



**Town of Micro**  
**Board of Commissioners Meeting AGENDA**  
**Tuesday - July 8, 2025**  
**7:00 p.m.**  
**Micro Town Hall**

**1. CALL TO ORDER**

- Call to Order
- Pledge of Allegiance
- Invocation

**2. PUBLIC COMMENT**

**3. ADJUSTMENT/ADOPTION OF THE AGENDA**

- a. Adjustments to the Agenda
  
- b. Adoption of the Agenda

**POTENTIAL ACTION:**

Adoption of Agenda

**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
  - *April 8, 2025 – Regular Meeting*
  - *June 10, 2025 – Regular Meeting*

**POTENTIAL ACTION:**

Adoption of Consent Agenda as Presented

**5. SPECIAL PRESENTATION/INTRODUCTIONS**

- a. Introduction of New Employee  
*Presenter: Marty Parnell, Mayor*
  - *Christy Thomas – Finance Officer*
  
- b. Swearing In of Finance Officer  
*Oath Issued by: Kimberly Moffett, Town Clerk*

**6. FINANCIAL & WATER SEWER REPORT**

- a. Billing Adjustment Report  
*Presenter: Kimberly Moffett, Town Clerk*
  - *Report*
  
- b. Water Sewer Report  
*Presenter: Jason Bank, Public Works Director*

**7. PLANNING BOARD REPORT**

- a. Planning Board/BOA Report  
*Presenter: Chad Holloman, Planning Board Chair*

**8. OLD BUSINESS**

**9. PUBLIC HEARINGS**

- a. Text Amendment #2025-12-0A – Food Truck Ordinance  
*Presenter:* Kimberly A. Moffett, Town Clerk & Chad Holloman, Planning Board
- *Newspaper Advertisement*
  - *Planning Board Recommendation*
  - *Ordinance for Text Amendment - #2025-07-01*
  - *Application*
  - *Ordinance for Fees & Charges - #2025-07-02*

**POTENTIAL ACTIONS:**

Adoption of Ordinance #2025-07-01  
& Adoption of Ordinance #2025-07-02

- b. Text Amendment #2025-13-0A – Setbacks in RA Zoning  
*Presenter:* Kimberly A. Moffett, Town Clerk & Chad Holloman, Planning Board
- *Newspaper Advertisement*
  - *Planning Board Recommendation*
  - *Red Line Version*
  - *Ordinance for Text Amendment - #2025-07-03*

**POTENTIAL ACTION:**

Adoption of Ordinance #2025-07-03

## 10. NEW BUSINESS

- a. DEQ Appointments to Submit Claims for the Town of Micro  
*Presenter:* Kimberly Moffett, Town Clerk
- *Jason Banks – Public Works Director*
  - *Christy Thomas – Finance Officer*
  - *Appointment Document*

**POTENTIAL ACTION:**

Approval of Appointments

- b. Resolution Appointing Finance & Deputy Finance Officers – Bank Signatories  
*Presenter:* Kimberly Moffett, Town Clerk
- *Resolution #2025-17*

**POTENTIAL ACTION:**

Adoption of Resolution #2025-17

- c. Resolution – 2024 Local Water Supply Plan  
*Presenter:* Jason Banks, Public Works Director

- *Resolution #2025-18*
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**POTENTIAL ACTION:**

Adoption of Resolution #2025-18

## 11. COMMISSIONER REPORTS

- a. Special Events Report  
*Presenter:* Katy Garcia, Commissioner

## 12. CLOSED SESSION

## 13. ADJOURNMENT

a. Adjourn the Meeting

**POTENTIAL ACTION:**

Motion to Adjourn



**Town of Micro**  
**Board of Commissioners Meeting MINUTES**  
**Tuesday –June 10, 2025**  
**7:00 p.m.**  
**Micro Town Hall**

**Elected Officials Present:**

Marty Parnell, Mayor  
Kevin Worley, Mayor Pro Tem  
Tim Earp, Commissioner  
Katy Garcia, Commissioner

**Others Present:**

Kimberly Moffett Town Clerk

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**1. CALL TO ORDER**

- Call to Order
- Pledge of Allegiance
- Invocation

Mayor Parnell called the meeting to order at 7:03 p.m. He led everyone in the Pledge of Allegiance and offered the Invocation.

**2. PUBLIC COMMENT**

Johnston County Commissioner Ted Godwin was present and provided an update on the naming of the bridge in honor of Dr. Batten.

