclusion of the shift for which the officer reported out sick.~~

VIII. Eligibility for Off-Duty Employment

A. Off-duty law enforcement employment is a privilege granted to officers. Violations of any provision of this policy may result in disciplinary action.

B. An officer's privilege to engage in off-duty employment may be revoked if the employment interferes with their regular duty assignments.

C. No officer may work an off-duty job for a period of twenty-four (24) hours after the conclusion of the shift for which the officer reported out sick.

IX. Exceptions

Law enforcement off- duty employment that relate to specific Town oriented events or projects such as the additional presence at school sporting events or functions and assistance with Department of Transportation highway projects. These assignments may require full duty uniforms, issued equipment and police vehicles that can be utilized during the performance of the off-duty assignment.

X. Worker's Compensation

The providers of worker's compensation insurance for the Town of Wilson's Mills may not pay benefits to an injured employee unless the injury received during secondary employment arises out of and in the scope of a law enforcement action.

XI. Civil Liability

The providers of professional liability insurance for the Town of Wilson's Mills may not cover employees for incidents not directly involving an arrest or other law enforcement function unique to law enforcement. An off-duty officer who is making an arrest or performing other functions unique to law enforcement will have the same protection as an on-duty officer.

VIII. Jurisdiction

Officers are not authorized to engage in secondary law enforcement employment outside of the Town limits, unless approved by the Chief of Police.

IX. Part-Time Officers

WMPD part-time officers ARE NOT required to complete a *Secondary Employment Form* for changes to their existing outside employment status, so long as the additional employment remains in compliance with this policy. Simple notification to management is sufficient. However, the Chief of Police reserves the right to intercede if such outside employment changes will reflect poorly on the Town of Wilson's Mills or the police department.

WILSON'S MILLS POLICE DEPARTMENT

Chief A. Z. Williams

PO Box 448, 100 Railroad St.
Wilson's Mills, NC 27593
[Office] (919) 938-3885
[Fax] (919) 938-0955

GENERAL ORDER #: 100-11

SUBJECT: Extra-Duty, Off-Duty, and Secondary Employment

EFFECTIVE DATE: November 2026 **REVISION NUMBER/DATE:** November 2026

APPROVED: AZ Williams
AZ Williams
Chief of Police

Purpose

The purpose of this Directive is to set forth guidelines to govern extra-duty, off-duty, and secondary employment by employees of the Wilson's Mills Police Department. This policy is intended to ensure that extra-duty, off-duty, and secondary employment is conducted in a manner that does not interfere with an employee's primary duties, the operations of the Wilson's Mills Police Department, or the interests of the Town of Wilson's Mills.

Policy

It is the policy of the Wilson's Mills Police Department that employees will not participate in any extra-duty, off-duty, or secondary employment that has not been approved by the Chief of Police.

Definitions

Additional Employment – Secondary Employment, Extra-Duty Assignment, and/or Off-Duty Employment outside of an employee's regularly-scheduled duty hours.

Employment - The provision of a service, whether or not in exchange for a fee or other service; the term does not include volunteer or charity work.

Extra-Duty Assignment – Any additional assignment, paid for by the Town of Wilson's Mills, that is organized, conducted, sponsored, contracted for, authorized, or otherwise officially supported by the Town of Wilson's Mills or one of its departments or agencies, and that is conditional upon the actual or potential use of law enforcement powers by a sworn employee and/or performed by non-sworn employees working as assigned in a non-law enforcement capacity. Such assignments may include Town-sponsored festivals, special events, activities, functions, or other officially supported events.

Off-Duty Employment – Any secondary employment involving a private, commercial, organizational, charitable, recreational, or other event or activity that is not organized, sponsored, contracted for, or otherwise officially supported by the Town of Wilson's Mills, and that is conditioned upon the actual or potential use of law enforcement powers by sworn employees of the Town of Wilson's Mills Police Department.

