



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

BOARD OF COMMISSIONERS

**October 07, 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
October 07, 2019
7:00 PM
Historic Courtroom, Courthouse Complex**

Call to Order

ITEM 6:00 PM Closed Session - Economic Development and Personnel

ITEM 7:00 PM Reconvene Board of Commissioners

Invocation & Pledge of Allegiance

Rev. Kevin Lighty - Samuel Chapel Missionary Baptist 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. Conflict of Interest Disclosure Statement

ITEM 3. Consideration of Agenda (For discussion and possible action)

ITEM 4. Presentations (For discussion and possible action)

A. Broadband Update - Eastern Shore Communications

Recess to South Camden Water & Sewer District Board of Directors

Reconvene Board of Commissioners

ITEM 5. Old Business (For discussion and possible action)

A. Ordinance 2019-09-01 Rezoning Application - Dave Parks

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

- A. Tax Report - Lisa Anderson
- B. Selection of Disaster Debris Removal & Monitoring Contractors - Dan Porter
- C. MOU Camden County Parks & Recreation and Camden County Schools - Ken Bowman
- D. Center for Active Adults Trip Policy - Ken Bowman
- E. Vehicle Use Policy - Ken Bowman
- F. Resolution 2019-10-01 Census Partnership - Ken Bowman
- G. Bank Account Closure - Ken Bowman
- H. Interim Finance Officer - Ken Bowman

ITEM 7. Board Appointments (For discussion and possible action)

- A. Community Advisory Committee - Reappointment
- B. ABC Board - Reappointments

ITEM 8. Consent Agenda

- A. BOC Meeting Minutes - September 9, 2019
- B. BOC Meeting Minutes - September 16, 2019
- C. Budget Amendment
- D. Tax Collection Report
- E. Refunds Over \$100.00
- F. DMV Monthly Report
- G. Vehicle Refunds Over \$100 - August 2019
- H. Vehicle Refunds Over \$100 - September 2019
- I. Pickups, Releases & Refunds
- J. Records Retention and Disposition Schedule
- K. Surplus Property Request - Human Resources
- L. Senior Center General Purpose Funding FY 19-20
- M. Set Public Hearing - Ordinance 2019-08-02
- N. Set Public Hearing - Ordinance 2019-10-01

ITEM 9. County Manager's Report

ITEM 10. Commissioners' Reports

ITEM 11. Information, Reports & Minutes From Other Agencies

A. Register of Deeds Report

B. Library Report

C. ABC Funds Report for FY 2018-2019

D. YTD Sales Tax Revenue Collection FY 19-20

ITEM 12. Other Matters (For discussion and possible action)

ITEM 13. Adjourn



CAMDEN COUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.A
Meeting Date: October 07, 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.



CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Old Business

Item Number: 5.A

Meeting Date: October 07, 2019

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

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

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

Summary:

Public Hearing was held on September 9, 2019. The Board of Commissioners voted to place on the October 7, 2019 agenda for consideration.

Eric Wood met with planning staff on rezoning of his property (approx. 15.64 acres) he purchased located adjacent to 204 and 208 Country 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.

RECOMMENDATION:

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

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 (2538 : Ordinance 2019-09-01 - Rezoning Application)

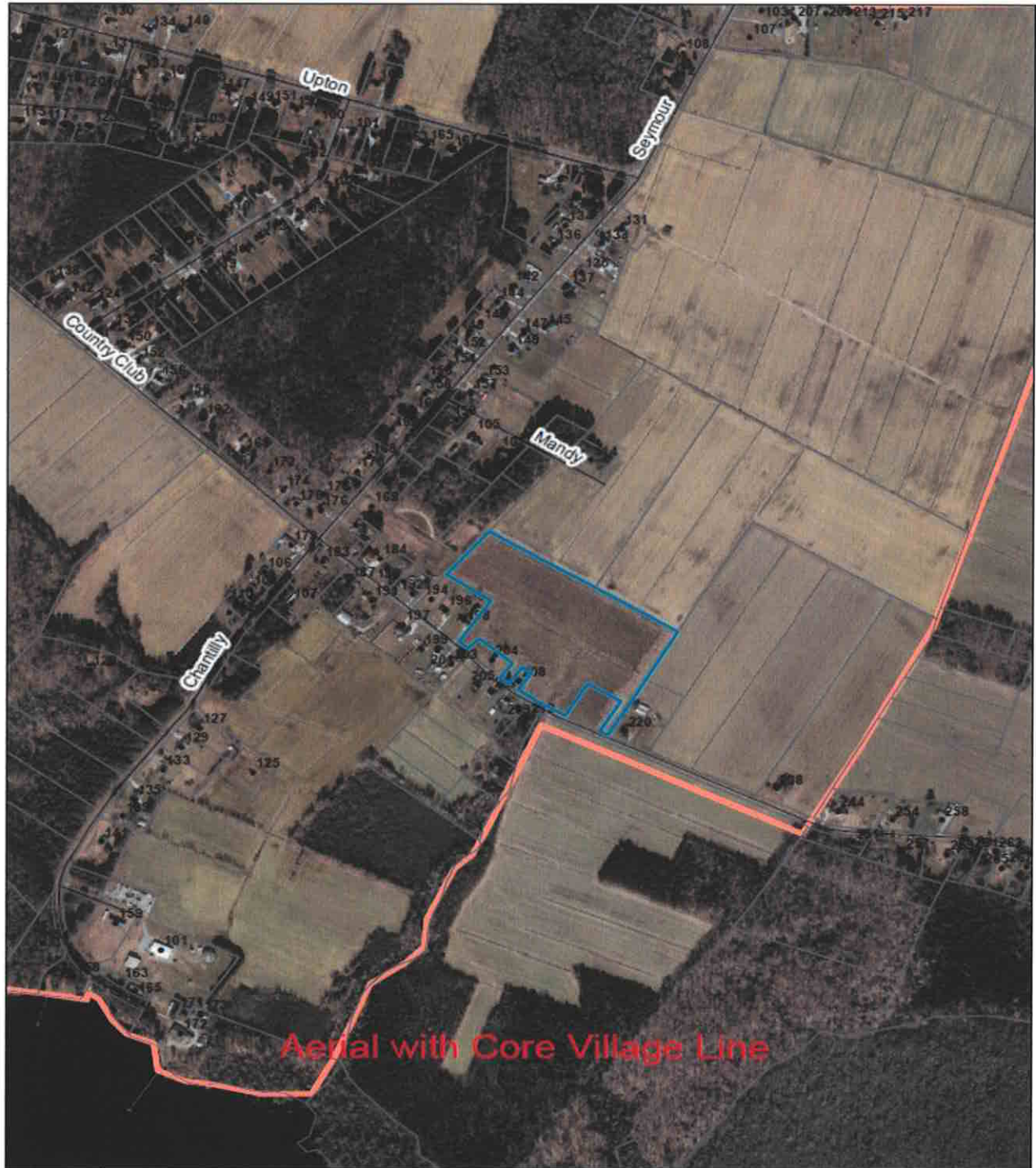
conservation subdivisions. The conservation subdivision approach seeks to minimize the visibility of new residential development from adjacent roadways through proper placement and screening. The district accommodates several differing agricultural uses and single-family detached homes. It also allows 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 (2538 : 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.

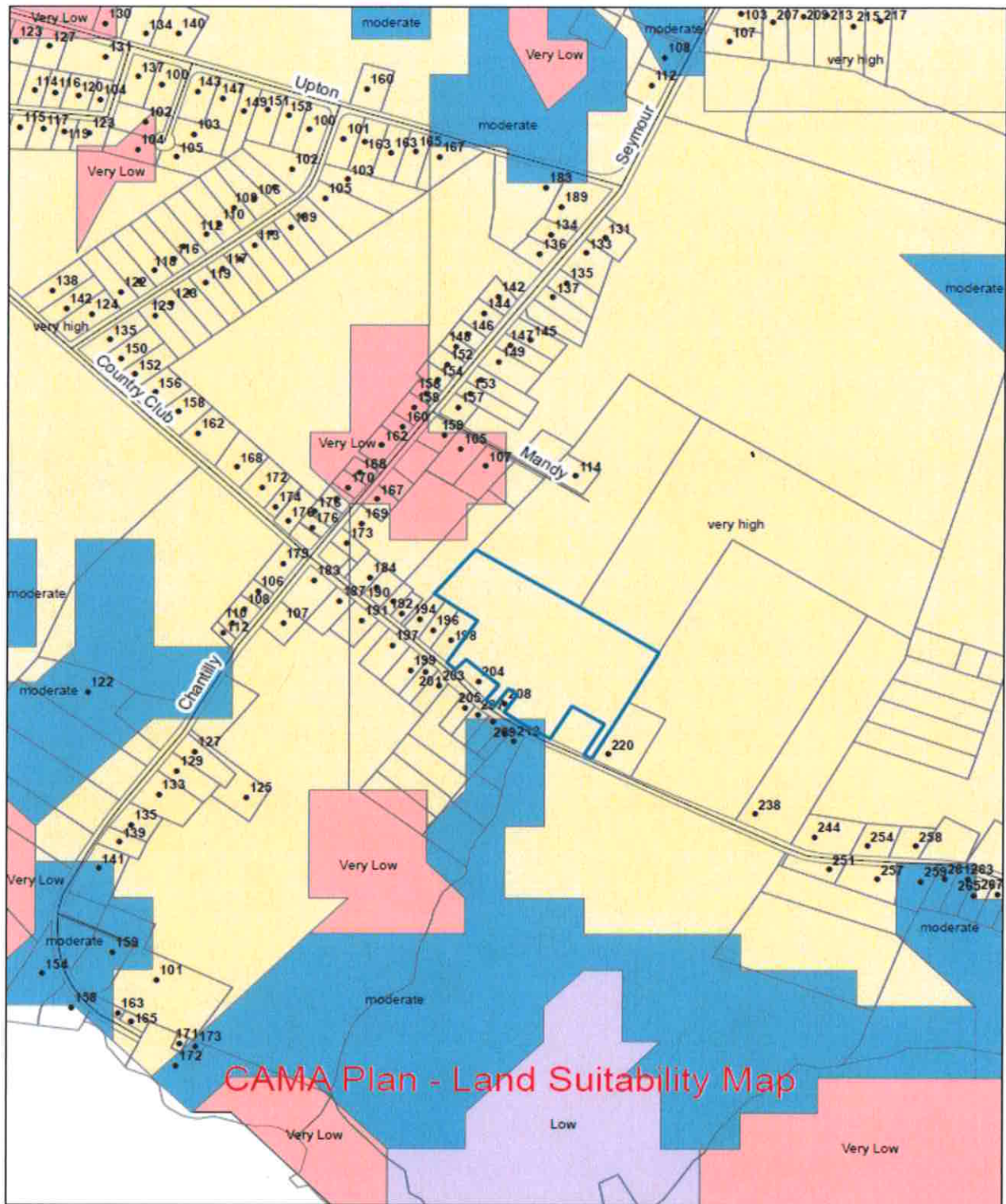
ENVIRONMENTAL ASSESSMENT

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 (2538 : Ordinance 2019-09-01 - Rezoning Application)

CAMA Land Suitability:



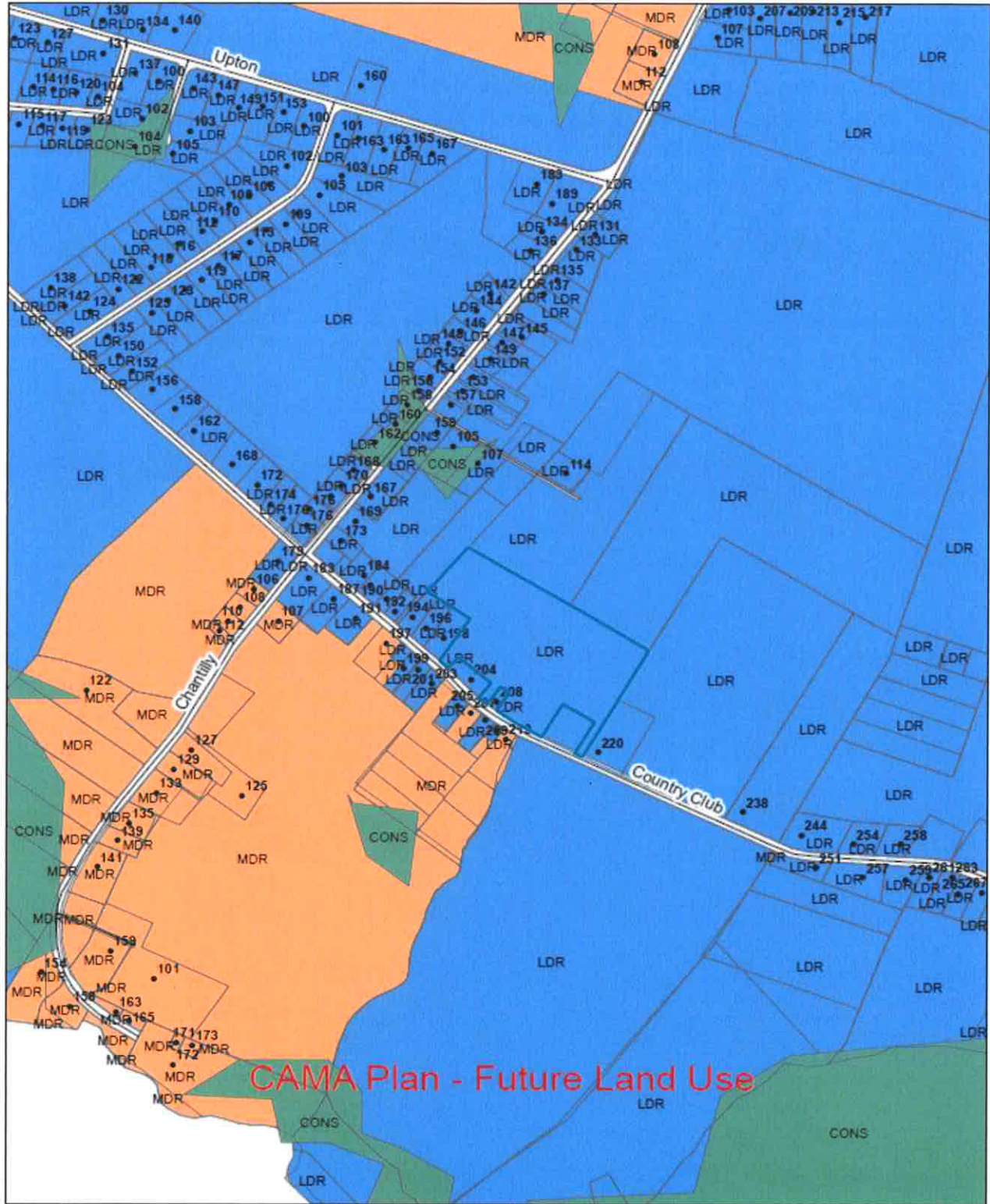
Attachment: Staff Report (2538 : Ordinance 2019-09-01 - Rezoning Application)

Comprehensive Plan Future Land Use Map



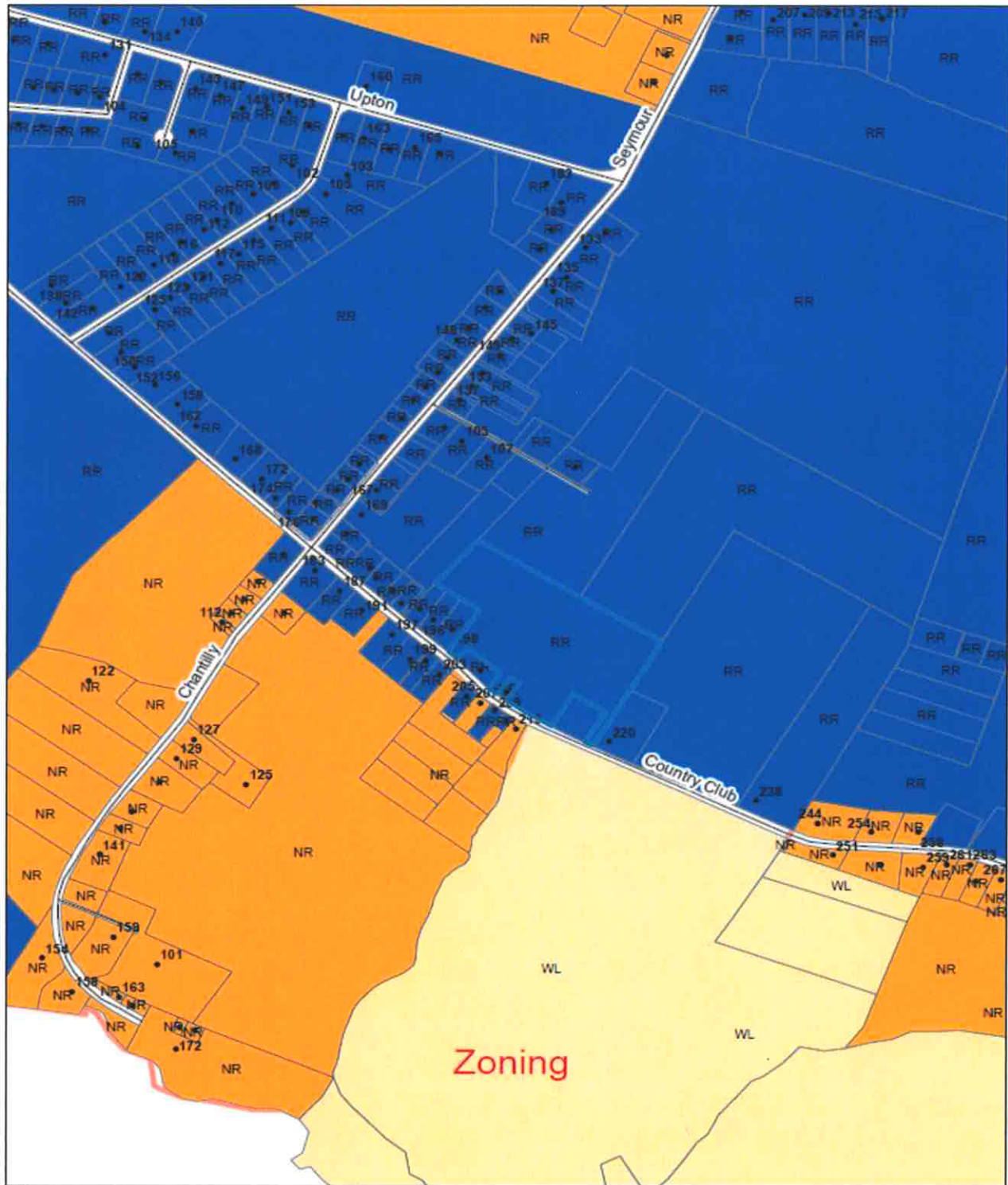
Attachment: Staff Report (2538 : Ordinance 2019-09-01 - Rezoning Application)

CAMA Future Land Use Map



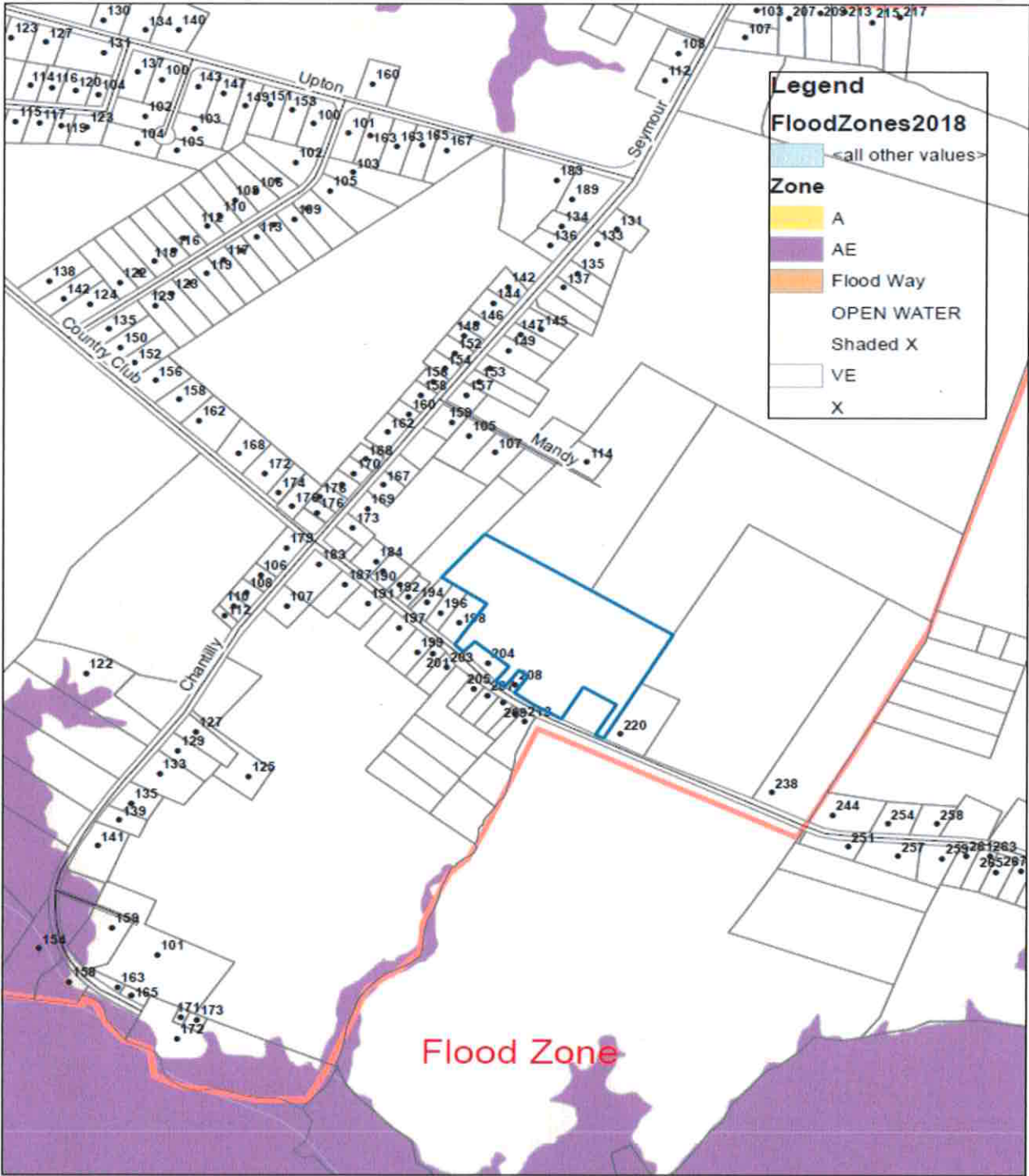
Attachment: Staff Report (2538 : Ordinance 2019-09-01 - Rezoning Application)

Zoning Map:



Attachment: Staff Report (2538 : Ordinance 2019-09-01 - Rezoning Application)

Floodplain Map



Attachment: Staff Report (2538 : 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 (2538 : 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 (2538 : 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 (2538 : 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 (2538 : 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 / RB

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.

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 (2538 : 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 (2538 : 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
Jennifer M. Byrum Notary Public
Notary's Printed or Typed Name

Attachment: Supporting Documents (2538 : 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 (2538 : 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
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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.

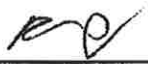
To obtain an Authorization to Construct:

- * 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.

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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 (2538 : 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 ordnance for Green Space on Mr. Wood property?

Mr. David Parks explained that there is a county ordnance 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 concers 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.b

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 (2538 : Ordinance 2019-09-01 - Rezoning Application)

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

5.A.b

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 (2538 : 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 (2538 : Ordinance 2019-09-01 - Rezoning Application)

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

5.A.b

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 (2538 : Ordinance 2019-09-01 - Rezoning Application)

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

5.A.b

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 (2538 : 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 (2538 : 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 9th day of September, 2019.

