

207 West Second Street
Post Office Box 519
Kenly, North Carolina 27542



Telephone: (919) 284-2116
Fax: (919) 284-5229
Website: www.townofkenly.com

**August 11, 2025- 7:00 p.m.
Regular Town Council Meeting
Minutes**

COUNCIL PRESENT:

Herbert Hales II, Mayor
Mark Smith, Mayor Pro Tem
LaWanda Neal, Council Member
Keith Davis, Council Member
Beverly Knight, Council Member

STAFF PRESENT:

Tony Sears, Interim, Town Manager
Leigh Gotshall- Librarian
Tymeeka Williams, Town Clerk
Marcus Burrell- Town Attorney
James Ayers- Police Chief
John Pitts- Public Works Director
Bonita Renfrow-Utilities Clerk

1. CALL TO ORDER

- Call to Order – *Mayor Herbert Hales, II*
- Invocation – *Council Member Keith Davis*
- Pledge of Allegiance – *Mayor Herbert Hales, II*
- Mayor Hales called the meeting to order at 7:00 p.m. Council Member Davis offered the Invocation and Mayor Hales led everyone in the Pledge of Allegiance.

2. PUBLIC COMMENT

This portion of the meeting is an opportunity for citizens to speak on any issue concerning the Town of Kenly. Please note that each citizen is limited to a total of 3 minutes. Please direct all comments/concerns to the entire council rather than individual members. Further, it should be noted that the Town Council reserves the right to not act on items first presented at this meeting.*

- **Ms. Linda Simon on Wilson Street would like to thank the Town of Kenly for putting up the stop signs on Wilson Street for the “street calming project” in that area.**
- **Ted Godwin- Invitation for Tony and Mayor Hales, to attend the JOCO cost sharing meeting with the County Commissioners.**
- **Betty Pope & Edith Boyette -Kenly Area Historic Society have joined the Johnston County Committee for the 250th celebration. There are detailed plans for commemorative projects tied to America 250, including walking and driving tours highlighting historical residences.**
- **Peggy Batten (Second & Wilson Street)- Inquired about the town’s property tax increase and what changes will come about with the current revenue.**

**This time may be adjusted based on the number of citizens who wish to speak.*

3. ADJUSTMENT/ADOPTION OF THE AGENDA

- a. Adjustments to the Agenda
 - **CLOSED SESSION ADDED TO THE AGENDA**
- b. Adoption of the Agenda
 - ACTION: Motion to adopt the Agenda as Presented**
 - Motion: Council Member Knight
 - Second: Council Member Smith

Vote: 4-0

4. CONSENT AGENDA

(Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Board may request to have an item removed from the consent agenda for further discussion.)

a. Draft Minutes

- **July 14, 2025 – Regular Session**
- **June 9, 2025 – Closed Session**

ACTION: Adoption of Consent Agenda with Adjustment

Motion: Council Member Neal

Second: Council Member Davis

Vote: 4-0

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

a. NONE

6. PUBLIC HEARINGS

1. **Special Use Permit- Don Kei Meight Land Trust (Joshua Craig)**

(313 S. Gardner, Kenly NC 27542)

Presenter: Tony Sears, Interim Town Manager

ACTION: Council to Recess Regular Session and Enter Public Hearing as Board of Adjustment

Motion: Council Member Davis

Second: Council Member Smith

Vote: 4-0

ACTION: Board of Adjustment Public Hearing Open

Motion: Council Member Smith

Second: Council Member Davis

Vote: 4-0

- Special Use Permit and Zoning Discussions
 - Joshua Craig submitted a Special Permit Use (Quasi-Judicial) for rezoning the property at 313 South Garner Avenue. The property, previously used as multifamily housing, is currently zoned R6 for single-family use but qualifies for special permit consideration due to its non-conforming status.
 - Discussion included historical permit trends for single-family residences in the area, the possibility of removing or repurposing the rear structure, sewer system concerns, and previous crime issues related to property management.
 - The board emphasized that speakers at the Board of Adjustments public hearing must be either recognized experts for technical testimony or residents providing their lay opinions.
- Applicant's Presentation on Project Renovation
 - The applicant, representing the property's current owner,

outlined plans to renovate the existing six-plex, including exterior cladding replacement, selective window replacement, a complete interior renovation, HVAC overhaul, plumbing updates, and an upgrade from a 100 amp to a 200-amp electrical disconnect.

- The argument emphasized that attracting single-family residents would enhance property values, increase local tax revenue, and ultimately benefit public services such as police and fire departments.
- **Renovation and Demolition Plans**
 - The project involves a complete removal of the existing exterior finishes including brick veneer, siding, steps, platforms, and shingles, with plans to replace them with new materials such as double-hung vinyl windows, siding, asphalt shingles, and updated gutter systems.
 - Interior demolition will remove kitchens, bathrooms, cabinetry, countertops, plumbing fixtures, floor materials, baseboards, and electric heat boards, to be replaced with new cabinetry, granite countertops, modern plumbing fixtures, and updated finishes. Specialized mechanical components like mini-split superheat units will be installed for heating and cooling efficiency.
- **Plumbing, Drainage, and DFU Calculations**
 - Discussions highlighted that previous drainage issues, partly caused by the removal of adjacent front buildings, have been addressed. The updated design includes new valves, supplies, and drains with replacement of all systems above the slab.
 - Detailed DFU (Drain Fixture Unit) calculations were provided: each unit currently accounts for seven DFUs, and for six units the total is 42 DFUs, which is well within the capacity of a four-inch pipe (160 DFUs on a horizontal branch line and 180 DFUs for building service), in accordance with North Carolina code sections 709.1 and 710.1.
- **Electrical Upgrades and Zoning Clarification**
 - All existing electrical outlets and systems will be brought up to code, ensuring proper grounding and compliance with current standards.
 - There was a clarification regarding zoning: the property is zoned R11 (multi-family) rather than R6. Although a Special Use Permit (SUP) is required, the project itself is considered an update rather than a change of use. The permitting process will include full inspections by Johnson County to ensure compliance with state and local regulations.
- **Structural Integrity, Aesthetics, and Site Safety**
 - Plans include removing outdated materials to expose and address any underlying structural issues, with intentions to

upgrade aesthetics and improve landscape drainage, including repaving and proper grading around the drainage systems.

