



Meeting Date: DECEMBER 10, 2024

Attachment(s): Yes

10) New Business

COUNCIL ACTION AND/OR DIRECTION:

Address the following New Matters:

- A. 2025 Town Meetings and Holidays Calendar (Rollins)
- B. 2025 Events Calendar (Rollins)
- C. 2025-2026 Budget Development Calendar (Rollins)
- D. Founders Day Fireworks Contract Approval (Rollins and DeVaney)
- E. Voluntary Annexation Forms and Processes (Rollins)
- F. 501(c)(3) Organization (Friends of Summerfield) Assistance (Rollins)

DESCRIBE MATTER AND ATTACHMENTS:

Materials provided for each individual new matter:

- A. 2025 Town Meetings and Holidays Calendar (Attachment)
- B. 2025 Events Calendar (Attachment)
- C. 2025-2026 Budget Development Calendar (Attachment)
- D. Founders Day Fireworks Contract Approval (Attachment)
- E. Voluntary Annexation Forms and Processes (Attachment)
- F. 501(c)(3) Organization (Friends of Summerfield) Assistance (No Attachment)

NOTES:



Meeting Date: DECEMBER 10, 2024

Attachment(s): Yes

10A) New Business – 2025 Town Meetings & Holidays

COUNCIL ACTION AND/OR DIRECTION:

Approve 2025 Town Meetings and Holidays Calendar.

DESCRIBE ATTACHMENT(S) AND MATTER:

2025 Town Meetings and Holidays Calendar (Draft).

NOTES:



2025 Meeting Schedule for Town Council, Planning Board, and Board of Adjustment

All meetings at Summerfield Community Center, 5404 Centerfield Road:

Town Council, 6:30pm	Planning Board, 6:30pm	Board of Adjustment, 6:30pm
January 14	January 27	January 23
February 11	February 24	February 27
March 11	March 24	March 27
April 8	April 28	April 24
May 13	**May 19	May 22
June 10	June 23	June 26
July 8	July 28	July 24
August 12	August 25	August 28
September 9	September 22	September 26
October 14	October 27	October 23
**November 12	November 24	**November 20
December 9	December 22	**December 18

2025 Meeting Schedule for Town Committees (all meetings at Town Hall):

Finance, 6pm	History, 6:30pm	Trails & Open Space, 6pm	Founders' Day, 3:00
**January 13	January 30	January 22	January 16
February 17	February 27	February 26	February 20
March 17	March 27	March 26	March 20
April 21	April 24	April 23	April 17
May 19	May 29	May 21	May 8
June 16	June 26	June 25	
July 21	July 31	July 23	
August 18	August 28	August 27	
September 15	September 25	September 24	
October 20	October 30	October 22	
November 17	**November 20	**November 19	
December 15	**December 18	**December 17	

****Changed from the regular meeting date due to holiday or other reason.**

Meetings may be cancelled due to lack of business or other reasons. Please check the website calendar (www.summerfieldnc.gov) for updates.

Town facilities will be closed in recognition of the below listed 2025 holidays:

January 1	New Year's Day Observed
January 20	Martin Luther King Day
April 18	Good Friday
May 26	Memorial Day
July 4	Independence Day
September 1	Labor Day
November 11	Veterans Day
November 27 & 28	Thanksgiving Holiday
December 24-26	Christmas Holiday



Meeting Date: DECEMBER 10, 2024

Attachment(s): Yes

10B) New Business - Town Events Calendar

COUNCIL ACTION AND/OR DIRECTION:

Approve 2025 Town Events Calendar.

