



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

BOARD OF COMMISSIONERS

**September 09, 2019
7:00 PM**

This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.

Special accommodations for the disabled who attend public meetings can be made by contacting the Clerk to the Board 24 hours in advance at 252-338-6363, Ext. 100.

Please turn Cell Phone ringers off during the meeting.

Agenda

**Camden County Board of Commissioners
BOC - Regular Meeting
September 09, 2019
7:00 PM
Historic Courtroom, Courthouse Complex**

Call to Order

ITEM 6:00 PM Closed Session - Property Acquisition and Personnel

ITEM 7:00 PM Reconvene Board of Commissioners

Invocation & Pledge of Allegiance

Pastor Bill Blake - McBride United Methodist Church

ITEM 1. Public Comments

It is requested that comments be limited to (2-3) minutes. The length and number of comments may be limited upon the Chairman's discretion due to scheduling and other issues.

ITEM 2. Consideration of Agenda (For discussion and possible action)

ITEM 3. Conflict of Interest Disclosure Statement

ITEM 4. Presentations (For discussion and possible action)

- A. YouthVoice Conference - Adriane Navolis
- B. CMS Junior Beta Club - Starr Brinner
- C. Regional Advisory Council - Gwen Wescott
- D. Broadband Update - Ronald Van Geijn, Eastern Shore Communications

Recess to South Camden Water & Sewer District Board of Directors Meeting

Reconvene Board of Commissioners

ITEM 5. Public Hearings

- A. Ordinance 2019-09-01 Rezoning Application - Dan Porter

ITEM 6. Old Business (For discussion and possible action)

- A. Travel Policy - Ken Bowman
- B. Library Lease Contract - Ken Bowman
- C. Revised Camden Code Chapter 150 Minimum Housing Code - Dan Porter

ITEM 7. New Business (For discussion and possible action)

- A. Tax Report - Lisa Anderson
- B. Milltown Boat Ramp Contract - Dan Porter

ITEM 8. Board Appointments (For discussion and possible action)

- A. Parks & Recreation Advisory Board - Marc O'Neal

ITEM 9. Consent Agenda

- A. BOC Meeting Minutes - August 5, 2019
- B. Budget Amendments
- C. Tax Collection Report
- D. Pickups, Releases & Refunds
- E. Refunds Over \$100.00 - July 2019
- F. Refunds Over \$100.00 - August 2019
- G. DMV Monthly Report
- H. Surplus Property Requests
- I. Proposed County Logo & Tag Line
- J. Resolution 2019-09-01 Opposing Proposed Amendment 2 of the Southern Flounder Fishery Mngmt. Plan
- K. DHHS Request - Operation Santa Claus Project

ITEM 10. County Manager's Report

ITEM 11. Commissioners' Reports

ITEM 12. Information, Reports & Minutes From Other Agencies

- A. YTD Sales Tax Revenue Collections
- B. Register of Deeds Report
- C. JCPC Meeting Minutes
- D. Library Report

ITEM 13. Other Matters (For discussion and possible action)

ITEM 14. Adjourn



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.A
Meeting Date: September 09, 2019
Submitted By: Ken Bowman,
Administration
Prepared by: Karen Davis

Item Title YouthVoice Conference - Adriane Navolis

Attachments:

Summary:

Adriane Navolis, Camden County's YouthVoice representative, will report on her attendance at the NCACC Conference.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.B
Meeting Date: September 09, 2019
Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis

Item Title CMS Junior Beta Club - Starr Brinner

Attachments:

Summary:

The CMS Junior Beta Club will be recognized for its accomplishments this year at the NC, Jr. Beta Club Convention in Greensboro as well as the National Convention in Oklahoma City.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.C
Meeting Date: September 09, 2019
Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis

Item Title **Regional Advisory Council - Gwen Wescott**

Attachments:

Summary:

Mrs. Wescott will provide an update from the Regional Advisory Council.



CAMDENCOUNTY
new energy. new vision.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.D
Meeting Date: September 09, 2019
Submitted By: Ken Bowman,
Administration
Prepared by: Karen Davis

Item Title **Broadband Update - Eastern Shore Communications**

Attachments:

Summary:

Ronald van Geijn of Eastern Shore Communications will give a Broadband update.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 5.A

Meeting Date: September 09, 2019

Submitted By: Dan Porter, Planning Director
Planning & Zoning
Prepared by: Karen Davis

Item Title **Ordinance 2019-09-01 Rezoning Application**

Attachments: Agenda Summary Sheet Ordinance 2019-09-01
(DOC)
Staff Report (PDF)
Supporting Documents (PDF)
2019-09-01 - Ordinance Amending the Official Zoning
Map - Eric Wood
(DOC)

Summary sheet and supporting documentation attached.

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number:

Meeting Date: September 9, 2019
Attachments: Ordinance/Findings/Planning Board Recommendation
Submitted By: Planning Department

ITEM TITLE: Public Hearing Ordinance 2019-09-01;
Rezoning Application (UDO 2019-06-23)
for Eric Wood

SUMMARY:

Eric Wood met with planning staff on rezoning of his property (approximately 15.64 acres) he purchased located adjacent to 204 and 208 County Club Road. Mr. Wood purchased the property as an investment for him and his family with the initial desire to cut out two one acre lots, build two houses on septic systems as sewer is not available at this time, and keep remainder of land as farmland. Current zoning of Rural Residential (RR) has a minimum lot size of two acres.

Neighborhood meeting was held July 11, 2019 in the upstairs Courtroom of the Historic Camden County Courthouse. (comments included in attached staff report).

Planning Board met on July 17, 2019 and after discussion with applicant, staff and input from adjacent owner Planning Board made the following motions:

- **Consistency Statement:** Motion made the requested zoning is consistent with the objective of the Comprehensive Plan as it encourages higher density development within the Core Village boundaries.

Excerpt from Comprehensive Plan – Vision Statement

“New development will be focused within targeted core areas to breathe new life into established county villages and to efficiently use existing and planned infrastructure and public resources. New housing choices will be made available to serve families, young professionals, and retirees. Rural areas will maintain prominence in the county, and will continue to serve agricultural and forestry production and low density residential development.”

Motion passed: 5-0 Vote.

- Motion made to recommended approval of rezoning the 15.64 acre tract from Rural Residential (RR) to Village Residential (VR) as recommended by staff.

Motion passed: 5-0 vote.

| | |
|------------------------|-------|
| MOTION MADE BY: | |
| T. White | _____ |
| C. Riggs | _____ |
| G. Meiggs | _____ |
| R. Krainiak | _____ |
| R. Munro | _____ |
| NO MOTION | _____ |
| VOTE: | |
| T. White | _____ |
| C. Riggs | _____ |
| G. Meiggs | _____ |
| R. Krainiak | _____ |
| R. Munro | _____ |
| ABSENT | _____ |
| RECUSED | _____ |

Attachment: Agenda Summary Sheet Ordinance 2019-09-01 (2486 : Ordinance 2019-09-01 Rezoning Application)

RECOMMENDATION:

1. Hold Public Hearing
2. Amend Agenda for Consideration.

If recommendation is for approval the following two motions are needed.

1.
 - Consistency Statement: The requested zoning is consistent with the objectives of the Comprehensive Plan as it encourages higher density development within the Core Village boundaries.

Excerpt from Comprehensive Plan – Vision Statement

“New development will be focused within targeted core areas to breathe new life into established county villages and to efficiently use existing and planned infrastructure and public resources. New housing choices will be made available to serve families, young professionals, and retirees. Rural areas will maintain prominence in the county, and will continue to serve agricultural and forestry production and low density residential development.”

2.
 - Approve Ordinance 2019-09-01/Rezoning Application (UDO 2019-06-23) to rezone property from Rural Residential (RR) to Village Residential (VR).

STAFF REPORT

**UDO 2019-06-23
Zoning Map Amendment**

PROJECT INFORMATION

File Reference: UDO 2019-06-23
Project Name; N/A
PIN: 02-8934-04-52-4826

Applicant: Eric Wood
Address: 121 White Cedar Ln
Camden, NC
Phone: (252) 339-9855
Email:

Agent for Applicant:
Address:
Phone:
Email:

Current Owner of Record: Applicant

Meeting Dates:
7/11/2019
7/17/2019
**Neighborhood
Planning Board**

Application Received: 6/21/2019
By: Dan Porter, Planning Director

Application Fee paid: \$706.00 Check #1177

Completeness of Application: Application is generally complete

Documents received upon filing of application or otherwise included:

- A.** Rezoning Application
- B.** Deed
- C.** GIS Aerial, Current zoning, Comprehensive Plan Future Land Use and CAMA Land Use Plan Suitability Maps
- D.** Neighborhood Meeting Comments
- E.** Zoning Comparison RR/MX and RR/VR

REQUEST: Rezone approximately 15.64 acres from Rural Residential (RR) to Mixed Use (MX) on property located adjacent to 204 and 208 Country Club Road in Courthouse Township.

From: Rural Residential (RR) – Article 151.3.5.3 (Purpose Statement)

The Rural Residential (RR) district is established to accommodate low density residential neighborhoods and supporting uses on lots near bona fide farms and agricultural areas in the rural portion of the County. The district is intended to accommodate residential development in ways that will not interfere with agricultural activity or negatively impact the rural character of the County. One of the primary tools for character protection is the requirement to configure residential subdivisions of more than five lots as

Attachment: Staff Report (2486 : Ordinance 2019-09-01 Rezoning Application)

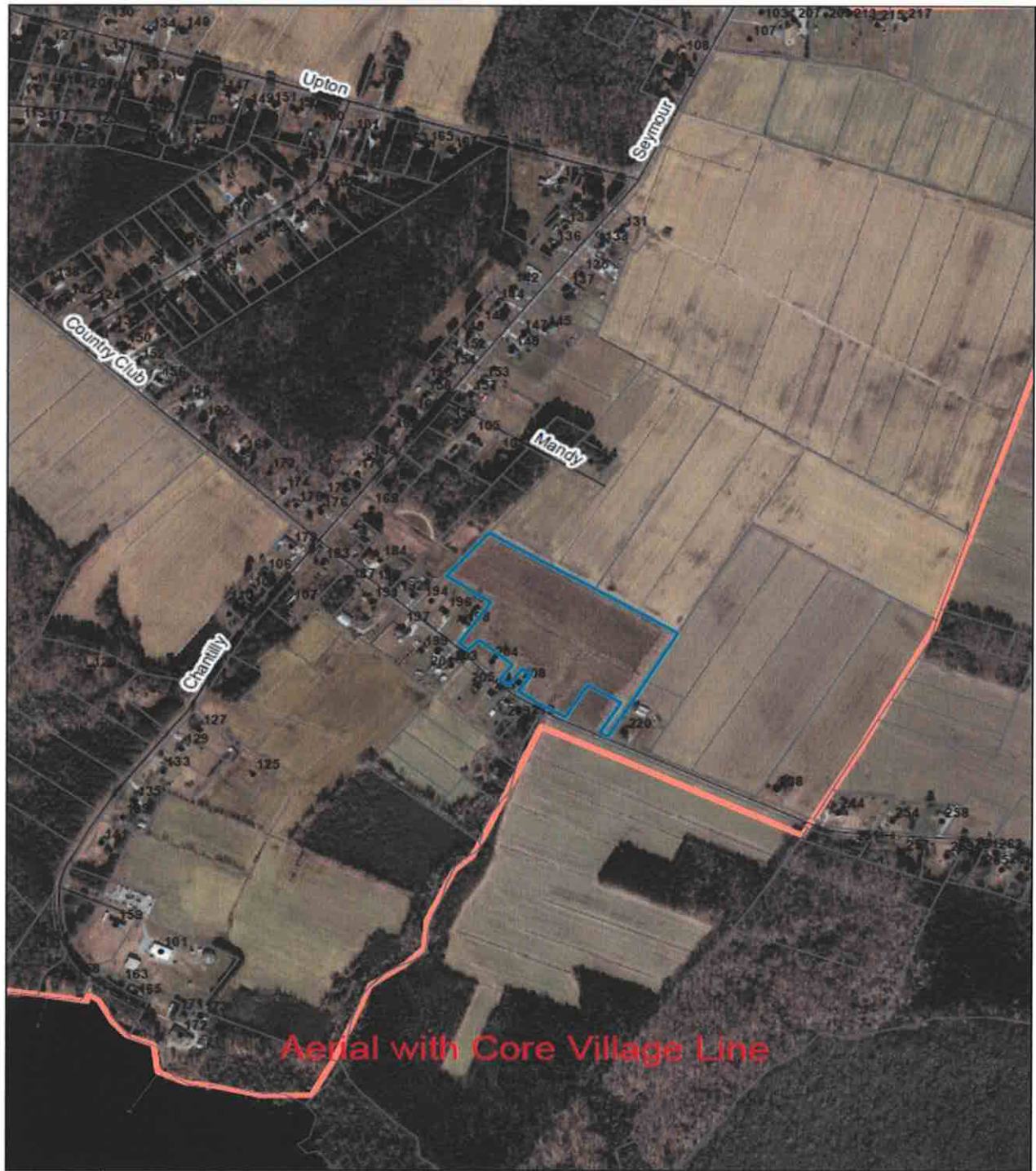
conservation subdivisions. The conservation subdivision approach seeks to minimize the visibility of new residential development from adjacent roadways through proper placement and screening. The district accommodates several differing agricultural uses and single-family detached homes. It also allows supporting uses like educational facilities, parks, public safety facilities, and utilities. District regulations discourage uses that interfere with the development of residential dwellings or that are detrimental to the rural nature of the district.

To: Mixed Use – Article 151.3.5.6 (Purpose Statement)

The Mixed Use district accommodates a diverse mix of uses on lands well served by public sewer and located within the core portions of the County's designated village centers. The district is intended to foster functional neighborhoods where County residents and visitors can live, work, shop, and recreate without travelling large distances between differing uses. Buildings are built close to the sidewalk and one another and served by public gathering areas that create places for people to congregate and interact. Off-street parking and service areas are located to the sides and rears of buildings to help ensure a continuity of building facades along street edges and to avoid areas that are unsafe or undesirable for pedestrians. The district encourages a fine-grained network of streets and pedestrian ways that allow a wide freedom of movement and choices in transportation mode. Uses are located in close proximity to one another and rely on design techniques to maintain compatibility instead of large yards, deep setbacks, and suburban-style vegetative buffers. The district allows a wide variety of housing types to promote population density and to support nearby retail, dining, and entertainment establishments. The district discourages the establishment of single-use, monolithic, and automobile-oriented forms of development that require large areas of off-street parking, large floorplates, or that fail to cater to pedestrians.

PROJECT LOCATION:

Vicinity Map: South Mills Township



Attachment: Staff Report (2486 : Ordinance 2019-09-01 Rezoning Application)

SITE DATA

Lot size: Approximately 15.64 acres.
Flood Zone: X
Zoning District(s): Rural Residential (RR)
Existing Land Uses: Farmland

Adjacent Zoning & Uses:

| | North | South | East | West |
|-----------------------|------------------------|------------------------|-------------------------|--|
| Zoning | Rural Residential (RR) | Rural Residential (RR) | Rural Residential (RR) | Rural Residential (RR)/Neighborhood Residential (NR) |
| Use & size | Housing | Farmland | Farmland | Housing/Farmland |

Proposed Use(s): Residential purposes.

Description/History of property: Property is located inside the Courthouse Core Village off Country Club road. Property was once in farm use until the passing of the owner and was sold to the current owner Mr. Wood.

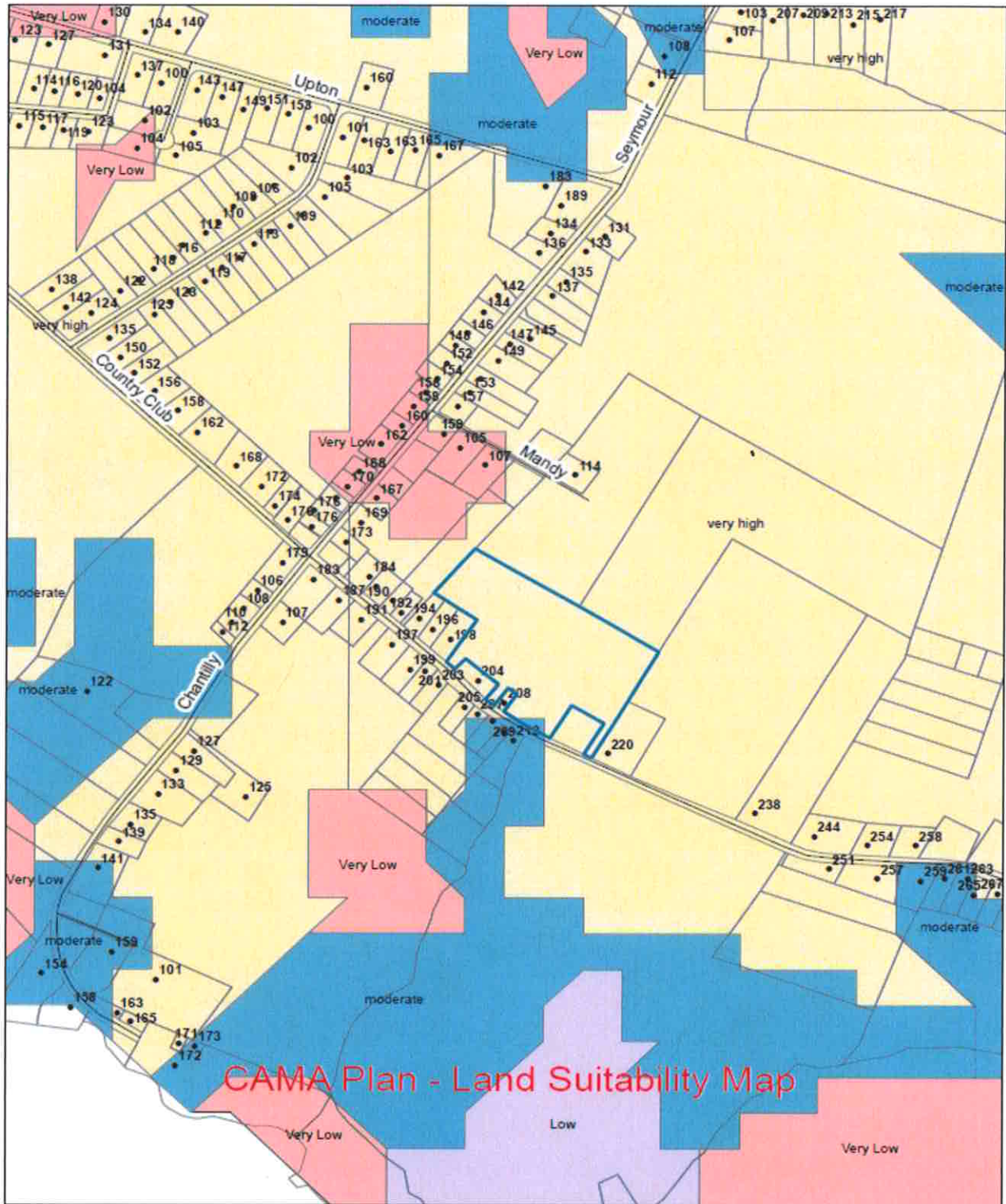
ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches:

Distance & description of nearest outfall: It appears the property drains to the west through a culvert under County Club Road and out to the Pasquotank River.

Attachment: Staff Report (2486 : Ordinance 2019-09-01 Rezoning Application)

CAMA Land Suitability:



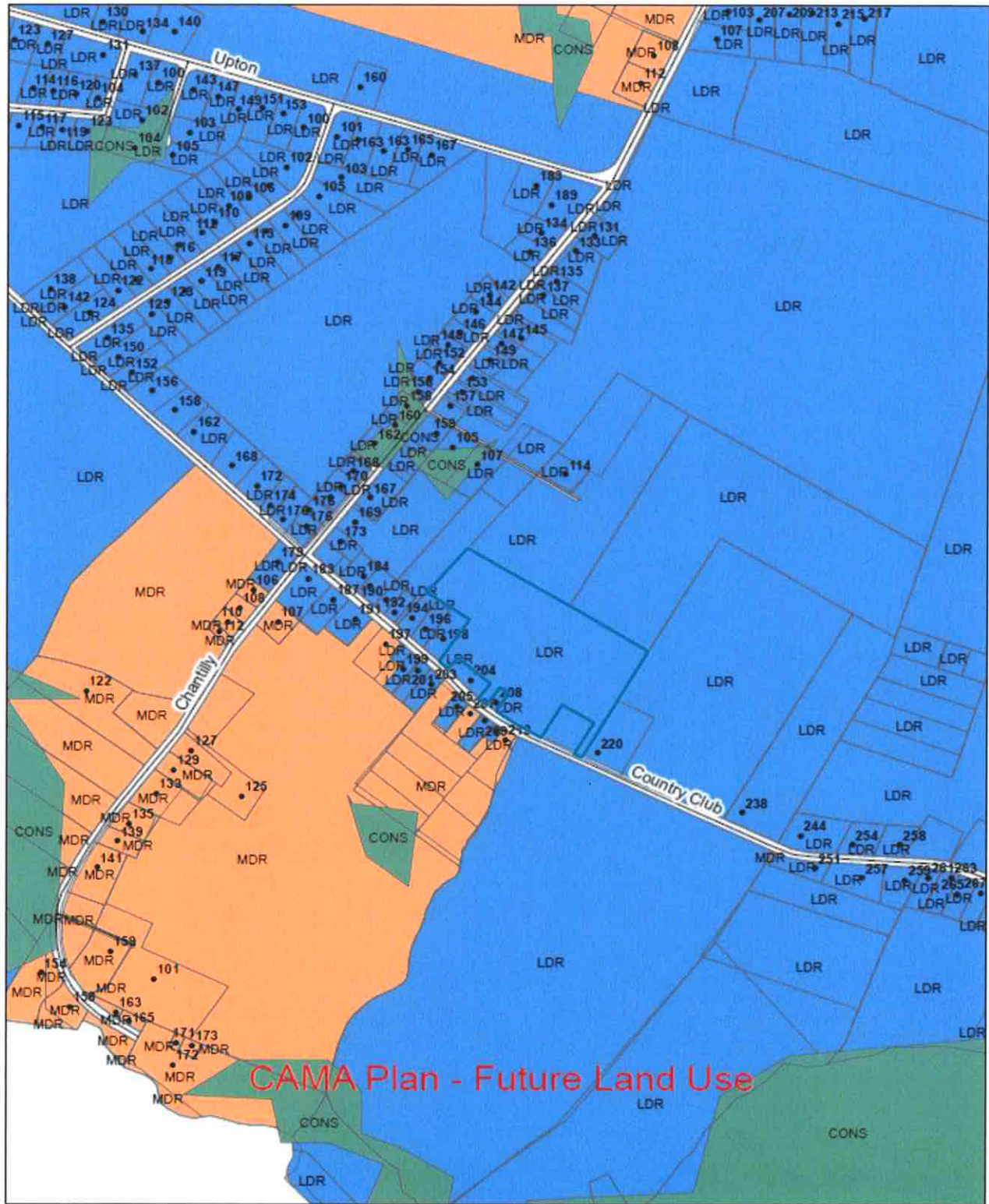
Attachment: Staff Report (2486 : Ordinance 2019-09-01 Rezoning Application)

Comprehensive Plan Future Land Use Map



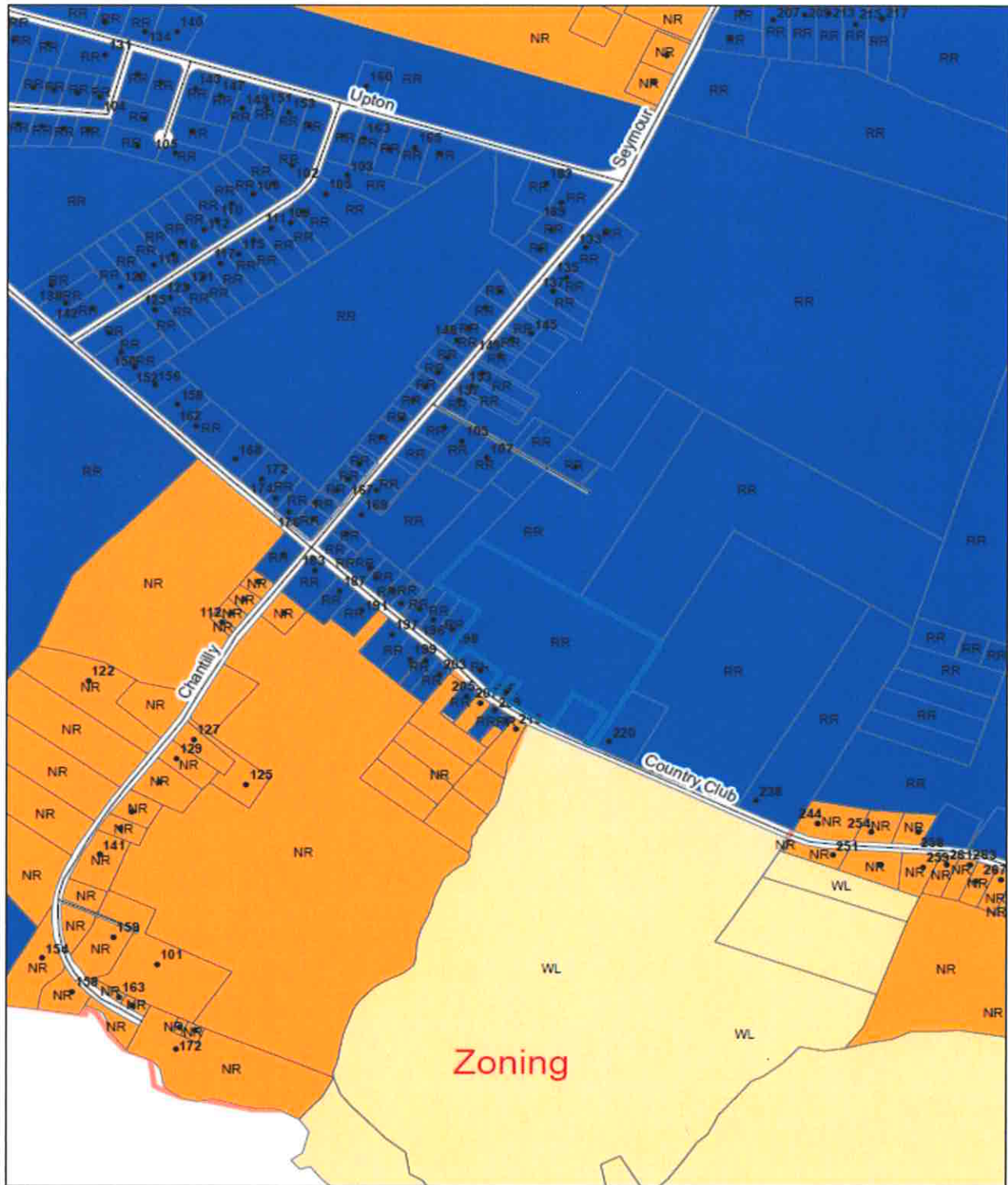
Attachment: Staff Report (2486 : Ordinance 2019-09-01 Rezoning Application)

CAMA Future Land Use Map



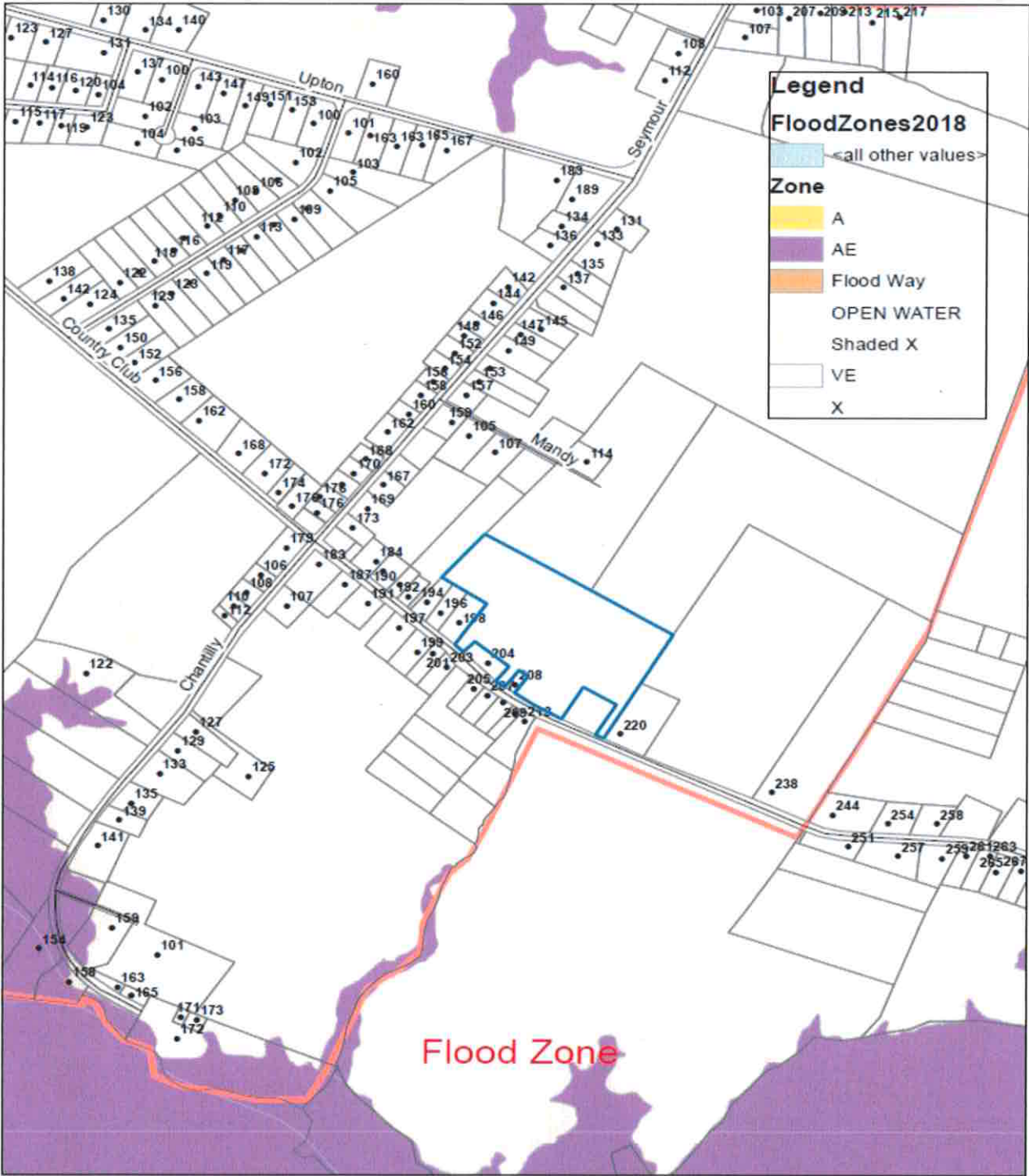
Attachment: Staff Report (2486 : Ordinance 2019-09-01 Rezoning Application)

Zoning Map:



Attachment: Staff Report (2486 : Ordinance 2019-09-01 Rezoning Application)

Floodplain Map



Attachment: Staff Report (2486 : Ordinance 2019-09-01 Rezoning Application)

INFRASTRUCTURE & COMMUNITY FACILITIES

| | |
|----------------------|---|
| Water | Water lines are located adjacent to property along Country Club Road. |
| Sewer | Not available. |
| Fire District | South Camden Fire District. |
| Schools | Impact calculated at Development stage. |
| Traffic | Generation of traffic will be at development stage. |

PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives:

Consistent Inconsistent

The CAMA Land Use Plan was adopted by the Camden County Board of Commissioners on April 4, 2005. The proposed zoning change is inconsistent in that the Future Land Use Maps has property identified as **Low Density Residential on 1-2 acres or greater**. However at the time the plan was adopted, the County had not considered connecting residential to sewer to allow for higher density residential development due to limited availability of sewer. .

2035 Comprehensive Plan

Consistent Inconsistent

The proposed zoning change is inconsistent with Comprehensive Plan (Adopted 2012) **Future Land Use Map as it shows the property to be Rural Residential**.

However the description of **Mixed Use** refers to providing higher density development on property located within the core portions of the county’s designated village centers with the availability of water/sewer. This property located within Courthouse Core Village.

Attachment: Staff Report (2486 : Ordinance 2019-09-01 Rezoning Application)

Also the description states:

. It (*Mixed Use*) includes Camden Plantation, a proposed planned unit development north of Main Street in the South Mills core village area, development opportunities south of Country Club Road and south of US 158 in Courthouse/Camden,

Once sewer is available proposed zoning will allow for residential densities of up to lots on higher density of up 4.35 dwellings per acre a variety of housing types, and limited commercial uses.

The Comprehensive Plan also includes a zoning district **Village Residential** which allows for moderate density up to 4.35 dwellings per acre and a variety of housing types, without commercial uses. This type of district serves as a transition from village core and highway commercial to more rural areas.

PLANS CONSISTENCY – cont.

Comprehensive Transportation Plan

Consistent Inconsistent

Property abuts Country Club Road.

Other Plans officially adopted by the Board of Commissioners

N/A

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

Yes No

Will the proposed zoning change enhance the public health, safety or welfare?

Reasoning: The proposed zoning change will enhance the public health, safety, or welfare as it will allow for higher density residential uses to support commercial uses nearby, with the availability of water and sewer. Sewer currently not available at this time. Based on location of property and surrounding uses, residential development on smaller lots

Yes No

Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification?

Reasoning: Uses in the requested zoning classification are more appropriate as it offers a mix of residential and commercial options.

For proposals to re-zone to non-residential districts along major arterial roads:

Yes No

Is this an expansion of an adjacent zoning district of the same classification? N/A

Reasoning:

Yes No

What extraordinary showing of public need or demand is met by this application? N/A

Reasoning:

Attachment: Staff Report (2486 : Ordinance 2019-09-01 Rezoning Application)

Will the request, as proposed cause serious noise, odors, light, activity, or unusual disturbances?

Yes No **Reasoning:** All uses permitted in the requested zoning classification should not cause any serious noise, odors, light activity, or unusual disturbances.

Does the request impact any CAMA Areas of Environmental Concern?

Yes No **Reasoning:** Property is outside any CAMA Areas of Environmental Concern.

Does the county need more land in the zoning class requested?

Yes No **Reasoning:** In the appropriate location.

Is there other land in the county that would be more appropriate for the proposed uses?

Yes No **Reasoning:** The Commercial uses permitted in the Mixed Use District are more apt to be located along the commercial area of U.S. 158 and portions of NC 343.

Attachment: Staff Report (2486 : Ordinance 2019-09-01 Rezoning Application)

Yes No **Will not exceed the county’s ability to provide public facilities:**

The proposed zoning will have an impact on all public facilities, how much will be determined at the development of the property.

Schools –

Fire and Rescue –

Law Enforcement –

Parks & Recreation –

Traffic Circulation or Parking –

Other County Facilities –

Yes No **Is This A Small Scale “Spot” Rezoning Request Requiring Evaluation Of Community Benefits?**

If Yes (regarding small scale spot rezoning) – Applicants Reasoning:

| | Personal Benefits/Impact | Community Benefits/Impact |
|-------------------------|---------------------------------|----------------------------------|
| With rezoning | | |
| Without rezoning | | |

STAFF COMMENTARY:

The applicant seeks to develop a small portion of the property in the near future and prepare to develop the remainder with higher density uses when sewer becomes available. The property is not currently served by sewer but one of the County’s top CIP projects includes building sewer to the Country Club/ US 158 intersection. The requested zoning to **Mixed Use** is somewhat consistent the Comprehensive Plan as it relates to higher density and is within the Courthouse Village area; however the location may not be suited for commercial businesses since it is approximately 2 miles from the Courthouse Core and one mile from the US 158 commercial corridors.

The staff’s opinion is that as the Courthouse Village area grows, plans should include providing sewer along Country Club Rd. to encourage moderate to higher density housing within the village. However this property is best suited to serve as a transition from the village core to more rural surroundings.

Attachment: Staff Report (2486 : Ordinance 2019-09-01 Rezoning Application)

Consistency statement:

The requested zoning to **Mixed Use** is inconsistent with both the CAMA plan as is show the property as low density residential.

The requested zoning is inconsistent with the Comprehensive Plan Future Land Use Map but is consistent with the objective of encouraging higher density housing within the Courthouse Village boundaries.

Excerpt from Comprehensive Plan – Vision Statement

“New development will be focused within targeted core areas to breathe new life into established county villages and to efficiently use existing and planned infrastructure and public resources. New housing choices will be made available to serve families, young professionals, and retirees. Rural areas will maintain prominence in the county, and will continue to serve agricultural and forestry production and low density residential development.”

Recommendation:

Planning Staff recommends Rezoning Application (UDO 2019-06-23) from Rural Residential (RR) to Mixed Use (MX) be modified and to rezone the property to Village Residential (VR)

Staff recommendation: Village Residential (Purpose Statement)

The Village Residential (VR) district is established to accommodate a wide range of residential and institutional use types at modest densities on lots within and adjacent to designated village centers. The district allows duplexes, live/work units, single-family attached and single-family detached dwellings, but does not allow mobile homes, manufactured homes, or conservation subdivisions. As a means of creating compact, functional neighborhoods, the district also allows a wide variety of institutional uses, including community centers, day care, schools, assisted living, religious institutions, parks, and utilities. Lots served by public sewer may have reduced minimum lot sizes and building height is measured from the base flood elevation. District regulations are intended to support the County’s investment in infrastructure by encouraging the development of compact, vibrant neighborhoods with a variety of house sizes and types that are located in close proximity to complementary institutional uses. Low density development comprised of uniform building types or styles is discouraged.

Planning Board recommendation:**Consistency Statement:**

The requested zoning is consistent with the objective of the Comprehensive Plan as it encourages higher density housing within the Courthouse Village boundaries.

Excerpt from Comprehensive Plan – Vision Statement

“New development will be focused within targeted core areas to breathe new life into established county villages and to efficiently use existing and planned infrastructure and public resources. New housing choices will be made available to serve families, young professionals, and retirees. Rural areas will maintain prominence in the county, and will continue to serve agricultural and forestry production and low density residential development.”

Motion passed: 5-0 Vote.

Planning Board recommended approval of rezoning the 15.64 acre tract from Rural Residential (RR) to Village Residential (VR).

Motion passed: 5-0 vote.



Zoning Map Amendment Application

OFFICIAL USE ONLY:
 UDO Number: 2019-6-23
 Date Filed: 6-21-19
 Amount Paid: 706.00
 Received By: Dan Porter / [Signature]

Contact Information

| APPLICANT | | PROPERTY OWNER | |
|--|--|----------------|-------------|
| Name: | <u>ERIC WOOD</u> | Name: | <u>SAME</u> |
| Address: | <u>121 WHITE CEDAR LN CAMDEN, NC 27921</u> | Address: | _____ |
| Telephone: | <u>252-339-9855</u> | Telephone: | _____ |
| Fax: | _____ | Fax: | _____ |
| Email: | <u>uscgwood@msn.com</u> | Email: | _____ |
| LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____ | | | |

Property Information

Physical Street Address: NEAR 204 AND 208
 Location: COUNTRY CLUB RD
 Parcel ID Number(s): 028934045248260000
 Total Parcel(s) Acreage: 15.64
 Existing Land Use of Property: FARM

Request

Current Zoning of Property: RR Proposed Zoning District: ~~RR~~ MX
 Total Acreage for Rezoning: 15.64 Are you rezoning the entire parcel(s): Yes No
 Metes and Bounds Description Provided: Yes No
 Community Meeting, if applicable: Date Held: _____; Location: _____

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

[Signature]
 Property Owner(s)/Applicant

6-21-19
 Date

Note: Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants, a signature is required for each.

Attachment: Supporting Documents (2486 : Ordinance 2019-09-01 Rezoning Application)

Zoning Change Application Questions

The UDO requires the Board to consider to principal issues when considering an application for a zoning change. Please respond to each issue in the space provided below or on a separate sheet.

(A) How will the proposed zoning change enhance the public health, safety or welfare? (Article 151.585)

ALLOWS FOR HIGHER DENSITY AND COMMERCIAL OPPORTUNITIES
WITHIN THE CORE VILLAGE

(B) Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification? (Article 151.585)

MIXED USE IS NEW, AND HAS NOT BEEN ALLOWED PREVIOUSLY,
WHICH WOULD ALLOW FUTURE GROWTH COMMERCIALY AND
RESIDENTIALLY

(C) For proposals to re-zone to non-residential districts along major arterial roads (Article 151.586):

(1) Is this an expansion of an adjacent zoning district of the same classification?

(2) What extraordinary showing of public need or demand is met by this application?



Doc No: 206379
Recorded: 12/31/2018 03:14:50 PM
Fee Amt: \$26.00 Page 1 of 3
Excise Tax: \$90.00
Camden County North Carolina
Tammie Krauss, Register of Deeds
BK 372 PG 749 - 751 (3)

NORTH CAROLINA SPECIAL WARRANTY DEED

Excise Tax: \$90.00

Parcel Identifier No. 02.8934.04.52.4826.0000 Verified by Camden County on the 31st day of December, 2018
By: 461-19 \$45,000.00 / \$450.00 Camden pd. Exp. no delinquent taxes 12-31-18

Mail/Box to: Trimpi & Nash, LLP, 200 North Water Street, Suite 2A, Elizabeth City, NC 27909

This instrument was prepared by: Thomas P. Nash, IV

Brief description for the Index: _____

THIS DEED made this 21st day of December, 2018, by and between

| GRANTOR | GRANTEE |
|---|--|
| Robin K. Kutz, Successor Trustee of the Elwood C. Armstrong Living Trust dated June 6, 1995 | Eric M. Wood and wife, Summer L. Wood |
| 12610 Patrick Henry Drive, Suite D Newport News, VA 23602 | 121 White Cedar Lane Camden, NC 27921 |

Enter in appropriate block for each Grantor and Grantee: name, mailing address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the Courthouse Township, Camden County, North Carolina and more particularly described as follows:

SEE EXHIBIT "A" ATTACHED.

The property hereinabove described was acquired by Grantor by instrument recorded in Deed Book 112, Page 253.

This instrument prepared by: Thomas P. Nash, IV, a licensed North Carolina Attorney. Delinquent taxes, if any, are to be paid by the closing attorney to the county tax collector upon disbursement of closing proceeds.

All or a portion of the property herein conveyed _____ includes or X does not include the primary residence of a Grantor.

Attachment: Supporting Documents (2486 : Ordinance 2019-09-01 Rezoning Application)

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor has done nothing to impair such title as Grantor received, and Grantor will warrant and defend the title against the lawful claims of all persons claiming by, under or through Grantor, other than the following exceptions:

Easements, restrictions and right-of-ways of record

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

The Elwood C. Armstrong Living Trust dated June 6, 1995

By: Robin Kutz, Successor Trustee (SEAL)
Robin K. Kutz Successor Trustee

State of Virginia - County or City of Newport News State of

I, the undersigned Notary Public of the County or City of Newport News and State aforesaid, certify that Robin K. Kutz, Successor Trustee of The Elwood C. Armstrong Living Trust dated June 6, 1995 personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this 27th day of December, 2018.