Memorandum of Understanding (M.O.U.) – A signed agreement between the department and a private employer (business, organization, or citizen) that outlines the financial and operational obligations of both

parties. The department may sometimes have an M.O.U with a private employer for Extra-Duty Assignments.

Secondary Employment - Any additional employment that will not require the use or the potential use of law enforcement powers or affiliation with the police department by the off-duty employee.

Secondary Employment Form – The form prescribed by the Town of Wilson's Mills that must be completed and submitted by an employee seeking authorization to engage in Off-Duty and Secondary Employment.

I. Procedure

The Chief of Police reserves the right to approve, deny, revoke, or add restrictions at any time to any request for additional employment based upon available information at the time and the totality of the circumstances.

All additional employment requests shall be submitted through the process established by the Chief of Police. The Wilson's Mills Police Department may require the employer or event organizer to provide information regarding:

1) Date and time of the event;
2) Location of the event;
3) Nature and purpose of the event;
4) Expected attendance;
5) Number of officers requested;
6) Duties to be performed;
7) Compensation or rate of pay;
8) Contact information for the employer or event organizer; and
9) Any special security, traffic, crowd-control, or public-safety concerns.

All additional employment must comply with the provisions of this written directive, the provisions of the Town of Wilson's Mills Personnel Policy, and any other applicable written directives. All employees must receive department permission prior to engaging in any additional employment.

II. General Provisions for All Additional Employment

Employees requesting approval for any additional employment must:

1) Be in good standing with the Town of Wilson's Mills Police Department;
2) Maintain all required certifications and qualifications;
3) Obtain prior approval before accepting or working any additional employment assignment;
4) Ensure that the additional employment does not interfere with regularly scheduled department duties;
5) Comply with all department policies, rules, regulations, and orders;
6) Immediately notify the appropriate supervisor of any circumstance that may affect their ability to perform their regular department duties.

Under no circumstances will an employee engage in additional employment while the employee is On-Duty for the police department.

Employees may not work any additional employment less than eight (8) hours prior to starting their tour of duty with the Town of Wilson's Mills Police Department without approval from their supervisor.

Any employee engaged in additional employment is subject to call-back to duty in the case of an emergency. The employee engaged in additional employment will be expected to leave the additional employment, regardless of type of additional employment, in an emergency situation if requested to do so.

Officers will work Off-Duty and Extra-Duty assignments in a class B uniform. Requests to perform Off-Duty employment in plain clothes must be approved by the Chief of Police.

Employees will not be retaliated against for; (i) filing workers' compensation claims; (ii) reporting wage-and-hour violations; or (iii) declining additional employment that would violate the eight-hour (8) rest requirement or other safety provisions. Employees who believe that they have been subjected to retaliation should report the concern to Human Resources or the Town Manager.

Violations of this directive may result in disciplinary action up to and including termination in accordance with the Town of Wilson's Mills Personnel Policy and applicable law.

III. Secondary Employment

The Chief of Police will review and approve/deny requests for secondary employment. Employees are prohibited from engaging in secondary employment that the Chief of Police has not formally approved.

Subject to approval, employees may engage in secondary employment that meets the following criteria:

1) Employment of a non-law enforcement nature in which vested law enforcement powers are not a condition of employment and the work provides no real or implied law enforcement service to the employer and is not performed during assigned hours of duty.

2) Employment that presents no potential conflict of interest between the employee's duties as an employee of the department and the duties for the secondary employer. Examples of employment representing a conflict of interest may include, but are not limited to:

    a) As a process server, re-possessor, bill collector, or any other employment in which police authority might be used to collect money or merchandise for private purposes

    b) As a private investigator for the private sector or any employment that might require the employee to have access to police information, files, records, or services as a condition of the secondary employment

    c) In a loss prevention function

    d) In police uniform in the performance of tasks other than those of a police nature;

    e) In case preparation, using materials, equipment, supplies or computerized software owned by the Town of Wilson's Mills, for the prosecution or defense in any civil or criminal action or proceeding

f) For a business or labor group that is on strike or engaged in public demonstrations or pickets, and

g) In occupations that are regulated by, or must be licensed by, the Wilson's Mills Police Department.

