



**REGULAR SESSION OF THE PAMLICO COUNTY
BOARD OF COMMISSIONERS
MONDAY, JUNE 5, 2023**

<u>P.M.</u>	<u>NAME</u>	<u>SUBJECT</u>
7:00	Chairman Riggs	Call Meeting to Order Invocation Pledge of Allegiance Approval of the May 15, 2023 Regular Session minutes
	<u>PUBLIC HEARING</u>	<u>2022 CDBG-NR Program</u> [1. 22-23-244]
	<u>PUBLIC HEARING</u>	<u>Changes to the Subdivision Ordinance</u> [2. 22-23-245]
	County Manager - Tim Buck	Presentation - Fiscal Year 2023-2024 Budget [3. 22-23-246]

Public Comment Period:

Each speaker is asked to limit comments to three (3) minutes. Direct your comments to the full board, not to an individual Board member or staff member. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. The Public Comment period shall not exceed a total of fifteen minutes, unless the Board entertains a successful majority vote to extend this period.

Additions and/or deletions to the Agenda

CONSENT AGENDA

4. 22-23-247 Request for approval of Budget Amendments
5. 22-23-248 Request for approval of Board Releases
6. 22-23-249 Request to approve Budget Officer to make transfers or fund balance appropriations necessary to close out FY 22-23
7. 22-23-250 Request to approve the Assistance and Procurement & Reimbursement Policies related to the 2023 ESFRLP Program
8. 22-23-251 Request to approve a Present Use Value Application

CORRESPONDENCE AGENDA

9. 22-23-252 **Discussion Request: Application from Ms. Crystal Cary for appointment to the Pamlico County Public Library Board of Trustees**
10. 22-23-253 **Discussion Request: Reappoint Mr. Brandon Pipkin to the Pamlico County College Board of Trustees**
11. 22-23-254 **Discussion Request: Health Director request to increase Provider hours by 8 hours per week**

County Commissioner, County Attorney, County Manager and Finance Officer time and closed session if applicable.



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, MAY 15, 2023**

The Pamlico County Board of Commissioners met in regular session on Monday, May 15, 2023 at 7:00pm in the Patsy H. Sadler room to the Courtroom of the Pamlico County Courthouse. Commissioners Missy Baskervill, Kari Forrest, Candy Bohmert, Ed Riggs, Doug Brinson, and Pat Prescott were present. Also present were County Attorney Dave Baxter, County Manager Tim Buck, Finance Officer Bill Fentress, Assistant County Manager Justin Oakes, and Clerk to the Board Chantelle Allison. Commissioner Carl Ollison was not in attendance.

Chairman Riggs called the meeting to order and led the assemblage in the Pledge of Allegiance.

Mr. Mike Barnett, CDBG representative for the Public Hearing, was delayed due to traffic/commute, therefore the Board continued with the meeting. The Public Hearing was held after Mr. Barnett arrived and was available to answer any questions the public might have.

Chairman Riggs asked if there were any corrections, additions, and/or deletions to the May 1, 2023 Special Called meeting and Regular Session minutes, and the May 4, 2023 Budget meeting and Closed Session minutes. There were no changes, then on a motion made by Commissioner Bohmert and seconded by Commissioner Baskervill, the following resolution was unanimously approved.

BE IT RESOLVED, the May 1, 2023 Special Called meeting and Regular Session minutes, and the May 4, 2023 Budget meeting and Closed Session minutes are hereby approved, and the Chairman's signature is authorized thereon.

Commissioner Baskervill made a motion, seconded by Commissioner Bohmert and unanimously approved, to add two retirement resolutions to the agenda.

On a motion made by Commissioner Bohmert and seconded by Commissioner Brinson, the following resolution for Employee Recognition was unanimously approved.

**RESOLUTION OF THE PAMLICO COUNTY BOARD OF COMMISSIONERS
HONORING THE SERVICE OF
MAPPING ASSISTANT ANNE T. SMITHWICK**

WHEREAS, on June 4, 2007, Anne T. Smithwick began employment with Pamlico County as Administration Technician for Emergency Management; and On September 10, 2007, transferred to Mapping Assistant for the Tax Office; and

WHEREAS, Ms. Smithwick is a certified Property Mapper for the State of North Carolina; and

WHEREAS, in February of 2023, Ms. Smithwick announced that she will be retiring in June after 16 years of employment to enjoy quality time in her garden, with her friends and her beloved pup, Daisy; and

WHEREAS, during her tenure with Pamlico County, Ms. Smithwick has done exemplary work within the Tax Office; by helping new residents explore the county using our resources, by helping current residents find historic landmarks just with a description, by her almost perfect attendance and for going above and beyond during storm/hurricane season; and

WHEREAS, throughout her employment within the Tax Office, the residents and other employees of Pamlico County have grown to truly love and appreciate Ms. Smithwick for the outstanding person and employee she truly is; and

NOW, THEREFORE, BE IT RESOLVED that the Pamlico County Board of Commissioners hereby recognizes Anne Smithwick's 16 years of exemplary service to the Tax Office and Pamlico County.