County of Camden

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis, NCCCC
Clerk to the Board of Commissioners



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.A
Meeting Date: October 07, 2019
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Lisa Anderson
Item Title **August Monthly Report**
Attachments: 20190927100643842.pdf (PDF)
Summary: August 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	126,219.32	3,332.28
2017	40,883.01	3,467.12
2016	17,481.53	2,419.10
2015	11,608.98	1,084.23
2014	12,366.97	1,228.71
2013	8,427.40	4,851.16
2012	6,524.06	7,792.41
2011	4,769.87	6,437.32
2010	4,244.84	4,642.02
2009	3,978.27	4,513.59

Attachment: 20190927100643842.pdf (2527 : Tax Report - Lisa Anderson)

TOTAL REAL PROPERTY TAX UNCOLLECTED	236,504.25
TOTAL PERSONAL PROPERTY UNCOLLECTED	39,767.94
TEN YEAR PERCENTAGE COLLECTION RATE	99.62%
COLLECTION FOR 2019 vs. 2018	12,315.69 vs. 23,822.87

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2018	98.27%
2017	99.37%
2016	99.70%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

Attachment: 20190927100643842.pdf (2527 : Tax Report - Lisa Anderson)

EFFORTS AT COLLECTION IN THE LAST 30 DAYS**ENDING August 2019****BY TAX ADMINISTRATOR**31 NUMBER DELINQUENCY NOTICES SENT9 FOLLOWUP REQUESTS FOR PAYMENT SENT7 NUMBER OF WAGE GARNISHMENTS ISSUED8 NUMBER OF BANK GARNISHMENTS ISSUED8 NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR
TO DELINQUENT TAXPAYER0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)0 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF
TAX ADMINISTRATOR0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO
COUNTY ATTORNEY0 NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR
COLLECTION (I.D. AND STATUS)0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS0 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	1	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	03-8939-00-45-2682.0000	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	03-8939-00-16-2671.2425	3,326.62	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	02-8934-01-29-4617.0000	3,106.99	1	JAMES B. SEYMOUR ETAL	CAMDEN	141 158 US W
R	02-8934-01-18-8282.0000	2,746.15	1	BRIDGET CARTWRIGHT JOHNSON	CAMDEN	144 158 US W
R	03-8909-00-23-8838.0000	2,470.25	1	WILLIAM DAVID BYRUM	CAMDEN	112 HIGH RD
R	02-8944-00-51-7111.0000	2,400.06	1	FLOYD & JUNE T. ETHERIDGE	SHILOH	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	2,268.87	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	02-8935-01-08-8786.0000	2,268.66	1	LINWOOD GREGORY	CAMDEN	293 SLEEPY HOLLOW RD
R	03-8962-00-67-1021.0000	2,182.86	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	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	
R	03-8952-00-95-8737.0000	1,993.94	1	AUDREY TILLET	SHILOH	171 NECK RD
R	02-8944-00-36-1417.0000	1,927.24	1	ROSA ALICE FEREBEE HEIRS	CAMDEN	165 IVY NECK RD
R	01-7998-01-09-7155.0000	1,903.52	1	CORNELIUS P & GLORIA E PAXTON	SOUTH MILLS	1298 343 HWY N
R	01-7090-00-70-3221.0000	1,861.12	1	LONZO FISHER GREGORY	SOUTH MILLS	406 OLD SWAMP RD
R	02-8944-00-99-1027.0000	1,841.50	1	JOHNNIE MERCER HEIRS	CAMDEN	MCKIMMEY RD
R	01-7999-00-32-3510.0000	1,827.31	1	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	02-8943-01-17-1673.0000	1,807.18	1	MILDRED A. HAVRILLA	CAMDEN	374 COUNTRY CLUB RD
R	01-7999-00-12-8596.0000	1,760.33	1	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	03-8965-00-37-4242.0000	1,751.87	1	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD

Delinquencies Top-30 Unpaid

09/27/19 09:43:17

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	01-7988-00-31-0179.0001	10	2,028.10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8952-00-95-8737.0000	10	1,993.94	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	1,827.31	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,760.33	EMMA BRITE HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1568.0000	10	1,000.71	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	976.47	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	SOUTH MILLS	117 GRIFFIN RD
R	03-9809-00-24-6322.0000	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	03-9809-00-45-1097.0000	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 SLEEPY 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

Delinquencies Top-30 Oldest

09/27/19 09:43:18

Attachment "A" Personal

Roll	Parcel Number	Unpaid Amount	YrsDltg	Taxpayer Name	City	Property Address
P	0001709	2,252.98	11	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001476	1,043.30	3	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001538	1,751.18	10	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001046	712.40	11	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	680.34	9	LESLEIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0002194	661.94	5	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001072	587.82	11	PAM BUNDY	SHILOH	AARON DR
P	0001827	483.28	8	KAREN BUNDY	CAMDEN	431 158 US W
P	0001104	469.71	3	MICHAEL & MICHELLE STONE	CAMDEN	RIDGE ROAD
P	0000295	412.03	3	HENDERSON AUDIOMETRICS, INC.	CAMDEN	107 RIDGE ROAD
P	0001230	411.11	8	JAMES NYE	SOUTH MILLS	330 158 HWY E
P	0001681	366.10	8	STEVE WILLIAMS	CAMDEN	101 ROBIN CT W
P	0000297	349.77	3	ADAM D. & TRACY J.W. JONES	CAMDEN	150 158 HWY W
P	0000466	314.96	2	LAMBS OF CAMDEN	CAMDEN	133 WALSTON LN
P	0000846	294.16	4	TOAN TRINH	CAMDEN	152 HWY 158 W
P	0001694	288.99	8	THOMAS B. THOMAS HEIRS	SHILOH	229 SALLEBOAT RD
P	0000772	288.86	5	COSBY BAKER	CAMDEN	150 158 HWY W
P	0002924	272.82	2	PAUL BEAUMONT	SOUTH MILLS	114 BINGHAM RD
P	0001693	261.90	11	ALLIANCE NISSAN	SHAWBORO	106 DEERFIELD TRL
P	0001638	259.82	3	ERIC JASON WOODARD	CAMDEN	158 HWY W
P	0001106	248.38	11	JAMI ELIZABETH VANHORN	SOUTH MILLS	LOT 12
P	0001952	238.91	8	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	612 MAIN ST
P	0000905	232.45	2	KEVIN & STACY ANDERSON	SOUTH MILLS	319 PONDEROSA RD
P	0002442	200.37	3	GERALD WHITE STALLS JR	SHILOH	111 AARON DR
P	0001546	177.59	2	GEORGE ROWLAND	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0001673	177.05	11	THOMAS PHILLIP WINSLOW	CAMDEN	431 158 US W
P	0001722	140.55	9	JANET LEARY	CAMDEN	158 HWY W
P	0001976	137.83	2	ANA ALICIA MARTINEZ LOPEZ	SOUTH MILLS	LINTON ROAD
P	0001150	136.45	3	WILLIAM MICHAEL STONE	SHILOH	110 AARON DR
P	0001408	129.96	2	SHELLY MARIE AMMON	CAMDEN	130 MILL DAM RD S
P					SOUTH MILLS	612 MAIN STREET

09/27/19 09:43:34

Delinquencies Top-30 Unpaid

Attachment "B"
Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	11	2,252.98	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001538	11	751.18	JEFFREY EDWIN DAVIS	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001046	11	712.40	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	11	680.34	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	11	587.82	PAM BUNDY	SHILOH	
P	0001693	11	261.90	ALLIANCE NISSAN	CAMDEN	105 AARON DR
P	0001106	11	248.38	JAMI ELIZABETH VANHORN	SOUTH MILLS	158 HWY W
P	0001673	11	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	612 MAIN ST
P	0000248	11	128.38	ROBERT H. OWENS	CAMDEN	158 HWY W
P	0000316	11	115.56	JAMES P. JONES	CAMDEN	A STREET
P	0001827	10	483.28	KAREN BUNDY	CAMDEN	142 SANDHILLS RD
P	0001722	9	140.55	JANET LEARY	CAMDEN	431 158 US W
P	0001639	9	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	LINTON ROAD
P	0001230	8	411.11	JAMES NYE	SOUTH MILLS	202 SHARON CHURCH
P	0001681	8	366.10	STEVE WILLIAMS	CAMDEN	101 ROBIN CT W
P	0001694	8	288.99	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	8	238.91	SANDY BOTTOM MATERIALS, INC	CAMDEN	150 158 HWY W
P	0002194	7	661.94	MORGAN ROBERSON	SOUTH MILLS	319 PONDEROSA RD
P	0000772	7	288.86	COSBY BAKER	SHILOH	849 SANDY HOOK RD S
P	0001638	5	259.82	ERIC JASON WOODARD	SOUTH MILLS	114 BINGHAM RD
P	0000905	5	232.45	KEVIN & STACY ANDERSON	SOUTH MILLS	612 MAIN LOT 12
P	0001476	4	1,043.30	MIKE TAYLOR	SHILOH	111 AARON DR
P	0000295	4	412.03	HENDERSON AUDIOMETRICS, INC.	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0000466	4	314.96	LAMBS OF CAMDEN	CAMDEN	330 158 HWY E
P	0000846	4	294.16	TOAN TRINH	CAMDEN	152 HWY 158 W
P	0000385	4	121.17	MARK SANDERS OVERMAN	SHAMORO	229 SAILBOAT RD
P	0002921	4	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	116 GARRINGTON ISLAND
P	0000770	4	108.00	MARSHA GAIL BOGUES	CAMDEN	122 DOCK LANDING LOOP
P	0002079	4	106.35	OCTAVIS BANKS III	SOUTH MILLS	276 BELCROSS RD
P	0001104	3	469.71	MICHAEL & MICHELLE STONE	CAMDEN	262 OLD SWAMP RD
						107 RIDGE ROAD

Delinquencies Top-30 Oldest



CAMDEN COUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.B

Meeting Date: October 07, 2019

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

Item Title **Selection of Disaster Debris Removal & Monitoring Contractors**

Attachments: Agenda Summary Sheet Disaster Debris 2019 (002)
(DOC)
Final Bid Tabulation (PDF)
Final Monitoring Bid Tabulation (PDF)

Summary, recommendation and supporting documents attached.

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number:

Meeting Date: **October 7, 2019**
Attachments: **Three (4) attachments**
Submitted By: **Planning Department**

ITEM TITLE: **Selection of Disaster Debris Removal & Monitoring Contractors**

SUMMARY:

The County's existing contract for services expired and a Request for Proposals for both Disaster Debris Removal Contractors and Disaster Debris Monitoring Contractors was advertised and distributed to potential contractors. .

Camden County separately and concurrently solicited proposals to establish a pre-need, pre-event contract for a Debris Management firm for debris removal and a Debris Monitoring firm to be used during catastrophic events which have generated massive volumes of debris. Camden County received eight responses to their Debris Management RFP and five responses to their Debris Monitoring RFP. Each jurisdiction separately evaluated the proposals and then met as a group on Wednesday, September 4th to review them as a group. Each jurisdiction was in agreement with the selection of Phillips and Jordan for the Debris Management firm and Tetra Tech for the Debris Monitoring firm. Both of these firms are the companies we had contracted with for the last four years, and while we have been fortunate enough to never have to utilize their services for debris removal they have fulfilled their contract in regards to training and establishing contact prior to every storm.

Recommendation:

Motion to approve awarding:

- **Disaster Debris Removal contract to Phillips & Jordan**
- **Disaster Debris Monitoring contract to Tetra Tech.**

REQUEST FOR PROPOSALS
EVALUATION MATRIX

DEBRIS MANAGEMENT / REMOVAL SERVICES

ENGINEERING FIRM	POINTS	A	B	C	D	E	F	COMMENTS:
		25	20	20	15	15	5	
SDR		22	15	11	10	11	3	72
Phillip & Jordan		19	20	20	13	14	5	91 1st
Crowder Gulf		19	18	20	13	13	4	87 2nd
DRC Emergency Services		19	16	17	11	14	2	79
Graham County Land Co.		16	11	13	1	11	2	54
D & J Enterprise, Inc.		20	17	15	7	13	2	74
Ceres Environmental		19	17	19	13	9	3	80 3rd
Custom Tree Care, Inc.		24	7	14	11	4	2	62
TRF		14	10	14	6	8	2	54

By: Christy C. Saperstein, Pasquotank Co.
Dea B. Bell, Camden
Ol. R. ...
Blair Saperstein, Pasquotank County
Solid Waste, Director
Annabeth ... City of Elizabeth City
Executive Director, City of Elizabeth City

- A. Reasonableness of Cost (fee schedule) 25 pts.
- B. Proposer's Financial Capability 20 pts.
- C. Experience/Reference 20 pts.
- D. Local Participation in the Work 15 pts.
- E. Equipment 15 pts.
- F. Knowledge of Pasquotank County and local/FEMA Emergency Management needs 5 pts.

Date: September 4, 2019

REQUEST FOR PROPOSALS
EVALUATION MATRIX

Debris Monitoring Services

COMPANY	POINTS	A	B	C	D	E	F	G	TOTAL	COMMENTS:
		20	10	10	10	20	10	20		
Rostan Solutions, LLC	16	8	8	8	15	9	15	79	2nd	
Tetra Tech, Inc.	20	9	9	10	16	11	13	88	1st	
Thompson Consulting Services, Inc	17	8	8	9	14	6	8	70		
True North Emergency Mgmt, LLC	18	7	8	8	13	5	4	63		
Debris Tech	16	8	7	6	14	7	15	73	3rd	

- A. Experience & Capabilities 20 pts.
- B. Contractor's Approach to Scope of Services 10 pts.
- C. Capability of Contractor - based on review of comparable work/references 10 pts.
- D. Contractor's Ability to Work w/local depts and respond in a timely manner to work requests and assigned tasks. 10 pts.
- E. Ability of Contractor to ensure timely mobilization of equipment and staff 20 pts.
- F. Contractor's Other Commitments 10 pts.
- G. Fee Schedule 20 pts.

By: Christy Saunders - Pasquotank Co.
1900 N. 1st St., Camden County
Camden, NJ 08102
Christy.Saunders@pasquotanknj.gov
1-856-981-1111
City of Elizabeth City
Elizabeth City, City of Elizabeth City

Date: Sept. 4, 2019



CAMDEN COUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.C
Meeting Date: October 07, 2019

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

Item Title **MOU Camden County Parks & Recreation and Camden County Schools**

Attachments: MOU2019 Camden County Parks and Recreation and Camden County Schools (DOCX)

Summary:
Revised Memorandum of Understanding between Parks & Recreation Department and Camden County Schools.

Recommendation:
Review and approve.

Camden County Parks and Recreation and Camden County Schools

Memorandum of Understanding

1. Purpose

This document embodies the policies and procedures which govern facility use and users in order to ensure optimal maintenance of athletic fields and other recreational facilities owned by Camden County and by the Camden County Board of Education (BOE) and assure fair and efficient access to those facilities.

The primary use of county recreation areas and facilities is for public recreation activities. The primary uses of school recreational facilities are: (a) during school hours for school use exclusively (generally 8:30 a.m. to 5:30 p.m.), on days school is in session and (b) during non-school hours, and on non-school days, for school and community use.

The following factors will be considered in determining permission for use of a facility: current capital improvements and/or rehabilitation of facility, scheduled regular maintenance of the facility, anticipated extent of wear and tear caused by use, coordination of scheduled uses, and availability of requested services at the facility.

All parties must comply with Federal and State anti-discrimination laws. Additionally, all facility users shall comply with all applicable federal, state, and local laws. The user shall pay all the costs, expenses, fines, penalties, and damages which may be imposed upon the owner of the property by reason of, or arising out of, the user's failure to fully and promptly comply with all legal requirements and all the provisions of this policy.

2. List of Facilities Governed

The outdoor athletic fields and outdoor and indoor facilities within Camden County are legally controlled as follows:

A. Board of Education Athletic Fields and Recreational Facilities

School	Field/Facility
Grandy Primary/Camden Intermediate	Gymnasium
Camden County Middle School	Baseball Field
	Football/Soccer Field
	Gymnasium
	Softball Field
Camden County High School	Baseball Field
	Football Field
	Gymnasium
	Softball Field (Central Office Complex)

B. Camden County Recreation Areas

Locations

Camden Community Park

Field/Facility

Baseball/Softball Field 1
 Baseball/Softball Field 2
 Baseball/Softball Field 3
 Baseball/Softball Field 4
 Baseball/Softball Field 5
 Baseball/Softball Field 6
 Baseball/Softball Field 7
 Basketball Court (outdoor)
 Football/Soccer (existing)
 Football/Soccer (expansion)
 Pavilion
 Open Space
 Tennis Court
 Track and Field
 Walking Trail

Great Dismal Swamp Visitors' Center

Walking/Biking Trail

3. Priority Use by Category

Permits for field/facility use are issued by category in which the organization or event is placed. Category I user/event has priority over Category II and lower user/event. Within a category; Subcategory A has priority over B, B over C, etc. If there is a dispute within a category, the facility representative (Principal and/or Athletic Director, Parks and Recreation Director) shall make the final decision.

Category I Permit Use:

BOE Public School activities for grades Pre-K – 12. These activities include physical education and academic activities and Camden County Schools' extra-curricular and co-curricular programs.

Category II Permit Use—Based on APPROVAL and the completion of a Facilities Use Form:

- a. Parks and Recreation Directly Sponsored Activities. These activities include programs run by the Recreation Department such as day camps, after school programs, program offerings and special events.
- b. Recognized sports organizations comprised of 100 percent Camden County participants.
- c. Recognized sports organizations comprised of highest number of Camden County participants.
- d. The recognized sports organizations are the following volunteer sports organizations approved by the Camden County Parks and Recreation Department (according to the rules noted in Item e. below):
 - i. Camden Youth League
 - ii. Camden C.A.R.E.
 - iii. Camden Youth Football and Cheering

- e. A written roster, copy of the Registration Form, and proof of insurance (Section 4 (a) below) must be submitted annually at the time of application to the issuing entity. No permits will be issued unless this criterion is met.

Category III Permits—Based on APPROVAL and the completion of a Facilities Use Form:

- a. Camden County Service Agencies/Community Partners—These groups include Camden 4-H, Boy Scouts and Girl Scouts, Juvenile Crime Prevention Council (JCPC).
- b. Other volunteer sports organizations requesting use of field space and/or facilities. Such volunteer sports organizations must also provide to the Camden County Parks and Recreation Department (AND the Camden County Board of Education when requesting use of school fields and/or facilities), written rosters, copies of registration forms, and proof of insurance as required in Section 4 (a).

Category IV Permits—Based on APPROVAL and the completion of a Facilities Use Form:

- a. Private Group Field/Facility Requests—These groups are made up of citizens of Camden County or businesses based in Camden County, who request the use of facilities on an occasional basis when space is available.
- b. Privately Operated Programs—Camden County Parks and Recreation Department and Board of Education facilities will not be made available for organization, entities, individuals, or groups for the purpose of providing recreational services to youth and/or adults if the event is to be operated on a for-profit basis.

NOTE: All Category II through IV permits will stipulate that a program carried on by a Category I organization can claim priority use of fields/facilities in unusual circumstances. Additionally, the Parks and Recreation Department and Camden County Board of Education reserve the right to request written copies of all team rosters, and registration forms complete with names, addresses, places of employment and insurance requirements.

4. Allocation of Fields and Facilities

- a. Supervision—The Camden County High School Athletic Director, Camden Middle School Athletic Director, Principals and the Parks and Recreation Director will collaborate, coordinate and schedule the allocation of the fields and facilities for Category I and II uses. The primary responsibility of Camden County Schools' Athletic Directors will be to oversee the athletic facilities of the schools and coordinate the allocation of such with their respective principals and the Camden County Parks and Recreation Director. The primary responsibility of the County's Parks and Recreation Director will be to oversee the County's park facilities and will coordinate with the School District's Athletic Directors and Principals. All applicable user groups will receive a copy of the Facilities Use Application and fee schedule. A copy will be posted on both the Parks and Recreation Department website and the Camden County Schools website. A hard copy will be made available to any resident who requests one from the Parks and Recreation Department and/or at the school where the request is being made. It is recognized that each group may further subdivide the time among its entities. Conflicts among such teams and groups are not being addressed by this document.
- b. Game Delays—Camden County Schools and Camden youth sports activities are often subject to delays due to late arriving opponents and/or officials and other emergencies. In such cases, use

may extend beyond the normal time. Likewise, overtime and extra innings can require additional time. Other users take their starting time subject to Camden County High School and Camden Middle School sports' rights to complete their games and practices.

- c. Makeup Schedule—Under unusual circumstances, Camden county Schools sports, including makeup games, have the right to bump a previously scheduled activity. Every effort should be made to limit such late rescheduling. Other school district uses (for example, elementary school fairs, campouts, intramurals, etc.) are known well in advance and have priority as long as at least thirty (30) days notice is given of the event. The Parks and Recreation Director and Athletic Directors will make every effort to notify affected users of all cancellations as soon as possible.

5. Field Modification

- a. Modifications are prohibited unless expressly authorized in writing by the owner. Any substantial proposed changes to fields or parks should be submitted to the School District's Athletic Directors, Principals, and the Parks and Recreation Director to consider the impact upon the facilities use. Those requested changes, along with a recommendation, will then be forwarded to the Board of Education or the Board of Commissioners for consideration.
- b. This would include the development of active recreation areas from property not currently used for this purpose. It would include, but not limited to, the installation of fences, structures, scoreboards, permanent stands and permanent lighting.
- c. It would not include the replacement of any current structure with a new one of roughly the same size (an old backstop with a new one) or the replacement of existing fencing. These types of items will be the responsibility of the Parks and Recreation Director, Athletic Directors, or other designee.
- d. The placement location of all moveable items (portable stands, port-a-johns, soccer goals, batting cages, blocking sleds, temporary fencing, etc.) will be the responsibility of the Parks and Recreation Director, Athletic Directors, or other designees. They may delegate seasonal authority to co-sponsored organizations regarding the management of those items.

6. Facility Rules and Regulations

- a. Use of any active recreation area by a group of more than ten (10) participants is authorized by permit only.
- b. Users must have a copy of the permit with them at all times while on the field or at the facility.
- c. User groups may not give their permitted time to another user group. User groups may subdivide time allotments among its entities (see **Allocation of Fields and Facilities Item A.**) For example, a Camden County Community Partner cannot give the use of their allotted time to a privately operated program without the knowledge of the Camden County Parks and Recreation Director. All changes must be made through the Parks and Recreation Director, Athletic Directors, or other designees.
- d. Use of alcoholic beverages or controlled substances of any kind, use of profane, loud, threatening, insulting, indecent, and abusive language is prohibited. Users and attendees may be subject to permanent expulsion from facilities and/or law enforcement intervention.
- e. Any user who abuses the fields and/or facilities shall have the privilege revoked, pay for any damages and/or fees incurred, and may have future requests denied. The fields and facilities will be carefully monitored for proper usage.
- f. The Parks and Recreation Director, Athletic Directors, and School Administrators reserve the right to cancel or restrict the use of fields and facilities by any user group should it be

determined it is in the best interest of the County, School District, citizens of the County, and/or our fields and facilities.

- g. Use of amplifiers for music, announcements or otherwise is not permitted to be unreasonably loud. The limit to such volume must be so that it is barely audible thirty (30) yards from the limits of the playing area. No amplifier use is permitted before 8:00 am.
- h. Athletic fields/facilities may not be used before 8:00 am or after dusk, except when lights are utilized. Category I and Category II practices and games for Camden County Schools and Camden Parks and Recreation should be scheduled to end by 10:00 pm with the lights to be turned off as soon as clean up and pick up of participants allow.
- i. Use of portable lighting by any group shall require an on-site meeting at the beginning of every season to determine the placement of the portable lights. Those locations shall be recorded by the Parks and Recreation Director and the user group. It will be the user group's responsibility to ensure the lights are maintained in the correct locations. Every effort shall be made that the lights used will only light the playing surface and not exceed the field area.
- j. All Trash must be placed in proper receptacles. Users are expected to leave the facility in the same condition or better in which it was found.
- k. Only temporary signs or banners may be posted during events and must be removed at the conclusion of the use of the facility.
- l. No one shall drive a motorized vehicle of any kind onto recreational fields.
- m. Parking is allowed in designated areas only. It is the responsibility of the user group to enforce all parking regulations and to make sure vehicles are parked properly.
- n. No concession privileges will be extended by virtue of the use of the facility. Concession privileges must have the approval of the Parks and Recreation Director and/or Athletic Directors.
- o. There will be no open fires on Camden County or Camden County Board of Education property.
- p. Warm-ups for the next scheduled event must be performed so as not to interfere with existing events and so as not to endanger the welfare of all participants, spectators and facilities.
- q. All managers, coaches, or persons in charge of a group using the fields will be responsible for the conduct of all participants, spectators, and others connected with the activity, including visiting teams and opponents. It is the responsibility of the user group to inform all parents, spectators, and coaches of the field/facility rules.
- r. In the event of problems with the equipment or facilities, the Parks and Recreation Director and/or Athletic Directors or designees must be contacted immediately.
- s. No public urination or defecation. Any user group that desires a port-a-john at a site must gain approval from the Parts and Recreation Director and/or Athletic Directors. The Directors will be responsible for the site location and screening of the facility, if appropriate.
- t. Clothes must be changes in the rest rooms and/or locker rooms only.
- u. No first aid or medical supplies are available at the fields. These items must be provided by the user groups. The users must have communication for emergency situations and/or law enforcement.
- v. No animals except those which are trained to assist the disabled will be allowed on or inside Camden County Parks and Recreational property and/or Camden Board of Education property.

**Memorandum of Understanding
Camden County Parks and Recreation and Camden County Schools
Addendum—July 1, 2019**

Procedure and Criteria for Parks and Recreation Recognized Status

1. A county organization, whose primary function is to provide recreational activities within the community, may seek to obtain recognized status with the Camden County Parks and Recreation Department and where applicable Camden County Board of Education by satisfactorily fulfilling the following requirements:
 - a. A demonstrated need for providing the activity is evidenced and facility capacity/field space exists to meet that need.
 - b. Activity is provided strictly on a non-profit basis. In support of such, each organization shall provide written documentation in the form of either a Determination Letter issued by the Internal Revenue Service and a copy of its non-profit corporation Articles of Incorporation filed with the Corporations Division of the Secretary of State's Office.
 - c. All participants must reside in Camden County, Currituck County or Pasquotank County.
 - d. All participants, including instructors, coaches, officials and players are covered under a liability and accident insurance plan approved by the Parks and Recreation Department and by the Camden County Board of Education or its designees, where Camden County Schools facilities are requested. The approved insurance plan shall list the County and Camden County Board of Education where school facilities are used as additional co-insured and a copy will be maintained on file with the Parks and Recreation Department and Camden County Board of Education where applicable. The amounts of such insurance shall not be less than ONE MILLION DOLLARS (\$1,000,000) bodily injury each occurrence/aggregate and ONE MILLION DOLLARS (\$1,000,000) property damage each occurrence/aggregate or ONE MILLION DOLLARS (\$1,000,000) bodily injury and property damage combined single limits each occurrence/aggregate. Further, such policy shall provide that any termination, cancellation, or reduction in coverage shall immediately be reported by the insurer to the County and the Board of Education where applicable.
 - e. All coaches training, screening and certification programs, which are required by organization's affiliation, are properly enforced.
 - f. The organization is a member of, or affiliated with a local, regional, state, or national organization recognized as such, which provides rules and regulations governing play and all other managerial/administrative requirements.

2. If an organization, other than those listed in this document, seeks recognized status, it must complete the required form and explain its compliance with the above criteria including insurance, all documents for non-profit status (501 3-C), and all documents regarding coach/instructor certifications. The organization must be approved by the Parks and Recreation Department, the Recreation Advisory Board, the Board of Education and the Board of Commissioners.

7. Memorandum Renewal/Amendment

This memorandum of understanding will be renewed annually at the joint meeting between the Camden County Board of Education and the Camden County Board of Commissioners. If either party wishes to change this document they must give written notification to the other party thirty (30) days prior to the date of change. Amendments to this memorandum require written approval by both parties.

Tom White, Chair
Camden County Board of Commissioners

Date

Christian Overton, Chair
Camden County Board of Education

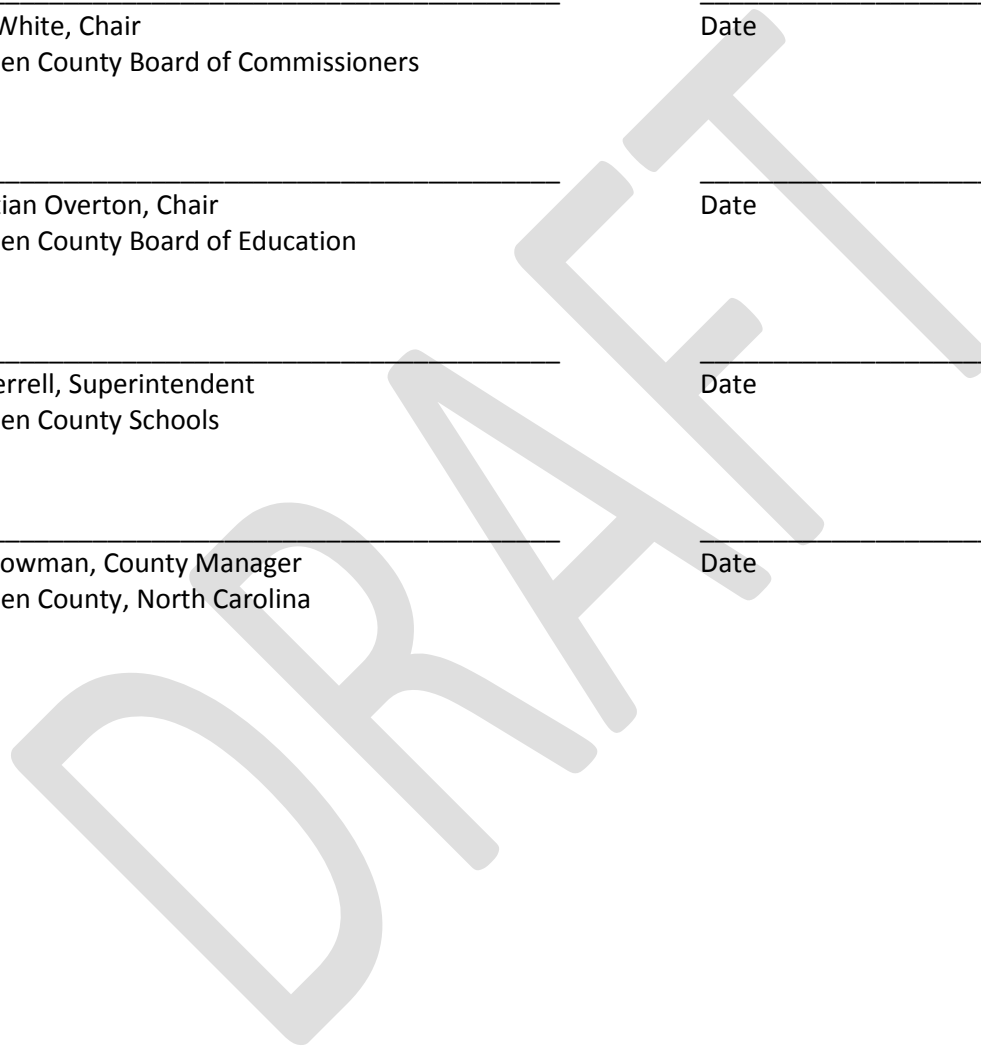
Date

Joe Ferrell, Superintendent
Camden County Schools

Date

Ken Bowman, County Manager
Camden County, North Carolina

Date





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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.D

Meeting Date: October 07, 2019

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

Item Title **Center for Active Adults Trip Policy**

Attachments: Trip Policy (DOC)
Traveler's Form (DOC)

Summary:

Revised and updated Trip Policy for the Center for Active Adults.