My Commission Expires: 9/30/2021

(Affix Seal)



Jennifer M. Byrum
Notary Public
Notary's Printed or Typed Name

Attachment: Supporting Documents (2486 : Ordinance 2019-09-01 Rezoning Application)

EXHIBIT "A"

Beginning at an iron pipe located on the Northeast right of way of State Road #1132, commonly known as Country Club Road, said point being located 977.3 feet from the centerline of State Road #1138, and said iron pipe being the Southeast corner of the now or formerly Doxie Cartwright property; thence along the now or formerly Doxie Cartwright property North 42° 15' 09" East 325.4 feet to an iron pipe, cornering; thence along the center of a ditch North 47° 23' 16" West 106.6 feet to an iron pipe; thence North 47° 30' 05" West 181.68 feet to an iron pipe, cornering; thence along the center of a ditch and lane North 51° 19' 01" East 342.34 feet to an iron pipe, cornering; thence along another ditch South 47° 41' 15" East 1,150.5 feet to an iron pipe, cornering; thence along the center of the ditch South 40° 56' 14" West 711.68 feet to an iron pipe located on the Northeast right of way of State Road #1132; thence along the Northeast right of way of State Road #1132 North 52° 32' 53" West 150.3 feet; North 51° 45' 54" West 96.14 feet to a point; North 50° 27' 38" West 100.69 feet; North 47° 46' 31" West 103.55 feet; North 44° 05' 05" West 103.47 feet; North 39° 52' 14" West 95.6 feet to an iron pipe, cornering, being the Southeast corner of the now or formerly Patricia Loper property; thence along the now or formerly Patricia Loper property North 51° 25' 26" East 113.73 feet to an iron pin, cornering; North 40° 47' West 238.76 feet to an iron pipe, cornering; thence South 54° 45' 14" West 100.0 feet to an iron pipe located on the Northeast right of way of State Road #1132; thence along the said right of way North 36° 49' 11" West 45.04 feet to an iron pipe, being the point and place of beginning, containing 16.64 acres according to that plat prepared by Henry Cuningham, Registered Surveyor, dated January 23, 24, 1996, recorded in Plat Cabinet 2, Slide 93-A in the Office of the Register of Deeds of Camden County.

LESS AND EXCEPT that portion of the above described property conveyed to Roger L. Ewell and Wilson S. Long by Deed dated April 30, 1998, recorded in Deed Book 123, Page 461, Camden County Registry, and more particularly described as follows:

Beginning at an iron pipe located on the north right of way of Country Club Road, said iron pipe being located 1302 feet south of the Chantilly Road; thence N 54 deg. 12' 00" E 108.71 feet to an iron pipe cornering; thence S 46 deg. 09' 23" E 65.34 feet to an iron pipe, cornering; thence S 39 deg. 09' 00" W 118.95 feet to an iron pipe on the north right of way of Country Club Road; thence along the right of way of Country Club Road, N 40 deg. 14' 20" W 43.62 feet to a point; thence N 38 deg. 19' 14" W 44.14 feet to an iron pipe being the point and place of beginning. This property is described and delineated on a plat prepared by Henry Cuningham dated September 15, 1997 which plat is incorporated herein by reference.

LESS AND EXCEPT that portion of the above described property conveyed to Camden County by Deed dated February 23, 2007, recorded in Deed Book 244, Page 799, Camden County Registry, and more particularly described as follows:

Beginning at a point situate on the North side of Country Club Road (SR 1132) which point is marked by an iron pipe located South 40° 21' 37" East a distance of 1,687.70 feet from a PK nail at the intersection of SR 1132 and SR 1138; and which point is on the line of division between the property conveyed herein and other property belonging to Elwood Armstrong of record in Deed Book 112, Page 253 of the Camden County Registry; thence, North 40° 56' 14" East a distance of 220.64 feet to a point; thence South 49° 03' 46" East a distance of 205.86 feet; thence, South 42° 51' 43" West a distance of 209.63 feet along an existing Field Path to a point situate on the North side of Country Club Road; thence, North 52° 32' 53" West a distance of 127.22 feet; thence North 51° 45' 54" West a distance of 96.14 feet back to the POINT AND PLACE OF BEGINNING.

This certain tract or parcel of land being described as "1.00 acre" situate in Courthouse Township, Camden County, which is more particularly described pursuant to a plat under date of January 19, 2007, entitled in part "Property being Conveyed By Elwood C. Armstrong to Camden County", prepared by S.L. Cardwell, Registered Land Surveyor, and which plat is duly of record in the public registry of Camden County in Plat Cabinet 6, Slide 23, which is incorporated herein by reference

ALBEMARLE REGIONAL HEALTH SERVICES

275547

Applicant:

WOOD, ERIC
121 WHITE CEDAR LANE
CAMDEN, NC 27921

Owner:

WOOD, ERIC
121 WHITE CEDAR LANE
CAMDEN, NC 27921

Site Location:

COUNTRY CLUB ROAD (1)
CAMDEN, NC 27921

GPD: 360 LTAR: 0.200 Classification: Unsuitable

If unsuitable, the site may be reclassified to provisionally suitable with the following modification(s):


- * Fill Area 120 ft. by 70 ft. with 12 in. of Sand
- * Groundwater Lowering Devices
- * Sand Backfill Trenches to a depth of 6 ft.

To obtain an Authorization to Construct:

- * Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- * Submit a copy of deed or contract to purchase
- * Sign legal documents agreeing to the inspection and maintenance requirements of the Albemarle Regional Health Services Management Entity
- * Pay permit fee of \$225

Comments:

A pump will be necessary if plumbing stub out isn't high enough for gravity fall. A detailed site plan prepared by a NC Licensed Surveyor or NC Professional Engineer must be submitted and approved. The site plan shall include, but not limited to, home, lot dimensions, septic (600 linear feet) and repair area, filled area, adjacent neighbors wells (if applicable), ditching plan for surface water, driveway, decks, and all other desired amenities. HAVE SURVEYOR/ENGINEER DRAW MOCK SITE PLANS SHOWING HOME AND SEPTIC INCLUDING REPAIR AREA TO VERIFY PROPOSED 1 ACRE LOT SIZES ARE OF ADEQUATE SIZE. LOTS MAY NEED TO BE LARGER IN ORDER TO MEET ALL REQUIRED SETBACKS. THIS VERIFICATION SHOULD BE DONE PRIOR TO RECORDING LOTS.

EHS: 
Carver, Kevin

Date: 03/15/2019

THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY.

Bertie (252) 794-5303 Camden (252) 338-4460 Chowan (252)482-1199 Currituck (252) 232-6603
Gates (252) 357-1380 Pasquotank (252) 338-4490 Perquimans (252) 426-2100

Attachment: Supporting Documents (2486 : Ordinance 2019-09-01 Rezoning Application)

ALBEMARLE REGIONAL HEALTH SERVICES

275548

Applicant:

WOOD, ERIC
121 WHITE CEDAR LANE
CAMDEN, NC 27921

Owner:

WOOD, ERIC
121 WHITE CEDAR LANE
CAMDEN, 27921

Site Location:

COUNTRY CLUB ROAD (2)
CAMDEN, NC 27921

| | | |
|-----------------|--------------------|-----------------------------------|
| GPD: 360 | LTAR: 0.200 | Classification: Unsuitable |
|-----------------|--------------------|-----------------------------------|

If unsuitable, the site may be reclassified to provisionally suitable with the following modification(s):

- * Fill Area 120 ft. by 70 ft. with 12 in. of Sand
- * Groundwater Lowering Devices
- * Sand Backfill Trenches to a depth of 6 ft.

To obtain an Authorization to Construct:

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- * Submit a copy of deed or contract to purchase
- * Sign legal documents agreeing to the inspection and maintenance requirements of the Albemarle Regional Health Services Management Entity
- * Pay permit fee of \$225

Comments:

A pump will be necessary if plumbing stub out isn't high enough for gravity fall. A detailed site plan prepared by a NC Licensed Surveyor or NC Professional Engineer must be submitted and approved. The site plan shall include, but not limited to, home, lot dimensions, septic (600 linear feet) and repair area, filled area, adjacent neighbors wells (if applicable), ditching plan for surface water, driveway, decks, and all other desired amenities. HAVE SURVEYOR/ENGINEER DRAW MOCK SITE PLANS SHOWING HOME AND SEPTIC INCLUDING REPAIR AREA TO VERIFY PROPOSED 1 ACRE LOT SIZES ARE OF ADEQUATE SIZE. LOTS MAY NEED TO BE LARGER IN ORDER TO MEET ALL REQUIRED SETBACKS. THIS VERIFICATION SHOULD BE DONE PRIOR TO RECORDING LOTS.

EHS:



Carver, Kevin

Date: 03/15/2019

THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY.

Bertie (252) 794-5303 Camden (252) 338-4460 Chowan (252) 482-1199 Currituck (252) 232-6603
Gates (252) 357-1380 Pasquotank (252) 338-4490 Perquimans (252) 426-2100

ALBEMARLE REGIONAL HEALTH SERVICES

275549

Applicant:

WOOD, ERIC
121 WHITE CEDAR LANE
CAMDEN, NC 27921

Owner:

WOOD, ERIC
121 WHITE CEDAR LANE
CAMDEN, 27921

Site Location:

COUNTRY CLUB ROAD (3)
CAMDEN, NC 27921

GPD: 360 LTAR: 0.200 Classification: Unsuitable

If unsuitable, the site may be reclassified to provisionally suitable with the following modification(s):


- * Fill Area 120 ft. by 70 ft. with 12 in. of Sand
- * Groundwater Lowering Devices
- * Sand Backfill Trenches to a depth of 6 ft.

To obtain an Authorization to Construct:

- * Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- * Submit a copy of deed or contract to purchase
- * Sign legal documents agreeing to the inspection and maintenance requirements of the Albemarle Regional Health Services Management Entity
- * Pay permit fee of \$225

Comments:

A pump will be necessary if plumbing stub out isn't high enough for gravity fall. A detailed site plan prepared by a NC Licensed Surveyor or NC Professional Engineer must be submitted and approved. The site plan shall include, but not limited to, home, lot dimensions, septic (600 linear feet) and repair area, filled area, adjacent neighbors wells (if applicable), ditching plan for surface water, driveway, decks, and all other desired amenities. HAVE SURVEYOR/ENGINEER DRAW MOCK SITE PLANS SHOWING HOME AND SEPTIC INCLUDING REPAIR AREA TO VERIFY PROPOSED 1 ACRE LOT SIZES ARE OF ADEQUATE SIZE. LOTS MAY NEED TO BE LARGER IN ORDER TO MEET ALL REQUIRED SETBACKS. THIS VERIFICATION SHOULD BE DONE PRIOR TO RECORDING LOTS.

EHS: 
Carver, Kevin

Date: 03/15/2019

THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY.

Bertie (252) 794-5303 Camden (252) 338-4460 Chowan (252)482-1199 Currituck (252) 232-6603
Gates (252) 357-1380 Pasquotank (252) 338-4490 Perquimans (252) 426-2100

Summary for Eric and Summer Wood’s Town Meeting in regards to rezoning of their property to Village/Residential use with in the Core Village.

The meeting was started at 6:00 pm with 15 community members, here in referred to as “Community” in attendance.

| Community in Attendance | Address |
|-------------------------------|-------------------------------|
| David Seymour | 114 Mandy Lane, Camden |
| William & Betty Dozier | 209 Country Club Road, Camden |
| Joe Seymour Jr. | 137 Seymour Drive, Camden |
| Doug Leary | 157 Seymour Drive, Camden |
| Melissa Merritt | 194 Country Club Road, Camden |
| Stephanie Schaad & Friend | 208 Country Club Road, Camden |
| Wrae Collins | 201 Whitehall Road, Camden |
| Peggy Gibson | 107 Mandy Lane, Camden |
| Michael & Charlene Cartwright | 198 Country Club Road, Camden |
| Joyce & Willie Dozier | 211 Country Club Road, Camden |
| John Scott | 204 Country Club Road, Camden |

Mr. Wood wants to rezone the property to one acre lots. Mr. Wood explained to the Community that he wanted to be able to build a house on one-acre lot vs a two (2) acre lots. Mr. Wood explained that allowing him to re-zone it to less than the two (2) acre requirement, would allow him to preserve more of the currently farmed land, and sub-divide two (two) smaller tracts of land, approximately 1 acre each, based on what the health department will require for a septic system. In the future, if sewer were to become available it would allow for approximately four (4) homes per acre, and state he would like to preserve that as well. Currently his main intent is to subdivide two (2) lots at approximately 1 acre each, and build a home and sell it.

Currently with sewer unavailable, it is not possible to obtain the four (4) lots per acre, however it would allow for him to subdivide lots smaller than the current 2 acre minimum requirement, if rezoning it to Village/Residential were to be approved.

The Community was under the impression that Mr. Wood wanted to build a subdivision. The letter that was sent to the Community was a request for Mix Use Commercial/Residential. Mr. Wood explained that at the time the letters were sent to the Community, that Mix Use was the only plan at that time that could meet their needs. Mr. Wood also explained that once he spoke with the Planning Department that it would be best to request for Village/Residential Zoning. Mr. Parks explained the new rules for Village/Residential zoning that were established in February 2019.

Question and Concerns form the Community:

Mr. David Seymore -Who currently farms the land?

Mr. Wood explained that he plans to keep the land farmed by Stevenson Farms. Mr. Wood explained he want to cut out two (2) one-acre lots to build on to help pay for the property and for future investment.

Mr. David Seymore- Why are we here?

Attachment: Supporting Documents (2486 : Ordinance 2019-09-01 Rezoning Application)

Mr. Wood explained that currently can build on his two acres without having the community meeting. Mr. Wood wants to preserve as much farm land as he could and he want the rezoning for one acre lots on his property.

Mr. David Seymore- Is there a county ordinance for Green Space on Mr. Wood property?

Mr. David Parks explained that there is a county ordinance for this, however Mr. Wood is not planning a subdivision and this does not apply. Mr. Wood reexplained that he is only wanted to build one house on one acre.

Mr. David Seymore- Where is the road going to go?

Mr. Seymore is under the impression that a large subdivision is going in to the property.

Mr. Leary- What are the current zoning rules in the area?

Mr. Parks explained that some lots in area are already zoned for one (1) acre lots, two (2) acre lots and some are zoned for 5 acres parcels. Mr. Parks explains the new rezoning rules for the Core Villages and how the new plan was developed to improved Camden.

Mr. Leary had concerned that Mr. Wood would allow low income houses or "Section 8" duplex type housing on the property. Mr. Parks explained that there are rules in place for this type of housing. Mr. Leary is also concerned that once the land is rezoned to allow the four (4) house per one (1) acres in the future if Mr. Wood sells the property.

Mrs. Wood stated that this would affect the Seymour property as well, they are also in the Core Village Zone. She stated again that they are asking for one (1) house on one-acre.

The Community stated concerns with the four (4) houses per one-acre lots. Mr. Parks explain this effect all property owners in the Core Village. All property owner in the Core Villages can ask for rezoning to Village/Residential and this is standard procedures to host a community meeting.

Mr. Parks explains that the Community is welcome to attend the Planning Board Meeting on July 17th at 7:00 pm where Mr. Wood's request for rezoning will be presented to board.

No other question or concerns at this time.

**Camden County, North Carolina
Principal Use Table, District Comparison
Conservation & Protection Vs. Working Lands**

5.A.c

Use Class / Main Category / Category "P"=Permitted, "S"=Special Use Permit, Blank=Prohibited RR MX

Agricultural

| AGRICULTURE/HORTICULTURE | | |
|---|---|---|
| <i>All Agriculture/ Horticulture Uses</i> | P | |
| ANIMAL HUSBANDRY | | |
| <i>Animal Husbandry Uses (excluding stockyards and slaughterhouses)</i> | | |
| <i>Stockyard/Slaughterhouse</i> | | |
| AGRICULTURAL SUPPORT | | |
| <i>Agricultural Research Facility</i> | | |
| <i>Agri-Education/ Agri-Entertainment</i> | S | |
| <i>Distribution Hub for Agriculture Products</i> | | |
| <i>Equestrian Facility</i> | S | |
| <i>Farm Machinery Sales, Rental, or Service</i> | | |
| <i>Farmers Market</i> | S | P |
| <i>Roadside Market</i> | | |

Residential

| HOUSEHOLD LIVING USES | | |
|--|---|---|
| <i>Bungalow Court</i> | | P |
| <i>Duplex</i> | | P |
| <i>Live/Work Dwelling</i> | | P |
| <i>Manufactured Home</i> | | |
| <i>Manufactured Home or Mobile Home Park</i> | | |
| <i>Mobile Home</i> | S | |
| <i>Multi-Family</i> | | P |
| <i>Pocket Neighborhood</i> | | P |
| <i>Quadraplex</i> | | P |
| <i>Single-Family Attached</i> | | P |
| <i>Single-Family Detached</i> | P | P |
| <i>Triplex</i> | | P |
| <i>Upper Story Residential</i> | | P |
| GROUP LIVING | | |
| <i>Dormitory</i> | | S |
| <i>Family Care Home</i> | P | P |
| <i>Group Home</i> | S | S |
| <i>Rooming House</i> | | S |

Attachment: Supporting Documents (2486 : Ordinance 2019-09-01 Rezoning Application)

**Camden County, North Carolina
Principal Use Table, District Comparison
Conservation & Protection Vs. Working Lands**

5.A.c

| Use Class / Main Category / Category | "P"=Permitted, "S"=Special Use Permit, Blank=Prohibited | RR | MX |
|---|---|----|----|
| PUBLIC SAFETY | | | |
| <i>Police, Fire, or EMS Facility</i> | | S | P |
| <i>Correctional Facility</i> | | | |
| <i>Security Training Facility</i> | | | |
| TRANSPORTATION | | | |
| <i>Airport</i> | | | |
| <i>Helicopter Landing Facility</i> | | | |
| <i>Passenger Terminal, Surface Transportation</i> | | | P |
| UTILITIES | | | |
| <i>Utility, Major</i> | | S | P |
| <i>Utility, Minor</i> | | P | P |
| Commercial | | | |
| ADULT AND SEXUALLY-ORIENTED BUSINESSES | | | |
| <i>All Adult and Sexually-Oriented Businesses</i> | | | |
| ANIMAL CARE | | | |
| <i>Major</i> | | | |
| <i>Minor</i> | | | |
| EATING ESTABLISHMENTS | | | |
| <i>Restaurant, Major</i> | | | P |
| <i>Restaurant, Minor</i> | | | P |
| <i>Bar, Nightclub, or Dance Hall</i> | | | P |
| OFFICES | | | |
| <i>Major</i> | | | P |
| <i>Minor</i> | | | P |
| PARKING, COMMERCIAL | | | |
| <i>All</i> | | | P |
| PERSONAL SERVICES | | | |
| <i>Major</i> | | | P |
| <i>Minor</i> | | | P |
| RECREATION/ENTERTAINMENT, INDOOR | | | |
| <i>Major</i> | | | P |
| <i>Minor</i> | | | P |

Attachment: Supporting Documents (2486 : Ordinance 2019-09-01 Rezoning Application)

**Camden County, North Carolina
Principal Use Table, District Comparison
Conservation & Protection Vs. Working Lands**

| Use Class / Main Category / Category | "P"=Permitted, "S"=Special Use Permit, Blank=Prohibited | RR | MX |
|--|---|----|----|
| INDUSTRIAL SERVICES | | | |
| <i>Contractor Service</i> | | | |
| <i>Crabshedding</i> | | | |
| <i>Fuel Oil or Bottled Gas Distributor</i> | | | S |
| <i>General Industrial Service and Repair</i> | | | |
| <i>Heavy Equipment Sales, Rental, or Service</i> | | | |
| <i>Research and Development</i> | | | S |
| MANUFACTURING AND PRODUCTION | | | |
| <i>Manufacturing, Heavy</i> | | | |
| <i>Manufacturing, Light</i> | | | |
| POWER GENERATION | | | |
| <i>Solar Array</i> | | S | |
| <i>Wind Energy Conversion Facility</i> | | | |
| WAREHOUSE AND FREIGHT MOVEMENT | | | |
| <i>All</i> | | | S |
| WASTE-RELATED SERVICES | | | |
| <i>Incinerator</i> | | | |
| <i>Land Application of Sludge/Septage</i> | | | |
| <i>Landfill</i> | | | |
| <i>Public Convenience Center or Transfer Station</i> | | | |
| <i>Recycling Center</i> | | | |
| <i>Salvage or Junkyard</i> | | | |
| <i>Waste Composting Facility</i> | | | |
| WHOLESALE SALES | | | |
| <i>Major</i> | | | |
| <i>Minor</i> | | | |

Attachment: Supporting Documents (2486 : Ordinance 2019-09-01 Rezoning Application)

**Camden County, North Carolina
Principal Use Table, District Comparison
Conservation & Protection Vs. Working Lands**

5.A.c

| Use Class / Main Category / Category | "P"=Permitted, "S"=Special Use Permit, Blank=Prohibited | | RR | VR |
|---|---|--|----|----|
| Agricultural | | | | |
| AGRICULTURE/HORTICULTURE | | | | |
| <i>All Agriculture/ Horticulture Uses</i> | P | | | |
| ANIMAL HUSBANDRY | | | | |
| <i>Animal Husbandry Uses (excluding stockyards and slaughterhouses)</i> | | | | |
| <i>Stockyard/Slaughterhouse</i> | | | | |
| AGRICULTURAL SUPPORT | | | | |
| <i>Agricultural Research Facility</i> | | | | |
| <i>Agri-Education/ Agri-Entertainment</i> | S | | | |
| <i>Distribution Hub for Agriculture Products</i> | | | | |
| <i>Equestrian Facility</i> | S | | | |
| <i>Farm Machinery Sales, Rental, or Service</i> | | | | |
| <i>Farmers Market</i> | S | | | |
| <i>Roadside Market</i> | | | | |
| Residential | | | | |
| HOUSEHOLD LIVING USES | | | | |
| <i>Bungalow Court</i> | | | P | |
| <i>Duplex</i> | | | P | |
| <i>Live/Work Dwelling</i> | | | P | |
| <i>Manufactured Home</i> | | | | |
| <i>Manufactured Home or Mobile Home Park</i> | | | | |
| <i>Mobile Home</i> | S | | | |
| <i>Multi-Family</i> | | | | |
| <i>Pocket Neighborhood</i> | | | P | |
| <i>Quadraplex</i> | | | | |
| <i>Single-Family Attached</i> | | | S | |
| <i>Single-Family Detached</i> | P | | P | |
| <i>Triplex</i> | | | | |
| <i>Upper Story Residential</i> | | | | |
| GROUP LIVING | | | | |
| <i>Dormitory</i> | | | | |
| <i>Family Care Home</i> | P | | P | |
| <i>Group Home</i> | S | | | |
| <i>Rooming House</i> | | | | |

Attachment: Supporting Documents (2486 : Ordinance 2019-09-01 Rezoning Application)

**Camden County, North Carolina
Principal Use Table, District Comparison
Conservation & Protection Vs. Working Lands**

5.A.c

| Use Class / Main Category / Category | "P"=Permitted, "S"=Special Use Permit, Blank=Prohibited | RR | VR |
|---|---|----|----|
| PUBLIC SAFETY | | | |
| <i>Police, Fire, or EMS Facility</i> | | S | S |
| <i>Correctional Facility</i> | | | |
| <i>Security Training Facility</i> | | | |
| TRANSPORTATION | | | |
| <i>Airport</i> | | | |
| <i>Helicopter Landing Facility</i> | | | |
| <i>Passenger Terminal, Surface Transportation</i> | | | |
| UTILITIES | | | |
| <i>Utility, Major</i> | | S | S |
| <i>Utility, Minor</i> | | P | P |
| Commercial | | | |
| ADULT AND SEXUALLY-ORIENTED BUSINESSES | | | |
| <i>All Adult and Sexually-Oriented Businesses</i> | | | |
| ANIMAL CARE | | | |
| <i>Major</i> | | | |
| <i>Minor</i> | | | |
| EATING ESTABLISHMENTS | | | |
| <i>Restaurant, Major</i> | | | |
| <i>Restaurant, Minor</i> | | | |
| <i>Bar, Nightclub, or Dance Hall</i> | | | |
| OFFICES | | | |
| <i>Major</i> | | | |
| <i>Minor</i> | | | |
| PARKING, COMMERCIAL | | | |
| <i>All</i> | | | |
| PERSONAL SERVICES | | | |
| <i>Major</i> | | | |
| <i>Minor</i> | | | |
| RECREATION/ENTERTAINMENT, INDOOR | | | |
| <i>Major</i> | | | |
| <i>Minor</i> | | | |

Attachment: Supporting Documents (2486 : Ordinance 2019-09-01 Rezoning Application)

**Camden County, North Carolina
Principal Use Table, District Comparison
Conservation & Protection Vs. Working Lands**

| Use Class / Main Category / Category | "P"=Permitted, "S"=Special Use Permit, Blank=Prohibited | RR | VR |
|--|---|----|----|
| INDUSTRIAL SERVICES | | | |
| <i>Contractor Service</i> | | | |
| <i>Crabshedding</i> | | | |
| <i>Fuel Oil or Bottled Gas Distributor</i> | | | |
| <i>General Industrial Service and Repair</i> | | | |
| <i>Heavy Equipment Sales, Rental, or Service</i> | | | |
| <i>Research and Development</i> | | | |
| MANUFACTURING AND PRODUCTION | | | |
| <i>Manufacturing, Heavy</i> | | | |
| <i>Manufacturing, Light</i> | | | |
| POWER GENERATION | | | |
| <i>Solar Array</i> | | S | S |
| <i>Wind Energy Conversion Facility</i> | | | |
| WAREHOUSE AND FREIGHT MOVEMENT | | | |
| <i>All</i> | | | |
| WASTE-RELATED SERVICES | | | |
| <i>Incinerator</i> | | | |
| <i>Land Application of Sludge/Septage</i> | | | |
| <i>Landfill</i> | | | |
| <i>Public Convenience Center or Transfer Station</i> | | | |
| <i>Recycling Center</i> | | | |
| <i>Salvage or Junkyard</i> | | | |
| <i>Waste Composting Facility</i> | | | |
| WHOLESALE SALES | | | |
| <i>Major</i> | | | |
| <i>Minor</i> | | | |

Attachment: Supporting Documents (2486 : Ordinance 2019-09-01 Rezoning Application)

Ordinance No. 2019-09-01**An Ordinance
Amending the Camden County
Zoning Map
Camden County, North Carolina****Article I: Purpose**

The purpose of this Ordinance is to amend the Zoning Map of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 20, 1993, and subsequently amended.

Article II. Amendment to Zoning Map

The Official Zoning Map of Camden County, North Carolina, which was adopted on December 20, 1993, and subsequently amended, is hereby amended as follows:

The property currently shown in the Camden County Tax Assessor's Office as PIN 02-8934-04-52-4826 is hereby re-zoned from Rural Residential (RR) to Village Residential (VR).

Article III. Penalty

1. Violations of the provision of this Ordinance or failure to comply with any of its Requirements, including violations of any conditions and safeguards established in connection with grants of variances or Special Use or Conditional Use Permits, shall constitute a misdemeanor, punishable by a fine of up to five-hundred (\$500) dollars or a maximum thirty (30) days imprisonment as provided in G. S. 14-4.
2. Any act constituting a violation of the provisions of this Ordinance or a failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with the grants of variances or Special Use or Conditional Use Permits, shall also subject the offender to a civil penalty of one-hundred (\$100) dollars for each day the violation continues. If the offender fails to pay the penalty within ten (10) days after being cited for a violation, the penalty may be recovered by the county in a civil action in the nature of debt. A civil penalty may not be appealed to the Board of Adjustment if the offender was sent a final notice of violation in accordance with Article 151.568 and did not take an appeal to the Board of Adjustment within the prescribed time.
3. This Ordinance may also be enforced by any appropriate equitable action.

- 4. Each day that any violation continues after notification by the administrator that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in this section.
- 5. Any one, all or any combination of the foregoing penalties and remedies may be used to enforce this Ordinance.

Article IV. Severability

If any language in this Ordinance is found to be invalid by a court of competent jurisdiction or other entity having such legal authority, then only the specific language held to be invalid shall be affected and all other language shall be in full force and effect.

Article V. Effective Date

This Ordinance is effective upon adoption.

Adopted by the Board of Commissioners for the County of Camden this day of , 2019.

County of Camden

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen Davis
Clerk to the Board

(SEAL)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Old Business

Item Number: 6.A
Meeting Date: September 09, 2019
Submitted By: Ken Bowman,
Administration
Prepared by: Karen Davis

Item Title **Travel Policy - Ken Bowman**

Attachments: Travel Policy (PDF)
Travel Authorization (PDF)
Copy of TRAVEL REIMBURSEMENT FORM (XLS)

Summary:

The policy was updated with travel guidance pertaining to per diem rates, credit card usage, and mileage allowances for privately owned vehicles. Specifically, the Board will be requested to vote on the Mileage Reimbursement and Meal Reimbursement portions to provide clarification to staff on adoption of the policy.

Recommendation:

Approval.



TRAVEL POLICY

- I. Purpose – The intent of this policy is to apply uniform provisions for reimbursement of necessary expenses of County employees or officials of the County who are required to travel within or outside the County boundaries in the performance of their duties and in the interest of County affairs. These policies are intended to apply to employees, board members, or other persons on official County business.
- II. Policy Administration - The respective department heads are responsible for the administration of the provisions of this policy. Department heads are authorized to approve travel reimbursements for the employees under their supervision except where otherwise stated. For the purposes of administering this policy, Board Members or other County delegates or officials will be considered “employees” and thereby reimbursed per this policy. **Expenses for family members will not be paid by the County and should be paid directly to the vendor by the traveling party. NO MEALS ARE TO BE CHARGED ON COUNTY CREDIT CARDS.**
- III. General Policy

- A. Travel - Camden County recognizes that employees and officials are required to travel both within and outside the State of North Carolina for the purpose of representing the County at meetings and professional associations, as well as for training to enhance their skills regarding the performance of their various positions within the County Government.

It is inherently understood in this policy that an individual traveling on official County business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary, unjustified, or solely for the convenience or personal preference of the traveler in the performance of official County business are not acceptable under this standard, and travelers will be responsible for unauthorized costs and additional expenses incurred for personal preference or convenience.

Requests for travel approval should be submitted to the County Manager and Finance for pre-audit and approval 10 days prior to departure. Failure to have travel pre-approved may result in travel reimbursements being denied.

See Exhibit A at the end of the Policy for the Travel Request form.

- B. Subsistence allowance – The following schedule shall be used for reporting allowable subsistence expenses incurred while traveling on official county business.

| | <u>In State</u> | | <u>Out-of-State</u> |
|-----------|-----------------|-----------|---------------------|
| Breakfast | \$8.00 | Breakfast | \$15.00 |
| Lunch | \$15.00 | Lunch | \$17.00 |
| Dinner | <u>\$20.00</u> | Dinner | <u>\$23.00</u> |
| | \$43.00 | | \$55.00 |

No receipts are required. Employees will be reimbursed for the amounts listed above regardless

of actual expenses. The stated amount also includes all tips. *An exception to the above schedule will be applicable if the conference locations provide meals at a higher or lower amount than those in the schedule. See c. and d. below.*

a. Daily Travel (overnight)

Employees may receive allowances for meals for partial days or travel when the partial day is the day of departure or day of return. To be eligible, the employee must:

-Breakfast – depart duty station prior to 6:00 am

-Lunch – depart duty station prior to 10:00 am or return to duty station after 2:00 pm

-Dinner – return to duty station after 8:00 pm, *if stopping for dinner causes a return after 8:00 pm dinner will not be eligible. Example: If you stop in Williamston to eat at 6:30 for 30 minutes you will get back to your duty station at approximately 8:15. If you would not have stopped you would have made it back prior to 8:00 therefore dinner would not be reimbursable.*

b. Daily Travel (not overnight)

Normally, allowances shall not be paid to employees for lunches if travel does not involve an overnight stay. To be eligible for allowances for breakfast and dinner the employee must leave or return to their duty station in accordance with the schedule under overnight travel. Employees may be reimbursed for lunch when the employee's job requires his/her attendance at the meeting of a board, commission, committee or council in his official capacity and the meal is preplanned as part of the meeting. The normal reimbursement rates still apply.

c. Excess – No excess will be allowed for meals unless such costs are included in registration fees and/or there are predetermined charges for the meals.

d. Reduction – A reduction in the per diem schedule will occur when a conference location offers meals at a lower rate/cost than the County's schedule.

C. Mileage Allowance – Travel by privately owned vehicle when necessary and allowable will be reimbursed using the IRS reimbursement rate based on the shortest route of travel. The annual rate will be reported to staff and officials by the Finance Office annually.

D. Travel Reimbursement – The travel reimbursement form provided for the traveler should be turned in for reimbursement within 10 days of the employee's return. This form lists all mileage, private or public transportation, lodging, meals, registration, and other travel expenses which are reimbursable. Itemized receipts for lodging, registration, and private or public transportation are to be attached to and made a part of the reimbursement form. For taxis, airport shuttles, and buses, receipts may not be available or provided; therefore, attach, if possible. The reimbursement form must be approved by the department head and signed by the employee before being presented to the Finance Office for reimbursement.

See Exhibit B at the end of the Policy for the Travel Reimbursement form.

E. Transportation Cost of Employee – Payment of mileage allowance or actual cost of public transportation as applicable. If rental vehicles are used for both business and non-business purposes, reimbursement to the county for the non-business portion will apply.

IV. Authorized Travel Modes

- A. County-owned Vehicle – This method of transportation is to be used whenever a county vehicle is available. Exceptions to this requirement must be approved by the County Manager. The department head may authorize reimbursement to the employee for exact operation expenses in circumstances where direct credit charges cannot be made to the county such as gas or unforeseen immediate needs for maintenance and the vehicle card is unavailable. (Please notify Maintenance, the Department Head and the Finance Officer as soon as reasonable.)
- B. Private owned Vehicle – When no county vehicle is available, this mode may be used if specifically authorized by the appropriate department head and the County Manager. Travel by privately owned vehicle when necessary and allowable will be reimbursed using the IRS reimbursement rate based on the shortest route of travel. The annual rate will be reported to staff and officials by the Finance Office annually.
- C. Transportation by Common Carrier – Reimbursement for air, rail, or bus fare is limited to business or coach fare, substantiated by a receipt. Quotes must be obtained from more than one (1) common carrier, if multiple carriers exist, and documentation that the lowest fare available was used must be submitted on the travel request form.
- D. Rental Vehicles – Reimbursement of rental vehicle expenses will not be authorized without prior approval by County Manager. If approved, the rented vehicle should be secured at the lowest practical cost.

V. Travel Destination

- A. Local Travel – County employees, who by the normal nature of their duties, are required to travel regularly within the county or district and are individually authorized by the appropriate department head, are eligible for reimbursement of transportation expense on a monthly basis.
- B. Travel Outside the County/District – Approved travel expenses outside the county for county purposes or purposes in the best interest of the county, such as training, conferences, professional meetings, etc., may be reimbursed to the limits of the policy for:
1. Transportation cost
 2. Lodging
 3. Meals
 4. Registration costs
 5. Necessary incidental expenses (parking, tolls, etc.)
- C. Lodging – To receive reimbursement for lodging expenses, an itemized hotel bill must be attached to the reimbursement form. Hotel room rates are allowable up to the federal government rate. The County Manager must approve room rates when they exceed the allowable rate.
- D. Registration Cost – Registration costs should be paid directly by the County. When an employee personally pays a registration fee, a receipt for payment should be obtained and is preferable to a canceled check for reimbursement purposes. In addition, if the registration is paid for a class or exam and the employee has to retake the test/class due to non-compliance or failure, the employee is responsible solely for the payment (No reimbursement will be made). Additional registration costs for recreational and entertainment activities will not be paid by the County. Meal functions are not included

in this requirement, and are eligible for payment by the County in lieu of the meal reimbursement payment.

- E. Out-of-State Travel – Out-of-state travel begins when the employee leaves the State and remains in effect until the employee returns to the State. Out-of-state travel requests by employees and department heads must be approved by the County Manager.
- F. Credit Card – Employees and officials authorized to use a County credit card may elect to use them instead of reimbursement for lodging, registration, and public or private transportation; however, meals are still subject to the meal rates listed in Section III. C. of the Policy. All receipts for expenditures must be submitted to the Finance Office in order for the expenditures to be approved.
- G. Travel with Others - When two or more employees are traveling to the same destination, maximum use shall be made of special group travel discounts and joint use of the transportation including taxi cabs, County-owned, or privately owned vehicles. Travel with representatives of other government units is encouraged whenever possible for expense sharing.
- H. Commuting – No reimbursement shall be made for use of a personal vehicle in commuting from an individual’s home to his/her office.
- I. Other Costs - Reasonable parking fees, tolls, taxi charges, and expenses of a similar nature, when appropriate to the travel, are reimbursable upon submission of appropriate documentation of the same. The Finance Officer or County Manager shall approve or disapprove all other expense reimbursements not clearly defined in the Policy or those which have been questioned.

VI. Extraordinary Travel or Cost

In instances of travel not covered by this policy, or where the actual necessary costs exceed the maximum reimbursement allowed and the travel is in the best interest of the county, the County Manager may approve reimbursement of actual cost beyond the maximums stated herein.

VII. Travel Expenses not Addressed by this Policy

Any travel expenses falling outside the realm of this policy must be approved by the County Manager.

VIII. Travel Advances

Hotel accommodations may be paid directly to the hotel in advance by County credit card. The itemized receipt must be turned in with your travel reimbursement.

IX. Travel Procedure

- A. A Travel Request Form should be submitted to the Department Head for approval and forwarded to the Finance Department for pre-audit purposes. A Travel Advance Request should be included with this form if needed/requested.

- B. Upon return, the Travel Reimbursement form and supporting itemized receipts (includes, hotel and allowable incidentals) must be submitted to the Department Head for approval. After approval by the Department Head, the form should be forwarded to the Finance Department.
- C. The Finance Department will determine that the travel form and receipts have been properly approved, that they are mathematically correct, and that requested reimbursements agree to submitted receipts, when required, and are within the limits set by the Policy. If an error in the reimbursement request is found, the requesting party will be informed and the error will be corrected before payment is made.
- D. Trip Cancellation – When an employee cancels an approved trip and the County has paid airfare, registration and other related fees or issued a travel advance, a memo must be sent to the Finance Department explaining the cancellation. Non-refundable expenditures will be reviewed on a case by case basis by the County Manager.
- X. The following items are not reimbursable:
- (1) Any expense not supported by a receipt
 - (2) Meals included in registration/conference
 - (3) Travel to and from work place
 - (4) Souvenirs from the trip
 - (5) Items purchased to be used as door prizes or raffle items
 - (6) Non-employee/board member expense
 - (7) Alcoholic beverages
 - (8) Any traffic fines
 - (9) Entertainment expenses

This list is not all-inclusive. The Finance Officer or County Manager shall approve or disapprove all other expense reimbursements not clearly defined in the Policy or those which have been questioned.

Attachments:

- Exhibit A, Travel Authorization Form
Exhibit B, Travel Reimbursement Form



TRAVEL AUTHORIZATION

FOR OUT OF DISTRICT TRAVEL

*** Please Fill Out Completely ***

Name: _____ Date of Request: _____

Reason for Travel: _____
Attach a copy of Conference/Meeting/Workshop/Training Information

Destination: _____

List dates of Travel: _____

Meeting Begins _____ am/pm on _____ and Ends at _____ am/pm on _____

Did the County/Supervisor Request that you attend? Yes No
Does this trip require overnight accommodations? Yes No Nights: _____
(Leave more than two hours before or return more than three hours after usual work schedule/multi-day event)

Approval To Travel

Supervisor: _____ Date: _____

County Manager: _____ Date: _____

Estimated Cost

Department Code: _____

Registration: _____ Cost: _____
510000

Travel: _____ Mode: _____ Miles: _____ Cost: _____
514000 *(County/personal vehicle)* *(round trip)* *(total)*

Hotel: _____ Number of Nights: _____ Rate Per Night: _____ Cost: _____
514000 *Attach copy of Hotel Information* *(incl taxes)*

Meals: _____ Number of Meals: _____ B _____ L _____ D _____ Cost: _____
514000 *(total)*

Other Expected Costs: _____ Cost: _____
Code: _____ (specify) (total)

Total Estimated Cost of Travel: _____

EXPLANATION FOR REQUESTED EXCEPTIONS TO TRAVEL POLICY

APPROVED DENIED COUNTY MANAGER SIGNATURE _____

This instrument has been preaudited in the manner required by the Local Govt Budget and Fiscal Control Act.

Attachment: Travel Authorization (2499 : Travel Policy - Ken Bowman)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Old Business

Item Number: 6.B
Meeting Date: September 09, 2019
Submitted By: Ken Bowman,
Administration
Prepared by: Karen Davis
Item Title **Library Lease Contract - Ken Bowman**
Attachments: 2019-08-29 rev Camden County Lease (DOCX)
Recommendation:
Approval.

NORTH CAROLINA
CAMDEN COUNTY

This TRIPLE NET LEASE AGREEMENT, made and entered into on the 1st day of, September 2019 by and between **Wilport LLC**, whose address is **P.O. Box 392, Powells Point, NC 27947**, and/or their assigns or successors, hereinafter referred to as "Landlord", and **Camden County**, whose address is **P.O. Box 190, Camden, NC 27921**, hereinafter referred to as "Tenant".

Section 1. Premises: Landlord hereby leases to the Tenant and Tenant hereby leases from the Landlord, upon terms and conditions hereinafter set forth that certain building.: designed as Suite C, D, E & F (6,660 SF) situated at 104 Investors Way, Camden Business Park Camden, North Carolina and commonly known as TARK SHOPPES.

Section 2. Term: The term of this Lease shall be Two (2) Years, beginning in October 1, 2019, and ending September 30, 2021, unless terminated earlier as herein provided, or unless renewed as herein provided. The first Lease Year Anniversary shall be the date twelve (12) calendar months after the first day of the first full month of the Term hereof and successive Lease Year Anniversaries shall be the date twelve (12) calendar months from the previous Lease Year Anniversary.

Section 3. Option to Renewal: Landlord grants to Tenant the option to renew this Lease for additional Terms ("Option Term") on the same covenants and conditions as are herein contained, except as modified by this provision and agreement.

a. Exercise of the Option: The option shall be exercised by a writing delivered to Landlord by Tenant at least sixty (60) days prior to the expiration of the Term of this Lease.

b. Effect of Failure to Exercise Option: In the event Tenant shall fail to give Landlord written notice of its election to exercise its Option to renew this lease at least sixty (60) days; the expiration of the Term of this Lease, such option shall thereafter be and become null and void and of no further force and effect.

Section 4. Rental: The Tenant shall pay to the Landlord or its Agent without demand, an annual Lease Year Base Rental of FIFTY THREE THOUSAND TWO HUNDRED EIGHTY DOLLARS (\$53,280.00).

Plus Estimated Operating Costs of: Insurance \$.55/SF (\$3,663.00), Taxes \$.611; F (\$4,462.20), Grounds Maintenance \$.30/SF (\$1,998.00), and Common Area Electric \$45.00/month/unit (\$2,160.00) for a total annual rental of SIXTY FIVE THOUSAND FIVE HUNDRED SIXTY THREE AND .20/1.00 DOLLARS (\$65,563.20), payable in equal monthly installments of FIVE THOUSAND FOUR HUNDRED SIXTY THREE AND .60/1.00 DOLLARS (\$5,463.60) per month rent in advance on the first day of each calendar month during the first Lease Year. Tenant is individually responsible for county water and trash removal. Rental for any period during the term hereof which is less than one month shall be the pro-rated portion of the monthly rental due.

Section 5. Late Charges: If Landlord fails to receive any rent payment within five (5) days after it becomes due, Tenant shall pay Landlord, as additional rental, a late charge equal to five percent (5%) of the overdue amount or \$100 whichever is greater, plus any actual bank fees incurred for returned or dishonored checks. The parties agree that such a late charge represents a fair and reasonable estimate of the cost Landlord will incur by reason of such late payment.