**3. ADJUSTMENT/ADOPTION OF THE AGENDA**

- a. Adjustments to the Agenda
- b. Adoption of the Agenda

It was requested that the minutes from April 8, 2025 be pulled from the agenda. They will be provided at the July 2025 meeting. It was also requested that Item 11b be added to discuss Fundraiser Spaghetti Dinner.

**ACTION:** Adoption of Agenda with adjustment as listed above.

Motion: Mayor Pro Tem Worley  
Second: Council Member Garcia  
Vote: Unanimous

**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 - May 13, 2025 – Regular & May 14 & 22, 2025 – Special Meetings

**ACTION:** Adoption of Consent Agenda

Motion: Council Member Garcia  
Second: Council Member Earp  
Vote: Unanimous

## 5. SPECIAL PRESENTATION/INTRODUCTIONS

## 6. FINANCIAL REPORT

- a. Billing Adjustment Report

## 7. PLANNING BOARD REPORT

- a. Planning Board/BOA Report  
*Presenter:* Chad Holloman, Planning Board Chair

Mr. Holloman stated the Planning Board met in May and continued work on the proposed Food Truck Ordinance. Additional information is requested from Fire Marshall and once that is received, it will be incorporated into suggested ordinance language. It is anticipated that this item will be presented at a Public Hearing at the July 8, 2025 Board of Commissioners meeting.

## 8. OLD BUSINESS

## 9. PUBLIC HEARINGS

- a. FY '25-'26 Budget  
*Presenter:* Marty Parnell, Mayor

Mayor Parnell shared information about the numerous budget work sessions that were held and provided the following bullet points from the proposed FY '25-'26 budget"

- Current Tax Rate is .62 per \$100
- Proposed Tax Rate is .39
- Garbage Fees will be increased by 7%
- Full Time Deputy Clerk position was eliminated
- Full Time Finance Officer position was budgeted for
- Micro Fire Department will receive 16.5% funding which equates to a \$5,660 increase
- \$5,000 was added in Parks & Recreation to support anticipated opening of Community Building
- In Town Residential Water & Sewer Base Rates increase by 4.5%
- Out of Town increase by 9%
- In Town Commercial Water & Sewer Base Rates and Consumption Rates increase by 9%
- Out of Town Commercial Water & Sewer Base Rates and Consumption Rates increase by 13.5%
- Consumption rate for all out of town customers changed to charging per gallon rather than charging at begging gallon 2001

There was discussion that the money set aside for opening of Community Center would include purchase of required appliances.

**ACTION:** Adoption of Ordinance #2025-06-01

Motion: Mayor Pro Tem Worley  
Second: Council Member Garcia  
Vote: Unanimous

## 10. NEW BUSINESS

- a. Discussion of Possible Sale of Police Department Building  
*Presenter:* Marty Parnell, Mayor

There was discussion regarding possible sale of the Police Department Building. An appraiser will complete appraisal by the next council meeting. It was stated the building is in bad shape to include the floor needing to be replaced as well as water and termite damage. It was stated that there are currently chemicals being stored there and public works staff will dispose of those properly. Any remaining files will be moved to the Public Works garage.

There was brief discussion regarding the types of sales that can be done with reference to the sale of the building. It was agreed the sealed bid process would be best option.

## 11. COMMISSIONER REPORTS

- a. Special Events Report  
*Presenter:* Katy Garcia, Commissioner

Commissioner Garcia reminded everyone of the Endless Yard Sale which will be held along 301 on June 20-21, 2025. She stated spaces for booths would be available for rent in the parking lot of the building on Saturday – June 21, 2025.

- b. Fundraiser Event – June 28, 2025  
*Presenter:* Marty Parnell, Mayor

Mayor Parnell shared information about an upcoming Spaghetti Dinner Fundraiser for Commissioner Tim Earp and his upcoming surgery. The event will be held on Saturday, June 28, 2025 from 4:00 – 6:30 p.m. at the Micro Fire Department. Tickets for dinner will be \$10.00 and there will also be a silent auction on some great items. Everyone is encouraged and invited to attend and help support the Earp Family with medical expenses related to Commissioner Earp's surgery.

## 12. CLOSED SESSION

## 13. ADJOURNMENT

- a. Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 7:35 p.m.

**ACTION:** Motion to Adjourn

Motion: Council Member Garcia  
Second: Council Member Earp  
Vote: Unanimous

Duly adopted this the 8<sup>th</sup> day of July, 2025 while in regular session.

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Marty Parnell  
Mayor

ATTEST:

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Kimberly A. Moffett, CMC, NCCMC  
Town Clerk

Town of Micro  
Johnston County, NC

# *Oath of Office*

Finance Officer

I, Christy Thomas, do solemnly and sincerely swear that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duty of my officer as Finance Officer for the Town of Micro, so help me God.