Recommendation:

Review and approve.

Laura L. Jolley
Coordinator

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Camden County Center for Active Adults

TRIP POLICY

- All future trips (day and overnight) will require a deposit in order for your space to be reserved.
- All overnight trips will include a specified non-refundable deposit. This is included in the cost of your trip fee and is applied to the trip.
- Please tell staff person who your roommate is and if you have any travel companion preferences at time of registration.
- Depending on the trip, staff will inform the participant how the checks will be payable. Full payment must be made by the final payment deadline established by the Camden County Center for Active Adults.
- You must fill out an Individual Trip Release prior to each trip.
- If the trip is full, your name and phone number can be placed on a waiting list if you request that option. (first come, first serve basis) You will be contacted once a space becomes available and will need to pay the required fee upon notification.
- If you plan to go on a trip, please be prepared to get your own transportation to the Camden County Center for Active Adults prior to the departure time. We will leave on time.
- ALL overnight and shopping day trips will leave from and return to the Camden County Center for Active Adults. There will be no other pick up or drop off points no matter which direction the bus is going.

- Seating on day trips and overnight trips is on first come, first serve based on when deposits are made.
- If the trip involves two motor coaches, you will be automatically seated with your roommate. At registration, you may make an additional request to be on the same bus with other participants. Staff will do their best to accommodate the request but cannot guarantee it.
- Motor coach buses provide a bathroom on the bus. They typically like them to be used in emergency cases only. **If you need it, use it.** We will stop about every 2 ½- 3 hours at rest areas or other available stops for bathroom breaks.
- Motor coach buses will be unloaded as directed by staff.
- Participants must be self-sufficient to go on trips. In some cases, the staff may require a physician's certification to approve travel.
- If you have to CANCEL and the trip is full AND your place can be filled from the waiting list, a refund will be given to you based on the tour company's refund policy. Registrant assumes risk of changes in personal affairs or health. Please allow three (3) weeks for your refund to be processed. If show tickets have been purchased and are non-refundable-no refund will be issued.
- Some trips have additional insurance available. The price of additional insurance is based on the travel agency and the price of the trip. Insurance payment is due at the time of deposit but no later than 14 days of trip registration date. Insurance fees are non-refundable even if you cancel the trip and get a full trip refund.
- You will receive an itinerary from the Camden County Center for Active Adults. You are required to follow the itinerary and keep up with it on your own.
- If participant chooses not to participate in any event (s) on a trip, the group leader **MUST BE NOTIFIED**, but participant is still required to meet the group at the designated time set for departure.

- All trip participants must exhibit the following conduct:
 - Be considerate and treat others with kindness, courtesy and respect
 - Be calm and patient and refrain from using abusive, obscene, threatening, harassing, insulting, or suggestive language.
 - Not engage in (or threaten) physical violence.
 - Follow non-smoking policies while on motor coach or Camden County van.
 - Not possess weapons or firearms while participating in a Camden County sponsored trip.
 - Must be on time.

- Overnight bus trip participants will be responsible for tipping the bus driver and any tour guides. (Suggested gratuity for bus driver \$2.00 per day/ person and tour guide is \$2.00 per person)

- Trips involving airline travel: participants are responsible for luggage fees and following the specific airlines carry on and checked luggage criteria. Participants are responsible for any special needs getting from one gate/terminal to another. Please pre-arrange any special needs directly with specific airline.

- Cruise participants MUST register with name as listed on your passport. There will be an additional charge from the travel agency/cruise line to change the name after the fact, if not registered correctly.

- Cruise participants will be responsible for tipping the bus driver, luggage stewards upon embarking on the cruise ship will be required to give credit card information to the cruise line for the tip for entire cruise. (see attached information if applicable)

- You must notify the staff of any changes in medical condition, changes of address or contact information.

- All center trips will require a Camden County Center for Active Adults staff member to be the primary group leader.

- The one trip comp (if applicable) will only be for the Camden County Center for Active Adults staff member leading the trip.

Laura L. Jolley
Coordinator

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Camden County Center for Active Adults

Traveler's Form

Personal Information

Name (Last name, First name):

Mailing Address:

Date of Birth:

Email Address:

Phone Number(s):

(Home)

(Cell)

Roommate(s) Name:

Attachment: Traveler's Form (2510 : Center for Active Adults Trip Policy)

Emergency Contact

Primary Emergency Contact Name:

Phone Number:

Relationship:

Alternate Emergency Contact Name:

Phone Number:

Relationship:

Medical Information

Primary Doctor's Name:

Doctor's Phone Number:

Medical Insurance Carrier:

Known Medical Conditions (optional):

Known allergies:

Current Medications:

Camden County Center for Active Adults

The undersigned participant has provided the required information and affirms its accuracy and completeness. It is understood that it is the sole responsibility of the participant to ensure that updated information is provided to the trip coordinators should any of the details change over the course of the year.

Participants Information

Name (Last name, First name):

Phone Number:

It is understood that I (the participant) will not hold the County of Camden, its employees or volunteers, of the Camden County Center for Active Adults thereof, responsible for any injury or illness which may occur during my participation in any trip related activity sponsored by the Camden County Center for Active Adults.

Signature _____ Date _____

NOTE: If an emergency exists during a trip, please dial 9-1-1 and contact your group leader immediately. Emergency contacts listed must be accessible during trips. It is strongly recommended that participants advise emergency contacts that they will be called should you experience a personal emergency while participating on a trip sponsored by, or in conjunction with, County of Camden. Additional forms are available from the Camden County Center for Active Adults. All forms must be returned prior to participating on a trip and will remain valid until the next calendar year. We recommend that you keep a copy for your file.

Insurance:	Yes	No
Deposit Date:		

Trip Destination:

Trip Date:

Attachment: Traveler's Form (2510 : Center for Active Adults Trip Policy)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.E
Meeting Date: October 07, 2019
Submitted By: Ken Bowman,
 Administration
 Prepared by: Karen Davis

Item Title **Vehicle Use Policy**

Attachments: Vehicle Use Policy_rev0919 (DOCX)
 Vehicle Mileage Log (XLSX)
 Release Form Template (DOCX)

Summary:

As part of the review of existing county policies, the Vehicle Use Policy has been updated and revised accordingly.

Recommendation:

Review and approve.

County Owned Vehicles Policy

Section 1. Background and Purpose

The purpose of this policy is to define the responsibilities and rules for the use of county vehicles to conduct county business. This policy is applicable to all vehicles owned or leased by the county, its departments, agencies, or special districts regardless of funding source, except for heavy duty trucks and fire apparatuses.

Section 2. Policy

It is the policy of Camden County to provide employee access to county-owned vehicles. County vehicles are valuable resources that enable county business to be carried out in accordance with county-wide principles and standards. It is the policy of the Board of Commissioners to provide, equip and maintain essential, safe, and presentable transportation equipment for the use of county officers, county employees, and authorized county volunteers to conduct county business. County vehicles are not personal vehicles and are not for personal use unless authorized by the County Manager (i.e. County training, Conferences, etc.) a de minimis amount of personal use, such as driving the vehicle to and from dinner, may be allowed pursuant to the Internal Revenue Service Code (IRS) and regulations.

If use outside County boundaries Non-County employees may accompany County employees if they have a business interest in the travel. Spouses and children of County employees may accompany them in County vehicles as approved by the County Manager if space is available and the trip is strictly for official County business.

Authorized drivers should use county vehicles, other approved contracted transportation services or privately-owned vehicles to conduct county business in accordance with county/departments policy. Reimbursement for use of a privately owned vehicle shall be provided at the current IRS reimbursement rate.

Factors to be considered when deciding between using a county vehicle and other means of transportation include:

- Availability of a county vehicle
- Cost of a county vehicle versus IRS mileage reimbursement
- Availability of other approved transportations services
- Economical use of employee time and operational efficiency
- Appropriateness of the vehicle for the required use

All of the factors listed above should be considered and the option that is most beneficial to the county as a whole should be selected.

County vehicles should be viewed as belonging to the citizens of Camden County and are assigned solely for purposes consistent with providing services to those citizens. This policy covers all county employees, whether or not they are probationary, permanent, or temporary employees of the county.

All employees, who use County vehicles, are required to follow applicable motor vehicle and safety requirements. Violation or misuse of County vehicles also subjects the employee to disciplinary action, up to and including dismissal.

County Owned Vehicles Policy

This policy pairs with the Camden County Personnel Policy, Article VI. Conditions of Employment, Section 8. Use of County Time, Equipment, Supplies and Vehicles as found on the county's website at: www.camdencountync.gov on the Human Resources page.

Section 3. Definition

For the purpose of this policy a vehicle is defined as: County vehicle includes every car, truck, four-wheel drive, sport utility vehicle, bus, van, minivan, off road two, three or quad unit, trailer purchased with County funds. This policy does not apply to heavy duty trucks of a gross vehicle weight rating (GVWR) of 26,000 or more or fire apparatuses (i.e., engines and trucks).

Section 4. Assignment of County Vehicles

The assignment of County vehicles to employees is based upon job description. Department Heads who have County vehicles available for this purpose may assign such vehicles in a manner consistent with departmental workload and employee function.

Sheriff Staff

Sheriff staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Because these positions require twenty-four (24) hour coverage, staff is allowed to drive their vehicles home at night in case of emergency situations.

Public Works Staff

Public Works staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings. The Public Works Manager may be allowed to take a vehicle home at night to respond in case of emergency situations.

Building Inspections Staff

Building Inspections staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings.

Soil and Water Staff

Soil and Water Staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings.

Social Services Staff

Social Services Staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings.

County Owned Vehicles Policy

Senior Center Staff

Senior Center Staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings.

General Staff

All other staff have access to a pool of vehicles for incidental travel and for meetings and trainings as well as overnight travel. These vehicles must be reserved and signed out for use.

Section 5. Administration

A. County Vehicle Identification

1. The words "County of Camden" or an agency, department, or county emblem, shall be placed on every county vehicle.
2. Unmarked county vehicles are permitted for: investigative work, collection work, children's services, coroner services, the Board of Commissioners and their staff, and other specified services as approved by the County Manager.

B. Procedure for Procuring Use of Pool Vehicles

1. All pool vehicles will be signed out through either the Permit Planning Clerk located in the Planning Department or Clerk to the Board/Assistant to the Manager located in the County Manager's office. A requesting party may ask for special consideration to use his/her personal vehicle for travel for long distance travel and be reimbursed if approved by the County Manager.
2. Vehicle usage will be scheduled as far in advance as possible. Scheduling will include approximate length of time required.
3. A clipboard with the vehicle mileage log form is kept for each vehicle and must be maintained in the vehicle when in use. The clipboard, along with the key & gas card for the vehicle, shall be returned to the location they were acquired from at the end of each use. Beginning and ending mileage along with purpose shall be documented. Employee will be responsible for returning the clipboard, key & gas card at the end of the trip.
4. A notation must be made on the log regarding the program that should be charged for the travel being provided. Smoking is not permitted in agency vehicles.
5. All trash must be removed from the vehicle after usage.
6. Texting while driving is prohibited. Employees should wait until they are in a safe place to pull off of the road to text. Utilize best professional judgment when making or receiving calls.
7. It is the responsibility of the employee using the vehicle to check the fuel level at the end of their usage. If the fuel registers less than $\frac{3}{4}$ full per tank, employee will be responsible for securing fuel for the vehicle.
8. Using the fuel card for personal use will result in disciplinary action leading up to or including termination.

County Owned Vehicles Policy

9. Inform the Maintenance Department if vehicle needs servicing (i.e. oil change, inspection, tires) and let them also know if the vehicle needs washing and vacuuming.
10. Situations may occur in which the County Manager or his/her designee assigns a vehicle to someone other than an employee who had previously requested a vehicle. This will be done on a case by case situation.

C. Maintenance and Upkeep of Vehicles

1. Maintenance department keeps a maintenance log for all General and Senior Center Vehicles. Each vehicle has reminder dates on the dash that show when the vehicle is due an oil change or inspection. Assigned vehicles to individuals in a department are responsible for maintaining their own maintenance logs and maintenance on the vehicles.
2. If a pool vehicle has other issues that may appear, the driver of the pool vehicle must personally contact the Maintenance Department regarding the issue that needs to be addressed. They are also to place a note on the individual travel log assigned to the vehicle for record keeping.

D. Fuel Maintenance

1. It is the responsibility of each driver to make sure the fuel gauge is checked after use of the vehicle. If the vehicle fuel gauge registers at $\frac{3}{4}$ tank or below, the driver is responsible for making sure the vehicle is filled up, using the fuel card issued to that car.

E. Authorization to Drive & Driving Record

1. All employees will have a Motor Vehicle Background Check completed prior to employment.
2. Employees who operate county vehicles must have a valid motor vehicle license issued by the state of their current residence and be considered an insurable risk by the county's automobile liability insurance carrier.
3. On at least an annual basis, the county will request a copy of all employees driver's license and may obtain from the Department of Motor Vehicles, or authorized vendor for DMV records, the driving record of every driver of county vehicles to determine his/her ability to drive safely.
4. Employees driving county vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.
5. Employees who incur parking or other fines in county vehicles will generally be personally responsible for payment of such fines unless the payment of such fines by the county is approved by the County Manager.
6. Employees who are issued citations for any offense while using a county vehicle must notify their supervisor and the Department Head immediately when practicable, but in no case later than 24 hours or the start of the next business day, whichever is later. Failure to provide such notice will be grounds for disciplinary action.

County Owned Vehicles Policy

7. An employee who is assigned a county vehicle and who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license, whether in his or her personal vehicle or in a county vehicle, must notify his or her supervisor and Department Head immediately when practicable; but in no case later than 24 hours or the start of the next business day, whichever is later. Failure to provide such notice will be grounds for disciplinary action.

8. Any motor vehicle accident while operating a county vehicle must be reported to your Supervisor and the Human Resources office immediately when practicable, but in no case later than 24 hours or the start of the next business day, whichever, is later.

9. All accidents can be reviewed by the Safety Committee (recommendations submitted to the County Manager). Such review may result in a recommendation to the department head for disciplinary action of the employee, if such accident was a result of a violation of the county's safety policy.

10. A violation of an applicable traffic parking regulation, ordinance, and law may be grounds for loss of County vehicle privileges.

11. For employees whose job responsibilities require that they possess an active, valid driver's license, a suspension or revocation of the motor vehicle license may result in termination from employment.

F. General Rules Defining Appropriate Use of County Owned Vehicles

1. Except as otherwise noted, use of county-owned vehicles is restricted to official county business. Official county business is defined as travel to and from any function, event or location that is visited as part of the employee's official duties.

2. The county vehicle may be used during non-duty hours on overnight assignments away from the employee's workplace or residence when other forms of transportation are not available. Use is limited to the immediate vicinity of the assignment area with department approval.

3. The employee may use the county vehicle for necessary personal business when the following conditions exist:

- The employee is in route between locations visited for official county business or when in route between home and the workplace; and;
- The use is "de minimus" in time and value. Personal use is bound to the limits of reasonableness and to public responsibility.

4. County vehicles should be driven over the most economically, direct route taking into account exceptions due to safety needs, road conditions and traffic considerations.

G. General Rules Governing Use of County Owned Vehicles

1. County vehicles should be driven only by County employees. However, nonemployees may drive County vehicles, under the direct approval of the County Manager.

2. Passengers in County vehicles must be county employees or others whose presence is justified by official county business (non- county employees must sign a Passenger Release form attached). No hitchhikers may be passengers in any county vehicle. Any special circumstances requiring deviation from this policy must be requested by written

County Owned Vehicles Policy

justification and receive advance written authority from the County Manager.

3. All areas of county-owned vehicles, inside and out, are open to inspection at all times by County Authority, including the employee's supervisor, Department Head, the Human Resources Director, the County Manager or a designee of the County Manager. Random inspections shall be conducted by these authorized personnel who may also be assisted by Law Enforcement. No expectation of privacy exists except for items expressly permitted.

4. Vehicles should contain only those items designed for use with the vehicle, items installed by the county or items assigned by the county for transportation on the vehicle. Personal items in county vehicles shall be prohibited except for items of clothing, items of general purpose used such as purses, wallets, cell phones, and office related items.

5. Vehicles shall not contain items such as alcohol for consumption, non-prescribed drugs, obscene materials and other items whose possession would be deemed "Gross Personal Misconduct".

6. Employees are expected to keep County vehicles clean, and to report any malfunction or damage to Maintenance immediately. Employees who are assigned vehicles for commuting purposes are expected to park such vehicles in safe locations.

7. Seatbelts, shoulder harnesses and other appropriate restraint systems must be used by both the driver and passengers of County vehicles. Failure to do so constitutes a misuse of a County vehicle.

8. Employees may not operate County vehicles under the influence of alcohol, illegal drugs, or prescription drugs or other medications, such as over the counter medications that may interfere with effective and safe operation.

9. No employee may use a County vehicle for out of state use without advanced approval of the Department Head and the County Manager.

10. Employees shall not alter or change any operational aspect of a County vehicle. Any such alterations or changes must be approved by the Department Head.

11. Animals may not be transported in a County vehicle, with the exception of service animals accompanying official passengers or animals transported by Animal Control personnel. Exceptions may be made for the safety of the animal or the general public.

12. County vehicles may be equipped with a GPS monitoring device. This device provides data on the physical location of the vehicle as a function of time. Any employee who tampers with the device, who attempts to prevent the device from functioning properly, or who attempts to affect the accuracy of the information collected, will be subject to disciplinary action, up to and including termination. The employee responsible for the County vehicle is equally accountable for preventing others from tampering with the device.

H. Misuse of County Vehicles and Policy Violations

Failure to comply with any and all provisions of this policy, as specified above, or misuse of a vehicle may result in:

- Denial to the employee for further use of vehicles;
- Reimbursement by the employee to the County for any resultant damage or cost; and/or
- Disciplinary action, up to and including termination.

County Owned Vehicles Policy

I. Special Circumstances

1. This policy is intended to provide a basic framework governing the use of County vehicles, and as such, cannot contain procedures governing every situation that might arise. Employees seeking clarification of or an exemption from the provisions of this policy should contact Human Resources who will provide such clarification and with County Manager approval may authorize exceptions to the policy under mitigating circumstances.
2. Additional clarification may be procured through the office of the County Manager and/or the County Attorney.

Camden County Vehicle Mileage Log

Vehicle:

Month/Year:

Date Out	Date In	Department	Employee	Purpose	Mileage Out	Mileage In

Attachment: Vehicle Mileage Log (2525 : Vehicle Use Policy)

****Vehicles must be returned with gas tank 3/4 full****

Total Miles	Reimb Rate	Total Reimbursement

Vehicle Mileage Reimbursement 10-4450-414000

Vehicle Maintenance Concerns/Issues:

Billing Account Code	Miles	Reimb Rate	Reimbursement

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PASSENGER RELEASE OF ALL CLAIMS AND AGREEMENT

FOR AND IN CONSIDERATION OF good and valuable consideration, I being of lawful age have released and discharged and by these presents do for myself, my heirs, executors, administrators, successors, and assigns release, acquit, and forever discharge Camden County and any and all other persons, firms, associations and corporations whether herein named or referred to or not, of and from any and all past, present, and future actions, causes of actions, liability, claims or demands of any and every kind and nature (including but not limited to third party actions and suits at law or in equity for contributions or indemnity upon or by reason of any and every kind of damage, cost, loss, expense or compensation, and any and every kind of bodily, personal, mental, or emotional injury, suffering or distress, whether known, unknown, suspected or unsuspected, which have been or may hereafter be sustained or incurred on account of or in any way growing out of or as a result or consequence of any and all matters alleged or contended by me that may or might result from my occupancy of a vehicle owned by Camden County.

It is specifically understood and agreed that this release of any firm, association or corporation also releases, acquits and forever discharges the partners, directors, officers, agents, servants and employees, and also any parent, subsidiary and affiliated corporations of any released firm, association, corporation or unit of government.

I further agree that this release is a complete release of all matters involving disputed issues of law and fact and that I fully assume the risk that the facts or law may be otherwise than I believe, and further that this release as stated herein is not to be construed as an admission of liability on the part of any party hereby released, by whom liability is expressly denied.

This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere recital.

I further state that I have carefully read the foregoing release and know the contents thereof, and have signed the same as my own free act.

WITNESS my hand and seal, this the _____ day of _____

Witness

Attachment: Release Form Template (2525 : Vehicle Use Policy)

**CAMDEN COUNTY**

NORTH CAROLINA • USA

*Boundless Opportunities.***Board of Commissioners
AGENDA ITEM SUMMARY SHEET****New Business**

Item Number: 6.F
Meeting Date: October 07, 2019
Submitted By: Ken Bowman,
Administration
Prepared by: Karen Davis

Item Title **Resolution 2019-10-01**

Attachments: Resolution 2019-10-01 Census Partnership
(DOCX)

Summary:

Resolution 2019-10-01 officially creates a 2020 Census Complete Count Committee and forms a partnership with the 2020 Census Bureau.

Recommendation:

Review and approve.



**Resolution 2019-10-01
2020 Census Partnership**

WHEREAS, the U.S. Census Bureau is required by the U.S. Constitution to conduct a complete count of the population and provides a historic opportunity to help shape the foundation of our society and play an active role in American democracy;

WHEREAS, Camden County is committed to ensuring every resident is counted;

WHEREAS, federal and state funding is allocated to communities, and decisions are made on matters of national and local importance based, in part, on census data and housing;

WHEREAS, census data help determine how many seats each state will have in the U.S. House of Representatives and are necessary for an accurate and fair redistricting of state legislative seats, county and city councils and voting districts;

WHEREAS, information from the 2020 Census and American Community Survey is vital for economic development and increased employment;

WHEREAS, the information collected by the census is confidential and protected by law;

WHEREAS, a united voice from business, government, community-based and faith-based organizations, educators, media and others will enable the 2020 Census message to reach more of our residents;

WHEREAS, the Census count requires extensive work, and the Census Bureau requires partners at the state and local level to insure a complete and accurate count;

WHEREAS, Camden County and its appointed Complete Count Committee will bring together a cross section of community members who will utilize their local knowledge and expertise to reach out to all persons of our community;

Now, therefore, **BE IT RESOLVED** that Camden County is committed to partnering with the U.S. Census Bureau and the State of North Carolina and will:

1. Support the goals for the 2020 Census and will disseminate 2020 Census information;
2. Encourage all County residents to participate in events and initiatives that will raise the overall awareness of the 2020 Census and increase participation;
3. Provide CCC members and Census advocates to speak to County and Community Organizations;
4. Support census takers as they help our County complete an accurate count; and,
5. Strive to achieve a complete and accurate count of all persons within our borders.

Adopted this the 7th day of October 2019.

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis, NCCCC
Clerk to the Board of Commissioners

Attachment: Resolution 2019-10-01 Census Partnership (2528 : Resolution 2019-10-01)



CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.G
Meeting Date: October 07, 2019
Submitted By: Stephanie Jackson, HR Director
 Finance
 Prepared by: Karen Davis

Item Title **Bank Account Closure**

Attachments: NC Community Foundation (PDF)

Summary:

Effective July 1, 2020 this account for the Historic County Courthouse Endowment will no longer be able to continue with North Carolina Community Foundation due to the small balance.

Recommendation:

Approve account closure.

NORTH CAROLINA
COMMUNITY FOUNDATION



December 7, 2018

Mr. Michael R. Renshaw
County Manager
Camden County
P. O. Box 190
Camden, NC 27921

Dear Mr. Renshaw:

You are receiving this letter because you are the fundholder or advisor of a fund held with the North Carolina Community Foundation: Historic Camden County Courthouse Endowment

You recently received a message from NCCF in your August fund statement outlining our plans to increase fund minimums, grant distributions and adjust fees. This summary is enclosed for your reference.

I am reaching out to you now as your staff liaison to let you know that your fund will be affected by these changes. Your fund balance, as of September 30, is \$5,348. The new required minimum balance for your fund is \$25,000, effective July 1, 2020. Your fee is 1.0%, a change of 0.0%. The new minimum grant distribution for your fund is \$250, effective January 1.

Also effective January 1, distributions from designated and agency endowments will occur quarterly, according to the schedule below.

- Requests **received by March 1** will be **distributed by March 15**.
- Requests **received by June 1** will be **distributed by June 15**.
- Requests **received by September 1** will be **distributed by September 15**.
- Requests **received by December 1** will be **distributed by December 15**.

We value the privilege you've entrusted in us as your philanthropic partner and want to speak with you to review some options we've identified for the future of your fund.

I would like to connect with you soon to discuss your fund in more detail. My contact information is listed below. If I don't hear from you by January 1, I will reach out to you.

We want to continue to meet your charitable goals. The changes we have made or will implement to your fund, grant and fee structure will strengthen our work and leverage the impact of your generosity now and in the future. We are steadfast in our wish to remain your philanthropic partner.

Sincerely,

Natalie Jenkins Peel

Natalie Peel
npeel@nccommunityfoundation.org
252.562.9824

Attachment: NC Community Foundation (2514 : Bank Account Closure)

Reprint of Aug. 15 nccfnotes, enclosed with fund statements

Dear NCCF Fundholder:

As the North Carolina Community Foundation marks our 30-year anniversary, we want to express how much we appreciate your philanthropic leadership and the trust you've placed in us to steward your charitable funds. Communities throughout our state have benefitted from the permanent resources you've created to support so many important organizations and causes. Thank you for allowing us to assist you in making a meaningful impact.