Section 6. Security Deposit: Tenant has in deposit with Landlord Agent \$3,243.60 as a security deposit which shall be held as security for the full and faithful performance by Tenant of each and every term, covenant and condition of this Lease. If any of the rents or other charges or sums payable by Tenant shall be over-due and unpaid or should payments be made on behalf of the Tenant, or should Tenant fail to perform any of the terms of this Lease, then Landlord or its Agent may, at its option, appropriate and apply the Security Deposit, or so much thereof as may be necessary, to compensate toward the payment of the rents, charges or other sums due from Tenant, or towards any loss, damage or expense sustained by Landlord resulting from such default on the part of the Tenant; and in such event Tenant shall upon demand restore the Security Deposit to the original sum deposited. In the event Tenant furnishes Landlord with proof that all utility bills have been paid through the date of Lease termination, and performs all of Tenant's other obligations under this Lease, the Security Deposit shall be returned in full to Tenant with thirty (30) days after the date of the expiration or sooner termination of the term of this Lease and the surrender of the Premises by Tenant in compliance with the provisions of this Lease. The Security Deposit may be placed in an interest bearing account and any interest thereon shall be the property of the party holding the same.

Section 7. Rent Adjustment: The Landlord reserves the right to increase the rental by an amount equaling the total increase in ad valorem taxes, hazard/general liability insurance premium and common area expenses, over the amounts in effect at the commencement date of this Lease Agreement. Said increase shall be divided by twelve (12) months, divided proportionately, and the result added to the monthly rent called for herein, beginning on the first month following notification of such increase.

Section 8. Utilities: The Tenant shall pay all charges for utilities, including but not limited to water, gas, electricity, light, heat, power and telephone or other communication service used, rendered or supplied upon or in connection with the leased property, and shall indemnify the Landlord against any liability or damages on such account. The Landlord shall not be liable for any failure of water supply, or electric, or any service by any utility, or injury to person or damage to property resulting from steam, gas, electricity, water, rain or snow which may flow or leak from any part of the leased property or from any pipes, appliances or plumbing works. Responsibility to pay for a utility service shall include all metering, hook-up fees or other miscellaneous charges associated with the installation and maintenance of such utility in said party's name.

Section 9. Common Area Expenses; Rules & Regulations: If the Premises are part of a larger building or group of buildings, Tenant shall pay as additional rental monthly, in advance, its proportionate share of common area maintenance expenses; common area electric, grounds maintenance and water expense (if not metered separately).

Section 10. Landlord Repairs: Landlord agrees to keep in good repair the roof, foundation, and exterior walls of the Premises (exclusive of all glass and exclusive of all exterior doors) and underground utility and sewer pipes outside the exterior walls of the building, except repairs rendered necessary by the negligence or intentional wrongful act of Tenant, its agents, employees or invitees. If the Premises are part of a larger building or group of buildings, then to the extent that the grounds are common areas, Landlord shall maintain the grounds surrounding the building, including paving, the mowing of grass, care of shrubs and general landscaping. Tenant shall promptly report in writing to Landlord any defective condition known to it which Landlord is required to repair and failure to report. Such conditions shall make Tenant responsible to Landlord for any liability incurred by Landlord for reason of such conditions. Tenant accepts the Premises in their present condition and as suited for the uses intended by Tenant.

Section 11. Tenant Repairs: Tenant shall, throughout the initial term of this Lease, and any extension or renewal thereof, at its expense, maintain in good order and repair the Premises, including the building, plumbing, electrical, heating and air conditioning equipment (including but not limited to replacement of parts, compressors, air handling units and heating units) and other improvements located thereon, except those repairs expressly required to be made by Landlord hereunder. Tenant is responsible for all expenses to eliminate clogged drains, maintain and pump septic tank if it becomes necessary or is required by the Health Department at interim inspections. Tenant shall at all times

keep all exterior entrances, all glass and show window moldings, all partitions, doors, fixtures, equipment, lighting, plumbing and other appurtenances thereto in good order, condition and repair, including replacement when necessary and reasonable periodic painting of the interior of the Leased Premises. Tenant shall be responsible for ensuring the sidewalk in front of the Leased Premises and any doorways, front or rear, are kept free of debris, snow or ice. Unless the grounds are common area of a building(s) larger than the Premises, Tenant further agrees to care for the grounds around the building, including paving, the mowing of grass, care of shrubs and general landscaping. Tenant agrees to return the Premises to Landlord at the expiration or prior termination of this lease, in as good condition and repair as when first received, natural wear and tear, damage by storm, fire, lightning, earthquake or another casualty alone excepted. Tenant, Tenant's employees, agents, contractors or subcontractors shall take no action which may void any manufacturers or installers warranty with relation to the Premises. Tenant shall indemnify and hold Landlord harmless from any liability, claim, demand or cause of action arising on account of Tenant's breach of the provisions of this paragraph.

Section 12. Alterations: Tenant shall not make any alterations, additions, or improvements to the Premises without Landlord's prior written consent. Tenant shall promptly remove any alterations, additions, or improvements constructed in violation of this Paragraph upon Landlord's written request. All approved alterations, additions, improvements will be accomplished in a good workmanlike manner, in conformity with all applicable laws and regulations, and by a contractor approved by Landlord, free of any liens or encumbrances. Landlord may require Tenant to remove any alterations, additions, or improvements (whether or not made with Landlord's consent) at the termination of the Lease and to restore the Premises to its prior condition, all at Tenant's expense. All alterations, additions and improvements; which Landlord has not required Tenant to remove shall become Landlord's property and shall be surrendered to Landlord upon the termination of this Lease.

Section 13. Removal of Fixtures: Tenant may (if not in default hereunder) prior to the expiration of this Lease, or any extension or renewal thereof, remove fixtures and equipment which it has placed in the Premises, provided Tenant repairs all damage to the Premises caused by such removal. This does not include any leasehold improvement which will remain with the property. Ownership of all leasehold improvements transfers to landlord upon tenant vacating the property.

Section 14. Events of Default: The happening of any one or more of the following events during the term of this Lease, or any renewal or extension thereof, shall constitute a breach of this Lease on the part of the Tenant: (a) Tenant fails to pay the rental as provided for herein (b) Tenant abandons or vacates the Premises; (c) Tenant fails to comply with or abide by and perform any other obligation imposed upon Tenant under this Lease; (d) Tenant is adjudicated bankrupt; (e) A permanent receiver is appointed for Tenant's property and such receiver is not removed within sixty (60) days after written notice from Landlord to Tenant to obtain such removal; (f) Tenant, either voluntarily or involuntarily, takes advantage of any debt or relief proceedings under any present or future law, whereby the rent or any part thereof is, or is proposed to be reduced or payment thereof deferred; (g) Tenant makes an assignment for benefit of creditors; or (h) Tenant's effects are levied upon or attached under process against Tenant, which is not satisfied or dissolved within thirty (30) days after written notice from Landlord to Tenant to obtain satisfaction thereof.

Section 15. Remedies Upon Default. Upon the occurrence of Event of Default, Landlord may pursue any one or more of the following remedies separately or concurrently, without prejudice to any other remedy herein provided. or provided by law: (a) if the Event of Default involves nonpayment of rental and Tenant fails to cure such default within five (5) days after receipt of written notice thereof from Landlord, or if the Event of Default involves a default in performing any of the terms or provisions of the Lease other than payment of rental and Tenant fails to cure such default within fifteen (15) days after receipt of written notice of default from Landlord, Landlord may terminate this Lease by giving written notice to Tenant and upon such termination shall be entitled to recover from Tenant damages as may be permitted under applicable law; or (b) if the Event of Default involves any matter other than those set forth in item (a) of this paragraph, Landlord may terminate this Lease by giving written notice to Tenant and upon such

termination, shall be entitled to recover from the Tenant damages in an amount equal to all rental which is due and all rental which would otherwise have become due throughout the remaining term of this Lease, or any renewal or extension thereof (as if this Lease had not been terminated); or (c) upon any Event of Default, Landlord, as Tenant's agent, without advertisement and by private negotiations and for any term Landlord deems proper, with Tenant being liable to Landlord for the deficiency, if any, between Tenants rent hereunder and the price obtained by Landlord on reletting, provided however, that Landlord shall not be considered to be under any duty by reason of this provision to take any action to mitigate damages by reason of Tenants default. In the event Landlord hires an attorney to enforce its rights upon default, Tenant shall in addition be liable for reasonable attorney's fees and all costs of collection.

Section 16. Condemnation: If the Leased Premises, or any part thereof, is taken by eminent domain, the Lease shall expire on the date when the Leased Premises shall be so taken, and the rent shall be apportioned as of that date. No part of any award shall belong to the Tenant.

Section 17. Indemnification: Except for claims arising out of acts caused by the affirmative negligence of the Landlord or its representatives, the Tenant shall indemnify and defend the Landlord and the Leased Premises, at the Tenant's expense, against all claims, expenses, and liabilities arising from (a) the management of any occurrence on or about the leased premises or any adjoining street or roadway; (b) any default by the Tenant hereunder, (c) any act of negligence by the Tenant or its agents, contractors, employees or licensees.

Section 18. Fire or Other Casualty Losses: If the Premises are totally destroyed by storm, fire, lightning, earthquake or other casualty, without the fault of the Tenant, this Lease shall terminate as of the date of such destruction and rental shall be accounted for as between Landlord and Tenant as of that date. If the premises are damaged but not wholly destroyed by any such casualties, without the fault of the Tenant, rental shall abate in such proportion as effective use of the Premises has been affected and Landlord shall restore Premises to substantially the same condition as before damage as speedily as is practicable, whereupon full rental shall recommence.

Section 19. Insurance: The landlord shall keep the building containing the leased property insured against loss or damage by fire with extended coverage endorsement in an amount not less than eighty percent (80%) of the full insurable value as determined from year to year. The Tenant shall keep the leased property insured with a tenant owners policy for business personal property and betterments throughout the term of this Lease against claims for personal injury and property damage, under a policy of general public liability insurance, with such limits as may reasonably be requested by the Landlord from time to time, but not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate as a combined single limit or \$1,000,000 bodily injury and \$1,000,000 property damage as a split limit, which insurance shall contain a special endorsement recognizing and insuring any liability accruing to Tenant and naming Landlord as additional insured. Tenant shall provide evidence of such insurance to Landlord prior to the commencement of the term of this Lease and provide annually an updated certificate of insurance to Landlord. Tenant must maintain insurance policy without lapse to remain in compliance with Lease. Tenant agrees to and hereby does indemnify and save Landlord harmless against all claims for damages to persons or property by reason of Tenant's use or occupancy of the Premises.

Section 20. Tax and Insurance Escalation: Tenant shall pay upon demand as additional rental during the term of this Lease, and any extensions or renewal thereof;

The amount by which all taxes on the Premises for each tax year exceed all taxes on the Premises for the tax year ; or

all taxes on the Premises for each tax year.

In the event the Premises are less than the entire property assessed for such taxes for any such tax year, then the tax for any such year applicable to the Premises shall be determined by proration on the basis that the rentable floor area of the Premises bears to the rentable floor area of the entire property assessed. If the final year of the Lease term fails to coincide with the tax year, then any excess for the tax year during which the term ends shall be reduced by the pro rata part of such tax year beyond the Lease term. If such taxes for the year in which the Lease terminates are not ascertainable before payment of the last month's rental, then the amount of such taxes assessed against the property for the previous tax year shall be used as a basis for determining the pro rata share, if any, to be paid by Tenant for that portion of the last lease year.

Tenant shall further pay upon demand as additional rental during the term of this Lease, and any extension or renewal thereof:

the excess cost of fire and extended coverage insurance including any and all public liability insurance on the building over the cost of the first year of the Lease term for each subsequent year during the term of this Lease; or

all fire and hazard, and extended coverage insurance including any and all public liability insurance on the building.

Section 21. Tenant's Employment Responsibilities: The Tenant shall be responsible for and save the Landlord harmless from all wages, salaries, or other benefits due Tenant's employees. Tenant shall also be solely responsible for the acquisition and payment of any goods and/or services used or performed by the Tenant in the conduct of its business.

Section 22. Use of Premises: The Premises shall be used for **Camden County Library** purposes only and no other. The Premises shall not be used for any illegal purposes, nor in any manner to create any nuisance or trespass, nor in any manner to vitiate the insurance or increase the rate of insurance on the Premises. In the event Tenant's use of the Premises results in an increase in the rate of insurance on the Premises, Tenant shall pay to Landlord, upon demand and as additional rental, the amount of any such increase.

Section 23. Hazardous Waste: Tenant specifically agrees that, except for such limited quantities of office materials and supplies of such type and in such quantities as are customarily used in Tenant's personal business operations (which shall be used only in accordance with applicable law and any manufacturers or suppliers guidelines), Tenant shall not engage or permit at any time, any operations or activities upon, or any use or occupancy of the Premises, or any portion thereof, for the purpose of or in any way involving the handling, manufacturing, treatment, storage, use, transportation, spillage, leakage, dumping, discharge or disposal (whether legal or illegal, accidental, or intentional) of any hazardous substances, materials or wastes, or any wastes regulated under any local, state or federal law.

Tenant shall, during the Term, remain in full compliance with all applicable laws governing its use and occupancy of the Premises, including, without limitation, the handling, manufacturing, treatment, storage, disposal, discharge, use, and transportation of hazardous substances, materials or wastes, and any wastes regulated under any local, state or federal law. Tenant will remain in full compliance with the terms and conditions of all permits and licenses issued to it by any governmental authority on account of any or all of its activities on the Premises.

Section 24. Environmental Laws. (a) Tenant shall not bring onto the Premises any Hazardous Materials (as defined below) without the prior written approval by Landlord. Any approval must be preceded by submission to Landlord of appropriate Material Safety Data Sheets (MSD Sheets). In the event of approval by Landlord, Tenant covenants that it will (1) comply with all requirements of any constituted public authority and all federal, state, and local codes, statutes, ordinances, rules and regulations, and laws, whether now in force or hereafter adopted relating to Tenant's use of the Premises, or relating to the storage, use, disposal, processing, distribution, shipping or sales of any hazardous, flammable, toxic, or dangerous materials, waste or substance, the presence of which is regulated by a federal, state, or local law, ruling, rule or regulation (hereafter collectively referred to as "Hazardous Materials"; (2) comply with any reasonable recommendations by the insurance carrier of either Landlord or Tenant relating to the use by Tenant on the Premises of such Hazardous Materials; (3) refrain from unlawfully disposing of or allowing the disposal of any Hazardous Materials upon, within, about or under the Premises; and (4) remove all Hazardous Materials from the Premises, either after their use by Tenant or upon the expiration or earlier termination of this Lease, in compliance with all applicable laws.

(b) Tenant shall be responsible for obtaining all necessary permits in connection with its use, storage and disposal of Hazardous Materials, and shall develop and maintain, and where necessary file with the appropriate authorities, all reports, receipts, manifests, filings, lists and invoices covering those Hazardous Materials and Tenant shall provide Landlord with copies of all such items upon request. Tenant shall provide within five (5) days after receipt thereof, copies of all notices, orders, claims or other correspondence from any federal, state or local government or agency alleging any violation of any environmental law or regulation by Tenant, or related in any manner to Hazardous Materials. In addition, Tenant shall provide Landlord with copies of all responses to such correspondence at the time of the response.

(c) Tenant hereby indemnifies and holds harmless Landlord, its successors and assigns from and against any and all losses, liabilities, damages, injuries, penalties, fines, costs, expenses and claims of any and every kind whatsoever (including attorney's fees and costs, expenses or claims asserted or arising under the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, from time to time, and regulations promulgated thereunder, any so-called state or local "Superfund" or "Superlien" law, or any other federal, state or local statute, law or ordinance, code, rule, regulation, order or decree regulating, relating to, or imposing liability or standards of conduct concerning any Hazardous Materials) paid, incurred or suffered by, or asserted against, Landlord as a result of any claim, demand or judicial or administrative action by any person or entity (including governmental or private entities) for, with respect to, or as a direct or indirect result of, the presence on or under or the escape, seepage, leakage, spillage, discharge) emission or release from the Premises of any Hazardous Materials caused by Tenant or Tenant's agents, employees, invitees or successors in interest. This indemnity shall also apply to any release of Hazardous Materials caused by a fire or other casualty to the premises if such Hazardous Materials were stored on the Premises by Tenant, its agents, employees, invitees or successors in interest.

(d) If Tenant fails to comply with the Covenants to be performed hereunder with respect to Hazardous Materials, or if an environment protection lien is filed against the premises as a result of the actions of Tenant, its agents, employees or invitees, then the occurrence of any such events shall be considered a default hereunder.

(e) Tenant will give Landlord prompt notice of any release of Hazardous Materials, reportable or non-reportable, to federal, state, or local authorities, of any fire, or any damage occurring on or to the Premises.

(f) Tenant will use and occupy the Premises and conduct its business in such a manner that the Premises are neat, clean and orderly at all times with all chemicals or Hazardous Materials marked for easy identification and stored according to all codes as outlined above.

(g) The warranties and indemnities contained in this Paragraph shall survive the termination of this Lease.

Section 25. Assignment and Subletting: Tenant shall not, without the prior written consent of Landlord, which shall not be unreasonably withheld, assign this Lease or any interest hereunder, or sublet the Premises or any part thereof, or permit the use of the Premises by any party other than the Tenant. Consent to any assignment or sublease shall not impair this provision and all later assignments or subleases shall be made likewise only on the prior written consent of the Landlord. The Assignee of Tenant, at option of Landlord, shall become directly liable to Landlord for all obligations of Tenant hereunder, but no sublease or assignment by Tenant shall relieve Tenant of any liability hereunder.

Section 26. Surrender: Upon the termination of this Lease, including any extension thereof, the Tenant shall surrender the above described premises to the Landlord in as good condition as the premises were in at the time of the initial occupancy thereof, reasonable use and wear and tear by the elements, or fire or other catastrophes not the fault of the Tenant, excepted.

Section 27. Landlord's Entry of Premises: Landlord may advertise the Premises "For Rent" or "For Sale" before the termination of this Lease. Landlord may enter the Premises at reasonable hours to exhibit same to prospective purchasers or tenants and to make repairs required of Landlord under the terms hereof or to make repairs to Landlord's adjoining property, if any.

Section 28. Effect of Termination of Lease. No termination of this Lease prior to the normal ending thereof, by lapse of time or otherwise, shall affect Landlord's right to collect rent for the period prior to termination thereof.

Section 29. Mortgagee's Rights. Tenant's rights shall be subject to any bona fide mortgage, deed of trust or other security interest which is now or may hereafter be placed upon the Premises by Landlord. Tenant shall, if requested by Landlord, execute a separate agreement reflecting such subordination, and shall be obligated to execute such documentation as may facilitate Landlord's sale or refinancing of the Premises, including, but not limited to, estoppel certificates, subordination or attornment agreements.

Section 30. Quiet Enjoyment. So long as Tenant observes and performs the covenants and agreements contained herein, it shall at all times during the Lease term peacefully and quietly have and enjoy possession of the Premises, but always subject to the terms hereof. Provided, however, that in the event Landlord shall sell or otherwise transfer its interest in the Premises, Tenant agrees to attorn to any new owner or interest holder and shall, if requested by Landlord, execute a separate agreement reflecting such attornment, provided that said agreement requires the new owner or interest holder to recognize its obligations and Tenant's rights hereunder.

Section 31. Holding Over. If Tenant remains in possession of the Premises after expiration of the term hereof, with Landlord's acquiescence and without any express agreement of the parties, Tenant shall be a tenant at will at the rental rate which is in effect at the end of the Lease and there shall be no renewal of this Lease by operation of law. If Tenant remains in possession of the Premises after expiration of the term hereof without Landlord's acquiescence, Tenant shall be a tenant at sufferance and commencing on the date following the date of such expiration, the monthly rental payable under Paragraph 4 above shall for each month, or fraction thereof during which Tenant so remains in possession of the premises, be twice the monthly rental otherwise payable under Paragraph 4 above.

Section 32. Abandonment. Tenant shall not abandon the Premises at any time during the Lease term. If Tenant shall abandon the Premises or be dispossessed by process of law, any Personal Property belonging to Tenant and left on the Premises shall, at the option of Landlord, be deemed abandoned, and available to Landlord to use or sell to offset any rent due or any expenses incurred by removing same and restoring the Premises.

Section 33. **Attorney's Fees:** In the event that any action or proceeding is brought to enforce any term, covenant or condition of this Lease on the part of Landlord or Tenant, the prevailing party in such litigation shall be entitled to recover reasonable attorney's fees and costs.

Section 34. **Rights Cumulative.** All rights, powers and privileges conferred hereunder upon parties hereto shall be cumulative and not restricted of those given by law.

Section 35. **Waiver of Rights.** No failure of Landlord to exercise any power given Landlord hereunder or to insist upon strict compliance by Tenant of its obligations hereunder and no custom or practice of the parties at variance with the terms hereof shall constitute a waiver of Landlord's right to demand exact compliance with the terms hereof.

Section 36. **Time of Essence.** Time is of the essence in this Lease.

Section 37. **Applicable Law:** This Agreement shall be construed and interpreted under the laws of the State of North Carolina.

Section 38. **Successors and Assigns:** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors and assigns.

Section 39. **Counterparts:** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute but one and the same instrument.

Section 40. **Headings:** The headings, subheadings, and captions in this Agreement and in any exhibit hereto are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

Section 41. **Definitions.** "Landlord" as used in this Lease shall include the undersigned, its heirs, representatives, assigns and successors in title to the Premises. "Agent" as used in this Lease shall mean the party designated as same, its heirs, representatives, assigns and successors. "Tenant" shall include the undersigned and its heirs, representatives, assigns and successors, and if this Lease shall be validly assigned or sublet, shall include also Tenant's assignees or sublessees as to the Premises covered by such assignment or sublease. "Landlord", "Tenant", and "agent" include male and female, singular and plural, corporation, partnership or individual, as may fit the particular parties.

Section 42. **Notices:** All notices required or permitted under this Lease shall be in writing and shall be personally delivered or sent by U.S. certified mail, return receipt requested, postage prepaid. Notices to Tenant shall be delivered or sent to the address shown at the beginning of this Lease, except that upon Tenant taking possession of the Premises, then the Premises shall be Tenant's new address for such purposes. Notices to Landlord shall be delivered or sent to the address shown at the beginning of this Lease and notices to Agent, if any, shall be delivered or sent to the address set forth in Paragraph 4 hereof.

All notices shall be effective upon delivery. Any party may change its notice address upon written notice to the other parties, given as provided herein.

Section 43. **Entire Agreement:** This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all negotiations, prior discussions, agreements, arrangements and understandings, written or oral, relating to the subject matter hereof

Section 44. **Authorized Lease Execution:** Each individual executing this Lease as director, officer, partner, member, or agent of a corporation, limited liability company, or partnership represents and warrants that he is duly authorized to execute and deliver this Lease on behalf of such corporation, limited liability company, or partnership.

Section 45. Transfer of Landlord's Interest: In the event of the sale, assignment or transfer by Landlord or its interest in the Premises or in this Lease (other than a collateral assignment to secure a debt of Landlord) to a successor in interest who expressly assumes the obligations of Landlord under this Lease, Landlord shall thereupon be released and discharged from all its covenants and obligations under this Lease, except those obligations that have accrued prior to such sale, assignment or transfer; and Tenant agrees to look solely to the successor in interest of Landlord for the performance of those covenants accruing after such sale, assignment or transfer. Landlord's assignment of this Lease, or of any or all of its rights in this Lease, shall not affect Tenant's obligations hereunder, and Tenant shall attorn and look to the assignee as Landlord, provided Tenant has first received written notice of the assignment of Landlord's interest.

Section 46. Amendments: This Agreement may not be amended except by written instrument duly executed by or on behalf of all of the parties hereto.

Section 47. Memorandum of Lease: Upon request by either Landlord or Tenant, the parties hereto shall execute a short form (Memorandum of Lease) in recordable form, setting forth such provisions hereof (other than the amount of Base Monthly Rent and other sums due) as either party may wish to incorporate. The cost of recording such Memorandum of Lease shall be borne by the party requesting execution of same.

Section 48. Build Out: The Landlord shall provide a shell space to include: plumbing brought through the slab for Men & Women restrooms, the SE cable from the gang meter to the back of the building with a 200 AMP panel. The Tenant shall be responsible for all cost incurred for build out for their specific plans, layout, business type, etc. Contractor shall complete construction to the Premises pursuant to final Plans and Specifications approved by Landlord and Tenant (the "Improvements"), in compliance with all applicable codes and regulations, any required permit or approvals, and recorded documents, and in a good and workman-like- manner free of defects. Refer to Exhibit HA", Construction by Tenant During Tenn.

Section 49. Signage: Except as may be specifically set forth in the Lease, Tenant may not install, inscribe, paint or affix any awning, shade, sign, advertisement or notice on or to any part of the outside of the Premises without the express written consent of the Landlord. No items of any type shall be allowed on the sidewalk area without the prior written consent of Landlord. For aesthetic purposes, all signs will be approved by the Landlord and installed at Tenant's sole expense. Any and all signs placed on the Premises by Tenant shall be maintained in compliance with governmental rules and regulations governing such signs and Tenant shall be responsible to Landlord for any damage caused by installation, use or maintenance of said signs, and all damage incident to removal thereof.

Additional Conditions:

A ONE TIME LEASE ADJUSTMENT PAYMENT DUE FROM TENANT AT LEASE SIGNING: \$33,300

THIS DOCUMENT IS A LEGAL DOCUMENT. EXECUTION OF THIS DOCUMENT HAS LEGAL CONSEQUENCES THAT COULD BE ENFORCEABLE IN A COURT OF LAW. NO REPRESENTATIONS ARE MADE CONCERNING THE LEGAL SUFFICIENCY, LEGAL EFFECT OR TAX CONSEQUENCES OF THIS DOCUMENT OR THE TRANSACTION TO WHICH IT RELATES AND RECOMMENDS THAT YOU CONSULT YOUR ATTORNEY.

IN WITNESS WHEREOF, this Lease Agreement has been executed by each party hereto, in duplicate originals, on the date and year first above written.

LANDLORD

TENANT

By: (SEAL)

By: (SEAL)

Date

Date:

Attachment: 2019-08-29 rev Camden County Lease (2504 : Library Lease Contract - Ken Bowman)

Exhibit A

CONSTRUCTION BY TENANT DURING TERM

Section 1. Tenant to Complete. If Tenant wishes to make changes to the Premises, such changes shall be completed pursuant to the provisions of the Lease and this Exhibit A. Tenant shall bear all costs of the improvements, which shall be performed by Tenants general contractor ("Contractor").

Contractor shall complete construction to the Premises pursuant to final Plans and Specifications approved by Landlord and Tenant (the "Improvements"), in compliance with all applicable codes and regulations, any required permit or approvals, and recorded documents, and in a good and workmanlike manner free of defects. Tenant's selections of finishes and materials shall be indicated on the Plans and Specifications and shall be equal to or better than the minimum building standards and specifications.

Section 2. Requirements Prior to Commencement: Prior to commencing any work:

- a) Tenant's proposed Contractor and the Contractor's proposed principal subcontractors and suppliers shall be licensed and in good status with State and Local jurisdictions, licensing boards and/or the equivalent;
- b) Contractor shall submit to Landlord and Tenant a written bid for completion of the Improvements. Said bid shall include Contractor's overhead, profit and fees;
- c) Tenant or Contractor shall submit all Plans and Specifications to Landlord together with the location and use of any proposed staging areas, and no work on the Premises shall be commenced before Tenant has received Landlord's final written approval thereof, which shall not be unreasonably withheld, delayed or conditioned.
- d) Contractor shall complete all architectural and planning review and obtain all permits, including signage, required by the city, state or county in which the Premises are located; and;
- e) Contractor shall submit to Landlord verification of liability and workmen's compensation insurance adequate to fully protect Landlord and Tenant from and against any and all liability for death or injury to persons or damage to property caused in or about or by reason of the construction of any work done by Contractor or Contractor's subcontractors or suppliers; Landlord may determine the adequacy of such insurance, without limitation, in light of their consistency with the provisions in the Lease relating to Tenant's insurance.
- f) Unless otherwise waived in writing by Landlord, which waiver shall be in Landlord's sole discretion, Contractor shall provide payment and performance bonds in an amount equal to 100% of the estimate amount of Improvements.

Section 3. Landlord's Administration. Contractor and Contractor's subcontractors and suppliers shall be subject to Landlord's reasonable administrative control and supervision. Landlord shall provide Contractor and Contractor's subcontractors and suppliers with reasonable access to the Premises.

Section 4. Contractor to Comply with Procedures. During construction of the Improvements, Contractor shall adhere to the procedures shown in this Exhibit A, which represent Landlord's minimum requirements for completion of the Improvements.

Section 5. Proof of Payment. Upon completion of the Improvements, Tenant shall provide Landlord with such evidence as Landlord may reasonably request that the Contractor has been paid in full, and Contractor shall provide Landlord with the lien releases as requested by

Landlord, confirmation that no liens have been filed against the Premises or the Shopping Center. If any liens arise against the Premises or the Shopping Center as a result of the improvements, Tenant shall immediately, at Tenant's sole expense, remove such liens and provide Landlord evidence that the title to the Shopping Center and Premises have been cleared of such liens.

CONSTRUCTION POLICY

The following policies outlined are the construction procedures for the Shopping Center.

As a material consideration to Landlord for granting Landlord's permission to Tenant to . complete the construction contemplated hereunder, Tenant agrees to be bound by and follow the provisions contained herein below:

Section 6. Administration.

- a) Contractors must notify Landlord in writing at Wilport LLC, P.O. Box 392, Powells Point, NC 27947, attention Gary Woodson, Agent Representative, (252-491-8765 / 252-473-7240), prior to starting any work.
- b) As-built construction, including mechanical drawings and air balancing reports will be submitted at the end of each project.
- c) The Contractor must provide for the removal of all trash and debris arising during the course of construction. At no time are the building's trash compactors and/or dumpsters to be used by the Contractor's cleanup crews for the disposal of any trash or debris accumulated during construction. Landlord assumes no responsibility for bins. Contractor is to monitor and resolve any problems with bin usage. Bins are to be emptied on a regular basis and never allowed to overflow. Trash is to be placed in the bin at all times.
- d) All HVAC contractors must provide the following items to Landlord or its agent:
 - (i) plan showing the new ducting layout, all supply and return air grille locations and all thermostat locations, including the location of any fire dampers, and (ii) an Air Balance Report reflecting the supply air capacity throughout the suite, which is to be given to Landlord or its agent at the finish of the HVAC installation.
- e) Any problems with construction per the plan, will be-brought to the attention of and documented to the Landlord. Any material and substantial changes that need additional work not described in the Plans and Specifications must be approved in writing in advance by Landlord.

Section 7. Premises and Shopping Center. Tenant shall make no alterations or improvements or do any other work which would result in diminished market value of the Premises or Shopping Center.

Section 8. Construction Requirements.

- a) All Life and Safety and applicable Building Codes will be strictly enforced (i.e., tempered glass, fire dampers, exit signs, smoke detectors, alarms, etc.); Tenant or its agent shall coordinate the same in advance with Landlord or its agent.
- b) Electric panel schedules must be brought up to date identifying all new circuits added.
- c) All electrical outlets and lighting circuits are to be properly identified. Outlets will be labeled on back side of each cover plate.
- d) All electrical and phone closets being used must have panels replaced and doors shut at the end of each day's work. Any electrical closet that is opened with the panel exposed must have a work person present.
- e) All electricians, telephone personnel, etc. will, upon completion of their respective projects pick up and discard their trash leaving the rooms clean. If this is not complied with, a cleanup will be conducted by the building janitors and the general contractor will be back charged for this se1vice.
- f) Welding or burning with an open flame will not be done without prior approval of the Landlord or its agent. Fire extinguishers must be on hand at all times.
- g) Neither "anchoring" of walls or supports to the concrete or core drilling may be done during normal business hours. This work must be scheduled after hours.

h) All HVAC work must be inspected by Landlord or its agent. The following procedures will be followed by the general contractor: (i) a preliminary inspection of the HVAC work in progress will be scheduled through Landlord or its agent prior to the reinstallation of the ceiling grid, (ii) a second inspection of the HVAC operation will also be scheduled through Landlord or its agent and will take place with the attendance of the HVAC contractor's Air Balance engineer. This inspection will take place when the suite in question is read to be air- balanced. (iii) Landlord or its agent will inspect the construction on a periodic basis as well.

i) All existing thermostats, ceiling tiles, lighting fixtures and air conditioning grilles shall be saved and turned over to Landlord or its agents.

j) The work site and common areas involved must be kept clean at all times. Food and related lunch debris are not to be left in the construction



CAMDENCOUNTY
new energy. new vision.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Old Business

Item Number: 6.C
Meeting Date: September 09, 2019
Submitted By: Dan Porter, Planning Director
 Planning & Zoning
 Prepared by: Karen Davis
Item Title **Revised Camden Code Chapter 150 Minimum Housing Code**
- Dan Porter
Attachments: Agenda Summary Sheet Minimum Housing code 2
 (DOCX)
 Chapter 150 Code Final Revision (DOCX)

See attached summary, recommendation and supporting documentation.

Note: Language has been added that establishes four very specific criteria for investigating possible code violations.

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Meeting Date: September 9, 2019

Attachments: Camden Code Chapter 150

Submitted By: Planning Department

**ITEM TITLE: Revised Camden Code Chapter
150 Minimum Housing code**

SUMMARY:

August 5, 2019 was the first meeting this ordinance was presented. This type of ordinance (one that does not require a public hearing) requires unanimous vote to pass on first reading. Since the vote to approve was 3 to 2, it must be scheduled for the next regular meeting. At this meeting, it only requires majority vote to pass.

Section 150.20 has been amended as shown in bold and underlined to provide specific criteria under which inspectors may inspect for violations.

Sections 150.03 through 150.18 prescribe the specific minimum standards for habitable housing. The existing Chapter 150 includes some specifics but primarily refers to citations in the state building codes. In order to make the ordinance more user friendly the revised chapter states the specific standards for each type of structural elements. The standards are verbatim from the State Building Code.

Sections 150.19 through 150.23 are revised to outline a clear procedure to prosecute violations in compliance with the General Statutes. The procedure outlines the specific notices and a hearing required and gives the building inspector authority to condemn and have non-compliant structures demolished, subject to appeal to the Board of Commissioners. If an appeal is not made within 10 days the inspector's **decision is final**.

RECOMMENDATION:

1. **Motion to approve replacing the existing Chapter 150 Building Regulations: Construction with the proposed Ordinance No. 2019-08-01.**
2. **Motion to direct the building Inspections division to conduct investigations according to Chapter 150.2 (C).**

| | |
|------------------------|--|
| MOTION MADE BY: | |
| C. Riggs | |
| T. White | |
| G. Meiggs | |
| R. Krainiak | |
| R. Munro | |
| NO MOTION | |
| VOTE: | |
| C. Riggs | |
| T. White | |
| G. Meiggs | |
| R. Krainiak | |
| R. Munro | |
| ABSENT | |
| RECUSED | |

Camden County, NC Code of Ordinances

Ordinance No.**An Ordinance
Amending the Camden County
Code of Ordinances****Camden County, North Carolina**

BE IT ORDAINED BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS as follows:

Article I: Purpose

The purpose of this Ordinance is to amend Chapter 150 of the Camden County Code of Ordinances of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 15, 1997, and subsequently amended and as otherwise incorporated into the Camden County Code. This code of ordinances hereby adopts the current North Carolina State Building Codes with Amendments and the current National Electrical Code with North Carolina Amendments as indicated by the North Carolina Department of Insurance (NCDOI) and listed on their website as current. This Ordinance also hereby adopts the current North Carolina General Statutes with Amendments.

Article II. Construction

Article III. Amend Chapter 150 as amended of the Camden County Code which shall read as follows:

CHAPTER 150: BUILDING REGULATIONS; CONSTRUCTION

| <i>Section</i> | <i>Housing Code</i> |
|----------------|--|
| 150.01 | Findings; purpose |
| 150.02 | Definitions |
| 150.03 | Minimum standards of fitness for dwellings and dwelling units |
| 150.04 | Minimum standards for structural condition |
| 150.05 | Minimum standards for safe and sanitary maintenance |
| 150.06 | Minimum standards for control of insects, rodents and infestations |
| 150.07 | Minimum standards applicable to rooming houses; exceptions |
| 150.08 | Minimum standards for fire resistant |
| 150.09 | Minimum standards for light, ventilation and heating |
| 150.10 | Minimum standards for minimum room areas |
| 150.11 | Minimum standards for ceiling heights |
| 150.12 | Minimum standards for sanitation |
| 150.13 | Minimum standards form emergency escape and rescue |

Camden County, NC Code of Ordinances

- 150.14 Minimum standards for means of egress
- 150.15 Minimum standards for guards and window fall protection
- 150.16 Minimum standards for smoke alarms
- 150.17 Minimum standards for carbon monoxide alarms
- 150.18 Minimum standards for swimming pools, spas and hot tubs
- 150.19 Responsibilities of owners and occupants
- 150.20 Duties and powers of Building Inspector
- 150.21 Inspections; duty of owners and occupants
- 150.22 Procedure for Violations
- 150.23 Penalty

HOUSING CODE

§ 150.01 FINDINGS; PURPOSE.

Pursuant to G.S. § 160A-441, it is hereby found and declared that there exist in the county dwellings which are unfit for human habitation due to dilapidation, defects increasing the hazards of fire, accidents and other calamities, lack of ventilation, light and sanitary facilities and due to other conditions rendering the dwellings unsafe or unsanitary and dangerous and detrimental to the health, safety and morals and otherwise inimical to the welfare of the residents of the county. It is further found by the County Board of Commissioners that there exist in the county abandoned structures which constitute a health and safety hazard as a result of the attraction of insects and rodents or which results in a condition creating a fire hazard or which bring about dangerous conditions constituting a threat to children or which bring about frequent use by vagrants as living quarters in the absence of sanitary facilities. In order to protect the health, safety and welfare of the residents of the county, as authorized by G.S. §§ 160A-360 et seq., it is the purpose of this subchapter to establish minimum standards of fitness for the initial and continued occupancy of all dwellings used for habitation and for the continued existence of abandoned structures as expressly authorized by G.S. § 160A-444.

The County shall abide by and enforce construction and renovation codes and standards, in accordance with the current North Carolina Building Codes with amendments and North Carolina adopted National Electric Code with NC Amendments as scheduled and identified by the NC Department of Insurance. Permits shall be issued pursuant to GS 153A-357. The County shall also abide by and enforce the current North Carolina General Statutes with Amendments.

§ 150.02 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning. Unless otherwise noted herein definitions shall conform to the North Carolina Building and Electrical Codes.

CELLAR. A portion of a building located partly or wholly underground, having an adequate access to light and air from windows located partly or wholly below the level of the adjoining ground.

DETERIORATED. A dwelling that is unfit for human habitation and can be repaired, altered or improved to comply with all of the minimum standards established by this subchapter, at a cost not in excess of 50% of its value, as determined by finding of the Inspector.

Camden County, NC Code of Ordinances

DWELLING. Any building which is wholly or partly used or intended to be used for living or sleeping by human occupants; provided that temporary housing as hereinafter defined shall not be regarded as a dwelling. The word **DWELLING**, wherever used herein, shall also be construed to mean any structure which has not been occupied by the owner or the owner's tenant for a period of 90 consecutive days.

DWELLING UNIT. Any room or group of rooms located within a dwelling and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking and eating.

EXTERMINATION. The control and elimination of insects, rodents or other pests by eliminating their harborage places; by removing or making inaccessible materials that may serve as their food; by poisoning, spraying, fumigating, trapping or by any other recognized and legal pest elimination methods approved by the Inspector.

GARBAGE. The animal and vegetable waste resulting from the handling, preparation, cooking and consumption of food.

HABITABLE ROOM. Habitable rooms shall have a floor area of not less than 70 square feet. **Exception:** Kitchens.

Habitable rooms shall be not less than 7 feet in any horizontal dimension. **Exception:** Kitchens.

Height effect on room area. Portions of a room with a sloping ceiling measuring less than 5 feet or a furred ceiling measuring less than 7 feet from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required habitable area for that room.

HABITABLE SPACE. Space in a building for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces.

INFESTATION. The presence, within or around a dwelling, of any insects, rodents or other pests in a number as to constitute a menace to the health, safety or welfare of the occupant or to the public.

INSPECTOR. The Building Inspector of the county or any agent of the Inspector who is authorized by the Inspector.

MULTIPLE DWELLING. Any dwelling containing more than two dwelling units.

OCCUPANT. Any person over one year of age, living, sleeping, cooking or eating in, or having actual possession of a dwelling unit or rooming unit.

OPERATOR. Any person who has charge, care or control of a building, or part thereof, in which dwelling units or rooming units are let.

OWNER.

(1) Any person who, alone, jointly or severally with others:
 (a) Shall have title to any dwelling unit, with or without accompanying actual possession thereof; or
 (b) Shall have charge, care or control of any dwelling or dwelling unit as owner or agent of the owner or as executor, executrix, administrator, administratrix, trustee or guardian of the estate of the owner.

(2) Any person thus representing the actual owner shall be bound to comply with the provisions of this subchapter, and of rules and regulations adopted pursuant thereto, to the same extent as if he or she were the owner.

PUBLIC AUTHORITY. The County Department of Social Services, the County Building Inspector or any officer who is in charge of any department or branch of the

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government of the county or the state relating to health, fire, building regulations or other activities concerning dwellings in the county.

ROOMING HOUSE. Any dwelling, or that part of any dwelling containing one or more rooming units, in which space is let by the owner or operator to three or more persons who are not husband and wife, son or daughter, mother or father or sister or brother of the owner or operator.

ROOMING UNIT. Any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking or eating purposes.

RUBBISH. Combustible and noncombustible waste materials, except garbage and ashes, and the term shall include paper, rags, cartons, boxes, wood excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass crockery and dust.

SUPPLIED. Paid for, furnished or provided by, or under the control of, the owner or operator.

TEMPORARY HOUSING. Any tent, trailer or other structure used for human shelter which is designed to be transportable and which is not attached to the ground, to another structure, or to any utilities system on the same premises for more than 30 consecutive days.

UNFIT FOR HUMAN HABITATION. Conditions that exist in a dwelling which violate or do not comply with one or more of the minimum standards of fitness or one or more of the requirements established by this subchapter.

§ 150.03 MINIMUM STANDARDS OF FITNESS FOR DWELLINGS AND DWELLING UNITS.

Every dwelling and dwelling unit used as human habitation or held out for use as a human habitation shall comply with all of the minimum standards of fitness for human habitation and all of the requirements of this subchapter. No person shall occupy, as owner-occupant, or let to another for occupancy or use as a human habitation, any dwelling or dwelling unit which does not comply with all of the minimum standards of fitness for human habitation and all of the requirements of this subchapter.

§ 150.04 MINIMUM STANDARDS FOR STRUCTURAL CONDITION.

(A) Walls or partitions or supporting members, sills, joists, rafters or other structural members shall not list, lean or buckle, and shall not be rotted, deteriorated or damaged, and shall not have holes or cracks which might admit rodents.

(B) Floors or roofs shall have adequate supporting members and strength to be reasonably safe for the purpose used.

(C) Foundations, foundation walls, piers or other foundation supports shall not be deteriorated or damaged.

(D) Steps, stairs, landings, porches or other parts or appurtenances shall be maintained in a condition that they will not fall or collapse.

(E) Adequate facilities, as defined by the North Carolina building codes, for egress in case of fire or panic shall be provided.

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(F) Interior walls and ceilings of all rooms, closets and hallways shall be finished of suitable materials, which will, by use of reasonable household methods promote sanitation and cleanliness, and shall be maintained in a manner so as to enable the occupants to maintain reasonable privacy between various spaces.

(G) The roof, flashings, exterior walls, basement walls, floor and all doors and windows exposed to the weather shall be constructed and maintained so as to be weather and watertight.

(H) There shall be no chimneys or parts thereof which are defective, deteriorated or in danger of falling or in a condition or location as to constitute a fire hazard.

(I) There shall be no use of the ground for floors or wood floors on the ground.

§ 150.05 MINIMUM STANDARDS FOR SAFE AND SANITARY MAINTENANCE.

