



**CAMDENCOUNTY**

new energy. new vision.

**BOARD  
OF  
COMMISSIONERS**

**December 2, 2013**

**11:00 AM - Organizational Meeting**

**Camden County Public Library  
Community Room**

*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.*

**Please turn Cell Phone ringers off during the meeting.**

**Agenda**

**Camden County Board of Commissioners Regular Meeting  
December 2, 2013  
11:00 A.M. - Regular Meeting  
Camden County Public Library Community Room  
Camden, North Carolina**

**11:00 A.M.**    **Call to Order** – County Attorney John Morrison

**Welcome-**        County Attorney John Morrison

**Invocation & Pledge of Allegiance** – Sandra Duckwall

**ITEM 1.**        **Organizational Meeting** (Pg 1-20)

- A.        Nomination(s) and Election of Chairman of the Board
- B.        Nomination(s) and Election of Vice Chairman of the Board
- C.        Review Bonds:
  - 1. Sheriff
  - 2. Register of Deeds
  - 3. Tax Administrator
  - 4. Finance Officer
- D.        Approval of 2014 Board of Commissioners Meeting Calendar and  
Approval of 2014 Employee Holiday Schedule

**ITEM 2.**        **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 3.**        **Consideration of Agenda** (For discussion and possible action)

**ITEM 4.**        **Public Hearing** (For discussion and possible action)

- A.        Special Use Permit Application (UDO 2012-05-01) for Preliminary Plat Phase I  
(28 lots) North River Crossing Major Subdivision (Pg 21-71)

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

- A. Special Use Permit (UDO 2013-09-02) from Invenergy for Meteorological Tower over 35 feet (Pg 72-85)
- B. Ordinance No 2013-09-01; Proposed Amendments to Chapter 151 (Unified Development Ordinance) to the Camden County Code of Ordinances (Pg 86-95)
- C. Sketch Plan Green Meadows- 9 Lots Major Subdivision (UDO 2013-08-04) (Pg 96-115)

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

- A. Shiloh Watershed Advisory Board- Appoint Mike Riggs and Kenny Respass (Pg 116-118)
- B. Coastal Resource Commission Nomination (Pg 119-122)

**ITEM 7. Consent Agenda (All items listed below are routine and will be approved by one motion. Separate discussion of an item(s) will be held by request of a member of the Board.)**

- A. Draft Minutes – October 7, 2013 & November 4, 2013 (Pg 123-129)
- B. Budget Revision- JCPC (Pg 130-136)
- C. Tax Collection Report (Pg 137- 138)
- D. Tax Refunds, Pickups, & Releases (Pg 139-142)
- E. Tax Authorization to Collect (January 2014 Renewals) (Pg 143-144)
- F. Article Viii. Holidays and Leave of Absence (Pg 145- 156)
- G. Ordinance 2013-12-01; Code of Ordinances Supplement Adoption (Pg 156- 157)

**ITEM 8. Commissioner's Report (For discussion and possible action)**

**ITEM 9. County Manager's Report (For discussion and possible action)**

**ITEM 10. Information, Reports & Minutes From Other Agencies (Pg 158-163)**

- A. Sales Tax Collection Report
- B. Notice of Transfer of Funds

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

**Recess Commissioner's Meeting**

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**Reconvene Commissioner's Meeting- 12:00PM**

**ITEM 12. Joint Board of Education Meeting**

**ITEM 13. Adjourn**

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

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**Item Number:** 1.A

**Organizational**

**Meeting Date:** December 2, 2013

**Attachments:** 0 (0 Pages)

**Submitted By:** Administration

**ITEM TITLE:** Nomination(s) and Election of  
Chairman of the Board

**SUMMARY:**

Every Year the Board must nominate and vote on a Board Member to serve them as their Chair for the next consecutive year.

**RECOMMENDATION:**

Nominate a Board Member and vote to approve nomination.



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

**Item Number: 1.B**

**Organizational**

**Meeting Date: December 2, 2013**

**Attachments: 0 (0 Pages)**

**Submitted By: Administration**

**ITEM TITLE: Nomination(s) and Election of Vice  
Chairman of the Board**

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**SUMMARY:**

**Every Year the Board must nominate and vote on a Board Member to serve them as their Vice Chair for the next consecutive year.**

**RECOMMENDATION:**

**Nominate a Board Member and vote to approve nomination.**

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

**Item Number:** 1.C  
**Organizational**  
**Meeting Date:** December 2, 2013  
**Attachments:** 4 (14 Pages)  
**Submitted By:** Administration  
**ITEM TITLE:** Review of Bonds

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**SUMMARY:**

1. Sheriff
2. Register of Deeds
3. Tax Administration
4. Finance Officer

**RECOMMENDATION:**

**Motion to Approve the Bonds.**



# Western Surety Company

## CONTINUATION CERTIFICATE

Western Surety Company hereby continues in force Bond No. 58269989

briefly described as FINANCE OFFICER COUNTY OF CAMDEN

for CLARANN C. MANSFIELD

\_\_\_\_\_, as Principal,

in the sum of \$ Six Hundred Fifty Thousand and 00/100 Dollars, for the term beginning

December 15, 2012, and ending December 15, 2016, subject to all

the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 29th day of November, 2012.

WESTERN SURETY COMPANY

By Paul T. Bruffat  
Paul T. Bruffat, Vice President



**THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.**



**NOTICE OF PREMIUM DUE**  
\*\*\*\*\*

*Blanket<sup>5</sup>*



Phone: 1-888-866-2666  
Fax: 1-605-335-0357  
Email: uwservices@cnaSurety.com

Bond/Policy#: 0601 58269823  
Billing Date: 10/12/2012  
Due Date: 12/14/2012

CAMDEN COUNTY BOARD OF COMMISSIONERS  
P. O. BOX 190  
CAMDEN, NC 27921

Premium: \$220.00

**Amount Due: \$220.00**

We show 52 rated for premium purposes. To ensure proper coverage, verify the total number of employees and owners covered & contact us with changes. Note: After several years, we may have increased our rates slightly.

Bond/Policy#: 0601 58269823  
Effective Date: 12/14/2012      Anniversary Date: 12/14/2013  
Bond amount: \$15,000.00  
Name: CAMDEN COUNTY BOARD OF COMMISSIONERS  
Description: NC P E F P B P #4

Written By: WESTERN SURETY COMPANY

Your agent has requested that we bill your bond/policy directly from our office. PLEASE PAY THE AMOUNT INDICATED to CNA Surety. If this is a renewal, please submit payment at least two weeks prior to the due date to ensure proper and timely renewal of your bond/policy coverage.

If you have any questions, please contact your agent with whom the bond/policy was written.

Phone: (252)335-5186  
Agency: 32-02320

**Whitehurst Insurance Agency**  
**P. O. Box 1394**  
**Elizabeth City, NC 27906-1394**

Please detach and return the coupon below with your payment. Please send payment to the address below. For overnight payments please call 1-888-866-2666.

**CNA Surety**

**Amount Due: \$220.00**

Bond/Policy#: 0601 58269823      Effective Date: 12/14/2012  
Name: CAMDEN COUNTY BOARD OF COMMISSIONERS  
Description: NC P E F P B P #4  
Written By: WESTERN SURETY COMPANY  
Agency: 32-02320 Whitehurst Insurance Agency

Check here if changes needed and explain below.

Make Check Payable To CNA Surety

CNA Surety  
P.O. Box 802876  
Chicago, IL 60680-2876

**NOTICE OF PREMIUM DUE**  
\*\*\*\*\*



Phone: 1-888-866-2666  
Fax: 1-605-335-0357  
Email: uwservices@cnasurety.com

Bond/Policy#: 0601 69151419  
Billing Date: 10/12/2012  
Due Date: 12/15/2012

Premium: \$125.00

TONY E. PERRY  
P. O. BOX 190  
CAMDEN, NC 27921

**Amount Due: \$125.00**

Bond/Policy#: 0601 69151419  
Effective Date: 12/15/2012      Anniversary Date: 12/15/2013  
Bond amount: \$25,000.00  
Name: TONY E. PERRY  
Description: NC SHERIFF COUNTY OF CAMDEN

Written By: WESTERN SURETY COMPANY

Your agent has requested that we bill your bond/policy directly from our office. PLEASE PAY THE AMOUNT INDICATED to CNA Surety. If this is a renewal, please submit payment at least two weeks prior to the due date to ensure proper and timely renewal of your bond/policy coverage.

If you have any questions, please contact your agent with whom the bond/policy was written.

Phone: (252)335-5186      **Whitehurst Insurance Agency**  
Agency: 32-02320      **P. O. Box 1394**  
   **Elizabeth City, NC 27906-1394**

Please detach and return the coupon below with your payment. Please send payment to the address below. For overnight payments please call 1-888-866-2666.

**CNA Surety**

**Amount Due: \$125.00**

Bond/Policy#: 0601 69151419      Effective Date: 12/15/2012  
Name: TONY E. PERRY  
Description: NC SHERIFF COUNTY OF CAMDEN  
Written By: WESTERN SURETY COMPANY  
Agency: 32-02320 Whitehurst Insurance Agency

Check here if changes needed and explain below.

Make Check Payable To CNA Surety

CNA Surety  
P.O. Box 802876  
Chicago, IL 60680-2876



# Western Surety Company

## CONTINUATION CERTIFICATE

Western Surety Company hereby continues in force Bond No. 68557617

briefly described as REGISTER OF DEEDS COUNTY OF CAMDEN

for PEGGY C. KIGHT

\_\_\_\_\_, as Principal,

in the sum of \$ Twenty-Five Thousand and 00/100 Dollars, for the term beginning

December 6, 2012, and ending December 6, 2016, subject to all

the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 29th day of November, 2012.

WESTERN SURETY COMPANY

By Paul T. Bruhat  
Paul T. Bruhat, Vice President



**THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.**



# Western Surety Company

## POWER OF ATTORNEY

### KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,  
State of South Dakota, its regularly elected Vice President,  
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One REGISTER OF DEEDS COUNTY OF CAMDEN

bond with bond number 68557617

for PEGGY C. KIGHT  
as Principal in the penalty amount not to exceed: \$25,000.00.

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 29th day of November, 2012.

ATTEST

L. Nelson  
L. Nelson, Assistant Secretary

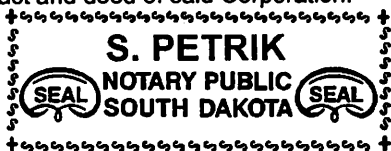
WESTERN SURETY COMPANY  
By Paul T. Bruflat  
Paul T. Bruflat, Vice President



STATE OF SOUTH DAKOTA }  
COUNTY OF MINNEHAHA } ss

On this 29th day of November, 2012, before me, a Notary Public, personally appeared Paul T. Bruflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



S. Petrik  
Notary Public

My Commission Expires August 11, 2016



North Carolina



# Western Surety Company

## OFFICIAL BOND

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 71345335

That we, Lisa Sawyer Anderson  
of Camden, North Carolina, as Principal, and WESTERN SURETY COMPANY, a corporation duly licensed to do business in the State of North Carolina, as Surety, are held and firmly bound unto County of Camden  
in the sum of Fifty Thousand and 00/100 DOLLARS (\$ 50,000.00),  
for the payment of which well and truly to be made, we bind ourselves and our legal representatives, jointly and severally by these presents.

Dated this 7th day of November, 2012.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the said Principal has been  
 appointed  elected to the office of Tax Assessor & Collector  
for the term beginning the 7th day of November, 2012, and ending the  
~~day of~~ indefinite.

NOW THEREFORE, if the said Principal shall in all things faithfully perform the duties of his office and shall honestly account for all moneys and effects that may come into his hands in his official capacity during the said term, then this obligation to be void, otherwise to remain in full force and effect.

This bond is executed by the Surety upon the following express conditions, which shall be conditions precedent to the right of recovery hereunder:

FIRST: The Surety shall not be liable for the loss of any public moneys or funds resulting from the failure or default in payment by any Banks or Depositories in which any public moneys or funds have been deposited.

~~SEAL~~ This bond may be cancelled by the Surety as to future liability by giving written notice, by certified mail, addressed to each, the Principal and the Obligee at County of Camden, North Carolina, and thirty (30) days after the mailing of said notices by certified mail, this bond shall be cancelled and null and void as to any liability thereafter arising, the Surety remaining liable, however, subject to all the terms and conditions of this bond for any and all acts covered by this bond up to the date of such cancellation.

Witness to Principal

\_\_\_\_\_

\_\_\_\_\_ Principal

Witness to Surety

L. Nelson  
A. Vixor

WESTERN SURETY COMPANY

By Paul T. Bruflat  
Paul T. Bruflat, Senior Vice President  
North Carolina Resident Agent

Countersigned NOT NEEDED

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.





# Western Surety Company

## CONTINUATION CERTIFICATE

Western Surety Company hereby continues in force Bond No. 71232595 briefly described as TREASURER CAMDEN TOURISM DEVELOPMENT AUTHORITY

\_\_\_\_\_

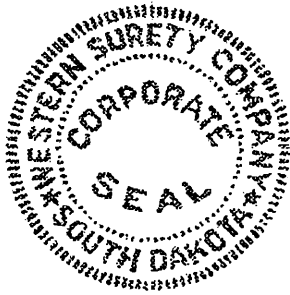
for CLARANN C. MANSFIELD

\_\_\_\_\_, as Principal,

in the sum of \$ FIFTY THOUSAND AND NO/100 Dollars, for the term beginning February 27, 2013, and ending February 27, 2014, subject to all the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 24 day of January, 2013.



WESTERN SURETY COMPANY

By Paul T. Bruflat  
Paul T. Bruflat, Vice President

**THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.**

# Western Surety Company

## POWER OF ATTORNEY

### KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,  
State of South Dakota, its regularly elected Vice President,  
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One TREASURER CAMDEN TOURISM DEVELOPMENT AUTHORITY

bond with bond number 71232595

for CLARANN C. MANSFIELD

as Principal in the penalty amount not to exceed: \$50,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President Paul T. Bruflat with the corporate seal affixed this 24 day of January, 2013.

ATTEST

L. Nelson  
L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY  
By Paul T. Bruflat  
Paul T. Bruflat, Vice President



STATE OF SOUTH DAKOTA }  
COUNTY OF MINNEHAHA } ss

On this 24 day of January, 2013, before me, a Notary Public, personally appeared Paul T. Bruflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



S. Petrik  
Notary Public





# Western Surety Company

## CONTINUATION CERTIFICATE

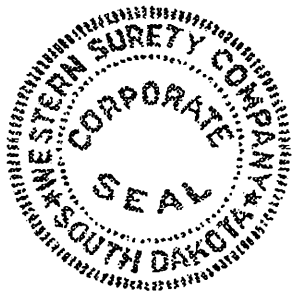
Western Surety Company hereby continues in force Bond No. 71232569 briefly described as TREASURER JOYCE CREEK DRAINAGE DISTRICT

\_\_\_\_\_ ,  
 for CLARANN C. MANSFIELD

\_\_\_\_\_ , as Principal,  
 in the sum of \$ FIFTY THOUSAND AND NO/100 Dollars, for the term beginning February 24 , 2013 , and ending February 24 , 2014 , subject to all the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 24 day of January , 2013 .



WESTERN SURETY COMPANY

By Paul T. Bruflat  
 Paul T. Bruflat, Vice President

**THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.**

# Western Surety Company

## POWER OF ATTORNEY

### KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Brufat of Sioux Falls, State of South Dakota, its regularly elected Vice President, as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One TREASURER JOYCE CREEK DRAINAGE DISTRICT

bond with bond number 71232569

for CLARANN C. MANSFIELD

as Principal in the penalty amount not to exceed: \$50,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 24 day of January, 2013.

ATTEST

L. Nelson  
L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY  
By Paul T. Brufat  
Paul T. Brufat, Vice President

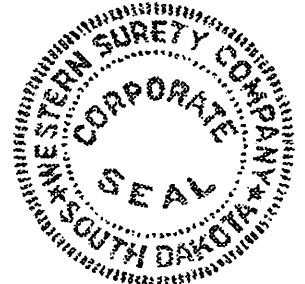
STATE OF SOUTH DAKOTA }  
COUNTY OF MINNEHAHA } ss

On this 24 day of January, 2013, before me, a Notary Public, personally appeared Paul T. Brufat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.

+++++  
\$ S. PETRIK \$  
\$ NOTARY PUBLIC \$  
\$ SEAL SOUTH DAKOTA SEAL \$  
+++++  
My Commission Expires August 11, 2016

S. Petrik  
Notary Public





# Western Surety Company

## CONTINUATION CERTIFICATE

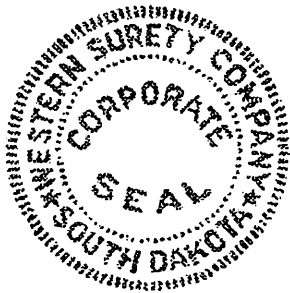
Western Surety Company hereby continues in force Bond No. 71232583 briefly described as TREASURER COURTHOUSE/SHILOH FIRE COMMISSION

\_\_\_\_\_ ,  
 for CLARANN C. MANSFIELD

\_\_\_\_\_, as Principal,  
 in the sum of \$ FIFTY THOUSAND AND NO/100 Dollars, for the term beginning February 24, 2013, and ending February 24, 2014, subject to all the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 24 day of January, 2013.



WESTERN SURETY COMPANY

By Paul T. Bruflat  
 Paul T. Bruflat, Vice President

**THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.**



North Carolina



# Western Surety Company

## OFFICIAL BOND

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 71232605

That we, Clarann C. Mansfield  
of Camden, North Carolina, as Principal, and WESTERN SURETY COMPANY, a corporation duly licensed to do business in the State of North Carolina, as Surety, are held and firmly bound unto South Camden Water & Sewer District in the sum of Fifty Thousand and 00/100 DOLLARS (\$ 50,000.00), for the payment of which well and truly to be made, we bind ourselves and our legal representatives, jointly and severally by these presents.

Dated this 27th day of February, 2012.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the said Principal has been  appointed  elected to the office of Treasurer, for the term beginning the 27th day of February, 2012, and ~~ending the~~ ~~day of~~ indefinite.

NOW THEREFORE, if the said Principal shall in all things faithfully perform the duties of his office and shall honestly account for all moneys and effects that may come into his hands in his official capacity during the said term, then this obligation to be void, otherwise to remain in full force and effect.

This bond is executed by the Surety upon the following express conditions, which shall be conditions precedent to the right of recovery hereunder:

FIRST: The Surety shall not be liable for the loss of any public moneys or funds resulting from the failure or default in payment by any Banks or Depositories in which any public moneys or funds have been deposited.

SECOND: This bond may be cancelled by the Surety as to future liability by giving written notice, by certified mail, addressed to each, the Principal and the Oblige at South Camden Water & Sewer District, North Carolina, and thirty (30) days after the mailing of said notices by certified mail, this bond shall be cancelled and null and void as to any liability thereafter arising, the Surety remaining liable, however, subject to all the terms and conditions of this bond for any and all acts covered by this bond up to the date of such cancellation.

Witness to Principal

\_\_\_\_\_

Principal

Witness to Surety

J. Nelson  
A. Vixor

WESTERN SURETY COMPANY

By Paul T. Bruilat  
Paul T. Bruilat, Senior Vice President

Countersigned NOT NEEDED

North Carolina Resident Agent

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

North Carolina



# Western Surety Company

## OFFICIAL BOND

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 71232590

That we, Clarann C. Mansfield  
of Camden, North Carolina, as Principal, and WESTERN SURETY  
COMPANY, a corporation duly licensed to do business in the State of North Carolina, as Surety, are held  
and firmly bound unto South Mills Fire District  
in the sum of Fifty Thousand and 00/100 DOLLARS (\$ 50,000.00),  
for the payment of which well and truly to be made, we bind ourselves and our legal representatives, jointly  
and severally by these presents.

Dated this 27th day of February, 2012.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the said Principal has been  
 appointed  elected to the office of Treasurer  
for the term beginning the 27th day of February, 2012, and ending the  
day ~~day~~ indefinite.

NOW THEREFORE, if the said Principal shall in all things faithfully perform the duties of his office and  
shall honestly account for all moneys and effects that may come into his hands in his official capacity during  
the said term, then this obligation to be void, otherwise to remain in full force and effect.

This bond is executed by the Surety upon the following express conditions, which shall be conditions  
precedent to the right of recovery hereunder:

FIRST: The Surety shall not be liable for the loss of any public moneys or funds resulting from the  
failure or default in payment by any Banks or Depositories in which any public moneys or funds have been  
deposited.

SECOND: This bond may be cancelled by the Surety as to future liability by giving written notice, by  
South Mills Fire District,  
certified mail, addressed to each, the Principal and the Obligee at North Carolina,  
and thirty (30) days after the mailing of said notices by certified mail, this bond shall be cancelled and null  
and void as to any liability thereafter arising, the Surety remaining liable, however, subject to all the terms  
and conditions of this bond for any and all acts covered by this bond up to the date of such cancellation.

Witness to Principal

\_\_\_\_\_  
\_\_\_\_\_

Principal

Witness to Surety

J. Nelson  
A. Vixor

WESTERN SURETY COMPANY

By Paul T. Bruflat  
Paul T. Bruflat, Senior Vice President

Countersigned NOT NEEDED North Carolina Resident Agent

Approved this \_\_\_\_\_ day of \_\_\_\_\_,



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

**Item Number: 1.D**

**Organizational**

**Meeting Date: December 2, 2013**

**Attachments: 2 (2 Pages)**

**Submitted By: Administration**

**ITEM TITLE: Approval of Regular Meeting  
Schedule & Employee Holiday Schedule**

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

**Approval of the 2014 Board of Commissioners Regular Meeting  
Schedule, and the 2014 Camden Employee Holiday Schedule.**

**RECOMMENDATION:**

**Motion to Approve the two calendars.**

**Board of Commissioners Calendar 2014**

<b>Date of Meeting</b>	<b>Time of Meeting</b>	<b>“Completed” Agenda Items With Summary Sheets Due In Clerks Office</b>	<b>Deadline For Information</b>
Monday, January 6, 2014	7:00 PM	Monday, December 30, 2013	5:00PM
Monday, February 3, 2014	7:00 PM	Monday, January 27, 2014	5:00PM
Monday, February 17, 2014	7:00 PM	Monday, February 10, 2014	5:00PM
Monday, March 17, 2014	7:00 PM	Monday, March 10, 2014	5:00PM
Monday, April 7, 2014	7:00 PM	Monday, March 31, 2014	5:00PM
Monday, April 21, 2014	7:00 PM	Monday, April 14, 2014	5:00PM
Monday, May 5, 2014	7:00 PM	Monday, April 28, 2014	5:00PM
Monday, June 2, 2014	7:00 PM	Tuesday, May 27, 2014	NOON
Monday, June 16, 2014	7:00 PM	Monday, June 9, 2014	5:00PM
Monday, July 7, 2014	7:00 PM	Monday, June 30, 2014	5:00PM
Monday, August 4, 2014	7:00 PM	Monday, July 28, 2014	5:00PM
Tuesday, September 2, 2014	7:00 PM	Monday, August 25, 2014	5:00PM
Monday September 15, 2014	7:00 PM	Monday, September 15, 2014	5:00PM
Monday, October 6, 2014	7:00 PM	Monday, September 29, 2014	5:00PM
Monday, November 3, 2014	7:00 PM	Monday, October 27, 2014	5:00PM
Monday, November 17, 2014	7:00 PM	Monday, November 10, 2014	5:00PM
Monday, December 1, 2012	8:30 AM	Monday, November 24, 2014	5:00PM
<b>DURING ANY MONTH WITH ONLY ONE SCHEDULED MEETING, AN ADDITIONAL MEETING MAY BE SCHEDULED IF THE WORKLOAD IS ADEQUATE.</b>			



**STATE OF NORTH CAROLINA  
OFFICE OF STATE PERSONNEL  
1331 MAIL SERVICE CENTER  
116 WEST JONES STREET  
RALEIGH, NC 27699-1331**

**BEVERLY EAVES PERDUE**  
GOVERNOR

**LINDA D. COLEMAN**  
STATE PERSONNEL DIRECTOR

**MEMORANDUM**

**TO:** Agency Heads and Chancellors  
Human Resource Directors

**FROM:** Linda D. Coleman

**DATE:** March 14, 2011

**SUBJECT:** **2014 Holiday Schedule**

Listed below are the holidays that will be observed by State employees during **2014**.

New Year's Day	January 1, 2014	Wednesday
Martin Luther King's Day	January 20, 2014	Monday
Good Friday	April 18, 2014	Friday
Memorial Day	May 26, 2014	Monday
Independence Day	July 4, 2014	Friday
Labor Day	September 1, 2014	Monday
Veteran's Day	November 11, 2014	Tuesday
Thanksgiving Day	November 27 & 28, 2014	Thursday & Friday
Christmas	December 24, 25, & 26, 2014	Wednesday, Thursday Friday

**NOTE:** The schedule shall be used by all State agencies operating under the policies, rules and regulation of the Office of State Personnel. Institutions of higher education and agencies requiring a twenty-four hour operation may adopt varying holiday schedules in keeping with operational needs, provided the employees are given the same number of holiday as approved by the State Personnel Commission. Such special holiday schedules must be filed with the Office of State Personnel.

It is recognized that some agencies may need to adopt an additional holiday schedule applicable to employees working in twenty-four hour operation; this schedule would designate as holidays the specific dates of the legal observances rather than the substitute weekdays when the observance occurs on Saturday or Sunday. This would be in keeping with the purpose of the holiday premium pay policy.

*An Equal Opportunity Employer*

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

**Item Number:** 4.A

**Public Hearing**

**Meeting Date:** December 2, 2013  
**Attachments:** 3 (50 Pages)  
**Submitted By:** Planning Department

**ITEM TITLE:** Special Use Permit Application  
 (UDO 2012-05-01) for Preliminary Plat Phase I  
 (28 lots) North River Crossing Major  
 Subdivision

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**SUMMARY:**

Attached is the Special Use Permit Findings of Facts for Preliminary Plat Phase I North River Crossing with staffs recommended conditions and modifications. TRC meeting held August 7, 2013.

Planning Board met on November 20, 2013 and after presentation from staff, discussion with developer and adjacent property owners a motion was made for approval but failed due to a lack of a second.

**RECOMMENDATION:**

**Hold Public Hearing**

Following public hearing

Motion to amend the agenda to:

1. Add New Business Item 6 (moving remaining items down one number)
2. Add Item 4.A SUP to New Business as Item 6.A

**OR**

To the agenda of the meeting on (January 6, 2013)

**Special Use Permit  
UDO 2012-05-01  
Phase I – North River Crossing  
Findings of Facts**

1. **Agent for Applicant:** Bowman Consulting Group
2. **Address of Agent:** 1561 Bradford Road, Suite 202  
Virginia Beach, VA 23455
3. **PIN:** 03-8965-00-24-6702
4. **Name(s) of Current Owner(s) of Record:** James R. Williams
5. **Street Address of Property:** Not addressed
6. **Location of Property:** Off Trotman and Ditch Bank Roads Shiloh Township
7. **Flood Zone:** X
8. **Zoning District(s):** Mixed Single Family Residential (R2)
9. **Is a Zoning Change Required for the Proposed Use?** No – Current zoning permits housing types of Site Built, Modular, and Double-wide mobile homes.
10. **General Description of the Proposal:** Phase I Preliminary Plat North River Crossing Major Subdivision – 28 lots this phase
11. **Date Application Received by County:** July 1, 2013
12. **Did the Applicant participate in a pre-application Conference?** Yes
13. **Received by:** David Parks, Permits Officer
14. **Application fee paid:** Yes.\$5600.00 Check #1111
15. **Completeness of Application:** Application is generally complete.
16. **Proposal to be completed in Phases:** Yes. Phase I will be broken down into Phases IA 7 lots, IB 10 lots, and IC 11 lots.
  - A. If yes, are phases shown on Plat? Yes
17. **Was the Applicant given a list of agencies constituting the Technical Review Staff?** Yes
  - A. Technical Review Staff (Preliminary Plan Approval)
    - (a) South Camden Water & Sewer District
    - (b) Camden County Health Dept
    - (c) Central Communications (911)
    - (d) Shiloh Fire Department
    - (e) Sheriff's Office
    - (f) Shawboro Post Office
    - (g) Albemarle Soil & Water Conservation District
    - (h) Superintendent of Camden County Schools
    - (i) Transportation Director Camden County Schools
    - (j) N.C. DOT
    - (k) Army Corps of Engineers
    - (l) Cable Company



- (m) Division of Environmental Health – Public Water Supply
- (n) Division of Water Quality – Stormwater Permit No. SW130507
- (o) DENR Erosion and Sedimentation Control Plan No. Camde-2013-004

18. **File Reference:** UDO 2012-05-01

19. **Documents received upon filing application or otherwise included:**

- A. Land Use/Development Application
- B. Deed/Offer to Purchase Contract with Seaboard Development Alliance LLC
- C. Deed of Easement – Outfall ditch
- D. Army Corp input on outfall ditch – does not impact jurisdictional waters or wetlands.
- E. Letter of approval on drainage plan from County’s Drainage Engineer.
- F. Albemarle Regional Health Services – Perc Tests
- G. DENR Stormwater Permit #SW7130507 for Phase I
- H. DENR Erosion & Sedimentation Control Plan No. Camde-2013-004
- I. NCDOT’s letters on driveway permit/approved encroachment package
- J. 10 Blue Line Copies of Preliminary Plat
- K. 2 sets of Construction Drawings

20. **Soil Classifications:**

**Predominant:** Altavista (AaA) Severe: wetness

**Other:** Bojac (BoA) Moderate wetness; Tomotley (ToA) Severe wetness, percs slowly

21. **Adjacent Property Uses:**

- A. **Predominant:** Agriculture - farming
- B. **Other:** Residential

22. **Existing Land Uses:** Farming

23. **Lots:**

- A. **Total Proposed:** 28 for Phase I
- B. **Average size:** .95 acres (40,000 sf)

24. **Streets:**

- A. **Are all streets designed to be place under State system?** Yes
- B. **Are proposed streets named?** Yes
- C. **Street names:** Pasquotank Drive, Pamlico Drive, Neuse Drive, Perquimans Drive
- D. **Are any street names already being used elsewhere in the County?** No.  
Verified with Central Communications.

25. **Open Space:**

- A. **Is open space proposed?** Yes.
- B. **Area of open space:** 3.8 acres for phase I
- C. **What is required minimum open space?** 5% of net tract = 4.31 acres
- D. **Is 50% of proposed open space suitable for development and otherwise meet the requirements of Article 151.195 of the Code of Ordinances?** Yes
- E. **Will homeowners association be needed?** Yes
- F. **Has the applicant proposed a homeowners association?** Yes. HOA Documents required at Final Plat.

26. **Utilities:**

- A. **Does the application include a letter or certificate from the District Health Department regarding septic tanks?** Yes.



- B. Does the applicant propose the use of public sewage systems?** No
- C. Does the applicant propose the use of public water systems?** Yes, with South Camden Water & Sewer District.
- D. Distance from existing public water supply system:** adjacent to property.
- E. Is the area within a five-year proposal for the provision of public water?** N/A
- F. Is the area within a five-year proposal for the provision of public sewage?** No
- 27. Landscaping:**
- A. Is any buffer required?** Yes, a 50' vegetative buffer is required along land that abuts non-residential uses (i.e. farming).
- 28. Will trees be required along dedicated streets?** Yes.
- 29. Findings Regarding Additional Requirements:**
- A. Endangering the public health and safety:** The Application does not appear to endanger the public health and safety.
- B. Injure the value of adjoining or abutting property:** The application does not appear to injure the value of adjoining or abutting property.
- C. Harmony with the area in which it is located:** Similar homes to those proposed are within the area.
- D. Conformity with the Plans:**
- 1. CAMA Land Use Plan:** Yes, Land Use Map has area designated as Medium Density Residential.
  - 2. Comprehensive Plan:** Yes. Future Land Use Map has designated as Rural Residential with densities of 1 and 2 acre lots.
  - 2. Thoroughfare Plan:** Yes.
  - 3. Other plans officially adopted by the Board of Commissioners:** N/A
- E. Will not exceed the county's ability to provide public facilities:**
- 1. Schools:** Approved by schools. Students generated this phase:  $.44 \times 28 = 12.3$  students for this phase.
  - 2 Fire and Rescue:** Approved by South Camden Fire Chief
  - 3 Law Enforcement:** Approved by Sheriff Perry
- Other County Facilities:**
- F. Other:**

**Technical Review Staff**

- A. Comments:** All letters attached.
- (1) South Camden Water & Sewer District: Approved.
  - (2) Camden County Health Department: Approved perc tests attached.
  - (3) Camden County School: Approved. Place bus stop signs at designated spots.
  - (4) South Camden Fire Department: Approved w/comments. Property located outside the 6 mile district therefore falling into a class 10 for insurance purposes.
  - (5) Central Communications (911); Approved all street names.
  - (6) Sheriff's Office: Approved w/comments. Change name of Pasquotank Drive. Could be confusing for Pasquotank County in answering 911 calls.
  - (7) Shawboro Post Office: No Comment.
  - (8) NCDOT: Seeking final approval on amended drainage plan and roundabouts.