As our foundation has grown over these past few decades, so have our opportunities and challenges. The philanthropic landscape is changing, both locally and nationally, and the demands on NCCF to provide leadership, manage resources and respond to increasing regulatory demands are mounting. Ongoing investments in technology are critical for service and information delivery to our constituents statewide. We want to ensure that we are focused on impactful grantmaking.

These changes led NCCF's board to conduct a careful analysis of our business model to examine how we can improve and strengthen our services. With input from affiliate leaders and staff, the group has spent the last eight months reviewing our funds, fees and work. The result is a business plan that ensures a balance between our mission and efficient administration to maximize impact. NCCF's board adopted the new plan in June that calls for an increase in fund balances and changes to some of our fees. Some changes began July 1 and others will be implemented over the next two years.

This edition of *Fundnotes* provides an overview of these changes, some of which may affect you. Each of our fundholders will receive communications from us beginning this fall that outline how your funds may be impacted. In summary:

Minimums: Effective July 1, establishing a new fund will require \$25,000. This is a fund minimum we have recommended for the last decade. Also effective July 1, establishing a new scholarship will require \$40,000. Existing endowments will have up to two years to reach minimum balances, and we'll work with our fundholders to realize these new requirements. Again, NCCF will reach out to you to outline how we can address your specific needs.

Effective Jan. 1, minimum grants amounts from scholarship funds will be set at \$1,000 and donor advised funds will be \$250.

Fees: A new fee structure also went into effect July 1 for new funds and Jan. 1 for existing funds. This is our first adjustment to endowed fees in 11 years. Some fees will remain unchanged, others will decrease and some will go up. Donor advised fees will decrease from 1.5% to 1%. Scholarship fees will start at 2%. Affiliate unrestricted funds will go from 1.0% to 1.50% for endowments under \$3 million. Fees will decrease as funds grow. A relatively small percentage of our funds are affected by the new fee structure.

What does this mean for you? Some donors will see little or no change. Others will hear from us to outline the path forward for your fund. We want to help ensure that your fund and your philanthropy remain as effective as possible.

Thank you for allowing us to serve as your philanthropic partner. We remain steadfast in our commitment to stewarding your funds to ensure maximum impact.



CAMDEN COUNTY
NORTH CAROLINA • USA

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.H
Meeting Date: October 07, 2019
Submitted By: Ken Bowman,
Administration
Prepared by: Karen Davis

Item Title **Interim Finance Officer**

Attachments:

Summary:

Resolution 2019-09-02 naming Stephanie Jackson as Interim Finance Officer was adopted on September 16, 2019 (effective October 1, 2019).

Recommendation:

Increase salary to the minimum salary range of \$65,922 effective October 1, 2019.



**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Board Appointments

Item Number: 7.A
Meeting Date: October 07, 2019
Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis
Item Title **Community Advisory Committee**

Attachments:

Summary:

It is the request of the Adult Care Home Community Advisory Committee that Tammie Krauss be reappointed for an additional term.

Recommendation:

Approve reappointment.



CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.B
Meeting Date: October 07, 2019
Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis

Item Title **ABC Board - Reappointments**

Attachments:

Summary:

It is the request of the ABC Board that Wayne Walston and Michael McLain be reappointed for an additional term.

Recommendation:

Approve.



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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Consent Agenda

Item Number: 8.A
Meeting Date: October 07, 2019
Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis
Item Title **BOC Meeting Minutes - September 9, 2019**
Attachments: bocminutes_090919 (DOCX)

**Camden County Board of Commissioners
September 9, 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 September 9, 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 property acquisition and personnel.

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

Motion to come out of Closed Session.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Vice Chairman
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. Bill Blake gave the invocation and led in the Pledge of Allegiance.

ITEM 1. PUBLIC COMMENTS

Brenda Bowman of Trestles Court included the following information in her remarks:

- *Citizen News* recently published
- National Cleanup Day – September 21, 2019
- Camden Heritage Festival – May 2020

ITEM 2. CONSIDERATION OF AGENDA

Motion to approve the agenda as presented.

Attachment: bocminutes_090919 (2522 : BOC Meeting Minutes - September 9, 2019)

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

ITEM 3. CONFLICT OF INTEREST DISCLOSURE STATEMENT

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

ITEM 4. PRESENTATIONS

- A. YouthVoice Conference – Adriane Navolis reported on her experience as a YouthVoice delegate at the National Association of County Commissioners Annual Conference in Greensboro, NC.
- B. CMS Junior Beta Club – Club Advisor Star Brinner and members of the CMS Junior Beta Club reported on their accomplishments at the recent Beta Club State and National Conventions.
- C. Regional Advisory Council – Gwen Wescott included updates on the following in her report from a recent meeting of the Regional Advisory Council:
 - Senior Nutrition Program
 - Dementia and Caregiving Program
 - Scam Alerts
 - Senior Recognition Day
 - Santa’s Bags Program
- D. Broadband Update – County Manager Ken Bowman presented an update on behalf of Eastern Shore Communications and included the following:
 - Eastern Shore Communications is working with NCDOT and NCDENR (NC Dept. of Environment and Natural Resources) to secure county-wide permits.
 - Environmental is complete and signed off through USDA.
 - Phase I will bring fiber from the north water tower to the south water tower via the County Office and Library. The point of connection to MCNC (Microelectronics Center of NC) will be at the Shipyard Road/343 intersection.
 - Eastern Shore Communications is working on a plan to extend fiber to the Camden Business Park.
 - Plans have been submitted to Public Works to install wireless equipment on the two water towers. Plans are under review by County Staff.
 - Plans no longer call for telecommunication shelters to be constructed on County property (at the two water towers). The alternative plan is to have a small enclosure on an elevated (2 feet) wooden pedestal with room for a generator and propane tank. This dramatically reduces the footprint to perhaps 30 to 40 square feet. ESC requests the Board of Commissioners to approve the start of construction at the towers and install the wireless equipment in the October/November timeframe.

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

Attachment: bocminutes_090919 (2522 : BOC Meeting Minutes - September 9, 2019)

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: July 2019*

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	109	109	100%	0
Sewer/Collection	3	3	100%	0

Locates:

- Water Line: 63
- Sewer Line: 5
- Water & Sewer, same ticket: 0
- Hydrant flow test: 57

Public Works Director Notes/Comments: Ten work orders have been checked for accuracy.
 Water treated at the water treatment plant in July: 11,753,970 gallons.
 Daily average water usage for July: 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									
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
July	112	100%	0%	109	3	63	5	0	57
August									

Motion to approve the monthly report as presented.

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.

Attachment: bocminutes_090919 (2522 : BOC Meeting Minutes - September 9, 2019)

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

Chairman White reconvened the meeting of the Board of Commissioners.

ITEM 5. PUBLIC HEARING

A. Ordinance 2019-09-01 Rezoning Application

Motion to go into Public Hearing for Ordinance 2019-09-01 Rezoning Application.

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

Zoning Officer Dave Parks introduced the applicant Eric Wood. Mr. Wood stated that it is his intention to cut the two-acre lot down to one-acre lots. It is his request that the property be rezoned from Rural Residential to Village Residential.

Dave Parks gave an overview of the property maps and presented the Staff Report.

STAFF REPORT
UDO 2019-06-23
Zoning Map Amendment

PROJECT INFORMATION

File Reference: UDO 2019-06-23	Application Received: 6/21/2019
Project Name: N/A	By: Dan Porter, Planning Director
PIN: 02-8934-04-52-4826	Application Fee paid: \$706.00 Check #1177
Applicant: Eric Wood	Completeness of Application: Application is generally complete
Address: 121 White Cedar Ln Camden, NC	Documents received upon filing of application or otherwise included:
Phone: (252) 339-9855	A. Rezoning Application
Email:	B. Deed
Agent for Applicant:	C. GIS Aerial, Current zoning, Comprehensive Plan Future Land Use and CAMA Land Use Plan Suitability Maps
Address:	D. Neighborhood Meeting Comments
Phone:	E. Zoning Comparison RR/MX and RR/VR
Email:	
Current Owner of Record: Applicant	
Meeting Dates: 7/11/2019 7/17/2019	Neighborhood Planning Board

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

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.

Attachment: bocminutes_090919 (2522 : BOC Meeting Minutes - September 9, 2019)

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 Country Club Road and out to the Pasquotank River.

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.

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:

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.

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.

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.

Attachment: bocminutes_090919 (2522 : BOC Meeting Minutes - September 9, 2019)

 **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 / B

Contact Information

APPLICANT		PROPERTY OWNER	
Name: <u>Eric Woods</u>		Name: <u>SAME</u>	
Address: <u>121 White Cedar Ln</u>		Address: _____	
<u>Camden, NC 27921</u>		Telephone: _____	
Telephone: <u>252-329-9855</u>		Fax: _____	
Fax: _____		Email: _____	
Email: <u>usgwoods@msn.com</u>		LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____	


Property Information

Physical Street Address: NEAR 201 AND 209
 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: 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.

 _____ 6-21-19 Date
 Property Owner(s)/Applicant(s)

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.

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 COMMERCIAL, AND RESIDENTIAL.

(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?

Rezoning Application
Page 3 of 2

Chairman White opened the floor for public comments on the rezoning application.

David Seymour of 114 Mandy Lane addressed the Board. Mr. Seymour spoke in opposition to the rezoning and believes it should be left as it is currently; two-acre lots.

William Dozier of 209 Country Club Road addressed the Board. Mr. Dozier spoke in opposition to the rezoning and expressed concern in regard to drainage issues and lot sizes.

Dave Parks reminded the Board that drainage concerns are addressed during the process of property development.

There being no further comments from the public Chairman White called for a motion to close the Public Hearing.

Motion to close the public hearing for Ordinance 2019-09-01 Rezoning Application.

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

Motion to consider Ordinance 2019-09-01 Rezoning Application at the next meeting to take place on October 7, 2019.


RESULT:	PASSED [4-1]
MOVER:	Clayton Riggs, Vice Chairman
AYES:	White, Krainiak, Meiggs, Riggs
NAY:	Munro

Attachment: bocminutes_090919 (2522 : BOC Meeting Minutes - September 9, 2019)

ITEM 6. OLD BUSINESS

A. Travel Policy – Ken Bowman

The travel policy was updated with travel guidance pertaining to per diem rates, credit card usage and mileage allowances for privately-owned vehicles.



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.

In State		Out-of-State	
Breakfast	\$8.00	Breakfast	\$15.00
Lunch	\$15.00	Lunch	\$17.00
Dinner	\$20.00	Dinner	\$22.00
	\$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 Williamson 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. Privately 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 approval, 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.

Attachment: bocminutes_090919 (2522 : BOC Meeting Minutes - September 9, 2019)

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-employees/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/travel-day event)

Approval To Travel

Supervisor: _____ Date: _____

County Manager: _____ Date: _____

Estimated Cost

Department Code: _____

Registration: _____ Cost: _____
\$1,000

Travel: _____ Mode: _____ Miles: _____ Cost: _____
\$1,450 (Round to nearest whole dollar) (Round to nearest dollar)

Hotel: _____ Number of Nights: _____ Rate Per Night: _____ Cost: _____
\$1,450 (Round to nearest dollar) (Round to nearest dollar)

Meals: _____ Number of Meals: _____ B _____ L _____ D _____ Cost: _____
\$1,450 (Round to nearest dollar)


Other Expected Costs: _____ Cost: _____
\$0.00 (Round to nearest dollar)

Total Estimated Cost of Travel: _____

EXPLANATION FOR REQUESTED EXCEPTIONS TO TRAVEL POLICY: Supervisor Approval: _____

APPROVED DENIED COUNTY MANAGER SIGNATURE: _____

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



TRAVEL REIMBURSEMENT REQUEST (JUST PER TRIP & PER PERSON)

NAME: _____		DEPARTMENT CODE(S): _____	POSTAGE: _____
HOME ADDRESS: _____		DEPT. SAY OR	
EMPLOYEE WORK CODE: _____			
DATE OF TRIP: _____	TO: _____	REASON FOR TRIP: _____	

EXPENSES:	DATE	TOTAL
1. BREAKFAST		
2. LUNCH		
3. DINNER		
4. TRAVEL INCIDENTALS*		
5. LOCAL TRANSPORTATION**		
6. TRANSPORTATION**		
7. LODGING**		
8. REGISTRATION FEES**		
9. GARDENING**		
10. OTHER**		
11. TAXI/BIKE**		
12. AIR BUS TRAIN**		
13. OTHER (SPECIFY)**		
TOTAL		

TRANSPORTATION: AIR () PRIVATE CAR () COUNTY CAR ()

Private Car Miles Traveled: _____

*MONTHLY TRAVEL DETAIL CLAIMED: _____ miles @ 58/mile \$ -

Signature of Finance Officer: _____

TOTAL EXPENSES: _____	\$ -
PREVIOUSLY PAID BY COUNTY/EMPLOYEE OR COUNTY TRAVELER:	\$ -
LESS CASH ADVANCE RECEIVED:	\$ -
AMOUNT DUE EMPLOYEE:	\$ -
AMOUNT DUE COUNTY:	\$ -

ATTACH ITEMIZED RECEIPTS

I CERTIFY THAT THE ABOVE EXPENDITURES ARE ACTUAL AND REASONABLE AND COMPLY WITH COUNTY TRAVEL POLICIES.

EMPLOYEE: _____ DATE: _____ DEPARTMENT: _____

COUNTY MANAGER: _____ 50205113

Attachment: bocminutes_090919 (2522 : BOC Meeting Minutes - September 9, 2019)

Motion to approve the travel policy mileage reimbursement at the current IRS rate at the time of travel.

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

Motion to approve the travel policy meal reimbursement as presented by the County Manager.

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

B. Library Lease Contract – Ken Bowman

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/monthly/unit (\$2,160.00) for a total annual rental of SIXTY FIVE THOUSAND FIVE HUNDRED SIXTY THREE AND .20/100 DOLLARS (\$65,563.20), payable in equal monthly installments of FIVE THOUSAND FOUR HUNDRED SIXTY THREE AND .60/100 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 overdue 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 within 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

Attachment: bocminutes_090919 (2522 : BOC Meeting Minutes - September 9, 2019)

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 any and all obligations 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

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

X 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 falls 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

X 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.

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 retelling, 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 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 environmental 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.

Attachment: bocminutes_090919 (2522 : BOC Meeting Minutes - September 9, 2019)

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 disposed of 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: bocminutes_090919 (2522 : BOC Meeting Minutes - September 9, 2019)

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:

- 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;
- 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;
- 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.
- 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;
- 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.
- 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

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

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

- 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.
- As-built construction, including mechanical drawings and air balancing reports will be submitted at the end of each project.
- 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.
- All HVAC contractors must provide the following items to Landlord or its agent:
 - 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.
 - 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.

- 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.
- Electric panel schedules must be brought up to date identifying all new circuits added.
- All electrical outlets and lighting circuits are to be properly identified. Outlets will be labeled on back side of each cover plate.
- 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.
- 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 service.
- 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.
- 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.

Motion to approve the Library Lease Contract as presented.

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

C. Revised Camden Code Chapter 150 Minimum Housing Code

The Revised Camden Code Chapter 150 Minimum Housing Code was first introduced to the Board at its August 5, 2019 meeting. The ordinance was not adopted in that a unanimous vote is required on the date of introduction for adoption. The vote taken on August 5, 2019 was as follows: 3 in favor, 2 opposed. Therefore the ordinance was placed on the agenda for consideration a second time.

Planning Director Dan Porter highlighted language in §150.20 that establishes the specific criteria for investigating possible code violations.

County Attorney John Morrison explained that the state statutes allow the County, operating under reasonable grounds, to adopt such an ordinance.

Commissioner Krainiak expressed concern in regard to the timeframe allowed for the property owner to take the necessary action to be in compliance with the ordinance.

Mr. Porter explained that the most important timeframe is the timeframe in which to hold a hearing.

Motion to approve replacing the existing Chapter 150 Building Regulations: Construction with the Proposed Ordinance No. 2019-08-01.

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

Motion to direct the Building Inspections Division to conduct investigations according to Chapter 150.2 (C).

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

ITEM 7. NEW BUSINESS

A. Monthly Tax Report – Lisa Anderson presented the tax report for July 2019.

Attachment: bocminutes_090919 (2522 : BOC Meeting Minutes - September 9, 2019)

**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

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%

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

**ENDING July 2019
BY TAX ADMINISTRATOR**

- 41 NUMBER DELINQUENCY NOTICES SENT
- 55 FOLLOWUP REQUESTS FOR PAYMENT SENT
- 6 NUMBER OF WAGE GARNISHMENTS ISSUED
- 9 NUMBER OF BANK GARNISHMENTS ISSUED
- 11 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)
- 0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
- 1 NUMBER OF JUDGMENTS FILED

Attachment: bocminutes_090919 (2522 : BOC Meeting Minutes - September 9, 2019)

30 Largest Unpaid - Real

Table with 7 columns: Roll, Parcel Number, Unpaid Amount, YrsDlq, Taxpayer Name, City, Property Address. Lists 30 largest unpaid real estate taxes.

30 Oldest Unpaid - Real

Table with 7 columns: Roll, Parcel Number, YrsDlq, Unpaid Amount, Taxpayer Name, City, Property Address. Lists 30 oldest unpaid real estate taxes.

30 Largest Unpaid - Personal

Table with 7 columns: Roll, Parcel Number, Unpaid Amount, YrsDlq, Taxpayer Name, City, Property Address. Lists 30 largest unpaid personal taxes.

Attachment: bocminutes_090919 (2522 : BOC Meeting Minutes - September 9, 2019)

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

Motion to approve the tax report as presented.

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

B. Milltown Boat Ramp

County Manager Ken Bowman presented the Milltown Boat Ramp project bid recommendation.

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

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

ITEM 8. BOARD APPOINTMENTS

A. Parks & Recreation Advisory Board

Motion to appoint Marc O’Neal to the Parks & Recreation Advisory Board.

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

ITEM 9. CONSENT AGENDA

- A. BOC Meeting Minutes – August 5, 2019
- B. Budget Amendments

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.

Karen M. Davis *Tom White*
 Clerk to Board of Commissioners Chairman, Board of Commissioners



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.

Karen M. Davis *Tom White*
 Clerk to Board of Commissioners Chairman, Board of Commissioners



Attachment: bocminutes_090919 (2522 : BOC Meeting Minutes - September 9, 2019)

E. Refunds Over \$100 – July 2019

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. Being paid by the mortgage Co.	6-18-19
\$748.55	TOTAL		
Submitted by <u><i>Lisa S. Anderson</i></u>		Date <u>8-8-19</u>	
Lisa S. Anderson, Tax Administrator Camden County			
Approved by <u><i>G. Tom White</i></u>		Date <u>9-11-19</u>	
G. Tom White, Chairman Camden County Board of Commissioners			

F. Refunds Over \$100 – August 2019

REFUNDS OVER \$100.00				CAMDEN COUNTY	Page 1
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 <u><i>Lisa S. Anderson</i></u>		Date <u>9-3-19</u>			
Lisa S. Anderson, Tax Administrator Camden County					
Approved by <u><i>G. Tom White</i></u>		Date <u>9-11-19</u>			
G. Tom White, Chairman Camden County Board of Commissioners					

G. DMV Monthly Report

Attachment: bocminutes_090919 (2522 : BOC Meeting Minutes - September 9, 2019)

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 11th day of September 2019

Tom Wh. Li
Chairman, Camden County Board of Commissioners

Attest:

Karen 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.


Risa S. Anderson
Tax Administrator of Camden County

H. Surplus Property Request

Department	Item	Disposal Method	Reason
JCPC	Dell Desktop	GovDeals	No longer needed
JCPC	Lenovo Laptop	GovDeals	No longer needed
Planning	2007 Durango SLT 4x4	GovDeals	Replaced
Elections	Lexmark Printer	GovDeals	Replaced

- I. ~~Proposed County Logo & Tag Line~~ – Moved to **Other Matters** on agenda for discussion
- J. Resolution 2019-09-01 Opposing Proposed Amendment 2 of the Southern Flounder Fishery Management Plan

Attachment: bocminutes_090919 (2522 : BOC Meeting Minutes - September 9, 2019)


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

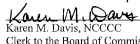
WHEREAS, the Camden County Board of Commissioners supports management of southern flounder that incorporates the whole body of available evidence and considers the biology of the fish, environmental conditions, prior management actions, and uncertainties about the data;


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



K. DHHS Request – Operation Santa Claus Project


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 NC 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 Winston, NC 28004
COURIER 01-51-04
www.ncdhhs.gov • TEL: 252-208-4222 • FAX: 252-208-4238
AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Attachment: bocminutes_090919 (2522 : BOC Meeting Minutes - September 9, 2019)

Commissioner Garry Meiggs offered a motion to pull *Item I – Proposed County Logo & Tag Line* from the Consent Agenda for discussion and approve the Consent Agenda as amended.

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

ITEM 10. COUNTY MANAGER’S REPORT

County Manager Ken Bowman included the following in his report:

- M.B. Kahn Construction presentation on the school facility study – September 16, 2019; 6 PM at the Library
- Special Election – September 10, 2019
- 9/11 Ceremony – September 11, 2019; Courthouse Lawn; Moment of Silence, 8:46 AM
- Next Board of Commissioners Meeting – October 7, 2019
- Hurricane Dorian Situational Update

ITEM 11. COMMISSIONERS’ REPORTS

Chairman White expressed appreciation to the electric company employees who worked long hours to get power restored to the area in a timely manner.

Commissioner Meiggs expressed appreciation to the South Mills Volunteer Fire Department for their efforts during the hurricane.

Chairman Riggs expressed appreciation to all the first responders who worked and served in various capacities during the storm.

ITEM 12. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

The following items were provided for information purposes:

- YTD Sales Tax Revenue Collections
- Register of Deeds Report
- JCPC Meeting Minutes
- Library Report

ITEM 13. OTHER MATTERS

Moved From Consent Agenda: I. Proposed County Logo and Tag Line

Commissioner Meiggs stated that to his recollection the logo was not brought to the Board for a vote. Therefore, the logo and tag line should not have been changed without approval from the Board. Commissioner Meiggs does not believe the tag line ‘Boundless Opportunities’ fits Camden County.

County Manager Ken Bowman stated that the decision to change the logo took place through the Administration Office and that the logo had been sent to the Board members informally in June for review and approval. The logo and tag line were designed by Emery Advertising in an effort to assist with County branding and marketing. It was Mr. Bowman’s recommendation that the logo be approved as presented.

Attachment: bocminutes_090919 (2522 : BOC Meeting Minutes - September 9, 2019)

Motion to approve the logo as presented.

RESULT:	PASSED [4-1]
MOVER:	Randy Krainiak, Commissioner
AYES:	White, Krainiak, Riggs, Munro
NAYS:	Meiggs

ITEM 14. ADJOURN

There being no further matters for discussion Chairman White called for a motion to adjourn.

Motion to adjourn.

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

Chairman White adjourned the meeting of the Board of Commissioners at 8:42 PM.

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis, NCCCC
Clerk to the Board of Commissioners

Attachment: bocminutes_090919 (2522 : BOC Meeting Minutes - September 9, 2019)



CAMDEN COUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number:	8.B
Meeting Date:	October 07, 2019
Submitted By:	Karen Davis, Clerk to the Board Board of Commissioners Prepared by: Karen Davis
Item Title	BOC Meeting Minutes - September 16, 2019
Attachments:	boeboeminutes_091619 (PDF)

**Camden County Board of Commissioners
Camden County Board of Education
Joint Meeting
September 16, 2019; 6:00 PM
Camden County Public Library**

Call to Order

A joint meeting of the Camden County Board of Commissioners and Camden County Board of Education was called to order by the respective Chairmen on September 16, 2019 at 6:00 PM at the Camden County Public Library. The primary purpose of the meeting was to hear and discuss the results of the School Facility Study conducted by MB Kahn Construction, Inc.

Board Members Present

Board of Commissioners: Chairman Tom White, Vice Chairman Clayton Riggs, Commissioners Garry Meiggs, Randy Krainiak, and Ross Munro.

Camden County Board of Education: Chairman Christian Overton, Vice Chairman Jason Banks, Board Members Kevin Heath and Sissy Aydlett. Absent: Chris Purcell.

County Manager Ken Bowman, School Superintendent Dr. Joe Ferrell and Clerk to the Board Karen Davis were present as well as additional school faculty/staff and members of the community.

Consideration of the Agenda

Camden County Board of Education - A motion was offered by Sissy Aydlett and seconded by Kevin Heath to approve the agenda as presented. The motion carried unanimously with four members voting aye and no members voting no.

Camden County Board of Commissioners – The agenda for the Board of Commissioners was amended to add Resolution 2019-09-02. A motion was offered by Clayton Riggs to approve the agenda as amended. The motion carried unanimously with five members voting aye and no members voting no.

Opening Remarks

County Manager Ken Bowman and School Superintendent Dr. Joe Ferrell offered brief opening remarks and introduced Rick Ott of MB Kahn Construction.

Presentation

Rick Ott of MB Kahn Construction included the following in his presentation on the results of the School Facility Study:

Current Schools

- High School & Early College (Grades 9-12) – Enrollment 611
 - ♦ Over capacity
 - ♦ Limited space for additions
- Middle School (Grades 7-8) – Enrollment 306
 - ♦ At capacity
 - ♦ Limited space for additions
- Intermediate School (Grades 4-6) – Enrollment 415
 - ♦ At capacity
 - ♦ Limited space for additions
- Primary School (Grades K-3) – Enrollment 503
 - ♦ At capacity
 - ♦ Limited space for additions

Impact of Development: County Growth

- 10 years - +236 students
- 20 years - +468 students
- 30% in the northern part of the county (new school), 70% distributed throughout existing schools

<u>Options</u>	<u>Estimated Cost</u>
Option 1	\$46M - 48M
<ul style="list-style-type: none"> • New School (K-3) with Land Purchase • New CATE • Athletics relocated to 60-acre property • New addition at Middle and High Schools 	
Option 2	\$55M - \$57M
<ul style="list-style-type: none"> • Future School (K-3) Land Purchase • New High School (9-12) • New Athletics • New addition at MS <p><i>*Portion of existing HS available for County use</i></p>	
Option 3	\$53M - \$55M
<ul style="list-style-type: none"> • Future School (K-3) Land Purchase • New High School (9-12) • New Athletics <p><i>*Existing MS building available for County use</i></p>	

Attachment: bocboeminutes_091619 (2534 : BOC Meeting Minutes - September 16, 2019)

- Option 4 \$36M - \$38M
- Future School (K-3) Land Purchase
 - New High School (10-12)
 - Use Existing Athletics

- Option 5 \$45M - \$47M
- Future School (K-3) Land Purchase
 - New High School (9-12)
 - Use Existing Athletics
- *Existing MS building available for County use*

At the conclusion of the presentation next steps were discussed by members of both boards. If a bond referendum is to be placed on the ballot in 2020 for the construction of a new school it must be submitted to Board of Elections by December 20, 2019. The decision was made to hold another joint meeting to take place on October 10, 2019 at 6:00 PM in the Camden County High School Media Center.