BE IT FURTHER RESOLVED, that the Pamlico County Commissioners extends best wishes to Ms. Smithwick upon her retirement in June, 2023.

ADOPTED the 15th day of May, 2023, by the Pamlico County Board of Commissioners.

On a motion made by Commissioner Bohmert and seconded by Commissioner Baskervill, the following resolution for Employee Recognition was unanimously approved.

**RESOLUTION OF THE PAMLICO COUNTY BOARD OF COMMISSIONERS
HONORING THE SERVICE OF
AGING SERVICES COORDINATOR ANN HUGHES THOMAS**

WHEREAS, after retiring from one successful career and completing a previous part-time tenure with Pamlico County Senior Services (Senior Services), Ms. Ann Hughes Thomas returned to work at Senior Services on a part time basis as an Aging Services Coordinator; and

WHEREAS, while Ms. Hughes Thomas served seniors in many capacities, one of her primary duties was to assist seniors in navigating the sometimes complicated and challenging task of signing up for Medicare Part D; and

WHEREAS, in addition to her work with Medicare Part D, Ms. Hughes Thomas helped seniors with other questions related to Medicare and Social Security and referred clients to resources that could assist them with their benefits; and

WHEREAS, Ms. Hughes Thomas provided vital help to Seniors that needed handicap accommodations to access their home and found resources to construct handicap ramps at no cost to clients; and

WHEREAS, throughout her employment within Senior Services, Ms. Hughes Thomas accepted her role as a public servant and worked diligently to improve the lives of seniors and to assist them in any way needed.

NOW, THEREFORE, BE IT RESOLVED that the Pamlico County Board of Commissioners hereby recognizes Ann Hughes Thomas' many years of exemplary service to Pamlico County Senior Services and to Pamlico County and to its citizens.

BE IT FURTHER RESOLVED, that the Pamlico County Board of Commissioners extends best wishes to Ms. Hughes Thomas upon her retirement in June, 2023.

ADOPTED the 15th day of May, 2023, by the Pamlico County Board of Commissioners.

Chairman Riggs invited Ms. Lisa Jackson and Mr. Steve Curtis from the Pamlico County School District to present their FY 23-24 budget requests to the Board. The Board inquired about a few items and amounts listed in the Schools' budget, and requested information regarding their full budget – including details on State allocations [22-23-224].

PUBLIC HEARING: Chairman Riggs opened the Public Hearing and invited Mr. Mike Barnett to respond to any questions or comments from the public regarding the 2022 CDBG-NR Program. There were no comments or questions, therefore Chairman Riggs closed the hearing [22-23-223].

Chairman Riggs invited Health Department Director Melanie Campen to introduce their recent Duke School of Nursing intern, Ms. Nancie Deckard. Ms. Deckard presented details of her experience working with the County, it’s strengths and weaknesses, and her suggestions for improvement opportunities [22-23-225].

Chairman Riggs asked if there were any other additions and/or deletions to the agenda; Commissioner Baskervill made a motion, seconded by Commissioner Riggs to move two consent items to the correspondence agenda.

On a motion made by Commissioner Baskervill and seconded by Commissioner Bohmert, the following resolutions were unanimously approved.

BE IT RESOLVED, the following Budget Amendment(s) are hereby approved [22-23-226].

<i>Department:</i> Water Department			#23-143
FISCAL YEAR 2022-2023			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307140-533000MIL	Electrical		\$ 1,600.00
307140-532000	Telephone	\$ 1,600.00	
<i>Reason for Budget Revision:</i> To cover possible shortfalls.			

<i>Department:</i> Sheriff Department (Jail)			#23-144
FISCAL YEAR 2022-2023			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104320-529000MAJ	Departmental Supplies	\$ 1,000.00	
104320-521200	Uniforms		\$ 1,000.00
<i>Reason for Budget Revision:</i> To cover the cost of paint that is needed prior to jail locks being installed.			