- (9) Soil Water Conservation District (SWCD). See attached notes.
- (10) Camden County's Drainage Engineer's review of drainage plan. See attached approval letter.
- (11) Media Com. No response.
- (12) Division of Coastal Management. N/A
- (13) U.S. Army Corps of Engineers: There are no wetlands located on property for this phase.

**B. Adoption of all Technical Review Staff.** Staff recommends adoption of all Technical Review Staff comments.

**Staff recommends approval with the following conditions and modifications as the proposed development meets all requirements of the County's Code of Ordinances and is consistent with the CAMA Land Use and Comprehensive Plans.**

**Planning Board met on November 20, 2013 and after discussion with developer, staff and adjacent property owners, a motion was made for approval but failed due to a lack of a second.**

1. The applicant must strictly abide by all requirements of the Unified Development Ordinance of Camden County, North Carolina, and must also strictly comply with all other local, state, and federal ordinances, laws, rules and regulations as one or more ordinances, laws, rules and regulations may apply to this development.
2. The applicant shall complete the development strictly in accordance with the approved Preliminary Plat and specifications submitted to the Planning Office of Camden County, North Carolina, and contained in the file titled (UDO 2012-05-01).
3. Amend Preliminary Plat to reflect road name change from Pasquotank Drive to Cape Fear Drive as requested by Sheriff's Office.
4. In accordance with Article 151.232(I) (3) Recreational Land: Developer shall make a payment to the county of an amount of money equal to the value of one acre of land per 30 lots, or fraction thereof, as it would be appraised following its subdivision. There are 88 lots proposed which totals to just less than 3 acres. Payment shall be prorated based on the number of lots being final plated for that phase.
5. Prior to any land disturbing activity, developer shall provide approved waterline extension letter from NCDENR Public Water Supply Section.
6. Developer shall provide revised NCDENR Storm Water Permit reflecting drainage modifications approved by Camden County's drainage Engineer.
7. All lots shall be crowned to where the dwelling is located to an elevation at or above the 100 year flood. Those elevations shall be indicated on each lot on the final plat for each phase. No building permit shall be issued until such elevations are verified by a Surveyor or Engineer licensed to do business in North Carolina.
8. Landscaping in accordance with Article 151.232 (N) shall be planted prior to submission of final plat for that phase.



9. Developer and or Home Owners Association shall provide Camden County certification by a licensed North Carolina Engineer of compliance with approved Drainage Plan for North River Crossing every five years starting from recording of Phase I Final Plat in the Camden County Registry of Deeds.
10. Per Camden County School Transportation place “School Bus Stop” signs at:
  - a. Pasquotank Drive Northeast corner of Lot 32.
  - b. Pasquotank Drive Northwest corner of Lot 25.
  - c. Neuse Drive Northeast corner of Lot 18.
  - d. Pamlico Drive Northwest corner of Lot 10.
11. Home Owners Restrictive Covenants shall include the following information:
  - a. All requirements (to include Maintenance and allowable built upon area) listed under NCDENR Stormwater Permit No. SW7130507 Phase 1. Stormwater Permits for future phases.
  - b. Maintenance requirements of the outfall ditch leading into North River.
  - c. The re-certification to the County of the approved drainage plan every five years.
  - d. Covenants shall be amended to include NCDENR Stormwater Permits requirements for future phases prior to approval of the final plat for the phase being permitted.
12. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this approval in its entirety shall be void and have no effect.



# Land Use/Development Application

## County of Camden, North Carolina

Depending upon the type of proposal, the proposal may require a Zoning Permit, Conditional Use Permit, or Special Use Permit. This form is used as the start of application process. All applicants must submit a site plan (see "Minimum Site Plan Requirements") and a valid Health Department permit. Applicants for a Conditional Use Permit or Special Use Permit should review the "Requirements for Conditional Use Permit and Special Use Permit Applications".

Applicants for a subdivision must submit this form as their Special Use Permit application.

Please consult the Planning Office (1-252-338-1919) with any questions about your application.

**Please Do Not Write in this Box**

PIN: 03-8965-00-24-6702

UDO# 2012-05-01

Date Received: 7/11/13

Received by: [Signature]

Zoning District: R2

Fee Paid \$ 5600

pd ck # 1111

PLEASE PRINT OR TYPE

Applicant's Name: Bowman Consulting Group

If the Applicant is acting as agent for another person (the "principal"), please give that person's name on the line below and submit a copy of the agency agreement/letter with this Application.

Seaboard Development Alliance, LLC

Applicant's Mailing Address: 1561 Bradford Road

Suite 202

Virginia Beach, VA 23455

Daytime Phone Number: (757) 464-0622

Street Address Location of Property: Off Trotman Road, Shiloh Township

General Description of Proposal: Special Use Permit Preliminary Plat Phase I North River Crossing Major Subdivision - 28 lots

*I swear or affirm that the foregoing information and all attachments hereto (now or subsequently provided as part of this application) are true and correct to the best of my knowledge.*

Signed: [Signature]

Dated: July 9, 2013

\* Information to be filled out by Planning Department

\*Is the Property in a Watershed Protection area? No

\*Flood Zone (from FIRM Map): X \*Taxes paid? yes  no



(F) **Applicants for a Conditional Use Permit or a Special Use Permit must respond to the following issues and include those responses with their application:** [Article 151.509] (The applicant may use separate sheets for answers to these questions.)

(1) Will the proposal in any way endanger the public health or safety?

**The proposed subdivision will not endanger the public health or public safety.**

(2) Will the proposal in any way injure the value of adjoining or abutting property?

**The proposed subdivision will not depreciate the value of the property, or adjoining properties.**

(3) Is the proposal in conformity with the:

(a) Land Use Plan- **YES**

(b) Thoroughfare Plan- **YES**

(c) Watershed Plan- **N/A**

(4) Will the proposal exceed the county's ability to provide adequate public facilities, including, but not limited to, schools, fire and rescue, law enforcement, and other county facilities?

(a) Schools

(b) Fire and rescue

(c) Law Enforcement

(d) Other County facilities

**The subdivision will not exceed the resources provided by any of the abovementioned County facilities.**

NORTH CAROLINA

CAMDEN COUNTY

THIS DEED, made this the 18th day of January, 1968, by Edward Roberts and wife, Nellie G. Roberts, Grantors, to James R. Williams, Grantee;

WITNESSETH:

That the Grantors in consideration of Ten Dollars and other valuable considerations to them paid by the Grantee, the receipt of which is hereby acknowledged, have bargained and sold, and by these presents do bargain, sell and convey unto the Grantee, his heirs and assigns a parcel or tract of land in Shiloh Township, Camden County, North Carolina, described as follows:

Beginning at an iron marker situated in the Eastern right of way boundary of State Road 1121 known as Trodman Road at Indiantown in the Northern corner of that small tract of land owned by the H. G. Dough heirs, which tract is situated in the Northeast angle of the intersection of said Trodman Road with State Road 1122 known as Ditch Bank Road thence North 35° 01' East 1305.6 feet binding Trodman Road to an iron marker; thence South 55° 47' East 203.6 feet binding other lands of Edward Roberts; thence continuing to bind the lands of Edward Roberts North 33° 53' East 722.4 feet; South 68° 15' East 1222.4 feet to the lands of W. L. Forbes; thence binding the lands of W. L. Forbes South 9° 30' West 858.5 feet; South 87° 11' East 522.7 feet; South 87° 15' East 122.5 feet; thence South 1° 31' West 279.9 feet; thence South 1° 10' East 213.3 feet binding the lands of Seabrook Gregory; thence North 79° 17' West 671 feet binding the lands of Sammie Williams; thence continuing to bind said Williams lands South 3° 28' East 344.8 feet to the Ditch Bank Road, thence binding the North side of Ditch Bank Road South 75° 15' West 328.5 feet; South 85° 2' West 1274.9 feet; North 35° 30' West 31.7 feet to the lot of Tom Brooks; thence binding the brook lot the following courses: North 4° 31' East 139.3 feet; North 85° 49' West 82 feet; South 4° 31' West 137.7 feet to the Ditch Bank Road; thence continuing to bind said road North 85° 30' West 185.9 feet; North 73° 46' West 93.4 feet; North 60° 17' West 440.7 feet to the lands of H. G. Dough heirs; thence binding the Dough lands North 35° 7' East 402 feet; North 54° 16' West 177 feet to an iron marker at Trodman Road being the point of beginning and being 95 acres, more or less, and being the same lands described on that plat attached hereto entitled "James R. Williams, Camden County, North Carolina, known as the Roberts Tract," dated January 5, 1968, made by S. Edna Williams, Reg. Surveyor, which plat is made a part of this deed.

The foregoing tract of land includes all of those lands described in that deed from J. M. Roberts, Sr. and wife, Ida P. Roberts to Edward Roberts, dated November 15, 1961, recorded in Deed Book 40, page 589, and a portion of those lands described in that deed between the same parties recorded in book 45, page 665, both in the Office of the Register of Deeds of Camden County, North Carolina.

The Grantors give and grant unto the Grantee his heirs and assigns, the right to drain the above tract of land in that ditch on the Western side of State Road 1121 extending from the said road Westwardly to the swamp along the Northern boundary of the Essie B. Dough Farm and the Southern boundary of other lands owned by Edward Roberts obtained by deed in Book 45, page 665. The right



Stamp  
A 19.00  
K. HAY BRENNEBER  
Attorney at Law  
WELLSBORO CITY, N. C.

of way for said ditch and spreading the dirt from said ditch shall be 15 feet in width and the dirt from said ditch, when dug, shall be leveled by the one digging said ditch.

It is understood and agreed that the Grantee shall assume the County taxes for the year 1968.

TO HAVE AND TO HOLD the aforesaid property and all privileges and appurtenances thereunto belonging to the said Grantee, his heirs and assigns forever in fee simple.

And the Grantors do covenant that they are seized of said premises in fee simple and have the right to so convey the same in fee simple; that the same are free from encumbrances; and that they will warrant and defend the said title to the same against the claims of all persons whomsoever.

IN WITNESS WHEREOF, the Grantors have hereunto set their hands and seals the day and year first above written.

Edward Roberts (SEAL)  
Edward Roberts  
Nellie G. Roberts (SEAL)  
Nellie G. Roberts

NORTH CAROLINA  
Camden COUNTY

I, the undersigned, a Notary Public; do hereby certify that Edward Roberts and wife, Nellie G. Roberts, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and notarial seal, this 22 day of January, 1968.

[Signature]  
Notary Public

My commission expires: April 15, 1968

North Carolina, Camden County  
The foregoing certificate of  
Irene S. Burgess, Notary Public  
is certified to be correct  
This 22 day of January, A.D. 1968

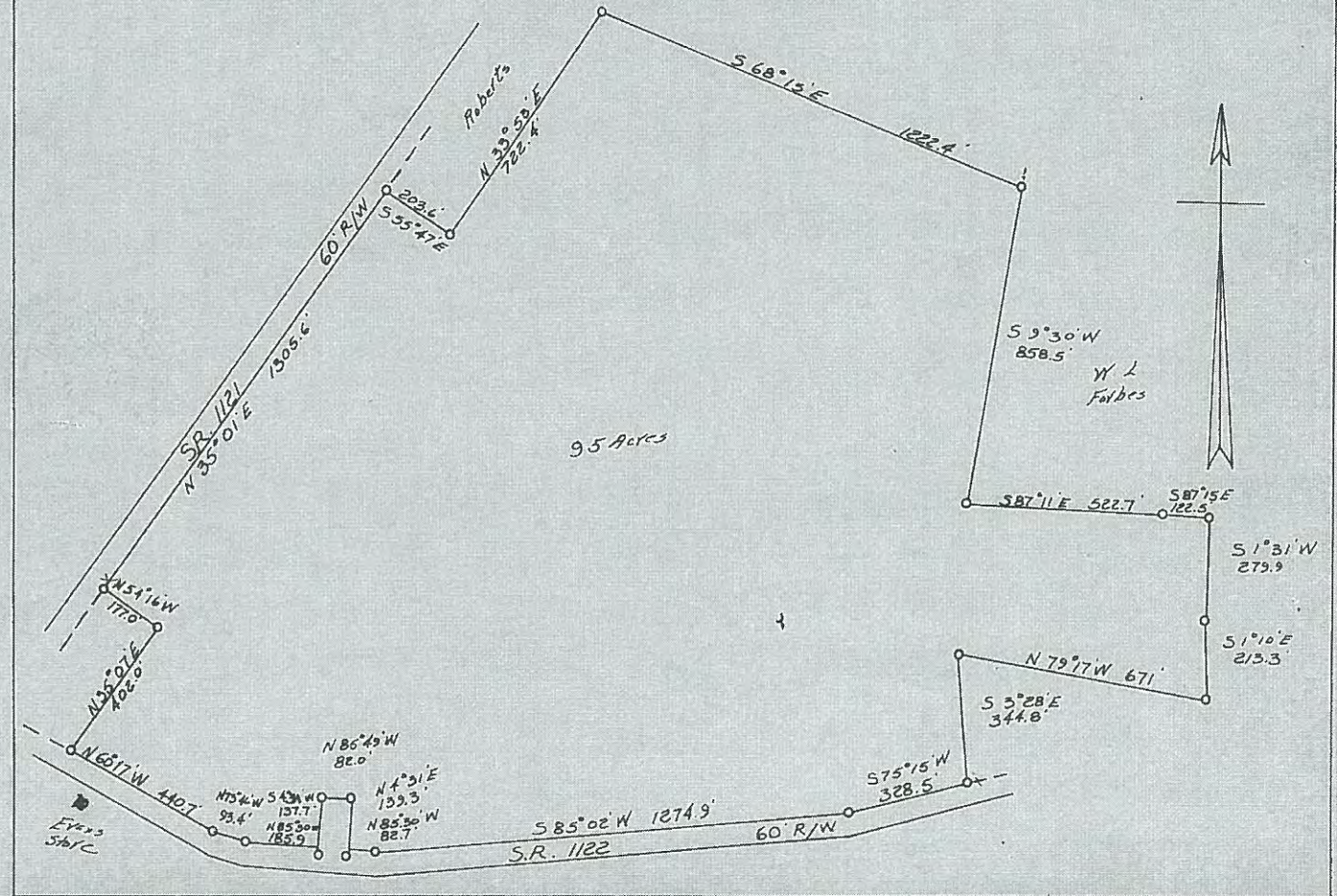
E. RAY ETHERIDGE  
ATTORNEY AT LAW  
ELIZABETH CITY, N. C.

Jack Leary  
Register of Deeds

Filed for registration on the 22 day of Jan 1968  
at 3:30 o'clock P. M., and registered on the 25 day  
of Jan 1968 at 9:30 o'clock A. M.  
Jack Leary  
Register of Deeds



**JAMES R. WILLIAMS**  
 CAMDEN COUNTY, NORTH CAROLINA  
 KNOWN AS THE ROBERTS TRACT  
 SCALE 1 INCH = 300 FEET JAN. 5, 1968  
*J. R. Williams* REG. SURVEYOR







Doc ID: 000502000004 Type: CRP  
 Recorded: 08/30/2011 at 11:26:56 AM  
 Fee Amt: \$23.00 Page 1 of 4

Camden, NC  
 Peggy C. Kight Register of Deeds

BK **297** PG **276-279**

Prepared by and return to Thomas P. Nash, IV, 200 N. Water St. #2A, Elizabeth City, NC 27909

STATE OF NORTH CAROLINA  
 COUNTY OF CAMDEN

**MEMORANDUM OF OPTION TO PURCHASE**

In consideration of the sum of ONE DOLLAR (\$1.00) and other valuable considerations, the receipt of which is hereby acknowledge JAMES R. WILLIAMS and wife, DARLENE D. WILLIAMS, ("Optionor") whose mailing address is 45 Cypress Lane, Southern Shores, NC 27949, Parties of the First Part, do hereby grant to SEABOARD DEVELOPMENT ALLIANCE, LLC, ("Optionee") whose address is 1073 Bullard Court, Raleigh, NC 27615, Party of the Second Part, their heirs, successors and assigns, an Option to Purchase in the following described property, to wit:

All that certain lot or parcel of land located in Shiloh Township, Camden County, North Carolina designated as Parcel B as described and delineated on plat entitled in part "Recombination Plat, Parcel A and Parcel B, Property of James R. Williams" by Robert D. Mann, Professional Land Surveyor, dated July 15, 2010, recorded in Plat Cabinet 6, Slide 179, Camden County Registry, LESS AND EXCEPT property described in a deed from James R. Williams and wife, Darlene D. Williams to Bonnie Taylor and husband, Arthur Taylor, dated May 24, 2010, recorded in Deed Book 286, Page 767, Camden County Registry.

The initial term of the Option plus all extended terms of the Option expire on August 18, 2021 provided that if Optionee fails to take down five (5) lots per year, the option will terminate sooner.

STATE OF NORTH CAROLINA  
COUNTY OF CHOWAN

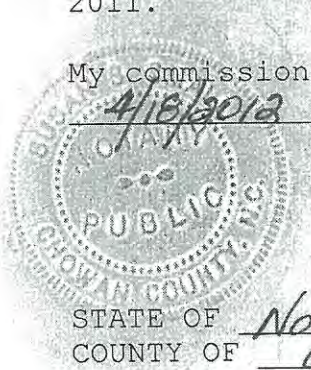
I, a Notary Public for the said County and State, do hereby certify that Elwood H. Perry, President of EHP Land Co., Inc., Member/Manager of Seaboard Development Alliance, LLC, a limited liability company, personally appeared before me this day and acknowledge the due execution of the foregoing instrument on behalf of the company.

Witness my hand and official seal, this the 25<sup>th</sup> day of August, 2011.

My commission expires:

4/16/2012

Susan S. Small  
Notary Public



STATE OF NORTH CAROLINA  
COUNTY OF CHOWAN

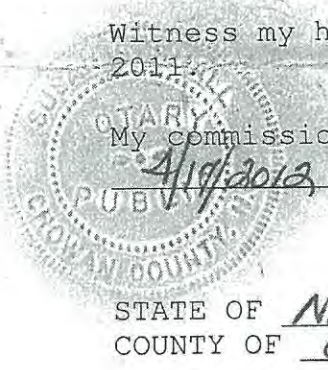
I, a Notary Public for the said County and State, do hereby certify that Wilson Greene, President of WG III, Inc., Member/Manager of Seaboard Development Alliance, LLC, a limited liability company, personally appeared before me this day and acknowledge the due execution of the foregoing instrument on behalf of the company.

Witness my hand and official seal, this the 25<sup>th</sup> day of August, 2011.

My commission expires:

4/19/2012

Susan S. Small  
Notary Public



STATE OF NORTH CAROLINA  
COUNTY OF CHOWAN

I, a Notary Public for the said County and State, do hereby certify that Timothy S. Hess, Member/Manager of Seaboard



Development Alliance, LLC, a limited liability company, personally appeared before me this day and acknowledge the due execution of the foregoing instrument on behalf of the company.

Witness my hand and official seal, this the 25<sup>th</sup> day of August, 2011.

My commission expires:

4/17/2012

*Susan S. Small*  
Notary Public

R\williams seaboard option 8-18-11 second



4. The full provisions of the Option to Purchase between the parties dated August 18, 2011 are hereby incorporated in this Memorandum and made a part hereof to the same extent as if fully set out herein.

IN WITNESS WHEREOF, the said parties hereto have set their hands and seals this 18<sup>th</sup> day of August, 2011.

**PARTIES OF THE FIRST PART**

James R. Williams (SEAL)  
James R. Williams  
Darlene D. Williams (SEAL)  
Darlene D. Williams

**PARTY OF THE SECOND PART**

SEABOARD DEVELOPMENT ALLIANCE, LLC  
BY: EHP LAND CO., INC., Member/Manager

By: Elwood H. Perry (SEAL)  
Elwood H. Perry, President

BY: WG III, Inc., Member/Manager

By: Wilson Greene, III (SEAL)  
Wilson Greene, III, President

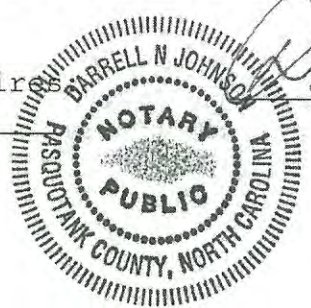
By: Timothy S. Hess (SEAL)  
Timothy S. Hess, Member/Manager

STATE OF NORTH CAROLINA  
COUNTY OF Pasquotank

I, a Notary Public of the County and State aforesaid, certify that James R. Williams and wife, Darlene D. Williams personally appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and official stamp or seal, this 18 day of August, 2011.

My commission expires 12/03/2012



Darrell N. Johnson  
Notary Public Darrell N. Johnson

Doc ID: 000512670004 Type: CRP  
 Recorded: 02/27/2012 at 09:46:09 AM  
 Fee Amt: \$26.00 Page 1 of 4  
 Camden, NC  
 Peggy C. Kight Register of Deeds  
 BK **301** PG **817-820**

STATE OF NORTH CAROLINA  
 COUNTY OF CAMDEN

Prepared by and return to:  
 Thomas P. Nash, IV  
 200 N. Water St. #2A  
 Elizabeth City, NC 27909

**THIS AGREEMENT OF EASEMENT** dated the 24<sup>th</sup> day of February, 2012 by and between GLENN E. ROBERTS and wife, SANDRA C. ROBERTS and NELLIE G. ROBERTS, widow, collectively Party of the First Part; and SEABOARD DEVELOPMENT ALLIANCE, LLC, a North Carolina limited liability company, 1073 Bullard Court, Raleigh, NC 27615, Party of the Second Part;

W I T N E S S E T H :

WHEREAS, Party of the First Part is the owner of a tract of land containing 46.73 acres more or less in Courthouse Township, Camden County, North Carolina, which tract is more specifically described in Deed recorded in Book 207, Page 234, Camden County Registry; and

WHEREAS, Party of the Second Part owns or will own property near or adjacent to said property on which it is developing a subdivision known as North River Crossing; and

WHEREAS, Party of the First Part has agreed to extend to Party of the Second Part, its heirs, successors and assigns, an easement for drainage purposes over and along that ditch running from SR 1121 in a Northerly direction towards and to the now or formerly Harry Bronstein Swamp.

NOW, THEREFORE, for a valuable consideration, Party of the First Part does hereby grant to Party of the Second Part, its heirs, successors and assigns, an easement for and including the right to maintain, utilize and enlarge that drainage ditch, which ditch is more particularly described as follows:

Being that ditch running from SR 1121 in a Northerly direction towards and to the now or formerly Harry Bronstein Swamp as more particularly described and delineated on plat prepared by Henry Cuninghame dated June 30, 2003 entitled in part "Farmland and Woodland Surveyed for Edward and Nellie Roberts," which plat is recorded in Plat Cabinet 4, Slide 74-A, Camden County Registry.

Party of the Second Part, its heirs, successors and assigns, shall have the right to utilize said ditch for drainage purposes in draining the property now or in the future constituting the subdivision of North River Crossing and shall have the right to enter upon such portion of the lands of the Party of the First Part as necessary to maintain said ditch for drainage and to enlarge said ditch in order to meet State drainage requirements provided that said enlargement shall not exceed those measurements shown on the ditch profile attached hereto as Exhibit "A". Provided further, however, that Party of the Second Part shall not enter upon said lands or any portion thereof when crops are growing and shall further spread out and smooth over in a husbandlike manner any soil or debris removed from said ditch for maintenance purposes.

IN WITNESS WHEREOF, Party of the First Part has hereunto affixed their signatures and seals as of the day and year first above written.

*Glenn E. Roberts* (SEAL)  
Glenn E. Roberts

*Sandra C. Roberts* (SEAL)  
Sandra C. Roberts

*Nellie G. Roberts by Glenn E. Roberts, her attorney in fact* (SEAL)  
Nellie G. Roberts by Glenn E. Roberts, her attorney in fact

STATE OF NORTH CAROLINA  
COUNTY OF Currituck

I, a Notary Public of the County and State aforesaid, certify that GLENN EDWARD ROBERTS and wife, SANDRA C. ROBERTS personally



appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and official stamp or seal, this 24 day of February, 2012.

My commission expires 12/03/2012  
Notary Public  
Printed Name of Notary Public:  
Darrell N. Johnson

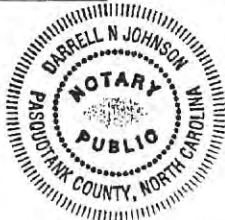


STATE OF NORTH CAROLINA  
COUNTY OF Currituck

I, a Notary Public of the County and State aforesaid, do hereby certify that Glenn E. Roberts attorney-in-fact for Nellie G. Roberts personally appeared before me this day, and being by me duly sworn, says that he executed the foregoing and annexed instrument for and in behalf of Nellie G. Roberts and that his authority to execute and acknowledge said instrument is contained in an instrument duly executed and acknowledged and recorded in Deed Book 301, Page 787 on the 24 day of February, 2012, in the Office of the Register of Deeds of Camden County, North Carolina, and that this instrument was executed under and by virtue of the authority given by said instrument granting him power of attorney; that the said Glenn E. Roberts acknowledged the due execution of the foregoing and annexed instrument for the purposes therein expressed for and in behalf of said Nellie G. Roberts.

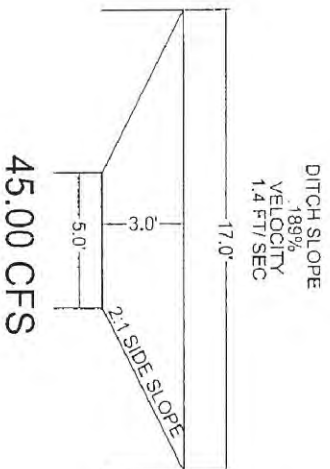
Witness my hand and official stamp or seal, this 24<sup>th</sup> day of February, 2012.

My commission expires:  
12/03/2012  
Notary Public  
Printed Name of Notary Public:  
Darrell N. Johnson



r\north river crossing easement 2-23-12

EXHIBIT "A"



SHEET <b>7</b> OF 7 DATE 4/21/12	<b>NORTH RIVER CROSSING</b> <b>DRAINAGE IMPROVEMENTS</b> CAMDEN COUNTY • NORTH CAROLINA	<b>McBride Hess Design Group, P.A.</b> 1073 Bullard Court, Raleigh, North Carolina 27615 Telephone: 919.954.8200 • Facsimile: 919.954.8299 E-mail: mhdg@mcbridehess.com Landscape Architecture Site Planning
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**U.S. ARMY CORPS OF ENGINEERS  
WILMINGTON DISTRICT**

Action ID. 2012-01109County: Camden

**NO DEPARTMENT OF THE ARMY AUTHORIZATION REQUIRED**

Property Owner / Agent: Seaboard Development Alliance, LLC. /Mr. Timothy HessAddress: 1073 Bullard Court, Suite 100  
Raleigh, North Carolina 27615Telephone Number: 919-954-8200

Size and Location of Property (waterbody, road name/number, town, etc.): The property is a 45 acre parcel located on the west side of Trotman Road adjacent to Indiantown Creek, a tributary of the North River, near the town of Camden in Camden County, North Carolina.

Description of Activity: The applicant is proposing to clean out an existing agricultural ditch and increase the bank slopes above the Ordinary High Water Mark (OHWM) through an upland area for which they have obtained an easement from Mr. Glenn Roberts.

Your work as proposed does not require Department of the Army authorization for the following reason(s):

- There are no jurisdictional waters or wetlands within the boundaries of the property.  
 The proposed project does not impact jurisdictional waters or wetlands.  
 The proposed project is exempt from Department of the Army regulation.  
 Specify: \_\_\_\_\_.

This Department of the Army determination does not relieve the permittee of the responsibility to obtain any other required Federal, State, or local approvals/permits. The permittee may need to contact appropriate State and local agencies before beginning work.

For any activity within the twenty coastal counties, before beginning work, you must contact the N.C. Division of Coastal Management in Elizabeth City, North Carolina, at (252) 264-3901 to discuss any required State authorization.

Any changes in the above described work must be coordinated with the Corps of Engineers prior to commencement. If you have any questions regarding the Corps of Engineers regulatory program, please contact Mr. Kyle Barnes at telephone number (910) 251-4584.

Regulatory Project Manager Signature


Date: 8/10/2012

The Wilmington District is committed to providing the highest level of support to the public. To help us ensure we continue to do so, please complete the Customer Satisfaction Survey located at our website at <http://regulatory.usacsurvey.com/> to complete the survey online.



## Memorandum

To: Dan Porter, Planning Director  
From: Greg Johnson, Drainage Engineer  
Date: October 30, 2013  
Re: North River Crossing – Phase 1  
Submittal Package dated October 30, 2013

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I reviewed the revised plan sheet C-4C, and stormwater models provided today. These materials adequately address condition numbered 3 of the October 25, 2013 memorandum to you. Final recommendation for acceptance to you now is reduced to two conditions. These conditions are:

1. The consultant or project owner provide documentation that NCDOT will approve the proposed twin cross culverts under Trotman Road as illustrated in the submittal package.
2. The consultant or project owner provides documentation that the property owner downstream of Trotman Road will allow for the increase in rate and volume flowing across his property.

Respectively submitted

C. Gregory Johnson, P.E., LID



Generated brief soil descriptions are created for major components. The Arapahoe soil is a minor component.

**Component:** Nimmo, undrained (3%)

Generated brief soil descriptions are created for major components. The Nimmo soil is a minor component.

**Component:** Dragston, undrained (0%)

Generated brief soil descriptions are created for major components. The Dragston soil is a minor component

**Stormwater Quality:**

The design standards for NCDENR's Low Density Development are being adhered to for this project. Because this project is to be considered low density, stormwater quality does not need to be formally addressed. However, for the built conditions, pollutants generated onsite by the limited impervious area will be treated in multiple ways. Stormwater is required to sheet flow across lawns and open areas, and instead of underground pipe networks, grass swales will generally be used to convey the stormwater. The sheet flow and grass channels will help trap any pollutants in the grass and soil and allow for evaporation. A majority of the site discharges into a stormwater retention pond where any remaining pollutants are expected to fall out of suspension before being discharged to the existing roadside ditch. The stormwater retention pond will have a 13,231 cubic yard permanent pool in the North Pond and 19,333 cubic yards in the South Pond. Currently the farm ditches are generally exposed soil.

**Stormwater Quantity:**

The ultimate outfall for Phase 1 is the Indiantown Creek, which drains to the Albemarle Sound. As stated above the low density development criteria will be followed, therefore no curb inlets, drop inlets, or underground pipes can be used. Stormwater from each individual lot is collected by interior, triangular lot line swales with 5:1 side slopes to facilitate growth and ease of maintenance. Those swales discharge into lead or collection swales that have a one (1) foot flat bottom and 4:1 side slopes. The lead swales ultimately outfall into a wet pond located in the northwest corner of the property. The wet pond has a NWSE of 2.50' and is 7.0 feet deep, which will eliminate the need for an aeration system. The top of bank for the pond is at elevation 6.5'. The Phase 1 construction will also include a channel that will ultimately connect the North Pond with the future South Pond that is to be built in Phase 1B. The channel will have a top of bank elevation of 6.5 and an invert of 0.0'. The channel will have 3:1 side slopes, with a 10:1 safety bench. Since there will only be 2.5' of wet storage, the channel will need to be maintained quite regularly.

The SCS Method, and the software XP Storm were used to route the 2, 10, 25, and 100 year design storm events through the pond. Rainfall depths of 3.75, 5.76, 7.11, and 9.55 inches were used for the 2, 10, 25, and 100 year storm respectively. These values were taken from NOAA. The site is predominantly D soils. A CN number of 84 was used for the existing conditions, based on the Win TR-55 program for D soils with agricultural cover (fair condition). CN number of 84 was also used for Residential district by average lot size of 1 acre for D soils in the post-development model. Off-site areas were varied, based on the web soil survey from USDA, and computed using Win TR-55. A dynamic tailwater was used for storm events. This was assumed based on limited NOAA information, a field study both before and after a storm event, and assumptions that have been discussed and previously confirmed with Camden County. During the field study before a storm event, the normal surface water elevation for Indiantown Creek was determined to be at elevation 1.8'. After a minor storm event, the elevation increased to 3.3'. By taking this data and interpolating it to a 10-year storm event, and matching it with information from NOAA, we determined a tailwater condition for storm events to start at elevation 1.8, and to raise to elevation of 2.5' before the peak, and then increase to elevation 4.5' during the peak from hours 12 to 16, before drawing back down to elevation 1.8.' Time of concentration was determined to be 18 minutes for a typical lot, based on minimal slopes and was verified using the program Win-TR55.