DESCRIBE ATTACHMENT(S) AND MATTER:

2025 Town Events Calendar (Draft).

NOTES:



*"Respectful of the past,
focused on the future."*

NORTH CAROLINA

Proposed Events for 2025

Month	Date	Event	Budget
January	1/24	Volunteer Luncheon	2,000
March	3/29	Town Volunteer Day	500.00
April	4/12	Easter Egg Hunt	1,600
May	5/2	Music in the Park	3,000
May	5/17-18	Founders' Day	50,000
June	6/13	Movie in the Park	1,500
June	6/21	Fishing Derby	500.00
June or July	TBA	Summer Shred Day / Recycle Day	
July	7/19	Music in the Park/ Food Truck Event	3,000
August	8/3	Back to School Event for Teachers	1,500
August	8/15	Music in the Park	3,000
September	9/19	Movie in the Park	1,500
September	9/19	Dog Show in the park	
October	10/4	Touch a Truck / Vintage Car Show	2,100
October	10/25	Fall Festival	2,000
November	11/22	Tree Lighting	5,000

Est. Cost for the year 60,000.



Meeting Date: DECEMBER 10, 2024

Attachment(s): Yes

10C) New Business – 2025-2026 Budget Development Calendar

COUNCIL ACTION AND/OR DIRECTION:

Approve 2025-2026 Budget Development Calendar.

DESCRIBE ATTACHMENT(S) AND MATTER:

2025-2026 Budget Development Calendar (Draft).

NOTES:

Proposed Budget Calendar

Adoption of 2025-26 Budget Calendar December 10th

Department Heads Present to Budget Committee Jan 6th 6:00 PM

Council Planning Budget Retreat Jan 11th 9:00 AM

Public Hearing for public Input February 11th 6:00 PM

Budget Workshop with Budget Committee and Town Board February 18th 6:00 PM.

Present Proposed 2025-26 Budget May 13th 6:00 PM

Budget Workshop May 27th 6:00 PM

Public Hearing & Adoption 2025-26 June 10th 6:00 PM



Meeting Date: DECEMBER 10, 2024

Attachment(s): Yes

10D) New Business – Founders Day Fireworks Contract

COUNCIL ACTION AND/OR DIRECTION:

Review Contract and Approve

DESCRIBE ATTACHMENT(S):

2025 Founders Day Fireworks Proposal

NOTES:

CLASS A SERVICES AND STORAGE, INC. AGREEMENT

This contract entered into in this 20th day of October 2024 A.D. by and between Class A Services and Storage, Inc. of Stella, North Carolina (referred to as "Class A") and The Town of Summerfield (referred to as CUSTOMER).

WITNESSETH: CLASS A for and in consideration of the terms hereinafter mentioned, agrees to furnish to the CUSTOMER_TWO_(2) Fireworks Display(s) as per agreement made and accepted and made a part hereof, including the services of our Operator to take charge of and fire display under the supervision and direction of CUSTOMER, said display to be given on the evening of **May 17, 2025** CUSTOMER INITIAL _____, weather permitting. There will not be any penalty to customer should either or both shows be canceled due to inclement weather.

CLASS A agrees to furnish all necessary fireworks display materials and personnel for fireworks display in accordance with the program approved by the parties. Quantities and varieties of products in the program are approximate. After final design, exact specifications will be supplied upon written request. A deposit will not be required. Total cost is \$5,500.00.

Any outstanding balances will have a service charge of 2.0% per month shall be added if account is not paid in full within thirty days after display date. Further, on balances outstanding of 60 days or more, CLASS A is entitled to recover the balance due, plus accrued interest, plus attorney fees of 20% of past due plus court costs.

CUSTOMER agrees:

- (A) That the Sponsor of any covered display shall agree to procure and furnish a suitable place to display the said fireworks, and to secure all police, fire, local and state permits, and to arrange for any bonds as required by law in the Sponsors's community when necessary, and agree to furnish necessary police, fire and Sponsors's protection, for proper crowd control, auto parking and proper supervision in clearing of debris or any pyrotechnic material which remains at the site of the Display after the display has taken place.
- (B) Provide a minimum setback of 210 feet at all points from the discharge area and a suitable place to fire the fireworks from.
- (C) Following the display customer shall be solely responsible for ALL cleanup and policing of the display area including, but not limited to, the removal of all unexploded fireworks.