(A) (1) Every foundation wall, exterior wall and exterior roof shall be substantially weather-tight and rodent proof shall be kept in sound condition and good repair; shall be capable of affording privacy and shall be safe to use and capable of supporting the load which normal use may cause to be placed thereon. _ Annular spaces around pipes, electric cables, conduits

or other openings in the walls shall be protected against the passage of rodents by closing such opening with cement mortar, concrete masonry, silicone caulking or noncorrosive metal.

(2) Every exterior wall shall be protected with paint or other protective covering to prevent the entrance or penetration of moisture or the weather.

(B) Every floor, interior wall and ceiling shall be substantially rodent proof shall be kept in sound condition and good repair and shall be safe to use and capable of supporting the load which normal use may cause to be placed thereon.

(C) Every window, exterior door, basement or cellar door and hatchway shall be substantially weather-tight, watertight and rodent proof and shall be kept in sound working condition and good repair.

(D) Every inside and outside stair, porch and any appurtenance thereto shall be safe to use and capable of supporting the load that normal use may cause to be placed thereon and shall be kept in sound condition and good repair.

(E) Every bathroom floor surface and water closet compartment floor surface shall be constructed and maintained so as to be reasonably impervious to water and so as to permit the floor to be easily kept in a clean and sanitary condition.

(F) Every supplied facility, piece of equipment or utility which is required under this subchapter shall be so constructed or installed that it will function safely and effectively and shall be maintained in satisfactory working condition.

(G) Every yard shall be properly graded so as to obtain thorough drainage and so as to prevent the accumulation of stagnant water.

(H) Every dwelling unit shall be provided with adequate means of egress as required by the North Carolina Building Codes.

§ 150.06 MINIMUM STANDARDS FOR CONTROL OF INSECTS, RODENTS AND INFESTATIONS.

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(A) In every dwelling unit, for protection against mosquitoes, flies and other insects, every window or other device with openings to outdoor space, used or intended to be used for ventilation shall be supplied with screens installed.

(B) Every basement or cellar window used or intended to be used for ventilation and every other opening to a basement which might provide an entry for rodents shall be supplied with screens installed or other approved device as will effectively prevent their entrance.

(C) Every occupant of a dwelling containing a single dwelling unit shall be responsible for the extermination of any insects, rodents or other pests therein or on the premises; and every occupant of a dwelling unit in a dwelling containing more than one dwelling unit shall be responsible for the extermination whenever his or her dwelling unit is the only one infested. Whenever infestation is caused by failure of the owner to maintain a dwelling in a rodent proof or reasonable insect proof conditions, extermination shall be the responsibility of the owner. Whenever infestation exists in two or more dwelling units in a dwelling or in the shared or public parts of any dwelling containing two or more dwelling units, extermination shall be the responsibility of the owner.

§ 150.07 MINIMUM STANDARDS APPLICABLE TO ROOMING HOUSES; EXCEPTIONS.

All of the provisions of this subchapter and all of the minimum standards and requirements of this subchapter shall be applicable to rooming houses, and to every person who operates a rooming house or who occupies or lets to another for occupancy any rooming unit in any rooming house, except as provided in the following provisions.

(A) (1) At least one water closet, lavatory basin and bathtub or shower, properly connected to an approved water and sewer system and in good working condition, shall be supplied for each four rooms within a rooming house whenever the facilities are shared.

(2) All facilities shall be located within the residence building served and shall be directly accessible from a common hall or passageway and shall be not more than one story removed from any of the persons sharing the facilities. Every lavatory basin and bathtub or shower shall be supplied with hot and cold water at all times.

(3) The required facilities shall not be located in a cellar.

(B) Every room occupied for sleeping purposes by one occupant shall contain at least 70 square feet of floor area, and every room occupied for sleeping purposes by more than one occupant shall contain at least 50 square feet of floor area for each occupant 12 years of age and over and at least 35 square feet of floor area for each occupant under 12 years of age.

(C) The operator of every rooming house shall be responsible for the sanitary maintenance of all walls, floors, ceilings and for the sanitary maintenance of every other part of the rooming house and he or she shall be further responsible for the sanitary maintenance of the entire premises where the entire structure or building within which the rooming house is contained is leased or occupied by the operator.

(D) Every water closet, flush urinal, lavatory basin and bathtub and shower required by division (A) above shall be located within the rooming house and within a room or rooms which afford privacy and are separate from habitable rooms, and which are accessible from a common hall and without going outside the rooming house or through any other room therein.

§ 150.08 MINIMUM STANDARDS FOR FIRE RESISTANT CONSTRUCTION

(A) **Two-family dwellings.** *Dwelling units* in two-family dwellings shall be separated from each other by wall and floor assemblies having not less than a 1-hour fire-resistance rating where tested in accordance with ASTM E119 or UL 263. Fire-resistance-rated floor/ceiling and wall assemblies shall extend to and be tight against the *exterior wall*, and wall assemblies shall extend from the foundation to the underside of the roof sheathing.

Exceptions:

(1) A fire-resistance rating of 1/2 hour shall be permitted in buildings equipped throughout with an automatic sprinkler system installed in accordance with NFPA 13.

(2) Wall assemblies need not extend through *attic* spaces where the ceiling is protected by not less than 5/8-inch Type X gypsum board, an *attic* draft stop constructed as specified in the NC building code is provided above and along the wall assembly separating the *dwellings* and the structural framing supporting the ceiling is protected by not less than 1/2-inch gypsum board or equivalent.

(1) **Supporting construction.** Where floor assemblies are required to be fire-resistance rated by the NC building code the supporting construction of such assemblies shall have an equal or greater fire-resistance rating.

(2) **Dwelling unit rated penetrations.** Penetrations of wall or floor-ceiling assemblies required to be fire-resistance rated shall be rated and protected in accordance with the NC building code.

(3) **Through penetrations.** Through penetrations of fire-resistance-rated wall or floor assemblies shall comply with the NC building code.

Exception: Where the penetrating items are steel, ferrous or copper pipes, tubes or conduits, the annular space shall be protected as follows:

(1) In concrete or masonry wall or floor assemblies, concrete, grout or mortar shall be permitted where installed to the full thickness of the wall or floor assembly or the thickness required to maintain the fire-resistance rating, provided that both of the following are complied with:

(1.1) The nominal diameter of the penetrating item is not more than 6 inches

(1.2) The area of the opening through the wall does not exceed 144 square inches

(2) The material used to fill the annular space shall prevent the passage of flame and hot gases sufficient to ignite cotton waste where subjected to ASTM E119 or UL 263 time temperature fire conditions under a positive pressure differential of not less than 0.01 inch of water (3 Pa) at the location of the penetration for the time period equivalent to the fire-resistance rating of the construction penetrated.

(4) **Fire-resistance-rated assembly.** Penetrations shall be installed as tested in the *approved* fire resistance-rated assembly.

(5) **Penetration firestop system.** Penetrations shall be protected by an *approved* penetration firestop system installed as tested in accordance with ASTM E814 or UL 1479, with a positive pressure differential of not less than 0.01 inch of water (3 Pa) and shall have

a F rating of not less than the required fire-resistance rating of the wall or floor-ceiling assembly penetrated.

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(6) **Membrane penetrations.** Membrane penetrations shall comply with this section. Where walls are required to have a fire-resistance rating, recessed fixtures shall be installed so that the required fire-resistance rating will not be reduced.

Exceptions:

(1) Membrane penetrations of not more than 2-hour fire-resistance-rated walls and partitions by steel electrical boxes that do not exceed 16 square inches in area provided that the aggregate area of the openings through the membrane does not exceed 100 square inches in any 100 square feet of wall area. The annular space between the wall membrane and the box shall not exceed 1/8 inch. Such boxes on opposite sides of the wall shall be separated by one of the following:

(1.1) By a horizontal distance of not less than 24 inches where the wall or partition is constructed with individual non communicating stud cavities.

(1.2) By a horizontal distance of not less than the depth of the wall cavity where the wall cavity is filled with cellulose loose-fill, rockwool or slag mineral wool insulation.

(1.3) By solid fire blocking in accordance with NC Building code.

(1.4) By protecting both boxes with *listed* putty pads.

(1.5) By other *listed* materials and methods.

(2) Membrane penetrations by *listed* electrical boxes of any materials provided that the boxes have been tested for use in fire-resistance-rated assemblies and are installed in accordance with the instructions included in the *listing*. The annular space between the wall membrane and the box shall not exceed 1/8 inch unless *listed* otherwise. Such boxes on opposite sides of the wall shall be separated by one of the following:

(2.1) By the horizontal distance specified in the *listing* of the electrical boxes.

(2.2) By solid fire blocking in accordance with the NC Building code.

(2.3) By protecting both boxes with *listed* putty pads.

(2.4) By other *listed* materials and methods.

(3) The annular space created by the penetration of a fire sprinkler provided that it is covered by a metal escutcheon plate.

(B) **Dwelling-garage opening and penetration protection.** Openings and penetrations through the walls or ceilings separating the *dwelling* from the garage shall be in accordance with the following:

(1) **Opening protection.** Openings from a private garage directly into a room used for sleeping purposes shall not be permitted. Other openings between the garage and residence shall be equipped with solid wood doors not less than 1-3/8 inches in thickness, solid or honeycomb core steel doors not less than 1-3/8 inches thick, or 20-minute fire-rated doors.

Exception: A disappearing/pull-down stairway to uninhabited attic space with minimum 3/8-inch (nominal) fire-retardant-treated structural panel is equivalent to the separation requirement from attics in the NC Building code

(2) **Duct penetration.** Ducts in the garage and ducts penetrating the walls or ceilings separating the *dwelling* from the garage shall be constructed of a minimum No. 26 gage sheet steel or other *approved* material and shall not have openings into the garage.

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(C) **Dwelling-garage fire separation.** The garage shall be separated as required in the following table. Openings in garage walls shall comply the NC Building code. The wall separation provisions of the table shall not apply to garage walls that are perpendicular to the adjacent *dwelling unit* wall.

Dwelling-Garage Separation

| Separation | Material |
|---|--|
| From the residence and attics | Not less than 1/2-inch gypsum board or equivalent applied to the garage side |
| From habitable rooms above the garage (footnote a) | Not less than 5/8-inch Type X gypsum board or equivalent |
| Structure(s) supporting floor/ceiling assemblies used for separation required by this section | Not less than 1/2-inch gypsum board or equivalent |
| Garages located less than 3 feet from a dwelling unit on the same lot | Not less than 1/2-inch gypsum board or equivalent applied to the interior side of exterior walls that are within this area |

Footnote a: For dwelling units constructed prior to the 2012 North Carolina Residential code edition, 1/2-inch or greater existing gypsum board on the bottom side of the garage ceiling shall be acceptable . Joints shall be taped.

(D) **Under-stair protection.** Enclosed accessible space under stairs shall have walls, under-stair surface and any soffits protected on the enclosed side with 1/2-inch gypsum board.

§ 150.09 MINIMUM STANDARDS FOR LIGHT, VENTILATION AND HEATING

(A) **Habitable rooms.** Habitable rooms shall have an aggregate glazing area of not less than 8 percent of the floor area of such rooms. Natural *ventilation* shall be through windows, skylights, doors, louvers or other *approved* openings to the outdoor air. Such openings shall be provided with ready access or shall otherwise be readily controllable by the building occupants. The openable area to the outdoors shall be not less than 4 percent of the floor area being ventilated.

Exceptions:

- (1) The glazed areas need not be openable where the opening is not required by the mechanical code and a whole-house mechanical *ventilation* system is installed
- (2) The glazed areas need not be installed in rooms where Exception 1 is satisfied and artificial light is provided that is capable of producing an average illumination of 6 foot-candles (65 lux) over the area of the room at a height of 30 inches above the floor level.
- (3) Use of sunroom and patio covers, shall be permitted for natural *ventilation* if in excess of 40 percent of the exterior sunroom walls are open, or are enclosed only by insect screening.

(B) **Adjoining rooms.** For the purpose of determining light and *ventilation* requirements, any room shall be considered to be a portion of an adjoining room where not less than one-half of the area of the common wall is open and unobstructed and provides an opening of not less than one-tenth of the floor area of the interior room and not less than 25 square feet.

Exception: Openings required for light or *ventilation* shall be permitted to open into a sunroom with thermal isolation or a patio cover, provided that there is an openable area

Attachment: Chapter 150 Code Final Revision (2498 : Revised Camden Code Chapter 150 Minimum Housing Code - Dan Porter)

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between the adjoining room and the sunroom or patio cover of not less than one-tenth of the floor area of the interior room and not less than 20 square feet. The minimum openable area to the outdoors shall be based upon the total floor area being ventilated.

(C) Sunroom additions. Required glazed openings shall be permitted to open into sunroom *additions* or patio covers that abut a street, *yard* or court if in excess of 40 percent of the exterior sunroom walls are open, or are enclosed only by insect screening, and the ceiling height of the sunroom is not less than 7 feet.

(D) Bathrooms. Bathrooms, water closet compartments and other similar rooms shall be provided with aggregate glazing area in windows of not less than 3 square feet (0.3 m²), one half of which must be openable.

Exception: The glazed areas shall not be required where artificial light and a local exhaust system are provided. Exhaust air from the space shall be exhausted directly to the outdoors.

(E) Intake openings. Mechanical and gravity outdoor air intake openings shall be located not less than 10 from any hazardous or noxious contaminant, such as vents, chimneys, plumbing vents, streets, alleys, parking lots and loading docks. For the purpose of this section, the exhaust from *dwelling* unit toilet rooms, bathrooms and kitchens shall not be considered as hazardous or noxious.

Exception: The 10-foot separation is not required where the intake opening is located 3 feet or greater below the contaminant source.

(F) Outside opening protection. Air exhaust and intake openings that terminate outdoors shall be protected with corrosion-resistant screens, louvers or grilles having an opening size of not less than 1/4 inch and a maximum opening size of 1/2 inch in any dimension. Openings shall be protected against local weather conditions. Outdoor air exhaust and intake openings shall meet the provisions for *exterior wall* opening protectives in accordance with the NC Building code.

(G) Interior stairway illumination. Interior stairways shall be provided with an artificial light source to illuminate the landings and treads. The light source shall be capable of illuminating treads and landings to levels of not less than 1 foot-candle (11 lux) as measured at the center of treads and landings. There shall be a wall switch at each floor level to control the light source where the stairway has six or more risers.

Exception: A switch is not required where remote, central or automatic control of lighting is provided.

(H) Exterior stairway illumination. Exterior stairways shall be provided with an artificial light source located at the top landing of the stairway. Exterior stairways providing access to a *basement* from the outdoor *grade* level shall be provided with an artificial light source located at the bottom landing of the stairway.

(I) Required glazed openings. Required glazed openings shall open directly onto a street or public alley, or a *yard* or court located on the same *lot* as the building.

Exceptions:

(1) Required glazed openings that face into a roofed porch where the porch abuts a street, *yard* or court and the longer side of the porch is not less than 65 percent unobstructed and the ceiling height is not less than 7 feet.

(2) Eave projections shall not be considered as obstructing the clear open space of a *yard* or court.

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(3) Required glazed openings that face into the area under a deck, balcony, bay or floor cantilever where a clear vertical space not less than 36 inches in height is provided.

(J) **Required heating.** Every *dwelling unit* shall be provided with heating facilities capable of maintaining a room temperature of not less than 70°F at a point 3 feet above the floor and 2 feet from exterior walls in habitable rooms at the design temperature. The installation of one or more portable space heaters shall not be used to achieve compliance with this section. Winter design condition in Camden County 20 degrees F.

Exception: Unconditioned *sunrooms* that are thermally isolated from the dwelling.

(K) All fixtures, receptacles, equipment and wiring shall be maintained in a state of good repair, safe, capable of being used, and installed in accordance with the National Electric Code with North Carolina Amendments.

§ 150.10 MINIMUM STANDARDS FOR MINIMUM ROOM AREAS

(A) **Minimum area.** Habitable rooms shall have a floor area of not less than 70 square feet.

Exception: Kitchens.

(B) **Minimum dimensions.** Habitable rooms shall be not less than 7 feet in any horizontal dimension.

Exception: Kitchens.

(C) **Height effect on room area.** Portions of a room with a sloping ceiling measuring less than 5 feet or a furred ceiling measuring less than 7 feet from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required habitable area for that room.

§ 150.11 MINIMUM STANDARDS FOR CEILING HEIGHT

(A) **Minimum height.** *Habitable space*, hallways and portions of *basements* containing these spaces shall have a ceiling height of not less than 7 feet. Bathrooms, toilet rooms and laundry rooms shall have a ceiling height of not less than 6 feet 8 inches.

Exceptions:

(1) For rooms with sloped ceilings, the required floor area of the room shall have a ceiling height of not less than 5 feet and not less than 50 percent of the required floor area shall have a ceiling height of not less than 7 feet.

(2) The ceiling height above bathroom and toilet room fixtures shall be such that the fixture is capable of being used for its intended purpose. A shower or tub equipped with a shower head shall have a ceiling height of not less than 6 feet 8 inches above an area of not less than 30 inches by 30 inches at the showerhead.

(3) Beams, girders, ducts or other obstructions in *habitable space* shall be permitted to project to within 6 feet 4 inches of the finished floor.

(B) **Basements.** Portions of *basements* that do not contain *habitable space* or hallways shall have a ceiling height of not less than 6 feet 8 inches.

Exception: At beams, girders, ducts or other obstructions, the ceiling height shall be not less than 6 feet 4 inches from the finished floor.

§ 150.12 MINIMUM STANDARDS FOR SANITATION

(A) **Toilet facilities.** Every *dwelling* unit shall be provided with a water closet, lavatory, and a bathtub or shower.

(B) **Kitchen.** Each *dwelling* unit shall be provided with a kitchen area and every kitchen area shall be provided with a sink.

(C) **Sewage disposal.** Plumbing fixtures shall be connected to a sanitary sewer or to an *approved* private sewage disposal system.

(D) **Water supply to fixtures.** Plumbing fixtures shall be connected to an *approved* water supply. Kitchen sinks, lavatories, bathtubs, showers, bidets, laundry tubs and washing machine outlets shall be provided with hot and cold water.

(E) **Bathtub and shower spaces.** Bathtub and shower floors and walls above bathtubs with installed shower heads and in shower compartments shall be finished with a nonabsorbent surface. Such wall surfaces shall extend to a height of not less than 6 feet above the floor.

§ 150.13 MINIMUM STANDARDS FOR EMERGENCY ESCAPE AND RESCUE OPENINGS

(A) **Emergency escape and rescue opening required.** *Basements, habitable attics* and every sleeping room shall have not less than one operable emergency escape and rescue opening. Where *basements* contain one or more sleeping rooms, an emergency escape and rescue opening shall be required in each sleeping room. Emergency escape and rescue openings shall open directly into a public way, or to a *yard* or court that opens to a public way.

Exception: Storm shelters and *basements* used only to house mechanical *equipment* not exceeding a total floor area of 200 square feet.

(B) **Operational constraints and opening control devices.** Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys, tools or special knowledge. Window opening control devices complying with ASTM F2090 shall be permitted for use on windows serving as a required emergency escape and rescue opening.

(C) **Emergency escape and rescue openings.** Emergency escape and rescue openings shall have minimum dimensions as follows:

(1) **Minimum opening area.** Emergency and escape rescue openings shall have a minimum net clear openable area of 4 square feet. The minimum net clear opening height shall be 22 inches. The minimum net clear opening width shall be 20 inches. Emergency escape and rescue openings must have a minimum total glazing area of not less than 5 square feet in the case of a ground floor level window and not less than 5.7 square feet in the case of an upper story window.

(2) **Window sill height.** Where a window is provided as the emergency escape and rescue opening, it shall have a sill height of not more than 44 inches above the floor; where the sill height is below *grade*, it shall be provided with a window well.

(3) **Window wells.** The horizontal area of the window well shall be not less than 9 square feet, with a horizontal projection and width of not less than 36 inches. The area of the window well shall allow the emergency escape and rescue opening to be fully opened.

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Exception: The ladder or steps required as indicated below shall be permitted to encroach not more than 6 inches into the required dimensions of the window well.

(4) **Ladder and steps.** Window wells with a vertical depth greater than 44 inches shall be equipped with a permanently affixed ladder or steps usable with the window in the fully open position. Ladders or steps required by this section shall not be required to comply with other sections regarding ladders and steps. Ladders or rungs shall have an inside width of not less than 12 inches, shall project not less than 3 inches from the wall and shall be spaced not more than 18 inches on center vertically for the full height of the window well.

(5) **Emergency escape and rescue openings under decks and porches.** Emergency escape and rescue openings shall be permitted to be installed under decks and porches provided that the location of the deck allows the emergency escape and rescue openings to be fully opened and provides a path not less than 36 inches in height to a *yard* or court.

(6) **Replacement windows.** Replacement windows installed in buildings meeting the scope of this code shall be exempt from the maximum sill height requirements provided the replacement window meets the following conditions:

(a) The replacement window is the manufacturer's largest standard size window that will fit within the existing frame or existing rough opening. The replacement window is of the same operating style as the existing window or a style that provides for an equal or greater window opening area than the existing window.

(b) The replacement window is not part of a change of occupancy.

(D) **Emergency escape and rescue doors.** Where a door is provided as the required emergency escape and rescue opening, it shall be permitted to be a side-hinged door or a slider. Where the opening is below the adjacent ground elevation, it shall be provided with a bulkhead enclosure.

(1) **Minimum door opening size.** The minimum net clear height opening for any door that serves as an emergency and escape rescue opening shall be in accordance with opening sizes above.

(2) **Bulkhead enclosures.** Bulkhead enclosures shall provide direct access from the *basement*. The bulkhead enclosure shall provide the minimum net clear opening equal to the door in the fully open position.

(3) **Bars, grilles, covers and screens.** Bars, grilles, covers, screens or similar devices are permitted to be placed over emergency escape and rescue openings, bulkhead enclosures, or window wells that serve such openings, provided that the minimum net clear opening size is not reduced and such devices shall be releasable or removable from the inside without the use of a key, tool, special knowledge or force greater than that required for the normal operation of the escape and rescue opening.

(E) **Dwelling additions.** Where *dwelling additions* occur that contain sleeping rooms, an emergency escape and rescue opening shall be provided in each new sleeping room. Where *dwelling additions* occur that have *basements*, an emergency escape and rescue opening shall be provided in the new *basement*.

Exceptions:

(1) An emergency escape and rescue opening is not required in a new *basement* that contains a sleeping room with an emergency escape and rescue opening.

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(2) An emergency escape and rescue opening is not required in a new *basement* where there is an emergency escape and rescue opening in an existing *basement* that is accessible from the new *basement*.

(F) **Alterations or repairs of existing basements.** An emergency escape and rescue opening is not required where existing *basements* undergo alterations or repairs.

Exception: New sleeping rooms created in an existing *basement* shall be provided with emergency escape and rescue openings.

§ 150.14 MINIMUM STANDARDS FOR MEANS OF EGRESS

(A) **Means of egress.** All *dwelling*s shall be provided with a means of egress as provided in this section. The means of egress shall provide a continuous and unobstructed path of vertical and horizontal egress travel from all portions of the *dwelling* to the exterior of the *dwelling* at the required exterior egress door without requiring travel through a garage.

(B) **Egress door.** Not less than one exterior egress door shall be provided for each *dwelling* unit. The egress door shall be side-hinged, and shall provide a clear width of not less than 32 inches where measured between the face of the door and the stop, with the door open 90 degrees. The clear height of the door opening shall be not less than 78 inches in height measured from the top of the threshold to the bottom of the stop. Other exterior doors shall not be required to comply with these minimum dimensions. Egress doors shall be readily openable from inside the *dwelling* without the use of a key or special knowledge or effort.

(C) **Floors and landings at exterior doors.** There shall be a landing or floor on each side of each exterior door. The width of each landing shall be not less than the door served. Every landing shall have a dimension of not less than 36 inches measured in the direction of travel. The slope at exterior landings shall not exceed 1/4 unit vertical in 12 units horizontal (2 percent).

Exception: Exterior balconies less than 60 square feet and only accessible from a door are permitted to have a landing less than 36 inches measured in the direction of travel.

(1) **Floor elevations at the required egress doors.** Landings or finished floors at the required egress door shall be not more than 1-1/2 inches lower than the top of the threshold.

Exception: The exterior landing or floor shall be not more than 8-1/4 inches below the top of the threshold provided the door does not swing over the landing or floor. Where exterior landings or floors serving the required egress door are not at *grade*, they shall be provided with access to *grade* by means of a ramp or a stairway.

(2) **Floor elevations for other exterior doors.** Doors other than the required egress door shall be provided with landings or floors not more than 8-1/4 inches below the top of the threshold.

Exception: A landing is not required where a stairway is located on the exterior side of the door, provided that the door does not swing over the stairway.

(3) **Storm and screen doors.** Storm and screen doors shall be permitted to swing over exterior stairs and landings.

(D) **Hallways.** The width of a hallway shall be not less than 3 feet measured from the finished surface of the walls.

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(1) **Interior egress doors.** All doors providing egress from habitable rooms shall have nominal dimensions of 2 feet 6 inches width by 6 feet 8 inches height. Interior egress doors shall be readily openable from the side from which egress is to be made without the use of a key or special knowledge or effort.

(E) **Stairways.**

(1) **Width.** Stairways shall be not less than 36 inches in clear width at all points above the permitted handrail height and below the required headroom height. Handrails shall not project more than 4-1/2 inches on either side of the stairway and the clear width of the stairway at and below the handrail height, including treads and landings, shall be not less than 31-1/2 inches where a handrail is installed on one side and 27 inches where handrails are provided on both sides.

Exceptions:

(1) The width of spiral stairways
 (2) Stairways not required for egress shall be permitted to be a minimum width of 26 inches.

(2) **Headroom.** The headroom in stairways shall be not less than 6 feet 8 inches measured vertically from the sloped line adjoining the tread nosing or from the floor surface of the landing or platform on that portion of the stairway.

Exceptions:

(1) Where the nosings of treads at the side of a flight extend under the edge of a floor opening through which the stair passes, the floor opening shall be allowed to project horizontally into the required headroom not more than 4-3/4 inches.

(2) The headroom for spiral stairways.

(3) **Vertical rise.** A flight of stairs shall not have a vertical rise larger than 147 inches between floor levels or landings.

(4) **Stair treads and risers.** Stair treads and risers shall meet the requirements of this section. For the purposes of this section, dimensions and dimensioned surfaces shall be exclusive of carpets, rugs or runners.

(a) **Risers.** The riser height shall be not more than 8-1/4 inches. The riser shall be measured vertically between leading edges of the adjacent treads. The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch. The top and bottom riser of interior stairs shall not exceed the smallest riser within that stair run by more than 3/4 inch. The height of the top and bottom riser of the interior stairs shall be measured from the permanent finished surface (carpet excluded). Where the bottom riser of an exterior stair adjoins an exterior walk, porch, driveway, patio, garage floor, or finish grade, the height of the riser may be less than the height of the adjacent risers.

(b) **Treads.** The minimum tread depth shall be not less than 9 inches. The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the tread's leading edge. The greatest tread depth within any flight of stairs shall not exceed the smallest by more than 3/8 inch.

(1) **Winder treads.** Winder treads shall have a tread depth of not less than 9 inches measured between the vertical planes of the foremost projection of adjacent treads at the intersections with the walkline. Winder treads shall have a tread depth of not less than 4 inches at any point within the clear width of the stair. Within any flight of stairs, the largest winder tread depth at the walkline shall not exceed the smallest winder tread by more than 3/8 inch.

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(c) **Nosings.** The radius of curvature at the nosing shall be not greater than 9/16 inch. A nosing projection not less than 3/4 inch and not more than 1-1/4 inches shall be provided on stairways with solid risers. The greatest nosing projection shall not exceed the smallest nosing projection by more than 3/8 inch between two stories, including the nosing at the level of floors and landings. Beveling of nosings shall not exceed 1/2 inch.

Exceptions:

(1) A nosing projection is not required where the tread depth is not less than 11 inches.

(2) The opening between adjacent treads is not limited on stairs with a total rise of 30 inches or less.

(d) **Exterior plastic composite stair treads.** Plastic composite exterior stair treads shall comply with the provisions of this section and the requirements of ASTM D7032.

(5) **Landings for stairways.** There shall be a floor or landing at the top and bottom of each stairway. A flight of stairs shall not have a vertical rise larger than 12 feet 3 inches between floor levels or landings. The width of each landing shall not be less than the width of the stairway served. Every landing shall have a minimum dimension of 36 inches (914 mm) measured in the direction of travel.

Exception: A floor or landing is not required at the top of an interior flight of stairs, including stairs in an enclosed garage, provided that a door does not swing over the stairs.

(6) **Stairway walking surface.** The walking surface of treads and landings of stairways shall be sloped not steeper than one unit vertical in 48 inches horizontal (2-percent slope).

(7) **Handrails.** Handrails shall be provided on not less than one side of each continuous run of treads or flight with four or more risers.

(a) **Height.** Handrail height, measured vertically from the sloped plane adjoining the tread nosing, or finish surface of ramp slope, shall be not less than 34 inches and not more than 38 inches.

Exceptions:

(1) The use of a volute, turnout or starting easing shall be allowed over the lowest tread.

(2) Where handrail fittings or bendings are used to provide continuous transition between flights, transitions at winder treads, the transition from handrail to *guard*, or used at the start of a flight, the handrail height at the fittings or bendings shall be permitted to exceed 38 inches.

(b) **Continuity.** Handrails for stairways shall be continuous for the full length of the flight, from a point directly above the top riser of the flight to a point directly above the lowest riser of the flight. Handrail ends shall be returned or shall terminate in newel posts or safety terminals. Handrails adjacent to a wall shall have a space of not less than 1-1/2 inches between the wall and the handrails.

Exceptions:

(1) Handrails shall be permitted to be interrupted by a newel post at the turn.

(2) The use of a volute, turnout, starting easing or starting newel shall be allowed over the lowest tread.

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(3) Two or more separate rails shall be considered continuous if the termination of the rails occurs within 6 inches of each other. If transitioning between a wall-mounted handrail and a guardrail/handrail, the wall-mounted rail shall return into the wall.

(c) **Grip-size.** Required handrails shall be of one of the following types or provide equivalent graspability:

(1) Type I. Handrails with a circular cross section shall have an outside diameter of not less than 1-1/4 inches and not greater than 2 inches. If the handrail is not circular, it shall have a perimeter dimension of not less than 4 inches and not greater than 6-1/4 inches with a cross section of dimension of not more than 2-1/4 inches. Edges shall have a radius of not less than 0.01 inch.

(2) Type II. Handrails with a perimeter greater than 6-1/4 inches shall have a graspable finger recess area on both sides of the profile. The finger recess shall begin within a distance of 3/4 inch measured vertically from the tallest portion of the profile and achieve a depth of not less than 5/16 inch within 7/8 inch below the widest portion of the profile. This required depth shall continue for not less than 3/8 inch to a level that is not less than 1-3/4 inches below the tallest portion of the profile. The width of the handrail above the recess shall be not less than 1-1/4 inches and not more than 2-3/4 inches. Edges shall have a radius of not less than 0.01 inch.

Exception: Exterior handrails (garages and areas exposed to the weather) shall not be more than 3-1/2 inches in cross-section dimension.

(d) **Exterior plastic composite handrails.** Plastic composite exterior handrails shall comply with the requirements of ASTM D7032.

(F) **Special Stairways**

(1) **Spiral stairways.** Spiral stairways are permitted, provided that the clear width at and below the handrail is not less than 26 inches and the walkline radius is not greater than 24-1/2 inches. Each tread shall have a depth of not less than 6-3/4 inches at the walkline. All treads shall be identical, and the rise shall be not more than 9-1/2 inches. Headroom shall be not less than 6 feet 6 inches.

(2) **Bulkhead enclosure stairways.** Stairways serving bulkhead enclosures, not part of the required building egress, providing access from the outside *grade* level to the *basement* shall be exempt from the requirements where the height from the *basement* finished floor level to *grade* adjacent to the stairway is not more than 8 feet and the *grade* level opening to the stairway is covered by a bulkhead enclosure with hinged doors or other *approved* means.

(3) **Bowed tread stairways.** Bowed tread stairways are permitted provided they are uniform in bowed tread depth along the entire width of the tread with not more than 3/8-inch variance from greatest to smallest tread in the stairway flight. At no point shall the tread be less than 9 inches with a nosing as above

(a) **Standard stairway application.** The bottom three treads in a standard straight run stairway application are permitted to bow provided that, at no point along the width of the tread, they are less than 9 inches and each bowed tread is uniform with other bowed treads with no more than 3/8 inch variance from greatest to least. Nosing is required.

(b) **Bowed tread circular stairways.** Bowed treads in a circular stairway are permitted provided they are uniform, as per winder treads measured at a point 12 inches from the side where the treads are narrower. At this walk line, bowed treads must be

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uniform with other circular stairway treads with the greatest tread not to exceed the smallest by more than 3/8 inch. Nosing is required.

(c) **Ships ladders.** Ships ladders shall not be used as an element of a means of egress. Ships ladders shall be permitted provided that a required means of egress stairway or ramp serves the same space at each adjoining level or where a means of egress is not required. The clear width at and below the handrails shall be not less than 20 inches.

(1) **Treads of ships ladders.** Treads shall have a depth of not less than 5 inches. The tread shall be projected such that the total of the tread depth plus the nosing projection is not less than 8-1/2 inches. The riser height shall be not more than 9-1/2 inches.

(2) **Handrails of ships ladders.** Handrails shall be provided on both sides of ships ladders. Handrail height shall be uniform, not less than 30 inches and not more than 34 inches.

(G) **Ramps.**

(1) **Maximum slope.** Ramps serving the egress door shall have a slope of not more than 1 unit vertical in 12 units horizontal (8.3-percent slope). All other ramps shall have a maximum slope of 1 unit vertical in 8 units horizontal (12.5 percent).

Exception: Where it is technically infeasible to comply because of site constraints, ramps shall have a slope of not more than 1 unit vertical in 8 units horizontal (12.5 percent).

(2) **Landings required.** There shall be a floor or landing at the top and bottom of each ramp, where doors open onto ramps, and where ramps change directions. The width of the landing perpendicular to the ramp slope shall be not less than 36 inches.

(3) **Handrails required.** Handrails shall be provided on not less than one side of ramps exceeding a slope of one unit vertical in 12 units horizontal (8.33-percent slope).

(a) **Height.** Handrail height, measured above the finished surface of the ramp slope, shall be not less than 34 inches and not more than 38 inches.

(b) **Continuity.** Handrails where required on ramps shall be continuous for the full length of the ramp. Handrail ends shall be returned or shall terminate in newel posts or safety terminals. Handrails adjacent to a wall shall have a space of not less than 1-1/2 inches between the wall and the handrails.

§ 150.15 MINIMUM STANDARDS FOR GUARDS AND WINDOW FALL PROTECTION

(A) **Guards.** *Guards* shall be provided as required.

(1) **Where required.** *Guards* shall be located along open-sided walking surfaces, including stairs, ramps and landings, that are located more than 30 inches measured vertically to the floor or *grade* below at any point within 36 inches horizontally to the edge of the open side. Insect screening shall not be considered as a *guard*.

(2) **Height.** Required *guards* at open-sided walking surfaces, including stairs, porches, balconies or landings, shall be not less than 36 inches in height as measured vertically above the adjacent walking surface or the line connecting the leading edges of the treads.

Exceptions:

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(1) *Guards* on the open sides of stairs shall have a height not less than 34 inches measured vertically from a line connecting the leading edges of the treads.

(2) Where the top of the *guard* serves as a handrail on the open sides of stairs, the top of the *guard* shall be not less than 34 inches and not more than 38 inches as measured vertically from a line connecting the leading edges of the treads.

(3) **Opening limitations.** Required *guards* shall not have openings from the walking surface to the required *guard* height that allow passage of a sphere 4 in diameter.

Exceptions:

(1) The triangular openings at the open side of stair, formed by the riser, tread and bottom rail of a *guard*, shall not allow passage of a sphere 6 inches in diameter.

(2) *Guards* on the open side of stairs shall not have openings that allow passage of a sphere 4-3/8 inches in diameter.

§ 150.16 MINIMUM STANDARDS FOR SMOKE ALARMS

(A) **General.** Smoke alarms shall comply with NFPA 72 and this section.

(B) **Listings.** Smoke alarms shall be *listed* in accordance with UL 217. Combination smoke and carbon monoxide alarms shall be *listed* in accordance with UL 217 and UL 2034.

(C) **Where required.** Smoke alarms shall be provided in accordance with this section.

(1) **New construction.** Smoke alarms shall be provided in *dwelling units*.

(2) **Alterations, repairs and additions.** Where *alterations, repairs* or *additions* requiring a building permit occur, or where one or more sleeping rooms are added or created in existing *dwelling units*, the individual *dwelling unit* shall be equipped with smoke alarms located as required for new *dwelling units*.

Exceptions:

(1) Work involving the exterior surfaces of *dwelling units*, such as the replacement of roofing or siding, the *addition* or replacement of windows or doors, or the addition of a porch or deck, are exempt from the requirements of this section.

(2) Installation, alteration or repairs of plumbing or mechanical systems are exempt from the requirements of this section.

(D) **Location.** Smoke alarms shall be installed in the following locations:

(1) In each sleeping room.

(2) Outside each separate sleeping area in the immediate vicinity of the bedrooms.

(3) On each additional *story* of the *dwelling unit*, including *basements* and *habitable attics* and not including crawl spaces and uninhabitable *attics*. In *dwelling units* or *dwelling units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full *story* below the upper level.

(4) Smoke alarms shall be installed not less than 3 feet horizontally from the door or opening of a bathroom that contains a bathtub or shower unless this would prevent placement of a smoke alarm required in another section.

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(E) **Installation near cooking appliances.** Smoke alarms shall not be installed in the following locations unless this would prevent placement of a smoke alarm in a location required in another section

(1) Ionization smoke alarms shall not be installed less than 20 feet horizontally from a permanently installed cooking *appliance*.

(2) Ionization smoke alarms with an alarm-silencing switch shall not be installed less than 10 feet horizontally from a permanently installed cooking *appliance*.

(3) Photoelectric smoke alarms shall not be installed less than 6 feet horizontally from a permanently installed cooking *appliance*.

(F) **Interconnection.** Where more than one smoke alarm is required to be installed within an individual dwelling unit, the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual *dwelling unit*. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm.

Exception: Interconnection of smoke alarms in existing areas shall not be required where *alterations* or repairs do not result in removal of interior wall or ceiling finishes exposing the structure.

(G) **Combination alarms.** Combination smoke and carbon monoxide alarms shall be permitted to be used in lieu of smoke alarms.

(H) **Power source.** Smoke alarms shall receive their primary power from the building wiring where such wiring is served from a commercial source and, where primary power is interrupted, shall receive power from a battery. Wiring shall be permanent and without a disconnecting switch other than those required for overcurrent protection.

Exceptions:

1. Smoke alarms shall be permitted to be battery operated where installed in buildings without commercial power.

2. Smoke alarms installed in accordance with code section titled "Alterations, repairs and additions" shall be permitted to be battery powered.

(I) **Fire alarm systems.** Fire alarm systems shall be permitted to be used in lieu of smoke alarms and shall comply with this section.

(1) **General.** Fire alarm systems shall comply with the provisions of this code and the household fire warning *equipment* provisions of NFPA 72. Smoke detectors shall be *listed* in accordance with UL 268.

(2) **Location.** Smoke detectors shall be installed in the locations specified above.

(3) **Permanent fixture.** Where a household fire alarm system is installed, it shall become a permanent fixture of the occupancy, owned by the homeowner and carbon monoxide detectors shall be permitted to be installed in fire alarm systems in lieu of smoke detectors, provided that they are *listed* in accordance with UL 268 and UL 2075.

§ 150.17 MINIMUM STANDARDS FOR CARBON MONOXIDE ALARMS

(A) **Listings.** Carbon monoxide alarms shall be *listed* in accordance with UL 2034. Combination carbon monoxide and smoke alarms shall be *listed* in accordance with UL 2034 and UL 217.

(B) **Where required.** Carbon monoxide alarms shall be provided as follows:

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(1) **New construction.** For new construction, carbon monoxide alarms shall be provided in dwelling units where either or both of the following conditions exist.

(a) The *dwelling unit* contains a fuel-fired *appliance* or fireplace.

(b) The *dwelling unit* has an attached garage with an opening that communicates with the dwelling unit.

(2) **Alterations, repairs and additions.** Where *alterations*, repairs or *additions* requiring a building permit occur, or where one or more sleeping rooms are added or created in existing *dwelling units*, or where fuel-fired *appliances* or fireplaces are added or replaced, the individual *dwelling unit* shall be equipped with carbon monoxide alarms located as required for new *dwelling units*.

Exception: Work involving the exterior surfaces of *dwelling units*, such as the replacement of roofing or siding, or the addition or replacement of windows or doors, or the addition of a porch or deck, or the installation of a fuel-fired appliance that cannot introduce carbon monoxide to the interior of the dwelling, is exempt from the requirements of this section.

(3) **Location.** Carbon monoxide alarms in *dwelling units* shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms. Where a fuel-burning *appliance* is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom.

(C) **Combination alarms.** Combination carbon monoxide and smoke alarms shall be permitted to be used in lieu of carbon monoxide alarms.

(D) **Power source.** Carbon monoxide alarms shall receive their primary power from the building wiring where such wiring is served from a commercial source and, where primary power is interrupted, shall receive power from a battery. Wiring shall be permanent and without a disconnecting switch other than those required for overcurrent protection.

Exceptions:

(1) Carbon monoxide alarms shall be permitted to be battery operated where installed in buildings without commercial power.

(2) Carbon monoxide alarms installed in accordance with code section titled "Alterations, repairs and additions" shall be permitted to be battery powered.

(E) **Carbon monoxide detection systems.** Carbon monoxide detection systems shall be permitted to be used in lieu of carbon monoxide alarms as follows:

(1) **General.** Household carbon monoxide detection systems shall comply with NFPA 720. Carbon monoxide detectors shall be *listed* in accordance with UL 2075.

(2) **Location.** Carbon monoxide detectors shall be installed in the locations specified. These locations supersede the locations specified in NFPA 720.

(3) **Permanent fixture.** Where a household carbon monoxide detection system is installed, it shall become a permanent fixture of the occupancy and owned by the homeowner.

(4) **Combination detectors.** Combination carbon monoxide and smoke detectors shall be permitted to be installed in carbon monoxide detection systems in lieu of carbon monoxide detectors, provided that they are *listed* in accordance with UL 2075 and UL 268.

§ 150.18 MINIMUM STANDARDS FOR BARRIERS FOR SWIMMING POOLS, SPAS AND HOT TUBS

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(A) BARRIER REQUIREMENTS for swimming pools, spas, and hot tubs installed in or on the lot of a one or two family dwelling: The provisions herein shall control the design of barriers for residential swimming pools, spas and hot tubs. These design controls are intended to provide protection against potential drownings and near drownings by restricting access to swimming pools, spas and hot tubs.

(B) Outdoor swimming pool. An outdoor swimming pool, including an in-ground, above-ground or on-ground pool, hot tub or spa shall be surrounded by a barrier which shall comply with the following:

(1) The top of the barrier shall be at least 48 inches above *grade* measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches or 4 inches where concrete or fixed solid material is used measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an aboveground pool, the barrier may be at ground level, such as the pool structure, or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches.

(2) Openings in the barrier shall not allow passage of a 4-inch-diameter sphere.

(3) Solid barriers that do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.

(4) Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches, the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1-3/4 inches in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1-3/4 inches in width.

(5) Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches or more, spacing between vertical members shall not exceed 4 inches. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1-3/4 inches in width.

(6) Maximum mesh size for chain link fences shall be a 2-1/4 inch square unless the fence has slats fastened at the top or the bottom that reduce the openings to not more than 1-3/4 inches.

(7) Where the barrier is composed of diagonal members such as a lattice fence, the maximum opening formed by the diagonal members shall not be more than 1-3/4 inches.