During larger rain storm events, the existing site is prone to flooding. The water draws down after a period of time by either infiltrating into the ground water, or slowly drawing down through a 15-inch RCP pipe at the north of each field ditch, which drains to a ditch at the north of the property. Most of the field ditches can adequately handle the 2-year design storm event, and about half can handle the 10-year storm event. For modeling purposes, at the recommendation of the County reviewer, the spill crest was artificially raised in the model to account for all of the runoff that overtops the existing ditches. In modeling with XP-Storm, it was determined that the site will flood at the 30-inch CMP pipe at Trotman Road. The existing edge of pavement is approximately at elevation 6.3' and the 2-year storm elevation can stage up to an elevation of 5.44'. The design 10, 25, and 100 year storm events will flood Trotman Road under existing conditions. For the purpose of this study, these elevations were used as the boundary condition. In order to calculate for the HGL of the existing site, the majority of the site was modeled as 1 channel, as the ground and ditches acting together as one long channel. This helped alleviate the inconsistent changes in the HGL in previous iterations of the model. By doing this, the HGL was more consistent. The model seems to bottle up at the 15-inch RCPs and stage up to elevation 6.90', 7.85', and 9.44' for the 10, 25, and 100 year design storm events respectively, based on a raised spill crest just along the tops of bank. The ditch section that was added takes into account the main portion of the site which includes the field ditches and the tops of bank, which simulates the site. The further back along this ditch section, it should be noted that the nodes and links level out to an elevation of 7.26' for the 2-year storm, 7.58' for the 10-year storm, 7.77' for the 25-year storm, and 8.08' for the 100-year storm. These should be the elevation that we look at during the pre-construction conditions, as these nodes show what happens when the runoff spreads out over the site.

The post-construction model was developed to account for the HGL throughout the stormwater system for each of these storms. The BMP, along with the ditches and culverts were both modeled and analyzed to make sure the ditches do not overtop. Where possible, the ditches were also designed to be 2.5' to 3' deep to help lower the groundwater table for the site to allow for the septic systems to be utilized for each lot. The point of analysis is the culvert at Trotman Road to make sure that the runoff does not overflow onto the road. For the post-construction conditions, three separate models were developed to show the results at each interim phase for the overall Phase 1.

After the model ran, the HGL for the node at Trotman Road and the elevation of the North and South Ponds were determined for each storm at full Phase 1 build conditions to be the following:

<u>Event</u>	<u>Elev. Trotman (pre)</u>	<u>Elev. Trotman(Post)</u>	<u>WSE of N. Pond</u>	<u>WSE of S. Pond</u>
2- Year:	5.50'*	4.68'	4.96'	4.78'
10- Year:	6.92'*	5.33'	5.76'	5.76'
25- Year:	7.86'*	5.83'	6.25'	6.26'
100-Year:	9.44'*	6.37'	6.45'	6.48'

\*Please note that these elevations for the pre-construction conditions are calculated by raising the spill crest within the model to capture all runoff.

Please note that all storm events during the post-construction conditions will peak below the existing edge of pavement elevation of 6.5'

There are a few nodes within the model that overtop during the 25-year and 100-year storms, however the runoff that overtops is nominal. These areas are mostly due to being high points, where the ditches match existing grade, and there is no real solid way to model the capture of runoff. These nodes were checked by raising the spill crest to an elevation of 20' to capture all of the runoff and measure the difference in elevation of the water surface. Nodes of note are:

<u>Node</u>	<u>Elev at 25-year storm</u>	<u>Elev at 100-year storm</u>
HP-22-E	8.65'	8.70'
31-30-BACK	N/A	6.60'
LOT16REAR	N/A	7.05'
22-NORTH	N/A	8.20'

Outside the limits of Phase 1 construction there are also a few nodes that also overtop during the 100-year storm, OFFSITE1-2 and OFFSITE1-6, will overtop, however the runoff was generated from the adjacent property to the north, and will overtop back onto their property. Node 23<sup>RD</sup>CULV stages up to an elevation of 9.25', however this is not going to be built during Phase 1, and a more extensive analysis will be conducted during Phase 2 design. The ditch section can be widened to contain more runoff at the time of Phase 2 design. All Building Pad Elevations were set approximately 1 foot minimum over the 100-year hydraulic grade line, in order to add extra protection from flooding. There shall be a minimum of 1.0% from the top of bank up to the building pad elevations. The Building Pad Elevations provided are a minimum, and shall be set during the time of home construction, and will be decided on by the homeowner and developer on a lot by lot basis.

This system is designed to be very efficient in minimizing flooding, and will greatly reduce the runoff volumes that currently flood Trotman Road. Based on the model, the existing site will flood during the 10, 25, and 100 year storm, and Trotman Road will be flooded as well. This system will contain much of the runoff within the ditches and ponds, and release it through a 24-inch RCP outfall pipe with a notched weir outfall control structure to limit the flows off-site. Additionally, these proposed upgrades.

Post Development Drainage Area Maps are attached.

Time of Concentration and CN calculations from Win TR-55 can be found in Appendix A.

XP Storm summary tables can be found in Appendix B.

Flow Master HGL check can be found in Appendix C.





STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY  
GOVERNOR

ANTHONY J. TATA  
SECRETARY

November 6, 2013

Mr. Clayton E Massey, PE  
Bowman Consulting Group, LTD  
1561 Bradford Road, Suite 202  
Virginia Beach, Virginia 23455

Subject: Culvert Request – Trotman Road  
North River Crossing Subdivision  
Camden County

Dear Mr. Massey,

We have reviewed your letter dated October 15, 2013 concerning the adequacy of a 30" CMP culvert under SR 1121 N Trotman Road. The culvert in question is located on Trotman Road between Ditch Bank Road and Sandy Hook Road. It is located at the North West corner of the site proposed for the future North River Crossing Subdivision being designed by your firm.

The analysis you provided suggests that the existing 30" CMP is undersized. When modeled in conjunction with your proposed subdivision storm water system, unacceptable backwater levels are shown. Your recommendation is that the cross line should be upgraded to a double 30" RCP culvert.

The Department has no objections to the upsizing of this pipe. However, due to the fact that we have no current history of maintenance issues for this cross line, we are unable to participate financially in its replacement. If the Developer wishes to make these improvements as part of the overall Subdivision Development, an encroachment agreement between the Developer and NCDOT will be required. Any required environmental permitting for this work shall be the responsibility of the Developer.

If we can be of further service, or I can answer further questions, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "Randy W. Midgett".

Randy W. Midgett, PE  
District Engineer

Cc: J. D. Jennings, PE  
R.K Sawyer, PE  
File

Applicant: SEABOARD DEVELOPMENT  
ALLIGANCE, LLC  
1073' BULLARD CT STE 100  
RALEIGH, NC 27615

Owner: WILLIAMS, JAMES R  
45 CYPRESS LN  
SOUTHERN SHORES, NC 27949

Site Location: LOT 5 NORTH RIVER CROSSING

Texture: SiCL	Mineralogy: EXP	GPD: 360	Overall
Structure: SBK	Wetness (In.): 12	LTAR: .3	Lot Class: US

**If unsuitable, the site may be reclassified to provisionally suitable with the following modification:**

- Fill Area 120ft. by 50ft. with 12in. of sand
- Groundwater Lowering Devices
- Sand Backfill Trenches to a depth of 4ft.

*\* Have same paperwork as  
lots 6-32 in file.  
or*

Fill Mound must be inspected before permit can be issued.

**To obtain an Authorization to Construct:**

- Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- Pay Permit Fee of \$225.00
- Submit a copy of the deed or contract to purchase
- Sign legal documents agreeing to the inspection and maintenance requirements of the Albemarle Regional Health Services Management Entity

Comments: Elevations must be verified to ensure a gravity draitile system can be met in accordance with Rule.1957 (7)

EHS:   
Kevin Carver

Date: 06/27/2013

**THIS APPROVAL WILL BECOME VOID AFTER 12 MCNTHS AND A NEW APPLICATION WILL BE NECESSARY**



North Carolina Department of Environment and Natural Resources

Division of Water Quality

Thomas A. Reeder  
Acting Director

Pat McCrory  
Governor

John Skvarla  
Secretary

DIVISION OF WATER QUALITY  
July 8, 2013

Seaboard Development Alliance, LLC  
Attn: Mr. Timothy Hess  
1073 Bullard Court, Suite 100  
Raleigh, NC 27615

Subject: Stormwater Permit No. SW7130507  
North River Crossing - Phase 1  
Low Density Stormwater Project  
Camden County

Dear Mr. Hess:

The Washington Regional Office received your completed stormwater permit application on July 2, 2013. Based on our review of your application, plans and specifications, it has been determined that the proposed project will comply with the Stormwater Regulations set forth in Title 15A NCAC 2H.1000. We are forwarding Permit No. SW7130507 dated July 8, 2013 to Seaboard Development Alliance, LLC.

This permit shall be effective from the date of issuance until rescinded, and shall be subject to the conditions and limitations as specified therein.

If any parts, requirements, or limitations contained in this permit are unacceptable, you have the right to request an adjudicatory hearing upon written request within thirty (30) days following receipt of this permit. This request must be in the form of a written petition, conforming to Chapter 150B of the North Carolina General Statutes, and filed with the Office of Administrative Hearings, P.O. Drawer 27447, Raleigh, NC 27611-7447. Unless such demands are made this permit shall be final and binding.

North Carolina Division of Water Quality  
943 Washington Square Mall, Washington, NC 27889  
Phone: 252-946-6481 | FAX: 252-946-9215  
Internet: [www.ncwaterquality.org](http://www.ncwaterquality.org)

An Equal Opportunity / Affirmative Action Employer

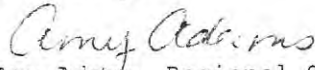
One  
North Carolina  
*Naturally*



Seaboard Development Alliance, LLC  
July 8, 2013  
Page Two

If you have any questions, or need additional information concerning this matter, please contact Bill Moore at (252)948-3919.

Sincerely,



Amy Adams, Regional Supervisor  
Surface Water Protection Section  
Washington Regional Office

cc: Bowman Consulting Group  
Camden County Planning/Inspections  
WARO

State Stormwater Management Systems  
Permit No. SW7130507

STATE OF NORTH CAROLINA  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
DIVISION OF WATER QUALITY

STATE STORMWATER MANAGEMENT PERMIT

LOW DENSITY DEVELOPMENT

In accordance with the provisions of Article 21 of Chapter 143, General Statutes of North Carolina as amended, and other applicable Laws, Rules and Regulations

PERMISSION IS HEREBY GRANTED TO

Seaboard Development Alliance, LLC  
Camden County

FOR THE

construction, operation and maintenance of stormwater management systems in compliance with the provisions of 15A NCAC 2H.1000 (hereafter referred to as the "stormwater rules") and the approved stormwater management plans and specifications, and other supporting data as attached and on file with and approved by the Division of Water Quality and considered a part of this permit for grassed swales and vegetated buffers to serve North River Crossing, Phase 1, located off Trotman Road (SR1121) near Camden, NC.

This permit shall be effective from the date of issuance until rescinded, and shall be subject to the following specific conditions and limitations:

**I. DESIGN STANDARDS**

1. The following criteria are approved as meeting the stormwater rules for this project:
  - a. Phase 1 of this subdivision consists of 28 single family residential lots on a 36.29 acre tract.
  - b. Total allowable built-upon area for Phase 1, including lots, streets & sidewalks, is 6.69 acres.
  - c. Allowable built-upon area must be consistent with proposed plans and restrictions submitted in the application by the permittee.



2. The overall tract built-upon area percentage or lot sizes for the project must be maintained at levels at least as stringent as the low density levels specified in the stormwater rules.
3. The development must demonstrate that no areas within the project site are of such high density that stormwater runoff threatens water quality.
4. Approved plans and specifications for projects covered by this permit are incorporated by reference and are enforceable parts of the permit.
5. The only runoff conveyance systems allowed would be vegetated conveyances such as swales with minimum side slopes of 3:1 (H:V) or curb outlet systems as defined in the stormwater rules and approved by the Division.
6. No piping shall be allowed except:
  - a. That minimum amount necessary to direct runoff beneath an impervious surface such as a road
  - b. That minimum amount needed under driveways to provide access to lots.
7. Projects covered by this permit will maintain a minimum 50 foot wide vegetative buffer between all impervious areas and surface waters. In addition, projects located in the Neuse River Basin must comply with the Neuse River Basin Riparian Buffer Rules.
8. No homeowner/lot owner/developer shall be allowed to fill in, alter, or pipe any vegetative practices (such as swales) shown on the approved plans as part of the stormwater management system without submitting a revision to the permit and receiving approval from the Division.
9. The permittee is responsible for verifying that the proposed home plans do not exceed the allowable built-upon area. Once the lot transfer is complete, the home plan may not be revised without approval from the permittee, and responsibility for meeting the built-upon area limit is transferred to the individual homeowner.
10. Deed restrictions are incorporated into this permit by reference and must be recorded with the Office of Register of Deeds. Recorded deed restrictions must include, as a minimum, the following statements related to stormwater management:

- a. A statement of the allowable built-upon area per lot in the following form:  
"The allowable built-upon area per lot shall not exceed 9100 square feet, inclusive of that portion of the right-of-way between the front lot line and the edge of the pavement, structures, pavement, walkways of brick, stone, slate, not including wood decking."
- b. Items related to stormwater management must remain in the deed restriction, and this is to be indicated by including the following: "The covenants pertaining to stormwater regulations may not be changed or deleted without concurrence of the State."
- c. To assure that vegetated conveyances are not piped (in accordance with item 5) deed restrictions must indicate that: "Filling in or piping of any vegetative conveyances (ditches, swales, etc.) associated with the development except for average driveway crossings, is strictly prohibited by any persons."

11. The Engineer/Owner/Developer/Permittee must certify in writing that the project's stormwater controls, and impervious surfaces have been constructed within substantial intent of the approved plans and specifications.

12. The following items will require a modification to the permit:

- a. Any revision to the approved plans, regardless of size
- b. Project name change
- c. Transfer of ownership
- d. Redesign or addition to the approved amount of built-upon area
- e. Further subdivision of the project area.

In addition, the Director may determine that other revisions to the project should require a modification to the permit.

13. The Director may notify the permittee when the permitted site does not meet one or more of the minimum requirements of the permit. Within the time frame specified in the notice, the permittee shall submit a written time schedule to the Director for modifying the site to meet minimum requirements. The permittee shall provide copies of revised plans and certification in writing to the Director that the changes have been made.

## II. SCHEDULE OF COMPLIANCE

- 1. The permittee shall comply with the following schedule for construction and maintenance of the Low Density Option stormwater systems:

- a. Swales and other vegetated conveyances shall be constructed in their entirety, vegetated, and be operational for their intended use prior to the construction of any built-upon surface except roads.
  - b. During construction, erosion shall be kept to a minimum and any eroded areas of the swales or other vegetated conveyances will be repaired immediately.
2. The permittee shall at all times provide the operation and maintenance necessary to operate the permitted stormwater management systems at optimum efficiency to include:
    - a. Inspections
    - b. Sediment removal
    - c. Mowing, and revegetating of the side slopes
    - d. Immediate repair of eroded areas
    - e. Maintenance of side slopes in accordance with approved plans and specifications.
  3. The permittee shall submit recorded deed restrictions limiting built-upon area per lot in accordance with Part I, item 10, within 30 days of the date of recording.
  4. The Permittee shall submit the Engineer/Owner/Designer/ Permittee Certification in accordance with Part I, item 11, within 30 days of completion of the project.
  5. The permittee shall submit all information requested by the Director or his representative within the time frame specified in the written information request.

### III. GENERAL CONDITIONS

1. Failure to abide by the conditions and limitations contained in this permit may subject the Permittee to an enforcement action by the Division of Water Quality, in accordance with North Carolina General Statutes 143-215.6A to 143-215.6C.
2. The permit issued shall continue in force and effect until revoked or terminated.
3. The permit may be modified, revoked and reissued or terminated for cause. The filing of a request for a permit modification, revocation and reissuance, or termination does not stay any permit condition.
4. The issuance of this permit does not prohibit the Director from reopening and modifying the permit, revoking and reissuing the

permit, or terminating the permit as allowed by the laws, rules and regulations contained in Title 15A of the North Carolina Administrative Code, Subchapter 2H.1000; and North Carolina General Statute 143-215.1 et.al.

5. The permittee shall submit to the Director and shall have received approval for revised plans, specifications, and calculations prior to construction, for those revisions under any of the following conditions:
  - a. Any additions, deletions or redesign of the previously permitted amount of built-upon area proposed regardless of the size of the modification.
  - b. Further subdivision of the project area.
  
6. The permit is not transferable to any person except after notice to and approval by the Director. The Director may require modification or revocation and reissuance of the permit to change the name and incorporate such other requirements as may be necessary. A formal permit request must be submitted to the Division of Water Quality accompanied by the appropriate fee, documentation from both parties involved, and other supporting materials as may be appropriate. The approval of this request will be considered on its merits, and may or may not be approved.
  
7. The issuance of this permit does not preclude the Permittee from complying with any and all statutes, rules, regulations, or ordinances that may be imposed by other government agencies (local, state and federal) that have jurisdiction.

Permit issued this the 8 th day of July, 2013.

**NORTH CAROLINA ENVIRONMENTAL MANAGEMENT COMMISSION**

*Amy Adams*

Thomas A. Reeder, Acting Director  
 Division of Water Quality  
 By Authority of the Environmental Management Commission

Permit Number SW7130507





North Carolina Department of Environment and Natural Resources  
**Division of Energy, Mineral, and Land Resources**  
Land Quality Section

Tracy E. Davis, PE, CPM  
Director

Pat McCrory, Governor  
John E. Skvarla, III, Secretary

July 8, 2013

**LETTER OF APPROVAL WITH MODIFICATIONS**

Seaboard Development Alliance, LLC  
ATTN: Mr. Timothy Hess, Member/Manager  
1073 Bullard Court, Suite 100  
Raleigh, North Carolina 27615

RE: Erosion and Sedimentation Control Plan No. Camde-2013-004  
Project Name: North River Crossing – Phase 1a  
Location: Trotman Road (SR 1121) County: Camden  
River Basin: Pasquotank  
Date Received by LQS: July 1, 2013  
Project Acreage: 14 Project Type: Revised  
Project Description: Grading of the area for the construction of a stormwater pond, ± 1600 feet of roadway and the preparation of 7 residential lots.

Dear Sir:

This office has reviewed the subject erosion and sedimentation control plan. We find the plan to be acceptable and hereby issue this Letter of Approval with Modifications. The modifications required for approval are listed on the attached page. This plan approval shall expire three (3) years following the date of approval, if no land-disturbing activity has been undertaken, as required by 15A NCAC 4B.0129, unless modified by other legislation.

Please be advised that 15A NCAC 4B.0118(a) requires that a copy of the approved erosion and sedimentation control plan be on file at the job site. Also, you should consider this letter as giving the Notice required by G.S. 113A-61.1(a) of our right of periodic inspection to ensure compliance with the approved plan.

North Carolina's Sedimentation Pollution Control Program is performance oriented, requiring protection of existing natural resources and adjoining properties. If, following the commencement of this project, it is determined that the erosion and sedimentation control plan is inadequate to meet the requirements of the Sedimentation Pollution Control Act of 1973 (G.S. 113A-51 through 66), this office may require revisions to the plan and implementation of the revisions to ensure compliance with the Act.

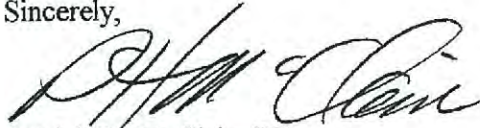
Acceptance and approval of this plan is conditioned upon your compliance with Federal and State water quality laws, regulations and rules. In addition, local city or county ordinances or rules may also apply to this land-disturbing activity. This approval does not supersede any other permit or approval

Seaboard Development Alliance, LLC  
ATTN: Mr. Timothy Hess, Member/Manager  
July 8, 2013  
Page 2

Please note that this approval is based in part on the accuracy of the information provided in the Financial Responsibility/Ownership Form, which you have submitted. You are required to file an amended form if there is any change in the information included on the form. NOTE: Neither this approval nor the financial responsibility/liability cited in it automatically transfer with a change in project ownership. In addition, 15A NCAC 4B.0127(c) requires that you notify this office of the proposed starting date for this project (using the enclosed Project Information Sheet). Please notify us if you plan to have a preconstruction conference.

Please be aware that your project will be covered by the enclosed NPDES General Stormwater Permit NCG010000 (Construction Activities). You should first become familiar with all of the requirements for compliance with the enclosed permit.

Sincerely,



Patrick H. McClain, PE  
Regional Engineer

Enclosures

cc w/o enc: Brian Mesiti, Bowman Consulting (via e-mail)  
Amy Adams, Regional Supervisor, Division of Water Quality



Erosion and Sedimentation Control Plan No. Camde-2013-004

Project Name: North River Crossing – Phase 1a

July 8, 2013

## **MODIFICATIONS**

Page A

1. **AS THE DECLARED RESPONSIBLE PARTY, YOUR LEGAL RESPONSIBILITY** is to understand the Act and comply with the following minimum requirements of the Act:
  - A. In the event of a conflict between the requirements of the Sedimentation Pollution Control Act, the submitted plan and/or the contract specifications, the more restrictive requirement shall prevail;
  - B. The land disturbing activity shall be conducted in accordance with the approved erosion and sedimentation control plan;
  - C. The **LATEST APPROVED** erosion and sediment control plan will be used during periodic unannounced inspections to determine compliance and a copy of the plan must be on file at the job site. If it is determined that the implemented plan is inadequate, this office may require the installation of additional measures and/or that the plan be revised to comply with state law.
  - D. All site revisions, including those required by other local, state or federal agencies, which affect site layout, drainage patterns, limits of disturbance and/or disturbed acreage must be submitted to this office for approval a minimum of 15 day prior implementing the revision;
  - E. Revisions exceeding the approved scope of this project without this office's prior approval of the plan showing the changes can be considered a violation. Failure to comply with any part of the approved plan or with any requirements of this program could result in appropriate legal action (civil or criminal) against the financially responsible party. Legal actions could include Stop Work Orders, the assessing of a civil penalty of up to \$5000 for the initial violation and/or a civil penalty of up to \$5000 per day for each day the site is out of compliance.
  - F. The **CERTIFICATE OF PLAN APPROVAL** must be posted at the primary entrance to the job site and remain until the site is permanently stabilized
  - G. In cases of natural disaster related changes to the proposed land disturbing activity, all appropriate actions and adequate measure installations may be performed to prevent sediment damage, prior to submitting and receiving approval of the revised plan. A revised plan must be submitted for approval as soon as possible, but no later than 15 days after all emergency actions have been performed;



Erosion and Sedimentation Control Plan No. Camde-2013-004

Project Name: North River Crossing – Phase 1a

July 8, 2013

## MODIFICATIONS

Page B

- H. Erosion and sediment control measures or devices are to be constructed and/or installed to safely withstand the runoff resulting from a 10 year storm event (25 year storm event in High Quality Zones). The 10 year storm event is generally equivalent to a storm producing 6.5 - 7 inches in 24 hours or at the rate of 6.5 - 7 inches in 1 hour, depending on the location of the project within the region;
- I. No earthen material is to be brought on or removed from the project site, until the off-site borrow and/or disposal sites are identified as part of the erosion control plan. If an off-site borrow and/or disposal site is to be utilized, submit the name and identification number (E&SCP# or Mine Permit #), prior to use.
- J. A buffer zone, sufficient to restrain visible sedimentation within the 25% of the width closest to the land disturbance, must be provided and maintained between the land-disturbing activity and any adjacent property or watercourse.
- K. In order to comply with the intent of the Act, the scheduling of the land-disturbing activities is to be such that both the area of exposure and the time between the land disturbance and the providing of a ground cover is minimized.
- L. Unless a temporary, manufactured, lining material has been specified, a clean straw mulch must be applied, at the minimum rate of 2 tons/acre, to all seeded areas. The mulch must cover at least 75% of the seeded area after it is either tacked, with an acceptable tacking material, or crimped in place.
- M. New or affected cut or filled slopes must be at an angle that can be retained by vegetative cover or other adequate erosion-control devices or structures appropriate, **AND must be provided with a ground cover** sufficient to restrain erosion **within 21 calendar days of completion of any phase (rough or final) of grading (ANNUAL RYE GRASS IS NOT in the APPROVED seeding specifications NOR is it an ACCEPTABLE substitute for the providing of a temporary ground cover).**
- N. A **permanent ground cover**, sufficient restrain erosion, **must be provided** within the shorter of 15 working or 90 calendar days (if in a High Quality Zone, the shorter of 15 working or 60 calendar days) after completion of construction or development on any portion of the tract (**ANNUAL RYE GRASS IS NOT in the APPROVED seeding specifications NOR is it an ACCEPTABLE substitute for the providing of a nurse cover for the permanent grass cover).**



Erosion and Sedimentation Control Plan No. Camde-2013-004

Project Name: North River Crossing – Phase 1a

July 8, 2013

**MODIFICATIONS**

Page C

- O. All sediment and erosion control details for this project must conform to the standards as shown in the current Erosion & Sediment Control Planning and Design Manual; These details must be utilized for construction and incorporated in the plan. The Design Manual may be found on-line at: <http://portal.ncdenr.org/web/lr/publications>
  2. Adequate and appropriate measures must be properly installed downstream, within the limits of disturbance, of any land disturbing activity to prevent sediment from leaving the limits of disturbance, entering existing drainage systems, impacting an on-site natural watercourse or adjoining property
-



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY  
GOVERNOR

ANTHONY J. TATA  
SECRETARY

August 23, 2013

Seaboard Development Alliance, LLC  
Timothy Hess  
1073 Bullard Court  
Raleigh, NC 27615

County: Camden (SR 1121)

Subject: Encroachment to install 72 LF of 15" RCP for the entrance to North River Crossing Subdivision.

Dear Mr. Hess,

Attached for your records is a copy of the approved encroachment package to allow you to install 72 LF of 15" RCP for the entrance to North River Crossing Subdivision with grass median. **NCDOT will not maintain the island or median sections.** This approval will expire on August 24, 2014 unless construction has started or been completed prior to that date.

Please feel free to call Mr. Brent Bass at (252) 331-4737 if you have any questions.

Sincerely yours,

Handwritten signature of Jerry D. Jennings in black ink.

Jerry D. Jennings, P.E.  
Division Engineer

Handwritten signature of Brent W. Bass in black ink.

Brent W. Bass  
Assistant District I Engineer

Attachments

Cc: Division Engineer (W/Attachments)  
County Maintenance Engineer (W/Attachments)  
District Engineer (W/Attachments)



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

PATRICK L. McCRORY  
GOVERNOR

ANTHONY J. TATA  
SECRETARY

August 23, 2013

Permit # 2563

Subject: Driveway Permit  
County: Pasquotank (SR 1121)

Seaboard Development Alliance, LLC  
Timothy Hess  
1073 Bullard Court  
Raleigh, NC 27615

Dear Mr. Hess,

Attached for your files is a copy of a Driveway Permit, which has been properly executed. Please note any comments, which may appear on the reverse side of the permit form.

Sincerely,

Randy Midgett, P.E.  
District I Engineer

A handwritten signature in black ink, appearing to read "Brent W. Bass".

Brent W. Bass  
Assistant District I Engineer

BWB  
Attachments  
Cc: Division Engineer (W/Attachments)  
County Maintenance Engineer (W/Attachments)



## Policy On Street And Driveway Access to North Carolina Highways

<b>APPLICATION IDENTIFICATION</b>		<b>N.C. DEPARTMENT OF TRANSPORTATION</b> <b>STREET AND DRIVEWAY ACCESS</b> <b>PERMIT APPLICATION</b>
Driveway Permit No. <u>2563</u>	Date of Application <u>8/23/13</u>	
Development Name: <u>North River Crossing, Phase 1</u>		

<b>LOCATION OF PROPERTY</b>	
Exact Distance <u>1,750</u>	<input type="checkbox"/> Miles <input checked="" type="checkbox"/> Feet
	N <input checked="" type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W
From the Intersection of Route No. <u>Trotman Road</u>	and Route No. <u>Ditch Bank Road</u> Toward <u>N. Sandy Hook Road</u>

Property Will Be Used For: <input checked="" type="checkbox"/> Residential /Subdivision <input type="checkbox"/> Commercial <input type="checkbox"/> Educational Facilities <input type="checkbox"/> TND <input type="checkbox"/> Emergency Services <input type="checkbox"/> Other
Property: <input checked="" type="checkbox"/> is <input type="checkbox"/> is not within <u>Camden County</u> City Zoning Area.

**AGREEMENT**

- I, the undersigned property owner, request access and permission to construct driveway(s) or street(s) on public right-of-way at the above location.
- I agree to construct and maintain driveway(s) or street entrance(s) in absolute conformance with the current "Policy on Street and Driveway Access to North Carolina Highways" as adopted by the North Carolina Department of Transportation.
- I agree that no signs or objects will be placed on or over the public right-of-way other than those approved by NCDOT.
- I agree that the driveway(s) or street(s) will be constructed as shown on the attached plans.
- I agree that that driveway(s) or street(s) as used in this agreement include any approach tapers, storage lanes or speed change lanes as deemed necessary.
- I agree that if any future improvements to the roadway become necessary, the portion of driveway(s) or street(s) located on public right-of-way will be considered the property of the North Carolina Department of Transportation, and I will not be entitled to reimbursement or have any claim for present expenditures for driveway or street construction.
- I agree that this permit becomes void if construction of driveway(s) or street(s) is not completed within the time specified by the "Policy on Street and Driveway Access to North Carolina Highways".
- I agree to pay a \$50 construction inspection fee. Make checks payable to NCDOT. This fee will be reimbursed if application is denied.
- I agree to construct and maintain the driveway(s) or street(s) in a safe manner so as not to interfere with or endanger the public travel.
- I agree to provide during construction proper signs, signal lights, flaggers and other warning devices for the protection of traffic in conformance with the current "Manual on Uniform Traffic Control Devices for Streets and Highways" and Amendments or Supplements thereto. Information as to the above rules and regulations may be obtained from the District Engineer.
- I agree to indemnify and save harmless the North Carolina Department of Transportation from all damages and claims for damage that may arise by reason of this construction.
- I agree that the North Carolina Department of Transportation will assume no responsibility for any damages that may be caused to such facilities, within the highway right-of-way limits, in carrying out its construction.
- I agree to provide a Performance and Indemnity Bond in the amount specified by the Division of Highways for any construction proposed on the State Highway system.
- The granting of this permit is subject to the regulatory powers of the NC Department of Transportation as provided by law and as set forth in the N.C. Policy on Driveways and shall not be construed as a contract access point.
- **I AGREE TO NOTIFY THE DISTRICT ENGINEER WHEN THE PROPOSED WORK BEGINS AND WHEN IT IS COMPLETED.**



Date: 8/6/13

From: Technical Review Staff Camden Sheriff's Office  
(Organization)

To: Camden County Planning Department

RE: Phase I Preliminary Plat North River Crossing - 28 lots

The following are Sheriff Perry input for the Phase I Preliminary Plat North River Crossing major residential subdivision:

Approved as is.

Reviewed with no comments.

Approved with the following comments/recommendations:

change street name of Pasquotank Drive to another name not associated with another county. Could be problems w/ Pasquotank Co in answering 911 calls.

Disapproved with the following comments: (Provide factual evidence for denial)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: Tony Perry Signature: Sheriff Perry



Date: 8/16/13

From: Technical Review Staff South Camden Fire Dept.  
(Organization)

To: Camden County Planning Department

RE: Phase I Preliminary Plat North River Crossing - 28 lots

The following are SCFD input for the Phase I Preliminary Plat North River Crossing major residential subdivision:

Approved as is.

Reviewed with no comments.

Approved with the following comments/recommendations:

Some or all of these homes may fall  
outside the 6 mile district from the fire station.  
Homeowners should be advised that they may fall into  
a class 10 on their homeowners insurance.

Disapproved with the following comments: (Provide factual evidence for denial)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: Kirk Jennings Signature: Kirk Jennings

Date: 8-7-13

From: Technical Review Staff CAMDEN COUNTY SCHOOLS  
(Organization)

To: Camden County Planning Department

RE: Phase I Preliminary Plat North River Crossing – 28 lots

The following are \_\_\_\_\_ input for the Phase I Preliminary Plat North River Crossing major residential subdivision:

\_\_\_\_\_ Approved as is.