Department: Water Department

#23-145

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307140-555000	Capital Outlays		\$ 8,000.00
307140-529001KER	Dept Supplies & Chemicals	\$ 8,000.00	
307140-555000	Capital Outlays		\$ 4,000.00
307140-529001GRT	Dept Supplies & Chemicals	\$ 4,000.00	
307140-535900	M&R Systems		\$ 200.00
307140-535000	M&R Plant	\$ 200.00	
307140-535000VAN	M&R Plant-Van		\$ 1,600.00
307140-535000	M&R Plant	\$ 1,600.00	
307140-555000	Capital Outlays		\$ 4,000.00
307140-533000	Electrical	\$ 4,000.00	
307140-512600	Salaries & Wages P/T		\$ 10,000.00
307140-512100	Salaries & Wages	\$ 10,000.00	

Reason for Budget Revision: To cover possible shortfalls.

Department: Tax Department

#23-146

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104140-519200	Professional Services		\$ 500.00
104140-531000	Travel	\$ 500.00	

Reason for Budget Revision: To cover a class that is offered in June and required for the new hire. The additional funds will allow the new hire to take a required class this fiscal year.

Department: Animal Control

#23-147

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100600-400000	Miscellaneous Revenues	\$ 250.00	
104380-529000	Departmental Supplies	\$ 250.00	

Reason for Budget Revision: To recognize revenue received from Microchip Clinic and increase Animal Control Departmental Supplies line.

Department: Emergency Management

#23-148

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104330-512200	Overtime		\$ 950.00
104330-512600	Salaries & Wages P/T	\$ 950.00	

Reason for Budget Revision: To cover the current deficit and allow for me to carry the Asst. Fire Marshall duties to the new upcoming budget year.

Department: Bufflehead Point LLC

#23-149

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104110-519002	Professional Svc Legal	\$ 69,000.00	
100000-439900	Fund Balance App	\$ 69,000.00	

Reason for Budget Revision: To provide payment for settlement of Bufflehead Point LLC legal action.

Department: Sheriff Department

#23-150

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104320-529000	Departmental Supplies	\$ 1,000.00	
104320-521200	Uniforms		\$ 1,000.00

Reason for Budget Revision: To cover continued supply and other needs in the jail.

Department: Governing Body

#23-151

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104110-555001ARPA	Special Board Projects-ARPA	\$ 1,971,876.00	
104110-555001	Special Board Projects		\$ 1,971,876.00

Reason for Budget Revision: To move ARPA funds for special board projects to designated account.

Department: Various

#23-152

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104320-512100	Jail Salaries & Wages		\$ 85,000.00
104320-512200	Overtime	\$ 85,000.00	
104320-518300	Group Insurance		\$ 68,000.00
104310-512100	Sheriff Salaries & Wages	\$ 15,000.00	
104310-518100	FICA Expense	\$ 4,000.00	
104310-512200	Overtime	\$ 16,000.00	
104310-518210	401K Employer Contribution	\$ 8,000.00	
104321-518300	Dispatch Group Insurance		\$ 15,000.00
104321-512200	Overtime	\$ 40,000.00	

Reason for Budget Revision: To align budgets with the projected 2023 expenses.

Department: ESFRLP20 Grant Program

#23-153

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
160217-449375	ESFRLP20 Revenue	\$ 190,000.00	
164972-557201	Soft Costs	\$ 50,000.00	
164972-558205	Hard Costs	\$ 140,000.00	

Reason for Budget Revision: To set up budget for ESFRLP20 Grant Program.

Department: Emergency Management

#23-154

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance App	\$ 59,336.00	
104330-555000	Capital Outlays	\$ 70,000.00	
104330-512101	Nonexempt Salaries		\$ 6,000.00
104330-526000	Office Supplies		\$ 13.00
104330-529000	Departmental Supplies		\$ 383.00
104330-531000	Travel		\$ 1,253.00
104330-532001	Postage		\$ 100.00
104330-535200	Maint & Repair-Equipment		\$ 27.00
104330-541080	Port Grant Equipment		\$ 475.00
104330-541083	Equipment-EMS Boat Trailer		\$ 50.00
104330-549100	Dues and Subscriptions		\$ 200.00
104330-555000	Capital Outlays		\$ 2,163.00

Reason for Budget Revision: To increase funds to purchase a new EM/FM vehicle out of this year's budget.

Department: Senior Services

#23-155

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100214-434955	ECC Electrical Upgrade Grant	\$ 24,050.00	
104930-555000	Capital Outlays	\$ 24,050.00	

Reason for Budget Revision: To set up budget for electrical upgrades for Senior Center.