It is further agreed and mutually understood that nothing in this contract shall be constructed or interpreted to mean a partnership, both parties being responsible for their own separate debts, obligations and neither party shall be responsible for any agreements not stipulated in this contract.

The parties hereto do mutually and severally guarantee terms, conditions, and payments of this contract, these articles to be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

Class A Services and Storage, Inc.
BY _____

Date Signed: _____
Chris Moncourtois
President-Class A Services and Storage, Inc.
160 White Oak Bluffs
Stella, N.C. 28582
(252) 393-6693

CUSTOMER
BY _____

It is duly authorized agent, who represents he/she has authority
to bind customer

Date Signed: _____
Name: _____

Please type or print

address: _____

Phone: _____



Class A Fireworks

Fireworks Proposal
May 17, 2025
Founder's Day Celebration
\$5,500.00

Opening of Display

The fireworks display will open with a barrage of colored shells and effects similar to a finale. The Opener will contain colored shells and salutes to gain the attention of the audience. The opening will be electronically fired to insure proper timing and appearance.

Body of the Program

The body of the program will contain several hundred shells and shots and will be fired at a pace of one shell every 5-6 seconds. The shells will be of the highest quality from Lidu, Vulcan and GP and will consist of Peonies, Palm Trees, Chrysanthemum, Dragon Eggs, Glitter shells, Crossettes, Crackling, Salutes, Brocade and Pattern shells.

Final Finale

Upon completion of the body, the final finale will be shot. The finale will be made up of over one hundred and fifty shells starting with smaller shells and graduating to larger shells and will be fired electronically to insure proper timing. The finale will grow in size and intensity. The finale will end with super charged salutes.

The price of the display will include two million of insurance, filing the fireworks permit (up to \$200), setting up and firing the display and cleanup in the immediate area of the display.

Class A takes pride in each one of its displays. We take the time to properly plan each display to insure a beautiful and impressive display.



Meeting Date: DECEMBER 10, 2024

Attachment(s): Yes

10E) New Business - Voluntary Annexation Forms & Processes

COUNCIL ACTION AND/OR DIRECTION:

Review and approve proposed Voluntary Annexation Forms & Process

DESCRIBE ATTACHMENT(S) AND MATTER:

Proposed Voluntary Annexation Forms & Process

NOTES:



Town of Summerfield: Planning Department
PO B)X 970
4117 Oak Ridge Rd.
Summerfield, NC 27358
ph: 336-643-8655 fax: 336-643-8654
www.summerfieldnc.gov

VOLUNTARY ANNEXATION PETITION

DEPARTMENT USE ONLY: DATE FILED _____; CASE # _____; FIRE DISTRICT _____.

INSTRUCTIONS

Please complete this application and provide the required information. For this application to be accepted, all applicable sections of this form must be completed, and all required information provided at the time of submittal.

- Include with this application a complete copy of the last **deed of record** for all property to be annexed. Also, include a **written metes and bounds description** if the description contained in the deed is different from the boundary survey of the property to be annexed.
- Include a **map** that shows the property to be annexed. This initial map does not have to be professionally prepared but must be clear and to a readable scale.
- Please be advised that the petitioner must have an annexation map prepared by a professional land surveyor or professional engineer and submitted for review by Town staff prior to the advertised annexation public hearing.
- **All annexation requests shall be processed in accordance with Article 4A of Chapter 160A of the North Carolina General Statutes.**

I. GENERAL INFORMATION

I/WE the undersigned owners of real property respectfully request that the area described herein be annexed into the Town of Summerfield. The area to be annexed is **contiguous** / **non-contiguous** to the current corporate limits of the Town of Summerfield and the boundary of such land area is described in the attached deed(s) and illustrated on the attached map. If contiguous, this annexation will include all intervening rights-of-way for streets, railroads, and other areas as stated in NC General Statute 160A-31 (f).