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Christy Thomas

Oath issued this the 8<sup>th</sup> day of July by:

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Kimberly A. Moffett, CMC, NCCMC  
Town Clerk  
NC Public Notary



TOWN OF MICRO  
 UTILITY BILLING ADJUSTMENT REPORT  
        JUNE        , 2025

DATE OF ADJUSTMENT	ACCOUNT NAME	ADDRESS OF ADJUSTMENT	TYPE OF ADJUSTMENT	AMOUNT OF ADJUSTMENT	ADJUSTMENT APPROVED BY
6/3/2025	Noel Parker	406 Hwy 301	Filled Pool	\$93.75	MP
6/5/2025	Wilma Garrison	200 N. Davis	Filled Pool	\$44.16	MP
6/12/2025	Tiara Horton	206B. W. Fayetteville	Hot Water Heater Burst	\$45.11	MP

## INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **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: IXyl7m8LfeLdNFjlg8Q6 | **Proof Updated: Jun. 18, 2025 at 03:56pm EDT**  
 Notice Name: Text Amendments - Food Truck & Setbacks

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
Kimberly Moffett financialofficer@townofmicro.com (919) 284-2572	Johnstonian News - (Johnston County)

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**Columns Wide:** 1                      **Ad Class:** Legals

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06/25/2025: Other	30.00
07/02/2025: Other	30.00

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Subtotal	\$60.00
Tax %	0
Processing Fee	\$11.00
<b>Total</b>	<b>\$71.00</b>

### NOTICE OF PUBLIC HEARING

The Micro Board of Commissioners will conduct two Public Hearings for the following on Tuesday, July 8, 2025 at their 7:00 p.m. meeting. The meeting will be held in the Meeting Room of the Public Works/Business Center located at 450 US 301. #1 Proposal to amend Section 3-103-3 Table of Permitted Uses to include Food Trucks and Proposal #2 to amend the Town of Micro Zoning Ordinance, Section 3-103-1 regarding setbacks in the RA District. This is an open meeting and all interested parties are encouraged to attend. Further inquiries regarding this matter may be directed to Town Hall at (919) 284-2572.  
*The Johnstonian*  
 June 25, July 2, 2025

**TOWN OF MICRO**  
**PLANNING BOARD RECOMMENDATION**

Test Amendments  
#2025-12-0A & 2025-13-0A

During a the regular meeting held on Tuesday, June 24 2025, the Town of Micro Planning Board recommended the following action regarding the above referenced amendments to the Town's adopted Zoning Code

- ( X ) **APPROVAL** of the above referenced Zoning Code amendment request.
- ( ) **DENIAL** of the above referenced Zoning Code amendment request.

Duly adopted this the 24<sup>th</sup> day of June, 2025

*Byron Smith*

Byron Smith (Jun 25, 2025 18:41 EDT)

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Byron Smith  
Board of Adjustment Chair

**TOWN OF MICRO  
AMENDMENT TO ZONING CODE OF ORDINANCE  
SECTION 4-101-31**

**BE IT HEREBY ADOPTED BY THE TOWN OF MICRO BOARD OF COMMISSIONERS that** the Code of Ordinance, Section 4-101-31 be added and read as follows:

**4-101-31 Mobile Food Vendors/Food Trucks**

All mobile food vendors shall comply with the regulations of this section except for vendors associated with a town sponsored one-day event.\* A food truck that is part of a town sponsored event will be required to complete an application for a single use permit and all fees will be waived. It should be noted that this permit will only be good for the town event, it will not be active prior to or following the event.

There will be two different permits available; a single use permit, which will be valid for no more than 7 days and a long term permit, which will good for no longer than 90 days.

Mobile food vendors at fixed locations on private property shall obtain a zoning permit stipulating an expiration date of the permit not to exceed 90 days (three months). A copy of this zoning permit shall be posted conspicuously at or near the window or windows where customers order or pick up food being vended. Documents required to be submitted at the time a permit is applied for shall include the following:

1. A copy of any written agreement between the mobile food vendor and the owner of the private property where mobile vending will take place.
2. A copy of the most recent inspection from the Environmental Health Department that licensed the mobile food vendor (food truck).
3. A copy of the State issued photo identification of the applicant, which shall be placed on file with the town. The name, along with a copy of the State issued photo identification of any alternate mobile food vending personnel shall be provided if other persons will be allowed at any date/time by the applicant to vend from the permitted food truck.