Department: Senior Services

#23-156

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance App	\$ 11,107.00	
104930-555000	Capital Outlays	\$ 11,107.00	

Reason for Budget Revision: To set up budget for replacements – Senior Center Multipurpose Room.

BE IT RESOLVED, the request for approval of the Tax Office Board Releases is hereby approved, and the Chairman's signature is authorized thereon [22-23-227].

BE IT RESOLVED, the request to approve a revised ARPA Grant Project Ordinance, is hereby approved [22-23-229].

PAMLICO COUNTY

**GRANT PROJECT ORDINANCE FOR THE AMERICAN RESCUE PLAN ACT OF 2021:
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS**

BE IT ORDAINED by the Board of Commissioners of the Pamlico County, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: The purpose of this Ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF). Pamlico County (hereinafter the “County”) has received the first tranche in the amount of \$1,235,938.00 of CSLFRF funds. The total allocation is \$2,471,876.00, with the remainder to be distributed to the County within 12 months. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Section 2: The County has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its ARP/CSLFRF funds for the provision of government services.

Section 3: The following amounts are appropriate for the project and authorized for expenditure:

Internal Project Code	Project Description	Expenditure Category (EC)	Cost Object	Appropriation of ARP/CSLFRF Funds
001	Law Enforcement Salaries, Overtime and Benefits, including Sheriff Dept., Dispatch and Jail for period of March 5, 2021 through April 3, 2023.	6.1	Salaries/Benefits	\$2,118,020.00
002	General administration services including County Manager and Finance and Human Resources for	6.1	Salaries/Benefits	\$353,856.00

	period of March 5, 2021 through April 3, 2023			
		TOTAL		\$2,471,876

Section 4: The following revenues are anticipated to be available to complete the project:

ARP/CSLFRF Funds: \$2,471,876.00

General Fund Transfer: \$0

Total: \$2,471,876.00

Section 5: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the County's Uniform Guidance Allowable Costs and Cost Principles Policy.

Section 6: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section 7: Copies of this grant project ordinance shall be furnished to the Finance Officer, the Budget Officer, and to the Clerk to the County Board of Commissioners.

Section 8: This grant project ordinance is effective March 3, 2021, and expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the County, whichever occurs sooner.

BE IT RESOLVED, the request to approve a Budget Amendment to recognize \$24,050 in grant funds received for electrical infrastructure upgrades in the Senior Center building, is hereby approved [22-23-231].

BE IT RESOLVED, the request for approval to replace the flooring in the Senior Center Multipurpose Room at an estimated cost of \$11,200 is hereby approved [22-23-232].

BE IT RESOLVED, the request to approve the EMS Vehicle purchase expense from this year's budget (FY 22-23) instead of FY 23-24, is hereby approved [22-23-233].

BE IT RESOLVED, the request for approval to hire a Senior Maintenance Tech with a starting salary of \$42,000 is hereby approved [22-23-234].

BE IT RESOLVED, the request to approve several position reclassifications/adjustments related to promotion, additional duties or obtaining required certifications, is hereby approved as follows [22-23-235]: Chantelle Allison, Clerk to the Board, 4% increase to \$46,301 for obtaining required certification; Fenisha Davis, promote to Customer Serv. Rep. III, 6.1% increase to \$34,000 for additional training/duties; Cody Van Hook, promote to Field Tech II, 6% increase to \$37,416.

The Board then turned their attention to the Correspondence Agenda.

On a motion made by Commissioner Baskervill and seconded by Commissioner Riggs, the following resolution was unanimously approved.

BE IT RESOLVED, the request from the Tax Administrator to advertise the outstanding taxes is hereby approved [22-23-228].

On a motion made by Commissioner Baskervill and seconded by Commissioner Riggs, the following resolution was unanimously approved.

BE IT RESOLVED, the request to approve a Resolution for Approving Water Shortage Response Plan, including plan revisions regarding removing all fines and notification that the plan, in lieu of public hearings, will be available for public review either online or in printed format, is hereby approved [22-23-230].