There being no further matters for discussion for the Camden County Board of Education, Chairman Overton called for a motion to adjourn. A motion was offered by Kevin Heath and seconded by Jason Banks to adjourn. The motion carried unanimously with four members voting aye and no member voting no. The Camden County Board of Education adjourned its meeting at 7:17 PM.

Camden County Board of Commissioners - Resolution 2019-09-02 Naming Interim Finance Officer



RESOLUTION OF THE BOARD OF COMMISSIONERS OF
CAMDEN COUNTY, NORTH CAROLINA

RESOLUTION 2019-09-02
NAMING INTERIM FINANCE OFFICER

WHEREAS, North Carolina General Statute § 159-24 specifies and directs that each local government shall appoint a Finance Officer to hold office and carry out the duties prescribed by law; and

WHEREAS, the current Finance Officer has given notice to leave employment with Camden County; and

WHEREAS, this Board is of the opinion that Stephanie Jackson, currently the Human Resource Specialist, possesses sufficient knowledge, experience and qualifications to serve as the Interim Finance Officer for Camden County.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners for the County of Camden as follows:

1. That Stephanie Jackson be appointed as the Interim Finance Officer with the full power and authority to act in the place and stead of the Finance Officer in any actions that cannot be deferred until a permanent Finance Officer is hired.
2. Any past resolution, ordinance or directive appointing duties to the previous Finance Officer is hereby conferred to Stephanie Jackson for any actions that cannot be deferred until a permanent Finance Officer is hired.
3. That this resolution shall be effective October 1, 2019.

Adopted this the 16th day of September 2019.


Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis, NCCCC
Clerk to the Board of Commissioners



Attachment: bocboeminutes_091619 (2534 : BOC Meeting Minutes - September 16, 2019)

A motion was offered by Clayton Riggs to adopt Resolution 2019-09-02 naming Stephanie Jackson as Interim Finance Officer effective October 1, 2019. The motion carried unanimously with five members voting aye and no members voting no.

There being no further matters for discussion for the Camden County Board of Commissioners, Chairman White called for a motion to adjourn. Garry Meiggs offered a motion to adjourn. The motion carried unanimously with five members voting aye and no members voting no. Chairman White adjourned the meeting of the Board of Commissioners at 7:30 PM.

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis
Clerk to the Board of Commissioners

DRAFT

Attachment: bocboeminutes_091619 (2534 : BOC Meeting Minutes - September 16, 2019)



CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.C
Meeting Date: October 07, 2019
Submitted By: Sally Norfleet,
Finance
Prepared by: Karen Davis
Item Title **Budget Amendment**
Attachments: Budget Amendment (PDF)

2019-20-BA010
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			
10360621-432510	Participation Fees	\$ 1500.00	
Expenses			
106210-599100	Participation Expenses	\$ 1500.00	

This Budget Amendment is made to appropriate funds for participation revenues and expenses for 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 7th day of October, 2019.

 Clerk to Board of Commissioners

 Chairman, Board of Commissioners

Attachment: Budget Amendment (2523 : Budget Amendment)



CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.D
Meeting Date: October 07, 2019
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Karen Davis
Item Title **Tax Collection Report**
Attachments: Tax Collection Report (PDF)

Tax Collection Report

AUGUST 2019

Day	Amount	Amount	Name of Account	Deposits	Internet
	\$	\$		\$	\$
1	\$ 588.94			\$ 588.94	
2	3,325.90			3,325.90	
5	3,624.03			3,624.03	
6	2,218.60			2,218.60	
7	2,998.12		\$77.76 - Refund	2,998.12	
8	5,230.90			5,230.90	
9	2,059.03			2,059.03	
12	1,034.13		\$2.13 - Refund	1,034.13	
13	11,464.24			11,464.24	
14	13,359.46		\$14.13 - Refund	13,359.46	
15	2,678.26			2,678.26	
16	8,126.41			8,126.41	
19	1,185.89			1,185.89	
20	3,290.53			3,290.53	
21	4,875.19			4,875.19	
22	637.66			637.66	
23	3,050.70			3,050.70	
26	7,568.16			7,568.16	
27	2,129.56			2,129.56	
28	2,715.63		\$250.00 - short - ***	2,715.63	
29	8,063.83			8,063.83	
30	6,920.43			6,920.43	
	2,730.01				2,730.01
	12,257.64			12,257.64	
		***	\$250.00- error, payment by K.Wiseman deposited to Water instead to Tax.		
	\$ 112,133.25	\$ -		\$ 109,403.24	\$ 2,730.01
	\$ 112,133.25			\$ 112,133.25	
		PSN Checks - \$0	- for info only, fees were paid to PSN		
	\$ (94.02)	Refund			
	\$ -	Over			
	\$ 250.00	Shortage			
	\$ -	Adjustment			
	\$ 112,289.23				

Attachment: Tax Collection Report (2521 : Tax Collection Report)

Submitted by:

Lisa S. Anderson

Date:

9-4-19

Approved by: _____

Date: _____

**CAMDEN COUNTY**

NORTH CAROLINA • USA

*Boundless Opportunities.***Board of Commissioners
AGENDA ITEM SUMMARY SHEET****Consent Agenda**

Item Number: 8.E
Meeting Date: October 07, 2019

Submitted By: Teri Smith,
Taxes
Prepared by: Teri Smith

Item Title **Refunds Over \$100.00**

Attachments: 20191001110742077.pdf (PDF)

Summary: Refunds Over \$100.00

Recommendation: Review and Approve

ACS Tax System
10/01/19 8:48:12

REFUNDS OVER \$100.00
Refunds to be Issued by Finance Office

CAMDEN COUNTY

Page 1

Refund\$ Remit To:
143.08 CAMDEN CROSSING PROPERTY OWNER
P.O. BOX 110
SHAWBORO NC 27973

Reference:
2018 R 02-8935-02-89-7815.0000
overpayment
Drawer/Transaction Info:
20190916 1 246860

143.08 Total Refunds

Submitted by Lisa S. Anderson Date 10-1-19
Lisa S. Anderson, Tax Administrator Camden County

Approved by _____ Date _____
G. Tom White, Chairman Camden County Board of Commissioners



CAMDEN COUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.F

Meeting Date: October 07, 2019

Submitted By: Teri Smith,
Taxes
Prepared by: Teri Smith

Item Title DMV Monthly Report

Attachments: 20190909105722041.pdf (PDF)

Summary: DMV Monthly Report November, 19 Renewals due 12/15/2019

Recommendation: Review and Approve

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County November Renewals Due 12/15/19

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
19,892.52	20,569.14	10,480.00	50,941.66

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.

Ripa S. Anderson

Tax Administrator of Camden County

Attachment: 20190909105722041.pdf (2505 : DMV Monthly Report)



CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.G
Meeting Date: October 07, 2019
Submitted By: Teri Smith,
Taxes
Prepared by: Karen Davis
Item Title **Vehicle Refunds Over \$100**
Attachments: Vehicle Refunds (PDF)

sent minutes bag

REFUNDS Over \$100.00



North Carolina Vehicle Tax System

NCVTS Pending Refund report

June, 19 Refunds Over \$100.00

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change		
BAKER, ERIC ALLEN	BAKER, ERIC ALLEN		148 PIER LNDG	SOUTH MILLS, NC 27976	Adjustment >= \$100	0030076796	DKW6315	AUTHORIZED	109583774	Refund Generated due to adjustment on Bill #0030076796-2016-2016-0000-00	Military	07/16/2019	7/17/2019 8:26:20 AM	1843	Tax	(\$123.01)	\$0.00	(\$123.01)		
BAKER, ERIC ALLEN	BAKER, ERIC ALLEN		148 PIER LNDG	SOUTH MILLS, NC 27976	Adjustment >= \$100	0030076796	DKW6315	AUTHORIZED	109583766	Refund Generated due to adjustment on Bill #0030076796-2017-2017-0000-00	Military	07/16/2019	7/17/2019 8:26:20 AM	1843	Tax	(\$109.13)	\$0.00	(\$109.13)		
BRYANT, CURTIS JOE	BRYANT, CURTIS JOE		109 CAMELLIA DR	CAMDEN, NC 27921	Adjustment >= \$100	0049007964	CKK9311	AUTHORIZED	109583156	Refund Generated due to adjustment on Bill #0049007964-2019-2019-0000-00	Military	07/16/2019	7/17/2019 8:26:20 AM	1843	Tax	(\$366.08)	\$0.00	(\$366.08)		
GRAY, MARY KATHARINE	GRAY, MARY KATHARINE		113 WOODLAND WAY	CAMDEN, NC 27921	Proration	0047412957	PLX2997	AUTHORIZED	109756648	Refund Generated due to proration on Bill #0047412957-2018-2018-0000-00	Tag Surrender	07/19/2019	7/23/2019 10:54:57 AM	1843	Tax	(\$359.57)	\$0.00	(\$359.57)		
																	Refund	\$124.82		
																		Refund	\$110.67	
																		Refund	\$371.03	
																		Refund	\$364.43	

Submitted by Lisa S. Anderson Date 8-7-19

Lisa S. Anderson, Tax Administrator Camden County

Approved by _____ Date _____

G. Tom White, Chairman Camden County Board of Commissioners

**CAMDEN COUNTY**

NORTH CAROLINA • USA

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AGENDA ITEM SUMMARY SHEET****Consent Agenda**

Item Number: 8.H
Meeting Date: October 07, 2019

Submitted By: Amy Barnett, Planning Clerk
Taxes
Prepared by: Teri Smith

Item Title **Vehicle Refunds Over \$100.00**

Attachments: 20191001110733636.pdf (PDF)

Summary: Vehicle Refunds Over \$100.00 September, 2019

Recommendation: Review and Approve

REV 7



REFUNDS OVER \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

SEPTEMBER 19 REFUNDS OVER \$100.00

Payee Name	Primary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Law Type	Change	Interest Change	Total Change
CURRITUCK COUNTY TAX DEPT.	SEUFER, CARRIE JEAN	P.O. BOX 9	CURRITUCK, NC 27929	Adjustment >= \$100	0049752560	FFV5768	AUTHORIZED	112632606	Refund Generated due to adjustment on Bill #0049752560-2018-2018-0000-00	Change of County	09/05/2019	9/10/2019 11:13:49 AM	1843	Tax	(\$106.09)	\$0.00	(\$106.09)
OSBORNE, ROBERT GEORGE	OSBORNE, ROBERT GEORGE	103 GENERALS WAY	SOUTH MILLS, NC 27976	Proration	0049585561	HCD9888	AUTHORIZED	113350138	Refund Generated due to proration on Bill #0049585561-2019-2019-0000-00	Tag Surrender	09/23/2019	9/24/2019 8:26:47 AM	1843	Tax	(\$193.26)	\$0.00	(\$193.26)
RAINEY, JORDAN WALKER	RAINEY, JENNIFER ANN	256 GARRINGTON ISLAND RD	SHAWBORO, NC 27973	Adjustment >= \$100	0049371242	HBN1085	AUTHORIZED	113010536	Refund Generated due to adjustment on Bill #0049371242-2019-2019-0000-00	Military	09/16/2019	9/24/2019 8:26:55 AM	1843	Tax	(\$418.66)	\$0.00	(\$418.66)
RHODES, MARK EDWARD	RHODES, MARK EDWARD	134 DOCK LANDING LOOP	SOUTH MILLS, NC 27976	Proration	0037094670	HR1487	AUTHORIZED	113350180	Refund Generated due to proration on Bill #0037094670-2018-2018-0000-00	Tag Surrender	09/23/2019	9/24/2019 8:26:47 AM	1843	Tax	(\$122.45)	\$0.00	(\$122.45)
VALLAS, JULIA ANN	VALLAS, JULIA ANN	1820 N ROAD ST	ELIZABETH CITY, NC 27909	Proration	0049245305	TAX5405	AUTHORIZED	113629180	Refund Generated due to proration on Bill #0049245305-2019-2019-0000-00	Tag Surrender	09/27/2019	9/30/2019 8:49:18 AM	1843	Tax	(\$141.22)	\$0.00	(\$141.22)

Submitted by Lisa S. Anderson Date 10-1-19

Approved by G. Tom White, Chairman Camden County Board of Commissioners Date _____



CAMDEN COUNTY
NORTH CAROLINA • USA

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.I
Meeting Date: October 07, 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.
Carrie Jean Seufer	Release to Currituck County \$107.52	Pick-up/22271 49752560
Julia & Benjamin James	Roll back taxes \$141.13	Pick-up/22272 R-109815-18 R-102561-17 R- 95337-16
Bertha Marlene Garrett	Foreclosure Fees plus interest \$696.13	Pick-up/22282 R-10228-17
Emily Forbes Crain	Code enforcement fee - grass cutting \$175.00	Pick-up/22287 R-111685-17
Jordan Walker Rainey	Military Exempt - Release \$424.32	Pick-up/22290 49371242
Robert George Osborne	Turned in plates - Refund \$195.87	Pick-up/22291 49585561
Mark Edward Rhodes	Turned in plates - Refund \$124.10	Pick-up/22292 37094670
Daniel Austria Romillo	Code enforcement fee - grass cutting \$225.00	Pick-up/112963 R-112963-18
Jernetta L. Watson	Foreclosure Fee \$203.66	Pick-up/22317 R-113438
Edward A. Rosa,Sr.and Kenneth J. Rosa	Foreclosure and judgment fees \$490.00	Pick-up/22318 R-110596-18
Julia Ann Vallas	Turned in plates - Refund \$143.13	Pick-up/22320 49245305
Bertha Meiggs Gregory	Roll back taxes \$190.64	Pick-up/22321 R-97526-16 R-104756-17 R-112048-18

Attachment: Pickups, Releases & Refunds (2537 : Pickups, Releases & Refunds)



CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8J
Meeting Date: October 07, 2019
Submitted By: Karen Davis, Clerk to the Board
 Administration
 Prepared by: Karen Davis

Item Title **Records Retention and Disposition Schedule**

Attachments: 2019 Records Retention and Disposition Schedule
 (PDF)

Summary:

The updated Records Retention and Disposition Schedule for Local Government Agencies was issued on March 1, 2019 by the NC Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section.

The General Records Schedule can be viewed at the following link and a copy is available for review in the clerk's office.

https://files.nc.gov/dncr-archives/documents/files/2019_local_standards_0.pdf

Recommendation:

Review and approve the Local Government Records Retention Schedules as issued by the State Archives of North Carolina.

2019 Local Government Agencies General Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

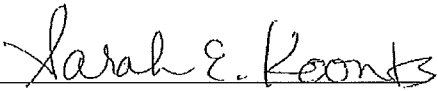
All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "reference value ends." All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "destroy when reference value ends."

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes the general standards in all previous local government retention and disposition schedules and is to remain in effect from the date of approval until it is reviewed and updated.

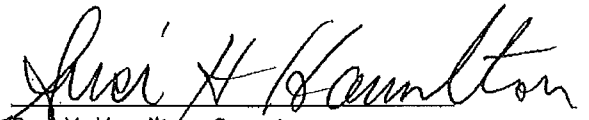
APPROVAL RECOMMENDED

Municipal/County Clerk or Manager
Title: _____


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: _____


Susi H. Hamilton, Secretary
Department of Natural and Cultural
Resources

Municipality/County: _____

Attachment: 2019 Records Retention and Disposition Schedule (2524 : Records Retention and Disposition Schedule)



CAMDEN COUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.K
Meeting Date: October 07, 2019

Submitted By: Stephanie Jackson, HR Director
Human Resources
Prepared by: Karen Davis

Item Title **Surplus Property Request - Human Resources**

Attachments: Surplus Property - Human Resources (PDF)

Surplus Property Request

Requested by: Stephanie Jackson *Stephanie Jackson*
 Sell Dispose

Department: Multiple

Item: 4 Generation 1 Ipads

Disposal Method: Destroy

Suggested Value: \$0

Reason for surplus: Will not start up

Manager Approval

Disposal Method:

Value:

Comments:

Board Approval

Approved/Denied:

Date:

Final Disposition Date:

Method:

Amount:

Purchased by:

Item Description

Ipads are from Planning, Administration & SHIP program. They no longer function and can not be used in any capacity. Spoke with Jesse, old 1st generation Ipads are not worth fixing. He suggested destruction.

Attachment: Surplus Property - Human Resources (2518 : Surplus Property Request - Human Resources)



CAMDEN COUNTY

NORTH CAROLINA • USA

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.L
Meeting Date: October 07, 2019

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

Item Title **Senior Center General Purpose Funding FY 19-20**

Attachments: Senior Center General Purpose Funding FY 19-20
 (PDF)

Summary:
 State appropriation for Senior Centers through the 2019 Session of the NC General Assembly -
 Senior Center General Purpose Funding; Fiscal Year 2019-2020 Application

Recommendation:
 Review and approve.

STATE APPROPRIATION FOR SENIOR CENTERS THROUGH
THE 2019 SESSION OF THE
NC GENERAL ASSEMBLY

SENIOR CENTER GENERAL PURPOSE FUNDING

FY 2019-2020 APPLICATION PACKET

Albemarle Commission
Area Agency on Aging
512 S Church Street
Hertford, NC 27944

CAMDEN COUNTY SENIOR CENTER
P.O. BOX 190
CAMDEN, NC 27921

The Albemarle Commission Area Agency on Aging reserves the right to request additional information, references, to accept or reject any or all proposals to waive technicalities, to accept proposals in whole or in part, and to award a contract(s) which, in the opinion of the grantee, best serves the older adults.

SENIOR CENTER GENERAL PURPOSE FUNDING

Introduction and Instructions

The Albemarle Commission Area Agency on Aging is pleased to announce the availability of funds for use by senior centers to support and develop programming and general operations or to construct, renovate, or maintain senior center facilities. \$1,265,316 in general purpose funding was allocated for senior centers for the current fiscal year. This funding is allocated to the Area Agencies on Aging for distribution to the centers within the region which provide full time programs or will utilize the funding to develop full time programs. Across the state 171 senior centers or developing senior centers will be funded.

The Division of Aging and Adult Services has worked hard to enhance and expand the statewide certification process for senior centers with standards that encourage centers across the state to strive for levels of 'merit' or 'excellence'. An intent of the certification process has been to increase base funding for those who have successfully completed the process. This ensures that funding is being well spent on readily identifiable programs and services and provides an incentive for centers that make investments to meet certification requirements. Therefore, in order to provide an incentive to work toward certification, and to reward those who achieve it, the Division has decided to fund senior centers equally, based upon their certification status. Centers of Merit will receive two shares of the funding of non-certified centers and Centers of Excellence will receive three times the funding of non-certified centers. The objectives for this year are to:

- Allocate funding equally to every center, based upon certification status;
- Require documentation and accountability for the use of funding, and;
- Provide incentives for centers to improve themselves through certification.

Again, this year it has been decided to divide the annual appropriation into *shares* based on the total number of senior centers as determined by the Area Agencies on Aging plus extra shares for each senior center which

meets certification status. Uncertified, identified centers will receive one share.

For FY 2019-2020, total funding available to the counties in Region R will amount to \$63,440. Effective period: July 1, 2019-June 30, 2020.

Your center is eligible to receive:

FY 18-19	Senior Center General Purpose Funding	\$3,524
	Local Match (25%)	\$1,175
	TOTAL	\$4,699

It is the responsibility of the applicant to certify the availability of the local match. The funds require a 25% local match. The funds must be spent first before reimbursed and before **June 30, 2020**. Therefore, projected June expenditures must be reported with May services reported in June otherwise the unutilized portion of your allocation will revert to the state.

Application submissions should include:

- (1) A completed description of proposed activities (add additional pages as needed).
- (2) Certification of the availability of local match.
- (3) A budget for senior center general purpose activities.

APPLICATION FOR SENIOR CENTER GENERAL PURPOSE FUNDING

Applicant Information

Date: 20 Aug 19

Project Name: Camden County Senior Center

Name of Project Director: Laura L. Jolley

Telephone Number: 252-335-2569 FAX: 252-331-5621

E-Mail: ljolley@camdencountync.gov

Name and Address of Applicant: Laura L. Jolley, Camden Senior Center
P.O. Box 190, Camden NC 27921

Type of Agency Applying: Private-Non-Profit _____
Public _____

Location of Project: Camden County, NC
(county)

ASSURANCES

Camden Co Senior Center (hereinafter referred to as "Subgrantee") HEREBY AGREES THAT it will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; and (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps.

Signature and Title of Authorized Official
[e.g., Director, Board Chairman]

Date

Attachment: Senior Center General Purpose Funding FY 19-20 (2509 : Senior Center General Purpose Funding FY 19-20)

CERTIFICATION OF THE AVAILABILITY OF REQUIRED NON-FEDERAL MATCH FOR SENIOR CENTER GENERAL PURPOSE FUNDING

It is understood that the following required 25 percent non-federal match will be used to match Senior Center General Purpose funds in FY 19-20 and will not be used to match any other federal or state funds during the contract period.

The provider shall expend the award in keeping with the attached project description indicating how funding will be utilized. Funding will not be disbursed until this application is received and approved by the Area Agency on Aging. The contractor shall make a final report indicating how funding was utilized in a format provided by the Area Agency on Aging.

FY 19-20 Budget Request \$ 3524.00 Example only: non certified center: \$3,524

Required 25% Match \$ 1,175.00 divided by .75=\$4,699 [Total projected budget]

Total FY 19-20 Projected Budget \$ 4,699 \$4,699 minus \$3,524= \$1,175 [local match] (up to the amount of the grant)

Authorized Signature: Laura L. Kelly

Title: Senior Center Coordinator

Date: 20 Aug 19

Attachment: Senior Center General Purpose Funding FY 19-20 (2509 : Senior Center General Purpose Funding FY 19-20)

SENIOR CENTER GENERAL PURPOSE PROJECT DESCRIPTION

- 1. Senior Center to receive funding: Camden County Senior Center
 - 2. Amount of funding: \$ 4,699.00
 - 3. Area served by Senior Center: Camden County, Ga
-

4. Describe how the funding will be spent:

Funding will be used for the Coordinators Salary.

STATE APPROPRIATIONS FOR SENIOR CENTER BUDGET INFORMATION
STATE FISCAL YEAR 2019-20

Organization Name: Camden County Senior Center

Senior Center Name: Camden County Senior Center

Address: P.O. Box 190 / 117 N HWY 343, Camden NC 27921

Period Covered: July 1, 2019 - June 30, 2020 Date Prepared: _____

OBJECTS OF EXPENDITURE

AMOUNT

Salary and Fringe Benefits \$ 4,699.00

Supplies/Other Operating Costs \$ _____

Equipment \$ _____

Capital Outlay (Real Estate, Construction, Renovation) \$ _____

Other _____ \$ _____

TOTAL BUDGET (Including local match) \$ 4,699.00
(Up to grant amount, only)

Each organization that receives, uses or expends any state funds shall use or expend the funds only for the purposes for which they were appropriated by the General Assembly or collected by the State. State funds include federal funds that flow through the state. If the contractor is a governmental entity, such entity is subject to the provisions of the requirements of OMB Uniform Guidance 2 CFR Part 200 and the NC Single Audit Implementations Act. If the Contractor is a non-governmental entity, such entity is subject to the provisions of G.S. 143C-6-23. Additionally, any non-governmental entity except a for-profit corporation is subject to the provisions of OMB Uniform Guidance 2 CFR Part 200.

AUTHORIZED SIGNATURE: _____

TITLE: _____ DATE: _____

Attachment: Senior Center General Purpose Funding FY 19-20 (2509 : Senior Center General Purpose Funding FY 19-20)

**ASSURANCE OF COMPLIANCE WITH SECTION 504 OF
THE REHABILITATION ACT OF 1973**

Camden County Senior Center (hereinafter referred to as "Subgrantee") **HEREBY AGREES THAT** it will comply with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and all requirements imposed by or pursuant to the Regulation of the Department of Health, Education, and Welfare (45 CFR 84) issued pursuant to that Section, to the end that, in accordance with Section 504 of that Act and the Regulation, no person in the United States shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Subgrantee receives Federal, financial assistance from the State of North Carolina, Department of Human Resources, Division of Aging and Adult Services, a recipient of Federal financial assistance from the Department (Grantor); and Hereby Gives Assurance that it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Subgrantee by the Grantor, this assurance shall obligate the Subgrantee, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision or similar services or benefits. If any personal property is so provided, this assurance shall obligate the Subgrantee for the period during which the Federal financial assistance is extended to it by the Grantor.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Subgrantee by the Grantor, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Subgrantee recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the grantor or the United States or both shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Subgrantee, its successors, transferees, and assignees, and the person or persons whose signature(s) appear below are authorized to sign this assurance on behalf of the Subgrantee.

Dated 20 Aug 19 _____ Laura L. Jolley
(Applicant)

Applicant's Mailing Address:
P.O. Box 190
Camden NC 27921

By: _____
(President, Board Chairperson or
Comparable Authorized Official)

Attachment: Senior Center General Purpose Funding FY 19-20 (2509 : Senior Center General Purpose Funding FY 19-20)

**ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT
OF HEALTH AND HUMAN SERVICES REGULATION UNDER
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

Camden County Senior Center (hereinafter referred to as "Applicant").
HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 80) issued pursuant to that Title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discriminate under any program or activity for which the Applicant receives Federal financial assistance from the Department; and **HEREBY GIVES ASSURANCE THAT** it will immediately take any measures necessary to effectuate this Agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision or similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all cases, this assurance shall obligate the Applicant for the period during which the Federal Assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signature(s) appear below are authorized to sign this assurance on behalf of the Applicant.

Dated 20 Aug 19

Laura L. Solley
(Applicant)

Applicant's Mailing Address:

P.O. Box 190

Camden NC 27921

By: _____

(President, Board Chairperson or
Comparable Authorized Official)

AGREEMENT OF UNDERSTANDING
BETWEEN AGENCIES

Agency: Camden County Senior Center

Telephone#: (252) 335-2569

Address: P.O. Box 190 / 117N HWY 343, Camden, NC 27921

Director: Laura L. Jolley

AND

Agency: **Albemarle Commission**
Address: **512 S Church Street**
Hertford, NC 27944

Telephone#: **(252) 426-5753**

Executive Director: **Melody Wilkins**

In an effort to enhance the overall effectiveness of services provided to older adults of Camden County, the above-named agencies agree to share, when appropriate, pertinent information which may serve to improve the quality of life for older adults.

The Memorandum of Understanding serves to incorporate the following mutual components:

1. Provide information concerning services/programs for older adults and any related eligibility requirements.
2. When appropriate, assist with identifying and referring clients who may be in need of services not provided by the referring agency.
3. When appropriate, inform proper agency representatives of any changes related to services provided.
4. Provide, upon request, personnel to explain aging programs, services, etc.
5. Share, when appropriate, concerns, questions or suggestions relative to services provided.

The persons responsible for implementing and monitoring this Agreement of Understanding are:

Agency: Camden County Senior Ctr

Agency: **Albemarle Commission**


(Director's Signature)

(Executive Director's Signature)

Attachment: Senior Center General Purpose Funding FY 19-20 (2509 : Senior Center General Purpose Funding FY 19-20)

**ALBEMARLE COMMISSION GRANT AGREEMENT
FOR SENIOR CENTER GENERAL PURPOSE FUNDS**

This Agreement is made and entered into **July 1, 2019** and ending **June 30, 2020**, between the Albemarle Commission, hereinafter referred to as “AC” and the Camden County Senior Center, hereinafter referred to as the “Grantee”.