**A. Siting Requirements.**

1. A maximum of two (2) mobile food vendors shall be located on a Lot or Parcel in Residential Agricultural (RA), Downtown Commercial District (CD), Commercial Highway (CH) and Light Industrial (LI) except Commercial Highway (CH) and/or Light Industrial (LI) . In the CH or LI Districts, a maximum of four (4) mobile food vendors may operate on any privately owned parcel exceeding three (3) acres in size.
2. Mobile food vendors shall be located a minimum of one hundred (100) feet\*, from the main entrance to any eating establishment or similar food service business, and one hundred (100) feet\* from any outdoor dining area operated as part of an eating establishment, as measured from the designated location on the Lot or Parcel accommodating the food truck,

trailer or cart. *\*Unless this is waived in writing from owner of eating establishment or food service business.*

3. Mobile food vendors, food trucks, trailers and carts shall be located a minimum distance of fifteen (15) feet from any fire hydrant.
4. Mobile food vendors, food trucks, trailers and carts shall not be located within any area of the Lot or Parcel that impedes, endangers, or interferes with pedestrian or vehicular traffic.
5. Mobile food vendors, food trucks, trailers and carts shall not occupy any parking spaces required to fulfill the minimum requirements of the principal use, unless the Principal Use's hours of operation do not coincide with those of the food truck business. Nor shall any mobile food vendor occupy parking spaces that may be leased to another business and used to fulfill its minimum parking requirements.
6. Food trucks, trailers and carts shall not occupy any handicap accessible parking space as specified in NCGS § 20-37.6.

## **B. Operations.**

1. One freestanding sandwich board sign shall be permitted as part of the food truck, trailer or cart vending operation.
2. No audio amplification shall be permitted as part of the food truck, trailer or cart vending operation.
3. Hours of operation of food trucks, trailers and carts shall be limited to the hours between 5:00 a.m. and 10:00 p.m. When open for business, the food truck, trailer or cart operator, or his or her designee, shall be present at all times, except in cases of an emergency. If the food truck, trailer or cart operator's name does not match the name on the zoning permit displayed conspicuously at the window or windows where customers order or pick up food being vended, the name of the operator shall be displayed alongside the permit.
4. The food truck, trailer or cart vendor is responsible for the proper disposal of waste and trash associated with the operation. Town trash receptacles are not to be used for this purpose. Vendors shall remove all waste and trash from their approved location at the end of each day or as needed to maintain the health and safety of the public. The vendor shall keep all areas of the permitted lot free and clean of grease, trash, paper, cups, cans or other materials associated with the vending operation. No liquid waste or grease is to be disposed in tree pits, storm drains or onto the sidewalks, streets, or other public space. Under no circumstances shall grease be released or disposed of in the Town's sewer system.
5. All equipment required for the operation shall be contained within, attached to or within twenty (20) feet of the food truck, trailer, or cart. All food preparation, storage, and sales-distribution shall comply with all applicable County, State and Federal Health Department sanitary regulations.

## **C. Permits Required.**

1. A Town-issued mobile food vendor permit shall be obtained in accordance with this ordinance by the vendor. Prior to the issuance of the permit, the vendor shall provide evidence of having obtained a food vending permit from the Johnston County Environmental Health Department (if applicable), a North Carolina Sales and Use Certificate for collecting and paying the proper sales taxes (if applicable), and a means for the disposal of grease within an approved grease disposal facility.

2. If at any time evidence of the improper disposal of liquid waste or grease is discovered, the mobile food vendor permit shall be rendered null and void, and the business shall be required to cease operation immediately. The vendor shall be cited for the violation as hereinafter set forth.
3. Copies of the zoning permit and food vending permit shall be kept in the food truck, trailer, or cart at all times.
4. If at any time, the Johnston County Environmental Health Department revokes or suspends the issued food vending permit, the Town permit for mobile food vending operation shall be revoked or suspended simultaneously.

**D. Enforcement.**

1. This section shall be enforced by law as provided in G.S. § 160A-175. All criminal sanctions shall be up to the dollar limit provided in G.S. § 14-4(a), as currently enacted or as hereafter amended, or any similar limitations.
2. The civil penalty for violating this section shall be as follows: For the first offense, the fine shall be one hundred (\$100.00) dollars. For the second offense, the fine shall be three hundred (\$300.00) dollars. The mobile food vendor permit shall be revoked after the third offense.

Duly adopted this the 8<sup>th</sup> day of July, 2025 while in regular session.