Primary Contact Person Information

1. Applicant:

Name and Address: _____
Street Address, City, State, Zip Code

Telephone number (w) _____ (fax) _____ (e-mail) _____

2. Property Owner: (if different from applicant):

Name and Address: _____
Street Address, City, State, Zip Code

Telephone number (w) _____ (fax) _____ (e-mail) _____

If there are additional property owners, check here and attach their names, addresses and telephone numbers.

3. Representative: If an attorney, engineer or realtor will represent the applicant and/or property owner, please list:

Name and Address: _____
Street Address, City, State, Zip Code

Telephone number (w) _____ (fax) _____ (e-mail) _____

Vested Rights:

Any zoning vested rights acquired pursuant to G.S. 160D-108.1 must be declared and identified in this application. Failure to declare vested rights, if existing, will result in the termination of any such rights previously acquired. The undersigned owner(s) **declare** **do not declare** that there is an established zoning vested right. (If a vested right(s) is declared, proof of such right(s) must accompany this application).

I. PROPERTY INFORMATION

Street Address and/or General Location _____

Tax Parcel Number	Deed Reference	Acreage	Existing Population	Assessed Value	
				Land	Improvements
Totals:					

IF MORE PARCELS, ATTACH A SEPARATE SHEET WITH ALL REQUIRED INFORMATION

Annexation Petition

II. PLANNED IMPROVEMENTS

List the proposed land use(s), the description of planned improvements and the estimated costs of those planned improvements anticipated over the next 5 years on the property.

Year	# of Units ¹ and Type	Land Use Code ²	Length of New City Streets	Estimated Average Selling Price/Unit	Total Value
1					
2					
3					
4					
5					
Totals:					

¹Units=dwelling units or non-residential buildings

² 1=Commercial 2=Industrial 3=Residential

III. RIGHT-OF-WAY DEDICATION

By signing this annexation petition, the owner(s) acknowledge that the Town of Summerfield requires petitioners to offer the dedication of street right-of-way if the property to be annexed is situated on a street scheduled for improvement, as shown on any adopted Town Thoroughfare Plan and/or Collector Street Plan. The purpose of this right-of-way dedication is to reduce the public's expenditures for acquiring necessary rights-of-way for future improvements and to provide for street improvements in areas that will use and benefit from them. The owner(s) further understand that dedication of rights-of-way pursuant with annexation are separate from and in addition to the dedication of rights-of-way required under the Town's subdivision regulations or any dedication associated with a Conditional Zoning approval or Special Use Permit request.

The owner(s) also agree that a request for a waiver (if desired) of any right-of-way dedication requirement will be submitted with this application for review by Town Planning Staff and consideration by the Town Council. Only the Town Council may grant a waiver to a right-of-way requirement.

IV. APPLICABLE FEES

The owner(s) agree to pay the Town of Summerfield any applicable Development Fees for any utility service immediately prior to the time of annexation. Any utility line assessments which may have been levied shall be collected either by voluntary payment or through foreclosure of the same by the Town. Following annexation, the property annexed shall be subject to the same status regarding charges and rates as any other property located inside the corporate limits of the Town of Summerfield.

Annexation Petition

OWNERSHIP CERTIFICATION

The appropriate ownership certification must be signed by all legal property owners, including husband and wife, for this petition to be accepted for consideration. **Submittal of this application shall be acknowledgment and acceptance of the above noted statement and standards of the Town of Summerfield Development Ordinance.**

_____ Owner	_____ Date
_____ Owner	_____ Date
_____ Owner	_____ Date
_____ Owner	_____ Date

(attach additional signatures as necessary)

CERTIFICATE OF SUFFICIENCY

To the Town Council of the Town of Summerfield, North Carolina:

I, _____, City Clerk / Deputy City Clerk, do hereby certify that I have examined this application for voluntary annexation and have found it sufficient, pursuant to the Statutes of North Carolina, for the Town of Summerfield Town Board to establish a public hearing date regarding this annexation.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Summerfield, this ____ day of _____, 20____.