Subject to the terms and conditions hereinafter set forth and attached to this document, the AC agrees to grant **Senior Center General Purpose Funds** to the Grantee for the purpose which is described herein and attached to this document.

A line item accounting showing how these grant funds with a **25%** local match were expended shall be submitted to the AC. Documentation in the form of paid invoices shall also be submitted.

As compensation, the AC shall reimburse Grantee upon receipt of detailed invoices to include dates, vendors, costs and purchases. Total funds for this grant must not exceed **\$3,524** of State funds.

Hold Harmless: The Grantee shall be considered to be an independent contractor with responsibility for maintaining their own insurance to cover any job-related injuries. This Agreement is not intended nor to be construed as an employer/employee arrangement.

Conflict of Interest: The Grantee covenants that it presently has no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Grantee further covenants that, in the performance of this Agreement, no person having any such interest shall be employed.

Interest of Members of AC and Others: No officer, member, or employee of AC, and no member of its governing body, and no other public official of the governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review or approval of this project, shall participate in any decision relating to this Agreement which affects his or her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

By signature, each party agrees to the terms contained herein and the Grantee further certifies that such terms do not represent a conflict of interest.

Grantee:

Signature	Date

Grantee: _____
Name and Title of Signatory Official

Albemarle Commission Executive Director	
	Date

Albemarle Commission AAA Director	
	Date

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

Albemarle Commission Finance Officer	
	Date

Attachment: Senior Center General Purpose Funding FY 19-20 (2509 : Senior Center General Purpose Funding FY 19-20)



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.M
Meeting Date: October 07, 2019

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

Item Title **Set Public Hearing - Ordinance 2019-08-02**

Attachments: Agenda Summary Sheet Ordinance 2019-08-02
 (DOC)
 Reasons for UDO amendments (DOCX)
 Ordinance 2019-08-02 Revised after PB 9-18-19
 (DOCX)

Summary:
 Agenda summary attached.

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number:

Meeting Date: October 7, 2019

Attachments: Ordinance/Findings/Planning Board
Recommendation

Submitted By: Planning Department

ITEM TITLE: Set Public Hearing Ordinance 2019-08-02;
Proposed Amendments to Unified
Development Ordinance

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	_____

SUMMARY:

After six (6) months of operating with the new Unified Development Ordinance, staff has identified a few issues that need minor changes, clarification, or reconsideration. The attached ordinance is a compilation of excerpts from various chapters with the changes numbered and highlighted. Also attached is a brief explanation with reasons for recommended changes.

The Planning Board reviewed and discussed each item and made one motion recommending approving of all the changes. It should be noted that there was considerable discussion on Reason #9 regarding subdivision along major arterial highways. Also while the Board recommends proceeding with approval of the Reasons # 5 & 7 related to manufactured housing, the discussion expanded to additional location issues and will be further considered at the next meeting.

RECOMMENDATION:

Set public hearing for November 4, 2019.

Attachment: Agenda Summary Sheet Ordinance 2019-08-02 (2511 : Set Public Hearing - Ordinance 2019-08-02)

Reasons for UDO amendments

1. **Article 2.3.10 (Expedited Subdivisions) Para C.4.a.8** - To clarify and be consistent with General Statutes that allow expedited subdivisions without NCDOT roads
2. **Article 2.3.20 (Preliminary Plat) Para C.8 and F.1** - To specify that a construction permit is one of the steps required before beginning any ground disturbing work. This assures final review of the specific details of infrastructure improvements from all agencies.
3. **Article 3.5.3 – (Rural Residential (RR) District) Para N and Note 6** - This requirement applied across the board makes some existing lots unbuildable and for new lots it duplicates the farmland compatibility buffer of 50 ft..
4. **Article 3.5.4 – Suburban Residential (SR) District) Para N and Note 6** – Same reason as Note 3 above.
5. **Article 4.3.10 (Principal Use Table) Mobile Home** - This classifies any manufactured housing built before 1976 to be a mobile home and prohibits them in the county except if exiting occupied units.
6. **Article 4.3.10 (Principal Use Table) Educational Facilities** - Adds a specific type of use – private specialty classes – that is not included in the table of permitted uses.
7. **Article 4.4.2 (Residential Uses) Para D.1.o and Para E.1.h** - Prohibits manufactured housing within 1 mile of villages boundaries regardless of zoning district.
8. **Article 5.14.11 (Sign Standards in Commercial Districts)** - Increases wall sign coverage to that which was recommended by staff and agreed to but not included in final vote on changes. (due to tunnel vision about pole signs)
9. **Article 6.1.5 (Access to Lots)** - As written the current language would not allow creation of any new lots with curb cuts along these roads.
10. **Article 10.3 (Definitions)** - Based on #9 above it is likely to result in short cul-de-sacs with minor subdivision. The presence of the cul-de-sacs would be a road extension and flip the project to the major subdivision definition and process. Also the change would allow and possibly encourage creation of less linear minor subdivisions on cul-de-sacs reducing curb cuts on any roads.

Ordinance No. 2019-08-02

**An Ordinance
Amending the Camden County
Unified Development Ordinance**

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 the Camden County Unified Development Ordinance of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 15, 1997 and subsequently revised on February 4, 2019.

Article II. Construction

For purposes of this Ordinance, underlined words (underline) shall be considered as additions to existing Ordinance language and ~~strikethrough~~ words (~~strikethrough~~) shall be considered deletions to existing language. New language of proposed ordinance shall be shown in italics (*italics*) and underlined. **Additionally, all changes to ordinance language shall be highlighted bright yellow.**

Article III. Amend Chapter 151 as amended of the Unified Development which shall read as follows:

CHAPTER 151: UNIFIED DEVELOPMENT

2.3.10 EXPEDITED SUBDIVISION

C. Expedited Subdivision Procedure

4. Review Standards

- a.** An expedited subdivision shall be approved if the application complies with the following:
- 1.** The expedited subdivision plat is on a sheet or sheets suitable for recording with the Camden County Register of Deeds;
 - 2.** The expedited subdivision plat is prepared and sealed by a licensed professional land surveyor or licensed professional engineer;
 - 3.** The expedited subdivision plat complies with all applicable standards in this Ordinance and Section 47-30 of the North Carolina General Statutes;
 - 4.** The expedited subdivision plat includes all required certifications;

5. The applicant has secured all required State and federal permit approvals;
6. All lots have been certified by Albemarle Regional Health Services (ARHS) as capable of accommodating the wastewater generated from the proposed use, in cases when the lot(s) is not served by a centralized wastewater system;
7. All lots in the expedited subdivision comply with the applicable dimensional requirements for the zoning district where located;
8. The lot is served by a NCDOT-maintained roadway, ~~or~~ a right-of-way constructed to and maintained in accordance with NCDOT standards, *or a minimum 45' easement*; and
9. No land included in an expedited subdivision application shall have been the subject of an expedited subdivision application approval within the preceding ten years.

2.3.20 PRELIMINARY PLAT

A. Purpose and Intent

1. The purpose for the preliminary plat procedure is to establish a fair, consistent, and predictable procedure for the review of requests to divide land into a series of lots for development or sale in ways that promote the health, safety, and welfare of the citizens of Camden County. The intent of these standards is to ensure:
 2. Orderly growth and development;
 3. Coordination of transportation and utility networks;
 4. Coordination between capital improvement expenditures and the location of development;
 5. Preservation of open space for purposes of recreation or natural resource protection;
 6. Protection from flooding, damaging sedimentation, and decreased surface water quality; and
 7. Distribution of population in ways that supports infrastructure investment and diminishes the impact of traffic and overcrowding.

B. Applicability

Divisions of land that do not qualify as an exempt subdivision (see Section 2.3.9, Exempt Subdivision), expedited subdivision (see Section 2.3.10, Expedited Subdivision), minor subdivision (see Section 2.3.18, Minor Subdivision), or transfer plat (see Section 2.3.24, Transfer Plat) shall be reviewed and decided as a preliminary plat in accordance with these standards. Figure 2.3.20.B: Preliminary Plat, shows a typical hypothetical preliminary plat.

C. Preliminary Plat Review Procedure

1. Pre-Application Conference

- a. Applicable (see Section 2.2.2, Pre-Application Conference).
- b. Except for subdivisions where all lots shall be served by a central wastewater system, applications for an preliminary plat shall include an evaluation from Albemarle Regional Health Services indicating that an on-site wastewater system may be used on each lot included in the subdivision.

2. Neighborhood Meeting

Applicable (see Section 2.2.3, Neighborhood Meeting).

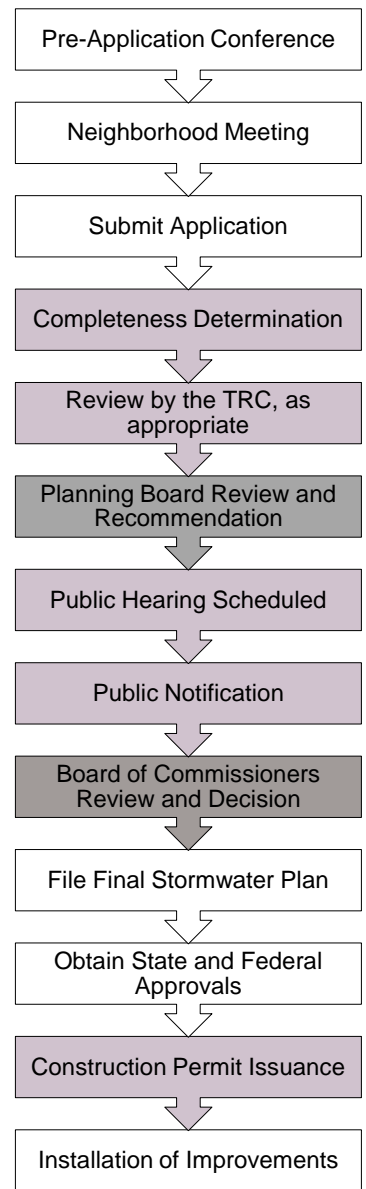
3. Application Submittal

- a. Applicable (see Section 2.2.4, Application Submittal).
- b. A preliminary plat shall be prepared by a licensed professional surveyor, registered professional landscape architect, or licensed professional engineer.
- c. A preliminary plat application shall include either a conceptual or final stormwater management plan prepared in accordance with the standards in Section 7.1, Stormwater Management.
- d. Concurrent submittal of a preliminary plat application and a final plat application is prohibited except in cases where there are no extensions of public right-of-way or public utilities.
- e. In cases where a preliminary plat is part of a larger phased development, the application materials shall illustrate all various stages and phases of the development as well as the schedule for completion of public and private improvements associated with the development.

4. Staff Review and Action

- a. Applicable (see Section 2.2.5, Staff Review and Action).
- b. The UDO Administrator shall review the application and may submit it to the Technical Review Committee, as appropriate, for further technical review.
- c. The UDO Administrator shall prepare a staff report and The UDO Administrator shall prepare a staff report and provide a recommendation in accordance with Section 2.3.20.D, Preliminary Plat Review Standards.

**FIGURE 2.3.20.C:
PRELIMINARY PLAT
PROCEDURE**

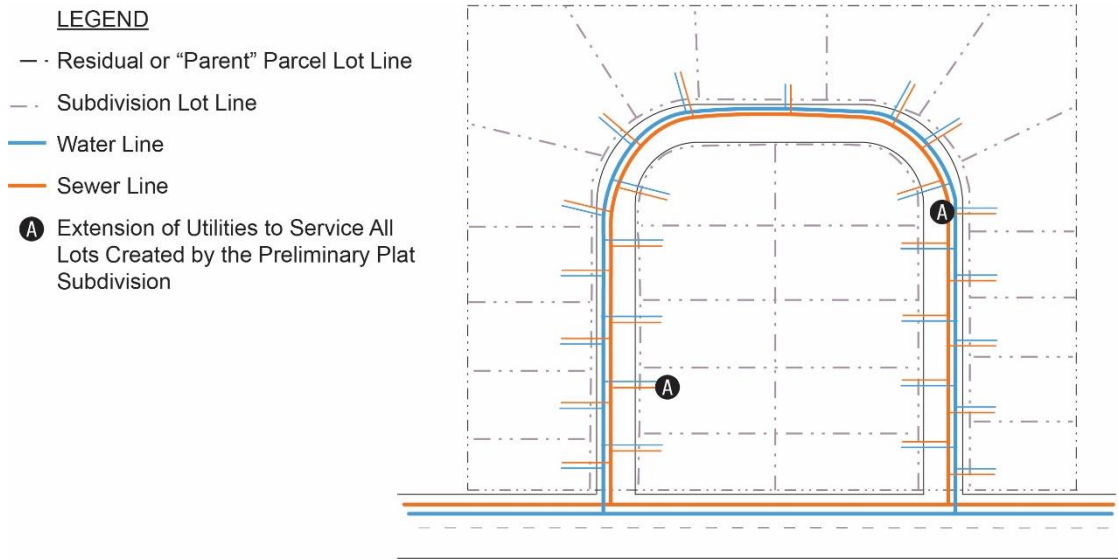


Attachment: Ordinance 2019-08-02 Revised after PB 9-18-19 (2511 : Set Public Hearing - Ordinance 2019-08-02)

5. Review by Planning Board

- a. Applicable (see Section 2.2.8, Review by Planning Board, and Section 2.2.7, Public Meetings and Hearings).
- b. The Planning Board, following review during a public meeting, shall make a recommendation on an application in accordance with Section 2.3.20.D, Preliminary Plat Review Standards.

D. FIGURE 2.3.20.B: PRELIMINARY PLAT



6. Public Notice

Applicable (see Section 2.2.6, Public Notice).

7. Review and Decision by Board of Commissioners

- a. Applicable (see Section 2.2.9, Action by Review Authority).
- b. The Board of Commissioners, after the conclusion of a legislative public hearing, shall review and decide the application in accordance with Section 2.3.20.D, Preliminary Plat Review Standards. The decision shall be the one of the following:
 1. Approval of the preliminary plat as proposed;
 2. Approval of a revised preliminary plat; or
 3. Denial of the preliminary plat.

8. Approval to Proceed

Following approval of a preliminary plat by the Board of Commissioners, approval of the final stormwater plan, and issuance of all required state and federal approvals, the applicant may proceed with an application for a fill permit *Construction Permit*, to undertake land disturbing activities, ~~or for a building permit to install public utilities in cases where no fill permit is required.~~ Final plats shall be reviewed and decided by the UDO Administrator in accordance with Section 2.3.12, Final Plat.

D. Preliminary Plat Review Standards

1. An application for a preliminary plat shall be approved, provided:
 - a. The preliminary plat is prepared and sealed by a licensed professional land surveyor, registered professional landscape architect, or licensed professional engineer;
 - b. The preliminary plat complies with the applicable standards in Section 47-30 of the North Carolina General Statutes;
 - c. The preliminary plat includes all required certifications;
 - d. All lots have been certified by Albemarle Regional Health Services as capable of accommodating the wastewater generated from the proposed use, in cases when the lot(s) is not served by a centralized wastewater system;
 - e. The preliminary plat is in substantial conformance with all applicable requirements in ARTICLE 151.6, Subdivision Requirements;
 - f. The preliminary plat complies with all standards and conditions of any applicable permits and development approvals;
 - g. All lots shall be served by a NCDOT-maintained roadway or a right-of-way constructed to and maintained in accordance with NCDOT standards;
 - h. The name of the subdivision shall not duplicate or be similar to the name of an existing subdivision in Camden County or Pasquotank County;
 - i. In cases where land subject to a preliminary plat is located within an AEC, approved preliminary plats shall bear a certification from the NC Division of Coastal Management certifying compliance with all AEC requirements; and
 - j. The preliminary plat complies with all other applicable requirements in this Ordinance and the County Code of Ordinances.
2. Preliminary plats of land located within the special flood hazard area shall comply with the standards in Section 3.8.3, Special Flood Hazard Area Overlay (SFHA), and include the following statement:

“Use of land within a floodplain or a special flood hazard area is substantially restricted by Camden County.”
3. If the preliminary plat is required to provide a connection to a public water supply system, the plat shall include the following statement:

“The developer is required to install all water lines and related improvements.”

E. Conditions of Approval

Applicable (see Section 2.2.10, Conditions of Approval).

F. Effect

1. Approval of a preliminary plat authorizes an applicant to file for all required State and federal permits as well as submittal of final stormwater plans, construction drawings, a ~~fill permit~~ **Construction Permit**, and/or a final plat.
2. Approval of a preliminary plat shall not constitute the approval for recording a subdivision with the Camden County Register of Deeds, or approval for the conveyance of lots.

G. Amendment

Applicable (see Section 2.2.16, Amendment).

H. Expiration**1. Generally**

An approved preliminary plat shall be valid for two years from the date of approval.

2. Extension

- a. An applicant may request an extension of a preliminary plat approval in writing to the UDO Administrator at least 30 days prior to expiration.
- b. Extension requests shall be reviewed and decided by the Board of Commissioners.
- c. A preliminary plat may be extended once for a maximum duration of one year.

I. Appeal

1. Appeal of a decision on a preliminary plat shall be subject to review by the District 1 Superior Court by proceedings in the nature of certiorari and in accordance with Section 160A-393 of the North Carolina General Statutes.
2. Petitions for review must be filed with the Clerk of Court within 30 days of the date the decision is filed in the office of the appropriate review authority and delivered by personal delivery, electronic mail, or first-class mail to the applicant, landowner, and to any person who has submitted a written request for a copy, prior to the date the decision becomes effective.

Article 3.5.3 – Rural Residential (RR) District

RURAL RESIDENTIAL (RR) DISTRICT

RR Rural Residential		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 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.	
Dimensional Requirements			
#	STANDARD TYPE	REQUIREMENTS FOR TRADITIONAL DEVELOPMENT	REQUIREMENTS FOR CONSERVATION SUBDIVISIONS [1]
A	Minimum Development Size (acres)	N/A	10
B	Maximum Residential Density (units/acre)	0.5	1
C	Minimum Lot Area (acres)	2	1
D	Minimum Lot Width (feet) [2]	125	60
E	Maximum Lot Coverage (% of lot area) [3]	24	72
F	Minimum Open Space (% of development size) [4]	None	50
G	Minimum Front Setback (feet)	50	20
H	Minimum Corner Side Setback (feet)	50	20
I	Minimum Interior Side Setback (feet)	25	10
J	Minimum Rear Setback (feet)	25	15
K	Minimum Distance Between Buildings, Front-to-Back (feet) [5]	20	10
L	Minimum Distance Between Buildings, Side-to-Side (feet) [5]	15	5
M	Minimum Accessory Building Setback (feet)	10	3

<i>N</i>	Minimum Setback from Agricultural Activity (feet) [6]	50	50
<i>O</i>	Maximum Building Height (feet)	35 [7]	35

NOTES:

[1] Residential developments of five or more lots shall be configured as a conservation subdivision in accordance with the standards in Section 6.5, Conservation Subdivision.

[2] Lots on a cul-de-sac street shall maintain a minimum frontage of 35 feet and shall maintain 80 percent of the required minimum lot width at a point located 50 feet from the street right-of-way edge.

[3] The maximum lot coverage may be increased with approval from NCDEQ and compliance with all applicable stormwater management requirements.

[4] Applied to residential subdivisions and nonresidential developments.

[5] Applied in cases where there are two or more principal buildings on the same lot.

[6] Setback is applied from the perimeter of agricultural activity occurring on the same or an adjacent lot.

[7] Maximum building height may be increased to 50 feet for agricultural or agricultural-related uses.

Attachment: Ordinance 2019-08-02 Revised after PB 9-18-19 (2511 : Set Public Hearing - Ordinance 2019-08-02)

3.5.4 – Suburban Residential

SUBURBAN RESIDENTIAL (SR) DISTRICT

SR Suburban Residential		Purpose Statement	
		The Suburban Residential (SR) district is the County's primary district for suburban residential neighborhoods located along primary roadways, shoreline areas, and in locations bordering rural areas. The district has a one-acre minimum lot area requirement, which is the basic threshold size for lots with on-site wastewater systems. Use of the conservation subdivision configuration is optional for residential subdivisions. While the district allows single-family detached homes, mobile homes on individual lots are prohibited. Nonconforming mobile homes may remain but may not be expanded or replaced with another mobile home. The district accommodates equestrian uses, utilities, as well as various neighborhood-supporting institutional uses such as parks, schools, and public safety facilities. District regulations discourage uses that interfere with the development of residential neighborhoods or that are detrimental to the suburban nature of the district.	
Dimensional Requirements			
#	STANDARD TYPE	REQUIREMENTS FOR TRADITIONAL DEVELOPMENT	REQUIREMENTS FOR CONSERVATION SUBDIVISIONS
A	Minimum Development Size (acres)	N/A	10
B	Maximum Residential Density (units/acre)	1	2
C	Minimum Lot Area (acres)	1	0.5
D	Minimum Lot Width (feet) [2]	125	60
E	Maximum Lot Coverage (% of lot area) [3]	24	72
F	Minimum Open Space (% of development size) [4]	None	50
G	Minimum Front Setback (feet)	25	20
H	Minimum Corner Side Setback (feet)	25	20
I	Minimum Interior Side Setback (feet)	10	10
J	Minimum Rear Setback (feet)	10	10
K	Minimum Distance Between Buildings, Front-to-Back (feet) [5]	15	10
L	Minimum Distance Between Buildings, Side-to-Side (feet) [5]	10	5
M	Minimum Accessory Building Setback (feet)	10	3

Attachment: Ordinance 2019-08-02 Revised after PB 9-18-19 (2511 : Set Public Hearing - Ordinance 2019-08-02)

N	Minimum Setback from Agricultural Activity (feet) [6]	50	50
O	Maximum Building Height (feet)	35	35

NOTES:

[1] Residential developments of five or more lots may be configured as a conservation subdivision in accordance with the standards in Section 6.5, Conservation Subdivision.

[2] Lots on a cul-de-sac street shall maintain a minimum frontage of 35 feet and shall maintain 80 percent of the required minimum lot width at a point located 50 feet from the street right-of-way edge.

[3] The maximum lot coverage may be increased with approval from NCDEQ and compliance with all applicable stormwater management requirements.

[4] Applied to residential subdivisions and nonresidential developments.

[5] Applied in cases where there are two or more principal buildings on the same lot.

[6] Setback is applied from the perimeter of agricultural activity occurring on the same or an adjacent lot.

4.3.10 PRINCIPAL USE TABLE

TABLE 4.3.10: PRINCIPAL USE TABLE															
"P"= Permitted "S"= Permitted with Special Use Permit "."= Prohibited															
USE CATEGORY Use Type Description	RESIDENTIAL					COMMERCIAL					IND.		ADDITIONAL STANDARD § 151.4		
	CP	WL	RR	SR	NR	VR	CC	VC	MX	HC	MC	LI		HI	PD
Manufactured Home A dwelling on its own lot constructed after June 15, 1976 that is composed of one or more components, each of which was substantially assembled in a manufacturing plant and designed to be transported on its own chassis. It bears a valid seal indicating conformance with the construction standards promulgated by the US Department of Housing and Urban Development that were in effect at the time of its construction.	.	P	.	.	P	A	4.4.2.D
Manufactured Home or Mobile Home Park A site where two or more manufactured or mobile homes are located on individual leaseholds or other divisions of land under common ownership. The park may include additional accessory uses such as recreation facilities, shared laundry facilities, storage, and parking.	
Mobile Home A factory-built dwelling on its own lot constructed prior to June 15, 1976, to State code standards, not those adopted by the US Department of Housing and Development on June 15, 1976.	.	.	00	4.4.2.E
Multi-Family A dwelling comprised of five or more dwelling units that share common vertical walls or horizontal floors/ceilings (or both) that are not on individual lots. Examples include apartments and condominiums.	S	P	S	S	.	.	A	4.4.2.F	

Attachment: Ordinance 2019-08-02 Revised after PB 9-18-19 (2511 : Set Public Hearing - Ordinance 2019-08-02)

EDUCATIONAL FACILITIES																
<p>The Educational Facilities Use Category includes use types such as public and private schools at the elementary middle, or high school level that provide state-mandated basic education or a comparable equivalent. This use category also includes colleges, universities, and other institutions of higher learning such as vocational or trade schools that offer courses of general or specialized study leading to a degree or certification. Accessory uses at schools include offices, play areas, cafeterias, recreational and sport facilities, auditoriums, and before- or after-school day care. Accessory uses at colleges or universities include offices, dormitories, food service, laboratories health and sports facilities, theaters, meeting areas, athletic fields, parking, maintenance facilities, and supporting commercial. <u>Uses also include studio's (such as dance, martial arts, etc.).</u></p>																
<p>Major A public or private institution for post-secondary education operating in buildings owned or leased by the institution and engaged in classroom instruction, residential units, administrative offices, and other functions which further the educational mission of the institution.</p>	S	S	S	S	S	S	S	.	A	4.4.3.B
<p>Moderate An educational institution that provides secondary education such as a high school or a middle school. Accessory uses may include offices, play areas, cafeterias, sports facilities, and bus parking areas.</p>	.	S	.	.	.	S	P	P	P	P	S	.	.	.	A	
<p>Minor An educational institution that provides elementary education such as an elementary or nursery school as well as a small-scale secondary education facility limited to 75 students or less. Accessory uses may include offices, play areas, cafeterias, sports facilities, and bus parking areas.</p>	.	P	S	S	P	P	P	P	P	P	S	.	.	.	A	

Attachment: Ordinance 2019-08-02 Revised after PB 9-18-19 (2511 : Set Public Hearing - Ordinance 2019-08-02)

Article 4.4.2 – Residential Uses

D. Manufactured Homes

1. Standards Applied to All Manufactured Homes

New manufactured homes shall comply with the following standards:

- a. It shall be located on an individual lot;
- b. It shall be occupied only as a single family dwelling;
- c. It shall be set up in accordance with the standards established by the North Carolina Department of Insurance and the most current version of the State of North Carolina Regulations for Manufactured/Mobile Homes;
- d. It shall comply with the latest wind loading requirements for Camden County;
- e. It shall maintain a minimum width of 16 feet;
- f. It shall be oriented with the longest axis parallel to the lot frontage, to the maximum extent practicable;
- g. Towing apparatus, wheels, axles, and transporting lights shall be removed;
- h. It shall include a continuous, permanent masonry foundation or masonry curtain wall of solid brick or brick veneer, unpierced except for required ventilation and access, installed under the perimeter;
- i. It shall include stairs, entrance platforms, ramps, or other means of entrance and exit that are installed or constructed in accordance with the standards set by the

- State Building Code. They shall be attached firmly to the primary structure and anchored securely to the ground;
- j. It shall maintain exterior siding comparable in composition, appearance, and durability to the exterior siding commonly used in standard residential construction, which consists of one or more of the following:
 1. Vinyl or aluminum lap siding (whose reflectivity does not exceed that of flat white paint);
 2. Cedar or other wood siding;
 3. Stucco siding;
 4. Brick or stone siding;
 - k. It shall maintain a roof pitch with a minimum vertical rise of 3 feet for each 12 feet of horizontal run;
 - l. It shall include a roof finished with a Class C or better roofing material that is commonly used in standard residential construction;
 - m. It shall provide an eave projection of no less than 6 inches, which may include a gutter;
 - n. It shall comply with all applicable standards in Section 3.8.3, Special Flood Hazard Area Overlay (SFHA) when located in a floodplain or other area subject to the flood damage protection standards in this Ordinance; and
 - o. Manufactured homes are not permitted ~~within the NR district~~ on lots located within 5,280 linear feet from the perimeter boundary of a village center or within a village center designated in the County's adopted policy guidance.