**PAMLICO COUNTY
RESOLUTION FOR APPROVING
WATER SHORTAGE RESPONSE PLAN**

WHEREAS, North Carolina General Statute 143-355 (1) requires that each unit of local government that provides public water service and each large community water system shall develop and implement water conservation measures to respond to drought or other water shortage conditions as set out in a Water Shortage Response Plan and submitted to the Department for review and approval; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Water Shortage Response Plan for the Pamlico County Water Department, has been developed and submitted to the Pamlico County Board of Commissioners for approval; and

WHEREAS, the Pamlico County Board of Commissioners finds that the Water Shortage Response Plan is in accordance with the provisions of North Carolina General Statute 143-355 (1) and that it will provide appropriate guidance for the future management of water supplies for the Pamlico County Water Department, as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Pamlico County Board of Commissioners, governing body of the Pamlico County Water Department, that the Water Shortage Response Plan entitled, Pamlico County Water Department Water Shortage Response Plan, dated March 15, 2023 is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

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

On a motion made by Commissioner Prescott and seconded by Commissioner Bohmert, the following resolution was unanimously approved.

BE IT RESOLVED, the request to reappoint Ed Riggs Jr. and Reginald Hawkins to the Bay River Metropolitan Sewer District (BRMSD) is hereby approved [22-23-236].

On a motion made by Commissioner Baskervill and seconded by Commissioner Bohmert, the following resolution was unanimously approved.

BE IT RESOLVED, the request to appoint Mark Lee to the Planning Board, effective July 1, 2023 is hereby approved [22-23-237].

Commissioner Baskervill was recused from the discussion & vote regarding the appeal of a tax valuation by a motion from Commissioner Bohmert and seconded by Commissioner Forrest. On a motion made by Commissioner Bohmert and seconded by Commissioner Prescott, the following resolution was unanimously approved (Recused: Commissioner Baskervill).

BE IT RESOLVED, the request from Ms. Beatrice Woodard for release of liability of the discovery bill for 3 years of discovered tax principal plus penalties, totaling \$1,526.73 is hereby approved [22-23-238].

The Board discussed the idea of implementing an Ordinance regulating Vape Shops and requested the County Attorney draft an Ordinance for further discussion [22-23-239].

The Board Discussed the Subdivision Ordinance changes and advised the County Attorney of suggested revisions. There will be a Public Hearing for public comment regarding the changes on June 5, 2023 at the beginning of the regular scheduled meeting [22-23-240].

On a motion made by Commissioner Bohmert and seconded by Commissioner Baskervill, the following resolution was unanimously approved.

BE IT RESOLVED, the request to: (a.) contract with Oakley Collier Architects to conduct a Planning, Space, and Feasibility Study of several County buildings; (b.) costs for the study totaling \$48,950 will come from the Local Assistance and Tribal Consistency Funds received in December 2022; (c.) approve a resolution exempting the project from the Mini-Brooks requirements; and (d.) authorize the Finance Officer and County Manager to make the budget amendments as necessary for the project, is hereby approved [22-23-241].

**PAMLICO COUNTY
RESOLUTION PURSUANT TO
N.C.Gen.Stat. §143-64.32**

WHEREAS, N.C.Gen.Stat. §143-64.31 requires the selection of firms to perform architectural, engineering, and surveying services by a County to be without regard to fee, after public announcement of such services; and,

WHEREAS, Pamlico County ("County") proposes to enter into an engineering service contract for conducting a Space Planning & Feasibility Study for the existing Courthouse, Health Department, and Senior Center; and,

WHEREAS, the amount of professional fees under the proposed Service Contract is estimated to be less than Fifty Thousand and No/100 Dollars (\$50,000.00); and,

WHEREAS, N.C.Gen.Stat. §143-64.32 allows a County to exempt itself from the requirements of N.C.Gen.Stat. §143-64.31, when the amount of professional fees is estimated to be less than Fifty Thousand and No/100 Dollars (\$50,000.00); and,

WHEREAS, the County finds that it is in its best interest to exempt the proposed Service Contract from the provisions of G.S. §143-64.31.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF PAMLICO COUNTY RESOLVES:

Section 1. The above-described Service Contract is hereby made exempt from the provisions of G.S. §143-64.31 for the reasons stated in this resolution.

Section 2. This resolution shall be effective upon adoption.

There being no further business, on a motion made by Commissioner Bohmert and seconded by Commissioner Baskervill, the Board recessed until the Budget Meeting on Monday, May 22, 2023 at 5:00pm. The next regular meeting will be on Monday, June 5, 2023 at 7:00pm. Time Recorded: 9:10pm.