(Seal)

City Clerk

OR

Deputy City Clerk

Annexation Petition

PROCESS FOR VOLUNTARY ANNEXATION:

Annexation(s) are processed in accordance with NC General Statute (NCGS) 160A-31 (Annexation by Petition of contiguous property). This request constitutes a voluntary annexation petition by the property owner. The cadence of the review of an annexation is as follows:

1. Application for annexation is submitted and all required fees are paid by the applicant to the Town Clerk of Summerfield.
2. In accordance with NCGS 160A-31 (c) the Clerk to the Board transmits a copy of the request to various municipal staff to investigate the validity of the request and provide a determination.
3. Once the results of the investigation are received, the Town Clerk certifies the sufficiency of the results and reports to the Town Board at a regularly scheduled meeting.
4. At that time, the Board can schedule a PUBLIC HEARING and authorize the advertising of same. The Board will set a date, time, and location for said hearing.
5. The advertisement for the PUBLIC HEARING, per NCGS 160A-31 (c), shall appear in a newspaper of general circulation for the Town at least ONCE, 10 days prior to the date of the hearing.

STAFF NOTE: Parcels being annexed into the corporate limits of the Town will need to be zoned consistent with the Town Unified Development Ordinance (UDO).

Zoning Map Amendments are reviewed during a LEGISLATIVE HEARING meeting the advertising requirements of NC General Statute(s) 160D-601 and G.S. 160D-602 and the Town of Summerfield UDO. Legislative hearings are required to abide by the following advertising requirements:

- a. Notice of the hearing shall be published once a week for two successive calendar weeks in a newspaper having general circulation in the area, the first time not less than 10 days nor more than 25 days before the date of the hearing.
- b. Summerfield staff are required send mailed notice to the property owner and all adjacent/abutting property owners informing them of the date, time, location and purpose of the hearing. This notice must be sent at least 10, but not more than 25, days prior to the date of the hearing.

STAFF NOTE: If the zoning map amendment is proposed in conjunction with an expansion of municipal extraterritorial planning and development regulation jurisdiction (i.e., ETJ only) under G.S. 160D-202, a single hearing on the zoning map amendment and the boundary amendment may be held. In this instance, the initial notice of the zoning map amendment hearing may be combined with the boundary hearing notice and the combined hearing notice mailed at least 30 days prior to the hearing.

- c. Summerfield staff are also required to post a notice on the property advertising the date, time, and location of the Legislative Hearing.

The Town Planning Board is required to review and make a recommendation on the rezoning in advance of the Legislative Hearing. This needs to be taken into consideration when looking to schedule required hearings. Further, the Town of Summerfield requires the holding of a neighborhood information meeting (Article 3 (A) (7) of the UDO) prior to the Planning Board meeting to review the rezoning request.

Annexation Petition

As annexation petitions are submitted, the Planning Department will need to work with the Town Clerk to ensure all necessary meetings are held and properly advertised in accordance with local and State law.

6. Staff will send notices to adjacent property owners and the County informing them of the Town's intention to annex the parcel and extend zoning onto the subject parcel.
7. Town staff will post signage on the property 10 days before the date of the hearing advertising the meeting date/time/location for the annexation request and extension of zoning.
8. Public Hearing: the Board will hold the hearing and take action that evening on the annexation request. If the elected officials find the submitted petition meets the requirements of State law and are eligible for annexation, the Board can adopt an annexation ordinance for the area with an effective date no later than 24 months after the adoption of the ordinance.
9. If approved, the Town Clerk shall file a copy of the Annexation Ordinance and associated maps and supporting documents at the Guilford County Registrar of Deeds Office and with the NC Secretary of State. Once the ordinance has been signed following the approval of an annexation petition, Planning staff will notify internal and external departments throughout the City and provide documentation to Guilford County of the action.

The Voluntary Annexation Petition process takes approximately 120 days to complete with internal staff review and the scheduling and holding of required hearings, including the establishment of initial zoning.