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Marty Parnell  
Mayor

ATTEST:

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Kimberly A. Moffett, CMC, NCCMC  
Town Clerk



TOWN OF MICRO  
PO Box 9  
450 US Highway 301 N  
Micro, NC 27555  
Office: 919-284-2572

## **MOBILE FOOD VENDOR/FOOD TRUCK PERMIT**

**Single Use Permit Fee: \$25.00 (Up to 7 Days)**

**Permit: \$100.00 (Up to 90 Days)**

### **APPLICANT INFORMATION:**

Name of Applicant/Petitioner: \_\_\_\_\_

Mailing Address of Applicant/Petitioner: \_\_\_\_\_

Telephone Number of Applicant/Petitioner: \_\_\_\_\_

Email Address of Applicant/Petitioner: \_\_\_\_\_

### **INFORMATION ON PROPOSED LOCATION OF FOOD TRUCK:**

Name of Food Truck: \_\_\_\_\_

Acreage of Property: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Address/Location: \_\_\_\_\_

### **PROPERTY OWNER INFORMATION:**

Name of Owner: \_\_\_\_\_

Mailing Address of Owner: \_\_\_\_\_

Telephone Number of Owner: \_\_\_\_\_

Email Address of Owner: \_\_\_\_\_

**REQUIRED DOCUMENTATION:**

- A copy of any written agreement between the mobile food vendor and the owner of the private property where mobile vending will take place.
- A copy of the most recent inspection from the Environmental Health Department that licensed the mobile food vendor (food truck).
- A copy of the State issued photo identification of the applicant, which shall be placed on file with the town. The name, along with a copy of the State issued photo identification of any alternate mobile food vending personnel shall be provided if other persons will be allowed at any date/time by the applicant to vend from the permitted food truck.

*Please refer to Zoning Ordinance Section 4-101-31 for all additional information.*

\_\_\_\_\_  
*Applicant/Owner Name (Print)*

\_\_\_\_\_  
*Applicant/Owner Signature*

\_\_\_\_\_  
*Date*

**OFFICE USE ONLY:**

Date Application Received: \_\_\_\_\_ Amount/Fee Paid: \_\_\_\_\_ File#: \_\_\_\_\_



TOWN OF MICRO  
 COMPREHENSIVE LIST OF FEES & CHARGES

EFFECTIVE DATE JULY 8~~1~~, 2025

<b>Administration – Water/Sewer/Trash Account Set Up &amp; Late Fees</b>	
Water Deposit – Renter	\$175.00
Water Deposit – Owner	\$100.00
New Customer Account - Administrative Fee	\$75.00
Trash Pick Up	\$23.50
Extra Trash Can	\$11.75
Extra Recycling Can	\$6.40
Late Fee	\$50.00
Reconnection Fee	\$50.00
Weekday <i>After Hours</i> Reconnection Fee (after 4:30 p.m.)	\$125.00
<b>Administration - Miscellaneous</b>	
Copies (8.5"x11")	
Black & White	\$.25 per page
Color	\$1.00 per page
Fax	\$3.00
Notary Fee	\$10.00 per signature NCGS
Nonsufficient Funds Check Fee	\$35.00
<b>Water/Sewer Rates</b>	
<b><i>Residential Water – In Town</i></b>	
Base (up to 2,000 gallons)	\$ 31.52
2,001 to 5,000 gallons	0.00398
5,001 to 7,501 gallons	0.00821
7,501 gallons and higher	0.01117
<b><i>Commercial Water Rates - In Town</i></b>	
Base (up to 2,000 gallons)	\$ 32.87
2,001 to 5,000 gallons	0.00896
5,001 to 7,501 gallons	0.0134
7,501 gallons and higher	0.01642
<b><i>Institutional Water Rates - In Town</i></b>	
Base (up to 2,000 gallons)	\$ 32.87
2,001 to 5,000 gallons	0.00896
5,001 to 7,501 gallons	0.0134
7,501 gallons and higher	0.01642
<b><i>Residential Water Rates - Out of Town</i></b>	
Base	\$ 51.46