\_\_\_\_\_ Reviewed with no comments.

Approved with the following comments/recommendations:

IN PHASE ONE NO BUS STOP SHELTERS ARE NEEDED.  
BUS STOP SIGNS SHOULD BE LOCATED AT DESIGNATED  
SPOTS

\_\_\_\_\_ Disapproved with the following comments: (Provide factual evidence for denial)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: ROGER MORGAN Signature: 

Date:

From: Technical Review Staff NCDOT  
(Organization)

To: Camden County Planning Department

RE: Phase I Preliminary Plat North River Crossing – 28 lots

The following are NCDOT's input for the Phase I Preliminary Plat North River Crossing major residential subdivision:

Approved as is.


Reviewed with no comments.

Approved with the following comments/recommendations:

The plat is approved excluding the  
round-about sections. NCDOT will work the Engineer's data  
to check the radii and curve designs for the proposed roundabouts.

Disapproved with the following comments: (Provide factual evidence for denial)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: Brent Bass Signature: 

Date: 8/7/2013

From: Technical Review Staff Camden SWCD  
(Organization)

To: Camden County Planning Department

RE: Phase I Preliminary Plat North River Crossing – 28 lots

The following are \_\_\_\_\_ input for the Phase I Preliminary Plat North River Crossing major residential subdivision:

\_\_\_\_\_ Approved as is.

\_\_\_\_\_ Reviewed with no comments.

Approved with the following comments/recommendations:

Traffic Circles are an excellent opportunity  
for additional stormwater control by making  
them bio-retention areas. Make property owners\*

\_\_\_\_\_ Disapproved with the following comments: (Provide factual evidence for denial)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: Brian Lannon Signature: BR Lannon

\* Aware of Agriculture Buffer and utility easements for drainage maintenance. Encourage LID BMP when building to reduce run-off.







**CERTIFICATE OF APPROVAL**

HEREBY CERTIFY THAT ALL STREETS SHOWN ON THIS PLAT ARE WITHIN CAMDEN COUNTY, ALL STREETS AND OTHER IMPROVEMENTS SHOWN ON THIS PLAT HAVE BEEN INSTALLED OR COMPLETED OR GUARANTEED TO ACCORDING TO § 151.243 AND THAT THE SUBDIVISION SHOWN ON THIS PLAT IS IN ALL RESPECTS IN COMPLIANCE WITH THE CAMDEN COUNTY UNIFIED DEVELOPMENT AND, THEREFORE, THIS PLAT HAS BEEN APPROVED BY THE CAMDEN COUNTY PLANNING BOARD AND SIGNED BY THE CHAIRPERSON, BOARD OF COMMISSIONERS, SUBJECT TO ITS BEING RECORDED IN THE CAMDEN COUNTY REGISTRY WITHIN NINETY (90) DAYS OF THE DATE BELOW

DATE \_\_\_\_\_ CHAIRPERSON, BOARD OF COMMISSIONERS \_\_\_\_\_

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED HEREON, WHICH PROPERTY IS LOCATED WITHIN THE SUBDIVISION JURISDICTION OF CAMDEN COUNTY, THAT I HEREBY FREELY ADOPT THIS PLAT OF SUBDIVISION AND DEDICATE TO PUBLIC USE ALL AREA SHOWN ON THIS PLAT AS STREETS, ALLEYS, WALKS, PARKS, OPEN SPACE AND EASEMENTS, EXCEPT THOSE SPECIFICALLY INDICATED AS PRIVATE AND THAT I WILL MAINTAIN ALL SUCH AREAS UNTIL THE OFFER OF DEDICATION IS ACCEPTED BY THE APPROPRIATE PUBLIC AUTHORITY. ALL PROPERTY SHOWN ON THIS PLAT AS DEDICATED FOR A PUBLIC USE SHALL BE DEEMED TO BE DEDICATED FOR ANY OTHER PUBLIC USE AUTHORIZED BY LAW WHEN SUCH USE IS APPROVED BY THE APPROPRIATE PUBLIC AUTHORITY IN THE PUBLIC INTEREST.

DATE \_\_\_\_\_ OWNER \_\_\_\_\_

**NOTARY**

I, \_\_\_\_\_ A NOTARY PUBLIC OF \_\_\_\_\_ COUNTY, NORTH CAROLINA, DO HEREBY CERTIFY THAT \_\_\_\_\_ PERSONALLY APPEARED BEFORE ME THIS DATE AND ACKNOWLEDGED THE DUE EXECUTION OF THE FOREGOING CERTIFICATE. WITNESS MY HAND AND OFFICIAL SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ MY COMMISSION EXPIRES \_\_\_\_\_ NOTARY PUBLIC

**NCDOT COMPLIANCE WITH RULES AND REGULATIONS**

I HEREBY CERTIFY THAT THESE STREETS AS INSTALLED (OR AS DESIGNED AND GUARANTEED BY THE APPLICANT) ARE IN ACCORDANCE WITH THE MINIMUM DESIGN CRITERIA PRESENTLY REQUIRED BY THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS FOR ACCEPTANCE OF SUBDIVISION STREETS ONTO THE SYSTEM FOR MAINTENANCE.

DATE \_\_\_\_\_ DISTRICT ENGINEER NC DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS \_\_\_\_\_

**ENGINEER CERTIFICATION OF STORMWATER IMPROVEMENTS**

IN THE SUBDIVISION ENTITLED NORTH RIVER CROSSING PHASE 1, STORMWATER DRAINAGE IMPROVEMENTS HAVE BEEN INSTALLED (1) ACCORDING TO PLANS AND SPECIFICATIONS PREPARED BY \_\_\_\_\_, OR (2) ACCORDING TO AS-BUILT PLANS SUBMITTED BY \_\_\_\_\_ AND APPROVED BY THE COUNTY. CAMDEN COUNTY ASSUMES NO RESPONSIBILITY FOR THE DESIGN, MAINTENANCE OR THE GUARANTEED PERFORMANCE OF THE STORMWATER DRAINAGE IMPROVEMENTS AND THEIR EFFECTS.

REGISTERED LAND SURVEYOR/CIVIL ENGINEER \_\_\_\_\_ DATE \_\_\_\_\_ REGISTRATION NUMBER \_\_\_\_\_

**REVIEW OFFICER CERTIFICATE**

I, \_\_\_\_\_ REVIEW OFFICER OF CAMDEN COUNTY CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER \_\_\_\_\_

**HEALTH DEPARTMENT CERTIFICATE**

THIS SUBDIVISION, ENTITLED NORTH RIVER CROSSING PHASE 1, HAS BEEN DESIGNED FOR THE CONSTRUCTION OF INDIVIDUAL SEWAGE SYSTEMS AND MEETS THE CRITERIA AND REQUIREMENTS OF THE DISTRICT HEALTH DEPARTMENT BASED ON EXISTING CONDITIONS AND REGULATIONS. THE DISTRICT HEALTH DEPARTMENT RESERVES THE RIGHT TO REQUIRE ADDITIONAL IMPROVEMENTS TO THESE PROPERTIES AND TO LIMIT THE NUMBER OF BEDROOMS AND SIZE OF STRUCTURE BASED ON SITE CONDITIONS UPON ISSUANCE OF THE FINAL SITE IMPROVEMENTS PERMITS. THIS CERTIFICATION DOES NOT CONSTITUTE A WARRANTY AND IS ISSUED BASED ON THIS SUBDIVISION BEING SERVICED.

DATE \_\_\_\_\_ DISTRICT HEALTH DEPARTMENT \_\_\_\_\_

**DIVISION OF HIGHWAY DISTRICT ENGINEER CERTIFICATE FOR PUBLIC STREETS**

I HEREBY CERTIFY THAT THE PUBLIC STREETS SHOWN ON THIS PLAT ARE INTENDED FOR DEDICATION AND HAVE BEEN COMPLETED IN ACCORDANCE WITH AT LEAST THE MINIMUM SPECIFICATIONS AND STANDARDS OF THE NC DEPARTMENT OF TRANSPORTATION FOR ACCEPTANCE OF SUBDIVISION STREETS ON THE NC HIGHWAY SYSTEM FOR MAINTENANCE.

DATE \_\_\_\_\_ DISTRICT ENGINEER \_\_\_\_\_

**CERTIFICATE OF ACCURACY**

I, PAUL J. TOTI, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION: DEED DESCRIPTION RECORDED IN D.B. 52, PG. 748; THAT BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN P.C. 7, SL. 82; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000 +; THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

I, PAUL J. TOTI, PLS-3953, ALSO CERTIFY, THAT THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

WITNESS MY ORIGINAL SIGNATURE, REG. NUMBER, AND SEAL THIS 22 DAY OF MAY, 2013.



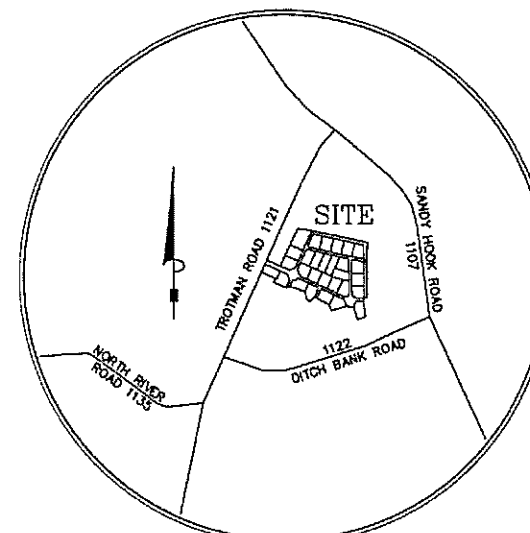
PAUL J. TOTI

**NOTES:**

OPEN SPACE, DRAINAGE FACILITIES, RESERVED UTILITY OPEN SPACE, AND PONDS REQUIRED TO BE PROVIDED BY THE DEVELOPER IN ACCORDANCE WITH CH. 151 OF THE CODE OF ORDINANCES SHALL NOT BE DEDICATED TO THE PUBLIC, EXCEPT UPON WRITTEN ACCEPTANCE BY THE COUNTY, BUT SHALL REMAIN UNDER THE OWNERSHIP AND CONTROL OF THE DEVELOPER (OR HIS OR HER SUCCESSOR) OR A HOMEOWNER'S ASSOCIATION OR SIMILAR ORGANIZATION THAT SATISFIES THE CRITERIA ESTABLISHED IN §151.198 OF THE COUNTY'S CODE OF ORDINANCES.

**AREAS**

TOTAL TRACT AREA:	3,758,579 SF. / 86.285 ACRES
TOTAL AREA PHASE 1:	1,580,696 SF. / 36.287 ACRES
PHASE 1A:	460,131 SF. / 10.564 ACRES
PHASE 1B:	552,075 SF. / 12.673 ACRES
PHASE 1C:	568,490 SF. / 13.050 ACRES
AREA WITHIN RIGHT OF WAYS PHASE 1:	251,850 SF. / 5.781 ACRES
AREA WITHIN LOTS PHASE 1:	1,161,162 SF. / 26.657 ACRES
OPEN SPACE PHASE 1:	167,684 SF. / 3.849 ACRES
RESIDUAL AREA, FUTURE DEVELOPMENT:	2,177,883 SF. / 49.998 ACRES



VICINITY MAP  
SCALE: 1" = 2000'

**SURVEY NOTES:**

- PROPERTY INFORMATION:  
DEVELOPER: TIMOTHY HESS SEABOARD DEVELOPMENT ALLIANCE, LLC  
1073 BULLARD COURT, RALEIGH, NC 27615  
(919) 954 8200  
DEED BOOK: D.B. 52, PG. 748  
PIN: 03.8965.00.24.6702.0000  
ZONED: R-2
- ALL COORDINATES SHOWN HEREON ARE GRID.
- ALL DISTANCES ARE HORIZONTAL GROUND UNLESS OTHERWISE NOTED.
- FOR ADDITIONAL BOUNDARY & STATE PLANE INFORMATION SEE P.C. XX, SL. XXX.
- ELEVATIONS SHOWN HEREON ARE PREDICATED TO NAVD'88 VERTICAL DATUM.
- TOTAL NUMBER OF LOTS: 28, PHASE 1A: 7, PHASE 1B: 10, PHASE 1C: 11
- SMALLEST LOT: 40,061 SF. / 0.919 ACRES
- THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT REFLECT ALL EASEMENTS, RESTRICTIONS OR ENCUMBRANCES THAT AFFECT THE SUBJECT PROPERTY.
- SETBACKS:  
FRONT: 50'  
SIDE/REAR: 10'  
VEHICULAR SIDE: 10'  
20' SIDE SETBACK ON LOT 5 ALONG TROTMAN ROAD.
- AREA COMPUTED BY COORDINATE METHOD.
- NGS MONUMENT "CUR 1" COORDINATE INFORMATION WAS OBTAINED FROM NGS WEBSITE "www.ngs.noaa.gov" MAY 31, 2012.
- IAW NORTH CAROLINA F.I.R.M. MAP NUMBER 3720896400 K DATED DECEMBER 16, 2005 PROPERTY LOCATED OUTSIDE THE 100 YEAR FLOOD, ZONE X.

**LINE TABLE**

LINE	LENGTH	DIRECTION
L1	45.00'	N 85° 27' 37" W
L2	73.58'	S 27° 45' 28" E
L3	46.67'	N 75° 17' 26" W
L4	47.88'	S 13° 14' 53" W
L5	75.28'	S 79° 01' 20" W
L6	45.00'	N 55° 51' 05" W
L7	55.82'	S 63° 55' 41" W
L8	67.24'	N 23° 57' 26" E
L9	59.34'	N 23° 57' 26" E

**CURVE TABLE**

CURVE	LENGTH	RADIUS	DELTA	TANGENT	CHORD	DIRECTION
C1	25.57'	25.00'	58°36'43"	14.03'	24.47'	N 85° 14' 01" E
C2	58.52'	95.00'	35°17'38"	30.22'	57.60'	N 73° 34' 29" E
C3	29.10'	25.00'	66°40'55"	16.45'	27.48'	N 57° 52' 50" E
C4	44.69'	25.00'	102°25'25"	31.11'	38.97'	S 26° 40' 20" E
C5	44.85'	25.00'	102°47'15"	31.31'	39.07'	S 50° 43' 21" W
C6	27.78'	25.00'	63°40'29"	15.52'	26.38'	S 32° 30' 31" E
C7	52.28'	95.00'	31°31'48"	26.82'	51.62'	S 48° 34' 52" E
C8	27.88'	25.00'	63°53'37"	15.59'	26.46'	S 64° 45' 46" E
C9	30.29'	25.00'	69°24'47"	17.32'	28.47'	S 48° 35' 02" W
C10	52.61'	95.00'	31°43'38"	27.00'	51.94'	S 29° 44' 27" W
C11	26.86'	25.00'	61°32'57"	14.89'	25.58'	S 14° 49' 48" W
C12	24.25'	25.00'	55°34'46"	13.18'	23.31'	N 43° 44' 04" W
C13	120.62'	95.00'	72°44'45"	69.97'	112.68'	N 35° 09' 04" W
C14	29.10'	25.00'	66°40'55"	16.45'	27.48'	N 32° 07' 10" W
C15	17.58'	95.00'	10°36'07"	8.81'	17.55'	S 66° 13' 23" E
C16	103.04'	95.00'	62°08'38"	57.24'	98.06'	S 29° 51' 01" E
C17	39.27'	25.00'	90°00'00"	25.00'	35.36'	S 69° 32' 23" W
C18	61.72'	368.00'	9°36'32"	30.93'	61.64'	S 29° 20' 39" W
C19	54.17'	323.00'	9°36'32"	27.15'	54.11'	S 29° 20' 39" W
C20	94.00'	323.00'	16°40'28"	47.33'	93.67'	S 42° 29' 09" W

**CURVE TABLE**

CURVE	LENGTH	RADIUS	DELTA	TANGENT	CHORD	DIRECTION
C21	148.17'	323.00'	26°17'00"	75.41'	146.87'	S 37° 40' 53" W
C22	39.06'	25.00'	89°31'43"	24.80'	35.21'	N 84° 24' 46" W
C23	39.22'	58.00'	38°44'48"	20.39'	38.48'	N 59° 01' 19" W
C24	39.27'	25.00'	90°00'00"	25.00'	35.36'	N 20° 27' 37" W
C25	29.10'	25.00'	66°40'55"	16.45'	27.48'	S 81° 11' 55" W
C26	71.90'	95.00'	43°21'51"	37.77'	70.20'	S 69° 32' 23" W
C27	29.10'	25.00'	66°40'55"	16.45'	27.48'	S 57° 52' 50" W
C28	28.82'	177.50'	9°18'14"	14.44'	28.79'	S 19° 53' 16" W
C29	73.15'	222.50'	18°50'09"	36.91'	72.82'	N 15° 07' 18" E
C30	29.10'	25.00'	66°40'55"	16.45'	27.48'	N 8° 48' 05" W
C31	58.52'	95.00'	35°17'38"	30.22'	57.60'	N 24° 29' 44" W
C32	25.57'	25.00'	58°36'43"	14.03'	24.47'	N 36° 09' 16" W
C33	29.10'	25.00'	66°40'55"	16.45'	27.48'	S 8° 48' 05" E
C34	71.90'	95.00'	43°21'51"	37.77'	70.20'	N 20° 27' 37" W
C35	29.10'	25.00'	66°40'55"	16.45'	27.48'	S 32° 07' 10" E
C36	29.10'	25.00'	66°40'55"	16.45'	27.48'	N 81° 11' 55" E
C37	34.97'	95.00'	21°05'38"	17.69'	34.78'	N 58° 24' 16" E
C38	30.38'	25.00'	69°37'22"	17.38'	28.54'	N 34° 08' 24" E
C39	33.69'	25.00'	77°12'45"	19.96'	31.20'	N 39° 16' 39" W
C40	33.85'	25.00'	77°34'35"	20.09'	31.32'	S 63° 19' 40" W



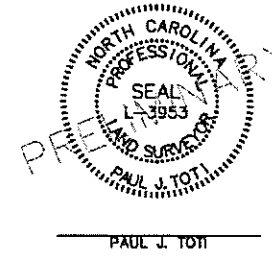
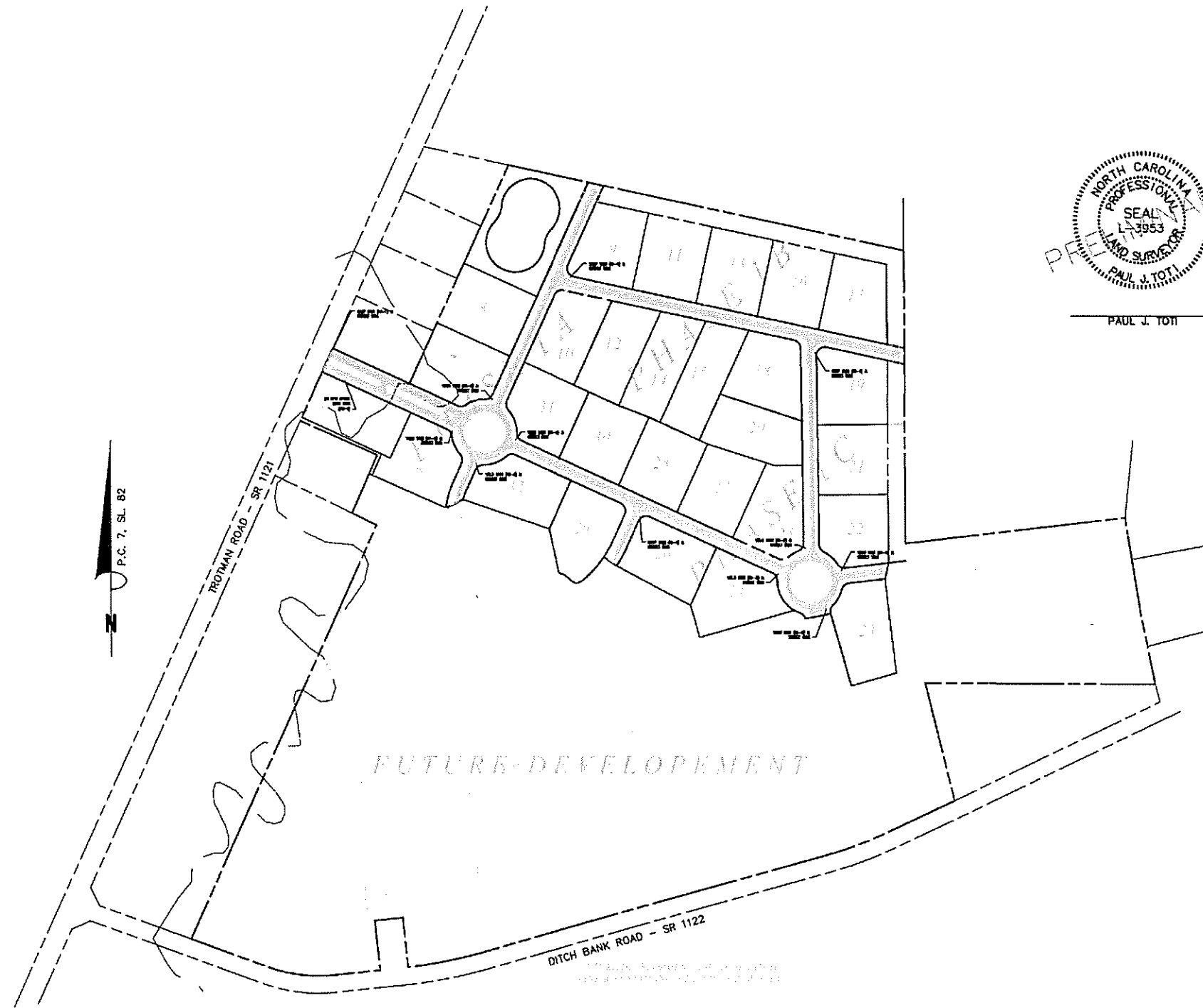
Bowman Consulting Group, Ltd.  
1561 Bradford Road  
Suite 202  
Virginia Beach, Virginia 23465  
Phone: (757) 464-0522  
Fax: (757) 313-9228  
www.bowmanconsulting.com

PRELIMINARY PLAT FOR NORTH RIVER CROSSING PHASE 1 SHILOH TOWNSHIP CAMDEN COUNTY-NC

CITY PROJECT NUMBER \_\_\_\_\_  
PLAN STATUS \_\_\_\_\_

DATE DESCRIPTION

DRAWN: \_\_\_\_\_ PJT  
CHKD: \_\_\_\_\_  
SCALE: H: 1" = 100'  
V: N/A  
JOB No. 9288-01-002  
DATE: 2013-05-22  
FILE No. 9288-01-002-phase1  
SHEET 1 OF 3



**Bowman**  
CONSULTING

C-3556

Bowman Consulting Group, Ltd.  
1551 Bradford Road  
Suite 202  
Virginia Beach, Virginia 23465  
Phone: (757) 464-0522  
Fax: (757) 313-9226  
www.bowmanconsulting.com  
© Bowman Consulting Group, Ltd.

PRELIMINARY PLAT  
FOR  
NORTH RIVER CROSSING  
PHASE 1  
SHILOH TOWNSHIP  
CAMDEN COUNTY-NC

CITY PROJECT NUMBER	
PLAN STATUS	
DATE	DESCRIPTION
DRAWN	PJT
SCALE: 1" = 250'	CHKD
DATE: 2013-05-22	N/A
FILE No. 9288-01-002-phase1	
SHEET 2	OF 3

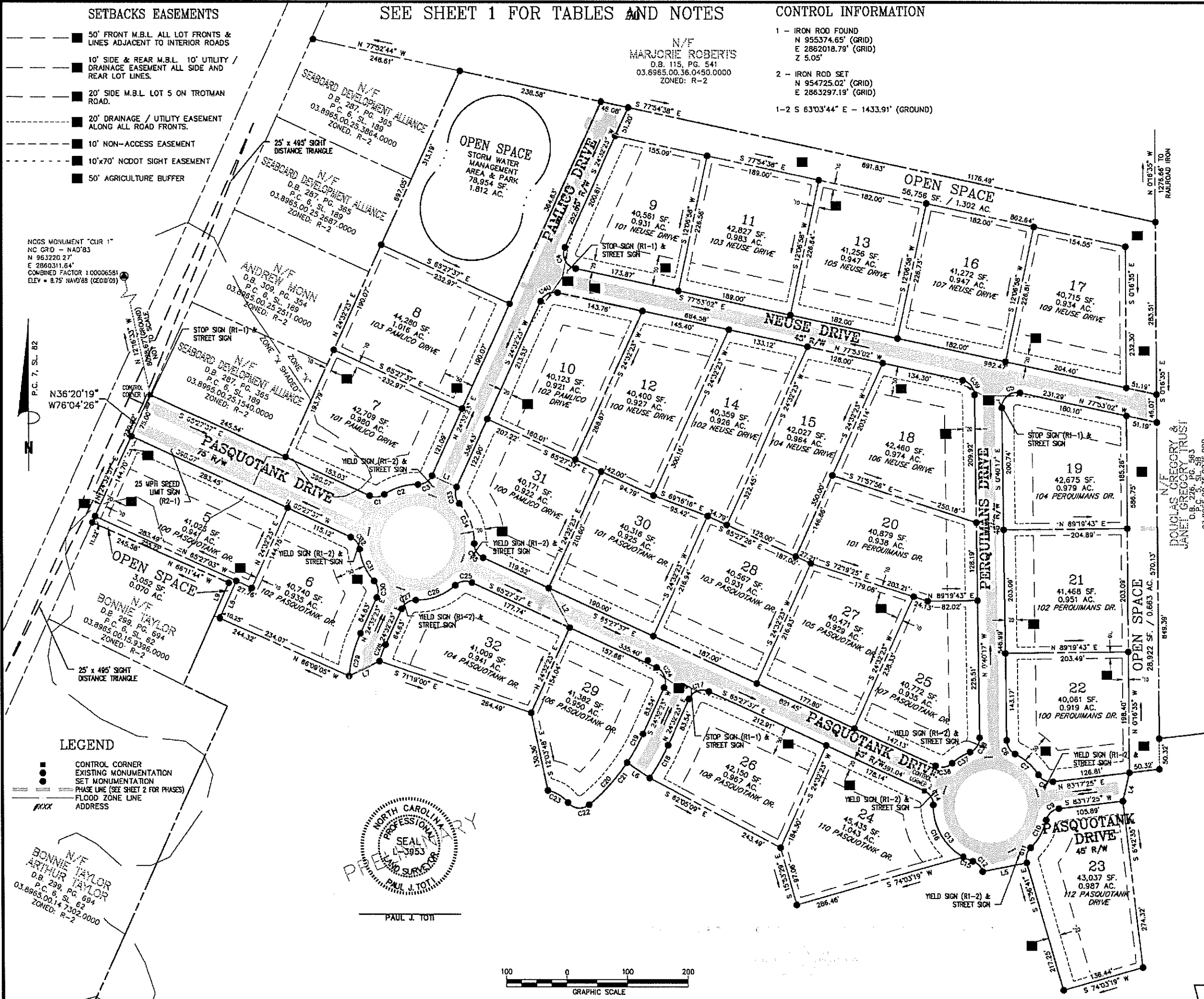
SETBACKS EASEMENTS

- 50' FRONT M.B.L. ALL LOT FRONTS & LINES ADJACENT TO INTERIOR ROADS
- 10' SIDE & REAR M.B.L. 10' UTILITY / DRAINAGE EASEMENT ALL SIDE AND REAR LOT LINES.
- 20' SIDE M.B.L. LOT 5 ON TROTMAN ROAD.
- 20' DRAINAGE / UTILITY EASEMENT ALONG ALL ROAD FRONTS.
- 10' NON-ACCESS EASEMENT
- 10'x70' NCDOT SIGHT EASEMENT
- 50' AGRICULTURE BUFFER

SEE SHEET 1 FOR TABLES AND NOTES

CONTROL INFORMATION

- 1 - IRON ROD FOUND  
N 955374.65' (GRID)  
E 2862018.79' (GRID)  
Z 5.05'
- 2 - IRON ROD SET  
N 954725.02' (GRID)  
E 2863297.19' (GRID)
- 1-2 S 63'03"44" E - 1433.91' (GROUND)



NGCS MONUMENT "CUR 1"  
NC GRID - NAD'83  
N 963220.27'  
E 2860311.64'  
COMBINED FACTOR 1.00006581  
ELEV = 8.75' NAVD'88 (GEOID'09)

P.C. 7, SL. 82  
N36°20'19"  
W76°04'26"

LEGEND

- CONTROL CORNER
- EXISTING MONUMENTATION
- SET MONUMENTATION
- PHASE LINE (SEE SHEET 2 FOR PHASES)
- FLOOD ZONE LINE
- XXX ADDRESS



PAUL J. TOTI



# Bowman

CONSULTING

Bowman Consulting Group, Ltd.  
1561 Bradford Road  
Suite 202  
Virginia Beach, Virginia 23465  
Phone: (757) 464-0822  
Fax: (757) 313-9228  
www.bowmanconsulting.com

PRELIMINARY PLAT  
FOR  
NORTH RIVER CROSSING  
PHASE 1  
SHILOH TOWNSHIP  
CAMDEN COUNTY-NC

CITY PROJECT NUMBER	
PLAN STATUS	
DATE	DESCRIPTION
DRAWN	PJT
SCALE: H. 1" = 100'	CHKD
V. N/A	
JOB No. 9288-01-002	
DATE: 2013-05-22	
FILE No. 9288-01-002-phase1	
SHEET 3 OF 3	



**Ashley Honaker**

---

**From:** michelle.eccm@verizon.net  
**Sent:** Friday, November 22, 2013 7:48 PM  
**To:** info@camdencountync.gov  
**Subject:** North River Crossing Subdivision

My name is Michelle Albertson I live at 108 Ditch Bank Rd. I found out this week about the meeting on December 2nd I will not be able to attend in such short notice its a holiday week and we are short staffed. I wanted to voice my concerns and ask question that I feel are extremely important. My main concern is how the school will be able to handle that many more students they estimated 1.5 per household. Well to be honest I have never seen a half of child. I have a son in Camden that does extremely well. My next concern is traffic and grocery stores to add 88 families would make quiet peaceful Camden County a nightmare. The reason I love living here is the area is mainly agriculture, quiet and peaceful. Which is my next question how is every piece of property in the area agriculture but this one piece of land that has been farmed on for years R2? My next concern is flooding every time we get over 2 to 3 inches my yard, the street and the property they want to build on is under water. I know the developers have an idea but I just don't see it fixing the problem. I think it will make it worse every house that is built that is less land that will suck up rain water which means more rain water has to go somewhere. This ditch they are planning is still going to dump water in to the swamp. The swamp can only hold so much water so there for it backs up in yards, streets and fields. I have dealt with flooding because I love living in Camden and I love my piece of property. I would like to know if this meeting is the final one that's decides if they start building?

I'm sorry I am sending this in a email but I feel like my concerns need to be heard.

Thanks for listening,  
Michell Albertson

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

**Item Number:** 5.A

**Old Business**

**Meeting Date:** December 2, 2013  
**Attachments:** 1 (14 Pages)  
**Submitted By:** Planning Department

**ITEM TITLE:** Special Use Permit (UDO 2013-09-02) from Invenergy for Meteorological Tower over 35 feet

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**SUMMARY:**

In December 2010, Invenergy was granted a zoning permit for the construction of a temporary meteorological tower located off Cowpen road (Sawyer parcel) in the Hales Lake area. Zoning permits only valid for one year with a possible one year extension upon request. Invenergy applied for and was granted the one year extension to expire December 2012. Invenergy still desires the utilization of the tower and have applied for the Special Use Permit to make it a more permanent structure while working on a possible wind farm in the Hales Lake area. Application was reviewed by the Planning Board on September 18, 2013 and after presentation from staff and some discussion the Special Use Permit was recommended for approval with the conditions as stated in the Findings of Facts on a 6-0 vote.

**RECOMMENDATION:**

For discussion & possible approval.