3) Employment that does not constitute a threat to the status or dignity of the police as a professional occupation. Examples of prohibited employment that presents a threat to the status or dignity of the police profession may include, but are not limited to:

a) Employment at establishments that sell pornographic books, magazines, sexual devices, and/or videos, or that otherwise provide entertainment or services of a sexual nature.
b) Employment that involves the sale, manufacture or transport of alcoholic beverages as the principal business.
c) Employment at a gambling establishment not exempted by law.

For secondary employment, employees may not use Town uniforms, equipment, insignia, vehicles, databases, authority, or otherwise represent themselves as acting on behalf of the Town of Wilson's Mills unless specifically authorized.

Employees seeking and obtaining approval for secondary employment must do so by completing a *Secondary Employment Form.*

IV. Extra-Duty Assignments and Off-Duty Employment

The management of Extra-Duty Assignments and Off-Duty Employment is the responsibility of the Chief of Police. The Chief of Police is designated as the point of coordination and administration within the department to oversee adherence to this and other applicable written directives. Specific written directives may be provided for a particular Extra-Duty assignment. These written directives will be considered policy when issued by a supervisor or higher authority. Employees seeking and obtaining approval for Off-Duty Employment must do so by completing a *Secondary Employment Form.*

Employees working Extra-Duty Assignments and/or Off-Duty Employment who take law enforcement action must comply with all normal Department policies and procedures, including reporting and documenting any use of force, arrest, injury, and any other significant aspect or pertinent activity to the on-duty supervisor just as if they were working a regular assignment and in accordance with all applicable written directives. Standard BWC requirements must continue to apply when an officer exercises authority.

Employees working Off-Duty Employment for private employers are engaged as independent contractors or employees of the private employer (as determined by the private employer and applicable law), not as Town employees. The Town does not control or direct the employee's work for the private employer beyond the requirement that employees comply with Department policies when exercising law enforcement authority.

Types of Extra-Duty assignments and Off-Duty employment that may be considered include:

1) Traffic control and pedestrian safety
2) Crowd control

3) Security and protection of life and property
4) Routine law enforcement for public authorities
5) Plainclothes assignments
6) Non-sworn support roles during special events (i.e., Town-Sponsored Festivals, etc.)
7) Other as approved by the Chief of Police

V. Compensation

Compensation for Extra-Duty assignments will be based upon the employee's regular pay rate and paid by the Town of Wilson's Mills through its normal payroll process.

Compensation for Off-Duty Employment will be paid directly by the organization, corporation, or individual that is employing the employee in the Off-Duty Employment capacity and shall not be considered regular compensation from the Town of Wilson's Mills. Employees are responsible for paying all related income and other taxes and fees directly.

Extra-Duty hours paid by the Town will be compensated at the employee's regular rate or overtime rate as required by the FLSA and the North Carolina Wage and Hour Act, depending on total hours worked in the applicable work period. Employees must accurately record all Extra-Duty hours through the Town's timekeeping system. The Town will determine whether Extra-Duty Assignments qualify as separate employment under 29 C.F.R. § 553.30 and will notify employees accordingly. Employees working Off-Duty Employment for private employers are responsible for ensuring that the private employer complies with all applicable wage, hour, and tax laws, and the Town assumes no liability for the private employer's wage-and-hour practices. Employees should consult Human Resources regarding classification questions.

VI. Workers' Compensation and Liability

Extra-Duty Assignments – When an employee is assigned to an event that is officially organized, sponsored, contracted for, authorized, or otherwise conducted on behalf of the Town of Wilson's Mills, the employee's status and eligibility for workers' compensation benefits shall be determined in accordance with applicable law, the Town of Wilson's Mills workers' compensation coverage, and the circumstances of the assignment.