TOWN OF MICRO  
 COMPREHENSIVE LIST OF FEES & CHARGES

EFFECTIVE DATE JULY 8~~1~~, 2025

All Consumption	0.00796
<b><i>Commercial Water Rates - Out of Town</i></b>	
Base	\$ 53.58
All Consumption	0.01792
<b><i>Institutional Water Rates - Out of Town</i></b>	
Base	\$ 53.58
All Consumption	0.01792
<b><i>Water Rate County Line</i></b>	
Base	\$ 51.46
All Consumption	0.03283
<b><i>Residential Sewer Rates - In Town SRIN</i></b>	
Base	\$ 26.87
All Consumption	0.01317
<b><i>Commercial Sewer Rates - In Town SCIN</i></b>	
Base	\$ 29.22
All Consumption	0.01437
<b><i>Institutional Sewer Rates - In Town SIIN</i></b>	
Base	\$ 29.22
All Consumption	0.01437
<b><i>Sewer Flat Rate - In Town</i></b>	
Monthly Fee	\$ 46.49
<b><i>Residential Sewer Rates - Out of Town</i></b>	
Base	\$ 53.73
All Consumption	0.02633
<b><i>Commercial Sewer Rates - Out of Town</i></b>	
Base	\$ 58.45
All Consumption	0.02873
<b><i>Institutional Sewer Rates - Out of Town</i></b>	
Base	\$ 58.45
All Consumption	0.02873
<b><i>Sewer Flat Rate - Out of Town</i></b>	



TOWN OF MICRO  
 COMPREHENSIVE LIST OF FEES & CHARGES

EFFECTIVE DATE JULY 8~~1~~, 2025

Monthly Fee	\$ 53.86
<b><i>Sewer Flat Rate -5PPL</i></b>	

Monthly Fee	\$ 107.06
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**Permit/Application Fees**

Decks, Storage Buildings Permit	\$30.00
Duplex Permit	\$150.00
Commercial Permit	\$400.00
Signage Permit	\$50.00
<u>Mobile Food Vendor/Food Truck</u>	<u>\$25.00 – Single Use – Good for 7 Days</u> <u>\$100.00 – Long Term – Good for up to 90 days</u>
Fence Permit	\$30.00
Rezoning Application	\$275.00 PLUS Following based on acreage as listed below: Up to 2 acres - \$25.00 2.1 – 4 acres - \$50.00 4.1 – 7 acres - \$75.00 7.1 – 12 acres - \$100.00 12 acres and above - \$200 PLUS \$25.00 per acre over 12
Special Use Permit Application	\$250.00 PLUS any required Rezoning / Zoning Fees
Major & Minor Subdivision Application(s)	Major - \$200.00 PLUS \$10.00 per lot Minor \$150.00
Peddler/Solicitor Permit	\$25.00/monthly vendor permit PLUS Zoning Permit Fee of \$25.00 for homeowner
Zoning Verification Letter	\$75.00



TOWN OF MICRO  
 COMPREHENSIVE LIST OF FEES & CHARGES

EFFECTIVE DATE JULY 8~~1~~, 2025

Annexation Application	\$175.00 PLUS cost of Newspaper Advertisement as required by NCGS
Recombination/Map Review Signature Fees	\$75.00
Right of Way/Encroachment Application	\$300.00

Variance Application	\$250.00
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**Tap Fees\* lines owned by Town**

<i>Water Tap – Inside &amp; Outside Town Limits:</i>	
<b>ALL TAPS</b> *All tap installations must be inspected by Town of Micro Public Works.	Applicant must hire their own contractor. A preferred list is available from the Town of Micro.*
<i>Sewer Tap Inside &amp; Outside Town Limits:</i>	
<b>ALL TAPS</b> *All tap installations must be inspected by Town of Micro Public Works.	Applicant must hire their own contractor. A preferred list is available from the Town of Micro.*
<i>Water Meter Charges &amp; Tap Installation Inspection Fees</i>	
Meter Charge (In & Out of Town)	\$350.00
Inspection Fee – In Town	\$600.00
Inspection Fee – Out of Town	\$1,000.00
<i>Sewer Tap Installation Inspection Fees</i>	
Inspection Fee – In Town	\$600.00
Inspection Fee – Out of Town	\$1,000.00
<b>Bulk Pick-Up Fees</b>	Call for Estimate



**TOWN OF MICRO**  
**COMPREHENSIVE LIST OF FEES & CHARGES**

**EFFECTIVE DATE JULY 8~~1~~, 2025**

Regular Pick Up (Last Friday of the Month)	\$50.00 for each pick-up <i>*If multiple trips are required there is an additional fee of \$50.00 per trip</i>
Special Request Pick-Up (Must contact Public Works to arrange pick-up)	\$65.00 for each pick-up <i>*If multiple trips are required there is an additional fee of \$65.00 per trip.</i>
<b>Rental Fees</b>	