**Findings of Facts  
Special Use Permit  
UDO 2013-09-02**

**Name of Applicant:** Invenergy, LLC

1. **Agent for Applicant:** April Montgomery
2. **Address of Applicant:** P.O. Box 1806, Sanford, NC 27331
3. **Owner of record:** Geraldean Sawyer
4. **File Reference:** UDO 2013-09-02
5. **PIN:** 02-8918-00-76-9766
6. **Street Address of Property:** off Cowpen Road (Hales Lake area)
7. **Location of Property:** Courthouse Township
8. **Flood Zone:** X
9. **Zoning District(s):** General Use District (GUD)
10. **Is a Zoning Change required for the Proposed Use?** No
11. **General Description of the Proposal:** Meteorological Tower over 35'
12. **Use Classification:** Article 151.334 (Use # 18.200) Towers over 35'
13. **Date Application Received by County:** September 4, 2013
14. **Received by:** Dave Parks, Permit Officer
15. **Application Fee Paid:** \$400.00 (Check #947573)
16. **Completeness of Application:** Application appears to be complete.
  - A. **Items Needed:** None
17. **Documents Received Upon Filing Application or otherwise included:**
  - A. Land Use Application
  - B. Sight Plan
  - C. Lease
  - D. Installation Manual for tower
  - E. Bond for the dismantling of the tower if abandoned
18. **Adjacent Property Use:** Agriculture
19. **Existing Land Use:** Farmland
20. **Lot size:** Approximately 155 acres
21. **Utilities:**
  - A. **Does the application include a letter or certificate from the District Health Department regarding septic tanks?** N/A
  - B. **Does the applicant propose the use of public sewage systems?** N/A
  - C. **Does the applicant propose the use of public water systems?** N/A
  - D. **Distance from existing public water supply system:** N/A
  - E. **Is the area within a five-year proposal for the provision of public water?** N/A
  - F. **Is the area within a five-year proposal for the provision of public sewage?**  
N/A
22. **Landscaping**
  - A. **Is any buffer required?** No.



B. **Is any landscaping described in application:** No

**23. Findings Regarding Additional Requirements**

- A. Endangering the public health and safety: Staff feels that there is no danger to the public health and safety.
- B. Injure the value of adjoining or abutting property: Staff feels that the development will not injure the values of adjoining or abutting property.
- C. Harmony with the area in which it is located: Yes.
- D. Conformity with the Plans  
 (1). Land Use Plan – Project is in conformity with Land Use Plan. Yes  
 (2). Thoroughfare Plan – N/A  
 (3). Other Plans officially adopted by the Board of Commissioners – N/A
- E. Will not exceed the county's ability to provide public facilities  
 (1). Schools – N/A.  
 (2). Fire and rescue – N/A  
 (3). Law Enforcement – N/A
- F. Other County Facilities – N/A

**Planning Board meet on September 18, 2013 and recommended approval on a 6-0 vote with the following conditions:**

1. The applicant must strictly abide by all requirements of the Unified Development Ordinance of Camden County, North Carolina, and must also strictly comply with all other local, state, and federal ordinances, laws, rules and regulations as one or more ordinances, laws, rules and regulations may apply to this development.
2. The applicant shall complete the development strictly in accordance with the plans contained in the file titled UDO 2013-09-02.
3. Bond for the dismantling of the structure if abandoned shall be renewed annually 30 days prior to the expiration date.
4. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this special use permit shall be voided and have no effect.



Land Use/Development Application
County of Camden, North Carolina

Depending upon the type of proposal, the proposal may require a Zoning Permit, Conditional Use Permit, or Special Use Permit. This form is used as the start of application process. All applicants must submit a site plan (see "Minimum Site Plan Requirements") and a valid Health Department permit. Applicants for a Conditional Use Permit or Special Use Permit should review the "Requirements for Conditional Use Permit and Special Use Permit Applications".

Applicants for a subdivision must submit this form as their Special Use Permit application.

Please consult the Planning Office (1-252-338-1919) with any questions about your application.

Please Do Not Write in this Box
PIN: 02-8918-00-76-9766
UDO# 2013-09-02
Date Received: 9/4/13
Received by: [Signature]
Zoning District: 640
Fee Paid \$ 400.00

CK # 947573
[Signature]

PLEASE PRINT OR TYPE

Applicant's Name: Invenergy, LLC

If the Applicant is acting as agent for another person (the "principal"), please give that person's name on the line below and submit a copy of the agency agreement/letter with this Application.

contact: April Montgomery

Applicant's Mailing Address: PO Box 1806
Sanford, NC 27331

Daytime Phone Number: ( 919 ) 219-1530

Street Address Location of Property: Geraldean Sawyer property off Cowpen Road (farm road)

General Description of Proposal: Wireless Telecommunications Facility, Towers, and other related structures over 35' tall (Use #18.200)

I swear or affirm that the foregoing information and all attachments hereto (now or subsequently provided as part of this application) are true and correct to the best of my knowledge.

Signed: [Signature]
Dated: 9/3/2013

\* Information to be filled out by Planning Department

\*Is the Property in a Watershed Protection area? No

\*Flood Zone (from FIRM Map): X \*Taxes paid? [Checkmark]

**Applicants for a Conditional Use Permit or a Special Use Permit must respond to the following issues and include those responses with their application:** [Article 151.509] (The applicant may use separate sheets for answers to these questions.)

(1) Will the proposal in any way endanger the public health or safety? No.

(2) Will the proposal in any way injure the value of adjoining or abutting property? No.

(3) Is the proposal in conformity with the:

(a) Land Use Plan - Yes

(b) Thoroughfare Plan - Yes

(c) Watershed Plan - Yes

(4) Will the proposal exceed the county's ability to provide adequate public facilities, including, but not limited to, schools, fire and rescue, law enforcement, and other county facilities?

(a) Schools - No

(b) Fire and rescue - No

(c) Law Enforcement - No

(d) Other County facilities - No



## Project Description

Invenergy, LLC proposes to extend the use of the meteorological tower, installed under a temporary permit in December of 2010, under a permanent permit. No physical changes will be made to the tower or the site. The tower, used to collect wind data on the site, is 60m (197') in height and is setback from the adjacent property line by a distance greater than 200'. Engineered drawings of the meteorological tower are included with this application.

### 151.065 (4) Application for siting and construction.

(a) a copy of the memorandum of lease recorded with the Camden County Register of Deeds is attached. This memorandum illustrates Invenergy's right to construct and operate wind energy facilities, including meteorological towers, for forty (40) years on the parcel.

(b) see above

(c) does not apply

(d) does not apply

(e) Geraldean Sawyer  
643 Highway 343 N  
Camden, NC  
Point of contact: Craig Sawyer, son: (252) 267-1999

(f) Invenergy, LLC  
1 South Wacker Drive, Suite 1900  
Chicago, IL 60606  
Point of Contact: April Montgomery: (919) 219-1530

(g) attached

(h) attached

(i) see attached memorandum of lease.

(j) - not required per conversation with Dave Parks and Dan Porter August 14, 2013

(k) attached

(l) - none required per conversation with Dave Parks and Dan Porter August 14, 2013

**EXHIBIT D**  
**Memorandum of Wind Deed of Lease and Easement**

**Prepared by and after recording return to:**

Invenergy Wind Development LLC  
51 Monroe, Suite 1604  
Rockville, MD 20850

Tax Parcel Number(s): 01.8919.00.28.3125.0000; 02.8918.00.76.9766.0000

MEMORANDUM OF WIND DEED OF LEASE AND EASEMENT AGREEMENT

NORTH CAROLINA

§

§ KNOW ALL PERSONS BY THESE PRESENTS:

COUNTY OF CAMDEN

§

THIS MEMORANDUM OF WIND DEED OF LEASE AND EASEMENT AGREEMENT (this "Memorandum"), is made, dated and effective as of SEPTEMBER 20, 2010 (the "Effective Date"), between Geraldean D. Sawyer (together with its successors, assigns and heirs, "Owner"), whose address is 633 North 343, Camden, NC 27921 and Invenergy Wind Development LLC, a Delaware limited liability company (together with its transferees, successors and assigns, "Grantee"), whose address is One South Wacker Drive, Suite 1900, Chicago, IL 60606, with regards to the following:

1. Owner and Grantee did enter into that certain WIND DEED OF LEASE AND EASEMENT AGREEMENT of even date herewith (the "Agreement"), which grants and conveys to Grantee a lease and easement to convert, maintain and capture the flow of wind and wind resources over across and through the real property located in Camden County, North Carolina, as more particularly described in Exhibit A attached hereto (the "Property"). Capitalized terms used and not defined herein have the meaning given the same in the Agreement.

2. The Agreement grants certain easements that benefit Grantee, and among other things, rights of Grantee and Owner to terminate the Grant of Easements, compliance with governmental requirements, representations and warranties by Grantee and Owner to each other, third party use restrictions, and other matters.

3. The Agreement shall commence on the Effective Date and continue until the fortieth (40th) anniversary of the earlier of (i) the date five (5) years thereafter, or (ii) the date on which Grantee begins selling electrical energy generated by substantially all of the wind turbines to be included in the Project (as defined in the Agreement) to a third party power purchaser, regardless of whether Windpower Facilities are installed on the Property.

4. This Memorandum does not supersede, modify, amend or otherwise change the terms, conditions or covenants of the Agreement, and Owner and Grantee executed and are recording this Memorandum solely for the purpose of providing constructive notice of the Agreement and Grantee's rights thereunder. The terms, conditions and covenants of the Agreement are set forth at length in the Agreement and are incorporated herein by reference as though fully set forth herein. This Memorandum shall not, in any manner or form whatsoever, alter, modify or vary the terms, covenants and conditions of the Agreement.

5. This Memorandum shall also bind and benefit, as the case may be, the heirs, legal representatives, assigns and successors of the respective parties hereto, and all covenants, conditions and agreements contained herein shall be construed as covenants running with the land.

6. Except as otherwise set forth in the Agreement, Owner shall have no ownership, lien, security or other interest in any Windpower Facilities installed on the Property, or any profits derived therefrom, and Grantee may remove any or all Windpower Facilities at any time.

IN WITNESS WHEREOF, the parties have executed this Memorandum to be effective as of the date first written above.

“Owner”

Geraldean D. Sawyer

Geraldean D. Sawyer (SEAL)  
Name: Geraldean D. Sawyer

---

ACKNOWLEDGMENT OF OWNER

STATE OF NORTH CAROLINA

COUNTY OF LEE

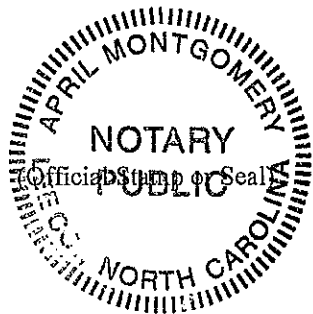
I, a Notary Public of the County and State aforesaid, certify that Geraldean D. Sawyer personally appeared before me this day and acknowledged the signing of the foregoing instrument.

Date: 9/20/2010

April Montgomery  
Official Signature of Notary

April Montgomery Notary Public  
Notary Public's printed or typed name

My Commission expires: 6/16/2015





“Grantee”

**Invenergy Wind Development LLC**

By: David Groberg (SEAL)  
Name: David Groberg  
Title: Vice President

---

**ACKNOWLEDGMENT OF GRANTEE**

STATE OF MARYLAND

COUNTY OF MONTGOMERY

I, ELDINA BASAR, a Notary Public of County and State aforesaid, do hereby certify that David Groberg, Vice President of Invenergy Wind Development LLC, a Delaware limited liability company, personally appeared before me this day and acknowledged the due execution of the foregoing instrument on behalf of the company.

Date: 10.23.2010

Eldina Basar  
Official Signature of Notary

ELDINA BASAR  
Notary Public, State of Maryland  
Qualified in Montgomery County  
Commission Expires 10/24/2012

ELDINA BASAR, Notary Public  
Notary Public's printed or typed name

My Commission expires: 10.24.2012

(Official Stamp or Seal)

**EXHIBIT A**  
**Description of the Property**

Parcel ID	County	Deed Book Page	Acres*
01.8919.00.28.3125.0000	Camden	2 309	137.63
02.8918.00.76.9766.0000	Camden	130 440	146.90
		TOTAL	284.53

\* Approximate acreage calculated using Camden County tax maps and records.

SAWYER  
GERALD DEAN D.  
02.8918.00.76.  
9766.0000  
(155.2ac)

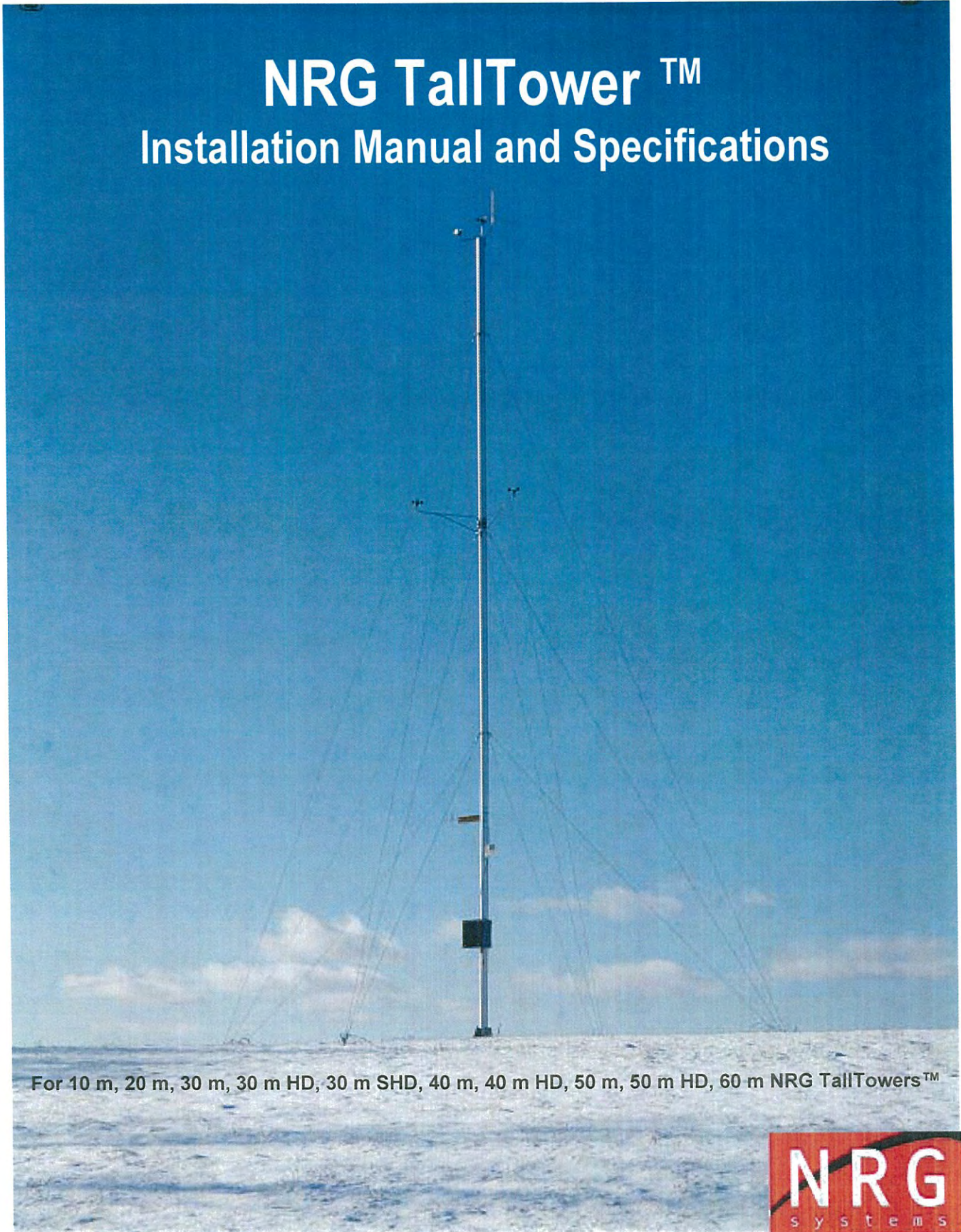


MERCER RALPH  
02.8928.00.07.  
4062.0000  
(621.1ac)



# NRG TallTower™

## Installation Manual and Specifications



For 10 m, 20 m, 30 m, 30 m HD, 30 m SHD, 40 m, 40 m HD, 50 m, 50 m HD, 60 m NRG TallTowers™



110 Riggs Road • Hinesburg VT 05461 USA • TEL 802.482.2255 • FAX 802.482.2272 • email [sales@nrgsystems.com](mailto:sales@nrgsystems.com) • [www.nrgsystems.com](http://www.nrgsystems.com)

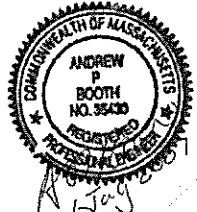
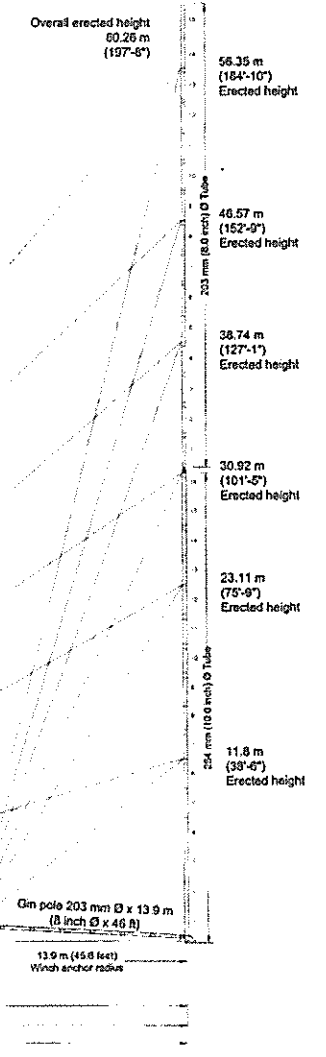


Stamped Drawing

60m XHD with Standard Footprint

Materials		Outer Diameter	Wall Thickness	Description	Yield Strength	Breaking Strength	Corrosion Protection
1	10 inch	0.095 inch	MT 1020	45.0 ksi	N/A	Hot Dipped Galvanized	
2	254 mm	2.51 mm	MT 1020	310 MPa	N/A	ASTM 653	
3	10-8 inch taper	0.102 inch	MT 1015	45.0 ksi	N/A		
4	0.25 inch	N/A	7x19 Galv. Aircraft	N/A	7000 Lb	Galvanized	
	6.35 mm				31.1 kN		

	Reactions and member forces									
	No ice		6.4mm (1/4") ice		12.7mm (1/2") ice		19 mm (3/4") ice		25 mm (1") ice	
	Imperial	SI	Imperial	SI	Imperial	SI	Imperial	SI	Imperial	SI
10 m (33 feet) wind velocity (Fastest mile)	111 mph	49.6 m/s	83 mph	37.1 m/s	66 mph	29.5 m/s	51 mph	22.8 m/s	33 mph	14.8 m/s
Top of tower wind velocity (Fastest mile)	143 mph	64.1 m/s	107 mph	47.8 m/s	85 mph	38.1 m/s	68 mph	29.4 m/s	43 mph	19.1 m/s
Radial ice thickness	0 in	0 mm	0.25 in	6.4 mm	0.50 in	12.7 mm	0.75 in	19.1 mm	1.00 in	25.4 mm
Inner guy anchor force (angle from horizontal)	4.2 kLb 23°	18.7 kN 23°	2.4 kLb 22°	10.7 kN 22°	2.2 kLb 22°	9.7 kN 22°	2.1 kLb 20°	9.3 kN 18°	2.1 kLb 18°	9.2 kN 18°
Middle guy anchor force (angle from horizontal)	3.5 kLb 37°	15.7 kN 37°	2.4 kLb 36°	10.6 kN 36°	2.2 kLb 36°	9.7 kN 36°	2.2 kLb 34°	10.0 kN 32°	2.2 kLb 32°	9.9 kN 32°
Outer guy anchor force (angle from horizontal)	5.1 kLb 45°	22.7 kN 45°	4.2 kLb 44°	18.7 kN 44°	3.8 kLb 43°	16.7 kN 43°	3.0 kLb 42°	13.4 kN 40°	2.6 kLb 40°	11.6 kN 40°
Tower base force (horizontal during erection)	3.9 kLb	17.5 kN	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tower base force (vertical)	12.2 kLb	54.5 kN	16.6 kLb	73.9 kN	18.6 kLb	82.6 kN	19.9 kLb	88.5 kN	22.1 kLb	98.2 kN
Erection anchor force (angle from horizontal)	5.5 kLb 44°	24.3 kN 44°	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maximum guy tension	2.8 kLb	12.6 kN	2.4 kLb	10.7 kN	2.2 kLb	9.8 kN	1.7 kLb	7.5 kN	1.5 kLb	6.9 kN
Maximum lower tube stress (compression)	15.1 ksi	104 MPa	11.5 ksi	79 MPa	11.0 ksi	76 MPa	8.9 ksi	62 MPa	8.3 ksi	58 MPa
Maximum lower tube stress (tension)	13.9 ksi	96 MPa	6.2 ksi	43 MPa	4.1 ksi	29 MPa	2.6 ksi	18 MPa	1.1 ksi	7 MPa
Maximum tower tube moment	76 in-kLb	8.4 kN-m	37 in-kLb	4.2 kN-m	28 in-kLb	3.2 kN-m	19 in-kLb	2.2 kN-m	9.9 in-kLb	1.1 kN-m
Maximum lower tube axial load	12.2 kLb	54.4 kN	16.6 kLb	73.9 kN	18.6 kLb	82.6 kN	19.9 kLb	88.5 kN	22.1 kLb	98.1 kN
Maximum top deflection	32 inches	812 mm	26 inches	667 mm	23 inches	582 mm	12 inches	312 mm	6 inches	153 mm
Initial guy tension	0.16 kLb	0.8 kN	0.16 kLb	0.8 kN	0.16 kLb	0.8 kN	0.16 kLb	0.8 kN	0.16 kLb	0.8 kN



Notes  
 A) Wind forces and allowable member loads are calculated using ANSI TIA/EIA-222-F, (1996), "Structural Standards for Steel Antenna Towers and Antenna Supporting Structures".  
 B) Wind speeds are fastest mile wind velocity per EIA-222-F. EIA-222-F wind loading coefficients: G=1.69, Cf=1.0, q =2/7.  
 C) Fastest mile (fm) wind speed can be converted to an approximate three second (3sec) wind speed using the equation:  
 $V(3sec) = 1.22 V(fm)$  for  $V(fm) \leq 100$  mph  
 D) Guy joint efficiency = 0.9 and the guy safety factor is greater than or equal to 2.0  
 E) An ANSYS large deflection FEA model using beam (Pipe16) and tension (Link10) elements with distributed wind load was used to calculate member forces and reactions.  
 F) Tower allowable stress design per American Institute of Steel Construction (AISC) "Allowable Stress Design", 9th Ed. 1989 Chapter H, equations H1-1, H1-2  
 G) This tower design meets the structural requirements of EIA-222-F, sections 1,2,3,6,6 for the given loading condition. This analysis does not apply to EIA-222-F sections 7,11,12,13.  
 H) Foundation design must be considered separately and is not a part of this analysis. Foundation details must be approved for the specific application and site by a qualified professional.  
 I) A locally qualified professional must determine the applicability of this analysis for the expected site conditions. Due to the lack of involvement in the siting or construction phase of this product at a specific location, liability is strictly limited to issues arising from negligence or willful misconduct by NRG or the professional engineer completing this analysis. No warranty, expressed or implied, is made concerning the suitability of this product for a given application or location.  
 J) Given dimensions are nominal. Actual dimensions may vary.

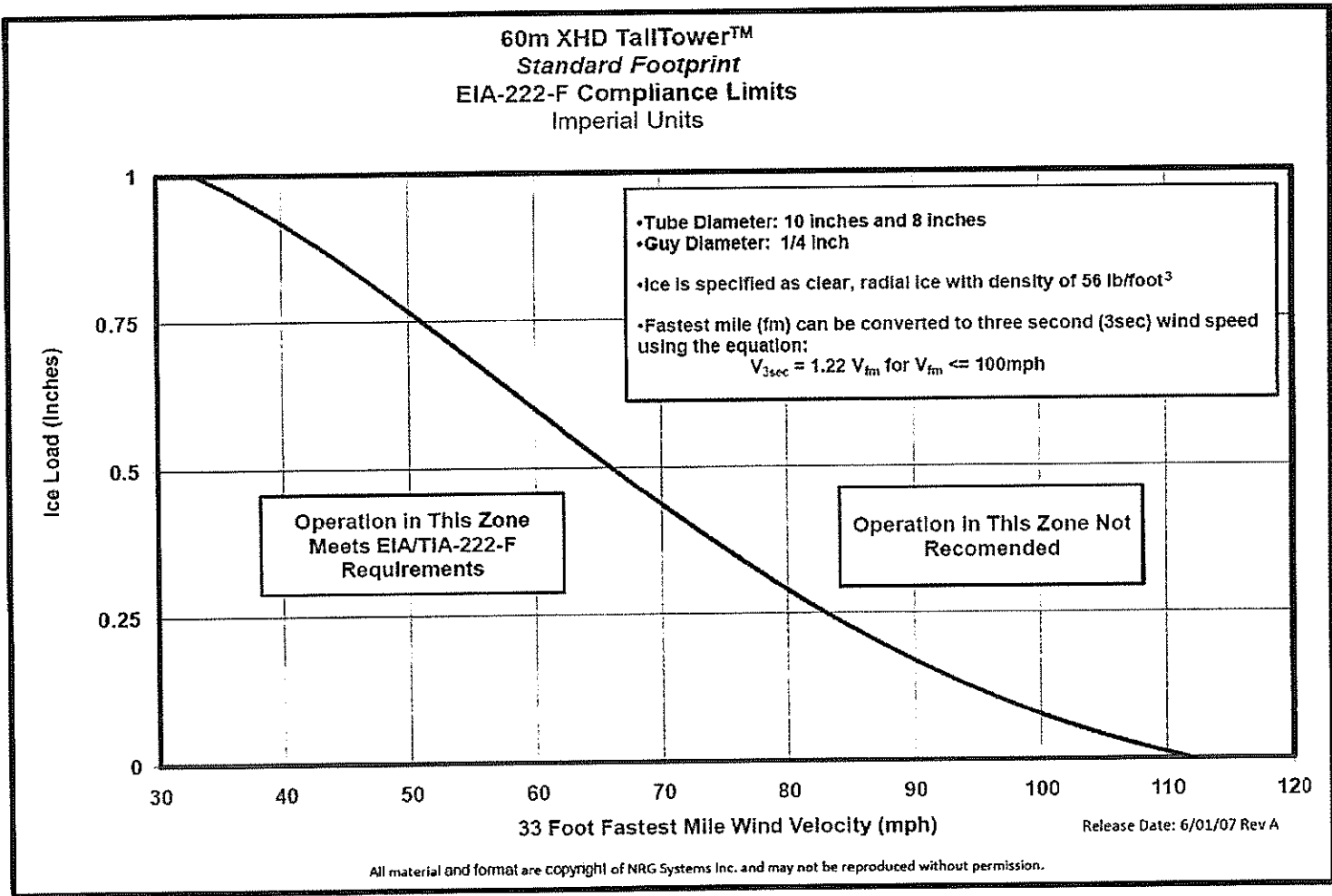
Units notation  
 mm - Millimeters  
 m - Meters  
 m/s - Meters per second  
 kN - 1,000 Newtons  
 MPa - 1,000,000 Pascals  
 kLb - 1,000 US pounds  
 ksi - 1,000 US pounds per inch<sup>2</sup>  
 mph - Miles per hour  
 Ø - Diameter

NRG SYSTEMS INC  
 10000 Highway 100, Suite 100, Houston, TX 77036  
 Tel: 281.281.1000  
 Fax: 281.281.1001  
 www.nrgsystems.com

DATE: 10/15/2007  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 APPROVED BY: [Name]

**60m XHD with Standard Footprint**

**Code Compliance Curve – Imperial Units**



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

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**Item Number: 5.B**

**Old Business**

**Meeting Date: December 2, 2013**  
**Attachments: 1 (9 Pages)**  
**Submitted By: Planning Department**

**ITEM TITLE: Ordinance No. 2013-09-01; Proposed Amendments to Chapter 151 (Unified Development Ordinance) to the Camden County Code of Ordinances**

**SUMMARY:**

**Mr. Leo Royer (property owner Camden Point Shores) has applied for a text amendment to Chapter 151 (Unified Development Ordinance) to allow for an accessory use on property without the principle use (property zoned residential- principle use would be the house and an accessory use would be an outbuilding (shed, garage). Staff drafted prosed ordinance amendment with Mr. Royer's input. Proposed amendment was reviewed by the Planning Board on September 18, 2013 and after discussion with staff recommended approval on a 6-0 vote.**

**RECOMMENDATION:**

**For discussion & possible approval.**



**Ordinance No. 2013-09-01**

**An Ordinance  
Amending the Camden County  
Code of Ordinances**

**Camden County, North Carolina**

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

**Article I: Purpose**

The purpose of this Ordinance is to amend Chapter 151 of the Camden County Code of Ordinances of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 15, 1997, and subsequently amended and as otherwise incorporated into the Camden County Code.

**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.**

**Article III. Amend Chapter 151 as amended of the Camden County Code which shall read as follows:**

**CHAPTER 151: UNIFIED DEVELOPMENT**

**§ 151.329 ACCESSORY USES.**

(A) (1) The table of § 151.334 classifies different principal uses according to their different impacts. Whenever an activity is conducted in conjunction with another principal use and the former use:

(a) Constitutes only an incidental or insubstantial part of the total activity that takes place on a lot; or

(b) Is commonly associated with the principal use and integrally related to it, then the former use may be regarded as accessory to the principal use and may be carried on underneath the umbrella of the permit issued for the principal use.

47 (2) For example, a country club is customarily associated with and integrally related  
48 to a residential subdivision or multi-family development and would be regarded as accessory to  
49 the principal uses, even though the facilities, if developed apart from a residential  
50 development, would require a special use permit (use classification 6.210).

51

52 (B) For purposes of interpreting division (A) above:

53

54 (1) A use may be regarded as incidental or insubstantial if it is incidental or  
55 insubstantial in and of itself or in relation to the principal use; and

56

57 (2) To be commonly associated with a principal use it is not necessary for an  
58 accessory use to be connected with the principal use more times than not, but only that the  
59 association of the accessory use with the principal use takes place with sufficient frequency that  
60 there is common acceptance of their relatedness.

61

62 (C) Without limiting the generality of divisions (A) and (B) above, the following activities  
63 are specifically regarded as accessory to residential principal uses so long as they satisfy the  
64 general criteria set forth above.

65

66 (1) An accessory use home occupation that is conducted by a person on the same lot  
67 where the person resides provided that:

68

69 (a) The business activity is clearly incidental and subordinate to the residential  
70 use of the property;

71

72 (b) There is no substantial visible evidence that a business is being conducted on  
73 the premises;

74

75 (c) No vehicular or pedestrian traffic is generated in excess of that which is  
76 reasonable for a private residence;

77

78 (d) No open storage is maintained on the property; and

79

80 (2) Hobbies or recreational activities of a non-commercial nature;

81

82 (3) Yard sales or garage sales, as defined herein, so long as the sales are not  
83 conducted on the same lot for more than 3 days, whether consecutive or not, during any 60-day  
84 period;

85

86 (4) The sale of agricultural products, either in a roadside stand or on a pick your own  
87 basis, from property where such products were grown or from land that is all part of the same  
88 farm or farming operation as the land where the products were grown shall be regarded as  
89 accessory to an agricultural operation (use classification 14.100);

90

91 (5) A mobile home storage site may be permitted as an accessory use within a mobile

92 home park under the conditions set forth in § 151.215;

93

94 (6) Storage of up to four boats with a valid state permit or license (if applicable for  
95 the boat) for personal use; storage of more than four boats with a valid state permit or license  
96 (if applicable for the boat) for personal use is permitted when there is at least one acre of land  
97 per each additional boat stored over four and the storage is completely screened from adjacent  
98 residential dwellings. Nothing in this subsection shall be deemed to permit uses that could be  
99 classified as junkyards;

100

101 (7) The placement of an accessory building on a lot where no residential dwelling is  
102 located, but where one is intended to be built, for the storage of equipment related to the  
103 upkeep of that lot; or

104

105 (8) (a) Horse stables, provided that, when located in an R-1, R-2 or R-3 zoning  
106 district, the following standards shall be met.

107

108 1. All horses boarded on that premises shall belong to or be leased by the  
109 individual who owns and/or leases the land on which the stable is located. Mares under  
110 breeding contract are exempt.

111

112 2. The land on which the stable is located is at least two acres in size.

113

114 3. No stable is within 200 feet of any existing adjoining residential dwelling  
115 and 100 feet from any adjoining water source (well) being used for human consumption.

116

117 4. A dwelling is not required on the property where the stable is located.

118

119 5. Stables must be operated and maintained in a healthy and safe manner.

120

121 (b) For the purpose of this section, the following definition shall apply unless the  
122 context clearly indicates or requires a different meaning.