(8) Access gates shall comply with the requirements of the above, items 1 through 7, and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches from the bottom of the gate, the release mechanism and openings shall comply with the following:

(8.1) The release mechanism shall be located on the pool side of the gate at least 3 inches below the top of the gate; and

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(8.2) The gate and barrier shall have no opening larger than 1/2 inch within 18 inches of the release mechanism.

(9) Where a wall of a *dwelling* serves as part of the barrier, one of the following conditions shall be met:

(9.1) The pool shall be equipped with a powered safety cover in compliance with ASTM F1346; or

(9.2) Doors with direct access to the pool through that wall shall be equipped with an alarm that produces an audible warning when the door and/or its screen, if present, are opened. The alarm shall be listed and labeled in accordance with UL 2017. The deactivation switch(es) shall be located at least 54 inches above the threshold of the door; or

(9.3) Other means of protection, such as self-closing doors with self-latching devices, which are approved by the governing body, shall be acceptable as long as the degree of protection afforded is not less than the protection afforded by Item 9.1 or 9.2 described above.

(10) Where an above-ground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps:

(10.1) The ladder or steps shall be capable of being secured, locked or removed to prevent access; or

(10.2) The ladder or steps shall be surrounded by a barrier that meets the requirements of items 1 through 9 above. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter sphere.

(C) **Indoor swimming pool.** Walls surrounding an indoor swimming pool shall comply with §150.18(B)(9) above with regards to walls serving as barriers.

(D) **Prohibited locations.** Barriers shall be located away from permanent structures, equipment or similar objects to prohibit them from being climbed upon to gain access.

(E) **Barrier exceptions.** Spas or hot tubs with a safety cover that complies with ASTM F1346 shall be exempt from the provisions of this section.

§ 150.19 RESPONSIBILITIES OF OWNERS AND OCCUPANTS.

(A) Every owner of a dwelling containing two or more dwelling units shall be responsible for maintaining in a clean and sanitary condition the shared or public areas of the dwelling and premises thereof.

(B) Every occupant of a dwelling or dwelling unit shall keep in a clean and sanitary condition that part of the dwelling, dwelling unit and premises thereof which he or she occupies and controls.

(C) Every occupant of a dwelling or dwelling unit shall dispose of all rubbish and garbage in a clean and sanitary manner by placing it in the supplied storage facilities. In all cases, the owner shall be responsible for the availability of rubbish and garbage storage facilities.

(D) Every occupant of a dwelling unit shall keep all supplied plumbing fixtures therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care in the proper use and operation of same.

(E) No occupant shall willfully destroy, deface or impair any of the facilities or equipment or any of the structure of a dwelling or dwelling unit.

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(Ord. passed 5-15-89) Penalty, see § 150.99

(F) Refer to GS 42 Article 5 regarding Landlord Tenant Residential Rental Agreements.

§ 150.20 DUTIES AND POWERS OF BUILDING INSPECTOR.

(A) The Building Inspector is hereby designated as the officer to enforce the provisions of this subchapter and to exercise the duties and powers herein prescribed. It shall be the duty of the Building Inspector:

(1) To investigate the dwelling conditions, and to inspect dwellings and dwelling units, located in the county, in order to determine which dwellings and dwelling units are unfit for human habitation and for the purpose of carrying out the objectives of this subchapter with respect to the dwellings and dwelling units;

(2) To take the action, together with other appropriate departments and agencies, public and private, as may be necessary to effect rehabilitation of housing which is deteriorated;

(3) To keep a record of the results of inspections made under this subchapter and an inventory of those dwellings that do not meet the minimum standards of fitness herein prescribed; and

(4) To perform the other duties as may be herein prescribed.

(B) The Building Inspector is authorized to exercise the powers as may be necessary or convenient to carry out and effectuate the purpose and provisions of this subchapter, including the following powers in addition to others herein granted:

(1) To investigate the dwelling conditions in the county;

(2) To administer oaths and affirmations, examine witnesses and receive evidence;

(3) To enter upon premises for the purpose of making examinations and inspections; provided, the entries shall be made in a manner as to cause the least possible inconvenience to the persons in possession; and

(4) To appoint and fix the duties of the officers, agents and employees as he or she deems necessary to carry out the purposes of this subchapter.

(C) The Inspection Department may make periodic inspections, subject to the board of commissioners' directions, when there is reasonable cause to believe that unsafe, unsanitary, otherwise hazardous or unlawful conditions may exist in buildings or structures within its planning and development regulation jurisdiction. However, when the inspection department determines that a safety hazard exists in one of the dwelling units within a multifamily building, which in the opinion of the Inspector poses an immediate threat to the occupant, the inspection department may inspect, in the absence of a specific complaint and actual knowledge of the unsafe condition, additional dwelling units in the multifamily building to determine if the same safety hazard exists. For purposes of this section, the term "reasonable cause" means any of the following:

(1) **The landlord or owner has a history of more than two verified violations of the house ordinances or codes within a 12-month period;**

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- (2) There has been a complaint that substandard conditions exist within the building or there has been a request that the building be inspected,
- (3) The inspection department has actual knowledge of an unsafe condition within the building; or
- (4) Violations of the local ordinances or codes are visible from the outside of the property.

(D) In conducting inspections authorized under this section, the inspection department shall not discriminate between single-family and multifamily buildings or between owner-occupied or tenant-occupied buildings. In exercising this power, members of the department shall have the right to enter on any premises within the jurisdiction of the department at all reasonable hours for the purposes of inspection or other enforcement action, upon presentation of proper credentials. Nothing in this section shall be construed to prohibit periodic inspections in accordance with State fire prevention code or as otherwise required by State law.

§ 150.21 INSPECTIONS; DUTY OF OWNERS AND OCCUPANTS.

For the purpose of making inspection, the Inspector is hereby authorized to enter, examine and survey, at all reasonable times, all dwelling units, accessory structures, rooming units and premises. The owner or occupant of every dwelling, dwelling unit or rooming unit, or the person in charge thereof, shall give the Inspector free access to the dwelling, dwelling unit or rooming unit, and its premises at all reasonable times for the purpose of the inspection, examination and survey. Every occupant of a dwelling unit shall give the owner thereof or his or her agent or employee access to any part of the dwelling or dwelling unit and its premises, at all reasonable times for the purpose of making the repairs or alterations as necessary to effect compliance with the provisions of this subchapter or with any lawful order issued pursuant to the provisions of this subchapter.

§ 150.22 PROCEDURE FOR VIOLATIONS

(A) If the Inspector declares a residential or nonresidential building or structure to be unsafe, the Inspector must affix a notice of the unsafe character of the structure to a conspicuous place on the exterior wall of the building. For purposes of this section, “unsafe” means dangerous to life because of liability to fire, bad conditions of walls, overloaded floors, defective construction, decay, unsafe wiring or heating system, inadequate means of egress, or other causes.

(B) If a person removes a notice that has been affixed to a building by a local inspector and that states the dangerous character of the building, he is guilty of a Class 1 misdemeanor.

(C) Immediately upon affixing the notice upon the structure, the Inspector shall send notice, in writing, by certified or registered mail, to the owner of and parties in interest to the

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structure, of the unsafe character of the structure and request the owner takes prompt corrective action to repair, alter and improve the dwelling.

(D) If the owner fails to take prompt corrective action within thirty (30) days, the Inspector shall by certified or registered mail to the last known address or by personal service give written notice:

(1) That the building or structure is in a condition that appears to meet one or more of the following conditions:

- (i) Constitutes a fire or safety hazard.
- (ii) Is dangerous to life, health, or other property.
- (iii) Is likely to cause or contribute to blight, disease, vagrancy, or danger

to children.

(iv) Has a tendency to attract persons intent on criminal activities or other activities that would constitute a public nuisance.

(2) That a hearing will be held before the Inspector at a designated place and time, not later than 10 days after the date of notice, at which time the owner is entitled to be heard in person or by counsel and to present arguments and evidence pertaining to the matter; AND

(3) That following the hearing, the Inspector may issue any order to repair, close, vacate, or demolish the building that appears appropriate.

(E) If the name or whereabouts of the owner cannot after due diligence be discovered, the notice shall be considered properly and adequately served if a copy thereof is posted on the outside of the structure in question at least 10 days before the day of the hearing and a notice of the hearing is published in the local newspaper of general circulation at least once not later than one week before the hearing.

(F) If, at the hearing the Inspector finds that the building is in a condition that constitutes a fire or safety hazard or renders it dangerous to life, health, or other property, he/she shall issue a written order, stating his or her findings of fact to support the determination, and directing the owner of the building to remedy the defective conditions by repairing, closing, vacating, or demolishing the building or taking other necessary steps, within such period, not less than sixty (60) days, as the Inspector may prescribe; provided, that where the Inspector finds that there is imminent danger to life or other property, he/she may order that corrective action be taken in such lesser period as may be feasible.

(G) An owner may appeal the Inspector's order to the Board of Commissioners by giving written notice of appeal to the Inspector and Clerk to the Board of Commissioners within 10 days following the day the order is issued. In the absence of an appeal, the Inspector's order is final.

(H) The Board of Commissioners shall hear the appeal within a reasonable time. The Notice of Hearing shall be sent to the owner, in writing, by certified or registered mail, and posted on the outside of the structure in question. The hearing conducted shall be quasi-judicial. The Board of Commissioners may affirm, modify and affirm, or revoke the Inspector's Order.

(I) An owner may appeal the Board of Commissioner's order in Superior Court within 30 days following the day the order is issued and they will hear the matter on judicial review.

(J) If the owner fails to comply with the order from which no appeal has been taken, the county may initiate any appropriate action or proceeding to prevent, restrain, correct, or abate the violation or prevent occupancy of the building involved, including removing or demolishing the structure.

Camden County, NC Code of Ordinances

(K) The amounts incurred by the county in connection with the removal or demolition shall be a lien on the real property upon which the cost was incurred. The lien shall be filed, have the same priority, and be collected in the same manner as liens for special assessments as provided in Article 9 of Chapter 153A of the North Carolina General Statutes.

(L) If the building or structure is removed or demolished by the county, the county shall sell the usable materials of the building and any personal property, fixtures, or appurtenances found in or attached to the building. The county shall credit the proceeds of the sale against the cost of the removal or demolition. Any balance remaining from the sale shall be deposited with the clerk of superior court of the county where the property is located and shall be disbursed by the court to the person found to be entitled thereto by a final order or decree of the court.

(M) The amounts incurred by the county in connection with the removal or demolition shall also be a lien against any other real property owned by the owner of the building or structure and located within the county's jurisdictional limits, except for the owner's primary residence.

(N) Nothing in this section shall be construed to impair or limit the power of the county to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise.

(O) This Section shall be interpreted to comply with the North Carolina General Statutes as it exists to apply to residential and nonresidential buildings and as may be hereinafter amended.

§ 150.23 PENALTY.

(A) Any person violating any provisions of this chapter for which no specific penalty is prescribed shall be subject to § 10.99.

(B) It shall be unlawful for the owner of any dwelling or dwelling unit to fail, neglect or refuse to repair, alter or improve the same, or to vacate and cease and remove or demolish the same, upon order of the Inspector duly made and served as herein provided, within the time specified in the order, and each day that any failure, neglect or refusal to comply with the order continues shall constitute a separate and distinct offense. It shall be unlawful for the owner of any dwelling or dwelling unit, with respect to which an order has been issued pursuant to § 150.22 to occupy or permit the occupancy of the same after the time prescribed in the order for its repair, alteration or improvement, or of its vacation and closing, and each day that the occupancy continues after the prescribed time shall constitute a separate and distinct offense. The violation of any provision of § 150.03 through § 150.22 shall constitute a penalty as provided by G.S. § 14-4.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 7.A
Meeting Date: September 09, 2019
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Lisa Anderson

Item Title **July Monthly Report**

Attachments: 20190903135800897.pdf (PDF)

Summary: July Monthly Report

Recommendation: Review and approve

**MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE
CAMDEN COUNTY BOARD OF COMMISSIONERS**

OUTSTANDING TAX DELINQUENCIES BY YEAR

| <u>YEAR</u> | <u>REAL PROPERTY</u> | <u>PERSONAL PROPERTY</u> |
|-------------|----------------------|--------------------------|
| 2018 | 138,726.29 | 3,352.08 |
| 2017 | 45,579.11 | 3,485.49 |
| 2016 | 18,386.93 | 2,429.94 |
| 2015 | 12,075.15 | 1,084.23 |
| 2014 | 12,469.16 | 1,228.71 |
| 2013 | 8,537.80 | 4,851.16 |
| 2012 | 6,524.06 | 7,792.41 |
| 2011 | 4,769.87 | 6,447.23 |
| 2010 | 4,244.84 | 4,642.02 |
| 2009 | 3,978.27 | 4,513.59 |

Attachment: 20190903135800897.pdf (2501 : Tax Report)

| | |
|-------------------------------------|-------------------------|
| TOTAL REAL PROPERTY TAX UNCOLLECTED | 255,291.48 |
| TOTAL PERSONAL PROPERTY UNCOLLECTED | 39,826.86 |
| TEN YEAR PERCENTAGE COLLECTION RATE | 99.60% |
| COLLECTION FOR 2019 vs. 2018 | 10,179.61 vs. 10,326.91 |

LAST 3 YEARS PERCENTAGE COLLECTION RATE

| | |
|------|--------|
| 2018 | 98.10% |
| 2017 | 99.31% |
| 2016 | 99.69% |

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

Attachment: 20190903135800897.pdf (2501 : Tax Report)

EFFORTS AT COLLECTION IN THE LAST 30 DAYSENDING July 2019**BY TAX ADMINISTRATOR**

| | |
|-----------|---|
| <u>41</u> | NUMBER DELINQUENCY NOTICES SENT |
| <u>55</u> | FOLLOWUP REQUESTS FOR PAYMENT SENT |
| <u>6</u> | NUMBER OF WAGE GARNISHMENTS ISSUED |
| <u>9</u> | NUMBER OF BANK GARNISHMENTS ISSUED |
| <u>11</u> | NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER |
| <u>0</u> | NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES) |
| <u>0</u> | PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR |
| <u>0</u> | NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY |
| <u>0</u> | NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS) |
| <u>0</u> | REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS |
| <u>1</u> | NUMBER OF JUDGMENTS FILED |

Attachment "A"
Real

| Roll | Parcel Number | Unpaid Amount | YrsDlq | Taxpayer Name | City | Property Address |
|------|-------------------------|---------------|--------|-------------------------------|-------------|------------------------|
| R | 01-7989-00-01-1714.0000 | 8,080.29 | 10 | CHARLES MILLER HEIRS | SOUTH MILLS | HORSESHOE RD |
| R | 02-8937-00-50-8036.0000 | 6,148.38 | 1 | CLEVELAND WALSTON LE | CAMDEN | 187 HERMAN ARNOLD RD |
| R | 02-8934-01-18-6001.0000 | 6,080.72 | 1 | LINDA SUE LAMB HINTON | CAMDEN | 150 158 US W |
| R | 02-8934-01-17-4778.0000 | 5,094.04 | 2 | LARRY G. LAMB SR | CAMDEN | 152 158 US W |
| R | 03-8899-00-45-2682.0000 | 4,392.64 | 10 | SEAMARK INC. | SHILOH | HOLLY RD |
| R | 01-7998-01-08-6797.0000 | 4,116.62 | 1 | EDWARD E. HARRIS JR. | SOUTH MILLS | 1295 343 HWY N |
| R | 02-8935-02-66-7093.0000 | 3,817.05 | 1 | B F ETHERIDGE HEIRS | CAMDEN | 158 US E |
| R | 03-8899-00-16-2671.2425 | 3,497.45 | 1 | SPRING LOTUS LLC | SHILOH | 141 EDGEWATER DR |
| R | 02-8934-01-29-4617.0000 | 3,106.99 | 1 | JAMES B. SEYMOUR ETAL | CAMDEN | 112 158 US W |
| R | 01-7080-00-53-1141.0000 | 3,105.52 | 2 | EDWARD A ROSA SR | SOUTH MILLS | 188 KEETER BARN RD |
| R | 02-8934-01-18-8282.0000 | 2,746.15 | 1 | BRIDGET CARTWRIGHT JOHNSON | CAMDEN | 144 158 US W |
| R | 03-9809-00-23-8838.0000 | 2,470.25 | 1 | WILLIAM DAVID BYRUM | SHILOH | 112 HIGH RD |
| R | 02-8944-00-51-7111.0000 | 2,400.05 | 1 | FLOYD & JUNE T. ETHERIDGE | CAMDEN | 110 BILLETTS BRIDGE RD |
| R | 02-8945-00-53-1518.0000 | 2,359.83 | 1 | GARY D. & BETH A. LOYD | CAMDEN | 115 LISTER DR |
| R | 02-8945-00-41-2060.0000 | 2,314.54 | 1 | LASELLE ETHERIDGE SR. HEIRS | CAMDEN | 168 BUSHELL RD |
| R | 02-8935-01-08-8786.0000 | 2,268.66 | 1 | LINWOOD GREGORY | CAMDEN | 253 SLEEPY HOLLOW RD |
| R | 03-8962-00-67-1021.0000 | 2,182.85 | 2 | CECIL BARNARD HEIRS | SHILOH | WICKHAM RD |
| R | 01-7080-00-62-1977.0000 | 2,062.78 | 9 | SANDERS CROSSING OF CAMDEN CO | SOUTH MILLS | 117 OTTERS PL |
| R | 01-7090-00-64-4058.0000 | 2,056.11 | 1 | GODFREY RIDDICK | SOUTH MILLS | 131 LILLY RD |
| R | 03-8943-04-93-8214.0000 | 2,052.32 | 10 | L. P. JORDAN HEIRS | SHILOH | 108 CAMDEN AVE |
| R | 02-8934-01-18-8072.0000 | 2,042.88 | 1 | ARNOLD AND THORNLEY, INC. | CAMDEN | 146 158 US W |
| R | 01-7988-00-91-0179.0001 | 2,028.10 | 10 | THOMAS L. BROTHERS HEIRS | SOUTH MILLS | 171 NECK RD |
| R | 03-8952-00-95-8737.0000 | 1,993.94 | 1 | AUDREY TILLET | SHILOH | 165 IVY NECK RD |
| R | 02-8944-00-36-1417.0000 | 1,927.24 | 1 | ROSA ALICE FEREBEE HEIRS | CAMDEN | 1298 343 HWY N |
| R | 01-7998-01-09-7155.0000 | 1,903.52 | 1 | CORNELIUS P & GLORIA E PAXTON | SOUTH MILLS | 406 OLD SWAMP RD |
| R | 01-7090-00-70-3221.0000 | 1,861.12 | 1 | LONZO FISHER GREGORY | SOUTH MILLS | MCKIMMEY RD |
| R | 02-8944-00-99-1027.0000 | 1,841.50 | 1 | JOHNNIE MERCER HEIRS | CAMDEN | 195 BUNKER HILL RD |
| R | 01-7999-00-32-3510.0000 | 1,827.31 | 1 | LEAH BARCO | SOUTH MILLS | 374 COUNTRY CLUB RD |
| R | 02-8943-01-17-1673.0000 | 1,807.18 | 1 | MILDRED A. HAVRILLA | CAMDEN | 165 BUNKER HILL RD |
| R | 01-7999-00-12-8596.0000 | 1,760.33 | 1 | MOSES MITCHELL HEIRS | SOUTH MILLS | |

Delinquencies Top-30 Unpaid

09/03/19 12:43:26

Attachment "B"
Real

| Roll | Parcel Number | YrsDlq | Unpaid Amount | Taxpayer Name | City | Property Address |
|------|-------------------------|--------|---------------|-------------------------------|-------------|-----------------------|
| R | 01-7989-00-01-1714.0000 | 10 | 8,080.29 | CHARLES MILLER HEIRS | SOUTH MILLS | HORSESHOE RD |
| R | 03-8899-00-45-2682.0000 | 10 | 4,392.64 | SEAMARK INC. | SHILOH | HOLLY RD |
| R | 01-7080-00-62-1977.0000 | 10 | 2,062.78 | SANDERS CROSSING OF CAMDEN CO | SOUTH MILLS | 117 OTTERS PL |
| R | 03-8943-04-93-8214.0000 | 10 | 2,052.32 | L. P. JORDAN HEIRS | SHILOH | 108 CAMDEN AVE |
| R | 01-7988-00-91-0179.0001 | 10 | 2,028.10 | THOMAS L. BROTHERS HEIRS | SOUTH MILLS | 171 NECK RD |
| R | 03-8952-00-95-8737.0000 | 10 | 1,993.94 | AUDREY TILLET | SHILOH | 195 BUNKER HILL RD |
| R | 01-7999-00-32-3510.0000 | 10 | 1,827.31 | LEAH BARCO | SOUTH MILLS | 165 BUNKER HILL RD |
| R | 01-7999-00-12-8596.0000 | 10 | 1,760.33 | EMMA BRITE HEIRS | SOUTH MILLS | 116 BLOODFIELD RD |
| R | 01-7989-04-60-1568.0000 | 10 | 1,000.71 | CHRISTINE RIDDICK | SOUTH MILLS | 105 BLOODFIELD RD |
| R | 03-8962-00-50-0273.0000 | 10 | 900.00 | DAISEY WILLIAMS BURNHAM | SHILOH | RAYMONS CREEK RD |
| R | 01-7090-00-60-5052.0000 | 10 | 767.56 | JOE GRIFFIN HEIRS | SHILOH | 117 GRIFFIN RD |
| R | 03-8909-00-24-6322.0000 | 10 | 627.21 | DAVID B. KIRBY | SHILOH | 499 SAILBOAT RD |
| R | 02-8955-00-13-7846.0000 | 10 | 588.25 | MARIE MERCER | CAMDEN | IVY NECK RD |
| R | 02-8936-00-24-7426.0000 | 10 | 585.99 | BERNICE PUGH | CAMDEN | 113 BOURBON ST |
| R | 03-8980-00-61-1968.0000 | 10 | 281.80 | WILLIAMSBURG VACATION | SHILOH | CAMDEN POINT RD |
| R | 01-7090-00-95-5262.0000 | 10 | 248.84 | JOHN F. SAWYER HEIRS | SOUTH MILLS | OLD SWAMP RD |
| R | 03-8909-00-45-1097.0000 | 10 | 202.10 | MICHAEL OBER | SHILOH | CENTERPOINT RD |
| R | 03-8899-00-37-0046.0000 | 10 | 154.57 | ELIZABETH LONG | SHILOH | HIBISCUS |
| R | 03-9809-00-17-2462.0000 | 10 | 140.15 | TODD ALLEN RIGGS | SHILOH | LITTLE CREEK RD |
| R | 03-8980-00-84-0931.0000 | 9 | 220.38 | CARL TEUSCHER | SHILOH | 218 BROAD CREEK RD |
| R | 01-7998-01-08-6797.0000 | 8 | 4,116.62 | EDWARD E. HARRIS JR. | SOUTH MILLS | 1295 343 HWY N |
| R | 03-8962-00-04-9097.0000 | 8 | 2,182.86 | CECIL BARNARD HEIRS | SHILOH | NECK RD |
| R | 03-8990-00-64-8379.0000 | 8 | 940.48 | CHRISTOPHER FROST-JOHNSON | SHILOH | LITTLE CREEK RD |
| R | 02-8935-01-07-0916.0000 | 8 | 710.94 | ROSETTA MERCER INGRAM | CAMDEN | 227 SLEEPEY HOLLOW RD |
| R | 03-8962-00-70-7529.0000 | 8 | 593.58 | MARY SNOWDEN | SHILOH | WICKHAM RD |
| R | 01-7989-04-90-0938.0000 | 8 | 541.44 | DORIS EASON | SOUTH MILLS | 1352 343 HWY N |
| R | 03-8962-00-60-7648.0000 | 8 | 281.11 | FRANK WRIGHT ETAL | SHILOH | WICKHAM RD |
| R | 03-8965-00-37-4242.0000 | 7 | 1,751.87 | DORA EVANS FORBES | SHILOH | 352 SANDY HOOK RD |
| R | 01-7091-00-64-6569.0000 | 7 | 1,190.03 | CLARENCE D. TURNER JR. | SOUTH MILLS | STINGY LN |

09/03/19 12:43:27

Delinquencies Top-30 Oldest

Attachment "A"
Personal

| Roll | Parcel Number | Unpaid Amount | YrsDlq | Taxpayer Name | City | Property Address |
|------|---------------|---------------|--------|------------------------------|----------------|----------------------|
| P | 0001709 | 2,252.98 | 10 | JOHN MATTHEW CARTER | CAMDEN | 158 HWY |
| P | 0001476 | 1,043.30 | 2 | MIKE TAYLOR | ELIZABETH CITY | CAMDEN CAUSEWAY |
| P | 0001538 | 1,751.18 | 9 | JEFFREY EDWIN DAVIS | CAMDEN | 431 158 US W |
| P | 0001046 | 712.40 | 10 | THIEN VAN NGUYEN | SHILOH | EDGEWATER DR |
| P | 0000738 | 680.34 | 8 | LESLE ETHERIDGE JR | CAMDEN | 431 158 US W |
| P | 0002194 | 661.94 | 4 | MORGAN ROBERSON | SHILOH | 849 SANDY HOOK RD S |
| P | 0001072 | 587.82 | 10 | PAM BUNDY | SHILOH | 105 AARON DR |
| P | 0001827 | 483.28 | 7 | KAREN BUNDY | CAMDEN | 431 158 US W |
| P | 0001104 | 469.71 | 2 | MICHAEL & MICHELLE STONE | CAMDEN | RIDGE ROAD |
| P | 0000295 | 412.03 | 2 | HENDERSON AUDIOMETRICS, INC. | CAMDEN | 330 158 HWY E |
| P | 0001230 | 411.11 | 7 | JAMES NYE | SOUTH MILLS | 101 ROBIN CT W |
| P | 0001681 | 366.10 | 7 | STEVE WILLIAMS | CAMDEN | 150 158 HWY W |
| P | 0000297 | 349.77 | 2 | ADAM D. & TRACY J.W. JONES | CAMDEN | 133 WALSTON LN |
| P | 0000466 | 314.96 | 1 | LAMBS OF CAMDEN | CAMDEN | 152 HWY 158 W |
| P | 0000846 | 294.16 | 3 | TOAN TRINH | SHILOH | 229 SALLEBOAT RD |
| P | 0001694 | 288.99 | 7 | THOMAS B. THOMAS HEIRS | CAMDEN | 150 158 HWY W |
| P | 0000772 | 288.86 | 4 | COSBY BAKER | SOUTH MILLS | 114 BINGHAM RD |
| P | 0002924 | 272.82 | 1 | PAUL BEAUMONT | SHAWBORO | 106 DEERFIELD TRL |
| P | 0001693 | 261.90 | 10 | ALLIANCE NISSAN | CAMDEN | 158 HWY W LOT 12 |
| P | 0001638 | 259.82 | 2 | ERIC JASON WOODARD | SOUTH MILLS | 612 MAIN ST |
| P | 0001106 | 248.38 | 10 | JAMI ELIZABETH VANHORN | SOUTH MILLS | 612 MAIN ST |
| P | 0001852 | 238.91 | 7 | SANDY BOTTOM MATERIALS, INC | SOUTH MILLS | 319 PONDEROSA RD |
| P | 0000905 | 232.45 | 1 | KEVIN & STACY ANDERSON | SHILOH | 111 AARON DR |
| P | 0002442 | 200.37 | 2 | GERALD WHITE STALLS JR | SOUTH MILLS | 116 CHRISTOPHERS WAY |
| P | 0000945 | 195.03 | 4 | RAMONA F. TAZEWELL | CAMDEN | 239 SLEEPY HOLLOW RD |
| P | 0001546 | 177.59 | 1 | GEORGE ROWLAND | CAMDEN | 431 158 US W |
| P | 0001673 | 177.05 | 10 | THOMAS PHILLIP WINSLOW | CAMDEN | 158 HWY W |
| P | 0001722 | 140.55 | 8 | JANET LEARY | CAMDEN | LINTON ROAD |
| P | 0001976 | 137.83 | 1 | ANA ALICIA MARTINEZ LOPEZ | SOUTH MILLS | 110 AARON DR |
| P | 0001150 | 136.45 | 2 | WILLIAM MICHAEL STONE | CAMDEN | 130 MILL DAM RD S |

09/03/19 12:43:44

Delinquencies Top-30 Unpaid

Attachment "B"
Personal

| Roll | Parcel Number | YrsDlq | Unpaid Amount | Taxpayer Name | City | Property Address |
|------|---------------|--------|---------------|------------------------------|----------------|-----------------------|
| P | 0001709 | 10 | 2,252.98 | JOHN MATTHEW CARTER | CAMDEN | 158 HWY |
| P | 0001538 | 10 | 751.18 | JEFFREY EDWIN DAVIS | ELIZABETH CITY | CAMDEN CAUSEWAY |
| P | 0001046 | 10 | 712.40 | THIEN VAN NGUYEN | SHILOH | 133 EDGEWATER DR |
| P | 0000738 | 10 | 680.34 | LESLIE ETHERIDGE JR | CAMDEN | |
| P | 0001072 | 10 | 587.82 | PAM BUNDY | SHILOH | |
| P | 0001693 | 10 | 261.90 | ALLIANCE NISSAN | CAMDEN | 105 AARON DR |
| P | 0001106 | 10 | 248.38 | JAMI ELIZABETH VANHORN | SOUTH MILLS | 158 HWY W |
| P | 0001673 | 10 | 177.05 | THOMAS PHILLIP WINSLOW | CAMDEN | 612 MAIN ST |
| P | 0000248 | 10 | 128.38 | ROBERT H. OWENS | CAMDEN | 158 HWY W |
| P | 0000316 | 10 | 115.56 | JAMES P. JONES | CAMDEN | A STREET |
| P | 0001827 | 9 | 483.28 | KAREN BUNDY | CAMDEN | 142 SANDHILLS RD |
| P | 0001722 | 8 | 140.55 | JANET LEARY | CAMDEN | 431 158 US W |
| P | 0001639 | 8 | 123.29 | CAREY FARMS, INCORPORATED | SOUTH MILLS | LINTON ROAD |
| P | 0001230 | 7 | 411.11 | JAMES NYE | SOUTH MILLS | 202 SHARON CHURCH |
| P | 0001681 | 7 | 366.10 | STEVE WILLIAMS | CAMDEN | 101 ROBIN CT W |
| P | 0001694 | 7 | 288.99 | THOMAS B. THOMAS HEIRS | CAMDEN | 150 158 HWY W |
| P | 0001952 | 7 | 238.91 | SANDY BOTTOM MATERIALS, INC | CAMDEN | 150 158 HWY W |
| P | 0002194 | 6 | 661.94 | MORGAN ROBERSON | SOUTH MILLS | 319 PONDEROSA RD |
| P | 0000772 | 6 | 288.86 | COSBY BAKER | SHILOH | 849 SANDY HOOK RD S |
| P | 0001638 | 4 | 259.82 | ERIC JASON WOODARD | SOUTH MILLS | 114 BINGHAM RD |
| P | 0000905 | 4 | 232.45 | KEVIN & STACY ANDERSON | SOUTH MILLS | 612 MAIN LOT 12 |
| P | 0000945 | 4 | 195.03 | RAMONA F. TAZEWELL | SHILOH | 111 AARON DR |
| P | 0001476 | 3 | 1,043.30 | MIKE TAYLOR | CAMDEN | 239 SLEEPY HOLLOW RD |
| P | 0000295 | 3 | 1,412.03 | HENDERSON AUDIOMETRICS, INC. | ELIZABETH CITY | CAMDEN CAUSEWAY |
| P | 0000466 | 3 | 314.96 | LAMBS OF CAMDEN | CAMDEN | 330 158 HWY E |
| P | 0000846 | 3 | 294.16 | TOAN TRINH | CAMDEN | 152 HWY 158 W |
| P | 0000385 | 3 | 121.17 | MARK SANDERS OVERMAN | SHILOH | 229 SAILBOAT RD |
| P | 0002921 | 3 | 120.68 | CYNTHIA MAE BLAIN | SHAWORO | 116 GARRINGTON ISLAND |
| P | 0000770 | 3 | 108.00 | MARSHA GAIL BOGUES | SOUTH MILLS | 122 DOCK LANDING LOOP |
| P | 0002079 | 3 | 106.35 | OCTAVIS BANKS III | CAMDEN | 276 BELCROSS RD |
| P | | | | | SOUTH MILLS | 262 OLD SWAMP RD |

09/03/19 12:43:45

Delinquencies Top-30 Oldest



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 7.B
Meeting Date: September 09, 2019

Submitted By: Dan Porter, Planning Director
Planning & Zoning
Prepared by: Karen Davis

Item Title **Milltown Boat Ramp Contract - Dan Porter**

Attachments: Agenda Summary Milltown Boat Ramp (DOCX)
Layden Marine contract (PDF)
Plans Specs (PDF)

Summary, recommendation and supporting documentation attached.

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: September 9, 2019

Attachments: Construction Contract

Submitted By: Dan Porter

ITEM TITLE: Milltown Boat Ramp Replacement

SUMMARY:

The Milltown Boat Ramp was constructed in 2004 with funding assistance from CAMA ACCESS Grant. Over the years it has been used consistently but has also undergone significant deterioration due to many storms. In spring of 2018 the ramp became dangerous due to undercutting erosion at the submerged end of the ramp and was closed to the public.

The county contracted with a marine engineering consultant to prepare plans and specifications to repair and/or replace the, pier, rip rap, and bulkhead along with redesigning and replacing the boat ramp that may better weather the periodic storms.

The project went to bid in January 2018 but no bids were received due to the short time frame objective and most contractors were busy in Wilmington with repairs resulting from major hurricanes.

The project was rebid in June with a completion date for December 2019 Two bids were received and reviewed by staff with the following recommendation:

RECOMMENDATION:

Motion to approve contract for \$41,556 with Layden Marine Inc. for the repair and replacement of the Milltown Boat Ramp and Pier per the plans a specification included in the request for proposals of June 14, 2019.

| | |
|------------------------|--|
| MOTION MADE BY: | |
| C. Riggs | |
| T. White | |
| G. Meiggs | |
| R. Krainiak | |
| R. Munro | |
| NO MOTION | |
| VOTE: | |
| C. Riggs | |
| T. White | |
| G. Meiggs | |
| R. Krainiak | |
| R. Munro | |
| ABSENT | |
| RECUSED | |

Attachment: Agenda Summary Milltown Boat Ramp (2503 : Milltown Boat Ramp Contract - Dan Porter)

North Carolina
Camden County

**PORTION OF THE WORK TO BE
PERFORMED BY HUB FIRMS**

If the portion of the work to be executed by HUB Firms as defined in **GS 143-128.2 (g)** is **equal to or greater than 10%** of the bidders total contract price, then the bidder must complete this affidavit. This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72-hours** after notification of being low bidder.

Affidavit of: Layden Marine, Inc I do hereby certify that on the
(Bidder)

Milltown RD Boat Ramp and pier replacement
(Project Name)

Project ID # _____ Amount of Bid \$ 41,556.⁰⁰

I will expend a minimum of 33 % of the total dollar amount of the contract with minority business enterprises. Minority Businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

(Attach additional sheets if required)

| Name | Telephone Number | Minority Category | Work Description | Dollar Value |
|---------------------|------------------|-------------------|------------------|-------------------------|
| Concrete impression | 339-9604 | B | Concrete | \$14,946. ⁰⁰ |
| | | | | |
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| | | | | |

Minority categories: (I) American Indian, (A) Asian American, (B) Black, African American, (F) Female, (H) Hispanic, (D) Socially and Economically Disadvantaged

Pursuant to G.S. 143-128.2 (d), the undersigned will enter into a formal agreement with HUB Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Attachment: Layden Marine contract (2503 : Milltown Boat Ramp Contract - Dan Porter)



CAMDEN COUNTY
new energy. new vision.

MINORITY PARTICIPATION / HUB FORMS

Attachment: Layden Marine contract (2503 : Milltown Boat Ramp Contract - Dan Porter)

ATTACH TO BID ATTACH TO BID ATTACH TO BID ATTACH TO BID ATTACH TO BID ATTACH TO BID

North Carolina
Camden County

Affidavit A
IDENTIFICATION of
HUB PARTICIPATION

I, Jonathan Layden Layden Marine, Inc
(Name of Bidder)

do hereby certify that on this project, we will use the following Historically Underutilized Businesses as construction subcontractors, vendors, suppliers or providers of professional services. (Attach additional sheet if necessary)

| Firm Name, Address and Phone # | Work Type | Minority Category |
|---|---------------------|-------------------|
| Layden Marine, Inc P.O. Box 1125 Eliz. City NC 27906 252-331-6313 | marine construction | B |
| Concrete Impressions 804 Price St Eliz. City NC 27909 252-339-9604 | concrete | B |
| | | |
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| | | |

Minority categories: (I) American Indian, (A) Asian American, (B) Black, African American, (F) Female, (H) Hispanic, (D) Socially and Economically Disadvantaged.

The total value of Historically Underutilized Business contracting will be (\$) 8,863.00

Attachment: Layden Marine contract (2503 : Milltown Boat Ramp Contract - Dan Porter)

7-15-19

Date: _____ Name of Authorized Officer: Jonathan Layden

Signature: [Handwritten Signature]

Title: owner



State of North Carolina, County of Pasquotank
Subscribed and sworn to before me this 15th day of July 2019
Notary Public Angela Smith
My commission expires 2/21/2020

Attachment: Layden Marine contract (2503 : Milltown Boat Ramp Contract - Dan Porter)

North Carolina
Camden County

Affidavit B
GOOD FAITH EFFORT

County of Camden

Affidavit of Layden Marine, Inc
(Name of Bidder)

I have made a good faith effort to comply under the following areas checked:
(A minimum of 50 points is required to have achieved a "Good Faith Effort")

(Y/N)

- Y (1) Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed. **Value = 10 points.**
- Y (2) Making the construction plans, specifications and requirements available for review by prospective minority businesses or providing these documents to them at least 10 days before the bid or proposals are due. **Value = 10 points.**
- N (3) Breaking down or combining elements of work into economically feasible units to facilitate minority participation. **Value = 15 points.**
- Y (4) Working with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses. **Value = 10 points.**
- N (5) Attending any pre-bid meetings scheduled by the public owner. **Value = 10 points.**
- Y (6) Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors. **Value = 20 points.**
- Y (7) Negotiating in good faith with interested minority businesses and not rejecting them as unqualified without sound reasons based on their capabilities. Any rejection of minority business based on lack of qualification should have the reasons documented writing. **Value = 15 points.**
- Y (8) Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily is required. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit. **Value = 25 points.**
- Y (9) Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible. **Value = 20 points.**


Attachment: Layden Marine contract (2503 : Milltown Boat Ramp Contract - Dan Porter)

- (10) Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands. Value = 20 points.

In accordance with GS143-128.2(d) the undersigned will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon execution of a contract with the Owner. Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certified that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 7/15/19 Name of Authorized Officer: Jonathan Layden
 Signature: [Handwritten Signature]
 Title: owner



State of North Carolina, County of Pasquotank
 Subscribed and sworn to before me this 15th day of July 2019
 Notary Public Angela Smith
 My commission expires 2/21/2020

Attachment: Layden Marine contract (2503 : Milltown Boat Ramp Contract - Dan Porter)

North Carolina
Camden County

Affidavit C
INTENT TO PERFORM CONTRACT
WITH OWN WORKFORCE

County of Camden

Affidavit of Layden Marine, Inc
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the Milltown RD Boat Ramp and pier replacement contract.
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

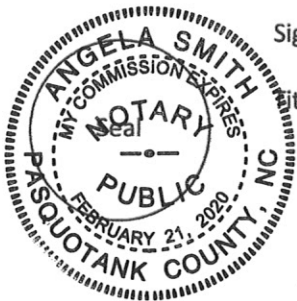
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: 7-15-19 Name of Authorized Officer: Jonathan Layden

Signature: [Handwritten Signature]

Title: owner



State of North Carolina, County of Pasquotank
Subscribed and sworn to before me this 15th day of July 2019
Notary Public Angela Smith
My commission expires 2/21/2020

Attachment: Layden Marine contract (2503 : Milltown Boat Ramp Contract - Dan Porter)

Affidavit D

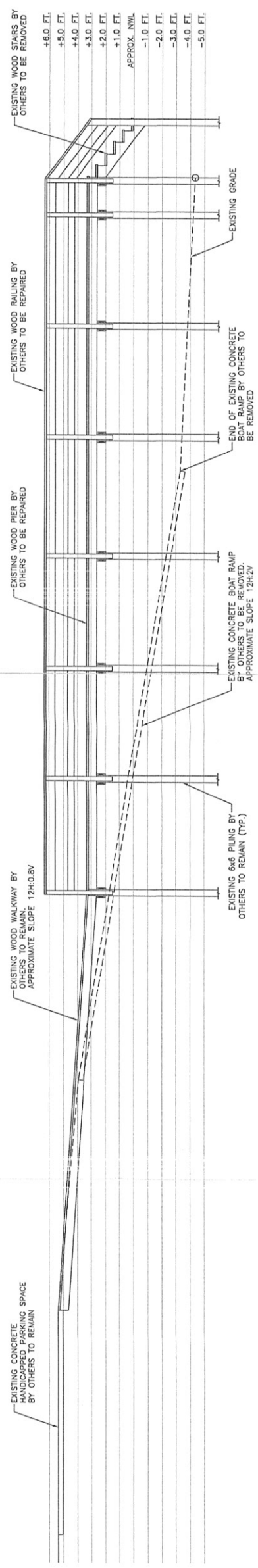


MICHAEL D. O'STEEN, P.E.
 ENGINEERING LICENSED:
 NCES, NORTH CAROLINA, SOUTH CAROLINA, VIRGINIA
 1720 BAY DRIVE
 KILL DEVIL HILLS, NC 27548
 MOBILE: 252-429-2300
 EMAIL: MIKEDOSTEENPE@GMAIL.COM
 WEB: WWW.MICHAELDOSTEENPE.COM

CAMDEN COUNTY
 CAMDEN COUNTY
 230 MILITOWN RD., SHILOH
 NORTH CAROLINA


PROJECT: **BOAT RAMP & PIER REPAIR PLAN**
 DESCRIPTION:
 IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR BUILDER TO CONFORM TO ALL STANDARDS, PROVISIONS, REQUIREMENTS, METHODS OR CONSTRUCTION, AND USES OF MATERIALS, IN BUILDINGS AND/OR STRUCTURES PROVIDED BY THE NORTH CAROLINA BUILDING CODE AND ANY OTHER LOCAL AGENCIES, AND IN ACCORDANCE WITH GOOD ENGINEERING AND CONSTRUCTION PRACTICES.

SCALE: 1/4" = 1'-0"
 SHEET: S2 OF 4
 DATE: 1-18-19
 REVISION: N/A



EXISTING ELEVATION CROSS SECTION A-A
 SCALE: 1/4" = 1'-0"
 NOTE: ELEVATION DATA IS APPROXIMATE AND IS PROVIDED FOR INFORMATION ONLY. ELEVATION DATA SHALL BE PROVIDED BY A LICENSED SURVEYOR.