Park/Shelter	\$25.00 for 2-hr. increments <i>Example: 2 hours = \$25.00 / 4 hours = \$50.00</i>
<b>Community Building</b>	
<ul style="list-style-type: none"> <li>• Monday – Thursday</li> </ul>	\$75.00 per hour with 2 hour minimum* PLUS Refundable Security Deposit of \$150
<ul style="list-style-type: none"> <li>• Friday or Sunday</li> </ul>	\$90 per hour with 3 hour minimum* PLUS Refundable Security Deposit of \$150
<ul style="list-style-type: none"> <li>• Saturday</li> </ul>	\$100 per hour with 4 hour minimum* PLUS Refundable Security Deposit of \$150
	*Includes use of kitchen

**Town of Micro**  
**Ordinance Amending Comprehensive List of Fees & Charges**

Be it hereby adopted by the Board of Commissioners for the Town of Micro, North Carolina that the Schedule of Fees and Charges is hereby amended as follows as indicated on the attached Updated Comprehensive List of Fees & Charges, effective July 8, 2025.

1. Mobile Food/Food Truck Zoning Compliance Permits
  - Single Use – Good for up to 7 days - \$25.00
  - Long Term – Good for up to 90 days - \$100.00

Duly adopted this 8<sup>th</sup> day of July , 2025 while in regular session.

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Marty Parnell  
Mayor

ATTEST:

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Kimberly A. Moffett, CMC, NCCMC  
Town Clerk



## INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **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: IXyl7m8LfeLdNFjlg8Q6 | **Proof Updated: Jun. 18, 2025 at 03:56pm EDT**  
Notice Name: Text Amendments - Food Truck & Setbacks

**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
Kimberly Moffett financialofficer@townofmicro.com (919) 284-2572	Johnstonian News - (Johnston County)

**Columns Wide:** 1      **Ad Class:** Legals

06/25/2025: Other	30.00
07/02/2025: Other	30.00

Subtotal	\$60.00
Tax %	0
Processing Fee	\$11.00
<b>Total</b>	<b>\$71.00</b>

### NOTICE OF PUBLIC HEARING

The Micro Board of Commissioners will conduct two Public Hearings for the following on Tuesday, July 8, 2025 at their 7:00 p.m. meeting. The meeting will be held in the Meeting Room of the Public Works/Business Center located at 450 US 301. #1 Proposal to amend Section 3-103-3 Table of Permitted Uses to include Food Trucks and Proposal #2 to amend the Town of Micro Zoning Ordinance, Section 3-103-1 regarding setbacks in the RA District. This is an open meeting and all interested parties are encouraged to attend. Further inquiries regarding this matter may be directed to Town Hall at (919) 284-2572.  
*The Johnstonian*  
June 25, July 2, 2025

**TOWN OF MICRO**  
**PLANNING BOARD RECOMMENDATION**

Test Amendments  
#2025-12-0A & 2025-13-0A

During a the regular meeting held on Tuesday, June 24 2025, the Town of Micro Planning Board recommended the following action regarding the above referenced amendments to the Town's adopted Zoning Code

- ( X ) **APPROVAL** of the above referenced Zoning Code amendment request.
- ( ) **DENIAL** of the above referenced Zoning Code amendment request.

Duly adopted this the 24<sup>th</sup> day of June, 2025

*Byron Smith*

Byron Smith (Jun 25, 2025 18:41 EDT)

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Byron Smith  
Board of Adjustment Chair

**TOWN OF MICRO  
AMENDMENT TO ZONING CODE OF ORDINANCE  
SECTION 3-103-1**

**BE IT HEREBY ADOPTED BY THE TOWN OF MICRO BOARD OF COMMISSIONERS**  
that the Code of Ordinance, Section 3-103-1 be amended to read as follows:

3-103-1 Dimensional Standards

(A) Lots and buildings shall meet the following dimensional standards.

**Table 3-3: Minimum Dimensional Requirements for Lots in Specified Zoning Districts**

Use District	Minimum Lot Area (sq. ft.)	Minimum Lot Width (feet)	Minimum Setback			Maximum Building Height (feet)
			Front Yard (feet)	Side Yard (feet)	Rear Yard (feet)	
RA	25,000	100	25	15	25	35
R-15	15,000	90	25	20	30	35
R-10	10,000	75	25	12	25	35
CD	10,000	75	0	0	30	35
CH	10,000	75	50	10	30	35
LI	40,000	75	50	10	40	50

Duly adopted this the 8<sup>th</sup> day of July, 2025 while in regular session.