123

124 **HEALTHY AND SAFE.** Fences kept in good repair; potable water available  
125 on demand; protection from wind or rain; a sign posted indicating the name and phone number  
126 of the person to be contacted in case of emergency.

127

128 (9) Piers located on lots where no residential dwelling is located when used for the  
129 recreational enjoyment of the property owner shall be considered as an accessory use to the lot;  
130 and

131

132 (10) Fences, provided they do not exceed six feet in height for residential uses.  
133 Fences exceeding six feet in height for residential uses shall be prohibited. Barbed wire and  
134 electric fences are prohibited in residentially platted subdivisions not intended to accommodate  
135 livestock (such as residential farmettes whose restrictive covenants allow livestock and that  
136 conform to county zoning requirements shall not be subject to the barbed wire and electric

137 fence provisions).

138

139 (D) The following activities shall not be regarded as accessory to a residential principal  
140 use and are prohibited in residential districts.

141

142 (1) No motor vehicle, which does not have a current license plate and inspection  
143 sticker, shall be stored outside of an enclosed structure, unless the same is raised up on blocks  
144 or stands to a distance of one foot above the ground and is completely covered by a waterproof  
145 covering material.

146

147 (2) The provisions and definitions of G.S. • 153A-132 is adopted as a part of this  
148 chapter by reference and by adoption abandonment of motor vehicles is hereby prohibited.

149

150 (E) The placement of an accessory building on lots that meet the following criteria is  
151 permitted for Camden Point properties located East/South East of the intersections of Broad  
152 Creek and Texas Roads:

153

154 (1) Lots that are proven unsuitable for the placement of a dwelling by providing a copy  
155 of a perc test from Albemarle Regional Health Department stating land is unbuildable.

156

157 (2) Provide wetland delineation from Army Corps of Engineers showing all wetlands  
158 on the property.

159

160 (3) Lot shall be vehicular accessible by ways of a state maintained road, private road,  
161 or easement.

162

163 (4) Maximum lot coverage shall be 24% of land outside jurisdictional wetlands.

164

165 (5) Accessory building shall only be utilized for the storage of equipment (recreational  
166 or maintenance) related to the use by the owner.

167

168 (6) Accessory building shall observe all (i.e. County and CAMA) setback requirements.

169

170

171 Adopted by the Board of Commissioners for the County of Camden this day of , 2013.

172

173

174

175

County of Camden

176

177

178

Garry Meiggs, Chairman

179

Board of Commissioners

180

ATTEST:

181



182 \_\_\_\_\_  
183 Ashley Honaker  
184 Clerk to the Board  
185

Zoning Change Application  
County of Camden, North Carolina

A rezoning may be obtained pursuant to Article 151.580 of Unified Development Ordinance (UDO) of Camden County and upon approval by the Board of Commissioners after a recommendation from the Planning Board.

Please consult the Planning Office (1-252-338-1919) with any questions about your application.

PLEASE PRINT OR TYPE

Please Do Not Write in this Box	
PIN:	<u>03-9809-00-24-5319</u>
UDO#	<u>2013 - 08 - 12</u>
Date Received:	<u>8/8/13</u>
Received by:	<u>OP</u>
Zoning District:	<u>GUD</u>
Fee Paid: \$	<u>500.00</u>

Applicant's Name: Leo C. Royer

*Pa CK 461  
OP*

If the Applicant is acting as agent for another person (the "principal"), please give that person's name on the line below and submit a copy of the agency agreement/letter with this Application.


Applicant's Mailing Address: P.O. Box 63  
Shawboro, NC 27973

Daytime Phone Number: (478) 455-1208

Street Address Location of Property: 497 Sailboat Road (Camden Point)

General Description of Proposal: Request text amendment to allow accessory structures on a lot without the principle use in Camden Point

*I swear or affirm that the foregoing information and all attachments hereto (now or subsequently provided as part of this application) are true and correct to the best of my knowledge.*

Signed:   
Dated: 8/8/13

**Please include a site plan with this application and any other supporting documentation that the applicant feels would assist the Board of Commissioners and the Planning Board in determining the need for a zoning change.**

\* Information to be filled out by Planning Department

\*Is the Property in a Watershed Protection area? NO

\*Flood Zone (from FIRM Map): AE \*Taxes paid? yes  no

## Zoning Change Application Questions

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

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

The location is shore front property and prone to some flooding. This is the risk inherited when locating there. That is why I am proposing to place a very strong and well built building there. This building is unique because it is not an accessory building but because there is no need for a residential frame built primary type building. I am describing an independent and structurally well built multi-purpose type facility and building which will be used as a multipurpose building at Camden Point. Because of the very strong and sound construction it will provide a place where the residents of Camden Point, especially residents at San Marcos and Fairhaven can use as a place to perform and maintain outdoor tools and equipment such as the backhoe, bush hog, or even the grader. The building will be available as a safe haven against any harsh weather if it were to occur.

The building will also be used as a place to maintain recreational equipment such as boats, fishing equipment or anything that can benefit from being inside out of the weather elements. It seems that the residents of this area are struggling to keep up and maintain the roads and the general condition and upkeep of the areas assigned. The association will benefit greatly to have a building of this sort in the area.

As an active member and participant of Camden Point Association it is a pleasure to be able to participate.

I have already received a permit from the Army Corp to place back-fill for the building and a drive way. I do wish to receive a permit to build a "Quonset" or "Steel Master" type building on my property located at 497 Sailboat Rd.

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

Yes. At the present many land-owners seem to have become discouraged in developing or improving the present conditions. This is probably due to the level of difficulty toward achieving a real meaningful presents. I can easily testify for the attractiveness and appeal for which Camden Point offers. I know I am not the only land-owner interested in this area and willing to participate in the development, and enhancement of it's beauty.

Camden Point Shores is a pretty good driving distance and therefore not so easily reached. However, with a presents like that of my proposed "Multipurpose and Functional Building" the area will benefit because people will have the necessary resources and tools at hand. Application will lead to empowerment.

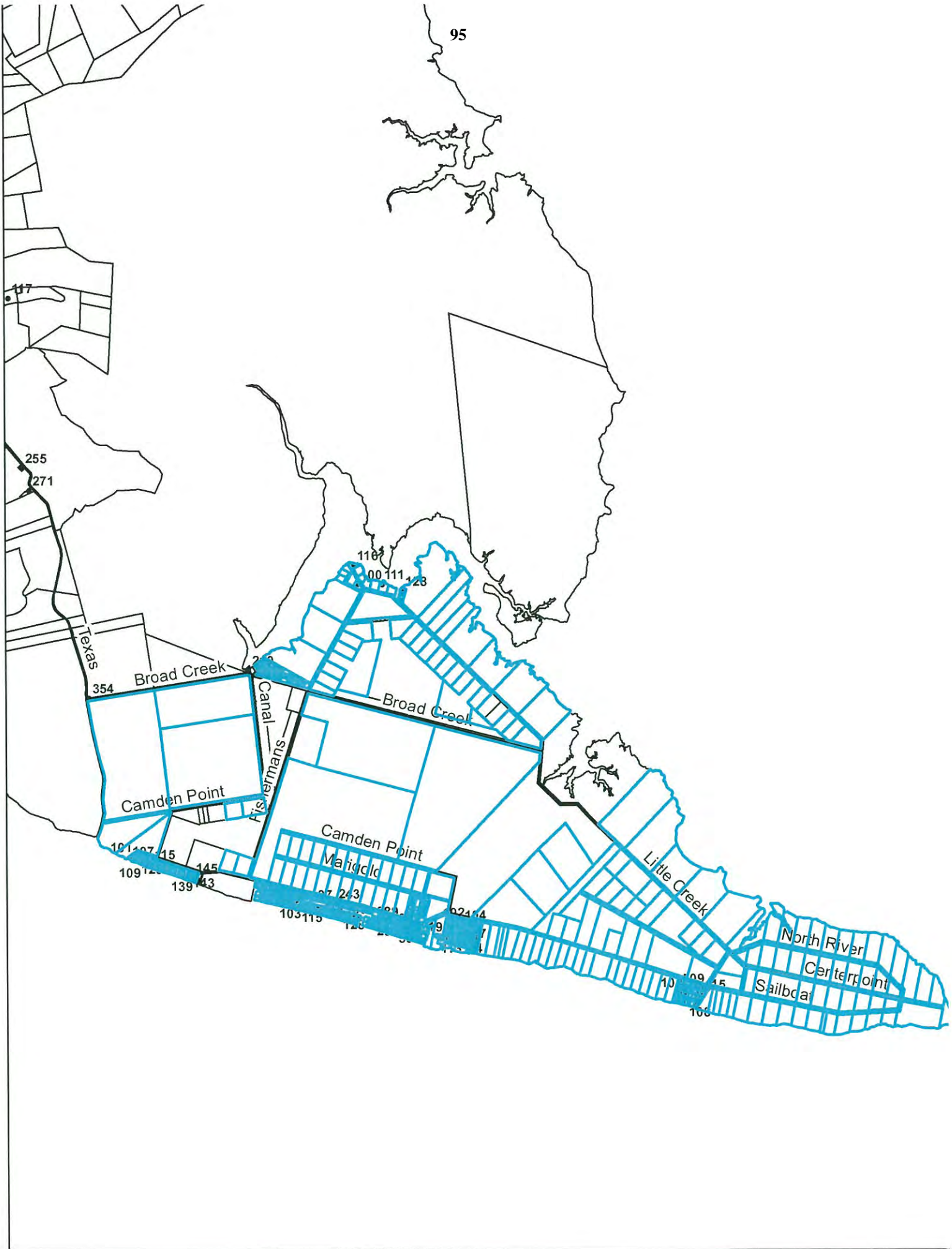
The willingness of the landowners like myself will welcome and benefit from the opportunity to not only be located in an already beautiful area but will be motivated to participate (work and play) in the water front environment.

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

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

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





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

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**Item Number:** 5.C

**Old Business**

**Meeting Date:** December 2, 2013

**Attachments:** 2 (19 Pages)

**Submitted By:** Planning Department

**ITEM TITLE:** Sketch Plan Green  
Meadows - 9 lots Major Subdivision  
(UDO 2013-08-04)

**SUMMARY:**

Attached are Planning Staffs findings with recommendations and supporting documents for Sketch Plan Green Meadows, a 9 lot Major Subdivision located off Pudding Ridge Road in South Mills Township. Neighborhood meeting held August 27, 2013 and TRC inputs at Sketch Plan received by staff.

The Planning Board met on September 18, 2013 and recommended approval of the Sketch Plan for Green Meadows (UDO 2013-08-04) with the comments & recommendations as stated in Staff Findings on a 6-0 vote.

**RECOMMENDATION:**

For discussion & possible approval.

**Staff Findings**  
**UDO2009-06-29**  
**Sketch Plan**  
**Green Meadows**

1. **Name of Applicant:** Green Meadows, LLC
2. **Agent for Applicant:** Keith Nowell
3. **Address of Agent:** 987 Swamp Road  
Hertford, NC 27944
4. **PIN:** 01-7999-00-34-9303
5. **Name(s) of Current Owner(s) of Record:** Green Meadows LLC
6. **Street Address of Property:** Not addressed.
7. **Location of Property:** Off Pudding Ridge Road, South Mills Township
8. **Flood Zone:** X/AE
9. **Zoning District(s):** Basic Residential (R3-1)
10. **Is a Zoning Change Required for the Proposed Use?** No
11. **General Description of the Proposal:** Sketch Plan for 9 lot Major Residential Subdivision
12. **Date Application Received by County:** August 6, 2013
13. **Did the Applicant participate in a pre-application Conference?** Yes
14. **Received by:** David Parks, Zoning Administrator
15. **Application fee paid:** \$1,350 by check # 14081
16. **Completeness of Application:** Application is generally complete.
17. **Proposal to be completed in Phases:** Yes. Plans are to have a Phase I and II at final plat.
  - A. If yes, are phases shown on Sketch Plat? No.
18. **Was the Applicant given a list of agencies constituting the Technical Review Staff?** Yes
  - A. Technical Review Staff (Sketch Plan Approval)
    - (a) South Mills Water District
    - (b) Camden County Health Dept
    - (c) South Mills Fire Dept
    - (d) Sheriff's Office
    - (e) South Mills Post Office
    - (f) Superintendent of Camden County Schools
    - (g) N.C. DOT
    - (h) Cable Company
19. **Documents received upon filing application or otherwise included:**
  - A. Land Use/Development Application
  - B. Agency agreement letter with CAE, Inc.
  - C. Deed
  - D. Tax Card
  - E. Perc test from ARHS on lot 4
  - F. Sketch Plan
20. **Soil Classifications:**

**Predominant:** Tomotley (ToA) **Severe:** wetness, percs slowly

**Other:** Perquimans (PeA) Severe wetness; percs slowly

**21. Adjacent Property Uses:**

- A. Predominant:** Residential
- B. Other:** Farm land/Agriculture

22. Existing Land Uses: None.

23. Lots:

- A. Total Proposed:** 9 lots
- B. Average size:** 1 Acre

**24. Streets:**

- A. Are all streets designed to be place under State system?** Yes
- B. Are proposed streets named?** Yes.
- C. Street names:** Atkinson Court
- D. Are any street names already being used elsewhere in the County?** No.

**25. Open Space:**

- A. Is open space proposed?** No.
- B. Will property owner restrictive covenants be needed?** Yes.

**26. Utilities:**

- A. Does the application include a letter or certificate from the District Health Department regarding septic tanks?** Perc Test on Lot 4.
- B. Does the applicant propose the use of public sewage systems?** No. Septic
- C. Does the applicant propose the use of public water systems?** Yes, with South Mills Water Association.
- D. Distance from existing public water supply system:** Bunker Hill Road.
- E. Is the area within a five-year proposal for the provision of public water?** Exists.
- F. Is the area within a five-year proposal for the provision of public sewage?** No.

**27. Landscaping:**

- A. Is any buffer required?** No.
- B. Will trees be required along dedicated streets UDO Article 151.156?** Landscaping Plan required at Preliminary Plat.

**28. Findings Regarding Additional Requirements:**

- A. Endangering the public health and safety:** Staff feels the proposed use will not endanger the public health and safety.
- B. Injure the value of adjoining or abutting property:** The application does not appear to injure the value of adjoining or abutting property.
- C. Harmony with the area in which it is located:** Yes as other residential houses are in the immediate area.
- D. Conformity with the Plans:**
  - 1. Land Use Plan:** Yes
  - 2. Thoroughfare Plan:** Abuts Pudding Ridge Road
  - 3. Other plans officially adopted by the Board of Commissioners:** None



**E. Will not exceed the county's ability to provide public facilities:**

1. **Schools:** Approved.
  2. **Fire and Rescue:** Approved.
  3. **Law Enforcement:** Approved by Sheriff Perry
- Other County Facilities:** None.

**F. Other:****Recommendations****A. Technical Review Staff Comments:**

- (1) South Mills Water. No response.
- (2) Camden County Health Department: See perc test.
- (3) Camden County Schools. Approved.
- (4) South Mills Fire Department: Approved.
- (5) Sheriff's Office. Approved.
- (6) South Mills Post Office. No response.
- (7) Cable Company. No response.
- (8) Central Communications (911): Approved street name.
- (9) NCDOT. No input at this stage.

**At the September 18, 2013 meeting, Planning Board recommended approval on a 6-0 vote with the following comments/recommendations:**

1. If approved, include the four lots in front of lots 5-9 when designing the drainage plan for the subdivision.
2. Follow Health Department's requirements on elevating the house pad high than finished septic grade



Land Use/Development Application
County of Camden, North Carolina

Depending upon the type of proposal, the proposal may require a Zoning Permit, Conditional Use Permit, or Special Use Permit. This form is used as the start of application process. All applicants must submit a site plan (see "Minimum Site Plan Requirements") and a valid Health Department permit. Applicants for a Conditional Use Permit or Special Use Permit should review the "Requirements for Conditional Use Permit and Special Use Permit Applications".

Applicants for a subdivision must submit this form as their Special Use Permit application.

Please consult the Planning Office (1-252-338-1919) with any questions about your application.

Please Do Not Write in this Box
PIN: 01-7999-03-34-7305
UDO# 2013-08-04
Date Received: 8-6-13
Received by: DP
Zoning District: R3-1
Fee Paid \$ 1350.00

PLEASE PRINT OR TYPE

Handwritten notes: Paid 8-6-13, Check # 14081, \$1,350.00

Applicant's Name: CAE, Inc., Hollis D. Ellis

If the Applicant is acting as agent for another person (the "principal"), please give that person's name on the line below and submit a copy of the agency agreement/letter with this Application.

Keith Nowell

Applicant's Mailing Address: 321 Office Square Lane, Suite 101A
Virginia Beach, VA 23462-3655

Daytime Phone Number: (252) 562-0430

Street Address Location of Property: Adjacent to 137 Kestor Barn Road, South Mills Township

General Description of Proposal: Sketch Plan Green Meadows Major Subdivision - 9 lots

I swear or affirm that the foregoing information and all attachments hereto (now or subsequently provided as part of this application) are true and correct to the best of my knowledge.

Signed: [Signature]

Dated: 08/05/2013

\* Information to be filled out by Planning Department

\*Is the Property in a Watershed Protection area? No

\*Flood Zone (from FIRM Map): X/AE

\*Taxes paid? yes no



**NORTHWEST CONTRACTORS, INC**

August 6, 2013

To: Mr. David Parks  
County of Camden  
PO Box 190  
117 North NC 343  
Camden, NC 27921

Re: Representation for Green Meadows, LLC

Dear Mr. Parks,

Please let this letter stand as my authorization for Mr. Hollis Ellis of CAE, Inc. to represent and act on behalf of Green Meadows, LLC and Northwest Contractors, Inc. if no representatives of these entities are able to attend meetings.

Regards,

*Keith M. Powell*  
President

Applicant: NOWELL, KEITH M  
987 SWAMP RD  
HERTFORD, NC 27944

Owner: NOWELL, KEITH M.  
102  
987 SWAMP RD  
HERTFORD, NC 27944

Site Location: LOT 4 GREEN MEADOWS, BEHIND 4 LOTS ON PUDDIN RIDGE RD

Texture: SCL	Mineralogy: SEXP	GPD: 360	Overall
Structure: SBK	Wetness (In.): 18	LTAR: .24	Lot Class: US

**If unsuitable, the site may be reclassified to provisionally suitable with the following modification:**

- Fill Area 120ft. by 60ft. with 18in. of sand

Fill Mound must be inspected before permit can be issued.

**To obtain an Authorization to Construct:**

- Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- Pay Permit Fee of \$225.00

Comments: \*\*The last 20' of each line will need to be modified with sand to 4 feet.\*\* House pad will need to be higher than finished septic grade. Top of rock in trenches will be at top of 18 inch fill mound. Property line swales are needed to promote surface water away from home and septic system.

EHS: \_\_\_\_\_



Kevin Carver

Date: 08/14/2013

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

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



South Mills Water Association, Inc  
P.O. Box 279  
South Mills, NC 27976  
Ph.252-771-5620

October 10, 2013

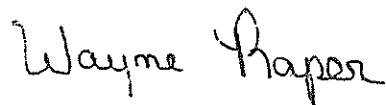
Keith M Nowell  
122 Dominion Blvd S  
Chesapeake, VA 23322

Dear: Mr.Nowell

The South Mills Water Association Board of Directors has approved the Green Meadows Subdivision. We will be able to serve all 9 lots.

This is contingent upon approval of your plans and specifications which must be based on our Rules and Regulations for Subdivisions. Please submit the Water Main Extension Application along with your plans. All tap fees must be paid prior to construction. If you have any further question please contact our office.

Sincerely,

A handwritten signature in cursive script that reads "Wayne Raper".

Wayne Raper

Date:

From: Technical Review Staff SMWA  
(Organization)

To: Camden County Planning Department

RE: Sketch Plan Green Meadows - 9 lots

The following are South Mills Water Assoc. A.L. input for the Sketch Plan Green Meadows major residential subdivision:

Approved as is.

Reviewed with no comments.

Approved with the following comments/recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disapproved with the following comments: (Reason for denial)

THEY NEED to come before BOARD of  
directors to see if the South Mills Water Association  
will service them All FEES will HAVE to be paid in Full.  
Also EASEMENT to Talpe Leigh Drive is VERY QUESTIONABLE.

Name: Wayne Raper Signature: Wayne Raper

**CAE, Inc.**  
**Engineers, Planners, and Construction Consultants**

321 Office Square Lane, Suite 101A  
Virginia Beach, VA 23462-3655  
(252) 562-0430  
FAX (757) 271-1009

September 12, 2013

South Mills Water Association  
c/o Wayne Raper  
103 Halstead Street  
South Mills, NC 27976

**RE: Green Meadows Subdivision  
Puddin Ridge Road, South Mills, NC  
PIN # 017999003493030000**

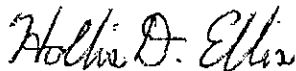
Dear Mr. Raper,

We hereby request the South Mills Water Association Board of Directors consider an extension of the water distribution system to serve the proposed subdivision as referenced above.

A reduced copy of the subdivision sketch plan which is being considered by the County Planning Commission is attached. We have also obtained a waterline easement from the adjoining property owner. Confirmation of this easement agreement will be forwarded to your office under separate cover.

If you have further questions, please do not hesitate to call me at 252-562-0430.

Sincerely,



Hollis D. Ellis, PE  
President

Date: 9/3/2013

From: Technical Review Staff Soil & Water Conservation District  
(Organization)

To: Camden County Planning Department

RE: Sketch Plan Green Meadows – 9 lots

The following are SWCD input for the Sketch Plan Green Meadows major residential subdivision:

Approved as is.

Reviewed with no comments.

Approved with the following comments/recommendations:

Pending Stormwater Improvements to accomodate extra run-off from developed properties impervious surface. (EFH-2) Additional 1.55 ac/ft for 10 year storm.

Disapproved with the following comments: (Reason for denial)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: 9/3/2013

Signature: BR Fannon



Date: 9-3-13

From: Technical Review Staff Camden County Schools  
(Organization)

To: Camden County Planning Department

RE: Sketch Plan Green Meadows – 9 lots

The following are \_\_\_\_\_ input for the Sketch Plan Green Meadows major residential subdivision:

\_\_\_\_ Approved as is.

\_\_\_\_ Reviewed with no comments.

Approved with the following comments/recommendations:

\* STATE Approved Cal-de-Sac with Adequate Turning Radius For Buses.

\* MAY NEED TO INCREASE BUS FLEET FOR THIS SUBDIVISION

\_\_\_\_ Disapproved with the following comments: (Reason for denial)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: LARRY LAWRENCE Signature: Larry Lawrence

**Dave Parks**

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**From:** Tommy & Karen Banks <banks4@centurylink.net>  
**Sent:** Sunday, September 08, 2013 8:16 PM  
**To:** 'Dave Parks'  
**Subject:** RE: Sketch Plan Green Meadows

Dave,  
I have no problem with this as long as the two proposed hydrants are put in.

Thanks  
Chief Tommy Banks  
SMVFD

**From:** Dave Parks [<mailto:dparks@camdencountync.gov>]  
**Sent:** Friday, September 06, 2013 4:04 PM  
**To:** [banks4@centurylink.net](mailto:banks4@centurylink.net)  
**Subject:** Sketch Plan Green Meadows

Tommy,

Did you get a chance to look at the Sketch Plan for Green Meadows and provide me with your comments? Need them to process application and send to Planning Board by next Tuesday.

Thanks,

Dave Parks

Date:

From: Technical Review Staff Sheriff's Office  
(Organization)

To: Camden County Planning Department

RE: Sketch Plan Green Meadows – 9 lots

The following are Sheriff Perry input for the Sketch Plan Green Meadows major residential subdivision:

Approved as is.

Reviewed with no comments.

Approved with the following comments/recommendations:

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Disapproved with the following comments: (Reason for denial)

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Name: Sheriff Perry Signature: Sheriff Perry

Comment Sheet  
Sketch Plan – Green Meadows

Developer: Keith Nowell – Engineer Hollis D. Ellis

Property size: Approximately 11 acres

Location: Adjacent to 137 Pudding Ridge Road

Number of lots proposed: 9 lots.

Name/address: ALLEN + RENEE COOPER

Comments: DRAINAGE CONCERNS / WATER SUPPLY  
FUTURE SEPTIC SEWAGE CONCERNS

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Comment Sheet  
Sketch Plan – Green Meadows

Developer: Keith Nowell – Engineer Hollis D. Ellis

Property size: Approximately 11 acres

Location: Adjacent to 137 Pudding Ridge Road

Number of lots proposed: 9 lots.

Name/address: JEFFERY SCHOCH 129 PUDDING RIDGE RD 27976 SOUTH MILLS NC

Comments: THE DRAINAGE OF ALL THE LOTS NEED TO BE TAKEN INTO  
THOUGHT AND IF THE LOTS THAT ARE BEING BUILT CAUSE THE  
FRONT 4 LOTS TO BE FLOODED THEY NEED TO REGRADE THE  
LOTS BACK TO ORIGINAL PLAN THAT WE ENGINEERED. THE LOTS  
ALSO NEED TO BE GRADED WITH TOP SOIL AND NOT  
FILL DIRT, THAT WAS SILT FROM A RIVER.

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Comment Sheet  
Sketch Plan – Green Meadows

Developer: Keith Nowell – Engineer Hollis D. Ellis

Property size: Approximately 11 acres

Location: Adjacent to 137 Pudding Ridge Road

Number of lots proposed: 9 lots.

Name/address: Jacob Brookes / 137 Pudding Ridge Rd.

Comments: Lot 3 needs regraded and ditched  
due to poor draining

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Comment Sheet  
Sketch Plan – Green Meadows

Developer: Keith Nowell – Engineer Hollis D. Ellis

Property size: Approximately 11 acres

Location: Adjacent to 137 Pudding Ridge Road

Number of lots proposed: 9 lots.

Name/address: CHARLES TILGHMAN 125 PUDDING RIDGE RD

Comments: CONSIDER THE MINOR SUBDIVISION FOR DRAINAGE.

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Comment Sheet  
Sketch Plan – Green Meadows

Developer: Keith Nowell – Engineer Hollis D. Ellis

Property size: Approximately 11 acres

Location: Adjacent to 137 Pudding Ridge Road

Number of lots proposed: 9 lots.

Name/address: Donna Stewart 134 Pudding Ridge Rd So Mills, NC  
27976

Comments: \_\_\_\_\_

Concerns about impervious surfaces Adding  
to additional drainage -  
Landscape / maintenance -  
- Fire hydrant -  
Larger water pipe



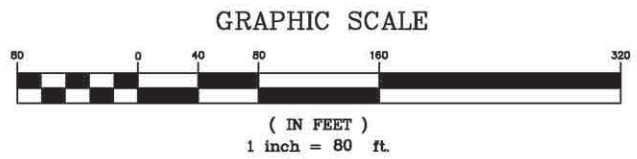
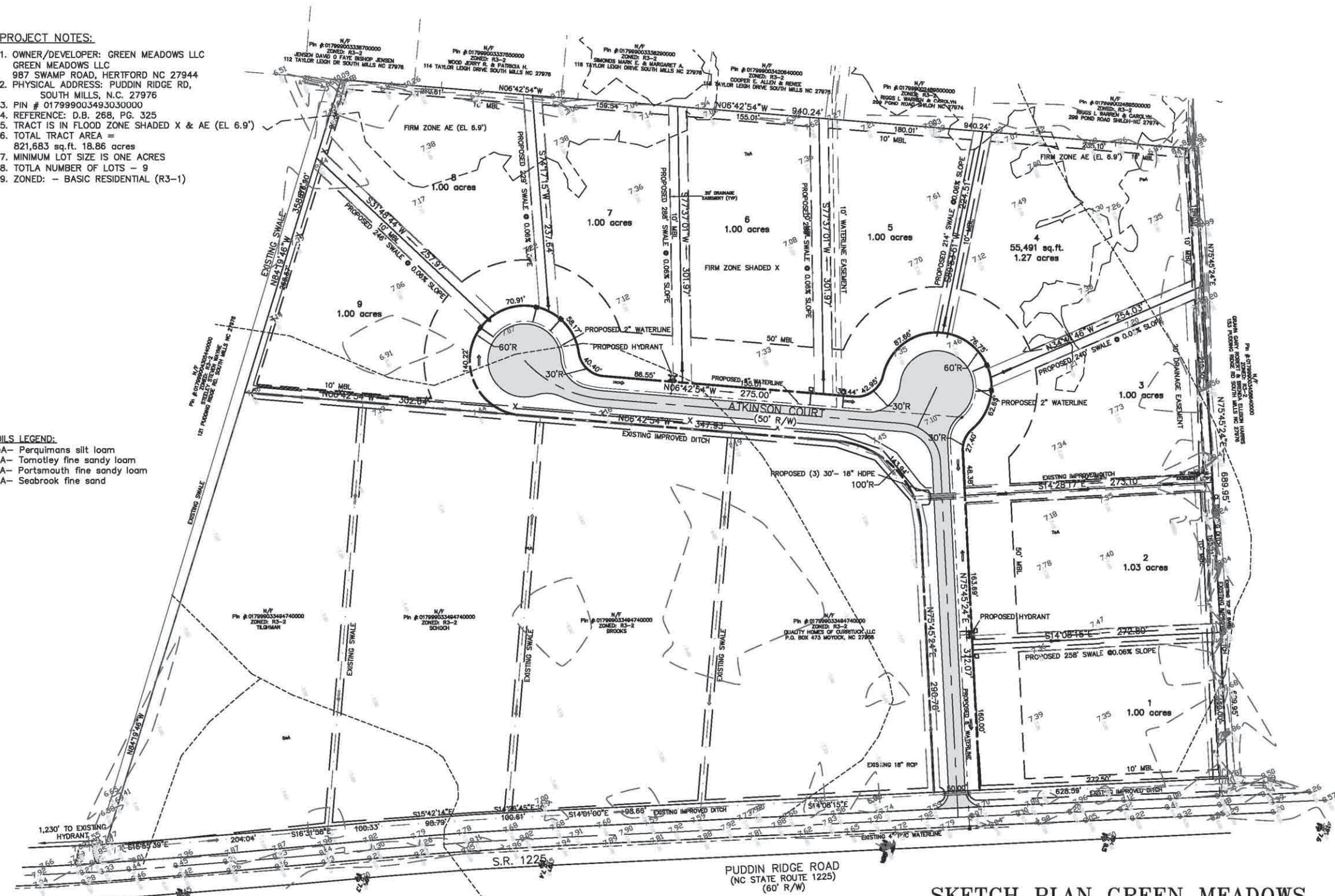


PROJECT NOTES:

1. OWNER/DEVELOPER: GREEN MEADOWS LLC  
GREEN MEADOWS LLC  
987 SWAMP ROAD, HERTFORD NC 27944
2. PHYSICAL ADDRESS: PUDDIN RIDGE RD,  
SOUTH MILLS, N.C. 27976
3. PIN # 017999003493030000
4. REFERENCE: D.B. 268, PG. 325
5. TRACT IS IN FLOOD ZONE SHADED X & AE (EL. 6.9')
6. TOTAL TRACT AREA =  
821,683 sq.ft. 18.86 acres
7. MINIMUM LOT SIZE IS ONE ACRES
8. TOTLA NUMBER OF LOTS - 9
9. ZONED: - BASIC RESIDENTIAL (R3-1)

SOILS LEGEND:

- PeA- Perquimans silt loam
- ToA- Tomotley fine sandy loam
- PtA- Portsmouth fine sandy loam
- SsA- Seabrook fine sand



SKETCH PLAN GREEN MEADOWS  
MAJOR SUBDIVISION

FOR  
GREEN MEADOWS, LLC  
SOUTH MILLS TOWNSHIP  
CAMDEN COUNTY, NORTH CAROLINA

CAE, INC.  
ENGINEERS, PLANNERS, AND CONSTRUCTION CONSULTANTS

321 OFFICE SQUARE LANE, SUITE 101A  
VIRGINIA BEACH, VIRGINIA 23462-3655  
TELEPHONE: (252) 562-0430 (757) 271-1009 FAX

SCALE: 1" = 80' DATE: 9/9/13

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

**Item Number:** 6.A  
**Board Appointments**  
**Meeting Date:** December 2, 2013  
**Attachments:** 2 (2 Pages)  
**Submitted By:** Soil & Water Tech  
**ITEM TITLE:** Shiloh Watershed Advisory Board

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**SUMMARY:**

Attached are volunteer forms for the Shiloh Watershed Advisory Board from Mike Riggs and Kenny Respass.

**RECOMMENDATION:**

Motion to appoint Mike Riggs and Kenny Respass to the SWAB.