Off-Duty and Secondary Employment – An assignment that is performed for a private employer or at an event that is not town-related, town-sponsored, town-authorized, or otherwise conducted on behalf of the Town of Wilson's Mills is not considered Town employment solely because the employee is a sworn police officer or is wearing a police uniform while performing the assignment. Off-Duty and Secondary Employment assignments are performed as independent employment relationships with the private employer, not as Town employees, except when the employee takes law enforcement action that falls within the course and scope of Town employment under applicable workers' compensation law. Employees engaged in Off-Duty or Secondary Employment are advised that, in accordance with applicable law, the Town of Wilson's Mills workers' compensation coverage will not ordinarily apply to injuries, illnesses, or claims arising solely from an employee's participation in or performance of Off-Duty and Secondary Employment at non-Town events.

Employees accepting Off-Duty and Secondary Employment at non-Town events should do so with the understanding that the private employer, event organizer, or the employee should be responsible for providing any applicable worker's compensation coverage, insurance, or other benefits and the employee should verify private-employer coverage and consult the Town's Human Resources before accepting Off-Duty or Secondary Employment assignments.

Employees working Extra-Duty assignments and/or Off-Duty employment are not guaranteed coverage under the department's civil liability insurance. Any coverage that may apply is subject to the terms, conditions, limitations, and exclusions of the applicable insurance policy and the circumstances of the employee's activities. Employees are encouraged to verify that personal professional liability insurance is available from an Off-Duty Employment should they engage in Off-Duty Employment involving law enforcement duties. Employees are also encouraged to consult with the Town's Human Resources to understand coverage limitations.

Nothing in this policy shall be interpreted as waiving, limiting, or modifying any workers' compensation or liability right or obligation that cannot lawfully be waived or modified under applicable law.

VII. Limitations on Additional Extra-Duty Assignments/Off-Duty Employment and/or Secondary Employment

The following are prohibited from engaging in Extra-Duty assignments or Off-Duty employment:

1) Sworn members who have not completed the Field Training and Evaluation Program,

2) Sworn members who are on medical or sick leave, light duty/temporary disability assignments, and

3) Sworn members who are

   a) On emergency relief from duty,

   b) Under investigation for any allegations of misconduct;

   c) Suspended from duty, or

   d) On administrative leave

Any employee who calls in sick or injured for regular duty may not work Off-Duty or Extra-Duty Assignments until after returning to their regular duty shift unless approved by a supervisor or higher.

Employees on FMLA leave for their own serious health condition may not work Off-Duty or Extra-Duty Assignments unless the work is consistent with the medical certification supporting the FMLA leave and the Human Resources Director approves the assignment after reviewing the medical documentation. Working additional employment in violation of FMLA medical restrictions or without Human Resources approval may result in denial of FMA protections or disciplinary action.

A member may be required to submit a weekly written statement of secondary employment hours worked, name and address of employer, and a description of the work tasks performed.

The use of Town-owned vehicles while engaged in secondary employment is prohibited without the express authorization of the Chief of Police.

No member shall use a firearm issued by the Town of Wilson's Mills for secondary law enforcement employment. The officer shall qualify with a personal weapon or weapon provided by the secondary law enforcement employer.

Extra- Duty, Off-Duty, and Secondary employment is a privilege granted to officers. Violations of any provision of this policy may result in disciplinary action, up to and including termination.

An officer's privilege to engage in Extra-Duty, Off-Duty, and Secondary employment may be revoked if the employment interferes with the employee's regular duty assignments.

VIII. Part-Time Officers

WMPD part-time officers ARE NOT required to complete a *Secondary Employment Form* for changes to their existing outside employment status, so long as the additional employment remains in compliance with this policy. Simple notification to management is sufficient. However, the Chief of Police reserves the right to intercede if such outside employment changes will reflect poorly on the Town of Wilson's Mills or the police department.

Request for Council Action

Agenda Item 6e(i)

TO:	MAYOR ALVIN HARDY AND TOWN COUNCIL MEMBERS
FROM:	PATRICK MOORE, PUBLIC WORKS DIRECTOR
DATE:	NOVEMBER 16TH, 2026
RE:	APPROVE PURCHASE OF SNOW PLOWS FOR PUBLIC WORKS TRUCKS.