ENGINEER NOT RESPONSIBLE FOR EXISTING STRUCTURES



MICHAEL D. O'STEEN, P.E.
ENGINEERING LICENSEES
NCEES, NORTH CAROLINA, SOUTH CAROLINA, VIRGINIA
KILL DEVIL HILLS, NC 27548
MOBILE: 252-423-2900
EMAIL: MROSTEEN@PEMAIL.COM
WEB: WWW.MICHAELDOSTEENPE.COM

CAMDEN COUNTY
NORTH CAROLINA

BOAT RAMP & PIER REPAIR PLAN

PROJECT: 290 MILITOWN RD., MILBURN
DESCRIPTION: MILITOWN MARINA BUILDING CORP AND OTHER BUILDINGS MARKERS PROVIDED BY THE CONTRACTOR, AND USES OF MATERIALS, IN PROVISIONS, REQUIREMENTS, METHODS OR AND/OR BUILDER TO CONFORM TO ALL STANDARDS. IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR ENGINEERING AND CONSTRUCTION PRACTICES. LOCAL AGENCIES, AND IN ACCORDANCE WITH GOOD

SCALE: 1/4" = 1'-0"

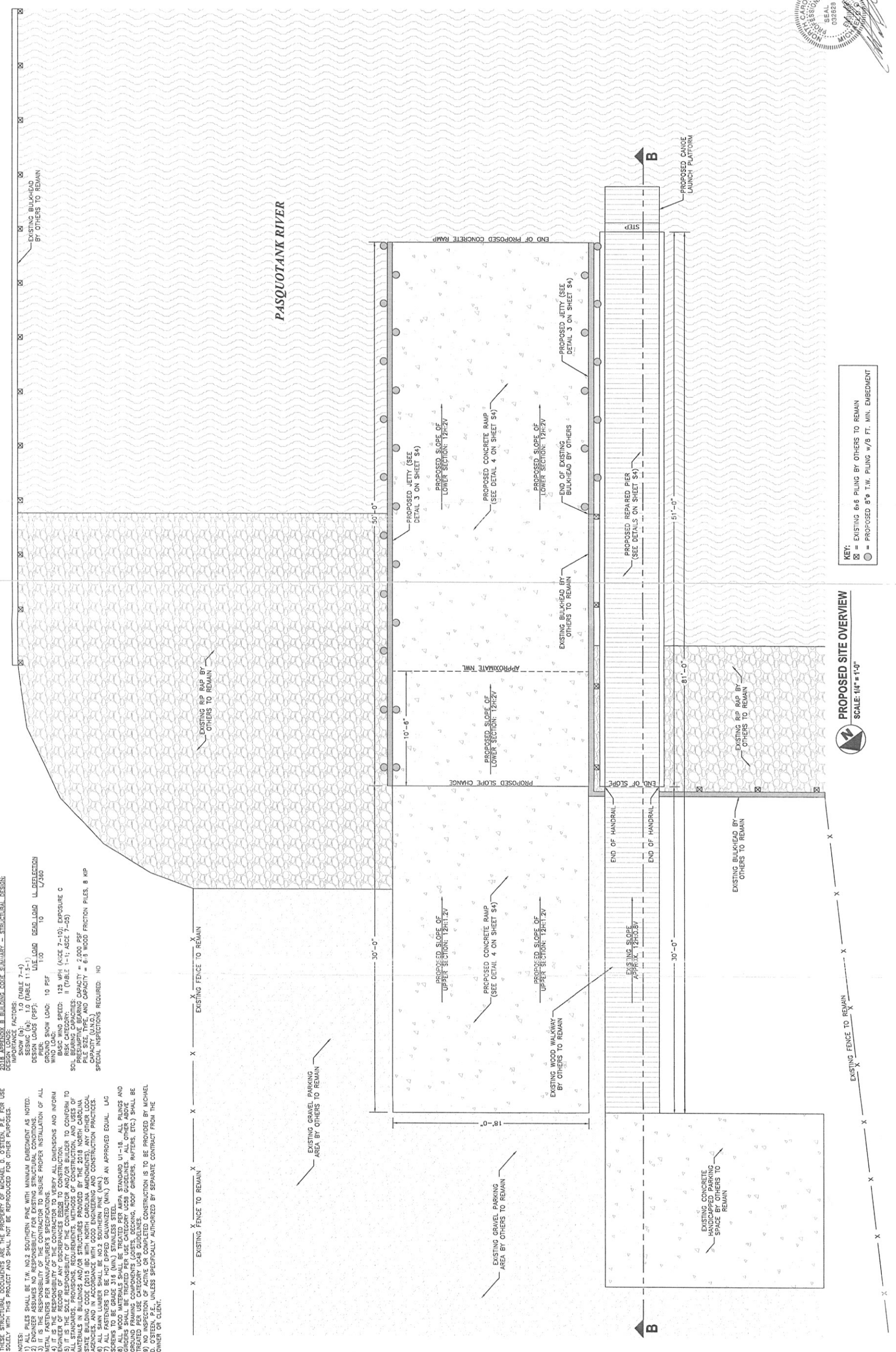
SHEET: S3 OF 4

DATE: 1-18-19

N/A



ENGINEER NOT RESPONSIBLE FOR EXISTING STRUCTURES



2018 APPENDIX B BUILDING CODE SUMMARY - STRUCTURAL DESIGN

DESIGN LOADS:

| | |
|--------------------------------|---------------------------------|
| IMPORTANCE FACTOR: | 1.0 |
| SEISMIC (TABLE 7-2.1): | 1.0 |
| WIND (TABLE 11-2.1): | 1.0 |
| DEAD LOAD (L _D): | 10 |
| DEFLECTION (L/360): | 10 |
| SNOW LOAD (P _S): | 10 PSF |
| WIND LOAD: | 10 PSF |
| BASIC WIND SPEED: | 125 MPH (ASCE 7-10); EXPOSURE C |
| RISK CATEGORY: | II (TABLE 1-1; ASCE 7-05) |
| SOIL BEHAVIOR: | TYPE II (TABLE 1-1; ASCE 7-05) |
| PILE CAPACITY: | 2,000 PSF |
| PILE SIZE, TYPE, AND CAPACITY: | 6.5" WOOD FRICION PILES, 8 MP |
| SPECIAL INSPECTIONS REQUIRED: | NO |

THESE STRUCTURAL DOCUMENTS ARE THE PROPERTY OF MICHAEL D. O'STEEN, P.E. FOR USE SOLELY WITH THIS PROJECT AND SHALL NOT BE REPRODUCED FOR OTHER PURPOSES.

NOTES:

- ALL PILES SHALL BE T.W. NO.2 SOUTHERN PINE WITH MINIMUM EMBEDMENT AS NOTED.
- ENGINEER ASSUMES NO RESPONSIBILITY FOR EXISTING STRUCTURAL CONDITIONS.
- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO INSURE PROPER INSTALLATION OF ALL METAL FASTENERS PER MANUFACTURER'S SPECIFICATIONS.
- ENGINEER OF RECORD OF ANY DISCREPANCIES BEFORE TO CONSTRUCTION.
- IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR BUILDER TO CONFORM TO ALL STANDARDS, PROVISIONS, REQUIREMENTS, METHODS OF CONSTRUCTION, AND USES OF MATERIALS, IN ACCORDANCE WITH ALL APPLICABLE LOCAL, STATE, FEDERAL, AND INTERNATIONAL CODES AND REGULATIONS. ANY OTHER LOCAL AGENCIES, AND IN ACCORDANCE WITH GOOD ENGINEERING AND CONSTRUCTION PRACTICES.
- ALL SAWN LUMBER SHALL BE NO.2 SOUTHERN PINE (MIN.) OR AN APPROVED EQUAL. LAG SCREWS TO BE GRADE 316 (MIN.) STAINLESS STEEL.
- ALL WOOD MATERIALS SHALL BE TREATED PER AMPA STANDARD U1-18. ALL PILING AND GIRDERS SHALL BE TREATED PER USE CATEGORY UC99 GUIDELINES. ALL OTHER ABOVE GROUND WOODWORK (INCLUDING ROOF GIRDERS, RAFTERS, ETC.) SHALL BE TREATED PER USE CATEGORY CA99 GUIDELINES.
- NO INSPECTION OF ACTIVE OR COMPLETED CONSTRUCTION IS TO BE PROVIDED BY MICHAEL D. O'STEEN, P.E., UNLESS SPECIFICALLY AUTHORIZED BY SEPARATE CONTRACT FROM THE OWNER OR CLIENT.

KEY:

- ☒ = EXISTING 6x6 PILING BY OTHERS TO REMAIN
- = PROPOSED 6" T.W. PILING W/8 FT. MIN. EMBEDMENT

PROPOSED SITE OVERVIEW
SCALE: 1/4" = 1'-0"





Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 8.A

Meeting Date: September 09, 2019

Submitted By: Tim White, Parks & Recreation Director
Parks & Recreation
Prepared by: Karen Davis

Item Title **Parks & Recreation Advisory Board - Marc O'Neal**

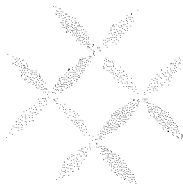
Attachments: Marc O'Neal (PDF)

Summary:

It is the request of staff that Marc O'Neal be appointed to the Parks & Recreation Advisory Board.

Recommendation:

Approve appointment.



Application for Citizen Service -Volunteer Form

If you are a citizen of Camden County and would like to serve on one of the County's boards or commissions, please complete this application and return it to the County Manager's Office, 330 East HWY 158, and mail to: P.O. Box 190, Camden, North Carolina 27921 or e-mail info@camdencountync.gov.

Name: MARC O'NEAL

Mailing Address: 188 NC Hwy 343 S CAMDEN NC 27921

Township you live in: CAMDEN

Telephone (home): (336) 266-3333 (business): _____

Email address: Marc.oneal@nccumc.org

Are you a registered voter? Yes No

Have you ever been convicted of a felony? Yes No

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission: Interested in community involvement, particularly building community thru sports; have served on other boards/committees in the past in other areas; willing to listen, work, & serve

Boards or Commissions upon which you are interested in serving: Parks & Rec Advisory Board

As a member of a Board or Commission, you will be expected to attend at least 75% of the meetings. Please note the by-laws of some Boards and Commissions limit the number of terms served. This application is a notification of your interest to serve on a Board or Commission to be considered by the Board of Commissioners when a vacancy occurs. Thanks for your interest in Camden County Government

Signature: [Handwritten Signature] Date: 8/26/19



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 9.A
Meeting Date: September 09, 2019
Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis
Item Title **BOC Meeting Minutes - August 5, 2019**
Attachments: bocminutes_080519 (DOCX)

**Camden County Board of Commissioners
August 5, 2019
Closed Session – 6:00 PM
Regular Meeting – 7:00 PM
Historic Courtroom
Camden, North Carolina**

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on August 5, 2019 in the Historic Courtroom, Camden, North Carolina.

CALL TO ORDER

The meeting was called to order by Chairman Tom White at 6:00 PM. Also Present: Vice Chairman Clayton Riggs, Commissioners Garry Meiggs, Randy Krainiak and Ross Munro.

CLOSED SESSION

Motion to go into Closed Session to discuss contract negotiations.

| | |
|----------------|---------------------------------------|
| RESULT: | PASSED [UNANIMOUS] |
| MOVER: | Ross Munro, Commissioner |
| AYES: | White, Krainiak, Meiggs, Riggs, Munro |

Motion to come out of Closed Session.

| | |
|----------------|---------------------------------------|
| RESULT: | PASSED [UNANIMOUS] |
| MOVER: | Ross Munro, Commissioner |
| AYES: | White, Krainiak, Meiggs, Riggs, Munro |

The Board came out of Closed Session at 6:40 PM and was recessed by the Chairman until 7:00 PM.

At 7:00 PM Chairman White reconvened the Board of Commissioners for its regular meeting and welcomed everyone in attendance.

INVOCATION & PLEDGE OF ALLEGIANCE

Rev. Boyce Porter gave the invocation and led in the Pledge of Allegiance.

ITEM 1. PUBLIC COMMENTS

None.

ITEM 2. CONSIDERATION OF AGENDA

Motion to approve the agenda as presented.

| | |
|----------------|---------------------------------------|
| RESULT: | PASSED [UNANIMOUS] |
| MOVER: | Clayton Riggs, Vice Chairman |
| AYES: | White, Krainiak, Meiggs, Riggs, Munro |

Attachment: bocminutes_080519 (2490 : BOC Meeting Minutes - August 5, 2019)

ITEM 3. CONFLICT OF INTEREST DISCLOSURE STATEMENT

Clerk to the Board Karen Davis read the Conflict Of Interest Disclosure Statement.

ITEM 4. PRESENTATIONS

- A. Emergency Management - Christy Saunders presented the *Know Your Zone* Initiative, a project of the North Carolina Division of Emergency Management in conjunction with the National Hurricane Center. The evacuation zone maps will be placed in prominent locations throughout the county.

South Camden Water & Sewer District Board of Directors

Chairman White recessed the meeting of the Board of Commissioners and called to order the South Camden Water & Sewer District Board of Directors Meeting.

Public Comments – None

Consideration of the Agenda

Motion to approve the agenda as presented.

RESULT: PASSED [UNANIMOUS]
MOVER: Garry Meiggs, Commissioner
AYES: White, Krainiak, Meiggs, Riggs, Munro

New Business

- A. Monthly Report – David Credle

*South Camden Water & Sewer Board
 Monthly Work Order Statistics Report
 Period: June 2019*

| | Submitted Work Orders | Completed Work Orders | Percentage Completed | Status of Uncompleted Work Orders |
|--------------------|-----------------------|-----------------------|----------------------|-----------------------------------|
| Water/Distribution | 75 | 75 | 100% | 0 |
| Sewer/Collection | 0 | 0 | 100% | 0 |

Locates:

- Water Line: 43
- Sewer Line: 9
- Water & Sewer, same ticket: 6
- Hydrant flow test: 9

Public Works Director Notes/Comments: Ten work orders have been checked for accuracy.

Water treated at the water treatment plant in June: 11,139,580 gallons

Daily average water usage for June: 371,319 gallons

Current treatment capacity at the water treatment plant: 720,000 gallons per day.

| SOUTH CAMDEN WATER & SEWER BOARD | | | | | | | | | |
|----------------------------------|-----------------------|---------------------|-------------|--------------------|------------------|---------------|---------------|--------------------|-------------------|
| MONTHLY WATER STATISTICS REPORT | | | | | | | | | |
| Date | Work Orders Submitted | Percentage Complete | Uncompleted | Water/Distribution | Sewer/Collection | Water Locates | Sewer Locates | Water/Sewer Locate | Hydrant Flow Test |
| 2018 | | | | | | | | | |
| June | 128 | 100% | 0% | 124 | 4 | 93 | 10 | 29 | 0 |
| July | 93 | 100% | 0% | 86 | 7 | 90 | 10 | 14 | 1 |
| August | 110 | 100% | 0% | 110 | 0 | 81 | 28 | 1 | 5 |
| Sept | 86 | 100% | 0% | 84 | 2 | 109 | 34 | 13 | 0 |
| Oct | 71 | 100% | 0% | 68 | 3 | 75 | 17 | 13 | 12 |
| Nov | 77 | 100% | 0% | 76 | 1 | 124 | 7 | 48 | 7 |
| Dec | 121 | 100% | 0% | 120 | 1 | 134 | 6 | 12 | 7 |
| 2019 | | | | | | | | | |
| Jan | 99 | 100% | 0% | 99 | 0 | 125 | 4 | 15 | 0 |
| Feb | 63 | 100% | 0% | 63 | 0 | 180 | 11 | 1 | 9 |
| March | 104 | 100% | 0% | 103 | 1 | 153 | 8 | 4 | 27 |
| April | 106 | 100% | 0% | 104 | 2 | 99 | 10 | 44 | 13 |
| May | 87 | 100% | 0% | 85 | 2 | 126 | 8 | 12 | 11 |
| June | 75 | 100% | 0% | 75 | 0 | 58 | 9 | 6 | 9 |

Motion to approve the monthly report as presented.

| | |
|----------------|---------------------------------------|
| RESULT: | PASSED [UNANIMOUS] |
| MOVER: | Clayton Riggs, Vice Chairman |
| AYES: | White, Krainiak, Meiggs, Riggs, Munro |

Resolution for Approving Local Water Supply Plan

RESOLUTION FOR APPROVING LOCAL WATER SUPPLY PLAN

WHEREAS, North Carolina General Statute 143-355 (l) 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 South Camden Water & Sewer District, has been developed and submitted to the Camden County Board of Commissioners for approval; and


WHEREAS, the Camden County Board of Commissioners finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for South Camden Water & Sewer District, 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 Camden County Board of Commissioners of South Camden Water & Sewer District that the Local Water Supply Plan entitled, South Camden Water & Sewer District dated 2018, is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Camden County 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.

This the 5th day of August, 2019.

Name: Tom White
 Title: Chairman
 Signature: Tom White

ATTEST:

 Clerk to the Board



Motion to approve the Resolution for Approving Local Water Supply Plan.

| | |
|----------------|---------------------------------------|
| RESULT: | PASSED [UNANIMOUS] |
| MOVER: | Clayton Riggs, Vice Chairman |
| AYES: | White, Krainiak, Meiggs, Riggs, Munro |

There being no further matters for discussion Chairman White called for a motion to adjourn.

Motion to adjourn South Camden Water & Sewer District Board of Directors.

| | |
|----------------|---------------------------------------|
| RESULT: | PASSED [UNANIMOUS] |
| MOVER: | Garry Meiggs, Commissioner |
| AYES: | White, Krainiak, Meiggs, Riggs, Munro |

Chairman White reconvened the meeting of the Board of Commissioners.

Attachment: bocminutes_080519 (2490 : BOC Meeting Minutes - August 5, 2019)

ITEM 5. PUBLIC HEARING

A. Ordinance 2019-07-01 Rezoning Application Camden County

Motion to open Public Hearing for Ordinance 2019-07-01 Rezoning Application for Camden County.

RESULT: PASSED [UNANIMOUS]
MOVER: Clayton Riggs, Vice Chairman
AYES: White, Krainiak, Meiggs, Riggs, Munro

Planning Director Dan Porter and County Manager presented a brief overview of the application.

Neighborhood meeting was held March 1, 2019 at the South Mills Fire Station.

Planning Board met on June 19, 2019 and after discussion with staff, adjacent property owners, and the representative for the Naval Support Activity Hampton Roads who submitted a letter on concerns with proposed uses and their possible effects on the Relocatable Over the Horizon Radar (ROTHR) included in packet, Planning Board recommended approval of the rezoning on a 6-0 vote.

Mr. Porter continued his presentation with the Staff Report.

STAFF REPORT
UDO 2019-05-28
Zoning Map Amendment
PROJECT INFORMATION
File Reference: UDO 2019-05-28
Project Name: N/A
PIN: 01-7071-00-67-6843
Applicant: Camden County
Address: 117 N. 343 Camden, NC (252) 338-1919
Agent for Applicant: [Name]
Current Owner of Record: Applicant
Meeting Dates: 5/29/2019 Neighborhood Meeting, 6/19/2019 Planning Board
Application Received: 5/16/2019
By: David Parks, Permit Officer
Application Fee paid: N/A
Completeness of Application: Application is generally complete
Documents received upon filing of application or otherwise included: A. Rezoning Application, B. GIS Aerial, existing zoning, Comprehensive Plan/CAMA Plan future land use maps, and CAMA Land Use Plan Suitability Maps, C. Table of Permissible Use comparison, D. U.S. Highway 17 Corridor Plan, E. Neighborhood meeting comments, F. Liaison Officer Navy Support Activity letter

From: Working Lands (WL)
To: Highway Commercial (HC)
The Working Lands (WL) district is established to accommodate agriculture, agriculturally-related uses, and limited forms residential development at very low densities in rural portions of the County. The district is primarily intended to preserve and protect bona fide farms and resource lands for current or future agricultural use as well as to protect the rural character of the area. One of the primary tools for character protection is the requirement to configure residential subdivisions of more than five lots as conservation subdivisions. The conservation subdivision approach seeks to minimize the visibility of new residential development from adjacent roadways through proper placement and screening, and allows farmers to capture a portion of the land's development potential while continuing to farm. Conservation subdivisions allow a portion of a tract or site to be developed with single-family detached homes while the balance of the site is left as conservation or agricultural land. The district also accommodates a wide range of agricultural and agricultural-related uses like "agri-tourism" as well as service and support uses to the rural community, including day care, educational uses, public safety facilities, parks, and utility features.
The Highway Commercial district is applied to lots along the County's major roadways (e.g., US 158, US 17, NC 34, and NC 343) and is intended for automobile-oriented commercial development as well as large floorplate commercial uses and uses that require or generate truck traffic. The district also accommodates agricultural and institutional uses as well as higher density residential uses with a special use permit. New development in the HC district is grouped and configured to ensure regular lateral vehicular and pedestrian access along major transportation routes as a means of establishing a well-connected transportation system. New development is configured to maintain high visual quality along the major roadway, or is fully screened from view. Sufficient spacing and screening is included along lot lines shared with adjacent residential zoning districts to ensure compatibility. New commercial and multi-family developments in the district are subject to the design standards in Article 151.5 - Development Standards.

Attachment: bocminutes_080519 (2490 : BOC Meeting Minutes - August 5, 2019)

Lot size: Approximately 260 acres.
 Flood Zone: X
 Zoning District(s): Working Lands
 Existing Land Uses: Farmland/Sewer Plant Spray Field

| Adjacent Zoning & Uses: | | | | |
|-------------------------|--------------------------|--|------------------------|--------------------|
| | North | South | East | West |
| Zoning | Planned Development (PD) | Rural Residential/Planned Unit Development (P.U.D) | Rural Residential (RR) | Working Lands (WL) |
| Use & size | Camden Commerce Park | Camden Plantation | Farmland | Dismal Swamp |

Proposed Use(s): Commercial Uses.

Description of property: Majority of property being farmed with the portion to the East being used as a Sewage Treatment Facility holding pond/spray field.

ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches: Property drains into the Dismal Swamp Canal.
 Distance & description of nearest outfall: Less than 1 mile.

INFRASTRUCTURE & COMMUNITY FACILITIES

Water Water lines are located adjacent to property along U.S. 17 and McPherson Road.

Sewer Sewer runs along U.S. 17.

Fire District South Mills Fire District off Kester Barn located approximately 3 miles from property.

Schools Proposed uses in requested zoning will not impact schools.

Traffic Traffic impact analysis will be required upon development of property.

PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives:
 Consistent Inconsistent

The proposed zoning change is inconsistent with the CAMA Land Use Plan as Future Land Use Maps has it designated as Low Density Residential. Plan will need to be amended.

PLANS CONSISTENCY – cont.

2035 Comprehensive Plan
 Consistent Inconsistent

Consistent with Comprehensive Plan (Adopted 2012) as Future Land Use Maps reflect land as Mixed Use Employment. To have Mixed Use Employment, water and sewer is preferred which both are adjacent to this parcel.

PLANS CONSISTENCY – cont.

Comprehensive Transportation Plan
 Consistent Inconsistent

Property abuts U.S. 17 and McPherson Road. Property also does not have direct access to U.S. 17.

Other Plans officially adopted by the Board of Commissioners
 N/A

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

Yes No **Will the proposed zoning change enhance the public health, safety or welfare?**
 Reasoning: The proposed zoning change will enhance the public welfare as proposed zoning change will encourage commercial development along a major corridor providing a needed tax base and employment opportunities.

Yes No **Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification?**
 Reasoning: Requested uses are more appropriate due to the location of the property and infrastructure available (water & sewer). The eastern portion of the property serves as the County's Sewage Treatment Plant (alluvium holding pond/Spray Fields).

For proposals to re-zone to non-residential districts along major arterial roads:

Yes No **Is this an expansion of an adjacent zoning district of the same classification?**
 Reasoning: The property abuts county owned Commercial Park directly to the north which is zoned as a Planned Development (PD)

Yes No **What extraordinary showing of public need or demand is met by this application?**
 Reasoning: The need for commercial development, employment opportunities and tax base.

Yes No **Will the request, as proposed cause serious noise, odors, light, activity, or unusual disturbances?**
 Reasoning: Some uses could cause some noise, odors, light activity, or unusual disturbances. Buffering will be addressed at permit issuance for the use which should mitigate some of the issues.

Yes No **Does the request impact any CAMA Areas of Environmental Concern?**
 Reasoning: Property is outside any CAMA Areas of Environmental Concern. Property located outside the 100 year floodplain.

Yes No **Does the county need more land in the zoning class requested?**
 Reasoning: In appropriate areas where location of property and infrastructure (water and sewer) is available. Property abuts U.S. 17 and there is water and sewer available to the site.

Yes No **Is there other land in the county that would be more appropriate for the proposed uses?**
 Reasoning: The property along U.S. 17 and the future I87 corridor is one of the most appropriate and marketable properties in the County. The geographic location of the property to the Hampton Roads MSA enables prospective investment to capitalize upon synergistic business opportunities, interstate arterial routes, workforce complement and the Port of Virginia. The property is also within the boundaries of Foreign Trade Zone #20 which offers significant value to entities engaged in global trade.

Attachment: bocminutes_080519 (2490 : BOC Meeting Minutes - August 5, 2019)

Yes No **Will not exceed the county's ability to provide public facilities:**

Schools – N/A

Fire and Rescue – Level of impact would be determined upon the type and size of the business attracted to the site.

Law Enforcement – Minimal impact.

Parks & Recreation – No impact

Traffic Circulation or Parking – Depends on type and size of business.

Other County Facilities – No.

Yes No **Is This A Small Scale "Spot" Rezoning Request Requiring Evaluation Of Community Benefits?**

IF Yes (regarding small scale spot rezoning) – Applicants Reasoning:

| | Personal Benefits/Impact | Community Benefits/Impact |
|------------------|--------------------------|---------------------------|
| With rezoning | | |
| Without rezoning | | |

STAFF COMMENTARY/RECOMMENDATION:


The original intended use of this parcel was for utilization of the County's Waste Water Treatment Facility to spray the effluent from the plant on trees. Technology at the time required 1 acre of land to every 100 gallons of effluent. New technology and possible partnership with the development community has diminished the amount of land required for handling effluent. Staff feels that the current highest and best use of the property due to its location (abuts U.S. 17/Interstate 87) and availability of infrastructure (water/sewer) is commercial uses proposed under requested zoning (Highway Commercial).

Consistency Statement: The requested zoning is consistent with Camden County's Comprehensive Plan as it has property identified as Mixed-Use Employment which uses are permitted in the Highway Commercial Zoning District.

Staff recommends approval of the rezoning as the uses in the proposed zoning classification are more appropriate than that of the existing zoning classification.

PLANNING BOARD RECOMMENDATION: At their June 19, 2019 meeting, Planning Board recommended approval on a 6-0 vote of the rezoning request from Working Lands (WL) to Highway Commercial (HC) as the proposed uses in the requested zoning classification are more appropriate than in the existing zoning classification.

Consistency Statement: The requested zoning is consistent with Camden County's Comprehensive Plan as it has property identified as Mixed-Use Employment which uses are permitted in the Highway Commercial Zoning District.



DEPARTMENT OF THE NAVY
 COMMANDING OFFICER
 NAVAL SUPPORT ACTIVITY HAMPTON ROADS
 7918 BLANDY ROAD, SUITE 100
 NORFOLK, VA 23551-2419

1000
 Ser: NI/416
 23 Jul 19

Camden County Board of Commissioners
 P.O. Box 190
 330 East Hwy 158
 Camden, NC 27921

Dear Sir or Ma'am,


Regarding the scheduled UDO 2019-05-28 "McPherson Road/U.S. 17 Rezoning" item on your August 5, 2019 agenda, Naval Support Activity (NAVSUPACT) Hampton Roads Northwest Annex (NWA) requests your consideration of language that ensures future consultation with NAVSUPACT Hampton Roads NWA on potential development proposals of the approximately 260 acre parcel that could interfere with performance of the Relocatable Over the Horizon Radar (ROTHR).

Consistent with the December 2010 consideration of a 100-acre PUD rezoning (UDO 2010-10-04) of the adjacent property for industrial park development to the immediate north and Planning Board's subsequent 260-acre I-1 rezoning consideration (UDO 2018-02-02) of the same property, NAVSUPACT Hampton Roads NWA reiterated its concern at the June 19, 2019 Planning Board meeting over potential harm to the ROTHR stemming from industrial development and potential electromagnetic interference (EMI)/radio frequency interference due to the site's proximity within five miles of the ROTHR. Similar to Camden County Planning Board action in 2010 which approved a restrictive covenant whereby the NAVSUPACT Hampton Roads NWA would be consulted on a case by case basis, the Navy requests industrial use protection language which likewise calls for consultation for any business to be located on the newly rezoned site which utilizes arc welding, electrical distribution equipment, solar or wind energy generation, or any other business use that would create electromagnetic interference (EMI) or radio frequency interference. The addition of EMI results in a cumulative degradation on ROTHR performance, and the answer is specific for each case of a proposed industrial business. For example, one intermittent welding operation, given distance, may be acceptable, while one or more large operations of consistent welding might create a significant effect. Determining that exact number is not possible without analysis of the proposed industrial development. Overall, a

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 Any misuse or unauthorized disclosure may result in both civil and criminal penalties

proposed business that engages in welding is likely to be problematic and would require analysis by the Navy.

We want to ensure a willingness to work with Camden County on a case by case basis, in the County's current consideration of rezoning this property from Working Lands to Highway Commercial to ensure development does not adversely impede the future mission and operational performance of the Navy's ROTHR. With this consultation, subsequent analysis can assist with mitigating any effects a proposed business may have on the radar facility.

Sincerely,

 J. P. KLINE
 Captain, USN
 Commanding Officer

Attachment: bocminutes_080519 (2490 : BOC Meeting Minutes - August 5, 2019)

Chairman White opened the floor for public comment.

Will Stafford of 102 Lake Drive addressed the Board and expressed the following concerns:

- The rezoning does not harm existing citizens.
- The County should give serious thought to the businesses that will occupy the property.
- Noise, traffic, and light pollution.
- Flooding – runoff concerns.
- Camden Plantation development’s impact on the neighbors.
- Buffers
- Property value.
- Effect on the Welcome Center.
- The effect of the future I-87 exchange.

Mr. Stafford suggested that the property stay ‘as is’ for the present time.

County Manager Ken Bowman explained that the County is working on a master plan of the positioning of certain buildings on the property to include the cut-through road that runs parallel to US 17.

Dan Porter also shared that he had received a letter and phone call from Mrs. Loretta Whitehurst of 222 Mallory Buck Road in Gates, NC, who wanted to be on record as opposing the rezoning. It is her opinion that Camden should remain a rural farming community.

Vice Chairman Riggs reiterated the fact that rezoning decisions are preliminary and do not require preliminary or site plans for the property in question.

Motion to close the Public Hearing.

| | |
|----------------|---------------------------------------|
| RESULT: | PASSED [UNANIMOUS] |
| MOVER: | Clayton Riggs, Vice Chairman |
| AYES: | White, Krainiak, Meiggs, Riggs, Munro |

Motion to add Ordinance 2019-07-01 to New Business as Item 6.D.

| | |
|----------------|---------------------------------------|
| RESULT: | PASSED [UNANIMOUS] |
| MOVER: | Clayton Riggs, Vice Chairman |
| AYES: | White, Krainiak, Meiggs, Riggs, Munro |

ITEM 6. NEWS BUSINESS

A. Monthly Tax Report

County Manager Ken Bowman presented the tax report for June 2019.

MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE
CAMDEN COUNTY BOARD OF COMMISSIONERS

OUTSTANDING TAX DELINQUENCIES BY YEAR

| YEAR | REAL PROPERTY | PERSONAL PROPERTY |
|------|---------------|-------------------|
| 2018 | 148,631.07 | 3,394.10 |
| 2017 | 50,249.47 | 3,616.79 |
| 2016 | 19,211.02 | 2,429.94 |
| 2015 | 12,299.82 | 1,157.09 |
| 2014 | 12,732.80 | 1,228.71 |
| 2013 | 8,861.64 | 4,870.37 |
| 2012 | 6,719.42 | 7,792.41 |
| 2011 | 4,828.75 | 6,447.23 |
| 2010 | 4,244.84 | 4,642.02 |
| 2009 | 3,978.27 | 4,513.59 |

| | |
|-------------------------------------|------------------------|
| TOTAL REAL PROPERTY TAX UNCOLLECTED | 271,757.10 |
| TOTAL PERSONAL PROPERTY UNCOLLECTED | 40,092.25 |
| TEN YEAR PERCENTAGE COLLECTION RATE | 99.57% |
| COLLECTION FOR 2019 vs. 2018 | 9,449.69 vs. 14,253.86 |

LAST 3 YEARS PERCENTAGE COLLECTION RATE

| | |
|------|--------|
| 2018 | 97.97% |
| 2017 | 99.24% |
| 2016 | 99.68% |

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING June 2019
BY TAX ADMINISTRATOR

| | |
|----|---|
| 44 | NUMBER DELINQUENCY NOTICES SENT |
| 9 | FOLLOWUP REQUESTS FOR PAYMENT SENT |
| 5 | NUMBER OF WAGE GARNISHMENTS ISSUED |
| 10 | NUMBER OF BANK GARNISHMENTS ISSUED |
| 14 | NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER |
| 0 | NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES) |
| 0 | PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR |
| 0 | NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY |
| 0 | NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS) |
| 2 | REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS |
| 1 | NUMBER OF JUDGMENTS FILED |

30 Largest Unpaid – Real

| Roll | Parcel Number | Unpaid Amount | YrsDlq | Taxpayer Name | City | Property Address |
|------|-------------------------|---------------|--------|--------------------------------|-------------|------------------------|
| R | 01-7989-00-01-1714.0000 | 8,080.29 | 10 | CHARLES MILLER HEIRS | SOUTH MILLS | HORSESHOE RD |
| R | 02-8934-01-18-6001.0000 | 6,768.61 | 1 | LINDA SUE LAMB HINTON | CAMDEN | 150 158 US W |
| R | 02-8937-00-50-8036.0000 | 6,148.38 | 1 | CLEVELAND WALSTON LE | CAMDEN | 187 HERMAN ARNOLD RD |
| R | 02-8934-01-17-4778.0000 | 5,094.04 | 2 | LARRY G. LAMB SR | CAMDEN | 152 158 US W |
| R | 03-8899-00-45-2682.0000 | 4,392.64 | 10 | SEAMARK INC. | SHILOH | HOLLY RD |
| R | 01-7998-01-08-6797.0000 | 4,116.62 | 1 | EDWARD E. HARRIS JR. | SOUTH MILLS | 1295 343 HWY N |
| R | 02-8935-02-66-7093.0000 | 3,817.05 | 1 | B. F. ETHERIDGE HEIRS | CAMDEN | 158 US E |
| R | 03-8899-00-16-2671.2425 | 3,669.39 | 1 | SPRING LOTUS LLC | SHILOH | 141 EDGEWATER DR |
| R | 01-7080-00-53-1141.0000 | 3,179.89 | 2 | EDWARD A ROSA SR | SOUTH MILLS | 188 KEETER BARN RD |
| R | 02-8934-01-29-4617.0000 | 3,106.99 | 1 | JAMES B. SEYMOUR ETAL | CAMDEN | 112 158 US W |
| R | 02-8934-01-18-8282.0000 | 2,746.15 | 1 | BRIDGET CARTWRIGHT JOHNSON | CAMDEN | 144 158 US W |
| R | 03-9809-00-23-8838.0000 | 2,470.25 | 1 | WILLIAM DAVID BYROM | SHILOH | 112 HIGH RD |
| R | 02-8944-00-51-7111.0000 | 2,400.06 | 1 | FLOYD & JUNE T. ETHERIDGE | CAMDEN | 110 BILLETTS BRIDGE RD |
| R | 02-8945-00-41-2060.0000 | 2,360.41 | 1 | LASELLE ETHERIDGE SR. HEIRS | CAMDEN | 168 BUSHELL RD |
| R | 02-8945-00-53-1518.0000 | 2,359.83 | 1 | GARY D. & BETH A. LOYD | CAMDEN | 115 LISTER DR |
| R | 02-8935-01-08-8786.0000 | 2,333.19 | 1 | LINWOOD GREGORY | CAMDEN | 253 SLEEPY HOLLOW RD |
| R | 03-8962-00-67-1021.0000 | 2,189.86 | 2 | CECIL BARNARD HEIRS | SHILOH | WICKHAM RD |
| R | 01-7080-00-62-1977.0000 | 2,062.78 | 9 | SANDERS CROSSING OF CAMDEN CO | SOUTH MILLS | 117 OTTERS PL |
| R | 03-9809-00-23-4988.0000 | 2,062.57 | 1 | WANDA H WELLS | SHILOH | 104 HIGH RD |
| R | 01-7090-00-64-4058.0000 | 2,056.11 | 1 | GODFREY RIDDECK | SOUTH MILLS | 131 LILLY RD |
| R | 03-8943-04-93-8214.0000 | 2,042.88 | 10 | L. P. JORDAN HEIRS | SHILOH | 108 CPWDEN AVE |
| R | 02-8934-01-18-8072.0000 | 2,042.88 | 1 | ARNOLD AND THORNLEY, INC. | CAMDEN | 146 158 US W |
| R | 01-7988-00-91-0179.0001 | 2,028.10 | 10 | THOMAS L. BROTHERS HEIRS | SOUTH MILLS | 171 NECK RD |
| R | 03-8952-00-95-8737.0000 | 1,993.94 | 1 | AUDREY TILLET | SHILOH | 1298 343 HWY N |
| R | 01-7998-01-09-7155.0000 | 1,989.37 | 1 | CORNELIUS P & GLORIA E PAXTON | SOUTH MILLS | 165 IVY NECK RD |
| R | 02-8944-00-36-1417.0000 | 1,927.24 | 1 | ROSA ALICE FEREBEE HEIRS | CAMDEN | 165 IVY NECK RD |
| R | 01-7090-00-70-3221.0000 | 1,861.12 | 1 | LONZO FISHER GREGORY | SOUTH MILLS | 406 OLD SWAMP RD |
| R | 03-8944-00-55-2255.0000 | 1,852.28 | 1 | VERNON L. & EDITH W. SYLVESTER | SHILOH | 453 NECK RD |
| R | 02-8944-00-39-1027.0000 | 1,841.50 | 1 | JOHNNIE MERCER HEIRS | CAMDEN | WCKIMBY RD |
| R | 02-8934-03-31-9750.0000 | 1,835.75 | 1 | CAROLYN MCDANIEL | CAMDEN | 195 COUNTRY CLUB RD |

30 Oldest Unpaid – Real

Table with 7 columns: Roll, Parcel Number, YrsDlq, Unpaid Amount, Taxpayer Name, City, Property Address. Lists 30 real estate parcels with their respective details.

30 Largest Unpaid – Personal

Table with 7 columns: Roll, Parcel Number, Unpaid Amount, YrsDlq, Taxpayer Name, City, Property Address. Lists 30 personal property items with their respective details.

30 Oldest Unpaid – Personal

Table with 7 columns: Roll, Parcel Number, YrsDlq, Unpaid Amount, Taxpayer Name, City, Property Address. Lists 30 personal property items with their respective details.


Attachment: bocminutes_080519 (2490 : BOC Meeting Minutes - August 5, 2019)

Motion to approve the tax report as presented.

RESULT: PASSED [UNANIMOUS]
MOVER: Garry Meiggs, Commissioner
AYES: White, Krainiak, Meiggs, Riggs, Munro

B. Travel Policy

County Manager Ken Bowman presented the revised travel policy.



TRAVEL POLICY

I. Purpose – The intent of this policy is to apply uniform provisions for reimbursement of necessary expenses of County employees or officials of the County who are required to travel within or outside the County boundaries in the performance of their duties and in the interest of County affairs. These policies are intended to apply to employees, board members, or other persons on official County business.

II. Policy Administration - The respective department heads are responsible for the administration of the provisions of this policy. Department heads are authorized to approve travel reimbursements for the employees under their supervision except where otherwise stated. For the purposes of administering this policy, Board Members or other County delegates or officials will be considered "employees" and thereby reimbursed per this policy. **Expenses for family members will not be paid by the County and should be paid directly to the vendor by the traveling party. NO MEALS ARE TO BE CHARGED ON COUNTY CREDIT CARDS.**

III. General Policy

A. Travel - Camden County recognizes that employees and officials are required to travel both within and outside the State of North Carolina for the purpose of representing the County at meetings and professional associations, as well as for training to enhance their skills regarding the performance of their various positions within the County Government.

It is inherently understood in this policy that an individual traveling on official County business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary, unjustified, or solely for the convenience or personal preference of the traveler in the performance of official County business are not acceptable under this standard, and travelers will be responsible for unauthorized costs and additional expenses incurred for personal preference or convenience.

Requests for travel approval should be submitted to the County Manager and Finance for pre-approval and approval 10 days prior to departure. Failure to have travel pre-approval may result in travel reimbursements being denied.

See Exhibit A at the end of the Policy for the Travel Request form.

D. Subsistence allowance – The following schedule shall be used for reporting allowable subsistence expenses incurred while traveling on official County business.

| In-State | | Out-of-State | |
|-----------|---------|--------------|---------|
| Breakfast | \$8.00 | Breakfast | \$15.00 |
| Lunch | \$15.00 | Lunch | \$17.00 |
| Dinner | \$20.00 | Dinner | \$23.00 |
| | \$43.00 | | \$55.00 |

No receipts are required. Employees will be reimbursed for the amounts listed above regardless

of actual expenses. The stated amount also includes all tips. An exception to the above schedule will be applicable if the conference locations provide meals at a higher or lower amount than those in the schedule. See c. and d. below.

a. Daily Travel (overnight)
 Employees may receive allowances for meals for partial days or travel when the partial day is the day of departure or day of return. To be eligible, the employee must:
 -Breakfast – depart duty station prior to 6:00 am
 -Lunch – depart duty station prior to 10:00 am or return to duty station after 2:00 pm
 -Dinner – return to duty station after 8:00 pm, if stopping for dinner causes a return after 8:00 pm dinner will not be eligible. Example: If you stop in Williamston to eat at 6:30 for 30 minutes you will get back to your duty station at approximately 8:15. If you would not have stopped you would have made it back prior to 8:00 therefore dinner would not be reimbursable.

b. Daily Travel (not overnight)
 Normally, allowances shall not be paid to employees for lunches if travel does not involve an overnight stay. To be eligible for allowances for breakfast and dinner the employee must leave or return to their duty station in accordance with the schedule under overnight travel. Employees may be reimbursed for lunch when the employee's job requires his/her attendance at the meeting of a board, commission, committee or council in his official capacity and the meal is preplanned as part of the meeting. The normal reimbursement rates still apply.

c. Excess – No excess will be allowed for meals unless such costs are included in registration fees and/or there are predetermined charges for the meals.

d. Reduction – A reduction in the per diem schedule will occur when a conference location offers meals at a lower rate/cost than the County's schedule.

C. Mileage Allowance - Travel by privately owned vehicle when necessary and allowable will be reimbursed using the IRS reimbursement rate based on the shortest route of travel. The annual rate will be reported to staff and officials by the Finance Office annually.

D. Travel Reimbursement - The travel reimbursement form provided for the traveler should be turned in for reimbursement within 10 days of the employee's return. This form lists all mileage, private or public transportation, lodging, meals, registration, and other travel expenses which are reimbursable. Itemized receipts for lodging, registration, and private or public transportation are to be attached to and made a part of the reimbursement form. For taxis, airport shuttles, and buses, receipts may not be available or provided; therefore, attach, if possible. The reimbursement form must be approved by the department head and signed by the employee before being presented to the Finance Office for reimbursement.

See Exhibit B at the end of the Policy for the Travel Reimbursement form.

E. Transportation Cost of Employees - Payment of mileage allowance or actual cost of public transportation as applicable. If rental vehicles are used for both business and non-business purposes, reimbursement to the county for the non-business portion will apply.

Attachment: bocminutes_080519 (2490 : BOC Meeting Minutes - August 5, 2019)

IV. Authorized Travel Modes

A. **County-owned Vehicle.** This method of transportation is to be used whenever a county vehicle is available. Exceptions to this requirement must be approved by the County Manager. The department head may authorize reimbursement to the employee for exact operation expenses in circumstances where direct credit charges cannot be made to the county such as gas or unforeseen immediate needs for maintenance and the vehicle card is unavailable. (Please notify Maintenance, the Department Head and the Finance Officer as soon as reasonable.)