# CAMDEN COUNTY

new energy. new vision.

## Application for Citizen Service - Volunteer Form

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

Name Michael Riggs

Mailing Address 1442 South 345

Township you live in: Shiloh

Telephone (home) 252-334-4670 (business), 252 339 0613

Email address Triggsfrms@aol.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:

Board or Commissions upon which you are interested in serving:

### Shiloh Watershed Advisory Committee

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 Michael Riggs Date 10 26 13





Application for Citizen Service - Volunteer Form

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

Name, KENNY RESPASS

Mailing Address 137 TAYLORS LADE, CAMDEN, N.C.  
27921

Township you live in: Skilok

Telephone (home) 252-597-5374 (business),

Email address N/A

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:

CUSTOMER SERVICE  
WATER METER READING

Board or Commissions upon which you are interested in serving: (List on opposite side)

Skilok

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 Kenny Respass Date 11-11-13



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

<b>MOTION MADE</b>
<b>BY:</b>
S. Duckwall _____
G. Meiggs _____
M. McLain _____
R. Krainiak _____
C. Riggs _____
<b>NO MOTION</b> _____
<b>VOTE:</b>
S. Duckwall _____
G. Meiggs _____
M. McLain _____
R. Krainiak _____
C. Riggs _____
<b>ABSENT</b> _____
<b>RECUSED</b> _____

**Item Number: 6.B**

**Board Appointments**

**Meeting Date: December 2, 2013**

**Attachments: 2 (3 Pages)**

**Submitted By: Administration**

**ITEM TITLE: Coastal Resources Advisory Council**

**SUMMARY:**

Attached are correspondence's from the CRC and County Manager requesting a nomination for the above mentioned Board, and volunteer permission from Brain Lannon to be nominated.

**RECOMMENDATION:**

Motion to nominate Brian Lannon to the Coastal Resource Advisory Council..

## North Carolina Coastal Resources Commission

November 8, 2013

Dear Official:

As the new Chair of the Coastal Resources Commission (CRC), I am writing to invite you to submit nominations for appointees to the Coastal Resources Advisory Council (CRAC).

The CRC is the appointed 13-member board that works with local governments and other stakeholders to manage development in the 20 coastal counties, in accordance with the Coastal Area Management Act (CAMA). Under amendments to CAMA that took effect this year, the CRC is responsible for appointing a 20-member CRAC to assist in an advisory capacity on matters including technical questions relating to the development of rules, and on other coastal issues. CAMA counties and municipalities may submit nominations to the CRC for individuals to serve on the CRAC.

While no specific qualifications are necessary, we are seeking individuals with experience and a demonstrated commitment to coastal issues. Your nominees should be individuals who you believe will best represent your interests in discussions with the CRC and the Division of Coastal Management, and who will commit to active, consistent participation on the committee.

The CRC and CRAC hold two-day meetings five times per year, in different locations along the coast. Participation will therefore require some overnight travel. The State reimburses CRAC members for meeting-related travel costs, including mileage, hotel, and meals. CRAC members are not otherwise compensated.

Please submit your nominations by January 31, 2014 to [Braxton.Davis@ncdenr.gov](mailto:Braxton.Davis@ncdenr.gov). Nomination packages should include adequate information such as a resume or other supporting information to allow the CRC to fairly evaluate the candidates. Appointees will serve terms ending June 30, 2015, and may be reappointed at the discretion of the CRC.

The CRC will evaluate the nominees and appoint the 20-member CRAC in February 2014. Please accept my sincere thanks in advance for your attention to this request, and I look forward to maintaining the strong state-local government partnership that has served our coast so well.

Sincerely,



Frank Gorham, III

Division of Coastal Management  
Department of Environment and Natural Resources  
400 Commerce Ave., Morehead City, N.C. 28557  
Phone 252-808-2808 Fax 252-247-3330

An Equal Opportunity / Affirmative Action Employer – 50% Recycled/10% Post-consumer Paper



PAT MCCRORY  
GOVERNOR

FRANK D. GORHAM, III  
CHAIRMAN

RENEE CAHOON  
VICE CHAIR

NEAL W. ANDREW

SUZANNE E. DORSEY

ROBERT R. EMORY, JR.

J. MARC HAIRSTON

J. GREGORY LEWIS

WILLIAM C. NAUMANN

BEN "JAMIN" SIMMONS

HARRY Q. SIMMONS, JR.

LEE WYNNS

BRAXTON C. DAVIS  
EXECUTIVE SECRETARY



## Ashley Honaker

---

**From:** Mike Renshaw <mrenshaw@camdencountync.gov>  
**Sent:** Friday, November 15, 2013 8:17 AM  
**To:** 'Brian Lannon'  
**Cc:** 'Ashley Honaker'  
**Subject:** RE: Call for Nominations to Coastal Resources Advisory Council

Great, thanks Brian. If the Board approves, we'll need a copy of your resume to submit with the package to Coastal Resource Commission.

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**From:** Brian Lannon [<mailto:blannon@camdencountync.gov>]  
**Sent:** Friday, November 15, 2013 7:49 AM  
**To:** 'Mike Renshaw'  
**Subject:** RE: Call for Nominations to Coastal Resources Advisory Council

Hey Mike,

Yes, I would be happy to serve on the Coastal Resources Advisory Council. I appreciate your support. Thanks!

Brian

---

**From:** Mike Renshaw [<mailto:mrenshaw@camdencountync.gov>]  
**Sent:** Thursday, November 14, 2013 9:52 AM  
**To:** 'Brian Lannon'  
**Cc:** 'Ashley Honaker'; Clayton Riggs; Gary Meiggs; Mike Mclain; Randy Krainiak; Sandy Duckwall  
**Subject:** FW: Call for Nominations to Coastal Resources Advisory Council

Good Morning Brian-

Please review the attached and let me know today or tomorrow if serving on this CRAC as a Camden County representative would be something you would be interested in. I can't think of another county resident who is more qualified to be involved in this important advisory group. Please note the meeting requirements. If you are interested, I plan to submit your name for nomination by the Board of Commissioners next Monday. Thanks.

Mike

---

**From:** Mike Renshaw [<mailto:mrenshaw@camdencountync.gov>]  
**Sent:** Tuesday, November 12, 2013 4:16 PM  
**To:** 'Ashley Honaker'  
**Subject:** FW: Call for Nominations to Coastal Resources Advisory Council

Ashley, can you please place this on our next agenda for discussion?

---

**From:** Willis, Angela [<mailto:angela.willis@ncdenr.gov>]  
**Sent:** Friday, November 08, 2013 3:27 PM  
**To:** [russello@carteretcountygov.org](mailto:russello@carteretcountygov.org); [ahardy@brunscoco.net](mailto:ahardy@brunscoco.net); [ccoudriet@nhcgov.com](mailto:ccoudriet@nhcgov.com); [gpridgen@pendercountync.gov](mailto:gpridgen@pendercountync.gov); [outten@darenc.com](mailto:outten@darenc.com); [dan.scanlon@currituckcountync.gov](mailto:dan.scanlon@currituckcountync.gov); [mrenshaw@camdencountync.gov](mailto:mrenshaw@camdencountync.gov); [bunchr@co.pasquotank.nc.us](mailto:bunchr@co.pasquotank.nc.us); [frankheath@perquimanscountync.gov](mailto:frankheath@perquimanscountync.gov); Lamb,  
**Cc:** [frankgorhamCRC@gmail.com](mailto:frankgorhamCRC@gmail.com); Davis, Braxton C  
**Subject:** Call for Nominations to Coastal Resources Advisory Council

Please find attached a request for nominations from the Chair of the Coastal Resources Commission for nominations for appointees to the Coastal Resources Advisory Council.

Angela

--

**Angela Willis**

**NC Division of Coastal Management**

NC Department of Environment and Natural Resources  
400 Commerce Avenue  
Morehead City, NC 28557  
Phone: 252.808.2808 ext. 201 Fax 252.247.3330  
Toll Free: 888.912.CAMA  
[Angela.Willis@ncdenr.gov](mailto:Angela.Willis@ncdenr.gov)

**E-mail correspondence to and from this address  
may be subject to the North Carolina Public  
Records Law and may be disclosed to third parties.**



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

**Item Number:** 7.A  
  
**Consent Agenda**  
  
**Meeting Date:** December 2, 2013  
**Attachments:** 1 (6 Pages)  
**Submitted By:** Administration  
  
**ITEM TITLE:** Draft Minutes

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

October 7, 2013 Draft minutes.

**RECOMMENDATION:**

Review & Approve.

**Camden County Board of Commissioners**  
**Regular Meeting**  
**October 7, 2013**  
**7:00 P.M. - Regular Meeting**  
**Historic Courtroom, Courthouse Complex**  
**Camden, North Carolina**

**MINUTES**

The regular meeting of the Camden County Board of Commissioners was held on Monday, October 7, 2013 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

Chairman Garry Meiggs,  
Vice Chairman Michael McLain, and  
Commissioners Randy Krainiak, Clayton Riggs, and Sandra Duckwall.

Also attending were County Manager Mike Renshaw, County Attorney John Morrison, and Clerk to the Board Ashley R. Honaker. Present for purposes of making a presentation(s) or providing supporting information for agenda items were the following persons: Dan Porter- Planning Director, Lisa Anderson- Tax Administrator, Gwen Wescott, Steve Sutton, and Jonathan Gay.

**Regular Session, 7:00 P.M.**

Chairman Garry Meiggs called to order the September 16, 2013 meeting of the Camden County Board of Commissioners at 7:00 PM. Chairman Meiggs acknowledged that Commissioner Riggs was joining the meeting via teleconference.

**Invocation and Pledge of Allegiance**

Commissioner Sandra Duckwall gave the invocation, and led the Pledge of Allegiance.

**Public Comments**

Dan Porter, Planning Director, reported that two and a half weeks ago he attended the awards banquet for the State Planning Association, and Camden County received the Outstanding Planning Award for our newly adopted Comprehensive Plan.

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**Consideration of Agenda**

Commissioner Randy Krainiak made a motion to approve the agenda as presented. At 7:03PM, the motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

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**Presentations**

*Item 3.A- Gwen WWescott- Senior Tarhell Legislation*

Mrs. Wescott came before the Board to provide a brief report on the recent happenings with the State's Senior Tarheel legislation.

*Item 3.B- Steve Sutton- NC Fire Service Annual Report*

Mr. Sutton came before the Board to report the annual report, as well to report that the renovations to the old Shiloh Fire Station have been completed, and thanked the Board and County for their support.

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*Item 3.C- Jonathan Gay- NCACC Youth Summit*

Mr. Gay is a rising sophomore at Camden High School, a member of the Camden County Youth Council, and through 4-H attended the North Carolina Association of County Commissioners Annual Conference for the Youth Summit.

*Item 3.D- NCACC Steering Committee Video*

The NCACC provided the Board and audience with a brief 4 minute video outlining the various committees offered through the NCACC.

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**New Business***Item 4.A- Proposal of Legislative Issues Lobbyist Services*

County Manager Mike Renshaw reported to the Board that he met with the principals of McClees Consulting, Inc. on September 25th for the purpose of hearing a presentation on the State legislative lobbying services which the firm provides. McClees Consulting proposes to track and monitor all State bills that are introduced, the budget process, and any other legislative issues that could have an impact upon Camden County and the region.

McClees maintains a presence in Raleigh when the General Assembly is in session. McClees communicates with its clients via telephone and email while the General Assembly is in session, and includes weekly reports and more frequent communication whenever necessary.

McClees stated that during the recent session, the firm saved Camden County several thousands of dollars by its success in revising a court bill to protect local child support enforcement offices from bearing additional mandated costs (HB 343, Courts/Procedure & Fee Amendments). The firm also represented Beaufort, Hyde, and Pamlico County's in successfully blocking tolls on ferry operations. A list of additional legislative accomplishments is included in this packet for review and consideration.

McClees Consulting, Inc. provides these general lobbying services for an annual contract price. McClees proposes to offer these services to Camden County for the annual cost of \$15,000. This fee includes in-state expenses, however all out-of-state expenses incurred at the direction of the Board of Commissioners would require additional reimbursement by the County.

After some internal discussion, County Manager Renshaw was instructed unanimously to bring the issue back in November.

*Item 4.B- Monthly Tax Report*

Tax Administrator Lisa Anderson came before the Board to report on the August 2013 monthly tax report.

Vice Chairman McLain made a motion to approve the report as presented. At 7:47pm, the motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

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**Board Appointments**

*Item 5.A- EARL Regional Board of Trustees- Appoint Judy Renshaw & Wendy McPherson*

Vice Chairman McLain made a motion to approve the appointments as presented. At 7:49pm, the motion passed 5-0, with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak voting aye; no Commissioners voting no; no Commissioners absent; no Commissioners not voting.

**Consent Agenda**

Commissioner Duckwall made a motion to approve the consent agenda as presented. At 7:49pm the motion passed 5-0, with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak voting aye; no Commissioners voting no; no Commissioners absent; no Commissioners not voting.

A. Draft Minutes- September 3, 2013

B. Budget Amendments

**2013-14-BA010  
 CAMDEN COUNTY BUDGET AMENDMENT**

**BE IT ORDAINED** by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2014.

**Section 1. To amend the Community Park Trust Fund as follows:**

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses:</b>			
656170-574302	Site Development		\$ 1,370.00
<b>Revenues:</b>			
65399613-439900	Fund Balance Appropriated		\$ 1,370.00
65399617-439900	Fund Balance Appropriated		\$251,840.00
65360617-434840	Cama Grant	\$139,671.00	
65330617-439710	County Contribution	\$112,169.00	

**One Mill Project Revenues Recorded.**

**This will result in a decrease of \$0.00 in the Contingency of the General Fund.**

**Balance in Contingency \$63,433.00.**

**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 7<sup>th</sup> day of October, 2013.**

Clerk to Board of Commissioners

Chairman, Board of Commissioners



**2013-14-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, 2014.

**Section 1. To amend the General Fund as follows:**

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses:</b>			
106900-519210	One Mill Project	\$112,169.00	
106600-510000	Training	\$ 2,700.00	
109990-500000	Contingency		\$2,700.00
<b>Performance Management Training</b>			
<b>Revenues:</b>			
10399400-439900	Fund Balance Appropriated	\$112,169.00	

**One Mill Project Contribution Recorded.**

**This will result in a decrease of \$2,700.00 in the Contingency of the General Fund.**

**Balance in Contingency \$60,733.00.**

**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 7<sup>th</sup> day of October, 2013.**

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

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

**2013-14-BA012**  
**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, 2014.

**Section 1. To amend the EDC Project Fund as follows:**

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses:</b>			
554940-574000	Capital Outlay		\$3,000.00
<b>Revenues:</b>			
55399494-439900	Fund Balance Appropriated		\$3,000.00



D. Refunds, Pickups, & Releases

E. Volunteer Forms

F. Set Public Hearing: Ordinance No. 2013-09-01; Proposed Amendments to Chapter 151 (Unified Development Ordinance) to The Camden County Code of Ordinances

G. Set Public Hearing: Special Use Permit (UDO 2013-09-02) from Invenergy for Meteorological Tower over 35 Feet

H. Set Public Meeting: Sketch Plan Green Meadows- 9 Lots Major Subdivision (UDO 2013-08-04)

I. N.C. Department of Cultural Resources Amendments to the Records Retention Schedule for the County Management, Register of Deeds, and Tax Schedules

### **Commissioner's Report**

Vice Chairman McLain stated that:

- Thanked Tim White for Hosting the Cycling Event last weekend
- The South Mills Fire Department has acquired another fire engine that will be sited at the old fire station to help alleviate insurance costs for residents

Commissioner Randy Krainiak stated the following:

- Requested numbers back from the library

### **County Managers Report**

Manager Renshaw stated the following:

- Brief update on the Federal shutdown based on information received from NCACC
  - Impacts to County would be from grant monies reaching about \$35,000
  - DSS would be where the County felt impacts

Any other Questions or comments?

- Chairman Garry Meiggs commented that Camden's Pre-k program opened its doors for operation last Wednesday morning.

### **Meeting Adjourned**

At 8:00pm, Chairman Garry Meiggs asked if there were any other matters to come before the Board of Commissioners, hearing none, she declared the meeting adjourned.

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Chairman Garry Meiggs  
Camden County Board of Commissioners

ATTEST:

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Ashley Honaker  
Clerk to the Board

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

**Item Number:** 7.B  
  
**Consent Agenda**  
  
**Meeting Date:** December 2, 2013  
**Attachments:** 1 (6 Pages)  
**Submitted By:** Sheriff's Department  
  
**ITEM TITLE:** Budget Revision- JCPC

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

The following attachments reflect a budget revision to move monies for future programming.

**RECOMMENDATION:**

Review & Approve.





## North Carolina Department of Public Safety

### JCPC Program Agreement Revision

SECTION I A	SPONSORING AGENCY AND PROGRAM INFORMATION		
<b>FUNDING PERIOD:</b>	FY 13-14	<b>DPS/JCPC FUNDING # (cont only)</b>	715-10708
<b>COUNTY:</b>	Camden	<b>AREA:</b>	Eastern Area
<b>NAME OF PROGRAM:</b>	Camden County Youth Services		
<b>SPONSORING AGENCY:</b>	Camden County		

<b>Name:</b>	Michael Renshaw	<b>Title:</b>	Camden County Manager		
<b>Mailing Address:</b>	330 East Highway 158	<b>City:</b>	Camden	<b>Zip:</b>	27921
	PO Box 190				
<b>Phone:</b>	(252) 338-6363 Ext:102	<b>Fax:</b>	(252) 331-7831	<b>E-mail:</b>	mrenshaw@camdencountync.gov

**Program Manager Name & Address** (same person on signature page)

**THE REASONS FOR THIS BUDGET REVISION ARE AS FOLLOWS:**

- |   |  |
|---|--|
| <input type="checkbox"/> INCREASE IN DPS/JCPC REVENUES                            | <input type="checkbox"/> DECREASE IN DPS/JCPC REVENUES   |
| <input type="checkbox"/> INCREASE IN OTHER REVENUES                               | <input type="checkbox"/> DECREASE IN OTHER REVENUES      |
| <input type="checkbox"/> CAPITAL EXPENDITURE ADJUSTMENT                           | <input type="checkbox"/> CONTRACTED SERVICE ADJUSTMENT   |
| <input checked="" type="checkbox"/> LAPSED SALARY ADJUSTMENT                      | <input checked="" type="checkbox"/> LINE ITEM ADJUSTMENT |
| <input type="checkbox"/> CHANGE IN COMPONENT (attach revised Component Narrative) |  |

**COMMENTS:** Lapse in part-time salary and decrease/increase line items.

**LINE ITEMS IN THE CURRENT DPS/JCPC APPROVED BUDGET ARE BEING ADJUSTED AS FOLLOWS:**

Item #	Increase	Decrease	Explanation
120		\$1,023	Unused Salary
180		\$78	Decrease in funds (part-time)
250	\$500		Increase funds
280		\$60	Decrease in funds
310	\$78		Increase in funds
390		\$251	Decrease in funds for materials
390	\$392		Increase funds for activities
390	\$391		Increase funds for activities
450	\$51		Increase Youth Activity Insurance
<b>Total</b>	<b>\$1,412</b>	<b>\$1,412</b>	<b>Difference \$0</b>

<b>BUDGET NARRATIVE</b>			
<b>Camden County Youth Services</b>		<b>Fiscal Year</b>	<b>FY 13-14</b>
<b>Item #</b>	<b>Justification</b>	<b>Expense</b>	<b>In Kind Expense</b>
120	Salaries - Full Time Program Coordinator	\$28,126	
120	6 Day Camp Counselors (\$8.50/hour - pending experience x 40 hours x 7 weeks)	\$13,257	
180	401(K) - Full Time Program Coordinator	\$1,407	
180	Retirement	\$1,969	
180	Insurance (\$600/month/12 months)	\$7,200	
180	Workmen's Compensation (Full-Time Program Coordinator & Part-Time Camp Staff)	\$1,294	
180	Unemployment Insurance	\$1,045	
180	FICA/Medicare (Full-Time Program Coordinator & Part-Time Camp Staff)	\$3,166	
190	Program Administration - 4-H Extension Agent (10% salary)		\$4,413
190	Program Administration - County Finance Officer (5% salary)		\$3,000
210	Household and Office Space Cleaning @\$30/month		\$360
220	Food - Out of School Activities/Incentive Activities	\$1,000	
230	Educational Materials (Training)	\$200	
250	Vehicle Supplies (Gas and Maintenance)	\$1,051	
280	Utilities and Water	\$0	
310	Travel for Program Staff (\$0.55/mile)	\$1,398	
320	Communications - Phone & Postage	\$540	
370	Advertising in Local Paper	\$100	
390	Audit Expense prorated portion to the program	\$200	
390	Other Services - Community Service	\$100	
390	Other Services - Teen Court	\$200	
390	Other Services - CROWN Kids/BEARS activities \$100/mo x 12 months	\$1,843	
390	Other Services - Treasure Point 4-H Day Camp activities	\$1,830	
410	Office Space (\$10/square foot x 100 square feet)		\$1,000
410	Classroom Space at Camden Middle School (\$10/square foot x 200 square foot)		\$2,000
450	Insurance - Liability, Activity, Vehicle	\$1,151	
<b>TOTAL</b>		<b>\$67,077</b>	<b>\$10,773</b>

<b>Job Title</b>	<b>Annual Expense Wages</b>	<b>Annual In Kind Wages</b>
Program Coordinator	\$28,126	
6 Day Camp Counselors	\$13,257	

TOTAL	\$41,383	
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## Budget Information Page

Program: Camden County Youth Services

Fiscal Year: FY 13-14

Number of Months: 12

	Cash	In Kind	Total
<b>I. Personnel Services</b>	<b>\$57,464</b>	<b>\$7,413</b>	<b>\$64,877</b>
120 Salaries & Wages	\$41,383		\$41,383
180 Fringe Benefits	\$16,081		\$16,081
190 Professional Services*		\$7,413	\$7,413
*Contracts MUST be attached			
<b>II. Supplies &amp; Materials</b>	<b>\$2,251</b>	<b>\$360</b>	<b>\$2,611</b>
210 Household & Cleaning		\$360	\$360
220 Food & Provisions	\$1,000		\$1,000
230 Education & Medical	\$200		\$200
240 Construction & Repair			\$0
250 Vehicle Supplies & Materials	\$1,051		\$1,051
260 Office Supplies and Materials			\$0
280 Heating & Utility Supplies	\$0		\$0
290 Other Supplies and Materials			\$0
<b>III. Current Obligations &amp; Services</b>	<b>\$6,211</b>		<b>\$6,211</b>
310 Travel & Transportation	\$1,398		\$1,398
320 Communications	\$540		\$540
330 Utilities			\$0
340 Printing & Binding			\$0
350 Repairs & Maintenance			\$0
370 Advertising	\$100		\$100
380 Data Processing			\$0
390 Other Services	\$4,173		\$4,173
<b>IV. Fixed Charges &amp; Other Expenses</b>	<b>\$1,151</b>	<b>\$3,000</b>	<b>\$4,151</b>
410 Rental or Real Property		\$3,000	\$3,000
430 Equipment Rental			\$0
440 Service and Maint. Contracts			\$0
450 Insurance & Bonding	\$1,151		\$1,151
490 Other Fixed Charges			\$0
<b>V. Capital Outlay</b>			<b>\$0</b>
<b>[This Section Requires Cash Match]</b>			
510 Office Furniture & Equipment			\$0
530 Educational Equipment			\$0
540 Motor Vehicle			\$0
550 Other Equipment			\$0
580 Buildings, Structure & Improv.			\$0
<b>Total</b>	<b>\$67,077</b>	<b>\$10,773</b>	<b>\$77,850</b>



**SOURCES OF PROGRAM REVENUE (ALL SOURCES)**

CURRENT BUDGET REVENUE			NEW BUDGET REVENUE		
\$51,907			\$51,907		
DPS/JCPC Funds			DPS/JCPC Funds		
\$15,170	Camden County		\$15,170	Camden County	
County Cash	Source of County Cash		County Cash	Source of County Cash	
Local Cash 1	Source of Local Cash 1		Local Cash 1	Source of Local Cash 1	
Local Cash 2	Source of Local Cash 2		Local Cash 2	Source of Local Cash 2	
\$10,773	Camden Co/Coop. Extension		\$10,773	Camden Co/Coop. Extension	
Local In-Kind	Source of Local In-Kind		Local In-Kind	Source of Local In-Kind	
Local In-Kind 1	Source of Local In-Kind 1		Local In-Kind 1	Source of Local In-Kind 1	
Local In-Kind 2	Source of Local In-Kind 2		Local In-Kind 2	Source of Local In-Kind 2	
Local In-Kind 3	Source of Local In-Kind 3		Local In-Kind 3	Source of Local In-Kind 3	
Local In-Kind 4	Source of Local In-Kind 4		Local In-Kind 4	Source of Local In-Kind 4	
Local In-Kind 5	Source of Local In-Kind 5		Local In-Kind 5	Source of Local In-Kind 5	
Other 1	Source of Other 1		Other 1	Source of Other 1	
Other 2	Source of Other 2		Other 2	Source of Other 2	
Other 3	Source of Other 3		Other 3	Source of Other 3	
Other 4	Source of Other 4		Other 4	Source of Other 4	
\$77,850			\$77,850		
<b>TOTAL</b>			<b>TOTAL</b>	<b>DIFFERENCE</b>	<b>\$0</b>
\$10,381	20%	\$25,943	\$10,381	20%	\$25,943
Required Local Match	Local Match Rate	Local Match Provided	Required Local Match	Local Match Rate	Local Match Provided

\_\_\_\_\_  
**Authorizing Official, Department of Public Safety**

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

\_\_\_\_\_  
**Chair, County Board of Commissioners or County Finance Director**

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

\_\_\_\_\_  
**Chair, Juvenile Crime Prevention Council**

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

\_\_\_\_\_  
**Program Manager**

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

Revision Detail		
Utilities	Decreased	\$60
Teen Court	Decreased	\$251
Part-Time Salaries	Decreased	\$1,023
FICA	Decreased	\$78.00
		<b>\$1,412</b>
Insurance (youth)	Increased	\$51
Gas & Oil	Increased	\$500
CROWN	Increased	\$392
TP Camp	Increased	\$391
Travel	Increased	\$78
		<b>\$1,412</b>

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

**Item Number:** 7.C  
  
**Consent Agenda**  
  
**Meeting Date:** December 2, 2013  
**Attachments:** 1 (1 Pages)  
**Submitted By:** Tax Administration  
  
**ITEM TITLE:** Tax Collection report

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**SUMMARY:**

October 2013.

**RECOMMENDATION:**

Review & Approve.



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

**Item Number:** 7.D  
  
**Consent Agenda**  
  
**Meeting Date:** December 2, 2013  
**Attachments:** 1 (2 Pages)  
**Submitted By:** Tax Administration  
  
**ITEM TITLE:** Tax Refunds, Pickups, & Releases

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

November 2013.

**RECOMMENDATION:**

Review & Approve.



<u>Name</u>	<u>Amount</u>	<u>Type.</u>
	<u>Reason</u>	<u>No.</u>
Ellis E. Tamera A. Picheloupe	\$ 300.00 Code Enforcement-grass cutting	Pick-Up/16160 R-70796-13
Thomas Purcell Cannon, Jr.	\$ 215.00 Release to Currituck Cnty.	Pick-Up/16159 R-67213-13
James Duane Dodson	\$ 158.84 Military Exempt	Release/16254 V-70663-13
Melran, LLC	\$5,325.76 Reversed roll back calculation as per Camden Cnty Atty.'s Office	Release/16213 R-70187-13 R-63304-12 R-56497-11 R-49690-10
Clarence S. Driver	\$225.00 Code Enforcement	Pick/Up/16218 R-67829-13
Steven M. Nolff	\$420.00 Code Enforcement	Pick-Up/16217 R-70533-13
Michael W. Burdette	\$300.00 Code Enforcement	Pick-Up/16216 R-67016-13
Jody T. Popp	\$300.00 Code Enforcement	Pick-Up/16215 R-57144-13
Ernest Clifford Orem, Jr.	\$115.26 Military Exempt	Release/16267 V-71215-13
Patsy G. Teer	\$257.21 Discovery	Pick-Up/16271 R-73139-13

Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
1,276.21	GREEN TREE SERVICING, LLC 345 ST.PETER ST.MAIL STOP L800 ST. PAUL MN 55102	2005 R 03-8961-00-69-3519.0000 Attn:Escrow overpayment	20131017 1 204288
103.11	MARKHAM, GLENNA 197 GALLBERRY ROAD SOUTH MILLS NC 27976	2011 R 01-7081-00-52-7312.0000 OVERPAYMENT	20131031 1 205024
397.83	TICEN,RUSSELL W 223 SMITH DR CAMDEN NC 27921	2013 R 01 7988 01 38 0432 0000 overpayment- R-66645-13	20131022 2 204521
439.46	WELLS FARGO REAL ESTATE TAX MAC#X2302-04D 1 HOME CAMPUS DES MOINESS IA 50328	T013 R 01-7988-00-93-6566.0000 attn: Refunds/financial suppor	20131018 1 204350
2,216.61	Total Refunds		

\*\*\*

SUBMITTED BY Lisa S. Anderson DATE 11-13-13  
Lisa S. Anderson, Tax Administrator Camden Co.

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
Garry Meiggs, Chairman Camden Co. Commissioners

<u>Name</u>	<u>Amount</u>	<u>Type.</u>
	<u>Reason</u>	<u>No.</u>
Mark Allen Genes	\$ 100.92 Sent through VTS-DMV system error – double billing	Release/16291 V-71716-13
Jason Albert Barlow	\$ 147.93 Sent through VTS-DMV system error – double billing	Release/16289 V-71633-13
Richard Daniel Roberts	\$ 201.62 Sent through VTS-DMV system error – double billing	Release/16288 V-71883-13
Marshall Richard Owens III	\$117.12 Sent through VTS-DMV system error – double billing	Release/16287 V-71844-13
Earnest McCoy	\$544.59 Reversed foreclosure fees as Camden County attorney	Release/16285 R-42686-09
James Harrison Ferebee	\$256.68 Release to Currituck County	Release/16279 V-72483-13
Joseph Michael Boehm	\$196.68 Release to Currituck County	Release/16277 V-72428-13
Jeremiah James Miller	\$112.86 Military Exempt	Release/16315 V-1005241-13
Travis Neil Coulter	\$310.00 Military Exempt	Release/16317 V-9678830-13
Patrick Wayne Sandridge	\$103.98 Military Exempt	Release/16318 V-9435225-13

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

**Item Number:** 7.E  
  
**Consent Agenda**  
  
**Meeting Date:** December 2, 2013  
**Attachments:** 1 (2 Pages)  
**Submitted By:** Tax Administration  
  
**ITEM TITLE:** Tax Authorization to Collect

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**SUMMARY:**

January 2014

**RECOMMENDATION:**

Review & Approve.

**STATE OF NORTH CAROLINA**

**COUNTY OF CAMDEN**

**TO:** The Tax Administrator of Camden County (Jan. Ren.) Due 02/15/13 **NEW SYSTEM**

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>
<b>15,582.30</b>	<b>14,836.90</b>	<b>7,971.30</b>	<b>38,390.50</b>

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



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

<b>MOTION MADE</b>
<b>BY:</b>
S. Duckwall _____
G. Meiggs _____
M. McLain _____
R. Krainiak _____
C. Riggs _____
<b>NO MOTION</b> _____
<b>VOTE:</b>
S. Duckwall _____
G. Meiggs _____
M. McLain _____
R. Krainiak _____
C. Riggs _____
<b>ABSENT</b> _____
<b>RECUSED</b> _____

**Item Number:** 7.F

**Consent Agenda**

**Meeting Date:** December 2, 2013

**Attachments:** 1 (10 Pages)

**Submitted By:** Administration

**ITEM TITLE:** Article VIII. Holidays and Leaves of Absence

**SUMMARY:**

To change Section 9 Vacation Leave to require 24 hour prior notice for approval.

To change Section 14 Sick Leave Medical Certification to require no later than 30 minutes after beginning of work day and medical doctor's note required with 3 or more days absences.

**RECOMMENDATION:**

Review & Approve.

## **ARTICLE VIII. HOLIDAYS AND LEAVES OF ABSENCE**

### **Section 1. Policy**

The policy of the County is to provide vacation leave, sick leave, and holiday leave to all full-time and part-time employees in a regular position with County.

Leave balances should accrue with each payroll at a pro-rated amount when employees work or are on a paid leave status. Leave balances should be printed on payroll checks or provided to employees with each paycheck, including net accrued sick leave, vacation, holiday leave, and compensatory leave.