- A privacy fence will be installed to prevent pedestrian issues from crossing adjacent properties, enhancing overall site security. Sidewalks will be replaced to eliminate crumbling aesthetics, and improvements to the driveway ensure adequate access for emergency vehicles and compliance with ADA accessibility standards.
- Tenant Criteria and Property Management
 - Joshua Craig outlined strict tenant selection criteria, requiring a minimum credit score of 650, five years of rental and employment history, as well as rigorous background checks to prevent disturbances or property misuse.
 - Discussions addressed past issues with tenants and the importance of maintaining high-quality occupancy standards to support community safety and enhance property values.
- Permitting Process and Compliance
 - The project's progression depends on adherence to the submitted plans. Any deviation from the approved design will require a permit amendment and may result in enforcement actions, including potential shutdown if not brought up to code.
 - A full suite of inspections covering all aspects—from insulation, electrical, mechanical, plumbing rough-in to trim-out—will be conducted to ensure that the renovations meet all county, state, and federal building standards.
- Special Use Permit and Multifamily Complex Review
 - The applicant emphasized strong collaboration with engineers and architect in ensuring that electrical, mechanical, plumbing, and structural aspects meet required standards.
 - A discussion was held about including Building 7 in the permit package for the multifamily complex, clarifying that even if it is not physically connected, it falls under the same special use permit.
 - Concerns related to nuisance issues were raised, outlining procedures for nuisance abatement if problems such as property neglect or criminal activity arise over time.
- Council Voting on Findings of Fact
 - The board presented eight findings of fact addressing compliance with the EDO regulations, compatibility with the neighborhood, safe ingress/egress, and adequacy of roads and infrastructure.

ACTION: Council Approves Special Permit Use for Quasi- Judicial Hearing

Motion: Council Member Smith
Second: Council Member Davis
Vote: 4-0

ACTION: Motion to Include Building 7 in the Special Use Permit

Motion: Council Member Smith
Second: Council Member Neal
Vote: 4-0

ACTION: Board of Adjustment to Exit Public Hearing and Enter into Council Regular Session

Motion: Council Member Knight
Second: Council Member Neal
Vote: 4-0

ACTION: Board to Exit Public Hearing and Enter into Council Regular Session and take a 3-minute recess at 8:09pm

Motion: Council Member Davis
Second: Council Member Knight
Vote: 4-0

ACTION: Council Reconvenes into Regular Session at 8:12pm

Motion: Council Member Smith
Second: Council Member Davis

7. NEW BUSINESS

1. **RESOLUTION #2025-07:** Wilson County Tax Reconciliation of the 2024-2025 FY Tax Settlement for Town of Kenly
Presenter: Tony Sears, Interim Town Manager

The tax reconciliation was certified as routine annual business, confirming the financial outcome for the administered period.

- The Wilson County tax administration figures for the past fiscal year, including a levy of \$72,540.88, credits of \$67,241.86, and a reported tax collection rate of 92%.
- Details on uncollected amounts (\$5,405.40) and delinquent interest collected (\$795.96) were provided, with a brief comparison to higher collection rates in neighboring jurisdictions.

ACTION: Adoption of RESOLUTION #2025-07

Motion: Council Member Neal
Second: Council Member Davis

8. OLD BUSINESS

1. NONE

9. TOWN MANAGER / STAFF REPORTS

1a. Town Manager: Utility Adjustments- NONE

- Audit Update: The town has joined the AIM program with the League of Municipalities, which has helped facilitate the audit process and resulted in savings of almost \$75K for the town. The audit contract is ready to be signed and presented to the Council.

2. Town Clerk- **NONE**
3. Town Attorney- **NONE**

4. STAFF- DIRECTORS/EMPLOYEES:

POLICE DEPARTMENT:

- The police department provided monthly statistics including 12 incidents, 5 accidents, 7 criminal summonses, and a total of 113 citations—73 of which were issued by a rookie officer.
- Community actions were highlighted such as providing a bicycle to a local youth, hosting a July 4th celebration, door-to-door coffee and muffin distribution, a summer splash event with water slides, face painting, and even a jelly ball battle.
- Traffic enforcement issues were discussed, with emphasis on persistent problems at intersections and the methods used by officers to issue citations without radar.

Parks and Recreation:

- The council discussed ongoing interviews for a Parks & Recreation Director noting multiple qualified candidates including individuals with relevant parking director experience.
- The recruitment process is active and emails were sent out to expedite the selection.

10. OTHER BUSINESS

NONE

11. CLOSED SESSION

1. **CLOSED SESSION: (NCGS 143.318.11) (a) (3)**

ACTION: Motion to Enter Closed Session 8:28pm

Motion: Council Member Smith

Second: Council Member Neal

Vote: 4-0

ACTION: Motion to Exit Closed Session 8:31pm
Motion: Council Member Neal
Second: Council Member Davis
Vote: 4-0

12. ADJOURNMENT

- a. Adjourn the Meeting

ACTION: Motion to Adjourn (8:32 pm)
Motion: Council Member Davis
Second: Council Member Smith
Vote: 4-0

Duly adopted this the 8th day of September, 2025 while in regular session.

Herbert L Hales II
Mayor: Town of Kenly