B. **Private owned Vehicle.** When no county vehicle is available, this mode may be used if specifically authorized by the appropriate department head and the County Manager. The County will pay mileage using the IRS rate for the first 100 miles and .20 for every mile over 100 miles.

C. **Transportation by Common Carrier.** Reimbursement for air, rail, or bus fare is limited to business or coach fare, substantiated by a receipt. Quotes must be obtained from more than one (1) common carrier. If multiple carriers exist, and documentation that the lowest fare available was used must be submitted on the travel request form.

D. **Rental Vehicles.** Reimbursement of rental vehicle expenses will not be authorized without prior approval by County Manager. If approved, the rented vehicle should be secured at the lowest practical cost.

V. Travel Destination

A. **Local Travel.** County employees, who by the normal nature of their duties, are required to travel regularly within the county or district and are individually authorized by the appropriate department head, are eligible for reimbursement of transportation expense on a monthly basis.

B. **Travel Outside the County/District.** Approved travel expenses outside the county for county purposes or purposes in the best interest of the county, such as training, conferences, professional meetings, etc., may be reimbursed to the limits of the policy for:

1. Transportation cost
2. Lodging
3. Meals
4. Registration costs
5. Necessary incidental expenses (parking, tolls, etc.)

C. **Lodging.** To receive reimbursement for lodging expenses, an itemized hotel bill must be attached to the reimbursement form. Hotel room rates are allowable up to the federal government rate. The County Manager must approve room rates when they exceed the allowable rate.

D. **Registration Cost.** Registration costs should be paid directly by the County. When an employee personally pays a registration fee, a receipt for payment should be obtained and is preferable to a canceled check for reimbursement purposes. In addition, if the registration is paid for a class or exam and the employee has to retake the test/class due to non-compliance or failure, the employee is responsible solely for the payment (No reimbursement will be made). Additional registration costs for recreational and entertainment activities will not be paid by the County. Meal functions are not included

in this requirement, and are eligible for payment by the County in lieu of the meal reimbursement payment.

E. **Out-of-State Travel.** Out-of-state travel begins when the employee leaves the State and remains in effect until the employee returns to the State. Out-of-state travel requests by employees and department heads must be approved by the County Manager.

F. **Credit Card.** Employees and officials authorized to use a County credit card may elect to use them instead of reimbursement for lodging, registration, and public or private transportation; however, meals are still subject to the meal rates listed in Section III. C. of the Policy. All receipts for expenditures must be submitted to the Finance Office in order for the expenditures to be approved.

G. **Travel with Others.** When two or more employees are traveling to the same destination, maximum use shall be made of special group travel discounts and joint use of the transportation including taxi cabs, County-owned, or privately owned vehicles. Travel with representatives of other government units is encouraged whenever possible for expense sharing.

H. **Commuting.** No reimbursement shall be made for use of a personal vehicle in commuting from an individual's home to his/her office.

I. **Other Costs.** Reasonable parking fees, tolls, taxi charges, and expenses of a similar nature, when appropriate to the travel, are reimbursable upon submission of appropriate documentation of the same. The Finance Officer or County Manager shall approve or disapprove all other expense reimbursements not clearly defined in the Policy or those which have been questioned.

VI. Extraordinary Travel or Cost

In instances of travel not covered by this policy, or where the actual necessary costs exceed the maximum reimbursement allowed and the travel is in the best interest of the county, the County Manager may approve reimbursement of actual cost beyond the maximums stated herein.

VII. Travel Expenses not Addressed by this Policy

Any travel expenses falling outside the realm of this policy must be approved by the County Manager.

VIII. Travel Advances

Hotel accommodations may be paid directly to the hotel in advance by County credit card. The itemized receipt must be turned in with your travel reimbursement.

IX. Travel Procedure

A. A Travel Request Form should be submitted to the Department Head for approval and forwarded to the Finance Department for pre-audit purposes. A Travel Advance Request should be included with this form if needed/requested.

B. Upon return, the Travel Reimbursement form and supporting itemized receipts (includes, hotel and allowable incidentals) must be submitted to the Department Head for approval. After approval by the Department Head, the form should be forwarded to the Finance Department.

C. The Finance Department will determine that the travel form and receipts have been properly approved, that they are mathematically correct, and that requested reimbursements agree to submitted receipts, when required, and are within the limits set by the Policy. If an error in the reimbursement request is found, the requesting party will be informed and the error will be corrected before payment is made.


D. **Trip Cancellation.** When an employee cancels an approved trip and the County has paid airfare, registration and other related fees or issued a travel advance, a memo must be sent to the Finance Department explaining the cancellation. Non-refundable expenditures will be reviewed on a case by case basis by the County Manager.

X. The following items are not reimbursable:

- (1) Any expense not supported by a receipt
- (2) Meals included in registration/conference
- (3) Travel to and from work place
- (4) Souvenirs from the trip
- (5) Items purchased to be used as door prizes or raffle items
- (6) Non-employee board member expenses
- (7) Alcoholic beverages
- (8) Any traffic fines
- (9) Entertainment expenses

This list is not all-inclusive. The Finance Officer or County Manager shall approve or disapprove all other expense reimbursements not clearly defined in the Policy or those which have been questioned.

Attachments:
Exhibit A, Travel Authorization Form
Exhibit B, Travel Reimbursement Form



CAMDEN COUNTY
real energy new vision

TRAVEL AUTHORIZATION
FOR OUT OF DISTRICT TRAVEL
*** Please Fill Out Completely ***

Name: _____ Date of Request: _____

Reason for Travel: _____
Attach a copy of Conference/Meeting/Workshop/Training Information

Destination: _____

List dates of Travel: _____

Meeting Begins _____ am/pm on _____ and Ends at _____ am/pm on _____

Did the County/Supervisor Request that you attend? Yes No
Does this trip require overnight accommodations? Yes No Nights: _____
(Leave more than two hours before or return more than three hours after local work schedule multi-day event)

Approval To Travel

Supervisor: _____ Date: _____

County Manager: _____ Date: _____

Estimated Cost

Department Code: _____

Registration: _____ Cost: _____
SI 0220

Travel: Mode: _____ Miles: _____ Cost: _____
SI 4595 (City/County/State/Work/Bus) (Round Trip) (Daily)

Hotel: Number of Nights: _____ Rate Per Night: _____ Cost: _____
SI 4500 (Attach copy of Hotel Information) (Total Hotel)

Meals: Number of Meals: _____ B _____ L _____ D _____ Cost: _____
SI 4550 (Total)

Other Expected Costs: _____ Cost: _____
Other: _____ (Specify) (Total)

Total Estimated Cost of Travel: _____

EXPLANATION FOR REQUESTED EXCEPTIONS TO TRAVEL POLICY: Supervisor Approval: _____

APPROVED DENIED COUNTY MANAGER SIGNATURE

This instrument has been presubmitted in the manner required by the Local Govt Budget and Fiscal Control Act.

Attachment: bocminutes_080519 (2490 : BOC Meeting Minutes - August 5, 2019)

Vice Chairman Riggs and Commissioner Meiggs questioned the mileage reimbursement and expressed opinions that it should be the same as the IRS. Commissioner Munro questioned the meal per diem.

Following a brief discussion Chairman White called for a motion.

Motion to approve the travel policy with the amendment to change the rate to the IRS policy.

RESULT: PASSED [UNANIMOUS]
MOVER: Garry Meiggs, Commissioner
AYES: White, Krainiak, Meiggs, Riggs, Munro

C. Revised Camden Code Chapter 150 Minimum Housing Code

Planning Director Dan Porter introduced the Revised Camden Code Chapter 150 Minimum Housing Code and explained the following:

In summary there are two types of changes being recommended.

Sections 150.03 through 150.18 prescribe the specific minimum standards for habitable housing. The existing Chapter 150 includes some specifics but primarily refers to citations in the state building codes. In order to make the ordinance more user friendly the revised chapter states the specific standards for each type of structural elements. The standards are verbatim from the State Building Code.

Sections 150.19 through 150.23 are revised to outline a clear procedure to prosecute violations in compliance with the General Statutes. The procedure outlines the specific notices and a hearing required and gives the building inspector authority to condemn and have non-compliant structures demolished, subject to appeal to the Board of Commissioners. If an appeal is not made within 10 days the inspector’s decision is final.

Attachment: bocminutes_080519 (2490 : BOC Meeting Minutes - August 5, 2019)

Commissioner Krainiak stated that he would like more time for review of the document before a vote is taken.

Mr. Porter and Counsel Megan Morgan both noted that the code is written to align and comply with state laws.

Motion to approve replacing the existing Chapter 150 Building Regulations: Construction with the proposed Ordinance 2019-08-01.

RESULT: FAILED [UNANIMOUS VOTE REQUIRED FOR ADOPTION]
MOVER: Clayton Riggs, Vice Chairman
AYES: White, Meiggs, Riggs
NOES: Krainiak, Munro

Ordinance 2019-08-01 will again be considered at the September 9, 2019 meeting of the Board of Commissioners.

D. Ordinance 2019-07-01 Rezoning Application Camden County


Motion that the requested zoning is consistent with Camden County’s Comprehensive Plan as it is property identified as Mixed-Use Employment which uses are permitted in the Highway Commercial Zoning District.

RESULT: PASSED [UNANIMOUS]
MOVER: Clayton Riggs, Vice Chairman
AYES: White, Krainiak, Meiggs, Riggs, Munro

Motion to approve Ordinance 2019-07-01 Rezoning Application (UDO 2019-05-28).

RESULT: PASSED [UNANIMOUS]
MOVER: Clayton Riggs, Vice Chairman
AYES: White, Krainiak, Meiggs, Riggs, Munro

Attachment: bocminutes_080519 (2490 : BOC Meeting Minutes - August 5, 2019)


Ordinance No. 2019-07-01
**An Ordinance
Amending the Camden County
Zoning Map
Camden County, North Carolina**

Article I. Purpose
The purpose of this Ordinance is to amend the Zoning Map of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 20, 1993, and subsequently amended.

Article II. Amendment to Zoning Map
The Official Zoning Map of Camden County, North Carolina, which was adopted on December 20, 1993, and subsequently amended, is hereby amended as follows:

The property currently shown in the Camden County Tax Assessor's Office as PIN 01-7071-00-67-6843 is hereby re-zoned from Working Lands (WL) to Highway Commercial (HC).

Article III. Penalty


- Violations of the provision of this Ordinance or failure to comply with any of its Requirements, including violations of any conditions and safeguards established in connection with grants of variances or Special Use or Conditional Use Permits, shall constitute a misdemeanor, punishable by a fine of up to five-hundred (\$500) dollars or a maximum thirty (30) days imprisonment as provided in G. S. 14-4.
- Any act constituting a violation of the provisions of this Ordinance or a failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with the grants of variances or Special Use or Conditional Use Permits, shall also subject the offender to a civil penalty of one-hundred (\$100) dollars for each day the violation continues. If the offender fails to pay the penalty within ten (10) days after being cited for a violation, the penalty may be recovered by the county in a civil action in the nature of debt. A civil penalty may not be appealed to the Board of Adjustment if the offender was

sent a final notice of violation in accordance with Article 151.568 and did not take an appeal to the Board of Adjustment within the prescribed time.

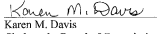
- This Ordinance may also be enforced by any appropriate equitable action.
- Each day that any violation continues after notification by the administrator that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in this section.
- Any one, all or any combination of the foregoing penalties and remedies may be used to enforce this Ordinance.


Article IV. Severability
If any language in this Ordinance is found to be invalid by a court of competent jurisdiction or other entity having such legal authority, then only the specific language held to be invalid shall be affected and all other language shall be in full force and effect.

Article V. Effective Date
This Ordinance is effective upon adoption.
Adopted by the Board of Commissioners for the County of Camden this 5th day of August, 2019.


Tom White, Chairman
Camden County Board of Commissioners

ATTEST:


Karen M. Davis
Clerk to the Board of Commissioners



ITEM 7. BOARD APPOINTMENTS

A. Parks & Recreation Advisory Board

Motion to reappoint Karen Friend and Keith Ward to the Parks & Recreation Advisory Board for an additional term.

| | |
|----------------|---------------------------------------|
| RESULT: | PASSED [UNANIMOUS] |
| MOVER: | Garry Meiggs, Commissioner |
| AYES: | White, Krainiak, Meiggs, Riggs, Munro |

ITEM 8. CONSENT AGENDA

The Consent Agenda was amended to add the Letterhead Use Policy as Item 8.N.

- A. BOC Meeting Minutes – July 8, 2019
- B. BOC Meeting Minutes – July 9, 2019
- C. Budget Transfers

OFFICIAL REPORT

TO: Board of Commissioners
FROM: Budget Officer
DATE: July 26, 2019
SUBJECT: Budget transfers

According to Article XXIII, Section 1(b) of the approved FY 2019-2020 Camden County Budget Ordinance, the Budget Officer may transfer amounts up to \$10,000 between departments of the same fund with an official report on such transfers at the next regular meeting of the Board of Commissioners.

Attached are such transfers to adjust appropriations for supervisor training.

Attachment: bocminutes_080519 (2490 : BOC Meeting Minutes - August 5, 2019)

07/26/2019 13:16 | Camden County, NC LIVE | P
snorfleet | BUDGET AMENDMENTS JOURNAL ENTRY PROOF | bgamd

| LN | ORG ACCOUNT | OBJECT PROJ | ORG DESCRIPTION | ACCOUNT DESCRIPTION LINE DESCRIPTION | EFF DATE | PREV BUDGET | BUDGET CHANGE | AMENDED BUDGET | E | |
|------------------|-------------------|----------------|-----------------|--------------------------------------|---------------------------|-------------|---------------|----------------|-----------|-------|
| YEAR-PER | JOURNAL | EFF-DATE | REF 1 | REF 2 | SRC JNL-DESC | ENTITY | AMEND | | | |
| 2020 | 01 | 114 07/26/2019 | LIA | | BUA LIA | 1 | 1 | | | |
| 1 | 104940 | 514000 | | | ECONOMIC DEVELOPMENT COMM | TRAVEL | | 2,500.00 | -1,000.00 | 1,500 |
| | 0010.4940.0000.00 | 514000. | | | | | | 07/26/2019 | | |
| 2 | 104410 | 510000 | | | PERSONNEL DEPARTMENT | TRAINING | | 350.00 | 1,000.00 | 1,350 |
| | 0010.4410.0000.00 | 510000. | | | | | | 07/26/2019 | | |
| ** JOURNAL TOTAL | | | | | | | | 0.00 | | |

07/26/2019 13:16 | Camden County, NC LIVE | P
snorfleet | BUDGET AMENDMENT JOURNAL ENTRY PROOF | bgamd

CLERK: snorfleet

| YEAR PER | JNL | SRC ACCOUNT | JNL DESC | REF 1 | REF 2 | REF 3 | ACCOUNT DESC LINE DESC | T | OB | DEBIT | CRE |
|---------------------|-----|-------------------|----------|-------|-------|-------|------------------------|---|----|----------|-------|
| 2020 | 1 | 114 | | | | | TRAVEL | 5 | | | 1,000 |
| | | BUA 104940-514000 | | | | | | | | | |
| | | 07/26/2019 LIA | LIA | | | | | | | | |
| | | BUA 104410-510000 | | | | | TRAINING | 5 | | 1,000.00 | |
| | | 07/26/2019 LIA | LIA | | | | | | | | |
| JOURNAL 2020/01/114 | | | | | | | TOTAL | | | .00 | |

07/26/2019 13:16 | Camden County, NC LIVE | P
snorfleet | BUDGET AMENDMENT JOURNAL ENTRY PROOF | bgamd

| FUND ACCOUNT | YEAR PER | JNL | EFF DATE | ACCOUNT DESCRIPTION | DEBIT | CRE |
|--------------|----------|-----|----------|---------------------|-------|-----|
| FUND TOTAL | | | | | .00 | |

** END OF REPORT - Generated by Sally Norfleet **

D. Budget Amendments

2019-20-BA004
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the Water & Sewer Project Fund as follows:

| ACCT NUMBER | DESCRIPTION OF ACCT | AMOUNT | |
|-----------------|---------------------------|-----------------|----------|
| | | INCREASE | DECREASE |
| Revenue | | | |
| 29399760-439900 | Fund Balance Appropriated | \$ 1,173,603.85 | |
| 29330760-438120 | Economic Dev Admin | \$ 145,349.81 | |
| Expenses | | | |
| 297600-500000 | Contingency | \$ 206,000.00 | |
| 297600-545010 | Demolition Expenses | \$ 58,260.00 | |
| 297600-574302 | Site Development | \$ 927,290.12 | |
| 297600-574306 | Sewer 343 Force Main | \$ 109,628.54 | |
| 297600-598303 | Administration | \$ 17,775.00 | |


This Budget Amendment is made to appropriate funds for the WWTP Project that began last budget year. Transferred remaining balances to the FY20 budget.

This will result in no change to the Contingency of the General Fund.
Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 5th day of August, 2019.

Karen M. Davis
Clerk to Board of Commissioners

Tom White
Chairman, Board of Commissioners



2019-20-BA005
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund as follows:

| ACCT NUMBER | DESCRIPTION OF ACCT | AMOUNT | |
|-----------------|---------------------|-----------|-----------|
| | | INCREASE | DECREASE |
| Expenses | | | |
| 105000-502000 | Salaries | | \$ 25,776 |
| 105000-503000 | Part Time Salaries | \$ 25,776 | |


This Budget Amendment is made to separate Full Time Salaries and Part Time Salaries.

This will result in no change to the Contingency of the General Fund.
Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 5th day of August, 2019.

Karen M. Davis
Clerk to Board of Commissioners

Tom White
Chairman, Board of Commissioners



Attachment: bocminutes_080519 (2490 : BOC Meeting Minutes - August 5, 2019)

2019-20-BA006
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the Community Grant Programs Fund as follows:

| ACCT NUMBER | DESCRIPTION OF ACCT | AMOUNT | |
|-----------------|----------------------|-------------|----------|
| | | INCREASE | DECREASE |
| Revenues | | | |
| 14360525-402000 | FEMA Grant – Federal | \$ 850,969 | |
| 14360525-402005 | FEMA Grant – State | \$ 283,657 | |
| 14360526-402000 | FEMA Grant – Federal | \$ 242,676 | |
| 14360526-402005 | FEMA Grant – State | \$ 80,891 | |
| Expenses | | | |
| 145025-535010 | Special Projects | \$1,057,902 | |
| 145025-598303 | Administration | \$ 76,724 | |
| 145026-535010 | Special Projects | \$ 274,246 | |
| 145026-598303 | Administration | \$ 49,321 | |

This Budget Amendment is made to appropriate funds rolled over from last fiscal year for FEMA Hazard Mitigation Grant.


This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 5th day of August, 2019.

Raven M. Davis
Clerk to Board of Commissioners

Tom White
Chairman, Board of Commissioners



2019-20-BA007
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund as follows:

| ACCT NUMBER | DESCRIPTION OF ACCT | AMOUNT | |
|-----------------|---------------------|-------------|----------|
| | | INCREASE | DECREASE |
| Revenues | | | |
| 10360621-434837 | SHHP Grant | \$ 2,201.37 | |
| 10360621-434900 | MIPPA Grant | \$ 668.36 | |
| Expenses | | | |
| 106210-537500 | SHHP Grant | \$ 2,201.37 | |
| 106210-537510 | MIPPA Expense | \$ 668.36 | |

This Budget Amendment is made to appropriate funds rolled over from last fiscal year for MIPPA and SHHP Grants through the Senior Center.


This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 5th day of August, 2019.

Raven M. Davis
Clerk to Board of Commissioners

Tom White
Chairman, Board of Commissioners



E. DMV Monthly Report

STATE OF NORTH CAROLINA
COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County September Renewals Due 10/15/19

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Tax Administrator and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon personal property of the respective taxpayers in the County of Camden, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell personal property of such taxpayers for and on account thereof, in accordance with the law.


| SOUTH MILLS | COURTHOUSE | SHILOH | TOTAL |
|-------------|------------|-----------|-----------|
| 21,461.11 | 23,763.24 | 14,257.38 | 59,481.73 |

Witness my hand and official seal this 5th day of August 2019

Tom White
Chairman, Camden County Board of Commissioners

Attest:

Raven M. Davis
Clerk to the Board of Commissioners of Camden County



This is to certify that I have received the tax receipts and duplicates for collection in the amounts as listed herein.

Ann S. Anderson
Tax Administrator of Camden County


Attachment: bocminutes_080519 (2490 : BOC Meeting Minutes - August 5, 2019)

| Home and Community Care Block Grant for Older Adults | | | | | | | | | | | | | | |
|--|-----------|-------------|---------------|---------------------|---------------|-------|----------------------|------------------|--------------|---------------|-----------------------|---------------------------|------------------------|-----------------------|
| County Funding Plan | | | | | | | | | | | | | | |
| Provider Services Summary | | | | | | | | | | | | | | |
| DAAS-732 CAMDEN | | | | | | | | | | | | | | |
| Budget Period: July 2019 through June 2020 | | | | | | | | | | | | | | |
| Revision #: 5 Date: 6/24/2019 | | | | | | | | | | | | | | |
| Services | Line Item | Fiscal Year | Account | Block Grant Funding | | | Required Local Match | Net Service Cost | NSIP Subsidy | Total Funding | Projected HCCBG Units | Projected Reimburse Rate* | Projected HCCBG Client | Projected Total Units |
| | | | | In-House | Other | Total | | | | | | | | |
| In-Home Aide Level I - Home Management | X | \$ | 6,196 | \$ | 6,196 | \$ | 6,196 | \$ | 0 | \$ | 6,196 | 0 | 0 | 0 |
| In-Home Aide Level II - Personal Care | X | \$ | 12,292 | \$ | 12,292 | \$ | 12,292 | \$ | 0 | \$ | 12,292 | 0 | 0 | 0 |
| In-Home Aide Level III - Personal Care | X | \$ | 3,147 | \$ | 3,147 | \$ | 3,147 | \$ | 0 | \$ | 3,147 | 0 | 0 | 0 |
| Total | | | 21,635 | | 21,635 | | 21,635 | | 0 | | 21,635 | 0 | 0 | 0 |

| Home and Community Care Block Grant for Older Adults | | | | | | | | | | | | | | |
|--|-----------|-------------|---------------|---------------------|---------------|-------|----------------------|------------------|--------------|---------------|-----------------------|---------------------------|------------------------|-----------------------|
| County Funding Plan | | | | | | | | | | | | | | |
| Provider Services Summary | | | | | | | | | | | | | | |
| DAAS-732 CAMDEN | | | | | | | | | | | | | | |
| Budget Period: July 2019 through June 2020 | | | | | | | | | | | | | | |
| Revision #: 5 Date: 6/24/2019 | | | | | | | | | | | | | | |
| Services | Line Item | Fiscal Year | Account | Block Grant Funding | | | Required Local Match | Net Service Cost | NSIP Subsidy | Total Funding | Projected HCCBG Units | Projected Reimburse Rate* | Projected HCCBG Client | Projected Total Units |
| | | | | In-House | Other | Total | | | | | | | | |
| Adult Day Health | X | \$ | 13,411 | \$ | 13,411 | \$ | 13,411 | \$ | 1,500 | \$ | 15,011 | 301 | 301 | 301 |
| Total | | | 13,411 | | 13,411 | | 13,411 | | 1,500 | | 15,011 | 301 | 301 | 301 |

| Home and Community Care Block Grant for Older Adults | | | | | | | | | | | | | | |
|--|-----------|-------------|--------------|---------------------|--------------|-------|----------------------|------------------|---------------|---------------|-----------------------|---------------------------|------------------------|-----------------------|
| County Funding Plan | | | | | | | | | | | | | | |
| Provider Services Summary | | | | | | | | | | | | | | |
| DAAS-732 CAMDEN | | | | | | | | | | | | | | |
| Budget Period: July 2019 through June 2020 | | | | | | | | | | | | | | |
| Revision #: 5 Date: 6/24/2019 | | | | | | | | | | | | | | |
| Services | Line Item | Fiscal Year | Account | Block Grant Funding | | | Required Local Match | Net Service Cost | NSIP Subsidy | Total Funding | Projected HCCBG Units | Projected Reimburse Rate* | Projected HCCBG Client | Projected Total Units |
| | | | | In-House | Other | Total | | | | | | | | |
| Transportation (General) | X | \$ | 2,140 | \$ | 2,140 | \$ | 2,140 | \$ | 23,933 | \$ | 26,073 | 1,668 | 1,668 | 1,668 |
| Total | | | 2,140 | | 2,140 | | 2,140 | | 23,933 | | 26,073 | 1,668 | 1,668 | 1,668 |

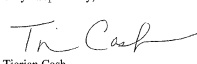
K. The American Legion Department of North Carolina


THE AMERICAN LEGION
DEPARTMENT OF NORTH CAROLINA
 4 North Blount Street • Suite 100 • P. O. Box 266657
 Raleigh, North Carolina 27614-6657
 (919) 852-7506 • (919) 852-6428 (fax)
 www.allegon.org

American Legion Baseball
 The Seal Boy Blue
 High School Oversight
 Veterans Service

22 July 2019
 Dear County Chairman:
 As Adjutant of The American Legion Department of North Carolina, and on behalf of our nearly 40,000 members, I wish to encourage you to honor the memory of the North Carolinians who served in the 30th Division (1917-1918). These soldiers played a critical role in hastening the end of World War I.
 The American Legion supports this program of the North Carolina National Guard Museum Foundation which is worthy of your consideration. The Foundation is requesting each county donate \$1000 dollars, along with 8 ounces of county soil, to be placed in the base of each monument mentioned below.
 The following website tells the story, a story that is not well known or appreciated in our State. Serving in France, a total of 85 of 100 North Carolina counties lost a soldier on 29 September 1918. The 30th Division, led by North Carolinians, broke the impregnable Hindenburg line. All 100 counties suffered casualties on this day. Please visit <https://new1monument.org/> for more information about the project.
 No marker exists in France honoring the accomplishments of the North Carolinians. A replacement statue is needed on State Capitol grounds to correct the oversight of their remarkable achievement.
 The North Carolina National Guard Museum Foundation (NCGMF) has taken on the task of raising the funds to accomplish this and other tasks, including collecting World War I archives and mementos to be installed in the Guards new museum to be constructed in Raleigh.
 Founded on the battlefields of France, The American Legion is celebrating 100 years of service to our nation (1919 - 2019). We strongly encourage your support of this noble effort of the NCGMF. Contributions and soil should be sent to:

Mr. Norman G. Dean
 Treasurer, North Carolina National Guard Museum Foundation
 60th Troop Command
 1636 Gold Star Drive
 Raleigh, NC 27607.

Thank you for your consideration.
 Very Respectfully,

 Tierian Cash
 Captain, Chaplain Corps, United States Navy, Retired
 Adjutant, The American Legion Department of North Carolina

Attachment: bocminutes_080519 (2490 : BOC Meeting Minutes - August 5, 2019)

- L. Annual Senior Nutrition Contract – On file in the Finance Office
- M. Set Public Hearing – Ordinance 2019-09-01 Rezoning Application
- N. Letterhead Use Policy

County of Camden
 Office of the County Manager
 Subject: Camden County Policy on use of County Business Cards and County Stationery by Appointed Advisory Bodies and County Employees
 Effective Date: August 5, 2019
 This policy is issued and has been approved by the Board of Commissioners.
 Definition
 This regulation covers (I) Statement of Policy; (II) Authorized Use.

I. STATEMENT OF POLICY
 Letterhead that contains the names of Board of Commissioners will originate from the office of the Clerk and County Manager and, at times, Human Resources and Finance.
 If a letter needs to be sent on behalf of the County or Board of Commissioners from another department, the department head will compose the letter and send it to the County Manager's Office to be placed on County letterhead.
 For general correspondence, each department may use its own letterhead with the County logo and the name of the department head and the department's advisory board.
 County business cards may be used by County employees; and by persons appointed by the Board of Commissioners to a County board, commission, committee, task force or other advisory body; only when such business cards are duly authorized for use, and only when such use is consistent with the duties of the employee or the purpose of the County advisory body.
 No County employee; and no person appointed by the Board of Commissioners to a County board, commission, committee, task force or other advisory body; shall at any time make improper use of any stationery or business card appearing to constitute an official business card or stationery of the County of Camden.

II. AUTHORIZED USE
 To the extent their use has been authorized, proper use of County letterhead stationery or business cards by County boards, commissions, committees, task forces or other advisory bodies is limited to communications with the Board of Commissioners and County officials; and functions and tasks associated with the administration of the board, commission, committee, task force or other advisory body (e.g., meeting notices and confirmations, room reservations, agendas, meeting minutes, etc.).
 To the extent their use has been authorized, proper use of letterhead stationery or business cards by a County employee is limited to official correspondence or informational exchanges made necessary or appropriate as a result of the nature and scope of the employee's official duties and responsibilities.

Motion to approve the Consent Agenda as amended.

| | |
|----------------|---------------------------------------|
| RESULT: | PASSED [UNANIMOUS] |
| MOVER: | Garry Meiggs, Commissioner |
| AYES: | White, Krainiak, Meiggs, Riggs, Munro |

ITEM 9. COUNTY MANAGER'S REPORT

County Manager Ken Bowman included the following in his report:

- Albemarle Commission Quarterly Chairman / County Manager Meeting – August 6, 2019
- MB Kahn in-progress update on School Facility Study with BOC/BOE Chairs and Vice Chairs– August 28, 2019 at 6 PM; update with both full boards the week of September 9-13 (Date and Time TBD)
- Coast Guard Day took place August 1, 2019 – Camden participants included Donna Stewart, Sarah Hill, Kim Perry, Brenda Bowman, Joe Hiatt (Park Service)
- NCACC Annual Conference – August 22-24, 2019
- Citizen News – Next edition scheduled for end of August
- Updated policies for Finance, Per Diem and Letterhead Usage
- Labor Day – September 2, 2019 (County Offices Closed)
- Next Board of Commissioners Meeting – September 9, 2019; 7:00 PM

Attachment: bocminutes_080519 (2490 : BOC Meeting Minutes - August 5, 2019)

ITEM 10. COMMISSIONERS' REPORTS

- Vice Chairman Riggs expressed concern in regard to material left by Mediacom near his property.
- Chairman White recognized Vice Chairman Riggs for his completion of the Albemarle Leadership Program sponsored by the local Chambers of Commerce.

ITEM 11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

The following items were provided for information purposes:

- A. FY 18-19 YTD Sales Tax Revenue Collection
- B. Register of Deeds Report
- C. Library Report
- D. NC Forest Service Annual Report

ITEM 12. OTHER MATTERS

None.

ITEM 13. ADJOURN

There being no further matters for discussion Chairman White adjourned the meeting of the Board of Commissioners at 8:20 PM.

 Tom White, Chairman
 Camden County Board of Commissioners

ATTEST:

 Karen M. Davis, NCCCC
 Clerk to the Board of Commissioners

Attachment: bocminutes_080519 (2490 : BOC Meeting Minutes - August 5, 2019)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 9.B
Meeting Date: September 09, 2019
Submitted By: Sally Norfleet,
Finance
Prepared by: Karen Davis
Item Title **Budget Amendments**
Attachments: Budget Amendments (PDF)

2019-20-BA008
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund as follows:

| ACCT NUMBER | DESCRIPTION OF ACCT | AMOUNT | |
|-----------------|---------------------------|--------------|----------|
| | | INCREASE | DECREASE |
| Revenues | | | |
| 10399400-439900 | Fund Balance Appropriated | \$ 11,525.00 | |
| Expenses | | | |
| 106600-545000 | Contracted Services | \$ 11,525.00 | |

This Budget Amendment is made to appropriate funds for the School Facilities Needs Assessment.

This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 9th day of September, 2019.

 Clerk to Board of Commissioners

 Chairman, Board of Commissioners

Attachment: Budget Amendments (2494 : Budget Amendments)

**2019-20-BA009
CAMDEN COUNTY BUDGET AMENDMENT**

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund as follows:

| ACCT NUMBER | DESCRIPTION OF ACCT | AMOUNT | |
|-----------------|---------------------------|--------------|----------|
| | | INCREASE | DECREASE |
| Revenues | | | |
| 10399400-439900 | Fund Balance Appropriated | \$ 41,359.00 | |
| Expenses | | | |
| 106110-521000 | Rental of Buildings | \$ 41,359.00 | |

This Budget Amendment is made to appropriate funds for the updated lease for the Camden Library.

This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 9th day of September, 2019.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

Attachment: Budget Amendments (2494 : Budget Amendments)



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 9.C
Meeting Date: September 09, 2019

Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Karen Davis

Item Title **Tax Collection Report**

Attachments: Tax Collection Report (PDF)



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

| | |
|----------------------|---|
| Item Number: | 9.D |
| Meeting Date: | September 09, 2019 |
| Submitted By: | Lisa Anderson, Tax Administrator Taxes Prepared by: Karen Davis |
| Item Title | Pickups, Releases & Refunds |
| Attachments: | Pickups, Releases & Refunds (PDF) |

| NAME | REASON | NO. |
|---------------------------------|---|---|
| Gus McPherson | Parcel corrected due to split issue - Pick-up \$1,123.20 | Pick-up/21442 R-108917-17 |
| Gus McPherson | Parcel corrected due to split issue - Pick-up \$1,079.43 | Pick-up/21443 R-116200-18 |
| Glen Alan Carey | Roll Back Taxes \$110.67 | Pick-up/21499 R-94798-16 R-102009-17 R-109255-18 |
| NC DOT | To release per Dan Porter \$604.64 | Pick-up/21494 R-115982-18 |
| Gus McPherson | Parcel corrected due to split issue - Pick-up \$1,159.74 | Pick-up/21397 R101671-16 |
| Glen Alan Carey | Roll back tax correction - Adjustment \$314.84 | Pick-up/22260 R-94798-16 R-102009-17 R-109255-18 |
| Edward A. Rosa, Sr. | Foreclosure Fee \$234.00 | Pick-up/22255 R-110596-18 |
| Camden Crossing Property Owners | Value Correction - Adjustment \$427.30 | Pick-up/22252 R-111558-18 |
| Camden Crossing Property Owners | Value Correction - Adjustment \$410.21 | Pick-up/22251 R-104273-17 |
| Camden Crossing Property Owners | Value Correction - Adjustment \$393.13 | Pick-up/22250 R-97051-16 |
| Camden Crossing Property Owners | Value Correction - Adjustment \$393.13 | Pick-up/22249 R-89889-15 |
| Robert Bautista | House destroyed by Fire - Release \$676.93 | Pick-up/22247 R-113736-18 |
| Camden Crossing Property Owners | Code enforcement - grass cutting \$225.00 | Pick-up/20648 R-111558-18 |
| Camden Crossing Property Owners | Code enforcement - grass cutting \$300.00 | Pick-up/20649 R-111558-18 |

Attachment: Pickups, Releases & Refunds (2495 : Pickups, Releases & Refunds)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 9.E
Meeting Date: September 09, 2019
Submitted By: Amy Barnett, Planning Clerk
Taxes
Prepared by: Teri Smith
Item Title Refunds Over \$100.00
Attachments: 20190808161241585.pdf (PDF)
Summary: Refunds over \$100.00
Recommendation: Review and Approve

REFUNDS OVER \$100.00

| Refunds | Remit To: | Reference | Transaction Date |
|----------|--|--|------------------|
| \$748.55 | Twiford Law Firm P.O. Box 669 Moyock, NC 27958 | PIN: R01-7090-00-88-9284-0000 Paid taxes in error. Beingpaid by the mortgage Co. | 6-18-19 |
| \$748.55 | TOTAL | | |

Submitted by Lisa S. Anderson Date 8-8-19
Lisa S. Anderson, Tax Administrator Camden County

Approved by _____ Date _____
G. Tom White, Chairman Camden County Board of Commissioners



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 9.F
Meeting Date: September 09, 2019

Submitted By: Teri Smith,
Taxes
Prepared by: Teri Smith

Item Title Refunds Over \$100.00

Attachments: 20190903113544693.pdf (PDF)

Summary: Refunds over \$100.00 for August, 2019

Recommendation: Review and Approve

REFUNDS OVER \$100.00
Refunds to be Issued by Finance Office

CAMDEN COUNTY

| | | | |
|----------|---|--|--------------------------|
| Refund\$ | Remit To: | Reference: | Drawer/Transaction Info: |
| 393.13 | CAMDEN CROSSING PROPERTY OWNER P.O. BOX 110 SHAWBORO NC 27973 | 2015 R 02-8935-02-89-7815.0000 value correction | 20190903 99 246770 |
| 393.13 | CAMDEN CROSSING PROPERTY OWNER P.O. BOX 110 SHAWBORO NC 27973 | 2016 R 02-8935-02-89-7815.0000 value correction | 20190903 99 246771 |

786.26 Total Refunds ***

Submitted by Lisa S. Anderson Date 9-3-19
Lisa S. Anderson, Tax Administrator Camden County

Approved by _____ Date _____
G. Tom White, Chairman Camden County Board of Commissioners



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 9.G
Meeting Date: September 09, 2019
Submitted By: Teri Smith,
Taxes
Prepared by: Teri Smith

Item Title **DMV Monthly Report**

Attachments: 20190807123753523.pdf (PDF)

Summary: DMV Monthly Report October, 19 Renewals due 11/15/2019

Recommendation: Review and Approve

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County October Renewals Due 11/15/19

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Tax Administrator and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon personal property of the respective taxpayers in the County of Camden, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell personal property of such taxpayers for and on account thereof, in accordance with the law.

| | | | |
|--------------------|-------------------|---------------|--------------|
| SOUTH MILLS | COURTHOUSE | SHILOH | TOTAL |
| 15,307.78 | 18,083.29 | 9,954.54 | 43,345.61 |

Witness my hand and official seal this _____ day of _____

Chairman, Camden County Board of Commissioners

Attest:

Clerk to the Board of Commissioners of Camden County

This is to certify that I have received the tax receipts and duplicates for collection in the amounts as listed herein.

Risa S. Anderson

Tax Administrator of Camden County

Attachment: 20190807123753523.pdf (2477 : DMV Monthly Report)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 9.H
Meeting Date: September 09, 2019

Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis

Item Title **Surplus Property Requests**

Attachments: Surplus Property (PDF)

Summary:

See attached Surplus Property Requests from the following departments:

- ~ Cooperative Extension
- ~ Planning
- ~ Elections

Recommendation:

Approval.

Surplus Property Request

Requested by:
 Sell Dispose
 Department:
 Item:
 Disposal Method:
 Suggested Value:
 Reason for surplus:

Item Description *Old Dell desktop that is no longer needed or used*

Manager Approval *[Signature]*
 Disposal Method:
 Value:
 Comments:

Board Approval
 Approved/Denied:
 Date:

Final Disposition Date:
 Method:
 Amount:
 Purchased by:

Attachment: Surplus Property (2491 : Surplus Property Requests)

Surplus Property Request

Requested by:
 Sell Dispose
 Department:
 Item:
 Disposal Method:
 Suggested Value:
 Reason for surplus:

Item Description

Manager Approval
 Disposal Method:
 Value:
 Comments:

Board Approval
 Approved/Denied:
 Date:

Final Disposition Date:
 Method:
 Amount:
 Purchased by:

Attachment: Surplus Property (2491 : Surplus Property Requests)

Surplus Property Request

Requested by: Dan Porter

Sell Dispose

Dan B. Porter

Department: Planning

Item: 2007 Durango, SLT 4x4

Disposal Method: Sale

Suggested Value: 2000.00

Reason for surplus: Replaced

Manager Approval *[Signature]*

Disposal Method: Gov. Deals

Value: Starting Bid = \$500.-

Comments:

Board Approval

Approved/Denied:

Date:

Final Disposition Date:

Method:

Amount:

Purchased by:

Item Description

2007 Dodge Durango
4 wheel Drive
5.7 Liter Hemi
176,806 miles
Fair condition

VIN# 1D8HB48217F549242

Attachment: Surplus Property (2491 : Surplus Property Requests)

Surplus Property Request

Requested by:
 Sell Dispose

Department:

Item:

Disposal Method:

Suggested Value:

Reason for surplus:

Manager Approval *[Signature]*

Disposal Method:

Value:

Comments:

Board Approval

Approved/Denied:

Date:

Final Disposition Date:

Method:

Amount:

Purchased by:

Item Description

Lexmark X6520e
 Printer, Scanner, Copier, Fax

Scanner tray does not
 pull the documents in

Attachment: Surplus Property (2491 : Surplus Property Requests)



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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 9.I
Meeting Date: September 09, 2019
Submitted By: Ken Bowman,
 Administration
 Prepared by: Karen Davis

Item Title **Proposed County Logo & Tag Line**

Attachments: Letterhead_RevisedAugust2019 (PDF)

Summary:

The current logo was designed years ago when the county was recruiting a wind farm which ultimately ended up in Pasquotank County. To date there has been no inquiries from outside wind farm energy agencies seeking to locate in Camden County. In addition any project of this type would ultimately be scrutinized by the Department of the Navy as possibly interfering with the Relocatable Over-the-Horizon Radar (ROTHR) system.

Bottom Line: This logo does not accurately represent Camden County.

Emery advertising, from Wake Forest, has been hired to assist with branding, marketing, and designing a logo that represents the area. The logo (attached) is significant because of the location to the coast and the water that surrounds Camden on 3 sides. It also is boundless energy as displayed by the tag line: Boundless. Opportunities. The wave itself is also in the shape of a C for Camden. In keeping with some tradition the colors used are very close to the colors used in the other logo. Logos occasionally are changed to keep pace with the changing environment and to get noticed. Emery advertising was assisting the Economic Development Director with creating and designing business cards, new logo, and marketing brochures. Emery will also be working with the Tourism Director to create new marketing materials for the Visitors Center. The logo was vetted with the administration staff prior to sending to the Board of Commissioners. Select business cards have been printed and distributed. To date there has been no objection and has been well received.

Recommendation:

Approve logo as presented.

BOARD OF COMMISSIONERS

G. TOM WHITE
Chairman

CLAYTON D. RIGGS
Vice Chairman

GARRY W. MEIGGS
RANDY KRAINIAK
ROSS B. MUNRO



**CAMDEN
COUNTY**

NORTH CAROLINA • USA

Boundless Opportunities.

KENNETH BOWMAN
County Manager

KAREN M. DAVIS
Clerk to the Board

JOHN S. MORRISON
County Attorney



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 9.J
Meeting Date: September 09, 2019
Submitted By: Ken Bowman,
Administration
Prepared by: Karen Davis

Item Title Resolution 2019-09-01

Attachments: Resolution 2019-09-01 (DOCX)

Summary:

Resolution 2019-09-01 (attached) is a resolution opposing the proposed Amendment 2 of the Southern Flounder Fishery Management Plan.

Recommendation:

Approve.