### **Section 2. Holidays**

The policy of the County is to follow the holiday schedule as published by the State of North Carolina each year. The schedule for the calendar year will be published by December 1 of the previous calendar year for distribution to County employees.

An employee must work, use vacation, sick or compensatory leave the day before and the day after in order to receive holiday pay with the exception of law enforcement. (Revised February 5, 2007)

The number of holiday hours earned by employees shall be determined in accordance with the formula set forth in Section 15 of this article but not to exceed 8 hours of holiday pay for employees and 8.4 hours for law enforcement officers. (Revised 8/3/09)

Departments which have staff working during holidays may designate which days of the week are to be observed using the actual legal holidays when appropriate.

### **Section 3. Holidays: Effect on Other Types of Leave**

Regular holidays which occur during a vacation, sick or other leave period of any employee shall not be considered as vacation, sick, or other leave.

### **Section 4. Holidays: Compensation When Work is Required**

Essential regular full time public works employees required to perform work on regularly scheduled holidays will be paid eight (8) hours of holiday pay on top of their base pay for hours actually worked on a holiday and essential regular full time law enforcement officers will be paid eight point four (8.4) hours of holiday pay on top of their base pay. (Revised 8/3/09)

### **Section 5. Vacation Leave**

Vacation leave may be used for rest and relaxation, school appointments, medical appointments, and other personal needs. Any compensatory time earned by nonexempt employees must be used prior to using vacation time.

### **Section 6. Vacation Leave: Use by Probationary Employees**

Employees serving a probationary period following initial employment may accumulate vacation leave but shall not be permitted to take vacation leave during the probationary period. Employees shall be allowed to take accumulated vacation leave after six months of service.

## Section 7. Vacation Leave: Accrual Rate

Each full and part-time employee of the County shall earn vacation at the following schedule, prorated by the regular number of hours in the workweek: (Approved 7/1/04)

Years of Service	Hours Granted Each Month	Hours Granted	Days Granted Each Year	Each Year
Less than 2 years	7 hrs. 50 min.	94	11 3/4	
2 but less than 5 years	9 hrs. 10 min.	110	13 3/4	
5 but less than 10 years	11 hrs. 10 min.	134	16 3/4	
10 but less than 15 years	13 hrs. 10 min.	158	19 3/4	
15 but less than 20 years	15 hrs. 10 min.	182	22 3/4	
20 years or more	17 hrs. 10 min.	206	25 3/4	

## Section 8. Vacation Leave: Maximum Accumulation

Vacation leave may be accumulated without any applicable maximum until December 31 of each year. Effective the last payroll in the calendar year, any employee with more than 30 days (240 hours) of accumulated leave shall have the excess accumulation removed so that only 30 days (240 hours) are carried forward to January 1 of the next calendar year. ~~One half of~~ Any excess vacation leave as of December 31 may be transferred to an employee's sick leave account. ~~Employees with ten or more years of service to the County may have the entire excess amount converted to sick leave provided that the employee has taken a minimum of five days 40 hours of vacation during the calendar year.~~ Amended 7/1/04, Revised February 5, 2007

Because the number of hours in employee work weeks vary, the number of hours in 30 days varies. See Section 15 of this Article for formula to calculate the number of hours in 30 days.

Employees are cautioned not to retain excess accumulated vacation leave until late in the year. Because of the necessity to keep all functions in operation, large numbers of employees cannot be granted vacation leave at any one time. If an employee has excess leave accumulation during the latter part of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having vacation leave scheduled or in receiving any exception to the maximum accumulation.

New employees may be credited up to five days of earned vacation leave upon date of hire if the immediate previous employer is a city or county and if the immediate previous employer provides written verification to the county manager that the employee an equal number or more days of vacation leave remaining on the date of termination.

## Section 9. Vacation Leave: Manner of Taking

~~Employees shall be granted the use of earned vacation leave upon request in advance at those times designated by the Department Head which will least obstruct normal operations of the County. Earned vacation leave may be taken when requested 24 hours in advance at those times designated by the Department Head which will least obstruct normal operations of the County. Under Emergency Circumstances a Department Head at his/her discretion may authorize leave requests without 24 hour notice.~~ Department heads are responsible for insuring that approved vacation leave does not hinder the effectiveness of service delivery. Vacation leave will be taken in ~~quarter~~ **quarter** hour units. (Revised 2/5/07, Effective 7/1/07 Revision March 2012)

### **Section 10. Vacation Leave: Payment upon Separation**

An employee who has successfully completed six months of the probationary period will normally be paid for accumulated annual leave upon separation subject to the 30-day maximum, provided notice is given to the supervisor at least two weeks in advance of the effective date of resignation. Any employee failing to give the notice required by this section shall forfeit payment for accumulated leave. The notice requirement may be waived by the County Manager when deemed to be in the best interest of the County.

Employees who are involuntarily separated shall receive payment for accumulated annual leave subject to the 30-day maximum.

### **Section 11. Vacation Leave: Payment upon Death**

The estate of an employee who dies while employed by the County shall be entitled to payment of all the accumulated vacation leave credited to the employee's account not to exceed the maximums established in Section 8 of this Article.

### **Section 12. Sick Leave**

Sick leave with pay is not a right which an employee may demand, but a privilege granted for the benefit of an employee when sick.

Sick leave may be granted to an employee absent from work for any of the following reasons: sickness, bodily injury, required physical or dental examinations or treatment, or exposure to a contagious disease, when continuing work might jeopardize the health of others.

Sick leave may be used when an employee must care for a member of his or her immediate family who is ill, but may not be used to care for healthy children when the regular care giver is sick.

Sick leave may also be used for death in the employee's immediate family, but may not exceed three days for any one occurrence, except by special permission of the Department or County Manager.

Sick leave may also be used to supplement Workers' Compensation Disability Leave ~~both~~ during the waiting period before Workers' Compensation benefits begin, ~~and afterward to supplement the remaining salary, except that employees may not exceed their regular salary amount using this provision.~~ (Revised May 7, 2007)

**"Immediate family"** shall be defined as spouse, parent, guardian, children, sister, brother, grandparents, grandchildren plus the various combinations of half, step, in-law, and adopted relationships that can be derived from those named.

Notification of the desire to take sick leave should be submitted to the employee's supervisor prior to the leave or not later than two hours after the beginning of the scheduled workday. Failure to do so appropriately may result in disciplinary action.

In order to facilitate the recruitment of qualified persons with appropriate public sector experience, the County Manager may authorize the carry-over of all or a portion of the unused sick leave that has been certified as accumulated during employment with a past state or local government employer.

### **Section 13. Sick Leave: Accrual Rate and Accumulation**

Sick leave shall accrue at a rate of one day per month of service or twelve days per year. Sick leave for full-time and part-time employees working other than the basic work schedule shall be prorated as described in this Article. Sick leave will be cumulative for an indefinite period of time and may be converted upon retirement for service credit consistent with the provisions of the North Carolina Local Government Employees' Retirement System.

All sick leave accumulated by an employee shall end and terminate without compensation when the employee resigns or is separated from the County, except as stated for employees retiring or terminated due to reduction in force.

### **Section 14. Sick Leave: Medical Certification**

The employee's supervisor or Department Head may require a physician's certificate stating the nature of the employee or immediate family member's illness and the employee's capacity to resume duties, for each occasion on which an employee uses sick leave or whenever the supervisor observes a "pattern of absenteeism." The employee may be required to submit to such medical examination or inquiry as the Department Head deems desirable. The Department Head shall be responsible for the application of this provision to the end that:

- 1) Employees shall not be on duty when they might endanger their health or the health of other employees; and
- 2) There will be no abuse of leave privileges.

When an employee goes on sick leave he/she must notify his/her Department Head or supervisor immediately. Notification should be within 30 minutes after the beginning of the scheduled work day. Failure to do so may result in denial of such leave pay. The employee should also let the supervisor know when he/she expects to return to work.

An employee who is on sick leave for a period of three days or longer shall be required to provide a note from a medical doctor.

Claiming sick leave under false pretense to obtain a day off with pay shall subject the employee to disciplinary action.

### **Section 15. Leave Pro-Rated**

Holiday, annual, and sick leave earned by full-time and part-time employees with fewer or more hours than the basic work week shall be determined by the following formula:

- 1) The number of hours worked by such employees shall be divided by the number of hours in the basic work week (usually 40 hours).
- 2) The proportion obtained in step 1 shall be multiplied by the number of hours of leave earned annually by employees working the basic work week.
- 3) The number of hours in step 2 divided by 12 shall be the number of hours of leave earned monthly by the employees concerned.



## **Section 16. Leave Without Pay**

A full or part-time employee may be granted a leave of absence without pay for a period of up to six months by the County Manager. The leave shall be used for reasons of personal disability after both sick leave and desired amount of annual leave have been exhausted, sickness or disability of immediate family members, continuation of education, special work that will permit the County to benefit by the experience gained or the work performed, or for other reasons deemed justified by the County Manager.

The employee shall apply in writing to the Department Head for leave. The employee is obligated to return to duty within or at the end of the time determined appropriate by the County Manager. Upon returning to duty after being on leave without pay, the employee shall be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority, and pay. If the employee decides not to return to work, the Department Head shall be notified immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested, shall be considered a resignation.

## **Section 17. Family Medical Leave**

The County will grant up to 12 weeks of family and medical leave during any 12-month period beginning on the date leave is first used to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). Eligible employees must have regular status and must have been employed at least twelve months and worked at least 1,250 hours during the previous twelve months. The leave may be paid (coordinated with the County's Vacation and Sick Leave policies), unpaid, or a combination of paid and unpaid. Additional time away from the job beyond the 12-week period may be approved in accordance with the County's Leave Without Pay policy. Employees may be required to exhaust eligible paid leave before going on a leave without pay status.

FMLA leave may be taken for the following reasons:

- (1) to care for the employee's child after birth or placement for adoption or foster care;
- (2) to care for the employee's spouse, child or parent who has a serious health condition; or
- (3) for a serious health condition that makes the employee unable to perform the employee's job.

A serious health condition is defined as a condition which requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition which requires continuing care by a licensed health care provider. This policy covers illness of a serious and long-term nature resulting in recurring or lengthy absences. Generally, a chronic or long term health condition which results in a period of incapacity for more than three days would be considered a serious health condition.

If a husband and wife both work for the County and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (not parent in-law) with a serious health condition, the husband and wife together may only take a total of 12 weeks leave under FMLA.

An employee taking leave for the birth of a child may use paid sick leave for the period of actual disability, based on medical certification. The employee may then use paid vacation for the remainder of the 12-week period.

The request for the use of leave must be made in writing by the employee and approved by the department head or County Manager. The County may also designate qualified leave as FMLA Leave by notifying the employee of such action.

An employee who takes leave under this policy will return to the same job or a job with equivalent status, pay,

benefits, and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility, and authority.

In order to qualify for leave under this law, the County requires medical certification. This statement from the employee's or the family member's physician should include the date when the condition began, its expected duration, diagnosis, and brief statement of treatment. For the employee's own health condition, it should state that the employee is unable to perform the essential functions of his/her position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and the employee's presence would be beneficial or desirable.

This certification should be furnished at least 30 days prior to the needed leave unless the employee's or family member's condition is a sudden one. The certification should be furnished as soon as possible (no longer than 15 days from the date of the employee's request). The certification and request must be made to the department head and filed with the Human Resources Director.

The employee is expected to return to work at the end of the time frame stated in the medical certification, unless he/she has requested additional time in writing under the County's Leave Without Pay policy

### **Section 18. Family Medical Leave and Leave Without Pay: Retention and Continuation of Benefits**

When an employee is on leave under FMLA, the County will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If an employee chooses not to return to work for reasons other than a continued serious health condition, the County will require the reimbursement of the amount paid for the employee's health insurance premiums during the FMLA leave period.

Other insurance and payroll deductions are the responsibility of the employee and the employee must make those payments for continued coverage of that benefit.

An employee shall retain all unused vacation and sick leave while on Leave Without Pay. An employee ceases to earn leave credits on the date leave without pay begins. The employee may continue to be eligible for benefits under the County's Group insurance plans at his or her own expense, subject to any regulation adopted by the County Commissioners and the regulations of the insurance carrier.

### **Section 19. Workers' Compensation Leave**

An employee absent from duty because of sickness or disability covered by the North Carolina Workers' Compensation Act may elect to use accrued sick leave or vacation during the first waiting period. ~~The employee may also elect to supplement workers' compensation payments after they begin provided that the combination of leave supplement and workers' compensation payments does not exceed normal compensation. An employee on workers' compensation leave may be permitted to continue to be eligible for benefits under the County's group insurance plans.~~ If the injury results in additional time away from work, the employee will be placed on worker's compensation leave and receive the worker's compensation weekly after the required waiting period. The employee may elect to take sick or vacation during the required waiting period, or may elect to go on worker's compensation leave with no pay for the required waiting period. Once an employee begins drawing worker's compensation pay, the employee will not be allowed to receive pay for vacation or sick leave in addition to worker's compensation payments. Life insurance and health benefits already provided by Camden County to an employee will continue to be provided during the period of worker's compensation leave. Upon reinstatement, an employee's salary will be computed on the basis of the last salary earned plus any increment or other salary increase to which the employee would have been entitled during the disability covered by worker's compensation. (Revised February 5, 2007)

## Section 20. Military Leave

Regular employees who are members of an Armed Forces Reserve organization or National Guard shall be granted ten workdays per year for military leave without pay. On rare occasions due to annual training being scheduled on a federal fiscal year basis, an employee may be required to attend two periods of training in one calendar year. For this purpose only, an employee shall be granted an additional ten days of military leave during the same calendar year. If the compensation received while on military leave is less than the salary that would have been earned during this same period as a County employee, the employee shall receive partial compensation equal to the difference in the base salary earned during this same period as a County employee. The effect will be to maintain the employee's salary at the normal level during this period. If such duty is required beyond these ten workdays, the employee shall be eligible to take accumulated vacation leave or be placed in a leave without pay status, and the provisions of that leave shall apply. While taking military leave without pay or with partial pay, the employee's leave credits and other benefits shall continue to accrue as if the employee physically remained with the County during this period. Employees who are eligible for military leave have all job rights specified by the Vietnam Veterans Readjustment Act, including members of the National Guard or a reserve unit. Employees who volunteer for additional duty may use vacation, compensatory time or leave without pay. If there is a compensatory balance, it should be used first for nonexempt employees.

## Section 21. Reinstatement Following Military Service.

An employee called to extended active duty with the United States military forces, who does not volunteer for service beyond the period for which called, shall be reinstated with full benefits provided the employee:

- 1) Applies for reinstatement within ninety days after the release from military service; and
- 2) Is able to perform the duties of the former position or similar position; or
- 3) Is unable to perform the duties of the former position or a similar position due to disability sustained as a result of military service, but is able to perform the duties of another position in the service of the County. In this case the employee shall be employed in such other position as will provide the nearest approximation of the seniority, status, and pay which the employee otherwise would have been provided, if available.

## Section 22. Civil Leave

- (A) A County employee called for jury duty or as a court witness for the federal or state governments, or a subdivision thereof, shall receive leave with pay for such duty during the required absence without charge to accumulated leave. The employee may keep fees and travel allowances received for jury or witness duty in addition to regular compensation; except, that employees must turn over to the County any witness fees awarded by that court for court appearances in connection with official duties. Employees must turn over to the County any travel allowance awarded by that court for court appearances when traveling in a county vehicle or transportation wholly or partially provided at county expense. While on civil leave, benefits and leave shall accrue as though on regular duty.
- (B) With the discretionary approval of their respective Department Head or direct supervisor, volunteers involved in fire or rescue organizations may be allowed to take appropriate time to respond to emergency calls, but shall return to work as quickly as possible. Use of County vehicles is prohibited in responding to such calls unless circumstances surrounding the response would make it reasonable to do so. **All** Volunteer Fire/Rescue Civil Leave responses should be thoroughly documented on a Camden County Civil Leave Form. One copy should be submitted to the individual's Department Head and one copy should be submitted to the Safety Committee within 24 hours of the Civil Leave." *(Effective January 3, 2012)*

- (C) All instances of Civil Leave as defined in Subsections A and B should be accurately annotated as such on individual time sheets. *(Effective January 3, 2012)*

### **Section 23. Parental School Leave**

A County employee who is a parent, guardian, or person standing in loco parentis (in place of the parent) may take up to four hours of unpaid leave annually to involve him or herself in school activities of his or her child(ren). This leave is subject to the three following conditions:

- 1) The leave must be taken at a time mutually agreed upon by the employee and the County;
- 2) The County may require the employee to request the leave in writing at least 48 hours prior to the time of the desired leave; and
- 3) The County may require written verification from the child's school that the employee was involved at the school during the leave time.

Paid leave (vacation time) taken by an employee to attend to school activities of his or her child shall count toward the fulfillment of this provision by the County.

### **Section 24. Adverse Weather Conditions**

County offices and departments shall remain open for the full scheduled work day unless authorization for early closing or other deviation is received from the County Manager or his designate. Employees scheduled to work during an authorized official closing will be given full credit for all their work hours scheduled but missed during the period covered by the authorized official closing or other deviation. Employees who leave work before an official early closing time, as well as those employees who report to work late or who do not report to work at all, will be required to use earned vacation for this unauthorized missed time. Also, any employee who has leave time approved prior to the issuance of an authorized early closing or other deviation will be required to honor the approved leave time.

The County Manager or his designate may authorize the closing or deviation for all or part of the County offices. Any closing or deviation shall be applicable uniformly to all County offices unless otherwise specified in the announcement from the County Manager or his designate. The County Manager or his designate may authorize closings or deviations different for one office or department than for other offices or departments.

### **Section 25 – Shared Leave (Approved 7/1/04)**

#### **Voluntary Shared Leave**

##### **A. PURPOSE**

There are occurrences brought about by serious and prolonged medical conditions that cause employees to exhaust all available leave, and therefore, be placed on leave without pay. Such employees forced to go on leave without pay could be without income during one of the most critical points in their lives. It is recognized that fellow employees may wish to voluntarily donate some of their accumulated vacation leave so as to provide assistance to other Camden County employees. This program intends to provide an opportunity for employees to assist another affected by a medical condition that requires absence from work for a prolonged period of time resulting in possible loss of income due to lack of accumulated leave.

## B. POLICY

In cases of prolonged medical condition, an employee may apply or be nominated to become a recipient of leave transferred from the vacation leave accounts of unrelated employees working for Camden County or from the sick or vacation account of an immediate family member who works for Camden County. For purposes of this program, medical condition means the medical condition of an employee or their spouse, parents, children or other dependents, including step and in-law relationships, that is likely to require an employee's absence from duty for a prolonged period, generally considered to be at least twenty (20) consecutive workdays. If an employee has had previous random absences for the same condition that has caused excessive absences, or if the employee has had a previous, but different, prolonged medical condition within the last twelve months, the County may make an exception to the 20-day period.

## C. GENERAL GUIDELINES

1. Establishment of a leave "bank" for use by unnamed employees is expressly prohibited. Leave must be donated on a one-to-one personal basis.
2. This Policy does not apply to employees on worker's compensation leave.
3. Individual leave records are confidential and only individual employees may reveal their donation or receipt of leave. The employee donating leave must sign a release form and cannot receive remuneration for leave donated. All donations must be done on a voluntary basis. Solicitation on the part of Department Heads or supervisors is prohibited. No employee shall directly or indirectly intimidate, threaten or coerce any other employee for the purpose of interfering with any right an employee may have in donating, receiving or using annual leave under this program. Such action by any employee will result in disciplinary action up to and including dismissal on the basis of personal conduct.
4. The Privacy Act makes medical information confidential; therefore, prior to making the employee's status public for the purpose of receiving shared leave, the employee must sign a release to allow the status to be known.
5. A committee composed of the Personnel Technician, the Department Head of the recipient employee, and one other randomly selected Department Head will make the final decision concerning eligibility to participate in the program. Participation in this program shall be based on the applicant's and donor's past compliance with leave rules.

## D. ELIGIBILITY 7 APPLICATION

1. Applicant must be a regular, full or part-time employee who has completed his/her applicable introductory period.
2. AT the time of the request, applicant must have exhausted all sick, annual and compensatory leave; all leave balances must be zero.
3. Application should include name, social security number, department name, position title and a doctor's statement describing the medical condition and estimated length of time needed to participate in the program.
4. Applicant shall apply to the Department Head who shall forward the application to the Personnel Technician. After randomly selecting a third member for the review committee, the three-member committee will meet to review the merits of the request as well as the employee's past leave history and will make a decision concerning the applicant's eligibility to participate in the program. An employee may not file a grievance nor an employee appeal if his/her request to receive or to donate leave is denied.



#### E. RECIPIENT GUIDELINES

1. Participation in this program is limited to 1,040 hours (prorated if part-time), either continuously or, if for the same condition, on a recurring basis. The County Manager may, however, grant employee continuation in the program, month by month, for a maximum of 2,080 hours if the employee would otherwise have been granted leave without pay.
2. Subject to the maximum of 1,040 hours, the number of hours leave an employee can receive is limited to the projected recovery or treatment period. All donated leave will be credited to the recipient's sick leave account.
3. At the expiration of the medical condition any unused leave in the recipient's donated leave account shall be treated as follows:
  - a. The recipient's sick leave account balance shall be limited to a total of forty (40) hours.
  - b. Any additional unused donated leave will be returned to the donor(s) on a pro rata basis and credited to the leave account from which it was donated.
4. If a recipient separates due to resignation, death or retirement from Camden County, his/her participation in the program will end. Donated leave shall be returned to the donor(s) on a pro rata basis.

#### F. DONOR GUIDELINES

1. A non-family member donor may contribute only vacation leave to another employee.
2. A family member who is a County employee may contribute vacation or sick leave to another immediate family member who is a County employee. Immediate family is defined as spouse, parents, children, brother, sister, grandparents and grandchildren, great grandparents and great grandchildren. Also included are the step, half and in-law relationships.
3. The minimum amount to be donated is four (4) hours.
4. An employee family member donating sick leave to a qualified family under this program may donate up to a maximum of 1,040 hours but may not reduce their own sick leave balance below forty (40) hours.
5. The maximum amount of vacation leave allowed to be donated by one individual can be no more than the amount he/she could earn in one year; however, the amount donated may not reduce the donor's vacation leave balance below one-half of the amount he/she could earn in one year.
6. All donations must be in writing and must be signed by the donating employee. The employee receiving the leave must be named and the amount and type of leave donated must be specified.
7. Once a donation is made it cannot be retracted by the donor.

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

**Item Number:** 7.G

**Consent Agenda**

**Meeting Date:** December 2, 2013

**Attachments:** 1 (1 Pages)

**Submitted By:** Administration

**ITEM TITLE:** Ordinance 2013-12-01; Code of Ordinances Supplement Adoption

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**SUMMARY:**

**Ordinance adopting supplement number 13 to the Camden County Code of Ordinances from American Legal.**

**RECOMMENDATION:**

**Review & Approve.**

**Ordinance 2013-12-01****AN ORDINANCE ENACTING AND ADOPTING A SUPPLEMENT TO THE  
CODE OF ORDINANCES FOR CAMDEN COUNTY,  
AND DECLARING AN EMERGENCY.**

WHEREAS, American Legal Publishing Corporation of Cincinnati, Ohio, has completed the 13<sup>th</sup> supplement to the Code of Ordinances of the Political Subdivision, which supplement contains all ordinances of a general and permanent nature enacted since the prior supplement to the Code of Ordinances of this Political Subdivision; and

WHEREAS, American Legal Publishing Corporation has recommended the revision or addition of certain sections of the Code of Ordinances which are based on or make reference to sections of the NC code; and

WHEREAS, it is the intent of the Legislative Authority to accept these updated sections in accordance with the changes of the law of the State of NC: and

WHEREAS, it is necessary to provide for the usual daily operation of the municipality and for the immediate preservation of the public peace, health, safety and general welfare of the municipality that this ordinance take effect at an early date;

NOW, THEREFORE, BE IT ORDAINED BY THE LEGISLATIVE AUTHORITY OF THE POLITICAL SUBDIVISION OF CAMDEN COUNTY:

- Section 1. That the 13<sup>TH</sup> supplement to the Code of Ordinances of the Political Subdivision as submitted by American Legal Publishing Corporation of Cincinnati, Ohio, and as attached hereto, be and the same is hereby adopted by reference as if set out in its entirety.
- Section 2. Such supplement shall be deemed published as of the day of its adoption and approval by the Legislative Authority and the Clerk of the Political Subdivision is hereby authorized and ordered to insert such supplement into the copy of the Code of Ordinances kept on file in the Office of the Clerk.
- Section 3. This ordinance is declared to be an emergency measure necessary for the immediate preservation of the peace, health, safety and general welfare of the people of this municipality, and shall take effect at the earliest date provided by law.

PASSED AND ADOPTED by the Legislative Authority of the Political Subdivision on this 2<sup>nd</sup> day of December, 2013.

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Garry Meiggs, Chairman

ATTEST:

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Ashley Honaker, Clerk

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

**Item Number:** 9.A-B

**Information & Reports**

**Meeting Date:** December 2, 2013  
**Attachments:** 2 (2 Pages)  
**Submitted By:** Various Departments

**ITEM TITLE:** Information & Reports from Other Agencies

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**SUMMARY:**

- A. Sales Tax Collection Report
- B. Notice of Transfer of Funds

**RECOMMENDATION:**

Review & Approve.

					Finance	14-Nov-13									
<b>SALES TAX COLLECTION REPORT 2013-2014</b>															
	<b>July</b>	<b>August</b>	<b>Septembe</b>	<b>October</b>	<b>Novembe</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Totals</b>	<b>Budgeted</b>	
Art. 39	\$53,092	\$38,025	\$38,971										\$130,088	\$510,000	
Art.40	\$34,973	\$34,445	\$31,096										\$100,514	\$350,000	
Art. 42	\$12,264	\$9,051	\$12,634										\$33,949	\$120,000	
Art. 44	\$3	\$2	\$14										\$19		
<b>Totals</b>	<b>\$100,332</b>	<b>\$81,523</b>	<b>\$82,715</b>										<b>\$264,570</b>		
Total budgeted														\$980,000	
<b>SCHOOL CAPITAL RESERVE FUND 2013-2014</b>															
Art. 40	\$14,989	\$11,353	\$13,678										\$40,020	\$134,000	
Art. 42	\$18,395	\$13,577	\$10,824										\$42,796	\$160,000	
<b>Totals</b>	<b>\$33,384</b>	<b>\$24,930</b>	<b>\$24,502</b>										<b>\$82,816</b>		
Total Budgeted														\$294,000	
<b>Grand to</b>	<b>\$133,716</b>	<b>\$106,453</b>	<b>\$107,217</b>										<b>\$347,386</b>	<b>\$1,274,000</b>	
<b>SALES TAX COLLECTION REPORT 2012-2013</b>															
	<b>July</b>	<b>August</b>	<b>Septembe</b>	<b>October</b>	<b>Novembe</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Totals</b>	<b>Budgeted</b>	
Art. 39	\$50,393	\$36,232	\$42,289	\$37,107	\$39,665	\$42,362	\$54,307	\$39,233	\$57,192	\$55,316	\$44,345	\$42,044	\$540,485	\$510,000	
Art. 40	\$34,902	\$31,520	\$29,859	\$29,419	\$27,959	\$30,688	\$32,281	\$25,765	\$30,646	\$31,879	\$30,462	\$32,404	\$367,784	\$325,000	
Art. 42	\$11,630	\$8,747	\$12,448	\$8,891	\$9,213	\$9,830	\$12,418	\$9,162	\$12,733	\$12,568	\$10,186	\$9,759	\$127,585	\$120,000	
Art. 44	\$32	\$18	-\$1	-\$17	\$24	\$23	\$5	-\$9	\$359	\$5	-\$5	\$2	\$436		
<b>Total</b>	<b>\$96,958</b>	<b>\$76,518</b>	<b>\$84,596</b>	<b>\$75,400</b>	<b>\$76,861</b>	<b>\$82,903</b>	<b>\$99,011</b>	<b>\$74,151</b>	<b>\$100,571</b>	<b>\$99,768</b>	<b>\$84,988</b>	<b>\$84,209</b>	<b>\$1,035,934</b>		
Total Budgeted														\$955,000	
<b>SCHOOL CAPITAL RESERVE FUND 2012-2013</b>															
	<b>July</b>	<b>August</b>	<b>Septembe</b>	<b>October</b>	<b>Novembe</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Totals</b>	<b>Budgeted</b>	
Art. 40	\$14,958	\$13,509	\$13,625	\$11,462	\$11,483	\$13,152	\$13,835	\$11,547	\$13,134	\$13,662	\$13,055	\$13,887	\$157,309	\$125,000	
Art. 42	\$17,445	\$13,120	\$12,027	\$13,336	\$13,820	\$14,744	\$18,627	\$13,744	\$19,100	\$18,853	\$15,279	\$14,638	\$184,733	\$175,000	
<b>Totals</b>	<b>\$32,403</b>	<b>\$26,629</b>	<b>\$25,652</b>	<b>\$24,798</b>	<b>\$25,303</b>	<b>\$27,896</b>	<b>\$32,462</b>	<b>\$25,291</b>	<b>\$32,234</b>	<b>\$32,515</b>	<b>\$28,334</b>	<b>\$28,525</b>	<b>\$342,042</b>		
Total Budgeted														\$300,000	
<b>Grand Total</b>	<b>\$129,360</b>	<b>\$103,147</b>	<b>\$110,248</b>	<b>\$100,199</b>	<b>\$102,164</b>	<b>\$110,799</b>	<b>\$131,473</b>	<b>\$99,442</b>	<b>\$133,165</b>	<b>\$132,284</b>	<b>\$113,322</b>	<b>\$112,734</b>	<b>\$1,378,337</b>	<b>\$1,255,000</b>	



## BOARD OF COMMISSIONERS

GARRY W. MEIGGS  
Chairman

P. MICHAEL McLAIN  
Vice Chairman

SANDRA J. DUCKWALL  
CLAYTON D. RIGGS  
RANDY KRAINIAK



**CAMDENCOUNTY**  
new energy. new vision.

MICHAEL RENSHAW  
County Manager

ASHLEY HONAKER  
Clerk to the Board

JOHN S. MORRISON  
County Attorney

**OFFICIAL REPORT**

**DATE:** November 22, 2013

**TO:** Board of Commissioners

**From:** Michael Renshaw, Budget Officer

A handwritten signature in blue ink, appearing to read 'MR', is placed to the right of the 'From:' line.

**\*Transfer of Funds**

**\*Pursuant to Budget Ordinance for FY 12-13, Article XXVI, Section 1(b), Budget Officer may transfer amounts up to \$5,000 between departments of the same fund with an official report on such transfers at the next regular meeting of the Board of Commissioners.**

**Such transfers are attached.**

11/25/2013 08:08  
cmansfield

Camden County, NC LIVE  
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

PG 1  
bgamdent

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
-----										
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND			
2014	05	66	11/22/2013	TRANSF	BUA TRANSFER	1	1			
1	104410	504100		PERSONNEL DEPARTMENT	ATTORNEY FEES		500.00	1,000.00	1,500.00	
	0010.4410.0000.00.504100						11/22/2013			
2	104700	504100		LEGALS	ATTORNEY FEES		60,000.00	-1,500.00	58,500.00	
	0010.4700.0000.00.504100						11/22/2013			
3	105450	504100		PUBLIC WORKS ADMINISTRATION	ATTORNEY FEES		100.00	500.00	600.00	
	0010.5450.0000.00.504100						11/22/2013			
								** JOURNAL TOTAL	0.00	

11/25/2013 08:08  
cmansfield

Camden County, NC LIVE  
BUDGET AMENDMENT JOURNAL ENTRY PROOF

PG 2  
bgament

CLERK: cmansfield

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT	
2014	5	66										
BUA	104410-504100		11/22/2013	TRANSFER	TRANSF			ATTORNEY FEES	5	1,000.00		
BUA	104700-504100		11/22/2013	TRANSFER	TRANSF			ATTORNEY FEES	5		1,500.00	
BUA	105450-504100		11/22/2013	TRANSFER	TRANSF			ATTORNEY FEES	5	500.00		
										-----	-----	
JOURNAL 2014/05/66									TOTAL		.00	.00

11/25/2013 08:08  
cmansfield

Camden County, NC LIVE  
BUDGET AMENDMENT JOURNAL ENTRY PROOF

PG 3  
bgamdent

FUND	YEAR	PER	JNL	EFF	DATE		DEBIT	CREDIT
ACCOUNT					ACCOUNT DESCRIPTION			
						FUND TOTAL	.00	.00

\*\* END OF REPORT - Generated by Clarann Mansfield \*\*