Attached are the prices received for snow plows for 2 of the Public Works trucks.

- Equipco- $16,459.01
- SatCo- $18,315.90

The 2 trucks that would be getting plows would be a 2020 2500hd and a 2025 2500hd. The prices above are the total for both trucks from each company.

I reached out to 2 other companies, but neither one dealt with Class 3 plows. They were all Class 8 or bigger, which would be a dump truck.

ACTION REQUESTED:
Approve purchase of 2 snow plows.



Satco Truck Equipment, INC
2007 Cheek Road
Durham, NC 27704
www.satcotruck.com
service@satcotruck.com
919-383-5547

Remit To: PO Box 3182
Durham, NC 27715

PO #

Estimate # 108447

TOWN OF WILSON'S MILL
4083 WILSON'S MILLS RD
WILSON'S MILLS, NC 27593

Date Work Performed: 10/12/2026

Unit:
VIN: 1GB0YLE77LF230978
Make: CHEVROLET
Model: SILVERADO K2500HD

Year: 2020
Plate: NC
Miles: 0

Work to be Performed

QUOTE SNOWPLOW FOR 2020 2500HD

POC: PATRICK MOORE (919)614-8630

EMAIL: PMOORE@WILSONSMILLSNC.ORG

Service **Technician**

Qty	Part Number	Part Name	Unit Price	Parts Amount
1	16020642	EX90II Moldboard	2,459.16	2,459.16
1	16011006	LIFT FRAME SNOWDOGG HD2/EX2 RAPID LINK	3,782.58	3,782.58
1	16062190C	GMC®/Chevrolet® 2500/3500, 2020+	589.34	589.34
1	SHIP	SHIPPING AND HANDLING (EST.)	750.00	750.00
1	16071010	Inline Adapter GM® 2019-2022+ 1500, 2020-2023 2500/3500	149.52	149.52
1	16160800	LIGHT KIT, PAIR LED	788.42	788.42

Hours	Labor	Labor Amount

Received By: x _____

Labor	0.00
Parts	8,519.02
Shop Charge	0.00
Sublet	0.00
Towing	0.00
Freight	0.00
Subtotal	8,519.02
Sales Tax	638.93
Discount	0.00
Amount Paid *	0.00
Total Due	9,157.95

Satco Truck Equipment, INC

2007 Cheek Road
Durham, NC 27704
www.satcotruck.com
service@satcotruck.com
919-383-5547

Remit To: PO Box 3182
Durham, NC 27715

PO #

Estimate # 108448

Date Work Performed: 10/12/2026

TOWN OF WILSON'S MILL
4083 WILSON'S MILLS RD
WILSON'S MILLS, NC 27593

Unit:
VIN: 1GC4ALE79SF219030
Make: CHEVROLET
Model: SILVERADO C2500HD

Year: 2025
Plate: NC
Miles: 0

Work to be Performed

QUOTE SNOWPLOW 2025 2500HD

POC: PATRICK MOORE (919)614-8630

EMAIL: PMOORE@WILSONSMILLSNC.ORG

Service **Technician**

Qty	Part Number	Part Name	Unit Price	Parts Amount
1	16071320	Inline GM® 2022+ 1500, 2024+ 2500	149.52	149.52
1	16020642	EX90II Moldboard	2,459.16	2,459.16
1	16062190C	GMC®/Chevrolet® 2500/3500, 2020+	589.34	589.34
1	16011006	HDII/EXII Series Lift Frame	3,782.58	3,782.58
1	SHIP	SHIPPING AND HANDLING (EST.)	750.00	750.00
1	16160800	LIGHT KIT, PAIR LED	788.42	788.42

Hours **Labor** **Labor Amount**

Received By: x _____

Labor	0.00
Parts	8,519.02
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Towing	0.00
Freight	0.00
Subtotal	8,519.02
Sales Tax	638.93
Discount	0.00
Amount Paid *	0.00
Total Due	9,157.95

EQUIPKO - SAN

3030A Lee Ave
Sanford, NC 27332
Phone: (919) 770-2152

Invoice Estimate 151248

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. Restocking fee of 10% on all electrical parts.