\_\_\_\_\_  
Marty Parnell  
Mayor

ATTEST:

\_\_\_\_\_  
Kimberly A. Moffett, CMC, NCCMC  
Town Clerk

NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY



DIVISION OF WATER INFRASTRUCTURE

Delegation of Authority to Submit Disbursement Requests for Division of Water Infrastructure Project Funds

As the Authorized Representative, named by title by the Governing Board of Town of Micro, I am responsible for reviewing and submitting disbursement requests for Division of Water Infrastructure-funded projects. I hereby delegate the following person/people from the same organization, and successors so titled, to review and submit project funding disbursement requests in the Division’s EBS System:

Jason Banks
Name (please type or print for clarity)

Public Works Director
Title\*

Christy Thomas
Name (please type or print for clarity)

Finance Officer
Title\*

Name (please type or print for clarity)

Title\*

\* Delegation is limited to employees of the organization/local government unit receiving project funding.

I understand that the delegate(s) above will be required to attest and certify, with each disbursement request, that the request has been reviewed and determined to represent true incurred costs that are eligible and allocable to the identified project, are in compliance with the contractual terms and conditions of the funding agreement, and have not been previously paid.

This request replaces all previously submitted delegations.

Authorized Representative Signature: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Authorized Representative Title: \_\_\_\_\_

Date: \_\_\_\_\_

INSTRUCTIONS FOR COMPLETING THE “DELEGATION OF AUTHORITY TO SUBMIT  
DISBURSEMENT REQUESTS” FORM

1. Only the Authorized Representative named or named by title by Resolution of the Governing Board for projects funded by the Division of Water Infrastructure may complete, sign and submit the Delegation of Authority to Submit Disbursement Requests Form (Form) to the Division of Water Infrastructure.
2. Delegated submitters must be employees of the organization or local government unit that is directly receiving Division of Water Infrastructure funding.
3. To allow for flexibility in submitting disbursement requests, it is recommended that multiple delegated individuals be named in the Form.
4. If the Authorized Representative wishes to change or add to the person(s) delegated, a new Delegation of Authority to Submit Disbursement Requests Form must be submitted to the Division of Water Infrastructure.
5. Each new Form replaces all previously submitted delegations.
6. The completed Form must be submitted to the Division of Water Infrastructure using the [DWI Laserfiche Portal](#) as a “Delegation to Submit Claims” document.

**RESOLUTION AUTHORIZING NAMING FINANCE OFFICER AND REPRESENTATIVES(S) OF THE MUNICIPALITY BE DESIGNATED AS DEPUTY FINANCE OFFICERS**

**WHEREAS**, N.C.G.S. 159-24 requires all local government to have a Finance Officer appointed; and

**WHEREAS**, the Micro Board of Commissioners had appointed the mayor to serve as the Finance Officer in November of 2022; and

**WHEREAS**, the Town of Micro has now hired a full-time Finance Officer; and

**WHEREAS**, it is the desire of the Micro Board of Commissioners to replace/modify Resolution #2022-01, which was adopted on November 28, 2022; and

**WHEREAS**, N.C.G.S. 159-25(b) states all checks or drafts shall be signed by the Finance Officer or a properly designated Deputy Finance Officer(s) and countersigned by another public authority designated for this purpose; and

**WHEREAS**, it is the desire of the Micro Board of Commissioners to authorize the following person(s) to sign/countersign checks on behalf of the Town of Micro;

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
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**Finance Officer:**

Christy Thomas	Finance Officer	_____
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**Deputy Finance Officers:**

Marty Parnell	Mayor	_____
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Kevin Worley	Mayor Pro Tem	_____
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This Resolution will be effective immediately and will remain until such time it is modified.

Duly adopted this the 8<sup>th</sup> day of July, 2025, while in special session.

\_\_\_\_\_  
Marty Parnell  
Mayor

ATTEST:

\_\_\_\_\_  
Kimberly A. Moffett, CMC, NCCMC  
Interim Town Clerk

## **RESOLUTION APPROVING LOCAL WATER SUPPLY PLAN**

**WHEREAS**, North Carolina General Statute 143-355 (I) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Local Water Supply Plan; and

**WHEREAS**, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for the Town of Micro has been developed and submitted to the Micro Board of Commissioners for approval; and

**WHEREAS**, the Micro Board of Commissioners finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (I) and that it will provide appropriate guidance for the future management of water supplies the Town of Micro, as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute;

**NOW, THEREFORE, BE IT RESOLVED** by the Micro Board of Commissioners of the Town of Micro that the Local Water Supply Plan entitled, 2024 Local Water Supply Plan dated June, 2025, is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

**BE IT FURTHER RESOLVED** that the Micro Board of Commissioners intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

Duly adopted this the 8<sup>th</sup> day of July, 2025 while in regular session

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Marty Parnell  
Mayor

ATTEST:

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Kimberly A. Moffett, CMC, NCCMC  
Town Clerk