Resolution 2019-09-01

RESOLUTION OPPOSING PROPOSED AMENDMENT 2 OF THE SOUTHERN FLOUNDER FISHERY MANAGEMENT PLAN

WHEREAS, the Camden County Board of Commissioners is aware that the members of the Carteret County Marine Fisheries Board is knowledgeable of relevant issues that would have a detrimental effect on the County's recreational and commercial fishermen; and

WHEREAS, members of Carteret County Marine Fisheries Advisory Board, some of whom are recreational fishermen and head boat operators familiar with the fishery of North Carolina, are greatly concerned about the proposed Amendment 2 of the Southern Flounder Fishery Management Plan; and

WHEREAS, the Camden County Board of Commissioners supports the position of the Carteret County Marine Fisheries Board concerning the proposed Amendment 2 based in part on the following:

- Southern flounder supports North Carolina's most economically important commercial finfish fishery and is an important recreational fishery in estuarine waters;
- The proposed Amendment 2 recommends a 62% reduction in fishing mortality the first year that includes the fall of 2019 and a 72% reduction the next year which will have devastating impacts to the fishing economies of Camden County;
- The Division of Marine Fisheries and the MFC have decided to pursue an accelerated timeline for adoption of Amendment 2, and have chosen fishing reduction goals that are not practicable or reasonable;
- The 10-year overfishing stoppage requirement where the biology of the particular fish, environmental conditions or lack of sufficient data are incompatible with professional standards for fisheries management;
- The stock assessments of southern flounder dated January 2017 and 2019 are technically sound and were peer-reviewed in a public setting by an outside group of reputable scientists;
- Commercial fishing efforts have been substantially reduced the last 18 years, with gill net yardage reduced, allowable fishing days reduced, reducing the number of

hours gill nets can be fished. From 2003 to 2015, we went from 1,000 to 300-pound nets - a 70% reduction, and completely closing fish areas;

- A high degree of uncertainty exists in the stock assessment including: (1) the lack of a comprehensive fishery independent index, (2) a lack of data for the offshore southern flounder component that are mostly older adult females, (3) a weak relationship between the spawning stock and the recruits they provide, (4) the unpredictable oceanic conditions where southern flounder spawn, (5) interannual variation in recruitment i.e., juveniles, and (6) a recent study by North Carolina State University that indicated environmental conditions may cause changes in the proportions of males and females that further complicate the management of this species;
- The DMF and MFC used 2017 (termed the terminal year) "removals" to achieve reductions. Fisheries experts recognize that the terminal year estimates contain the most uncertainty. The DMF could have used an average of the most representative years;

WHEREAS, these issues provide evidence that pursuing an accelerated version of an FMP Amendment, that was adopted after the 1997 Fisheries Reform Act (FRA), does not abide by the 10-year overfishing stoppage requirements of the FRA to develop sound management strategies for the conservation of southern flounder; and

WHEREAS, the Camden County Board of Commissioners supports management of southern flounder that incorporates the whole body of available evidence and considers the biology of the fish, environmental conditions, prior management actions, and uncertainties about the data;

NOW THEREFORE BE IT RESOLVED that the Camden County Board of Commissioners reaffirms its unwavering commitment to North Carolina's fishing industry by supporting the position of the Carteret County Marine Fisheries Board and strongly opposes Amendment 2 or any other action that would cause continued harm to the County's recreational and commercial fishermen.

This, the 9th day of September 2019.

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis, NCCCC
Clerk to the Board of Commissioners



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

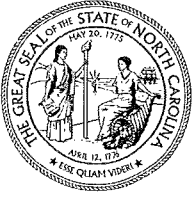
Consent Agenda

Item Number: 9.K
Meeting Date: September 09, 2019
Submitted By: Ken Bowman,
Administration
Prepared by: Karen Davis

Item Title **DHHS Request**

Attachments: DHHS Funding Request (PDF)

Summary:
See attached letter of request from NC Department of Health and Human Services.



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
KODY KINSLEY • Deputy Secretary for Behavioral Health & IDD
HELEN WOLSTENHOLME • DSOHF Director
MARSHA MEADOWS • Center Director

August 9, 2019

Camden County Commissioners
P. O. Box 190
Camden, NC 27921

Dear Commissioners,

As fall approaches, Caswell Developmental Center is busy planning for the upcoming Christmas season. We are, once again, seeking support for our **Operation Santa Claus Project** from the County Commissioners. We are requesting the amount of \$75.00. A successful project ensures that every individual who lives at the Center will receive \$75.00 worth of gifts on Christmas morning. Filling the Christmas wishes of all 298 residents including 1 resident from Camden County is quite an undertaking for the Volunteer Services Department. We are confident with the support of your County Commissioners the *Operation Santa Claus Project* will again be successful.

Caswell Developmental Center has been enhancing the quality of life for persons with intellectual and developmental disabilities and their families since opening its doors in 1914. We look forward to continuing our tradition of spreading Christmas cheer and hope the you will join us by contributing to our **2019 Operation Santa Claus Project by making a check payable to Caswell Center Foundation for OSC**. Thank you for your time and consideration of this request.

Sincerely,

Danielle Howell, Director
Volunteer Services Department

DH: wl

Caswell Developmental Center is an agency of the State of North Carolina exempt from taxation under IRC Section 115 and an organization eligible to accept tax deductible contributions as defined in IRC Section 170.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • CASWELL DEVELOPMENTAL CENTER

2415 West Vernon Avenue Kinston, NC 28504
COURIER 01-21-04

www.ncdhhs.gov • TEL: 252-208-4222 • FAX: 252-208-4238

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Attachment: DHHS Funding Request (2485 : DHHS Request - Operation Santa Claus Project)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 12.A
Meeting Date: September 09, 2019

Submitted By: Sally Norfleet,
Finance
Prepared by: Karen Davis

Item Title YTD Sales Tax Revenue Collections

Attachments: YTD Sales Tax Revenue Collections (PDF)

SALES TAX REVENUE COLLECTION REPORT

| FY 2018-2019 | | | | | | | | | | | | | | 16-Aug- |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|--------------------|
| SALES TAX REVENUE - GENERAL FUND | | | | | | | | | | | | | | |
| | July | August | September | October | November | December | January | February | March | April | May | June | Totals | Budgeted |
| Art. 39 | \$53,060 | \$49,705 | \$44,215 | \$46,452 | \$47,311 | \$48,164 | \$54,770 | \$47,556 | \$47,445 | \$66,624 | \$56,837 | \$53,874 | \$616,011 | \$585,000 |
| Art. 40 | \$27,377 | \$25,180 | \$23,521 | \$24,986 | \$24,288 | \$25,169 | \$28,444 | \$23,344 | \$24,284 | \$32,038 | \$28,099 | \$27,255 | \$313,986 | \$295,000 |
| Art. 42 | \$16,796 | \$15,819 | \$14,376 | \$15,887 | \$14,924 | \$15,088 | \$17,495 | \$14,330 | \$15,431 | \$19,800 | \$17,193 | \$16,516 | \$193,654 | \$185,000 |
| Art. 44 | \$0 | \$446 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | -\$1 | -\$2 | \$0 | \$443 | \$0 |
| Total | \$97,233 | \$91,149 | \$82,112 | \$87,325 | \$86,523 | \$88,421 | \$100,710 | \$85,230 | \$87,160 | \$118,460 | \$102,126 | \$97,644 | \$1,124,094 | \$1,065,000 |
| | | | | | | | | | | | | | Total Budgeted | \$1,065,000 |
| SALES TAX REVENUE- RESTRICTED SCHOOL CAPITAL RESERVE FUND | | | | | | | | | | | | | | |
| | July | August | September | October | November | December | January | February | March | April | May | June | Totals | Budgeted |
| Art. 40 | \$17,682 | \$14,893 | \$15,865 | \$15,284 | \$15,565 | \$17,088 | \$17,900 | \$13,644 | \$13,752 | \$18,303 | \$17,088 | \$17,852 | \$194,916 | \$181,000 |
| Art. 42 | \$35,364 | \$29,786 | \$31,729 | \$30,568 | \$31,130 | \$34,176 | \$35,801 | \$27,288 | \$27,504 | \$36,606 | \$34,177 | \$35,704 | \$389,832 | \$356,000 |
| Total | \$53,047 | \$44,679 | \$47,594 | \$45,851 | \$46,695 | \$51,265 | \$53,701 | \$40,932 | \$41,255 | \$54,908 | \$51,265 | \$53,556 | \$584,748 | \$537,000 |
| | | | | | | | | | | | | | Total Budgeted | \$537,000 |
| TOTAL | \$150,280 | \$135,828 | \$129,706 | \$133,176 | \$133,219 | \$139,686 | \$154,411 | \$126,161 | \$128,416 | \$173,369 | \$153,391 | \$151,200 | \$1,708,842 | \$1,602,000 |
| SALES TAX REVENUE- SC/ED RESTRICTED | | | | | | | | | | | | | | |
| | July | August | September | October | November | December | January | February | March | April | May | June | Totals | Budgeted |
| GS 105-524 | \$37,924 | \$37,924 | \$37,929 | \$37,929 | \$37,929 | \$37,927 | \$37,927 | \$37,927 | \$37,927 | \$37,927 | \$37,927 | \$37,927 | \$455,127 | \$400,000 |
| | | | | | | | | | | | | | Total Budgeted | \$400,000 |
| Grand | \$188,204 | \$173,752 | \$167,635 | \$171,105 | \$171,148 | \$177,613 | \$192,338 | \$164,089 | \$166,343 | \$211,296 | \$191,319 | \$189,127 | \$2,163,969 | \$2,002,000 |
| | | | | | | | | | | | | | 108% | |
| FY 2017-2018 | | | | | | | | | | | | | | |
| SALES TAX REVENUE - GENERAL FUND | | | | | | | | | | | | | | |
| | July | August | September | October | November | December | January | February | March | April | May | June | Totals | Budgeted |
| Art. 39 | \$48,097 | \$47,949 | \$40,973 | \$50,466 | \$47,978 | \$30,725 | \$59,411 | \$39,821 | \$33,880 | \$46,891 | \$45,005 | \$57,251 | \$548,446 | \$615,000 |
| Art. 40 | \$30,157 | \$24,837 | \$22,186 | \$25,829 | \$23,761 | \$19,611 | \$29,801 | \$21,281 | \$18,919 | \$25,151 | \$23,703 | \$27,751 | \$292,986 | \$295,000 |
| Art. 42 | \$16,138 | \$15,463 | \$13,531 | \$16,241 | \$14,720 | \$11,620 | \$18,623 | \$13,433 | \$11,695 | \$15,480 | \$14,610 | \$16,930 | \$178,485 | \$182,000 |
| Art. 44 | \$15 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$15 | \$0 |
| Total | \$94,407 | \$88,249 | \$76,689 | \$92,537 | \$86,460 | \$61,956 | \$107,835 | \$74,534 | \$64,493 | \$87,522 | \$83,318 | \$101,932 | \$1,019,931 | \$1,092,000 |
| | | | | | | | | | | | | | Total Budgeted | \$1,092,000 |
| SALES TAX REVENUE- RESTRICTED SCHOOL CAPITAL RESERVE FUND | | | | | | | | | | | | | | |
| | July | August | September | October | November | December | January | February | March | April | May | June | Totals | Budgeted |
| Art. 40 | \$14,231 | \$15,143 | \$14,931 | \$15,105 | \$14,002 | \$15,978 | \$17,310 | \$12,920 | \$12,694 | \$16,367 | \$15,115 | \$16,645 | \$180,440 | \$185,000 |
| Art. 42 | \$28,462 | \$30,286 | \$29,863 | \$30,209 | \$28,004 | \$31,956 | \$34,620 | \$25,840 | \$25,388 | \$32,733 | \$30,231 | \$33,290 | \$360,880 | \$360,000 |
| Total | \$42,693 | \$45,429 | \$44,794 | \$45,314 | \$42,006 | \$47,934 | \$51,930 | \$38,760 | \$38,082 | \$49,100 | \$45,346 | \$49,935 | \$541,321 | \$545,000 |
| | | | | | | | | | | | | | Total Budgeted | \$545,000 |
| TOTAL | \$137,100 | \$133,677 | \$121,483 | \$137,850 | \$128,466 | \$109,890 | \$159,764 | \$113,294 | \$102,574 | \$136,622 | \$128,664 | \$151,867 | \$1,561,252 | \$1,637,000 |
| SALES TAX REVENUE- SC/ED RESTRICTED | | | | | | | | | | | | | | |
| | July | August | September | October | November | December | January | February | March | April | May | June | Totals | Budgeted |
| GS 105-524 | \$36,110 | \$36,110 | \$36,111 | \$36,111 | \$36,111 | \$36,118 | \$36,118 | \$36,118 | \$36,118 | \$36,118 | \$36,118 | \$36,118 | \$433,383 | \$400,000 |
| | | | | | | | | | | | | | Total Budgeted | \$400,000 |
| Grand | \$173,210 | \$169,788 | \$157,595 | \$173,961 | \$164,577 | \$146,008 | \$195,883 | \$149,412 | \$138,693 | \$172,741 | \$164,783 | \$187,985 | \$1,994,635 | \$2,037,000 |
| | | | | | | | | | | | | | 98% | |

Attachment: YTD Sales Tax Revenue Collections (2484 : YTD Sales Tax Revenue Collections)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 12.B
Meeting Date: September 09, 2019

Submitted By: Tammie Krauss, Register of Deeds
Register of Deeds
Prepared by: Karen Davis

Item Title **Register of Deeds Report**

Attachments: July 2019 (PDF)
August 2019 (PDF)

Ledger Report Fee Distribution
TAMMIE KRAUSS, REGISTER OF DEEDS
Camden, NC

Date Range From Monday, July 01, 2019 to Wednesday, July 31, 2019

| Name | Amount |
|-------------------------------|-------------|
| NC Children's Trust Fund | \$25.00 |
| NC Domestic Violence Fund | \$150.00 |
| State Revenue Stamp | \$7,268.17 |
| County Revenue Stamp | \$7,564.83 |
| Land Transfer Fee | \$0.00 |
| Floodplain Map Fund | \$0.00 |
| Supplemental Retirement | \$94.08 |
| ROD Automation Fund | \$549.67 |
| Dept Of Cultural Resources | \$0.00 |
| Vital Records Fund | \$0.00 |
| State General Fund | \$0.00 |
| State Treasurer Amount | \$775.00 |
| ROD General Fund | \$4,676.85 |
| | |
| Total Distribution For Period | \$21,103.60 |
| | |
| Cash Total | \$599.60 |
| Check Total | \$20,504.00 |
| Pay Account Tota | \$0.00 |
| ACH Total | \$0.00 |
| Escrow Account Tota | \$0.00 |
| Overpayment Total | \$0.00 |
| Total Deposit For Period | \$21,103.60 |

Attachment: July 2019 (2482 : Register of Deeds Report)

Camden County Register of Deeds: Tammie Krauss
 July 2019 Daily Deposit

| DATE | NC CHILDRI TRUST | NC DOM. VIO. FUND | STATE REV. STAMPS | COUNTY REV. STAMPS | RETIREMEN | AUTO FUND | STATE TREASURY | ROD GENERAL | TOTAL |
|--------------|---------------------|----------------------|----------------------|-----------------------|-----------------|------------------|-------------------|--------------------|---------------------|
| 07/01/19 | \$ - | \$ - | \$ 24.50 | \$ 25.50 | \$ 4.21 | \$ 24.38 | \$ 37.20 | \$ 214.21 | \$ 330.00 |
| 07/02/19 | \$ - | \$ - | \$ 701.68 | \$ 730.32 | \$ 5.94 | \$ 35.49 | \$ 55.80 | \$ 298.77 | \$ 1,828.00 |
| 07/03/19 | \$ - | \$ - | \$ 550.76 | \$ 573.24 | \$ 3.07 | \$ 16.97 | \$ 37.20 | \$ 147.56 | \$ 1,328.80 |
| 07/05/19 | \$ 10.00 | \$ 60.00 | \$ - | \$ - | \$ 3.36 | \$ 14.98 | \$ 6.20 | \$ 129.46 | \$ 224.00 |
| 07/08/19 | \$ - | \$ - | \$ 325.36 | \$ 338.64 | \$ 3.15 | \$ 19.25 | \$ 24.80 | \$ 162.80 | \$ 874.00 |
| 07/09/19 | \$ - | \$ - | \$ 528.71 | \$ 550.29 | \$ 6.95 | \$ 42.12 | \$ 55.80 | \$ 358.33 | \$ 1,542.20 |
| 07/10/19 | \$ - | \$ - | \$ - | \$ - | \$ 1.18 | \$ 7.70 | \$ 6.20 | \$ 64.12 | \$ 79.20 |
| 07/11/19 | \$ - | \$ - | \$ 266.56 | \$ 277.44 | \$ 8.72 | \$ 52.91 | \$ 74.40 | \$ 445.17 | \$ 1,125.20 |
| 07/12/19 | | | \$ 357.21 | \$ 371.79 | \$ 3.27 | \$ 20.54 | \$ 24.80 | \$ 169.39 | \$ 947.00 |
| 07/15/19 | \$ 5.00 | \$ 30.00 | \$ 230.30 | \$ 239.70 | \$ 6.78 | \$ 39.27 | \$ 43.40 | \$ 327.55 | \$ 922.00 |
| 07/16/19 | \$ - | \$ - | \$ 410.62 | \$ 427.38 | \$ 3.87 | \$ 22.12 | \$ 43.40 | \$ 188.81 | \$ 1,096.20 |
| 07/17/19 | | | \$ 166.60 | \$ 173.40 | \$ 3.24 | \$ 19.21 | \$ 31.00 | \$ 162.55 | \$ 556.00 |
| 07/18/19 | \$ 5.00 | \$ 30.00 | \$ 155.33 | \$ 161.67 | \$ 2.55 | \$ 12.53 | \$ 12.40 | \$ 107.52 | \$ 487.00 |
| 07/19/19 | | | \$ 656.60 | \$ 683.40 | \$ 2.70 | \$ 16.28 | \$ 24.80 | \$ 136.22 | \$ 1,520.00 |
| 07/22/19 | | | \$ 269.50 | \$ 280.50 | \$ 5.93 | \$ 38.19 | \$ 18.60 | \$ 332.28 | \$ 945.00 |
| 07/23/19 | | | | | \$ 2.31 | \$ 14.34 | \$ 18.60 | \$ 118.75 | \$ 154.00 |
| 07/24/19 | | | \$ 755.09 | \$ 785.91 | \$ 5.36 | \$ 31.75 | \$ 49.60 | \$ 270.29 | \$ 1,898.00 |
| 07/25/19 | \$ 5.00 | \$ 30.00 | \$ 252.84 | \$ 263.16 | \$ 5.30 | \$ 27.96 | \$ 43.40 | \$ 241.34 | \$ 869.00 |
| 07/26/19 | \$ - | \$ - | \$ 239.12 | \$ 248.88 | \$ 4.04 | \$ 24.95 | \$ 31.00 | \$ 209.01 | \$ 757.00 |
| 07/29/19 | | | \$ 417.97 | \$ 435.03 | \$ 3.09 | \$ 18.22 | \$ 31.00 | \$ 153.69 | \$ 1,059.00 |
| 07/30/19 | | | \$ 556.64 | \$ 579.36 | \$ 2.49 | \$ 12.63 | \$ 37.20 | \$ 113.68 | \$ 1,302.00 |
| 07/31/19 | | | \$ 402.78 | \$ 419.22 | \$ 6.57 | \$ 37.88 | \$ 68.20 | \$ 325.35 | 1260.00 |
| | | | | | | | | | 0.00 |
| | | | | | | | | | \$ - |
| TOTAL | \$ 25.00 | \$ 150.00 | \$ 7,268.17 | \$ 7,564.83 | \$ 94.08 | \$ 549.67 | \$ 775.00 | \$ 4,676.85 | \$ 21,103.60 |

Attachment: July 2019 (2482 : Register of Deeds Report)

Ledger Report Fee Distribution
 TAMMIE KRAUSS, REGISTER OF DEEDS
 Camden, NC
 Date Range From Thursday, August 01, 2019 to Saturday, August 31, 2019

| Name | Amount |
|-----------------------------------|-----------------|
| NC Children's Trust Fund | \$30.00 |
| NC Domestic Violence Fund | \$180.00 |
| State Revenue Stamp | \$6,102.46 |
| County Revenue Stamp | \$6,351.54 |
| Land Transfer Fee | \$0.00 |
| Floodplain Map Fund | \$0.00 |
| Supplemental Retirement | \$93.12 |
| ROD Automation Fund | \$538.84 |
| Dept Of Cultural Resources | \$0.00 |
| Vital Records Fund | \$0.00 |
| State General Fund | \$0.00 |
| State Treasurer Amount | \$756.40 |
| ROD General Fund | \$4,609.44 |
| Total Distribution For Period | \$18,661.80 |
| Cash Total | \$804.60 |
| Check Total | \$17,857.20 |
| Pay Account Tota | \$0.00 |
| ACH Total | \$0.00 |
| Escrow Account Tota | \$0.00 |
| Overpayment Total | \$0.00 |
| Total Deposit For Period | \$18,661.80 |

Camden County Register of Deeds: Tammie Krauss
August 2019 Daily Deposit

| DATE | NC CHILDREN TRUST | NC DOM. VIO. FUND | STATE REV. STAMPS | COUNTY REV. STAMPS | RETIREMENT | AUTO FUND | STATE TREASURY | ROD GENERAL | TOTAL |
|--------------|-------------------|-------------------|--------------------|--------------------|-----------------|------------------|------------------|--------------------|---------------------|
| 08/01/19 | \$ - | \$ - | \$ 443.94 | \$ 462.06 | \$ 6.00 | \$ 36.52 | \$ 49.60 | \$ 307.88 | \$ 1,306.00 |
| 08/02/19 | \$ - | \$ - | \$ 291.06 | \$ 302.94 | \$ 4.80 | \$ 28.73 | \$ 43.40 | \$ 243.07 | \$ 914.00 |
| 08/05/19 | \$ 5.00 | \$ 30.00 | | | \$ 3.75 | \$ 19.68 | \$ 24.80 | \$ 166.77 | \$ 250.00 |
| 08/06/19 | \$ - | | | | \$ 1.31 | \$ 8.05 | \$ 6.20 | \$ 72.44 | \$ 88.00 |
| 08/07/19 | \$ 5.00 | \$ 30.00 | \$ 215.60 | \$ 224.40 | \$ 4.48 | \$ 23.88 | \$ 31.00 | \$ 204.44 | \$ 738.80 |
| 08/08/19 | \$ - | \$ - | \$ 169.05 | \$ 175.95 | \$ 3.89 | \$ 22.76 | \$ 37.20 | \$ 194.55 | \$ 603.40 |
| 08/09/19 | \$ 5.00 | \$ 30.00 | | | \$ 3.70 | \$ 20.02 | \$ 18.60 | \$ 169.68 | \$ 247.00 |
| 08/12/19 | | | \$ 581.14 | \$ 604.86 | \$ 5.61 | \$ 32.18 | \$ 62.00 | \$ 274.21 | \$ 1,560.00 |
| 08/13/19 | | | \$ 911.89 | \$ 949.11 | \$ 7.44 | \$ 45.39 | \$ 55.80 | \$ 387.37 | \$ 2,357.00 |
| 08/14/19 | | | | | \$ 4.22 | \$ 26.27 | \$ 24.80 | \$ 225.71 | \$ 281.00 |
| 08/15/19 | \$ 5.00 | \$ 30.00 | | | \$ 1.29 | \$ 4.35 | \$ 6.20 | \$ 39.16 | \$ 86.00 |
| 08/16/19 | | | \$ 416.50 | \$ 433.50 | \$ 3.87 | \$ 22.10 | \$ 43.40 | \$ 188.63 | \$ 1,108.00 |
| 08/19/19 | \$ 5.00 | \$ 30.00 | \$ 45.08 | \$ 46.92 | \$ 4.17 | \$ 22.95 | \$ 24.80 | \$ 191.08 | \$ 370.00 |
| 08/20/19 | | | \$ 283.22 | \$ 294.78 | \$ 3.48 | \$ 20.16 | \$ 37.20 | \$ 171.16 | \$ 810.00 |
| 08/21/19 | | | \$ 416.50 | \$ 433.50 | \$ 5.88 | \$ 36.77 | \$ 24.80 | \$ 324.55 | \$ 1,242.00 |
| 08/22/19 | | | \$ 32.34 | \$ 33.66 | \$ 7.02 | \$ 39.05 | \$ 80.60 | \$ 341.13 | \$ 533.80 |
| 08/23/19 | \$ 5.00 | \$ 30.00 | \$ 249.90 | \$ 260.10 | \$ 3.87 | \$ 18.70 | \$ 37.20 | \$ 163.23 | \$ 768.00 |
| 08/26/19 | | | \$ 257.74 | \$ 268.26 | \$ 3.88 | \$ 23.40 | \$ 31.00 | \$ 200.12 | \$ 784.40 |
| 08/27/19 | | | \$ 58.80 | \$ 61.20 | \$ 2.99 | \$ 18.84 | \$ 18.60 | \$ 158.97 | \$ 319.40 |
| 08/28/19 | | | \$ 240.10 | \$ 249.90 | \$ 1.74 | \$ 10.08 | \$ 18.60 | \$ 85.58 | \$ 606.00 |
| 08/29/19 | | | \$ 266.56 | \$ 277.44 | \$ 2.31 | \$ 14.34 | \$ 18.60 | \$ 118.75 | \$ 698.00 |
| 08/30/19 | | | \$ 1,223.04 | \$ 1,272.96 | \$ 7.42 | \$ 44.62 | \$ 62.00 | \$ 380.96 | 2991.00 |
| | | | | | | | | | 0.00 |
| | | | | | | | | | \$ - |
| TOTAL | \$ 30.00 | \$ 180.00 | \$ 6,102.46 | \$ 6,351.54 | \$ 93.12 | \$ 538.84 | \$ 756.40 | \$ 4,609.44 | \$ 18,661.80 |

Attachment: August 2019 (2482 : Register of Deeds Report)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 12.C
Meeting Date: September 09, 2019
Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis
Item Title **JCPC Meeting Minutes**
Attachments: JCPC Meeting Minutes (PDF)

Camden County JCPC Meeting Minutes

Friday, September 7, 2018 11:00 am Camden County Library

Attendance: Pete Aitken, Edward Hall, Eva Anderson, Nancy Hodges, Alvin Shaw, Sam Shaw, Tracey Webster, Tom White, Erica Banks, Ken Bowman, Craig Patterson, Alexandria Huber, Sheridan Stanley, Perry Gurganus, John Gurganus, Cris Fields

The meeting was called to order at 11:00 am by John Gurganus/Sign In Sheet

Approval of the meeting minutes from May. Motion carried unanimously.

Conflict of Interest forms filled out. Blank copies are available for anyone who did not attend the previous meeting.

Nancy discussed: being reassigned to southeastern counties, will meet new 1st District Area Consultant at November JCPC Board Meeting. Membership review, the need to replace: Max Robeson and the Faith Community member. 2 middle school students needed for student positions, possibly the continuation of Sam Smith. Review and update list. Review those that are appointed and compare to those that attend correct list with new positions. Hand out of Orientation materials, discussed JCPC information and review of juvenile justice terminology and process. Years ago the Camden County program agreement contained a higher amount of local cash; 20% match is required. The additional cash match from the county can be used to expand program services now that the program is fully staffed again.

New SRO: DJ Gregory and the possibility of SRO Mike Lawrence attending board meetings. Camden County Schools now has a Social Worker, Alysia Mizelle.

JCPC Program Manager Orientation September 28, 2018 in Dare county; Banks will attend.

End of fiscal year 2017-2018:

Camp Blue: served 27 of projected 30 at 84%

CROWN Kids: served 19 of 23 projected at 87%

Restitution/Community Service: served 4 of 5 projected at 53%

Teen Court had no admissions: program is voluntary

Ed Hall discussed changes in DJJ: Paul Pollock- 16/17 year olds will be served in the juvenile justice system beginning 12/1/2019; Eva Anderson- new Court Counselor Supervisor. Markeeta Littlejohn- Intake in Pasquotank County. Stacy Jones will be assisting Pete Aitken.

Grant revision approved for Banks to receive/attend training in Greensboro.

Next meeting date: 11/02/2018

Meeting adjourned

Camden County JCPC Meeting Minutes

Meeting Date: Friday September 7, 2018

Meeting was called to order at approx. 11:00am

| | | | | |
|----------------------|---------------|------------------|-------------|--------------|
| Present: Erica Banks | John Gurganus | Perry Gurganus | Edward Hall | Nancy Hodges |
| Alexandria Huber | Tracy Webster | Craig Patterson | Alvin Shaw | Sam Shaw |
| Com. Tom White | Ken Bowman | Sheridan Stanley | Peter Aiken | Eva Anderson |
| Chris Fields | | | | |

minutes from Previous Meeting: Motion was made Com. Tom White, seconded by Craig Patterson: No changes or additions; Motion was carried unanimously.

Old Business:

1. Conflict of Interest form – all members present were given the form and asked to sign. Forms were then collected by John Gurganus.

New Business

1. Budget Revision
 - a. Discussion was had regarding the Budget Revision and the need for this change.
 - b. Com. White made a motion to make the budget changes as outlined; Sam Shaw 2nd ; Motion carried
2. Membership Update
 - a. Need for Middle School Student representative on the JCPC
 - b. Discussion held regarding student rep with a possible student mentioned, Sam Smith to fill this position now in HS.
 - c. High School representative was spoken about and attempts will be made to confirm a student rep from the High School.
 - d. Need 2 students, 7th grade and High School
 - e. Faith Community ???
3. Coordinator – Erica Banks was introduced and shared with the group about her desires and vision for the program.
 - a. Training for new program staff September 28th, Dare Co. Admin, Building
4. Orientation needs re change of age legislation:
 - a. Need for multiple approaches dealing with the multiple developmental ages;
 - b. With \$52 k funding 4 programs;
 - c. Discussion about Teen Court and National Data Base developed from direct services;
5. Review of Juvenile Court and Services Quiz
6. Review of Program Requirements and statistics
 - a. Crown Kids – 87% Camp Blue – 84% Community Service- 53% Teen Court – no participants

Program Updates

1. Bears and Crown Kids – (Individual and group services)
2. Teen Court – (Accountability program) trying to get this up and running; use of social media to recruit; need for volunteers
3. Community Service – (Restitution program) 1 admitted; 3 on waiting list
4. Camp Blue – (Summer program) updates from Camp Blue were presented as well as a summary of the activities. 12 kids, many changes because of no coordinator. 5 weeks of camp.

Meeting adjourned at approx. at 12:pm

January 4th
 Next Meeting: ~~Friday November 2nd~~, 2018 @ 11:00 am

Respectfully submitted,

Craig

Craig Patterson

Camden County JCPC Meeting Minutes

Meeting Date: Friday November 2, 2018

Meeting was called to order at approx. 11:00am

| | | | | |
|----------------------|----------------|----------------|--------------|------------------------|
| Present: Erica Banks | John Gurganus | Perry Gurganus | Nancy Hodges | Alexandria Huber |
| Craig Patterson | Eva Anderson | Chris Fields | Paul Pollock | Commissioner Tom White |
| Tom Wagner | Christy Thomas | | | |

Minutes from Previous Meeting: Motion was made Com. Tom White, seconded: No changes or additions; Motion was carried unanimously.

Old Business:

1. Conflict of Interest form – all members were encouraged by John to sign and return the form to him.

New Business

1. New Area Consultant, Ella Bunch, was introduced and shared a little about her background.
2. New Legislation/Funding for JCPC
 - a. For Camden a focus on prevention services, greater Risk Assessment and pre-Intake services
 - b. This legislation comes as a result of the increased age of juveniles and also a lack of any funding increase in many years.
 - c. It was highlighted that Camden spends approx.. #1,380.00 per child served, also highlighted the pluses of Diversion services.
 - d. There was a brief discussion about the issue of population increases however no corresponding funding increase.
3. Commissioner's Resolution in support of legislation: This was discussed with a possible presentation as soon as the January Board of Commissioner's meeting however nothing was specifically planned at this meeting.
4. Concerns were expressed about finding parents who were supportive of the JCPC services;
 - a. Further discussion was had regarding involving DSS, other Camden entities to make referrals and encourage parental support.
5. A Needs Assessment Committee is required, with a minimum of 3 volunteers; no volunteers committed at this meeting.
6. Triple P (Parenting Program) was discussed briefly and Erica stated that she is fully certified in this program.

Program Updates

1. Bears and Crown Kids – (Individual and group services) A new name was submitted, K.E.Y.S, Keeping Educated Youth Successful with a High School specific group and a Middle School specific group. No official action taken at this meeting.
2. Teen Court – (Accountability program) their continues to be a need for volunteers 6 applications with 3 involved, possibly as a Tribunal
3. Community Service – (Restitution program) 1 active participant.
4. Camp Blue – no updates at present

Meeting adjourned at approx. at 12:pm

Next Meeting: Friday January 4th, 2019 @ 11:00 am

Respectfully submitted,



Craig Patterson

Camden County JCPC Meeting Minutes

Meeting Date: Friday January 4, 2019

Meeting was called to order at approx. 11:00am

| | | | | |
|----------|-------------------|---------------------|-----------------|----------------------|
| Present: | John Gurganus | Alexandria Huber | Craig Patterson | Deputy Mike Lawrence |
| | Deputy DJ Gregory | Sheriff Kevin Jones | Ed Hall | Sheridan Stanley |
| | Cameron Lowe | Ben Carter | Alvin Shaw | Pete Aiken |
| | Ella Bunch | Marrrian Russel | Christy Thomas | |

Minutes from Previous Meeting: Motion was made Com. Tom White, seconded: No changes or additions; Motion was carried unanimously.

Old Business:

1. Discussion regarding the Risk and Needs Assessment with note that Camden remains at a high percentage despite the low numbers.

New Business

1. Discussion regarding the proposed 2019-2020 RFP, which was handed out to all members:
 - a. Addition of Home Based Family Counseling was considered and included.
 - b. Motion to approve RFP for submission was made by Cameron Lowe, seconded by Mike Lawrence; carried.
2. New JCPC Coordinator discussion:
 - a. There was a discussion regarding the status of the JCPC Coordinator position;
 - b. Cameron Lowe informed the JCPC that candidates were being interviewed within the next 10 days.
 - c. A request was made to have persons from the JCPC participate in the interviewing of the candidates. Any person interested will notify Cameron.
3. A Presentation and Resolution of Support to the Board of Commissioners was discussed:
 - a. It was decided that the earlier the JCPC can meet with the Commissioners, the better. It was decided to try for the February 4th meeting.
 - b. The intent of this presentation is to present a request for the county to consider an increase in their annual support and understand that the changes that have come, specifically increasing the age of juveniles, will ultimately bring greater expenses.
 - c. A motion was made by Craig Patterson, seconded by Alvin Shaw, to make present a resolution and request to the Camden Board of Commissioners; motion carried.
4. County Plan discussion:
 - a. The Camden JCPC Plan was distributed to all persons present;
 - b. A discussion was had about the use of this plan going forward, as a guide for future planning and development.
 - c. There was no action taken at this time however members were encouraged to read the plan thoroughly and submit any questions to Ella.

Program Updates

There were no program updates at this time due to the open Coordinator position.

Meeting adjourned at approx. at 12:pm

Next Meeting: Friday 1st, 2019 @ 11:00 am

Respectfully submitted,



Craig Patterson

Camden County JCPC Meeting Minutes

Date: Friday, March 1, 2019

Meeting was called to order at approx. 11:00 AM

| | | | |
|-----------------------|----------------|--------------|----------------|
| Present: Marcia Berry | John Gurganus | Alvin Shaw | Joe Ferrell |
| Tracy Webster | Paul Pollock | Ken Bowman | Com. Tim White |
| Marianne Russell | Christy Thomas | Gwen Stevens | Ali Huber |
| Ella Fields-Bunch | | | |

Minutes from Previous Meeting: Motion was made by Marianne Russel, seconded by Ali Huber:
No changes or additions; Motion was carried unanimously

1. Introductions of new members in attendance

Old Business:

- 1) Introduction of Marcia Berry- and update of program
 - a) Referrals from Grandy and MS
 - b) Contact Information from Marcia Berry: 252-331-7630, mberry@camdencountync.gov
- 2) JCPC Resolution Update
 - a) Signed commissioners resolution in Camden and sent to Raleigh- hoping for very good things

New Business:

- 1) One application delivered by Marcia Berry from NC Cooperative Extension- only one proposal and we will take that and have a presentation at the next meeting
 - a) Email will be sent of application to all of the board members
- 2) Ella Fields- Bunch updates
 - a) 3rd quarter accounting- can be asked starting today March 1st
 - i) Deadline is March 26th
 - ii) Process allows to know how much has spent
 - iii) Target is 68% spent at this point
 - b) Denise Bond that goes to program- looking at what has gone to NC Allies- will be cleaning up data in NC Allies
 - c) 2019 Juvenile age report- Community program changes include submitting program agreements for two years instead of one year that will go into effect July 1st, 2019
 - d) County Plan addendum for raise the age after December 1st, 2019
 - i) Funding committee needs to be formed and the addendum will go through the funding committee
 - (1) Will need similar plan as Tier 2 planning process- want plan by November for raise the age plan
 - (2) Using a formula to see how much for each county based on forecasting from past records of 16-17 year olds
 - (3) Allocation \$51,907 from JCPC
 - (4) School based reports per school- when considering raise the age this is an area that needs to be addressed from SROs

Camden County JCPC Meeting Minutes

Meeting Date: Friday April 5, 2019

Meeting was called to order at approx. 11:00am

| | | | | | |
|----------|----------------|--------------|-----------------------|-----------------|--------------|
| Present: | John Gurganus | Nancy Hodges | Alexandria Huber | Craig Patterson | Paul Pollock |
| | Com. Tom White | Ken Bowman | Ben Carter | Alvin Shaw | Pete Aiken |
| | Gwen Stevens | Patrick Lais | Dep. Katherine Hayden | Mike Lawrence | Eva Anderson |
| | Marcia Berry | | | | |

Welcome was extended to Marcia Berry, who was introduced as the new JCPC Coordinator. Also, welcome was extended to (Patrick Lais) from Sawyers Creek Baptist Church, who represents the faith community of Camden County.

Minutes from Previous Meeting: Motion was made Com. Tom White, seconded by Eva Anderson: No changes or additions; Motion was carried unanimously.

Old Business:

1. The grant proposals for the coming year, 2019-2020 were reviewed.
 - a. 1 proposal was made by Camden County Youth Services
 - b. 4 principle components: handouts were given to all members and are available upon request
 - c. Camp B.L.U.E. (Building Leaders and Urging Excellence)
 - d. Community Service
 - e. C.R.O.W.N. Kids and B.E.A.R.S.
 - f. Teen Court
2. The JCPC Coordinator left as the JCPC Committee discussed the proposal.
3. A Motion was made by Craig Patterson to accept the proposal as presented; seconded by Commissioner Tom White; no further discussion, motion carried.

New Business

1. Budget Amendment was presented and reviewed. This amendment was necessary due to the fact that the program had been stagnant for a significant period due to not having a JCPC Coordinator.
 - a. All members received a handout which described the specifics of the amendment and outlined where funds would be utilized. Marcia gave a brief overview.
 - b. A motion was made by Com. Tom White to adopt the amendment; seconded by Gwen Stevens. There was no further discussion, motion carried.
2. Area Consultant Update was given by Nancy Hodges
 - a. Nancy Hodges has returned as the Camden Area Representative.
 - i. Nancy gave a brief update regarding the budget and Camden County's participation portion.
 - ii. She also spoke of a possible increase in funds, \$1,800.00, specifically mentioning the 16 and 17 year old population who will be needing JCPC services.
 - b. Marcia Berry gave a brief update of where the program is at this time.
3. The JCPC officers were discussed and a motion was made by Mike Lawrence for the following positions: John Gurganus Chair, Com. Tom White Vice-Chair, Craig Patterson secretary. Alvin Shaw seconded the motion and with no further discussion the motion carried.

Program Updates

1. The recent monitoring was discussed and there were no significant findings as a result of the monitoring.
2. Camp Blue was discussed as well as the other programs as summer approaches.
- 3.

Meeting adjourned at approx. at 12:pm

Next Meeting: Friday May 10th, 2019 @ 11:00 am

Respectfully submitted,



Craig Patterson

Camden County JCPC Meeting Minutes

Meeting Date: Friday May 10, 2019

Meeting was called to order at approx. 11:00am

Present: John Gurganus Com. Tom White Nancy Hodges Craig Patterson Ken Bowma
Marcia Berry Cameron Lowe Kamryn Cole Ed Hall Ben Carter
Ina Lane Dep. Katherine Hayden Dep. Mike Lawrence

Minutes from Previous Meeting: Motion was made by Cameron Lowe, 2nd by Com. Tom White: No changes or additions; Motion was carried unanimously.

Old Business:

- 1. Program Agreement for 2019-2020
 - a. The Program Agreement has been submitted and waiting for the passage of the county budget for FY 2019-2020

New Business

- 1. Camden County Plan
 - a. There were minor changes to the plan related to accuracy of names in the roster.
 - b. Any changes need to be brought to Nancy's attention.
 - c. No other issues discussed regarding the Plan.
- 2. Area Coordinator update
 - a. Raise the Age was discussed as well as the methodology (population, percentage, same amount for all counties, combination of all of them) for financial disbursements, including possible addition to Camden's spending plan. There is a possible increase of between \$1000-\$5000, which is part of the State budget.
 - i. JCPC age raise up to 21
 - b. Intensive Intervention Funding was discussed, which was identified as not being JCPC funding, but private contract with DPS. This is for higher risk youth, YDC placements.
 - c. Teen Court was discussed
 - i. Possibility of Camden youth observing Perquimans County Teen Court.
 - ii. Bill in legislature to use Teen court more than 1 time for a youth.
- 3. Brief Discussion was had regarding an appropriate Camden Middle/High School nominee to the JCPC board.
 - a. A reminder was made to all board members about the issue of discussing juvenile records in an open meeting. These records are confidential and are not to be discussed in any open proceeding.

Program Updates

- 1. Camp Blue update was given.
 - a. Morgan Murray will be assisting with Camp Blue.
 - b. Several parents have inquired about the program.
- 2. Program Updates:
 - a. CROWN Kids and BEARS- 6 kids active, 5 other kids
 - b. Community Service – 3 students (2 started, 1 new)

Meeting adjourned at approx. at 11:40am

Next Meeting: Friday June 7, 2019 @ 11:00 am

Respectfully submitted,



Craig Patterson

Attachment: JCPC Meeting Minutes (2483 : JCPC Meeting Minutes)

Meeting Minutes

Meeting Date: Friday May 17, 2019

Meeting was called to order at approx. 11:00am

| | | | | | |
|----------|-----------------------|-----------------|---------------------|-----------------|-------------|
| Present: | John Gurganus | Com. Tom White | Nancy Hodges | Craig Patterson | Marcia Berr |
| | Cameron Lowe | Kamryn Cole | Ed Hall | Ben Carter | |
| | Dep. Katherine Hayden | Dr. Joe Ferrell | Sheriff Kevin Jones | Ali Huber | |

Minutes from Previous Meeting: Not Applicable

Old Business: N/A

New Business

1. Special Session to Address Alleged Breach of Confidentiality
 - a. This meeting was held to address an alleged breach of confidentiality by JCPC board member.
 - b. This alleged breach related to the disclosure of confidential material related to a juvenile proceeding.
2. Discussion was had regarding this alleged breach and possible consequences if a breach was determined to occur.
3. A motion was made that a letter be prepared by the JCPC board and sent to the Camden Sheriff.
 - a. This letter will include the following consideration: *“that more neutral representation from the Camden Sheriff’s Department be considered by the Camden County Sheriff”*
 - b. Motion was made by Cameron Lowe, 2nd by Commissioner Tom White; no further discussion; Motion carried unanimo

Meeting adjourned at approx. at 11:38 am

Next Meeting: Friday June 7, 2019 @ 11:00 am

Respectfully submitted,



Craig Patterson

Attachment: JCPC Meeting Minutes (2483 : JCPC Meeting Minutes)



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 12.D
Meeting Date: September 09, 2019
Submitted By: Kim Perry,
Library
Prepared by: Kim Perry
Item Title **Library Report**
Attachments: 19-07 (DOCX)

Camden County Public Library July 2019 Statistics

| | |
|---------------------------------|---------|
| Visitor Count | 2,204 |
| Materials Check Outs & Renewals | 3,721 |
| Computer/ Wireless Use | 713/497 |
| Questions Answered | 346 |
| Juvenile Programs/Attendance | 18/340 |
| Teen/Tween Programs/Attendance | 3/23 |
| Adult Programs/Attendance | 3/28 |
| Outreach Programs/Attendance | 4/118 |
| Meeting Room Usage/Attendance | 11/171 |
| Days/Hours Open | 23/203 |
| # Items in Collection | 18,417 |
| Library Card Holders | 3,279 |

Attachment: 19-07 (2479 : Library Report)

Comparison by Year 2017-2019