E. Mobile Homes

1. General

A mobile home shall comply with the following standards:

- a. No mobile home may be parked for storage on any lot, tract, or parcel, except in HC, LI, or HI districts, or in a lawfully-established mobile home storage site subject to a temporary storage permit issued by the UDO Administrator.
- b. A storage site for a mobile home shall be completely surrounded by a visually opaque wall or fence of at least eight feet in height.
- c. Except for lawfully-established mobile home sales uses, no mobile home may be stored in any district for more than three months.
- d. Mobile homes may not be used as storage structures.
- e. Except for mobile homes being temporarily stored, a mobile home shall be anchored and tied down or otherwise secured according to the manufacturer's standards of the State Department of Insurance, and all applicable requirements of this Ordinance.
- f. No attached structures shall be permitted which exceed 100 square feet nor may the total of all accessory buildings in individual ownership exceed 100 square feet per mobile home unit.
- g. Two or more mobile homes shall not be joined or connected together as one dwelling nor may a mobile home be attached to any accessory building.

h. Mobile homes are not permitted within the RR district on lots located within 5,280 linear feet from the perimeter boundary of a village center designated in the County's adopted policy guidance. Existing Mobile homes located within the County can only be re-located into a valid Mobile Home Park. Mobile homes located outside the County are prohibited from being relocated into Camden County.

5.14.11 SIGN STANDARDS IN COMMERCIAL DISTRICTS

Signs on lots in the commercial districts other than the MX district shall comply with the requirements in Table 5.14.11: Sign Standards in Commercial Districts.

TABLE 5.14.11: SIGN STANDARDS IN COMMERCIAL DISTRICT				
TYPE OF SIGN	MAXIMUM FACE AREA [1] [2]	MAXIMUM HEIGHT	MAXIMUM NUMBER OF SIGNS PER LOT	ADDITIONAL STANDARDS [3]
Wall Sign on Front Façade	Greater of: 1.5 sf per linear foot of wall frontage, or 5% of wall area	Below the top of the roof, soffit, eave or parapet, whichever is highest	No limit	Wall signs shall not project more than 12 inches outwards from the wall
Wall Sign on Side or Rear Façade fronting a street	½ sf per linear foot of wall frontage			

A Maximum Front Façade Sign Face Area Calculation


Greater of:

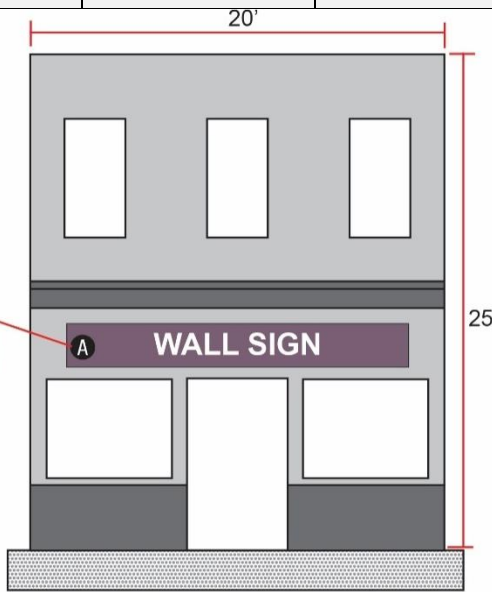
20 Linear Feet of Wall Frontage = **20 sf**

or

Front Façade Wall Area = 20' x 25' = 500 sf

Maximum Sign Face Area = 500 sf x .05 = **25 sf**





Attachment: Ordinance 2019-08-02 Revised after PB 9-18-19 (2511 : Set Public Hearing - Ordinance 2019-08-02)

6.1.5 ACCESS TO LOTS

A. Every Lot Must Maintain Access

1. Generally

Except for lots within bona fide farms, lots created in accordance with Section 2.3.24, Transfer Plat, or lots created through an expedited subdivision (see Section 2.3.10, Expedited Subdivision), all lots intended to contain a building or structure shall abut a street designed, built, and maintained to state road standards, including minimum density standards.

2. Lots in Bona Fide Farms, Transfer Plats, Exempt Subdivisions, or Expedited Subdivisions

- a. Lots established after February 4, 2019 in a bona fide farm, transfer plat, exempt subdivision, or expedited subdivision that are not required to abut a street designed, built, and maintained to state road standards, including density, but shall maintain some form of access with a minimum width of 45 feet and maintained to afford a reasonable means of ingress and egress for emergency vehicles.
- b. Accessways not built to state standards may serve a maximum of up to three lots. Accessways serving more than three lots shall be designed, built, and maintained to state road standards.

B. Access on Lots Abutting Major Arterial Streets

1. The standards in this subsection shall apply to lots abutting the following arterial streets:
 - a. US 17;
 - b. US 158;
 - c. NC 34; and
 - d. NC 343.
2. In cases where a tract or site abutting a listed major arterial street is proposed for a subdivision (whether residential or otherwise), in the creation of 3 or more lots including residual, then all lots created shall maintain sufficient frontage on a different street, either pre-existing or created as part of the subdivision, so that direct access to lots need not be provided by a listed major arterial street.
3. The final plat creating the subdivision shall indicate a notation that driveway access to a major arterial or minor collector street is limited and shall be provided by a different street.
4. In the event a site or tract is unable to comply with the access limitations in this subsection, an applicant may seek a variance in accordance with Section 2.3.26, Variance.

C. Marginal Access Streets

1. Where a tract of land to be subdivided adjoins an arterial street, the subdivider may be required to provide a marginal access street parallel to the arterial street or reverse frontage on a minor street for the lots to be developed adjacent to the arterial street.
2. Where reverse frontage is established, private driveways shall not have direct access to the arterial street, and a 25-foot-wide non-access buffer zone on the side of the lot abutting the arterial street shall be provided.
3. A ten-foot-wide non-access buffer zone may be approved if the vegetation creates a year-round opaque screen or a six-foot-tall opaque fence is provided.
4. The non-access buffer zone may be counted toward the open space set-aside requirement or may be counted as a portion of each individual lot.

10.3 DEFINITIONS

SUBDIVISION, MAJOR	A subdivision of land that includes <i>the creation of</i> five or more lots. (including the residual parcel) or that involves extension of public streets, public water, public sewer, or other public utility.
SUBDIVISION, MINOR	A subdivision of land that includes up to five lots (including the residual parcel) with no extension of public streets, public water, public sewer, or other public utility.

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

County of Camden

Tom White, Chairman
Board of Commissioners

ATTEST:

Karen Davis
Clerk to the Board

[SEAL]

Attachment: Ordinance 2019-08-02 Revised after PB 9-18-19 (2511 : Set Public Hearing - Ordinance 2019-08-02)



CAMDEN COUNTY

NORTH CAROLINA • USA

Boundless Opportunities.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.N
Meeting Date: October 07, 2019
Submitted By: Dan Porter, Planning Director
 Planning & Zoning
 Prepared by: Karen Davis
Item Title **Set Public Hearing - Ordinance 2019-10-01**
Attachments: Agenda Summary Sheet Ordinance 2019-10-01 -
 Sawyer (DOC)
 Sawyer Rezoning Findings (DOCX)
 Supporting Documents (PDF)

Agenda summary attached.

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number:

Meeting Date: October 7, 2019
Attachments: Ordinance/Findings/Planning Board Recommendation
Submitted By: Planning Department

ITEM TITLE: Set Public Hearing Ordinance 2019-10-01;
Rezoning Application (UDO 2019-09-01)
for Waverly Sawyer

SUMMARY:

Waverly Sawyer met with planning staff on rezoning of his properties at 872 North 343 (1 acre lot/office building) and 9 acres along North 343 of the 300 +/- acre farm from Working Lands (WL) to Highway Commercial (HC). Mr. Sawyers building at 872 N. 343 is the **office** of Sawyer & Associates which is currently a legal non-conforming use as an office based on current zoning of Working Lands (WL). He has been approached by an individual to lease his building for a retail sales business which is not a permissible use in the Working Lands (WL) zoning district. Mr. Sawyer is requesting to rezone the 1 acre lot and an additional 9 acres (for future use) to Highway Commercial (HC).

Neighborhood meeting was held September 16, 2019 in the upstairs Courtroom of the Historic Camden County Courthouse. (3 adjacent property owners present with no written comments taken).

Mr. Sawyers request is consistent with Policies of the CAMA Plan but inconsistent with the Future Land Use Maps of both the CAMA and Comprehensive Plan. Therefore the Planning Staff prepared statements and motions for either approval or denial.

Planning Board met on September 18, 2019 and after discussion with applicant and staff Planning Board made the following motions:

1. Consistency Statement:

The proposed zoning change is consistent with policies P.22 and P.23 for commercial/industrial as Policies 22 and 23 state "Camden County supports industrial development along major thoroughfares and that are accessible to water/sewer. Sewer lines are adjacent to property, but are not active; and

The proposed zoning change is inconsistent with the CAMA Plan (adopted April 4, 2005 as Future Land Use Map has property identified as Low Density Residential and Comprehensive Plan Future Land Use Maps (adopted October 1, 2012) as map has property identified as Rural Preservation.

Motion passed on a 4-0 vote.

2. Motion on Application for rezoning.

Motion made to approve the rezoning application to rezone 10 acres from Working Lands (WL) to Highway Commercial (HC) as it is consistent with policies 22 and 23 as listed in the Advance Core CAMA Land Use Plan Executive Summary.

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 2019-10-01 - Sawyer (2512 : Set Public Hearing - Ordinance 2019-10-01)

Motion passed on a 4-0 vote.

8.N.a

3. Since approval of the rezoning results in a change to the Future Land Use Maps of the CAMA and 2035 Comprehensive Plan – the General statutes require:

Motion

This action is deemed an amendment to the Future Land Use Maps of the Comprehensive Plan and CAMA Land Use Plan. The changes in the community and benefits to Camden County that justify amending the zoning ordinance are (State specific reasons for decision)

RECOMMENDATION: Set public hearing for November 4, 2019.

Attachment: Agenda Summary Sheet Ordinance 2019-10-01 - Sawyer (2512 : Set Public Hearing - Ordinance 2019-10-01)

STAFF REPORT

**UDO 2019-09-01
Zoning Map Amendment**

PROJECT INFORMATION

File Reference: UDO 2019-09-01
Project Name; N/A
PIN: 01-8907-00-43-8620/
01-8907-00-65-3412
Applicant: Waverly Sawyer
Address: 117 Havenwood Dr.
Camden, NC
Phone: (252) 202-2882
Email:

Agent for Applicant:
Address:
Phone:
Email:

Current Owner of Record: Applicant

Meeting Dates:

9/16/2019 **Neighborhood**
9/18/2019 **Planning Board**

Application Received: 9/4/2019
By: Dave Parks, Permit Officer
Application Fee paid: \$650.00 Check #7219
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, CAMA Future Land Use and Suitability map, and Floodplain Maps
 - D. Zoning Comparison WL and HC

REQUEST: Rezone approximately 10 acres (9 acres of farm and one acre of land where the office of Sawyer & Associates exists) at and adjacent to 872 N. 343 from Working Lands (WL) to Highway Commercial (HC).

From: Working Lands (WL) Article 151.3.5.2 (Purpose Statement)

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

Attachment: Sawyer Rezoning Findings (2512 : Set Public Hearing - Ordinance 2019-10-01)

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.

To: Highway Commercial (HC) Mixed Use – Article 151.3.5.6 (Purpose Statement)

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.

PROJECT LOCATION:

Vicinity Map: South Mills Township



Attachment: Sawyer Rezoning Findings (2512 : Set Public Hearing - Ordinance 2019-10-01)

SITE DATA

Lot size: One acre lot with existing business and 9 acres of an approximately 300 acre tract.

Flood Zone: X

Zoning District(s): Working Lands (WL)

Existing Land Uses: Existing Commercial Office building/farmland

Adjacent Zoning & Uses:

	North	South	East	West
Zoning	Working Lands (WL)/Neighborhood Residential (NR)	Working Lands (WL)	Working Lands	Working Lands (WL)
Use & size	Church/Housing	Farmland	Farmland	Housing/Farmland

Proposed Use(s): Commercial.

Description/History of property: There is an existing Legal Non-conforming commercial office use on the one acre lot (Office of Sawyer and Associates) with the other 9 acres adjacent to it being in farm use.

The existing office use has been in place for an estimated 20 years.
 Mr. Sawyer desires to use or lease the office to a tenant for use as a retail establishment which is not a permissible use with the existing zoning.

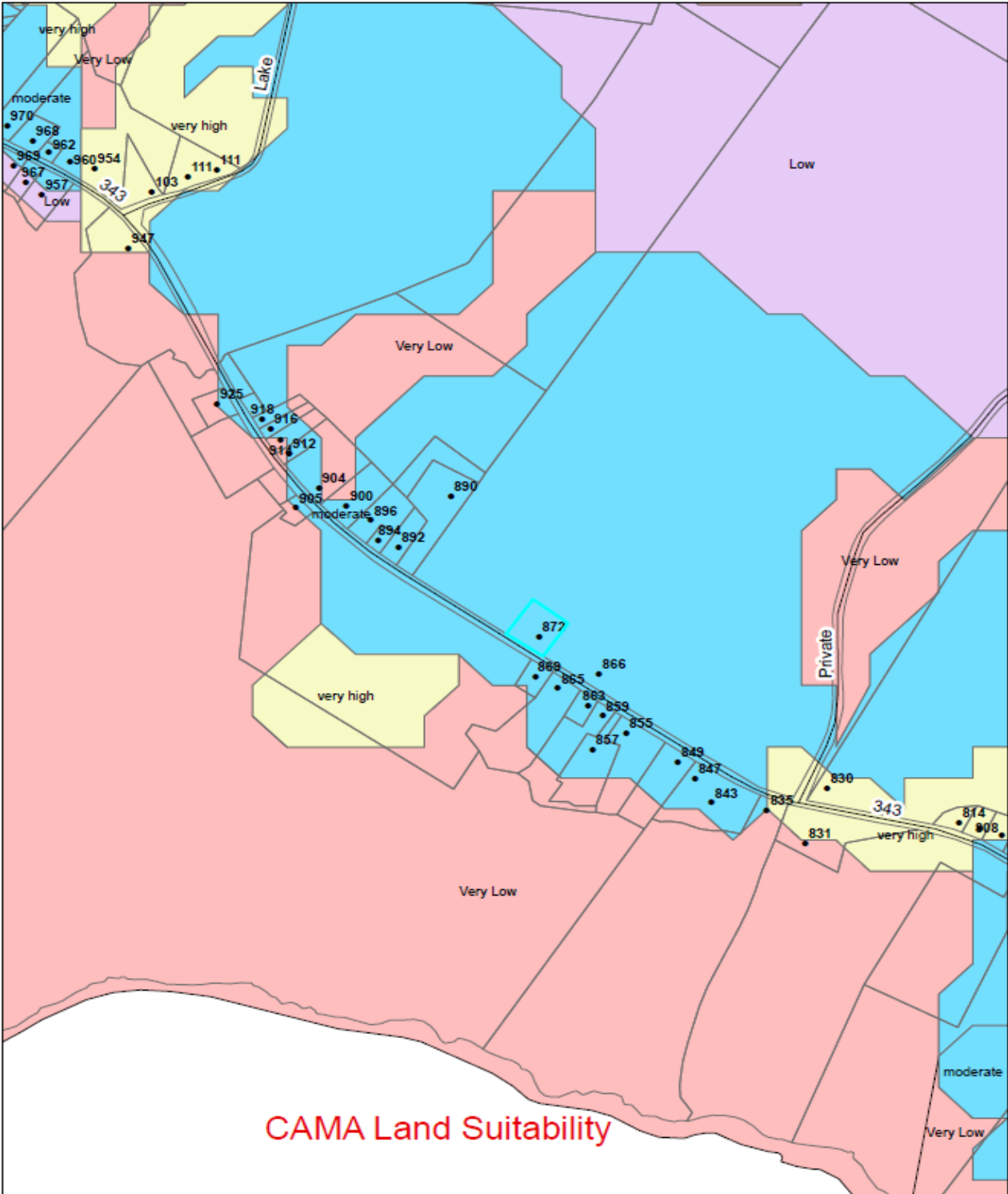
ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches:

Distance & description of nearest outfall: It appears the property drains to the south along Highway 343 to a culvert under Highway 343 which flows west out to the Pasquotank River. Property located in the Watershed that address impervious surfaces and water quality.

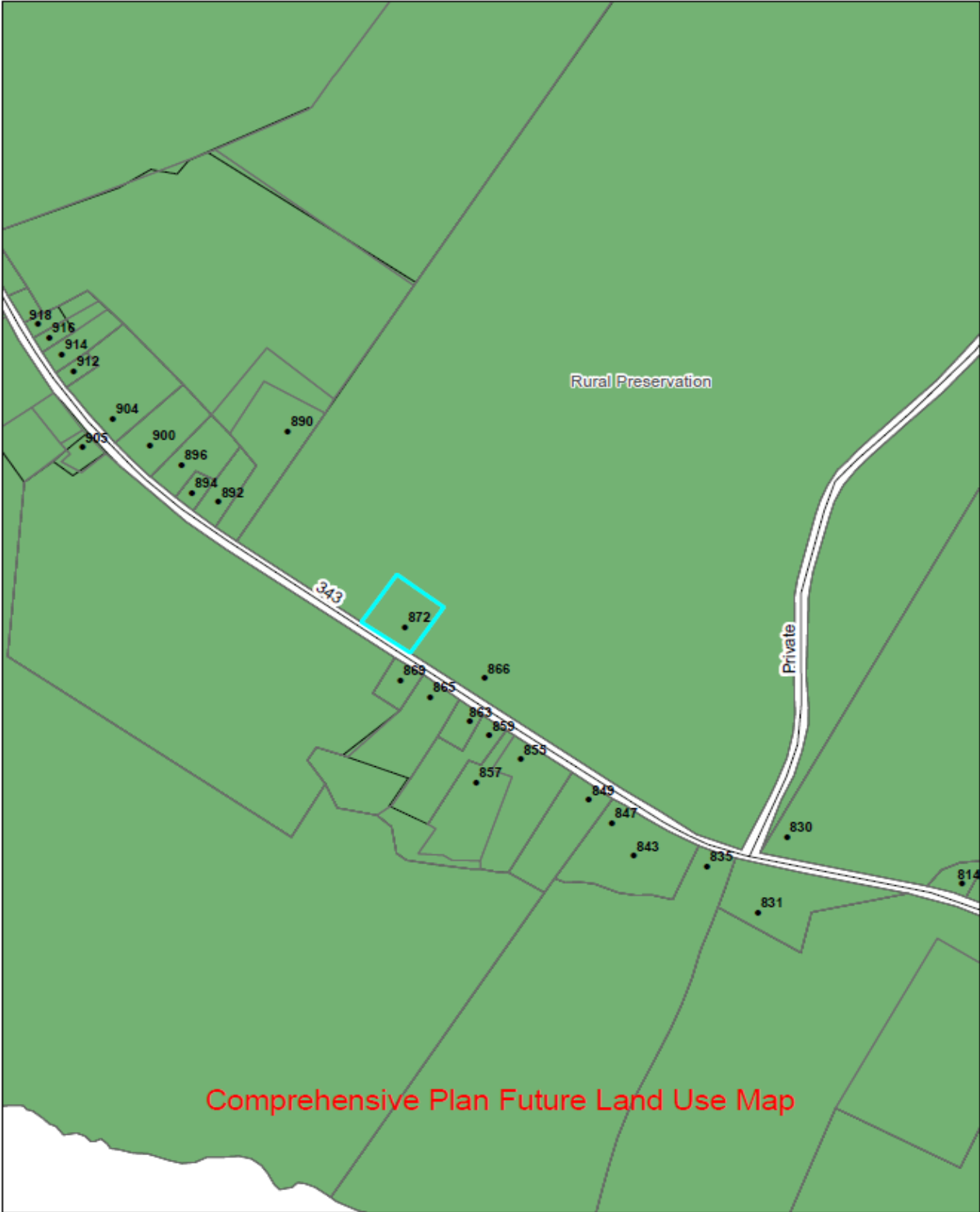
Attachment: Sawyer Rezoning Findings (2512 : Set Public Hearing - Ordinance 2019-10-01)

CAMA Land Suitability:



Attachment: Sawyer Rezoning Findings (2512 : Set Public Hearing - Ordinance 2019-10-01)

Comprehensive Plan Future Land Use Map



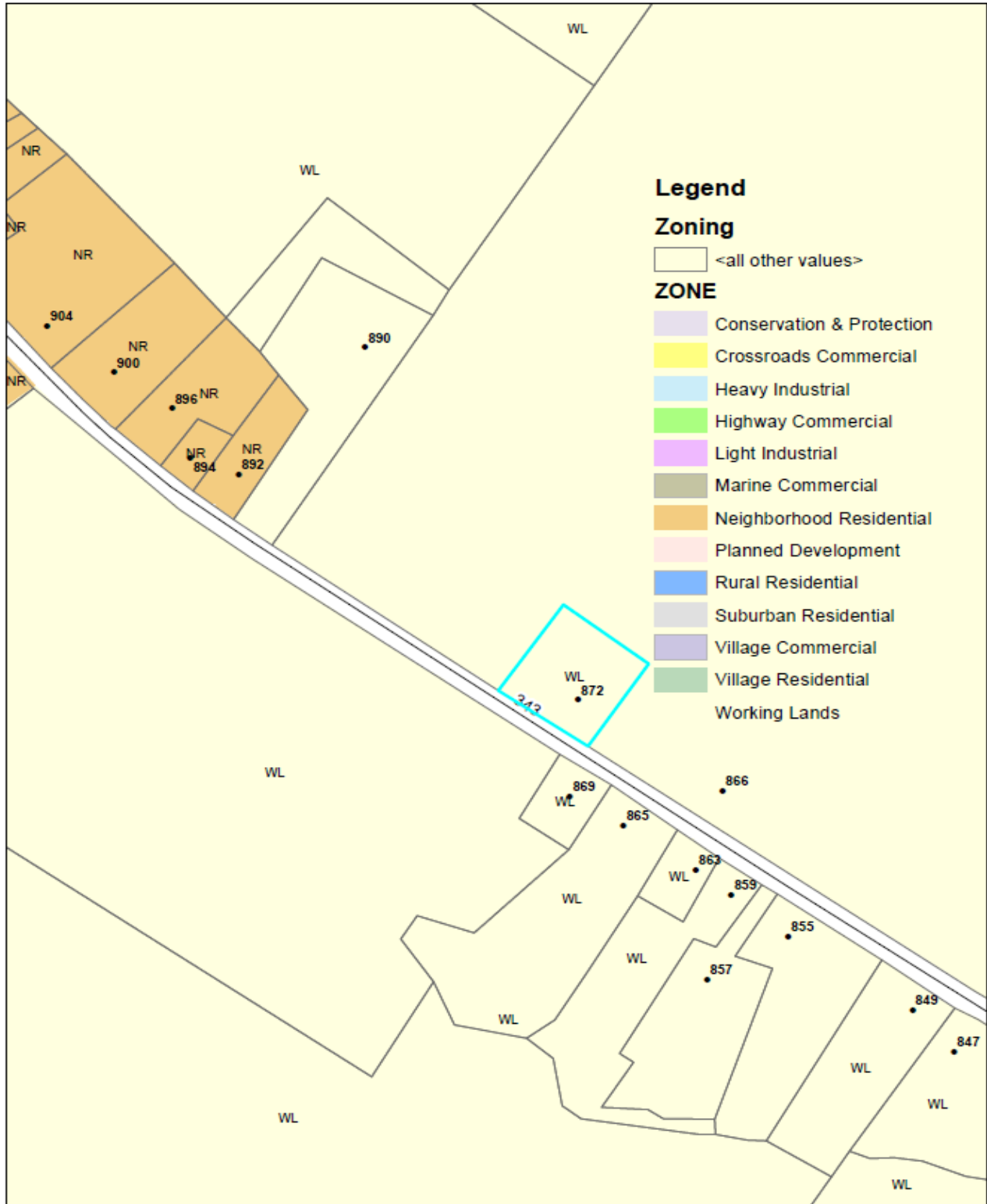
Attachment: Sawyer Rezoning Findings (2512 : Set Public Hearing - Ordinance 2019-10-01)

CAMA Future Land Use Map



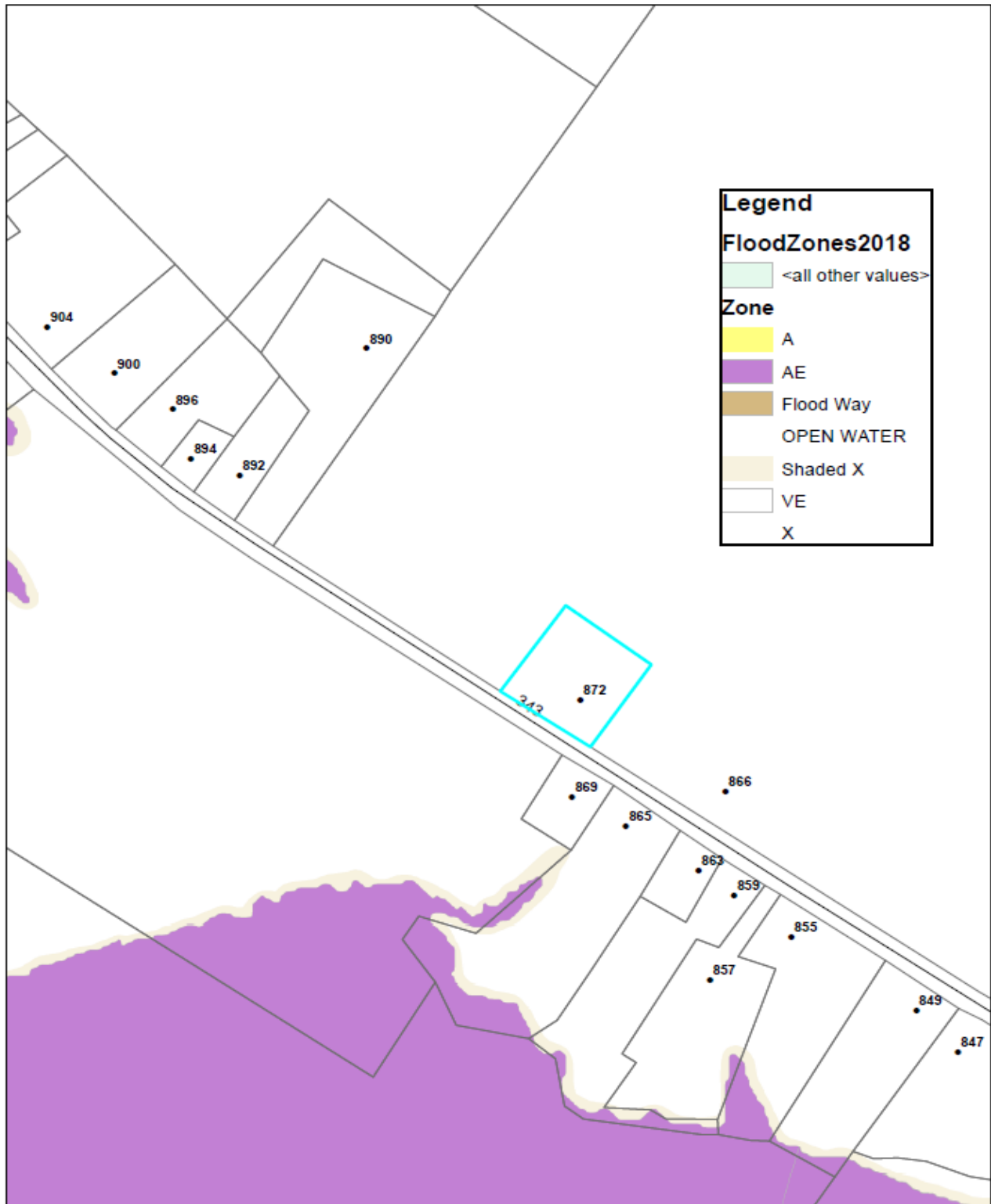
Attachment: Sawyer Rezoning Findings (2512 : Set Public Hearing - Ordinance 2019-10-01)

Zoning Map:



Attachment: Sawyer Rezoning Findings (2512 : Set Public Hearing - Ordinance 2019-10-01)

Floodplain Map



Attachment: Sawyer Rezoning Findings (2512 : Set Public Hearing - Ordinance 2019-10-01)

INFRASTRUCTURE & COMMUNITY FACILITIES

Water	South Mills water lines are located adjacent to property along North 343.
Sewer	Lines are adjacent but currently not in use.
Fire District	South Mills Fire District.
Schools	N/A.
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**.

The proposed zoning change is consistent with policies P.22 and P.23 for commercial/industrial as Policies 22 and 23 state “Camden County supports industrial development along major thoroughfares and that are accessible to water/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 designated as Rural Preservation**.

PLANS CONSISTENCY – cont.

Attachment: Sawyer Rezoning Findings (2512 : Set Public Hearing - Ordinance 2019-10-01)

Comprehensive Transportation Plan

Consistent Inconsistent

Property abuts Highway 343.

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: If the 10 acre property were to be developed as a commercial center it could result in increased jobs and taxes for the county..

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: The range of uses in existing classification are more appropriate at this time.

The 2035 Comprehensive Plan overall strategy is to focus commercial growth in and around the village centers and maintain the rural character of the lands away from the villages.

Yes No **For proposals to re-zone to non-residential districts along major arterial roads:**

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

Yes No

Reasoning:

What extraordinary showing of public need or demand is met by this application? None at this time due to the location of property.

Reasoning:

Attachment: Sawyer Rezoning Findings (2512 : Set Public Hearing - Ordinance 2019-10-01)

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

Yes No Reasoning: There are uses permitted in the Highway Commercial zoning that could cause noise, odors, light, activity or increased traffic.

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 in and around village centers.

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

Yes No Reasoning: Based on the location and surrounding uses the property is located too far out from where the county visions these types of uses at this time.

Attachment: Sawyer Rezoning Findings (2512 : Set Public Hearing - Ordinance 2019-10-01)

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

The proposed zoning uses will have an impact on all public facilities, how much and what facilities 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:

Planning Staff makes the following recommendations for either approval or denial:

Approval:**Consistency Statement:**

The proposed zoning change is consistent with policies P.22 and P.23 for commercial/industrial as Policies 22 and 23 state “Camden County supports industrial development along major thoroughfares and that are accessible to water/sewer. Sewer lines are adjacent to property, but are not active.

Application:

Recommend approval of Rezoning Application (UDO 2019-09-01) for Waverly Sawyer to rezone parcels (10 acres total) from Working Lands (WL) to Highway Commercial (HC).

Denial:**Consistency Statement:**

The proposed zoning change is inconsistent with the CAMA Plan (adopted April 4, 2005 as Future Land Use Map has property identified as Low Density Residential and Comprehensive Plan Future Land Use Maps as map has property identified as Rural Preservation.

Application:

Recommend denial of Rezoning Application (UDO 2019-09-01) for Waverly Sawyer to rezone parcels (10 acres total) from Working Lands (WL) to Highway Commercial (HC).

Recommendation: Staff would like to discuss with Planning Board at meeting.

At the September 18, 2019 Planning Board meeting after discussion with applicant and staff, the following recommended motions were made:

1. Consistency Statement:

The proposed zoning change is consistent with policies P.22 and P.23 for commercial/industrial as Policies 22 and 23 state “Camden County supports industrial development along major thoroughfares and that are accessible to water/sewer. Sewer lines are adjacent to property, but are not active; and

The proposed zoning change is inconsistent with the CAMA Plan (adopted April 4, 2005 as Future Land Use Map has property identified as Low Density Residential and Comprehensive Plan Future Land Use Maps as map has property identified as Rural Preservation.

Motion passed on a 4-0 vote.
2. Application for rezoning.

Motion made to approve the rezoning application to rezone 10 acres from Working Lands (WL) to Highway Commercial (HC) as it is consistent with policies 22 and 23 as listed in the Advance Core CAMA Land Use Plan Executive Summary.

Motion passed on a 4-0 vote.



Zoning Map Amendment Application

OFFICIAL USE ONLY:
 UDO Number: 2019-09-01
 Date Filed: 9/4/19
 Amount Paid: 8650.⁰⁰
 Received By: CP

ck# 7219

Contact Information

APPLICANT

Name: Waverly Sawyer
 Address: 117 Havenwood Drive
Camden, NC 27921
 Telephone: (252) 202-2882
 Fax: _____
 Email: _____

PROPERTY OWNER

Name: Same
 Address: _____
 Telephone: _____
 Fax: _____
 Email: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Same

Property Information

Physical Street Address 872 North Highway 343
 Location: South Mills, NC
 Parcel ID Number(s): 01-8907-00-43-8620 / 01-8907-00-65-3412
 Total Parcel(s) Acreage: 1 Acre/9 acres of farm along road
 Existing Land Use of Property: Office of Sawyer & Associates and farmland

Request

Current Zoning of Property: Working Lands (WL) Proposed Zoning District: Highway Commercial (HC)

Total Acreage for Rezoning: 10 Are you rezoning the entire parcel(s): Yes No

Metes and Bounds Description Provided: Yes No

Community Meeting, if applicable: Date Held: N/A; 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.

Waverly M Sawyer
 Property Owner(s)/Applicant

Sept. 4, 2019
 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 (2512 : Set Public Hearing - Ordinance 2019-10-01)

Zoning Change Application Questions

The UDO requires the Board to consider 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?

The use as commercial still exists as a legal non-conforming use. The proposed zoning change will make the current use conforming and allow me to allow additional uses within the Highway Commercial zoning.

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

The uses in the proposed zoning classification are more appropriate as property abuts Highway 343 and even though sewer is not available, the lines are there for future development.

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

(1) Is this an expansion of an adjacent zoning district of the same classification? NO.

However 872 Highway 343 is commercial (legal non-conforming).

(2) What extraordinary showing of public need or demand is met by this application? Possible the need for additional commercial in the future.

- I.14 The county will regulate through its zoning and subdivision ordinance the development of conflicting land uses along the US 17, US 158, and NC 343 highway corridors. *Schedule: Continuing Activity.*
- I.15 The county will consider the merits of establishing a minimum housing code to ensure that all occupied structures are fit for human habitation. *Schedule: Fiscal Year 2006-2007.*
- I.16 The county will pursue Community Development, North Carolina Housing Finance Agency, and United States Department of Agriculture funds from state and federal sources for rehabilitation or redevelopment of substandard housing. *Schedule: Continuing Activity.*

Policies - Commercial/Industrial:

- P.17 Camden County supports commercial development at the intersections of major roads (i.e., in a nodal fashion) consistent with the county's future land use map. *Schedule: Continuing Activity.*
- P.18 The county supports properly permitted mining activities within its borders. *Schedule: Continuing Activity.*
- P.19 Camden County deems industrial development within fragile areas and areas with low land suitability acceptable only if the following conditions are met:
- (1) CAMA minor or major permits can be obtained.
 - (2) Applicable zoning ordinance provisions are met in zoned areas.
 - (3) Within coastal wetlands, estuarine waters, and public trust waters, no industrial use will be permitted unless such use is water related.

This policy applies to both new industrial development and to expansion of existing industrial facilities. *Schedule: Continuing Activity.*

- P.20 Camden County opposes the establishment of private solid waste/landfill sites in the county which are not licensed by the county. *Schedule: Continuing Activity.*
- P.21 Camden County supports the recruitment and siting of environmentally compatible light industrial and commercial establishments within its borders in areas that are already similarly developed or in public or private industrial parks to minimize the

sacrifice of prime agricultural lands for such development. The county also supports the Northeastern North Carolina Economic Development Commission in its efforts to promote economic development in the county. The county does not encourage the conversion of prime farmland to residential use. *Schedule: Continuing Activity.*

- P.22 Camden County supports industrial development which will be located adjacent to and/or with direct access to major thoroughfares. *Schedule: Continuing Activity.*
- P.23 Camden County supports the development of industrial sites that are accessible to county water and sewer services. *Schedule: Continuing Activity.*
- P.24 Industries which are noxious by reason of the emission of smoke, dust, glare, noise, odor, and vibrations, and those which deal primarily in hazardous products such as explosives, should not be located in Camden County. *Schedule: Continuing Activity.*
- P.25 Industry should be located in conformance with the county's land use plan. This includes placing emphasis on light industrial development. *Schedule: Continuing Activity.*

Implementing Actions - Commercial/Industrial:

- I.17 The county will enforce its zoning regulations and rely on state permitting agencies to regulate mining activities. The county will take a more active stance regarding the State permitting authorities and their oversight of mining activities by communicating grievances to the appropriate State agencies and officials. *Schedule: Continuing Activity.*
- I.18 Camden County will rely on its zoning ordinance in zoned areas and the CAMA permitting program with regard to new industrial development and expansion of existing industrial facilities. *Schedule: Continuing Activity.*
- I.19 Camden County will review its zoning and subdivision ordinances to ensure compliance with policies P.17 and P.20 through P.25. *Schedule: Fiscal Year 2005-2006.*

**Camden County, North Carolina
Principal Use Table, District Comparison**

8.N.c

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

Attachment: Supporting Documents (2512 : Set Public Hearing - Ordinance 2019-10-01)

**Camden County, North Carolina
Principal Use Table, District Comparison**

Use Class / Main Category / Category	"P"=Permitted, "S"=Special Use Permit, Blank=Prohibited		WL	HC
Institutional				
COMMUNITY SERVICES				
<i>Community Center</i>				P
<i>Cultural Facility</i>				S
<i>Library</i>				P
<i>Museum</i>				P
<i>Senior Center</i>				P
<i>Youth Club Facility</i>				P
DAY CARE				
<i>Adult Day Care Center</i>				P
<i>Child Care Center</i>		P		P
EDUCATIONAL FACILITIES				
<i>Major</i>				S
<i>Moderate</i>		S		P
<i>Minor</i>		P		P
GOVERNMENT FACILITIES				
<i>Government Office</i>			P	P
<i>Government Maintenance, Storage, or Distribution Facility</i>			S	P
HEALTH CARE FACILITIES				
<i>Drug or Alcohol Treatment Facility</i>				S
<i>Hospital</i>				S
<i>Medical Treatment Facility</i>			S	P
INSTITUTIONS				
<i>Assisted Living Facility</i>				S
<i>Club or Lodge</i>			S	P
<i>Halfway House</i>				S
<i>Nursing Home</i>				S
<i>Psychiatric Treatment Facility</i>				S
<i>Religious Institution</i>			S	P
PARKS AND OPEN AREAS				
<i>Cemetery</i>			S	S
<i>Community Garden</i>			P	
<i>Park, Public or Private</i>			P	P

Attachment: Supporting Documents (2512 : Set Public Hearing - Ordinance 2019-10-01)

**Camden County, North Carolina
Principal Use Table, District Comparison**

Use Class / Main Category / Category	"P"=Permitted, "S"=Special Use Permit, Blank=Prohibited	WL	HC
PUBLIC SAFETY			
<i>Police, Fire, or EMS Facility</i>		S	P
<i>Correctional Facility</i>			
<i>Security Training Facility</i>			
TRANSPORTATION			
<i>Airport</i>		S	
<i>Helicopter Landing Facility</i>		S	S
<i>Passenger Terminal, Surface Transportation</i>			S
UTILITIES			
<i>Utility, Major</i>		P	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>		S	P
<i>Minor</i>		P	P
EATING ESTABLISHMENTS			
<i>Restaurant, Major</i>			P
<i>Restaurant, Minor</i>			P
<i>Bar, Nightclub, or Dance Hall</i>			S
OFFICES			
<i>Major</i>			S
<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 (2512 : Set Public Hearing - Ordinance 2019-10-01)

**Camden County, North Carolina
Principal Use Table, District Comparison**

Use Class / Main Category / Category	"P"=Permitted, "S"=Special Use Permit, Blank=Prohibited		WL	HC
RECREATION/ENTERTAINMENT, OUTDOOR				
<i>Major</i>			S	S
<i>Minor</i>			S	P
<i>Firing Range</i>			S	
<i>Water-Related Uses</i>			S	
RETAIL SALES				
<i>Flea Market</i>				S
<i>Grocery Store</i>				P
<i>Major</i>				P
<i>Minor</i>				P
STORAGE, COMMERCIAL				
<i>Major</i>				P
<i>Minor</i>				P
TELECOMMUNICATIONS				
<i>Antenna Collocation (on a Building)</i>				P
<i>Antenna Collocation (on a Tower)</i>			P	P
<i>Small Wireless Facility</i>			P	P
<i>Telecommunications Tower, Freestanding</i>			S	S
<i>Telecommunications Tower, Stealth</i>			P	P
VEHICLE ESTABLISHMENT				
<i>Major</i>				P
<i>Minor</i>				P
VISITOR ACCOMMODATIONS				
<i>Bed and Breakfast</i>			P	
<i>Campground</i>			S	S
<i>Hotel or Motel</i>				S
Industrial				
EXTRACTIVE INDUSTRY				
<i>All</i>			S	
INDUSTRIAL SERVICES				
<i>Contractor Service</i>				P
<i>Crabshedding</i>				
<i>Fuel Oil or Bottled Gas Distributor</i>				
<i>General Industrial Service and Repair</i>				S
<i>Heavy Equipment Sales, Rental, or Service</i>				P
<i>Research and Development</i>				P

Attachment: Supporting Documents (2512 : Set Public Hearing - Ordinance 2019-10-01)

**Camden County, North Carolina
Principal Use Table, District Comparison**

Use Class / Main Category / Category	"P"=Permitted, "S"=Special Use Permit, Blank=Prohibited		WL	HC
MANUFACTURING AND PRODUCTION				
<i>Manufacturing, Heavy</i>				
<i>Manufacturing, Light</i>				P
POWER GENERATION				
<i>Solar Array</i>			S	S
<i>Wind Energy Conversion Facility</i>			S	S
WAREHOUSE AND FREIGHT MOVEMENT				
<i>All</i>				P
WASTE-RELATED SERVICES				
<i>Incinerator</i>				
<i>Land Application of Sludge/Septage</i>				
<i>Landfill</i>				
<i>Public Convenience Center or Transfer Station</i>			S	P
<i>Recycling Center</i>			S	P
<i>Salvage or Junkyard</i>				
<i>Waste Composting Facility</i>			S	
WHOLESALE SALES				
<i>Major</i>				P
<i>Minor</i>				P

Attachment: Supporting Documents (2512 : Set Public Hearing - Ordinance 2019-10-01)



**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Information, Reports & Minutes From Other Agencies

Item Number: 11.A
Meeting Date: October 07, 2019
Submitted By: Tammie Krauss, Register of Deeds
Register of Deeds
Prepared by: Karen Davis
Item Title **Register of Deeds Report**
Attachments: Register of Deeds Report (PDF)

Camden County Register of Deeds: Tammie Krauss
September 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
09/03/19	\$ 5.00	\$ 30.00	\$ 253.82	\$ 264.18	\$ 6.81	\$ 39.47	\$ 43.40	\$ 329.32	\$ 972.00
09/04/19	\$ -	\$ -	\$ 245.00	\$ 255.00	\$ 1.35	\$ 8.14	\$ 12.40	\$ 68.11	\$ 590.00
09/05/19	\$ -	\$ -	\$ 56.84	\$ 59.16	\$ 2.31	\$ 14.34	\$ 18.60	\$ 118.75	\$ 270.00
09/09/19	\$ 10.00	\$ 60.00	\$ 221.97	\$ 231.03	\$ 17.60	\$ 87.78	\$ 223.20	\$ 774.82	\$ 1,626.40
09/10/19	\$ 5.00	\$ 30.00	\$ 464.52	\$ 483.48	\$ 7.01	\$ 38.98	\$ 55.80	\$ 330.21	\$ 1,415.00
09/11/19	\$ -	\$ -			\$ 0.15	\$ 0.99		\$ 8.86	\$ 10.00
09/12/19			\$ 3.92	\$ 4.08	\$ 0.78	\$ 3.88	\$ 12.40	\$ 34.94	\$ 60.00
09/13/19			\$ 46.55	\$ 48.45	\$ 2.04	\$ 12.06	\$ 18.60	\$ 103.30	\$ 231.00
09/16/19	\$ 5.00	\$ 30.00	\$ 30.87	\$ 32.13	\$ 5.13	\$ 26.39	\$ 43.40	\$ 232.38	\$ 405.30
09/17/19	\$ 5.00	\$ 30.00	\$ 117.60	\$ 122.40	\$ 3.86	\$ 19.86	\$ 24.80	\$ 173.48	\$ 497.00
09/18/19			\$ 5.88	\$ 6.12	\$ 2.99	\$ 18.78	\$ 18.60	\$ 158.63	\$ 211.00
09/19/19	\$ -	\$ -	\$ -	\$ -	\$ 1.26	\$ 8.18	\$ 6.20	\$ 68.36	\$ 84.00
09/20/19	\$ 10.00	\$ 60.00			\$ 6.53	\$ 35.23	\$ 12.40	\$ 310.84	\$ 435.00
09/23/19	\$ 10.00	\$ 60.00	\$ 419.93	\$ 437.07	\$ 7.02	\$ 36.44	\$ 37.20	\$ 317.34	\$ 1,325.00
09/24/19	\$ 5.00	\$ 30.00			\$ 3.00	\$ 15.98	\$ 12.40	\$ 133.42	\$ 199.80
09/25/19	\$ 5.00	\$ 30.00			\$ 4.38	\$ 24.34	\$ 24.80	\$ 203.48	\$ 292.00
09/26/19					\$ 1.08	\$ 6.50	\$ 6.20	\$ 58.42	\$ 72.20
09/27/19			\$ 813.89	\$ 847.11	\$ 5.60	\$ 32.82	\$ 49.60	\$ 284.98	\$ 2,034.00
09/30/19			\$ 427.77	\$ 445.23	\$ 8.08	\$ 47.07	\$ 80.60	\$ 403.05	\$ 1,411.80
									\$ -
									\$ -
									0.00
									0.00
									\$ -
TOTAL	\$ 60.00	\$ 360.00	\$ 3,108.56	\$ 3,235.44	\$ 86.98	\$ 477.23	\$ 700.60	\$ 4,112.69	\$ 12,141.50

Attachment: Register of Deeds Report (2539 : Register of Deeds Report)

Ledger Report Fee Distribution
TAMMIE KRAUSS, REGISTER OF DEEDS
Camden, NC

Date Range From Sunday, September 01, 2019 to Monday, September 30, 2019

Name	Amount
NC Children's Trust Fund	\$60.00
NC Domestic Violence Fund	\$360.00
State Revenue Stamp	\$3,108.56
County Revenue Stamp	\$3,235.44
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$86.98
ROD Automation Fund	\$477.23
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$700.60
ROD General Fund	\$4,112.69
Total Distribution For Period	\$12,141.50
Cash Total	\$1,039.00
Check Total	\$10,929.50
Pay Account Tota	\$173.00
ACH Total	\$0.00
Escrow Account Tota	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$12,141.50



CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.B
Meeting Date: October 07, 2019
Submitted By: Kim Perry,
Library
Prepared by: Karen Davis
Item Title **Library Report**
Attachments: Library Report (DOCX)

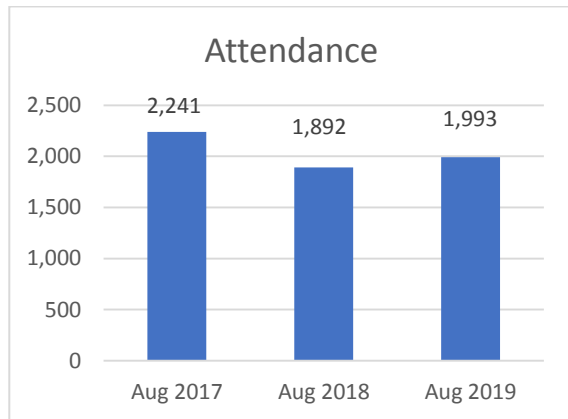
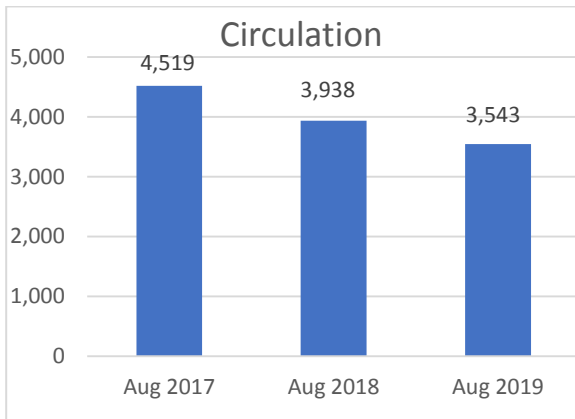
Camden County Public Library August 2019 Statistics

Visitor Count	1,993
Materials Check Outs & Renewals	3,543
Computer/ Wireless Use	749/652
Questions Answered	470
Juvenile Programs/Attendance	9/180
Teen/Tween Programs/Attendance	1/3
Adult Programs/Attendance	2/13
Outreach Programs/Attendance	1/12
Meeting Room Usage/Attendance	8/94
Days/Hours Open	24/212
# Items in Collection	18,415*
Library Card Holders	2,459**

*170 items were weeded from the collection

**436 inactive patrons were removed from the database

Comparison by Year 2017-2019



Attachment: Library Report (2529 : Library Report)



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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.C
Meeting Date: October 07, 2019
Submitted By: Ken Bowman,
Administration
Prepared by: Karen Davis

Item Title **ABC Funds Report for FY 2018-2019**

Attachments: ABC Funds Report for FY 18-19 Camden (DOCX)

Summary:

Submitted by Bland Baker: Per GS 18B-805(h) since Trillium Health Resources received Alcoholism (ABC) Funds from your county, we are required to provide an annual report to the Board of County Commissioners describing how the funds were spent. Please find attached a brief description of the expenditures that were paid from July 1, 2018 - June 30, 2019.

ABC Funds Report for FY 18-19

County: Camden

Amount of ABC Funds Received \$ 4,246.00

ABC Funds Restrictions per County Allocation: None

Per GS 18B-805(h) since Trillium Health Resources received Alcoholism (ABC) Funds from your county, we are required to provide an annual report to the board of county commissioners describing how the funds were spent. Please find below to a brief description of the expenditures that were paid from July 1, 2018 to June 30, 2019.

Purchase of Naloxone Kits: Trillium purchased and distributed in Camden County 5 Naloxone kits at \$384.00 to Camden County Sheriff.

Access Point Kiosk – The Kiosk provides anonymous evidence-based self-conducted screenings for mental health and substance use to potentially link individuals to appropriate services. The **annual** cost is \$1181.00 for these kiosk per year.

*Substance Abuse Treatment Services: \$ 137,600 was paid for 45 individuals from your county to providers for substance abuse treatment.

These Substance abuse treatment expenditures were spent for the treatment of alcoholism or substance abuse. These funds were paid to providers who contracted with Trillium to provide substance abuse treatment to consumers with an address in your county. Services provided include but are not limited to the below:

- Assessment/evaluation
- Outpatient treatment and counseling, including face to face and telepsychiatry and both individual and group
- Mobile Crisis
- Substance Abuse Intensive Outpatient Therapy
- Facility Based Crisis
- Opioid Treatment

*Denotes State and ABC funds paid for services for consumers residing in Camden County with substance abuse diagnosis. This does NOT include Medicaid funds paid for the same.



CAMDEN COUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.D
Meeting Date: October 07, 2019
Submitted By: Sally Norfleet,
Finance
Prepared by: Karen Davis
Item Title YTD Sales Tax Revenue Collection FY 19-20
Attachments: YTD Sales Tax Revenue FY 19-20 (PDF)

SALES TAX REVENUE COLLECTION REPORT

FY 2019-2020														13-Sep-19	
SALES TAX REVENUE - GENERAL FUND															
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted	
Art. 39	\$66,201	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$66,201	\$565,000	
Art. 40	\$32,227	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,227	\$295,000	
Art. 42	\$20,092	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,092	\$182,000	
Art. 44	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total	\$118,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$118,520	\$1,042,000	
													Total Budgeted	\$1,042,000	
SALES TAX REVENUE- RESTRICTED SCHOOL CAPITAL RESERVE FUND															
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted	
Art. 40	\$18,191	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,191	\$178,000	
Art. 42	\$36,381	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36,381	\$353,000	
Total	\$54,572	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54,572	\$531,000	
													Total Budgeted	\$531,000	
TOTAL	\$173,092	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$173,092	\$1,573,000	
SALES TAX REVENUE- SC/ED RESTRICTED															
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted	
GS 105-524	\$40,535	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,535	\$450,000	
													Total Budgeted	\$450,000	
Grand	\$213,627	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$213,627	\$2,023,000	
														11%	
FY 2018-2019															
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	\$616,012	\$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	\$442	\$0	
Total	\$97,233	\$91,150	\$82,112	\$87,325	\$86,523	\$88,421	\$100,710	\$85,230	\$87,160	\$118,460	\$102,126	\$97,644	\$1,124,095	\$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	\$53,046	\$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	\$150,279	\$135,829	\$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	\$188,203	\$173,753	\$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%	

Attachment: YTD Sales Tax Revenue FY 19-20 (2520 : YTD Sales Tax Revenue Collection FY 19-20)