Bill To	Ship To
TOWN OF WILSON MILLS PATRICK MOORE	

Customer	Contact	Customer Tax Number	Phone	Cell Phone	Transaction	PO Number
10007402			(919) 614-8630		Estimate	

Counter Person	Sales Person	Date Printed	Reference	Email Address	Department
BM	House Account	10/27/26	151248	PMOORE@WILSONSMILLSNC.ORG	COUNTER SALE

Part Number	Line	Description	Ordered	B/O'd	Shipped	List	Net Each	Amount
31700	WSPP	GM K2500/3500 SILVERA	1		1	$767.00	$593.92	$593.92
87199	WSPP	Plug In Harness 12 Pi	1		1	$371.45	$287.63	$287.63
72530	WSPP	LIGHT KIT, HALOGEN, C	1		1	$595.00	$460.74	$460.74
35500	WSPP	CONTROL, PLOW, HANDHE	1		1	$561.00	$434.41	$434.41
29070-1	WSPP	MODULE 3 PORT DRL/NON	1		1	$189.00	$146.35	$146.35

Model	Line	Description	Ordered	B/O'd	Shipped	List	Net	Amount
76980	WEQW	Blade Proplus 8ft	1		1	$2,953.00	$2,286.64	$2,286.64
75700-3	WEQW	Big Box Assy Proplus	1		1	$4,346.00	$3,365.31	$3,365.31

Description	Line	Reference	Quantity	Net Each	Amount
Delivery			1	$200.00	$200.00

Invoice Total	$7,775.00
Sales Tax	$454.50
Grand Total	$8,229.50

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. Restocking fee of 10% on all electrical parts.

Notes:

Customer acknowledges receipt thereof:

EQUIPKO - SAN

3030A Lee Ave
Sanford, NC 27332
Phone: (919) 770-2152

Invoice Estimate 151245

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. Restocking fee of 10% on all electrical parts.

Bill To	Ship To
TOWN OF WILSON MILLS PATRICK MOORE	

Customer	Contact	Customer Tax Number	Phone	Cell Phone	Transaction	PO Number
10007402			(919) 614-8630		Estimate	

Counter Person	Sales Person	Date Printed	Reference	Email Address	Department
BM	House Account	10/27/26	151245	PMOORE@WILSONSMILLSNC.ORG	COUNTER SALE

Part Number	Line	Description	Ordered	B/O'd	Shipped	List	Net Each	Amount
31700	WSPP	GM K2500/3500 SILVERA	1		1	$767.00	$591.49	$591.49
72530	WSPP	LIGHT KIT, HALOGEN, C	1		1	$595.00	$458.85	$458.85
72199-1	FISP	PLUG IN HARNESS KIT	1		1	$411.70	$317.49	$317.49
35500	WSPP	CONTROL, PLOW, HANDHE	1		1	$561.00	$432.63	$432.63
29070-1	WSPP	MODULE 3 PORT DRL/NON	1		1	$189.00	$145.75	$145.75
Model	Line	Description	Ordered	B/O'd	Shipped	List	Net	Amount
76980	WEQW	Blade Proplus 8ft	1		1	$2,953.00	$2,277.27	$2,277.27
75700-3	WEQW	Big Box Assy Proplus	1		1	$4,346.00	$3,351.52	$3,351.52

Description	Line	Reference	Quantity	Net Each	Amount
Delivery			1	$200.00	$200.00

Invoice Total	$7,775.00
Sales Tax	$454.51
Grand Total	$8,229.51

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. Restocking fee of 10% on all electrical parts.

Notes:

Customer acknowledges receipt thereof: