



**CAMDEN COUNTY**  
NORTH CAROLINA • USA

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# **BOARD OF COMMISSIONERS**

**November 04, 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  
November 04, 2019  
7:00 PM  
Historic Courtroom, Courthouse Complex**

### **Call to Order**

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

#### **ITEM 7:00 PM Reconvene Board of Commissioners**

### **Invocation & Pledge of Allegiance**

Pastor Billy Royal - Shiloh 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)**

### **Recess to South Camden Water & Sewer District Board of Directors**

### **Reconvene Board of Commissioners**

#### **ITEM 4. Public Hearings**

- A. Ordinance 2019-10-01 Rezoning Application - Dan Porter
- B. Ordinance 2019-08-02 UDO Amendments - Dan Porter

#### **ITEM 5. New Business (For discussion and possible action)**

- A. Tax Report - Lisa Anderson
- B. Step & Grade Salary Scale - Ken Bowman
- C. Finance Officer Appointment - Ken Bowman

**ITEM 6. Board Appointments (For discussion and possible action)**

- A. Jury Commission
- B. South Camden Fire Commission
- C. East Albemarle Regional Library Board

**ITEM 7. Consent Agenda**

- A. BOC Meeting Minutes - October 7, 2019
- B. BOC Meeting Minutes - October 10, 2019
- C. Budget Amendment
- D. Tax Collection Report
- E. DMV Monthly Report
- F. Pickups, Releases & Refunds
- G. FEMA - Designation of Applicant's Agent
- H. Resolution 2019-11-01 - NCDOT Request
- I. Set Public Hearing - Land Sale Agreement

**ITEM 8. County Manager's Report**

**ITEM 9. Commissioners' Reports**

**ITEM 10. Information, Reports & Minutes From Other Agencies**

- A. Library Report

**ITEM 11. Other Matters (For discussion and possible action)**

**ITEM 12. Adjourn**



**CAMDEN COUNTY**  
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**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Public Hearings**

**Item Number:** 4.A  
**Meeting Date:** November 04, 2019  
**Submitted By:** Dan Porter, Planning Director  
 Planning & Zoning  
 Prepared by: Karen Davis  
**Item Title** **Ordinance 2019-10-01 Rezoning Application**  
**Attachments:** Agenda Summary Sheet Ordinance 2019-10-01 -  
 Sawyer (DOC)  
 Sawyer Rezoning Findings (DOCX)  
 Supporting Documents (PDF)

Summary, recommendation and supporting documents attached.

# Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

**Item Number:**

**Meeting Date:** November 4, 2019  
**Attachments:** Ordinance/Findings/Planning Board Recommendation  
**Submitted By:** Planning Department

**ITEM TITLE:** 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. Sawyer’s 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. Sawyer’s 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 P.22 and P.23 as listed in the Advance Core CAMA Land Use Plan Executive Summary.

<b>MOTION MADE BY:</b>	
T. White	_____
C. Riggs	_____
G. Meiggs	_____
R. Krainiak	_____
R. Munro	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
T. White	_____
C. Riggs	_____
G. Meiggs	_____
R. Krainiak	_____
R. Munro	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

Attachment: Agenda Summary Sheet Ordinance 2019-10-01 - Sawyer (2550 : Ordinance 2019-10-01 Rezoning Application - Dan Porter)

Motion passed on a 4-0 vote.

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)*

**RECOMMENDATIONS:**

1. Hold public hearing.
2. Amend Agenda for consideration.

**If consideration is for approval or denial recommend the following motions:**

**Motion 1. Consistency Statement:**

The proposed zoning change is consistent with the CAMA Land Use Plans Executive Summary policies P.22 and P.23 for commercial/industrial as Policies P.22 and P.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 2.**

**For approval:**

Motion to approve Ordinance #2019-10-01 to rezone properties from Working Lands (WL) to Highway Commercial (HC) as zoning change is consistent with policies P.22 and P.23 of the CAMA Plan as Camden County supports industrial development along major thoroughfares that are accessible to water/sewer; or

**For denial:**

Motion to deny Ordinance #2019-10-01 to rezone properties from Working Lands (WL) to Highway Commercial (HC) as 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 3 (if rezoning is approved):**

Motion to amend 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 Maps are...

**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 ace 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 (2550 : Ordinance 2019-10-01 Rezoning Application - Dan Porter)

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.

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**PROJECT LOCATION:**

**Vicinity Map: South Mills Township**



Attachment: Sawyer Rezoning Findings (2550 : Ordinance 2019-10-01 Rezoning Application - Dan Porter)

**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:**

	<b>North</b>	<b>South</b>	<b>East</b>	<b>West</b>
<b>Zoning</b>	Working Lands (WL)/Neighborhood Residential (NR)	Working Lands (WL)	Working Lands	Working Lands (WL)
<b>Use &amp; size</b>	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.

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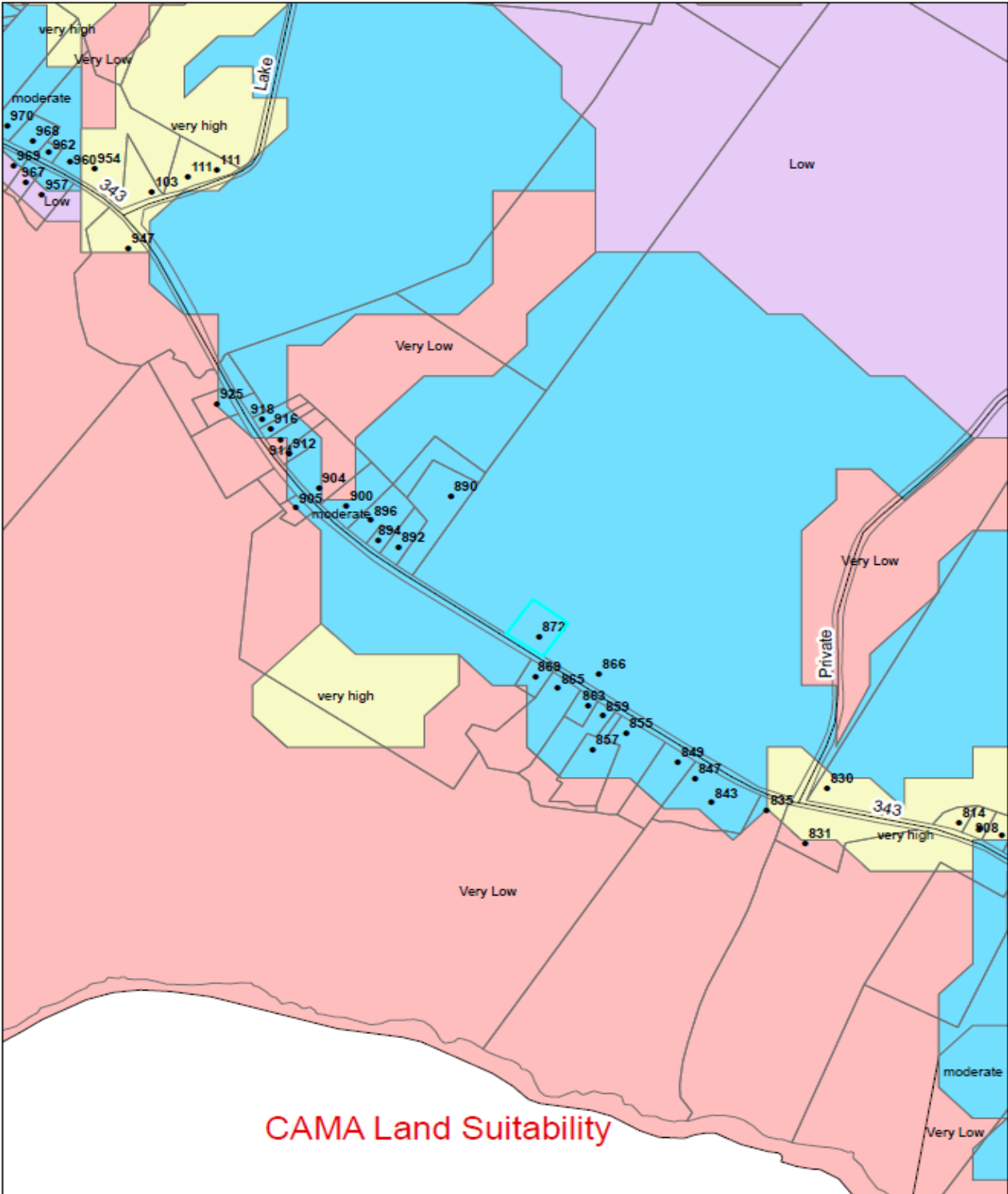
**ENVIRONMENTAL ASSESSMENT**

**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.

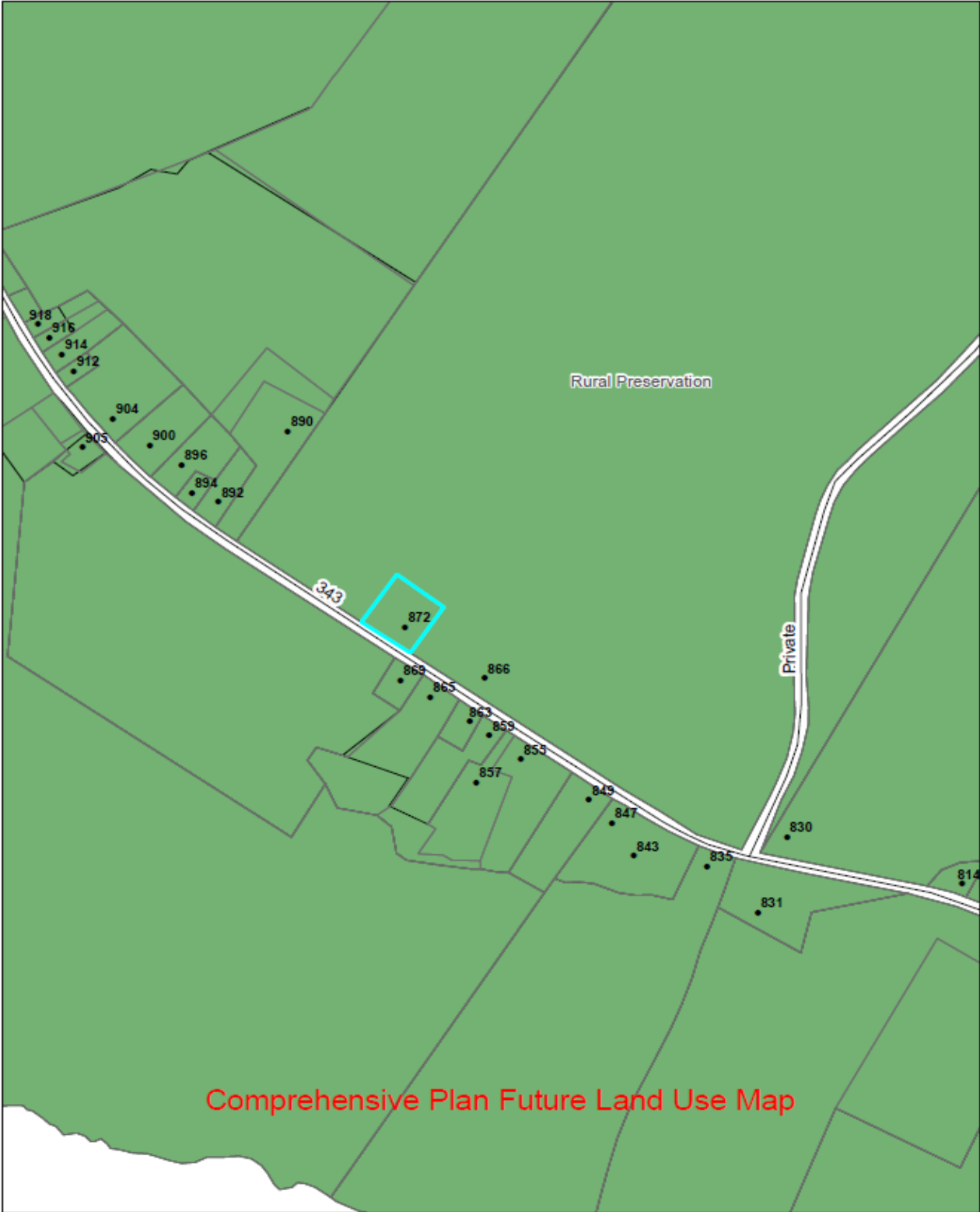
Attachment: Sawyer Rezoning Findings (2550 : Ordinance 2019-10-01 Rezoning Application - Dan Porter)

CAMA Land Suitability:



Attachment: Sawyer Rezoning Findings (2550 : Ordinance 2019-10-01 Rezoning Application - Dan Porter)

Comprehensive Plan Future Land Use Map



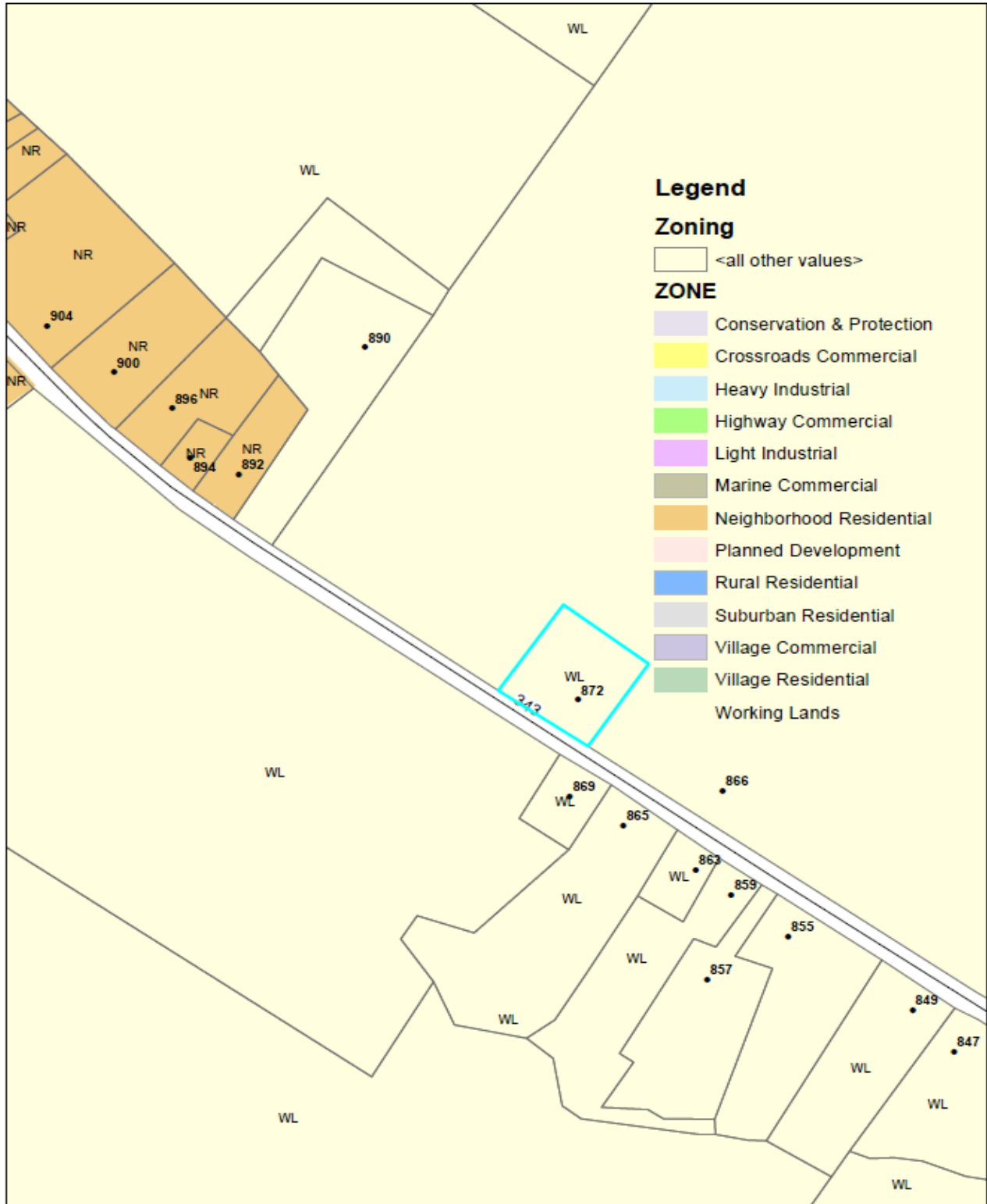
Attachment: Sawyer Rezoning Findings (2550 : Ordinance 2019-10-01 Rezoning Application - Dan Porter)

### CAMA Future Land Use Map



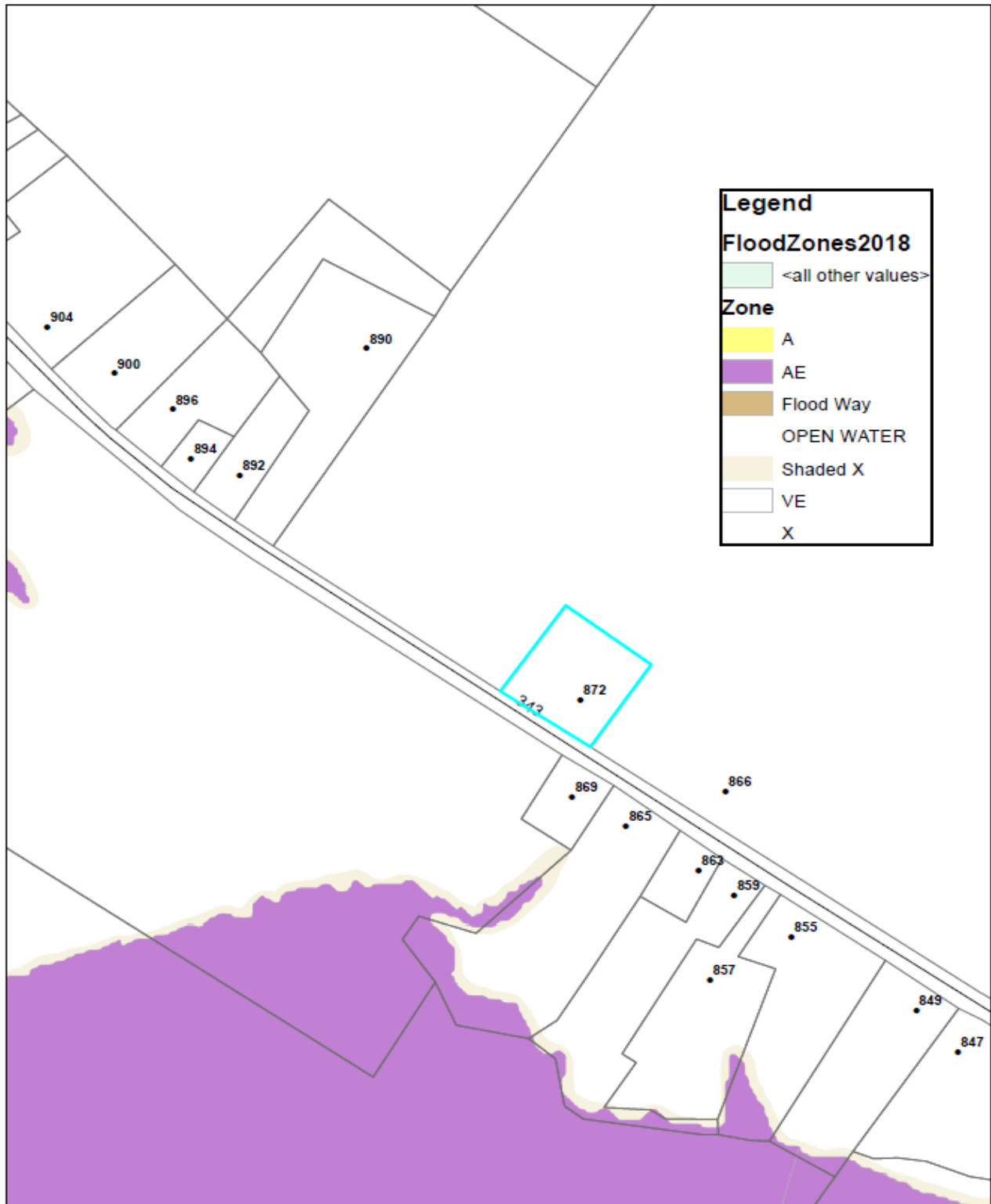
Attachment: Sawyer Rezoning Findings (2550 : Ordinance 2019-10-01 Rezoning Application - Dan Porter)

Zoning Map:



Attachment: Sawyer Rezoning Findings (2550 : Ordinance 2019-10-01 Rezoning Application - Dan Porter)

### Floodplain Map



Attachment: Sawyer Rezoning Findings (2550 : Ordinance 2019-10-01 Rezoning Application - Dan Porter)

**INFRASTRUCTURE & COMMUNITY FACILITIES**

<b>Water</b>	South Mills water lines are located adjacent to property along North 343.
<b>Sewer</b>	Lines are adjacent but currently not in use.
<b>Fire District</b>	South Mills Fire District.
<b>Schools</b>	N/A.
<b>Traffic</b>	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 (2550 : Ordinance 2019-10-01 Rezoning Application - Dan Porter)



**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 (2550 : Ordinance 2019-10-01 Rezoning Application - Dan Porter)

**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.

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:**

	<b>Personal Benefits/Impact</b>	<b>Community Benefits/Impact</b>
<b>With rezoning</b>		
<b>Without rezoning</b>		

**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: 2019-08-01

Date Filed: 9/4/19

Amount Paid: 8650.00

Received By: CP

ck# 7219

**Contact Information**

**APPLICANT**

**PROPERTY OWNER**

Name: Waverly Sawyer

Name: Same

Address: 117 Havenwood Drive

Address: \_\_\_\_\_

Camden, NC 27921

Telephone: (252) 202-2882

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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  
LOT

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 (2550 : Ordinance 2019-10-01 Rezoning Application - Dan Porter)

## 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**

**4.A.c**

<b>Use Class / Main Category / Category</b>	<b>"P"=Permitted, "S"=Special Use Permit, Blank=Prohibited</b>		<b>WL</b>	<b>HC</b>
<b>Agricultural</b>				
<b>AGRICULTURE/HORTICULTURE</b>				
<i>All Agriculture/ Horticulture Uses</i>	P		P	
<b>ANIMAL HUSBANDRY</b>				
<i>Animal Husbandry Uses (excluding stockyards and slaughterhouses)</i>	P			
<i>Stockyard/Slaughterhouse</i>				
<b>AGRICULTURAL SUPPORT</b>				
<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	
<b>Residential</b>				
<b>HOUSEHOLD LIVING USES</b>				
<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
<b>GROUP LIVING</b>				
<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 (2550 : Ordinance 2019-10-01 Rezoning Application - Dan Porter)

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

**4.A.c**

<b>Use Class / Main Category / Category</b>	<b>"P"=Permitted, "S"=Special Use Permit, Blank=Prohibited</b>		<b>WL</b>	<b>HC</b>
<b>Institutional</b>				
<b>COMMUNITY SERVICES</b>				
<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
<b>DAY CARE</b>				
<i>Adult Day Care Center</i>				P
<i>Child Care Center</i>		P		P
<b>EDUCATIONAL FACILITIES</b>				
<i>Major</i>				S
<i>Moderate</i>		S		P
<i>Minor</i>		P		P
<b>GOVERNMENT FACILITIES</b>				
<i>Government Office</i>			P	P
<i>Government Maintenance, Storage, or Distribution Facility</i>			S	P
<b>HEALTH CARE FACILITIES</b>				
<i>Drug or Alcohol Treatment Facility</i>				S
<i>Hospital</i>				S
<i>Medical Treatment Facility</i>			S	P
<b>INSTITUTIONS</b>				
<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
<b>PARKS AND OPEN AREAS</b>				
<i>Cemetery</i>			S	S
<i>Community Garden</i>			P	
<i>Park, Public or Private</i>			P	P

Attachment: Supporting Documents (2550 : Ordinance 2019-10-01 Rezoning Application - Dan Porter)

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

**4.A.c**

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

Attachment: Supporting Documents (2550 : Ordinance 2019-10-01 Rezoning Application - Dan Porter)

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

**4.A.c**

<b>Use Class / Main Category / Category</b>	<b>"P"=Permitted, "S"=Special Use Permit, Blank=Prohibited</b>		<b>WL</b>	<b>HC</b>
<b>RECREATION/ENTERTAINMENT, OUTDOOR</b>				
<i>Major</i>	S		S	
<i>Minor</i>	S		P	
<i>Firing Range</i>	S			
<i>Water-Related Uses</i>	S			
<b>RETAIL SALES</b>				
<i>Flea Market</i>				S
<i>Grocery Store</i>				P
<i>Major</i>				P
<i>Minor</i>				P
<b>STORAGE, COMMERCIAL</b>				
<i>Major</i>				P
<i>Minor</i>				P
<b>TELECOMMUNICATIONS</b>				
<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	
<b>VEHICLE ESTABLISHMENT</b>				
<i>Major</i>				P
<i>Minor</i>				P
<b>VISITOR ACCOMMODATIONS</b>				
<i>Bed and Breakfast</i>	P			
<i>Campground</i>	S		S	
<i>Hotel or Motel</i>				S
<b>Industrial</b>				
<b>EXTRACTIVE INDUSTRY</b>				
<i>All</i>	S			
<b>INDUSTRIAL SERVICES</b>				
<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 (2550 : Ordinance 2019-10-01 Rezoning Application - Dan Porter)

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

<b>Use Class / Main Category / Category</b>	<b>"P"=Permitted, "S"=Special Use Permit, Blank=Prohibited</b>		<b>WL</b>	<b>HC</b>
<b>MANUFACTURING AND PRODUCTION</b>				
<i>Manufacturing, Heavy</i>				
<i>Manufacturing, Light</i>				P
<b>POWER GENERATION</b>				
<i>Solar Array</i>			S	S
<i>Wind Energy Conversion Facility</i>			S	S
<b>WAREHOUSE AND FREIGHT MOVEMENT</b>				
<i>All</i>				P
<b>WASTE-RELATED SERVICES</b>				
<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	
<b>WHOLESALE SALES</b>				
<i>Major</i>				P
<i>Minor</i>				P

Attachment: Supporting Documents (2550 : Ordinance 2019-10-01 Rezoning Application - Dan Porter)



# CAMDEN COUNTY

NORTH CAROLINA • USA

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Public Hearings

**Item Number:** 4.B

**Meeting Date:** November 04, 2019

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

**Item Title** **Ordinance 2019-08-02 - UDO Amendments**

**Attachments:** Agenda Summary Sheet Ordinance 2019-08-02  
(DOC)  
Ordinance 2019-08-02 Revised after PB 9-18-19 and PB  
10-16-19 (DOCX)  
Reasons for UDO amendments (DOCX)  
Courthouse Map (PDF)

Agenda summary, Planning Board recommendation and supporting documentation attached.

## Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

**Item Number:**

**Meeting Date:** November 4, 2019

**Attachments:** Ordinance/Reasons for  
Amendments/Zoning Maps

**Submitted By:** Planning Department

**ITEM TITLE:** 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 and a copy of zoning maps for each township.

At the September 18<sup>th</sup> and October 16<sup>th</sup> Planning Board meetings Staff and Planning Board reviewed and discussed each item and made motion recommending approving of all the changes. It should be noted that there was considerable discussion on Reason’s #5 and #11 regarding Manufactured Homes and subdivision along major arterial highways.

**RECOMMENDATION:**

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

Attachment: Agenda Summary Sheet Ordinance 2019-08-02 (2546 : Ordinance 2019-08-02 UDO Amendments - Dan Porter)



**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**

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**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).

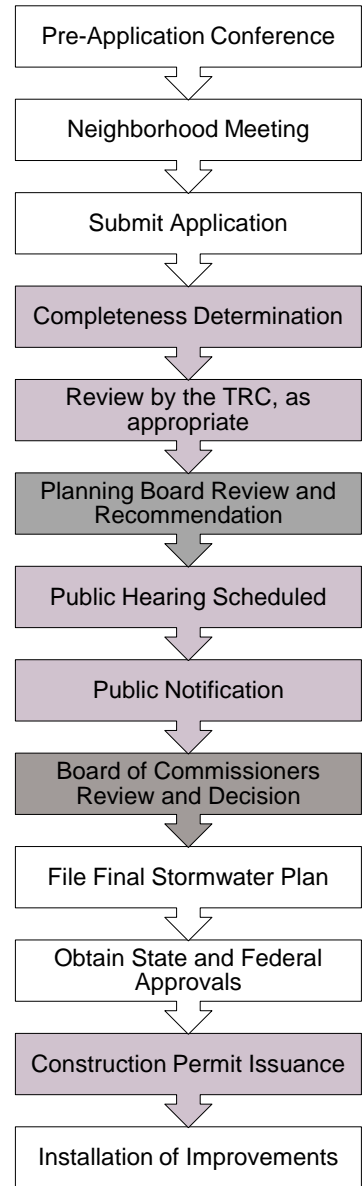
**3. Application Submittal**

- 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**

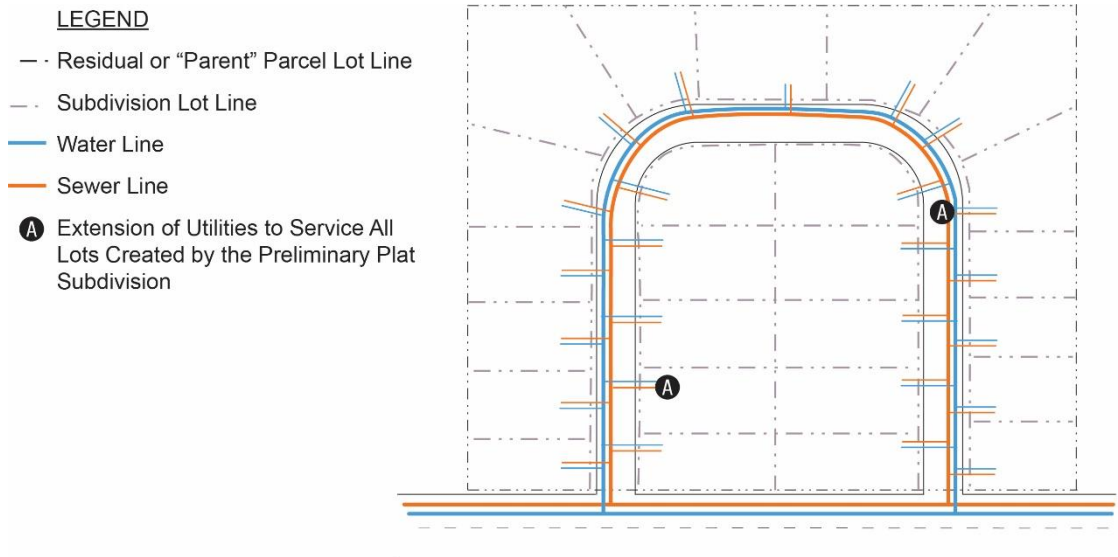


Attachment: Ordinance 2019-08-02 Revised after PB 9-18-19 and PB 10-16-19 (2546 : Ordinance 2019-08-02 UDO Amendments - Dan Porter)

## 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

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



## 3.5.4 – Suburban Residential

## SUBURBAN RESIDENTIAL (SR) DISTRICT

<b>SR Suburban Residential</b>		<b>Purpose Statement</b>	
		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.	
<b>Dimensional Requirements</b>			
<b>#</b>	<b>STANDARD TYPE</b>	<b>REQUIREMENTS FOR TRADITIONAL DEVELOPMENT</b>	<b>REQUIREMENTS FOR CONSERVATION SUBDIVISIONS</b>
<b>A</b>	Minimum Development Size (acres)	N/A	10
<b>B</b>	Maximum Residential Density (units/acre)	1	2
<b>C</b>	Minimum Lot Area (acres)	1	0.5
<b>D</b>	Minimum Lot Width (feet) [2]	125	60
<b>E</b>	Maximum Lot Coverage (% of lot area) [3]	24	72
<b>F</b>	Minimum Open Space (% of development size) [4]	None	50
<b>G</b>	Minimum Front Setback (feet)	25	20
<b>H</b>	Minimum Corner Side Setback (feet)	25	20
<b>I</b>	Minimum Interior Side Setback (feet)	10	10
<b>J</b>	Minimum Rear Setback (feet)	10	10
<b>K</b>	Minimum Distance Between Buildings, Front-to-Back (feet) [5]	15	10
<b>L</b>	Minimum Distance Between Buildings, Side-to-Side (feet) [5]	10	5
<b>M</b>	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	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
<p><b>Manufactured Home</b> 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	.	.	P	.	.	.	.	.	.	.	.	A	4.4.2.D
<p><b>Manufactured Home or Mobile Home Park</b> 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.</p>	.	.	.	.	.	.	.	.	.	.	.	.	.	.	
<p><b>Mobile Home</b> 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.</p>	.	.	M	.	.	.	.	.	.	.	.	.	.	.	4.4.2.E
<p><b>Multi-Family</b> 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.</p>	.	.	.	.	.	.	S	P	S	S	.	.	A	4.4.2.F	

Attachment: Ordinance 2019-08-02 Revised after PB 9-18-19 and PB 10-16-19 (2546 : Ordinance 2019-08-02 UDO Amendments - Dan Porter)

<b>EDUCATIONAL FACILITIES</b>																
<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><b>Major</b> 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><b>Moderate</b> 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><b>Minor</b> 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	

**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

Attachment: Ordinance 2019-08-02 Revised after PB 9-18-19 and PB 10-16-19 (2546 : Ordinance 2019-08-02 UDO Amendments - Dan Porter)

- 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.

## Article 4.5.5 STANDARDS FOR SPECIFIC ACCESSORY USES

### A. Accessory Dwelling Units

Accessory dwelling units shall comply with the following standards:

#### 1. General Requirements

- a. Accessory dwelling units may be located within a principal structure (e.g., a downstairs apartment), as a freestanding building or above a detached outbuilding.
- b. The use of manufactured homes, travel trailers, campers, tractor trailers, or similar vehicles as an accessory dwelling unit is prohibited.
- c. Not more than one accessory dwelling unit per lot is permitted.
- d. Where there is no public sanitary sewer service available to the accessory apartment, the applicant shall provide an approval from the Albemarle Regional Health Department for the accessory dwelling unit.

#### 2. Maximum Size

- a. An accessory dwelling unit shall have a heated floor area of at least 300 square feet, but shall not exceed 1200 square feet 40 percent of the floor area associated with the principal structure.
- b. An accessory dwelling unit shall have a maximum of two bedrooms and at least one full bathroom.

#### 3. Configuration

- a. At least one, but no more than two, off-street parking spaces shall be provided for an accessory dwelling unit (in addition to the required off-street parking serving the principal use).
- b. The accessory dwelling unit shall be served by the same driveway serving the principal use.
- c. Accessory dwelling units shall not be sold apart from the principal structure.
- d. Accessory dwelling units may be used for home occupation uses but in no instance shall more than one home occupation use be conducted on a single lot.

### 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 liner foot of wall frontage			

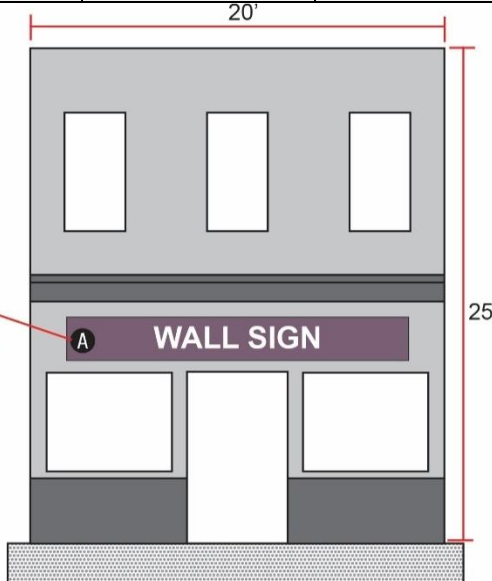
  

**A** Maximum Front Façade Sign Face Area Calculation

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





## 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**

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

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 and PB 10-16-19 (2546 : Ordinance 2019-08-02 UDO Amendments - Dan Porter)

## 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) Manufactured Home (Singlewide/Doublewide)** – Removes both from the Working Lands (WL) Districts. Decision based on the amount of Working Lands (WL) zoning that exists and which currently permits manufactured homes. The following is a breakdown of both the Neighborhood Residential (NR) and Working Lands (WL) zoning districts on the amount of lots available that would permit Manufactured Homes:

### Neighborhood Residential (2 AC or less lots)

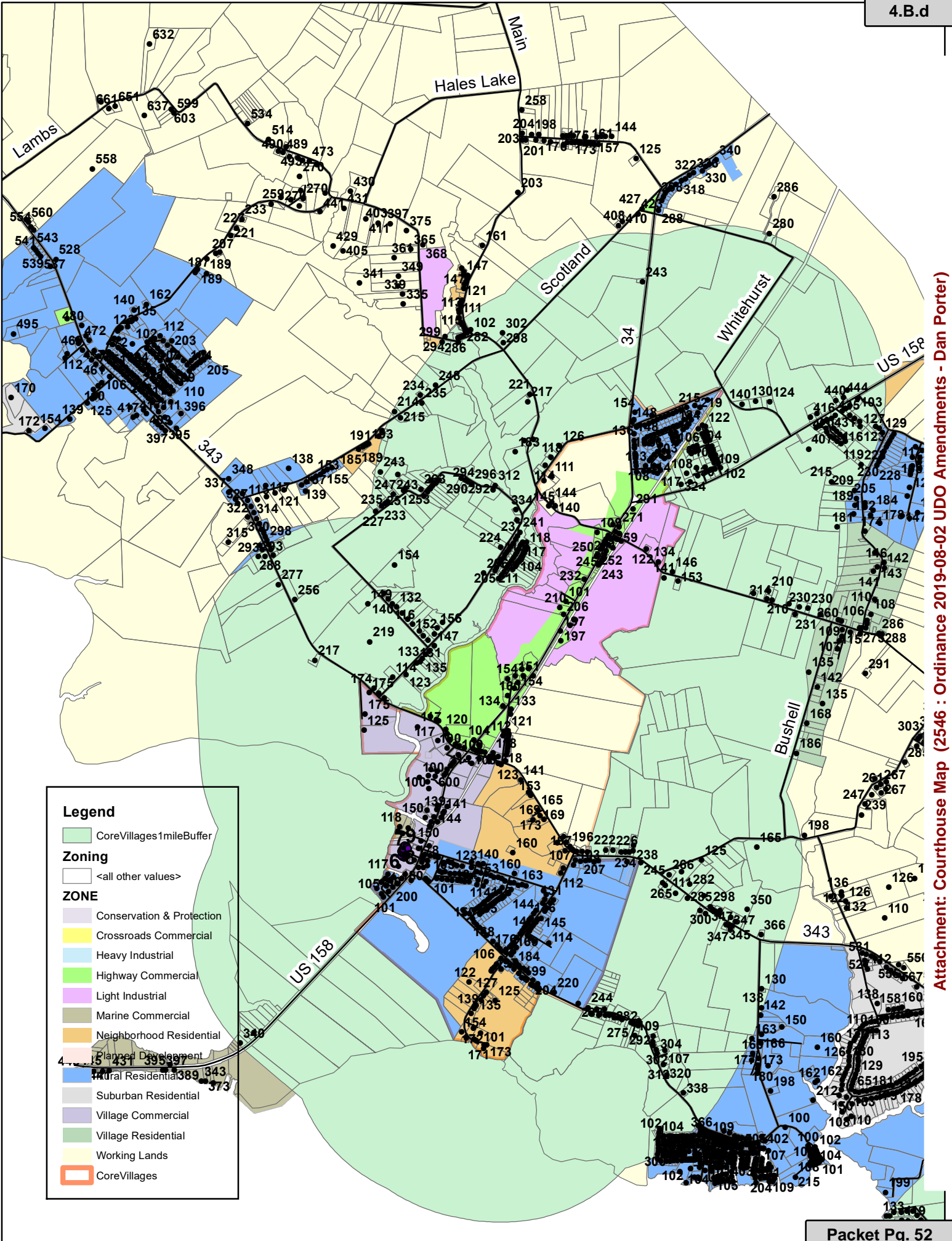
- Gross Total = 349
- Within 1 mile buffer = 85
- Outside of buffer = 264
  - # in Camden point = 125
- **Net total (gross total – 1 mile buffer – Camden point) = 139**

### Working Lands (5 AC or less lots)

- Gross Total = 470
- Within 1 mile buffer = 66
- Outside of buffer = 404
  - # in Camden point = 168
- **Net total (gross total – 1 mile buffer – Camden point) = 236**

6. **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.

7. **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.
8. **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.
9. **Article 4.5.5 (Standards for Specific Accessory Uses) – Accessory Dwelling Units** – Planning Board member brought up the discussion on the size limits to the Planning Board and Staff. After discussion it was recommended that the percentage (40%) of floor area be deleted and that the size shall be a minimum of 300 sf to a maximum of 1200 sf of floor area.
10. **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)
11. **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.
12. **Article 10.3 (Definitions)** - Based on #11 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.



**Legend**

- CoreVillages1mileBuffer

**Zoning**

- <all other values>

**ZONE**

- Conservation & Protection
- Crossroads Commercial
- Heavy Industrial
- Highway Commercial
- Light Industrial
- Marine Commercial
- Neighborhood Residential
- Planned Development
- Rural Residential
- Suburban Residential
- Village Commercial
- Village Residential
- Working Lands
- CoreVillages

Attachment: Courthouse Map (2546 : Ordinance 2019-08-02 UDO Amendments - Dan Porter)



**CAMDEN COUNTY**  
NORTH CAROLINA • USA

*Boundless Opportunities.*

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

**New Business**

**Item Number:** 5.A  
**Meeting Date:** November 04, 2019  
**Submitted By:** Lisa Anderson, Tax Administrator  
Taxes  
Prepared by: Teri Smith  
**Item Title** **September, 2019 Monthly Report**  
**Attachments:** 20191028101836573.pdf (PDF)  
**Summary:** September 2019 Monthly Report  
**Recommendation:** Review and Approve

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

**OUTSTANDING TAX DELINQUENCIES BY YEAR**

<b><u>YEAR</u></b>	<b><u>REAL PROPERTY</u></b>	<b><u>PERSONAL PROPERTY</u></b>
2018	118,445.62	3,318.25
2017	38,586.98	3,394.83
2016	16,904.71	2,357.47
2015	11,214.35	1,034.77
2014	12,164.16	1,228.71
2013	8,264.13	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: 20191028101836573.pdf (2552 : Tax Report)

TOTAL REAL PROPERTY TAX UNCOLLECTED	225,096.99
TOTAL PERSONAL PROPERTY UNCOLLECTED	39,570.53
TEN YEAR PERCENTAGE COLLECTION RATE	99.63%
COLLECTION FOR 2019 vs. 2018	7,885.69 vs. 10,078.25

**LAST 3 YEARS PERCENTAGE COLLECTION RATE**

2018	98.38%
2017	99.41%
2016	99.71%

**THIRTY LARGEST UNPAID ACCOUNTS**

SEE ATTACHMENT "A"

**THIRTY OLDEST UNPAID ACCOUNTS**

SEE ATTACHMENT "B"

Attachment: 20191028101836573.pdf (2552 : Tax Report)

**EFFORTS AT COLLECTION IN THE LAST 30 DAYS**ENDING September 2019**BY TAX ADMINISTRATOR**34 NUMBER DELINQUENCY NOTICES SENT11 FOLLOWUP REQUESTS FOR PAYMENT SENT4 NUMBER OF WAGE GARNISHMENTS ISSUED9 NUMBER OF BANK GARNISHMENTS ISSUED12 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 COURTS1 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 I/E	CAMDEN	187 HERMAN ARNOLD RD
R	02-8934-01-18-6001.0000	5,080.72	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	02-8934-01-17-4778.0000	5,094.04	2	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	03-8899-00-45-2682.0000	4,392.64	10	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7998-01-08-6797.0000	4,116.62	1	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	02-8935-02-66-7093.0000	3,817.05	1	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	03-8899-00-16-2671.2425	3,156.88	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	02-8934-01-29-4617.0000	3,106.99	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	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	SHILOH	112 HIGH RD
R	02-8944-00-51-7111.0000	2,400.06	1	FLOYD & JUNE T. ETHERIDGE	CAMDEN	110 BILLETTS BRIDGE RD
R	02-8945-00-53-1518.0000	2,359.83	1	GARY D. & BETH A. LOYD	CAMDEN	115 LISTER DR
R	02-8935-01-08-8786.0000	2,268.65	1	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD
R	02-8945-00-41-2060.0000	2,213.09	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHHELL 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

10/28/19 07:27:32

Attachment "B"

Roll	Parcel Number	YrsDlgt	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	01-7980-00-62-1977.0000	10	2,062.78	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8943-04-93-8214.0000	10	2,052.32	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7988-00-91-0179.0001	10	2,028.10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8952-00-95-8737.0000	10	1,993.94	AUDREY TILLET	SHILOH	
R	01-7999-00-32-3510.0000	10	1,827.31	LEAH BARCO	SOUTH MILLS	171 NECK RD
R	01-7999-00-12-8596.0000	10	1,760.33	EMMA BRITE HEIRS	SOUTH MILLS	195 BUNKER HILL RD
R	01-7989-04-60-1568.0000	10	1,000.71	CHRISTINE RIDDICK	SOUTH MILLS	165 BUNKER HILL RD
R	03-8962-00-50-0273.0000	10	976.47	DAISEY WILLIAMS BURNHAM	SOUTH MILLS	116 BLOODFIELD RD
R	01-7090-00-60-5052.0000	10	767.56	JOE GRIFFIN HEIRS	SHILOH	105 BLOODFIELD RD
R	03-9809-00-24-6322.0000	10	627.21	DAVID B. KIRBY	SOUTH MILLS	RAYMONS CREEK RD
R	02-8955-00-13-7846.0000	10	588.25	MARIE MERCER	SHILOH	117 GRIFFIN RD
R	02-8936-00-24-7426.0000	10	585.99	BERNICE PUGH	CAMDEN	499 SAILBOAT RD
R	03-8980-00-61-1968.0000	10	281.80	WILLIAMSBURG VACATION	CAMDEN	IVY NECK RD
R	01-7090-00-95-5262.0000	10	248.84	JOHN F. SAWYER HEIRS	SHILOH	113 BOURBON ST
R	03-9809-00-45-1097.0000	10	202.10	MICHAEL OBER	SOUTH MILLS	CAMDEN POINT RD
R	03-8899-00-37-0046.0000	10	154.57	ELIZABETH LONG	SHILOH	OLD SWAMP RD
R	03-9809-00-17-2462.0000	10	140.15	TODD ALLEN RIGGS	SHILOH	CENTERPOINT RD
R	03-8980-00-84-0931.0000	9	220.38	CARL TEUSCHER	SHILOH	HIBISCUS
R	01-7998-01-08-6797.0000	8	4,116.62	EDWARD E. HARRIS JR.	SHILOH	LITTLE CREEK RD
R	03-8962-00-04-9097.0000	8	2,182.86	CECIL BARNARD HEIRS	SOUTH MILLS	218 BROAD CREEK RD
R	03-8990-00-64-8379.0000	8	940.48	CHRISTOPHER FROST-JOHNSON	SHILOH	1295 343 HWY N
R	02-8935-01-07-0916.0000	8	710.94	ROSETTA MERCER INGRAM	CAMDEN	NECK RD
R	03-8962-00-70-7529.0000	8	593.58	MARY SNOWDEN	SHILOH	LITTLE CREEK RD
R	01-7989-04-90-0938.0000	8	541.44	DORIS EASON	SOUTH MILLS	218 BROAD CREEK RD
R	03-8962-00-60-7648.0000	8	281.11	FRANK WRIGHT ETAL	SHILOH	1295 343 HWY N
R	03-8965-00-37-4242.0000	7	1,751.87	DORA EVANS FORBES	SHILOH	WICKHAM RD
R	01-7091-00-64-6569.0000	7	1,190.03	CLARENCE D. TURNER JR.	SOUTH MILLS	1352 343 HWY N
						352 SANDY HOOK RD
						STINGY LN

10/28/19 07:27:33

1

Delinquencies Top-30 Oldest

A Attachment "A"  
Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	2,252.98	10	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001538	751.18	9	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001046	712.40	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	680.34	8	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001072	587.82	10	PAM BUNDY	SHILOH	105 AARON DR
P	0001827	483.28	7	KAREN BUNDY	CAMDEN	431 158 US W
P	0001104	469.71	2	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0002194	431.34	4	DAVID LEE HALL JR	SHILOH	849 SANDY HOOK RD S
P	0000295	412.03	2	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001230	411.11	7	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	366.10	7	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0000297	349.77	2	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0000466	314.96	1	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000846	294.16	3	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0001694	288.99	7	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0000772	288.86	4	COSBY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0002244	272.82	4	PAUL BEAUMONT	SHAWBORO	106 DEERFIELD TRL
P	0001693	261.90	10	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001638	259.82	2	ERIC JASON WOODARD	SOUTH MILLS	LOT 12
P	0001106	248.38	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001952	238.91	7	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	612 MAIN ST
P	0000905	232.45	1	KEVIN & STACY ANDERSON	SOUTH MILLS	319 PONDEROSA RD
P	0002442	200.37	2	GERALD WHITE STALLS JR	SHILOH	111 AARON DR
P	0001546	177.59	2	GEORGE ROWLAND	CAMDEN	116 CHRISTOPHERS WAY
P	0001673	177.05	10	THOMAS PHILLIP WINSLOW	CAMDEN	431 158 US W
P	0002194	144.95	1	AARON MICHAEL WHITE	SHILOH	158 HWY W
P	0001722	140.55	8	JANET LEARY	SOUTH MILLS	849 SANDY HOOK RD S
P	0001976	137.83	1	ANA ALICIA MARTINEZ LOPEZ	SHILOH	LINTON ROAD
P	0001150	136.45	2	WILLIAM MICHAEL STONE	CAMDEN	110 AARON DR
P	0001408	129.96	1	SHELLY MARIE AMMON	SOUTH MILLS	130 MILL DAM RD S
P						612 MAIN STREET

10/28/19 07:27:53

Delinquencies Top-30 Unpaid

Attachment "B"  
Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	10	2,252.98	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001538	10	751.18	JEFFREY EDWIN DAVIS	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001046	10	712.40	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	10	680.34	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	10	587.82	PAM BUNDY	SHILOH	
P	0001693	10	261.90	ALLIANCE NISSAN	CAMDEN	105 AARON DR
P	0001106	10	248.38	JAMI ELIZABETH VANHORN	SOUTH MILLS	158 HWY W
P	0001673	10	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	612 MAIN ST
P	0000248	10	128.38	ROBERT H. OWENS	CAMDEN	158 HWY W
P	0000316	10	115.56	JAMES P. JONES	CAMDEN	A STREET
P	0001827	9	483.28	KAREN BUNDY	CAMDEN	142 SANDHILLS RD
P	0001722	8	140.55	JANET LEARY	SOUTH MILLS	431 158 US W
P	0001639	8	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	LINTON ROAD
P	0001230	7	411.11	JAMES NYE	SOUTH MILLS	202 SHARON CHURCH
P	0001681	7	366.10	STEVE WILLIAMS	CAMDEN	101 ROBIN CT W
P	0001624	7	288.99	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	7	238.91	SANDY BOTTOM MATERIALS, INC	CAMDEN	150 158 HWY W
P	0000772	6	288.86	COSBY BAKER	SOUTH MILLS	319 PONDEROSA RD
P	0002194	4	431.34	DAVID LEE HALL JR	SOUTH MILLS	114 BINGHAM RD
P	0001638	4	259.82	ERIC JASON WOODARD	SHILOH	849 SANDY HOOK RD S
P	0000905	4	232.45	KEVIN & STACY ANDERSON	SOUTH MILLS	LOT 12
P	0000295	3	412.03	HENDERSON AUDIOMETRICS, INC.	SHILOH	111 AARON DR
P	0000466	3	314.96	LAMBS OF CAMDEN	CAMDEN	330 158 HWY E
P	0000846	3	294.16	TOAN TRINH	CAMDEN	152 HWY 158 W
P	0000385	3	121.17	MARK SANDERS OVERMAN	SHILOH	229 SAILBOAT RD
P	0002921	3	120.68	CYNTHIA MAE BLAIN	SHAWORO	116 GARRINGTON ISLAND
P	0000770	3	108.00	MARSHA GAIL BOGUES	SOUTH MILLS	122 DOCK LANDING LOOP
P	0002079	3	106.35	OCTAVIS BANKS III	CAMDEN	276 BELCROSS RD
P	0001104	2	469.71	MICHAEL & MICHELLE STONE	SOUTH MILLS	262 OLD SWAMP RD
P	0000297	2	349.77	ADAM D. & TRACY J.W. JONES	CAMDEN	107 RIDGE ROAD
						133 WALSTON LN

10/28/19 07:27:53

Delinquencies Top-30 Oldest



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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### New Business

**Item Number:** 5.B  
**Meeting Date:** November 04, 2019  
**Submitted By:** Ken Bowman,  
Administration  
Prepared by: Karen Davis

**Item Title** **Step & Grade Salary Scale**

**Attachments:** Step & Grade Salary Scale (PDF)

**Summary:**

The Step & Grade Salary Scale is proposed as a result of a Classification and Compensation study that was performed by Springsted Incorporated in 2008. The recommendations from this study were never fully implemented which has resulted in a situation called Pay Compression. This often happens when current employee pay raises don't keep up with increases in the market pay rate-resulting in a situation in which new hires are hired in at levels similar to employees who have been with the organization for many years.

The periodic review, which comes with completion of a comprehensive classification and compensation update, enables an organization to account for changes in use of technology, changes in work processes, tools and equipment, and other factors that can affect job responsibilities. In today's fast-paced world of technological change, this is especially important as almost every governmental process is affected by advancements in technology and, as this occurs, employees' skills, knowledge, and abilities, as well as their proficiency in the use of required tools and equipment, changes. Changes in job requirements, such as addition of new programs or assumption of duties for a vacated position, sometimes results in a new pay grade assignment. In order to properly maintain the compensation system, an ongoing process is needed to review job responsibilities and job class assignment to pay grades to ensure jobs are properly compensated. As the County continues to experience growth and change, it will also be important to offer competitive salaries to attract the best staff possible to serve the citizens of Camden County.

**Recommendation:**

Approval.

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	22,093	22,645	23,211	23,792	24,387	24,996	25,621	26,262	26,918	27,591
2	23,860	24,457	25,068	25,695	26,337	26,996	27,671	28,363	29,072	29,798
3	25,769	26,414	27,074	27,751	28,444	29,156	29,884	30,632	31,397	32,182
4	27,831	28,527	29,240	29,971	30,720	31,488	32,275	33,082	33,909	34,757
5	30,057	30,809	31,579	32,368	33,178	34,007	34,857	35,729	36,622	37,537
6	32,462	33,273	34,105	34,958	35,832	36,728	37,646	38,587	39,552	40,540
7	35,059	35,935	36,834	37,755	38,698	39,666	40,657	41,674	42,716	43,784
8	37,864	38,810	39,780	40,775	41,794	42,839	43,910	45,008	46,133	47,286
9	40,893	41,915	42,963	44,037	45,138	46,266	47,423	48,608	49,824	51,069
10	44,164	45,268	46,400	47,560	48,749	49,968	51,217	52,497	53,810	55,155
11	47,697	48,890	50,112	51,365	52,649	53,965	55,314	56,697	58,114	59,567
12	51,513	52,801	54,121	55,474	56,861	58,282	59,739	61,233	62,763	64,333
13	55,634	57,025	58,450	59,912	61,409	62,945	64,518	66,131	67,785	69,479
14	60,085	61,587	63,126	64,705	66,322	67,980	69,680	71,422	73,207	75,037
15	64,891	66,514	68,177	69,881	71,628	73,419	75,254	77,136	79,064	81,040
16	70,083	71,835	73,631	75,471	77,358	79,292	81,274	83,306	85,389	87,524
17	75,689	77,582	79,521	81,509	83,547	85,636	87,776	89,971	92,220	94,526
18	81,744	83,788	85,883	88,030	90,231	92,486	94,799	97,169	99,598	102,088
19	88,284	90,491	92,753	95,072	97,449	99,885	102,382	104,942	107,566	110,255
20	95,347	97,730	100,174	102,678	105,245	107,876	110,573	113,337	116,171	119,075

Steps = 2.5%  
Grades = 8%

**Exclusions:** Any employee hired in a capacity that is not Full Time or Permanent Part-time

**Progression through Steps**

1-4 = 1 year  
5-7 = 2 years  
8-10 = 3 years

**Merit Increases**

1= Bonus = Money

Line Item in Budget - Certain Dollar Amount  
Certain Percentage of the Budgeted Bonus allowed

**OR**

2= Step in Grade

Upon Department Head recommendation and Manager approval a step increase annually.



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**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**New Business**

**Item Number:** 5.C  
**Meeting Date:** November 04, 2019  
**Submitted By:** Ken Bowman,  
Administration  
Prepared by: Karen Davis

**Item Title** **Finance Officer Appointment - Ken Bowman**

**Attachments:**

**Summary:**

The Board of Commissioners will appoint a new Finance Officer for Camden County to fill the current vacancy.



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**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Board Appointments**

**Item Number:** 6.A  
**Meeting Date:** November 04, 2019  
**Submitted By:** Paula Harrison, Clerk of Courts  
 Clerk of Court  
 Prepared by: Karen Davis  
**Item Title** **Jury Commission**  
**Attachments:** Jury Commission (PDF)

**Summary:**

It is the request of the Clerk of Court that Gale Perry be reappointed to the Jury Commission.

**Recommendation:**

Approve reappointment.





PAULA J. HARRISON, CLERK  
EX OFFICIO JUDGE OF PROBATE

CLERK OF SUPERIOR COURT  
CAMDEN COUNTY

JERRY R. TILLET  
RESIDENT JUDGE

PO BOX 219, CAMDEN, NC 27921  
O 252-336-4000 | F 252-336-4001

October 10, 2019

Camden County Board of Commissioners  
P.O. Box 190  
Camden, NC 27921

Re: Jury Commission Appointee

Dear Commissioners:

It will soon be time for the jury commission to begin its work. This committee consists of three members: one selected by the Senior Resident Superior Court Judge, the second selected by the Clerk of Superior Court and the third person named by the Board of Commissioners. This task usually takes approximately half a day to complete and the members are paid minimum wage or a fee determined by the Board.

I would ask that you consider re-appointing Gale Perry of Shiloh as the Board's candidate for this position. Mrs. Perry has served in this capacity previously and is aware of the duties of the commission.

Thank you for your consideration in this matter.

Respectfully,

Paula J. Harrison  
Clerk of Superior Court





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

**Board Appointments**

**Item Number:** 6.B

**Meeting Date:** November 04, 2019

**Submitted By:** Karen Davis, Clerk to the Board  
Administration  
Prepared by: Karen Davis

**Item Title** **South Camden Fire Commission**

**Attachments:** Zenas Jennings\_Volunteer Form (PDF)

**Summary:**

- 1) George Tarkington - reappointment (2-year term)
- 2) William Forehand - reappointment (2-year term)
- 3) Zenas Jennings - appointment (1-year term)

**Recommendation:**

Approve.



### Application for Citizen Service -Volunteer Form

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

Name: Zenas Avery Jennings

Mailing Address: 474 N Hwy 343 Camden NC. 27921

Township: Courthouse

Telephone (home): 252-338-5102 (business): 252-333-6134

Email address: zenasjennings@yahoo.com

Are you a registered voter?  Yes  No

Have you ever been convicted of a felony? Yes  No

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Boards or Commissions upon which you are interested in serving: Fire District Commission (shikh / Courthouse)

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

Signature: Zenas A Jennings Date: 10-29-19

Attachment: Zenas Jennings\_Volunteer Form (2553 : South Camden Fire Commission)



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**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Board Appointments**

**Item Number:** 6.C  
**Meeting Date:** November 04, 2019  
**Submitted By:** Kim Perry,  
 Library  
 Prepared by: Karen Davis

**Item Title** **East Albemarle Regional Library Board**

**Attachments:**

**Summary:**

It is the request of the East Albemarle Regional Library Board that Nona Smith be appointed to a full term. Ms. Smith was previously appointed to fill the vacancy created by the resignation of Nell Morrison, whose term was set to expire in November.

**Recommendation:**

Approval.



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**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Consent Agenda**

**Item Number:** 7.A  
**Meeting Date:** November 04, 2019  
**Submitted By:** Karen Davis, Clerk to the Board  
Board of Commissioners  
Prepared by: Karen Davis  
**Item Title** **BOC Meeting Minutes - October 7, 2019**  
**Attachments:** bocminutes\_100719 (DOCX)

**Camden County Board of Commissioners  
October 7, 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 October 7, 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 Randy Krainiak and Ross Munro.

**CLOSED SESSION**

**Motion to go into Closed Session to discuss economic development and personnel.**

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Ross Munro, Commissioner
<b>AYES:</b>	White, Krainiak, Riggs, Munro
<b>ABSENT:</b>	Meiggs

Commissioner Garry Meiggs arrived at 6:18 PM.

**Motion to come out of Closed Session.**

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Clayton Riggs, Vice Chairman
<b>AYES:</b>	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**

Pastor Kevin Lighty gave the invocation and the Board led in the Pledge of Allegiance.

**ITEM 1. PUBLIC COMMENTS**

---

- Doug Leary of 157 Seymour Drive addressed the Board. Mr. Leary spoke in opposition to the rezoning application submitted by Eric Wood to rezone property from Rural Residential to Village Residential on property located adjacent to 204 and 208 Country Club Road. Mr. Leary’s concerns include the potential for drainage issues and his opposition to the construction of duplexes near his property.
- Steven Forehand of 575 Trotman Road addressed the Board. Mr. Forehand shared his experience as being an underserved citizen in Camden in regard to internet access and requested any assistance possible from the Board in getting more reliable and faster internet service throughout the county.

- Rev. Kevin Lighty of 121 Long Pine Road, South Mills addressed the Board. Rev. Lighty referenced the upcoming joint meeting of the Board of Commissioners and Board of Education to take place on October 10, 2019 in regard to options presented as a result of the School Facility Study. He referenced the importance of education for Camden students and it is his hope that the construction of a new school facility would be prioritized over the construction of a new county administrative facility.
- Deputy Austin Browder introduced the newest addition to the Camden County Sheriff’s Office, his canine partner, Falco. Deputy Browder and Falco have thus far completed six weeks of training.

**ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT**

---

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

**ITEM 3. CONSIDERATION OF THE AGENDA**

---

The agenda was amended to go back into Closed Session after Item 11.

**Motion to approve the agenda with the amendment.**

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

**ITEM 4. PRESENTATIONS**

---

A. Broadband Update – Eastern Shore Communications

Ronald van Geijn of ESC (Eastern Shore Communications) included the following in his presentation to the Board:

- ESC is working with NCDOT to obtain a blanket permit for Camden County Right of Way encroachment.
- David Credle has submitted plans to place fixed wireless equipment on the two county water towers.
- Phase I will begin from the North water tower (near Lambs Road) going south to Camden.
- Bell Farms Estates will be approached for a possible Fiber to the Home (FTTH) project. It would be the first in the county!
- Internet service pricing plans have not yet been established. ESC plans to offer 15, 25, 50 and 100Mbps service - with the 15Mb plan priced as affordably as possible to assist lower income Camden residents.
- The wireless signal will reach approximately 5 miles, provided there is line of sight to the water tower.
- For the next meeting ESC will work with Dan Porter to produce a few maps showing the phased deployment.

**South Camden Water & Sewer District Board of Directors**

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

Public Comments – None

Consideration of the Agenda

**Motion to approve the agenda as presented.**

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

New Business

A. Monthly Report – David Credle

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

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	102	102	100%	0
Sewer/Collection	2	2	100%	0

Locates:  
 Water Line: 131  
 Sewer Line: 21  
 Water & Sewer, same ticket: 1  
 Hydrant flow test: 27  
 Public Works Director Notes/Comments: Ten work orders have been checked for accuracy.  
 Water treated at water treatment plant in August: 10,146,910 gallons  
 Daily average water usage for August: 327,320 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									
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	104	100%	0%	102	2	131	21	1	27

Motion to approve the monthly report as presented.

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

Mr. Credle also reported that on September 18, 2019 representatives from the Washington Regional Office were on site at the new Wastewater Treatment Facility for inspections to give approval for the plant to begin receiving wastewater. Upon submittal of the plan for final certification by the engineer, there were two modifications: the UV system was a different manufacturer and the generator size was different than the original submittal. The state is requiring a permit modification, and the County is expected to receive more information regarding the modification in the coming week.

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\_100719 (2544 : BOC Meeting Minutes - October 7, 2019)



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

Chairman White reconvened the meeting of the Board of Commissioners.

**ITEM 5. OLD BUSINESS**

---

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

The Public Hearing for Ordinance 2019-09-01 Rezoning Application was held on September 9, 2019. The Board of Commissioners voted to place this item for consideration on the October 7, 2019 agenda.

Commissioner Munro questioned whether the Board could make a recommendation to adjust the rezoning.

Mr. Parks stated that the Board can make a recommendation for an adjustment. However, the Board must vote first on the Consistency Statement. The Board may then offer a motion to approve or deny the rezoning with the recommended modifications.

**Motion that the requested zoning is consistent with the objectives of the comprehensive plan as it encourages higher density development within the Core Village boundaries.**

<b>RESULT:</b>	<b>PASSED [4-1]</b>
<b>MOVER:</b>	Garry Meiggs, Commissioner
<b>AYE:</b>	White, Meiggs, Riggs, Munro
<b>NO:</b>	Krainiak

**Motion to deny Ordinance 2019-09-01 Rezoning Application (UDO 2019-06-23) to rezone property from Rural Residential (RR) to Village Residential (VR).**

<b>RESULT:</b>	<b>PASSED [3-2]</b>
<b>MOVER:</b>	Randy Krainiak, Commissioner
<b>AYE:</b>	White, Krainiak, Munro
<b>NO:</b>	Riggs, Meiggs

The following was Chairman White’s statement in regard to the denial of the rezoning request: that there is uncertainty of availability of sewer in that area and that the applicant could reapply once that is in place.

**ITEM 6. NEW BUSINESS**

---

A. Monthly Tax Report – Lisa Anderson

Attachment: bocminutes\_100719 (2544 : BOC Meeting Minutes - October 7, 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	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

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%

Attachment: bocminutes\_100719 (2544 : BOC Meeting Minutes - October 7, 2019)

**EFFORTS AT COLLECTION IN THE LAST 30 DAYS**

ENDING August 2019

**BY TAX ADMINISTRATOR**

- 31 NUMBER DELINQUENCY NOTICES SENT
- 9 FOLLOWUP REQUESTS FOR PAYMENT SENT
- 7 NUMBER OF WAGE GARNISHMENTS ISSUED
- 8 NUMBER OF BANK GARNISHMENTS ISSUED
- 8 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
- 0 NUMBER OF JUDGMENTS FILED

30 Largest Unpaid – Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	8,080.29	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8937-00-50-8036.0000	6,148.38	1	CLEVELAND WALSTON LE	CAMDEN	187 HERMAN ARNOLD RD
R	02-8934-01-18-6001.0000	6,080.72	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	02-8934-01-17-4778.0000	5,094.04	2	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	03-8899-00-45-2682.0000	4,392.64	10	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7998-01-08-6797.0000	4,116.62	1	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	02-8935-02-66-7093.0000	3,817.05	1	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	03-8899-00-16-2671.2425	3,326.62	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	02-8934-01-29-4617.0000	3,106.99	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	02-8934-01-18-8282.0000	2,746.15	1	BRIDGET CARTWRIGHT JOHNSON	CAMDEN	144 158 US W
R	03-9809-00-23-8838.0000	2,470.25	1	WILLIAM DAVID BYRUM	SHILOH	112 HIGH RD
R	02-8944-00-51-7111.0000	2,400.06	1	FLOYD & JUNE T. ETHERIDGE	CAMDEN	110 BILLETS 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	253 SLEEPY HOLLOW RD
R	03-8962-00-67-1021.0000	2,182.86	2	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	01-7980-00-62-1977.0000	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	01-7998-01-09-1955.0000	1,903.52	1	CORNELIUS P & GLORIA E FAXTON	SOUTH MILLS	1298 343 HWY N
R	01-7090-00-70-3221.0000	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

30 Oldest Unpaid – Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	8,080.29	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	10	4,392.64	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7080-00-62-1977.0000	10	2,062.78	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8943-04-93-8214.0000	10	2,052.32	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7988-00-91-0179.0001	10	2,028.10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
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	MOSES MITCHELL 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	01-9889-04-90-0938.0000	8	541.44	DONALD W. HARRIS JR.	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

30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	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	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	LESLIE 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	105 AARON DR
P	0001827	483.28	8	KAREN BUNDY	CAMDEN	431 158 US W
P	0001104	469.71	3	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000295	412.03	3	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001230	411.11	8	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	366.10	8	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001977	349.77	3	ERAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0000466	314.96	2	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000846	294.16	4	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0001694	288.99	8	THOMAS B. THOMAS HEIRS	CAMDEN	105 158 HWY W
P	0000772	288.86	5	COSEY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0002924	272.82	2	PAUL BEAUMONT	SHAWBORO	106 DEERFIELD TRL
P	0001693	261.90	11	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001638	259.82	3	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN LOT 12
P	0001106	248.38	11	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001952	238.91	8	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0000905	232.45	2	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0002442	200.37	3	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0001546	177.59	2	GEORGE ROWLAND	CAMDEN	431 158 US W
P	0001673	177.05	11	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0001722	140.55	9	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001976	137.83	2	ANA ALICIA MARTINEZ LOPEZ	SOUTH MILLS	110 AARON DR
P	0001150	136.45	3	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0001408	129.96	2	SHELLY MARIE AMMON	SOUTH MILLS	612 MAIN STREET

30 Oldest Unpaid – 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	105 AARON DR
P	0001693	11	261.90	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001106	11	248.38	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001673	11	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0000248	11	128.38	ROBERT H. OWENS	CAMDEN	A STREET
P	0000316	11	115.56	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0001827	10	483.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0001722	9	140.55	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001639	9	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001230	8	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	8	366.10	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001694	8	288.99	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0002194	8	238.91	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0000772	7	288.86	COSEY 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	SHILOH	612 MAIN LOT 12
P	0001476	4	1,043.30	MIKE TAYLOR	ELIZABETH CITY	111 AARON DR
P	0000295	4	412.03	HENDERSON AUDIOMETRICS, INC.	CAMDEN	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	SHAWBORO	229 GARRINGTON ISLAND
P	0002921	4	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000770	4	108.00	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0002079	4	106.35	OCTAVIA BANKS III	SOUTH MILLS	262 OLD SWAMP RD
P	0001104	3	469.71	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD

Attachment: bocminutes\_100719 (2544 : BOC Meeting Minutes - October 7, 2019)

**Motion to approve the tax report as presented.**

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

**B. Selection of Disaster Debris Removal & Monitoring Contractors – Dan Porter**

The County’s existing contract for services have 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 its Debris Management RFP and five responses to its Debris Monitoring RFP. Each jurisdiction separately evaluated the proposals and then met as a group on Wednesday, September 4 2019 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.

**Motion to award the Disaster Debris Removal contract to Phillips & Jordan.**

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

**Motion to award the Disaster Debris Monitoring contract to Tetra Tech.**

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

**C. Memorandum of Understanding – Camden County Parks & Recreation Department and Camden County Schools**

Attachment: bocminutes\_100719 (2544 : BOC Meeting Minutes - October 7, 2019)

**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)

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**B. Camden County Recreation Areas**

Locations	Field/Facility
Camden Community Park	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, 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:**

- 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.
- Recognized sports organizations comprised of 100 percent Camden County participants.
- Recognized sports organizations comprised of highest number of Camden County participants.
- 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):
  - Camden Youth League
  - Camden C.A.R.E.
  - Camden Youth Football and Cheering

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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:**

- Camden County Service Agencies/Community Partners—These groups include Camden 4-H, Boy Scouts and Girl Scouts, Juvenile Crime Prevention Council (JCPC).
- 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:**

- 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.
- 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**

- 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.
- 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

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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.

- 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, camps, 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**

- 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.
- 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.
- 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.
- 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**

- Use of any active recreation area by a group of more than ten (10) participants is authorized by permit only.
- Users must have a copy of the permit with them at all times while on the field or at the facility.
- 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.
- 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.
- 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.
- 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

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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 Parks 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 changed 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.

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**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.

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**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	10-9-19 Date
Christian Overton, Chair Camden County Board of Education	Date
Joe Ferrell, Superintendent Camden County Schools	Date
 Ken Boyman, County Manager Camden County, North Carolina	Oct 9, 2019 Date

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Attachment: bocminutes\_100719 (2544 : BOC Meeting Minutes - October 7, 2019)

Motion to approve the MOU between Camden County Parks & Recreation and Camden County Schools as presented.

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

D. Center for Active Adults Trip Policy


Header information for Camden County Center for Active Adults including contact details for Laura L. Jolley, the Camden County logo, and the title 'TRIP POLICY'. A list of 10 bullet points outlines the policy for future trips, deposits, cancellations, and insurance.

- A list of 10 bullet points detailing trip policies: seating on day trips, accommodation for two motor coaches, bathroom facilities on motor coach buses, self-sufficiency requirements, cancellation and refund procedures, and insurance options.

Attachment: bocminutes\_100719 (2544 : BOC Meeting Minutes - October 7, 2019)



- 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.


  
**Camden County**  
 Boundless Opportunities.

**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: \_\_\_\_\_

**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: bocminutes\_100719 (2544 : BOC Meeting Minutes - October 7, 2019)

Motion to approve the Center for Active Adults Trip Policy as presented.

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

E. Revised Vehicle Use Policy

**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/department 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 transportation 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.

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Approved: October 7, 2019

**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](http://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.

**Staff 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.

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Approved: October 7, 2019

Attachment: bocminutes\_100719 (2544 : BOC Meeting Minutes - October 7, 2019)

**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 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 and including termination.

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Approved: October 7, 2019

**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 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.

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Approved: October 7, 2019

**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

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Approved: October 7, 2019

**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 those 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.

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Approved: October 7, 2019

Attachment: bocminutes\_100719 (2544 : BOC Meeting Minutes - October 7, 2019)





**Motion to adopt Resolution 2019-10-01 as presented.**

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Ross Munro, Commissioner
<b>AYES:</b>	White, Krainiak, Meiggs, Riggs, Munro

G. Bank Account Closure

Effective July 1, 2020 the account for the Historic County Courthouse Endowment will no longer continue with North Carolina Community Foundation do to minimum balance requirements.

Attachment: bocminutes\_100719 (2544 : BOC Meeting Minutes - October 7, 2019)

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 Peal*  
Natalie Peal  
npeal@nccommunityfoundation.org  
252.562.9824

**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 benefited 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.

**Motion to approve the closure of the account held with the North Carolina Community Foundation and create a line item with the remaining balance to be earmarked for use by the Camden County Historical Museum.**

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

**H. Interim Finance Officer**

Resolution 2019-09-02 naming Stephanie Jackson as Interim Finance Officer was adopted by the Board on September 16, 2019 (effective October 1, 2019). County Manager Ken Bowman recommended that the salary for Interim Finance Officer be set at the minimum range for the position at \$65,922 effective October 1, 2019, divided into equal parts over 26 pay periods.

**Motion to set the salary for the Interim Finance Officer as presented by the County Manager.**

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

**ITEM 7. BOARD APPOINTMENTS**

- A. Adult Care Home Community Advisory Committee – Tammie Krauss (reappointment)
- B. ABC Board – Wayne Walston & Michael McLain (reappointments)



E. Refunds Over \$100

ACS Tax System 10/01/19 8:48:12 REFUNDS OVER \$100.00 CAMDEN COUNTY Page 1  
 Refunds to be Issued by Finance Office

Refund#	Remit To:	Reference:	Drawer/Transaction Info:
143.08	CAMDEN CROSSING PROPERTY OWNER P.O. BOX 110 SHAWBORO NC 27973	2018 R 02-8935-02-89-7815.0000 overpayment	20190915 1 246860

143.08 Total Refunds \*\*\*

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

Approved by G. Tom White Date 10-9-19  
 G. Tom White, Chairman Camden County Board of Commissioners

F. DMV Monthly Report

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 9<sup>th</sup> day of October 2019

Tom White  
 Chairman, Camden County Board of Commissioners

Attest:

Karen Mc 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.

Lisa S. Anderson  
 Tax Administrator of Camden County

Attachment: bocminutes\_100719 (2544 : BOC Meeting Minutes - October 7, 2019)



G. Vehicle Refunds Over \$100 – August 2019

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	0030016796	DKW3316	AUTHORIZED	109533774	Refund Generated due to adjustment on Bill #0030016796-2018-2018-0000-00	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	0030016796	DKW3316	AUTHORIZED	109583766	Refund Generated due to adjustment on Bill #0030016796-2017-2017-0000-00	Military	07/16/2019	7/17/2019 8:26:20 AM	1843	Tax	(\$108.13)	\$0.00	(\$108.13)
BRYANT, CURTIS JOE	BRYANT, CURTIS JOE		103 CAMELLIA DR	CAMDEN, NC 27821	Adjustment >=\$100	0048007864	CKK3311	AUTHORIZED	109583169	Refund Generated due to adjustment on Bill #0048007864-2019-2019-0000-00	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 27821	Proration	0047412957	FLX2997	AUTHORIZED	108759948	Refund Generated due to proration on Bill #0047412957-2018-2018-0000-00	Tag Surrender	07/16/2019	7/23/2019 10:54:57 AM	1843	Tax	(\$355.57)	\$0.00	(\$355.57)
														2	Tax	(\$4.86)	\$0.00	(\$4.86)
																		\$364.43

Submitted by Lisa S. Anderson Date 8-7-19  
 Lisa S. Anderson, Tax Administrator Camden County

Approved by G. Tom White Date 10-9-19  
 G. Tom White, Chairman Camden County Board of Commissioners

H. Vehicle Refunds Over – September 2019

REFUNDS OVER \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

SEPTEMBER, 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
CURRITUCK COUNTY TAX DEPT.	SELFFER, CARIE JEAN		P.O. BOX 9	CURRITUCK, NC 27929	Adjustment >=\$100	0049752560	FFV5768	AUTHORIZED	112932606	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	0048585961	HCD9888	AUTHORIZED	113350139	Refund Generated due to proration on Bill #0048585961-2018-2018-0000-00	Tag Surrender	08/23/2019	9/24/2019 9:26:47 AM	1843	Tax	(\$193.26)	\$0.00	(\$193.26)
RAINEY, JORDAN WALKER	RAINEY, JENNIFER ANN	RAINEY, JENNIFER ANN	299 GARRINGTON ISLAND RD	SHAWBROOK, NC 27973	Adjustment >=\$100	0069971242	HSN1085	AUTHORIZED	113610536	Refund Generated due to adjustment on Bill #0069971242-2019-2019-0000-00	Military	09/16/2019	9/24/2019 9:26:55 AM	1843	Tax	(\$418.65)	\$0.00	(\$418.65)
RHODES, MARK EDWARD	RHODES, MARK EDWARD		134 DOCK LANDING LOOP	SOUTH MILLS, NC 27976	Proration	0007094670	HR1487	AUTHORIZED	113350160	Refund Generated due to proration on Bill #0007094670-2018-2018-0000-00	Tag Surrender	08/23/2019	9/24/2019 9:26:47 AM	1843	Tax	(\$122.45)	\$0.00	(\$122.45)
VALLAS, JULIA ANN	VALLAS, JULIA ANN		1820 N ROAD BY	ELIZABETH CITY, NC 27809	Proration	0049245305	TAX5405	AUTHORIZED	113628180	Refund Generated due to proration on Bill #0049245305-2018-2018-0000-00	Tag Surrender	09/27/2019	9/30/2019 9:49:18 AM	1843	Tax	(\$141.23)	\$0.00	(\$141.23)
														1	Tax	(\$1.91)	\$0.00	(\$1.91)
																		\$143.13

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

Approved by G. Tom White Date 10-9-19  
 G. Tom White, Chairman Camden County Board of Commissioners

I. Pickups, Releases & Refunds

Attachment: bocminutes\_100719 (2544 : BOC Meeting Minutes - October 7, 2019)

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 \$203.86	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

J. General Records Retention and Disposition Schedule

Attachment: bocminutes\_100719 (2544 : BOC Meeting Minutes - October 7, 2019)

**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 practically 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

*Karen M. Davis*  
Municipal/County Clerk or Manager  
Title: *Clerk to the Board*



*Sarah E. Koonts*  
Sarah E. Koonts, Director  
Division of Archives and Records

*Tom White*  
Head of Governing Body  
Title: *Chairman*

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

Municipality/County: Camden County

K. Surplus Property Request

**Surplus Property Request**

Requested by: Stephanie Jackson *Stephanie Jackson*  
 Sell  Dispose

Department: Multiple  
 Item: 1st Generation 1 Spads  
 Disposal Method: Destroy  
 Suggested Value: 00  
 Reason for surplus: will not start up

Manager Approval: *[Signature]*  
 Disposal Method: Destroy  
 Value: 00  
 Comment: Destroy

Board Approval  
 Approved/Dated: *[Signature]*  
 Date: 10/09/19

Final Disposition Date:  
 Method:  
 Amount:  
 Purchased by:

**Item Description**  
 (Spads are from Planning, Administration & SHIP program. They no longer function and can not be used in any capacity. Spade with ruse, old 1st generation spads are not worth fixing. He suggested destruction.)

L. Senior Center General Purpose Funding FY 19-20

Attachment: bocminutes\_100719 (2544 : BOC Meeting Minutes - October 7, 2019)

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.

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.

- 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:

Table with 2 columns: 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.

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: Laurie L. Jolley

Telephone Number: 252-335-2561 FAX: 252-331-5621

E-Mail: ljolley@camdencounty.nc.gov

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

Type of Agency Applying: Private-Non-Profit Public [checked]

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: bocminutes\_100719 (2544 : BOC Meeting Minutes - October 7, 2019)

**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 \$ 3,524.00 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: [Signature]  
 Title: Senior Center Coordinator  
 Date: 20 Aug 19

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**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, NC
4. Describe how the funding will be spent:  
Funding will be used for the Coordinators Salary.

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**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	\$ <u>4,699.00</u>
Supplies/Other Operating Costs	\$ _____
Equipment	\$ _____
Capital Outlay (Real Estate, Construction, Renovation)	\$ _____
Other	\$ _____
<b>TOTAL BUDGET (Including local match)</b> (Up to grant amount, only)	\$ <u>4,699.00</u>

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: \_\_\_\_\_

7

**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.

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Attachment: bocminutes\_100719 (2544 : BOC Meeting Minutes - October 7, 2019)

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)

9

**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.

10

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)

11

**AGREEMENT OF UNDERSTANDING  
 BETWEEN AGENCIES**

Agency: Camden County Senior Center  
 Telephone#: (252) 335-2567  
 Address: P.O. Box 190 / 117 N Hwy 343, Camden, NC 27921  
 Director: Laura L. Jolley

AND

Agency: Albemarle Commission Telephone#: (252) 426-5753  
 Address: 512 S Church Street  
Hertford, NC 27944  
 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 Center Agency: Albemarle Commission  
L. Jolley (Director's Signature) \_\_\_\_\_ (Executive Director's Signature)

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Attachment: bocminutes\_100719 (2544 : BOC Meeting Minutes - October 7, 2019)



Vice Chairman Clayton Riggs – Reported road blockages at Pond Road and Smith Corner Road due to large potholes.

**ITEM 11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES**

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The following items were provided for information purposes:

- A. Register of Deeds Report
- B. Library Report
- C. ABC Funds Report for FY 2018-2019
- D. YTD Sales Tax Revenue Collection FY 2019-2020

**ITEM 12. OTHER MATTERS**

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**Motion to go into Closed Session to discuss personnel.**

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

**Motion to come out of Closed Session.**

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

**ITEM 13. ADJOURN**

---

There being no further matters for discussion Chairman White adjourned the meeting of the Camden County Board of Commissioners at 8:46 PM.

\_\_\_\_\_  
 Tom White, Chairman  
 Camden County Board of Commissioners

ATTEST:

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

Attachment: bocminutes\_100719 (2544 : BOC Meeting Minutes - October 7, 2019)





**CAMDEN COUNTY**  
NORTH CAROLINA • USA

*Boundless Opportunities.*

**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Consent Agenda**

<b>Item Number:</b>	7.B
<b>Meeting Date:</b>	November 04, 2019
<b>Submitted By:</b>	Karen Davis, Clerk to the Board Board of Commissioners Prepared by: Karen Davis
<b>Item Title</b>	<b>BOC Meeting Minutes - October 10, 2019</b>
<b>Attachments:</b>	boeboeminutes_101019 (DOCX)

**Camden County Board of Commissioners  
Camden County Board of Education  
Joint Meeting  
October 10, 2019; 6:00 PM  
Camden County High School Media Center**

**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 October 10, 2019 at 6:00 PM in the Media Center of Camden County High School. The primary purpose of the meeting was to discuss school facility options offered by MB Kahn Construction, Inc. at the September 16, 2019 joint meeting.

**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, Sissy Aydlett and Chris Purcell.

County Manager Ken Bowman, Clerk to the Board Karen Davis, School Superintendent Dr. Joe Ferrell and School Attorney John Leidy 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 Kevin Heath and seconded by Chris Purcell to amend the agenda to include a Public Comment period during the meeting. The motion carried unanimously with five members voting aye and no member voting no. A motion was offered by Sissy Aydlett and seconded by Jason Banks to approve the agenda as amended. The motion carried unanimously with five members voting aye and no member voting no.

**Discussion**

Chairman Christian Overton explained that it was the decision of the Board of Education to consider Option 3 and Option 5 or a hybrid of both. It is expected that results of the Capital Needs Grant Application will be received by the end of October or first part of November.

**Option 3 (\$53M - \$55M)**

- Future School (K-3) Land Purchase
  - New High School (9-12)
  - New Athletics
- \*Existing MS building available for County use*

**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*

Chairman White explained that the date to submit information to Board of Elections for a Bond Referendum to be placed on the November 2020 ballot is not in December as was previously believed. The correct deadline is July 31, 2020. This will allow more time for a definitive plan to be developed. He also mentioned the current debt service on school facility improvements, which is at \$8,755,759.

Some discussion took place in regard to possible uses of, and additions to, the Middle School.

Mr. Rick Ott of MB Kahn Construction explained that in Option 3, \$3.1 M of inflation was included in the estimate, not knowing when the project might begin; in Option 5, \$2.6 M of inflation was included in the estimate. In order to get closer to an actual number and narrow down the budget, an Educational Specification will need to be done, which is a 30-45 day process. This will allow a plan to be designed that can be presented to the public. One significant unknown is what the cost of the actual site work will be.

After some discussion in regard to next steps, Board of Education member Chris Purcell made a motion to instruct Dr. Ferrell to develop a Request for Qualifications for the Educational Specification study in order to move forward.

Mr. Ott stated that MB Kahn Construction conducted the study under an existing contract with the County and the contract can be extended to include the Educational Specification study.

Mr. Purcell withdrew his original motion and offered a motion to extend the contract with MB Kahn Construction to conduct the Education Specification study. The motion was seconded by Sissy Aydlett and carried unanimously with five members voting aye and no member voting no.

Commissioner Ross Munro offered the same motion; that the contract with MB Kahn Construction be extended to include the Education Specification study. The motion carried unanimously with five commissioners voting aye and no commissioner voting no.

Upon completion of the Educational Specification study, Mr. Ott will present the results at a joint meeting of both boards.

#### **Public Comments**

None.

#### **Adjourn**

There being no further matters for discussion a motion was offered by Sissy Aydlett and seconded by Kevin Heath to adjourn the Board of Education. The motion carried unanimously with five members voting aye and no member voting no.

There being no further matters for discussion Commissioner Garry Meiggs offered a motion to adjourn the Board of Commissioners. The motion carried unanimously with five commissioners voting aye and no commissioner voting no. Chairman White adjourned the meeting of the Board of Commissioners and Board of Education at 6:46 PM.

---

Tom White, Chairman  
Camden County Board of Commissioners

ATTEST:

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



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

Consent Agenda

**Item Number:** 7.C  
**Meeting Date:** November 04, 2019  
**Submitted By:** Stephanie Jackson, HR Director  
Finance  
Prepared by: Karen Davis  
**Item Title** **Budget Amendment**  
**Attachments:** Budget Amendment (PDF)

2019-20-BA011

## 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
<b>Revenues</b>			
104300-502000	Salaries		\$16,650
<b>Expenses</b>			
104300-503000	Part-time Salaries	\$16,650	

**This Budget Amendment is made to move funds from Salaries to Part-time Salaries for corrections to the salaries line in the Board of Elections Department.**

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 4th day of November, 2019.**

\_\_\_\_\_  
Clerk to Board of Commissioners

\_\_\_\_\_  
Chairman, Board of Commissioners

Attachment: Budget Amendment (2556 : Budget Amendment)



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

Consent Agenda

**Item Number:** 7.D  
**Meeting Date:** November 04, 2019  
**Submitted By:** Lisa Anderson, Tax Administrator  
Taxes  
Prepared by: Karen Davis  
**Item Title** **Tax Collection Report**  
**Attachments:** Tax Collection Report (PDF)





# CAMDEN COUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 7.E  
**Meeting Date:** November 04, 2019  
**Submitted By:** Teri Smith,  
Taxes  
Prepared by: Teri Smith

**Item Title** **DMV Monthly Report**

**Attachments:** 20191008143736719.pdf (PDF)

**Summary:** DMV Monthly Report December, 2019 Renewals Due 1/15/20

**Recommendation:** Review and Approve



**STATE OF NORTH CAROLINA**

**COUNTY OF CAMDEN**

**TO:** The Tax Administrator of Camden County December Renewals Due 1/15/20

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.

<b>SOUTH MILLS</b>	<b>COURTHOUSE</b>	<b>SHILOH</b>	<b>TOTAL</b>
17,205.78	21,174.15	11,074.37	49,454.30


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.

  
\_\_\_\_\_  
Tax Administrator of Camden County

Attachment: 20191008143736719.pdf (2541 : DMV Monthly Report)



# CAMDEN COUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

<b>Item Number:</b>	7.F
<b>Meeting Date:</b>	November 04, 2019
<b>Submitted By:</b>	Lisa Anderson, Tax Administrator Taxes Prepared by: Karen Davis
<b>Item Title</b>	<b>Pickups, Releases &amp; Refunds</b>
<b>Attachments:</b>	Pickups, Releases & Refunds (PDF)

NAME	REASON	NO.
Willie Gallop	Roll back taxes - pick-up \$974.91	Pick-up/22324 R-91756-16 R-106972-17 R-114257+18
Robert Thomas Moore	Turned in plates - Refund \$152.45	Pick-up/22334 31955051
Justin Randall Pond	Military Exempt - Refund \$167.03	Pick-up/22336 50194476
United States of America	Storm water fee correction \$2,869.51	Pick-up/22344 E-123390-19
E & J Holding, LLC	Storm water fee correction \$7,378.24	Pick-up/22345 R-116756-19
E & J Holding, LLC	Storm water fee correction \$12,064.76	Pick-up/22346 R-116757-19
Herbert Taylor Mullen	Solid Waste fee \$150.00	Pick-up/22359 R-117612-19
Herbert Taylor Mullen	Solid Waste fee \$150.00	Pick-up/22361 R-117605-19
Carolyn C. Latiolais	Solid Waste fee \$450.00	Pick-up/22362 R-122029-19
Powell's Mobile Home Park	Solid Waste fee \$1,725.00	Pick-up/22377 R-117811-19
Linda Sue Lamb Hinton	Solid Waste fee \$525.00	Pick-up/22378 R-119559-19
Camden County	Remove Solid have- dumpsters-release \$600.00	Pick-up/22394 Multiple
Camden County	Remove Solid have- dumpsters-release \$150.00	Pick-up/22395 E-123403-19 E-123420-19 Multiple
Camden County	Remove Solid have- dumpsters-release \$300.00	Pick-up/22400 Multiple
Coastal Forest Resources Company	Roll back taxes - pick-up \$72,042.07	Pick-up/22403 R-99447-16 R-106674-17 R-113953-18 R-121325-19
Lighthouse Fiber Network	Release. No value for 2019 on utilities sheet \$2,302.30	Pick-up/22424 U-123561-19
Oscar E. Butts	Acreage correction-Adjustment \$213.75	Pick-up/22430 R-118890-19

Attachment: Pickups, Releases &amp; Refunds (2557 : Pickups, Releases &amp; Refunds)



**CAMDEN COUNTY**  
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**Board of Commissioners**  
**AGENDA ITEM SUMMARY SHEET**

Consent Agenda

**Item Number:** 7.G

**Meeting Date:** November 04, 2019

**Submitted By:** Stephanie Jackson, HR Director  
Finance  
Prepared by: Karen Davis

**Item Title** **FEMA - Designation of Applicant's Agent**

**Attachments:** Designation of Applicant's Agent - Dorian (PDF)

**Summary:**

Based on North Carolina's disaster status after Hurricane Dorian, we are eligible to apply for some reimbursements through FEMA. We are starting the process and the first step is for this Resolution to be adopted so we can proceed with the application.

**Recommendation:**

Approval.

**RESOLUTION  
DESIGNATION OF APPLICANT'S AGENT**

North Carolina Division of Emergency Management

Organization Name (hereafter named Organization) Camden County		Disaster Number: DR-4465
Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate): Federal Emergency Management Assistance		
Applicant's Fiscal Year (FY) Start 2019-2020		Month: July Day: 1
Applicant's Federal Employer's Identification Number 56 - 6000282		
Applicant's Federal Information Processing Standards (FIPS) Number 029 - 99029 - 00		
<b>PRIMARY AGENT</b>		<b>SECONDARY AGENT</b>
Agent's Name	Stephanie B Jackson	Agent's Name Kenneth Bowman
Organization	Camden County	Organization Camden County
Official Position	Interim Finance Officer	Official Position County Manager
Mailing Address	PO Box 190	Mailing Address PO Box 190
City, State, Zip	Camden, NC 27921	City, State, Zip Camden, NC 27921
Daytime Telephone	(252) 338-6363	Daytime Telephone (252) 338-6363
Facsimile Number	(252) 331-7831	Facsimile Number (252) 331-7831
Pager or Cellular Number		Pager or Cellular Number (252) 339-4737

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

<b>GOVERNING BODY</b>		<b>CERTIFYING OFFICIAL</b>	
Name and Title	Camden County Board of Commissioners	Name	Karen Davis
Name and Title		Official Position	Clerk to the Board of Commissioners
Name and Title		Daytime Telephone	(252) 338-6363

**CERTIFICATION**

I, Karen Davis, (Name) duly appointed and Clerk to the Board (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of Camden County (Organization) on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

Signature: \_\_\_\_\_

Rev. 06/02

Attachment: Designation of Applicant's Agent - Dorian (2560 : FEMA - Designation of Applicant's Agent)



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

Consent Agenda

**Item Number:** 7.H

**Meeting Date:** November 04, 2019

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

**Item Title** **Resolution 2019-11-01 - NCDOT Request**

**Attachments:** Resolution No. 2019-11-01 NCDOT Petition  
(DOC)  
NCDOT Petition (PDF)

**Summary:**

NCDOT Request for Additions to State Maintained Secondary Road System - Sheba Court in Sandy Hook Crossing Subdivision, Shiloh Township

**Recommendation:**

Adopt Resolution.

**Resolution No. 2019-11-01**

**NORTH CAROLINA STATE DEPARTMENT OF TRANSPORTATION REQUEST FOR ADDITIONS TO STATE MAINTAINED SECONDARY ROAD SYSTEM**

**North Carolina  
County of Camden**

**Road Descriptions: Sheba Court in Sandy Hook Crossing  
Subdivision, Shiloh Township**

-----  
**WHEREAS**, the attached petition has been filed with the Board of Commissioners of the County of Camden requesting that the above described road(s), the location of which has been indicated on the attached map, be added to the Secondary Road system; and

**WHEREAS**, the Board of Commissioners is of the opinion that the above described roads should be added to the Secondary Road System, if the roads meet minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of the County of Camden that the Division of Highways is hereby requested to review the above described road(s) and to take over the roads for maintenance if they meet established standards and the criteria.

\_\_\_\_\_  
Tom White, Chairman  
Camden County Board of Commissioners

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Camden at a meeting on the 4<sup>th</sup> day of November, 2019.

\_\_\_\_\_  
Karen Davis, Clerk to the Board of  
Commissioners County of Camden

Attachment: Resolution No. 2019-11-01 NCDOT Petition (2547 : Resolution 2019-11-01 - NCDOT Request)

**North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition**

**ROADWAY INFORMATION:** (Please Print/Type)

County: Camden Road Name: Sheba Court  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Sandy Hook Crossing Length (miles): 0.13

Number of occupied homes having street frontage: Four Located (miles): 0.14

miles N  S  E  W  of the intersection of Route SR 1107 and Route SR 1116  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Sandy Hook Crossing in  
Camden County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

*Steven D. Bradshaw*  
Name: Steven Bradshaw, Developer of Sandy Hook Crossing Phone Number: (252) 455-1028

Street Address: 102 Avery Drive, Shiloh NC 27974

Mailing Address: Same

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
<u>Kevin Corbell</u>	<u>101 Sheba Ct, Shawboro, 27973</u>	<u>252 207 6701</u>
<u>Lesa Leslie</u>	<u>108 Sheba Ct, Shawboro, 27973</u>	<u>252 339 9558</u>
<u>Sherry Crandell</u>	<u>104 Sheba Ct, Shawboro, 27973</u>	<u>757 754 4414</u>
<u>Andrew Epperson</u>	<u>103 Sheba Ct, Shawboro, 27973</u>	<u>252 340 4393</u>
<u>Clossing Soon</u>	<u>105 Sheba Ct, Shawboro, 27973</u>	
<u>Under contract</u>	<u>109 Sheba Ct, Shawboro, 27973</u>	









**TIMMONS GROUP**

NORTH CAROLINA LICENSE NO. C-1652  
SANDY HOOK CROSSING  
SHILOH TOWNSHIP - CAMDEN COUNTY - NORTH CAROLINA  
FINAL PLAN

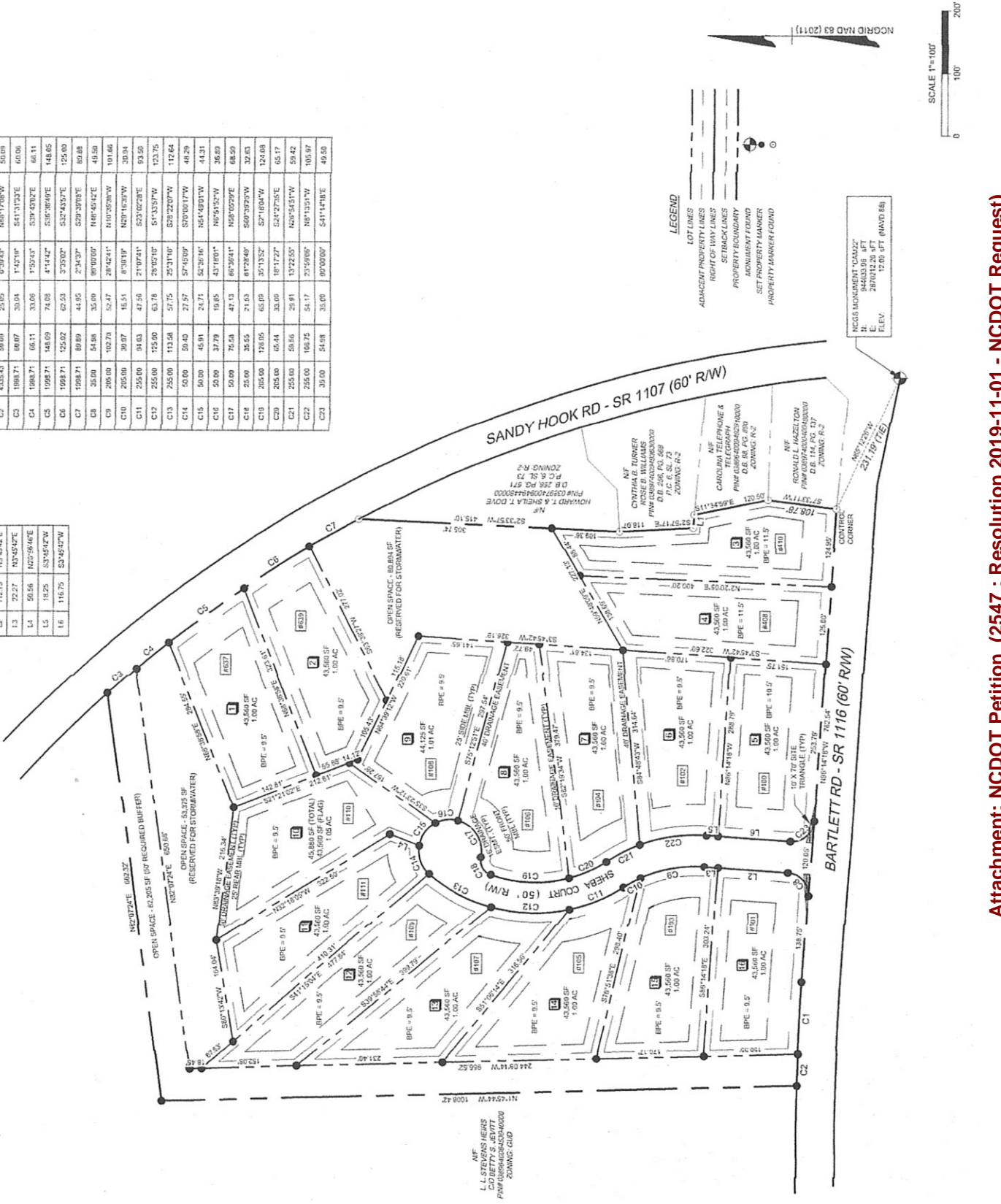
DATE: \_\_\_\_\_  
DRAWN BY: \_\_\_\_\_  
CHECKED BY: \_\_\_\_\_  
SCALE: 1" = 200'  
SHEET NO. 0

THIS DRAWING PREPARED AT THE  
ELIZABETH CITY OFFICE  
1505 WEST CAYLE DRIVE, SUITE 101, ELIZABETH CITY, NC 27826  
TEL: 252-331-9039 FAX: 252-331-0778 WWW.TIMMONSGROUP.COM

YOUR VISION ACHIEVED THROUGH QUALITY

CURVE TABLE						
CURVE	RADIUS	LENGTH	TANGENT	DELTA	CHORD BEARING	CHORD
C1	4335.43	115.64	57.52	1°31'53"	N67°11'46"W	115.03
C2	4335.43	89.09	25.05	0°29'43"	N88°17'00"W	50.89
C3	1988.71	80.07	30.04	1°43'10"	S41°31'32"E	60.06
C4	1988.71	86.11	33.08	1°53'45"	S39°43'02"E	66.11
C5	1988.71	148.69	74.03	4°14'42"	S35°38'40"E	148.05
C6	1988.71	125.02	62.53	3°35'02"	S32°43'57"E	125.00
C7	1988.71	89.89	44.95	2°34'37"	S29°39'08"E	80.88
C8	315.00	54.98	35.00	00°00'00"	N40°45'42"E	40.50
C9	205.00	102.73	52.47	20°42'41"	N10°58'00"W	101.66
C10	205.00	39.97	15.51	8°39'18"	N29°16'30"W	30.94
C11	255.00	81.63	47.55	2°10'41"	S23°02'28"E	63.50
C12	255.00	135.90	63.78	26°05'10"	S1°33'57"W	133.75
C13	255.00	113.58	57.75	25°31'10"	S28°22'07"W	112.64
C14	50.00	50.40	27.57	57°45'00"	S70°01'17"W	40.29
C15	50.00	45.91	24.71	52°36'16"	N64°30'01"W	44.31
C16	50.00	37.79	19.05	43°18'00"	N69°53'57"W	36.59
C17	50.00	75.50	47.13	66°36'41"	N69°02'52"E	68.59
C18	255.00	35.55	21.03	81°28'40"	S60°02'22"W	32.83
C19	205.00	128.05	65.09	35°13'52"	S7°18'04"W	124.08
C20	205.00	65.44	33.00	18°17'27"	S24°27'35"E	65.17
C21	255.00	59.56	29.91	13°22'55"	N20°54'51"W	59.42
C22	255.00	103.75	54.17	23°59'08"	N8°15'57"W	103.97
C23	35.00	54.98	35.00	00°00'00"	S41°14'18"E	49.50

LINE TABLE		
LINE	LENGTH	BEARING
L1	21.06	S85°59'46"E
L2	112.73	N74°54'27"E
L3	22.27	N3°55'47"E
L4	50.56	N20°59'46"E
L5	18.25	S37°54'27"W
L6	116.75	S37°54'27"W



**LEGEND**

- LOT LINES
- ADJACENT PROPERTY LINES
- RIGHT OF WAY LINES
- SETBACK LINES
- PROPERTY BOUNDARY
- ADJUMENT FOUND
- SET PROPERTY MARKER
- PROPERTY MARKER FOUND

NGCRID MAD 83 (2011)

SCALE 1" = 100'

0 100' 200'

NECES. MOVEMENT "CAM22"  
N. 84403.06 4FT  
E. 28702.26 4FT  
ELEV. 12.00 5FT (HARD B)

Attachment: NCDOT Petition (2547 : Resolution 2019-11-01 - NCDOT Request)

Shawboro NC 27973

## Sandy Hook Crossing Addresses and Parcel Ids

Lot Number	Parcel ID	Address
1	03.8964.00.95.7140.0000	637 SANDY HOOK ROAD
2	03.8964.00.94.8918.0000	639 SANDY HOOK ROAD
3	03.8964.00.94.9230.0000	410 BARTLETT ROAD
4	03.8964.00.94.8214.0000	408 BARTLETT ROAD
5	03.8964.00.94.5284.0000	100 SHEBA COURT
6	03.8964.00.94.5377.0000	102 SHEBA COURT
7	03.8964.00.94.5531.0000	104 SHEBA COURT
8	03.8964.00.94.5602.0000	106 SHEBA COURT
9	03.8964.00.94.5788.0000	108 SHEBA COURT
10	03.8964.00.94.5911.0000	110 SHEBA COURT
11	03.8964.00.94.3899.0000	111 SHEBA COURT
12	03.8964.00.94.3821.0000	109 SHEBA COURT
13	03.8964.00.94.2770.0000	107 SHEBA COURT
14	03.8964.00.94.2574.0000	105 SHEBA COURT
15	03.8964.00.94.3339.0000	103 SHEBA COURT
16	03.8964.00.94.3236.0000	101 SHEBA COURT
Open Space	03.8964.00.94.3691.0000	
Open Space	03.8964.00.94.3691.0000	



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

Consent Agenda

**Item Number:** 7.I  
**Meeting Date:** November 04, 2019  
**Submitted By:** Ken Bowman,  
Administration  
Prepared by: Karen Davis

**Item Title**                      **Set Public Hearing - Land Sale Agreement**

**Attachments:**

**Summary:**

Pursuant to direction from the Camden County Commissioners, staff has negotiated an agreement by and between Camden County, North Carolina ("Seller") and Camden Plantation Properties, Inc. or assigns ("Buyer") to purchase up to 15 acres of county owned property at the northeast corner of the intersection of US 17 and McPherson road. North Carolina General Statutes require that prior to executing this sale the details be advertised and a public hearing be held.

**Recommendation:**

To advertise and set a public hearing for December 2, 2019 for the sale of property to Camden Plantation, Inc..



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

Information, Reports & Minutes From Other Agencies

**Item Number:** 10.A  
**Meeting Date:** November 04, 2019  
**Submitted By:** Kim Perry,  
Library  
Prepared by: Kim Perry  
**Item Title** **Library Report**  
**Attachments:** 19-09 (DOCX)

## Camden County Public Library September 2019 Statistics

Visitor Count	1,911
Materials Check Outs & Renewals	3,226
Computer/ Wireless Use	601/640
Questions Answered	349
Juvenile Programs/Attendance	14/166
Teen/Tween Programs/Attendance	0/0
Adult Programs/Attendance	3/77
Outreach Programs/Attendance	0/0
Meeting Room Usage/Attendance	13/470
Days/Hours Open	21/185*
# Items in Collection	18,611
Library Card Holders	2,495

\*Closed 9/2 Labor Day, Early Closure 9/5-Hurricane Dorian, Closed 9/5-6-Hurricane Dorian

Attachment: 19-09 (2551 : Library Report)

### Comparison by Year 2017-2019