Chairman

Clerk to the Board

BOARD OF COMMISSIONERS

CHAIRMAN

EDWARD RIGGS JR. - TOWNSHIP #3

VICE-CHAIRMAN

CANDY BOHMERT - TOWNSHIP #2

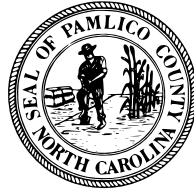
DOUG BRINSON - AT LARGE

KARI FORREST - AT LARGE

PAT PRESCOTT - TOWNSHIP #1

CARL OLLISON - TOWNSHIP #4

MISSY BASKERVILL - TOWNSHIP #5



COUNTY OF PAMLICO

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COUNTY MANAGER
TIMOTHY A. BUCK

ASST. COUNTY MANAGER
JUSTIN OAKES

CLERK TO THE BOARD
CHANTELLE M. ALLISON

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

June 1, 2023

TO: Chairman Riggs and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Public Hearing Number 2 Regarding 2022 CDBG-NR Grant

A public hearing is scheduled on the agenda to hear public comments regarding the 2022 CDBG-NR Grant. See attached advertisement of the hearing.

Tab 1

Pamlico County
2022 CDBG-NR Program
Public Hearing
Board Notes: May 15, 2023

Mike Barnette

Purpose

The purpose of this public hearing is to fulfill requirements of citizen participation for the 2022 CDBG-NR program. Application Round 2 for CDBG-NR in 2022 was announced 10/10/22 and applications were due in Raleigh 11/1/22. The short turn-around did not allow for the traditional two public hearing process. *Therefore, Program Guidelines directed Grantees conduct the hearings post award.* The May 15, 2023, hearing will be the initial public hearing and the second public hearing will be held on June 5, 2023.

Discussion

The May 15, 2023, public hearing will solicit input from the public on Community Development Block Grant CDBG needs in the County. All CDBG needs must meet one of the two national objectives, low-moderate income and/or elimination of slums and blight. The public hearing will solicit comments concerning housing, community needs and economic development needs. All housing requests will be contacted by an intake specialist.

Requested Action

1. Receive public comment



PAMLICO COUNTY EMERGENCY SERVICES

DATE: January 17, 2023
TO: Tim Buck, County Manager
FROM: Autumn Hardison, EM Planner
SUBJECT: 2022 Community Development Block Grant – Neighborhood Revitalization

This is with grateful appreciation for County Administration and the Board's willingness to meet and approve application submission for the 2022 CDBG-NR program at the special called meeting on 10/28/2022.

Pamlico County was awarded this project in its entirety on 12/19/22.
This office believes the program will greatly benefit the homeowners in this area and appreciates your continued support.

Board actions requested:

- Accept funding agreement for \$2,280,400.00
- Budget funds (no match required)
- Authorize the County Manager to select consultant after proper procurement standards have been achieved
- Authorize Autumn Hardison as 'designated Point of Contact' for this project (Tim Buck remains primary signatory)



Request for Proposals (RFP)

Administration and Grant Program Management Services

Pamlico County 2022 CDBG-NR Program

Pamlico County has received a Community Development Block Grant- Neighborhood Revitalization (CDBG-NR) award in the amount of \$2,280,400 from the North Carolina Department of Commerce Rural Economic Development Division (REDD) for housing improvements. The County is soliciting proposals for Grant Program Management Services to assist the County in the management and execution of this project in compliance with all applicable requirements under the North Carolina CDBG-NR Program.

Scope of Services:

Grant Program Management services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the following CDBG compliance areas:

1. Environment Review Compliance and Release of Funds and other Funding Conditions
2. Citizen Participation Compliance
3. Fair Housing Compliance
4. Equal Employment and Procurement Compliance
5. Section 3 Compliance
6. Section 504 Compliance
7. Completion of Language Access Plan
8. Completion of Anti-Displacement and Relocation Assistance Plan
9. Complaints and Grievance Procedures for Compliance Plans
10. Completion of all required reports and documentation
11. Assistance with Financial Reimbursements Forms
12. Setting up and managing official records
13. All aspects of Service Delivery and Program Management for all housing activities
14. Coordination and management of legal services

The services will not include the disbursement or account of funds distributed by the County's financial officer, legal advice, fiscal audits, or assistance with activities not related to the CDBG-NR project.

Proposal Submission:

Submissions provided to the County shall include at a minimum:

1. Individual or Firm Information:

- the firm's legal name, address, and contact information
- principal(s) of the firm
- specific individuals responsible for management of the program to include their experience and qualifications

2. CDBG Grant Program Management Experience:

- description of specialized experience and technical competence of the staff to be assigned to the project with respect to CDBG program management,
- description of firm's prior experience, including any similar projects (in particular those funded by CDBG), size of community, location, total construction cost, and name of local official knowledgeable regarding the firm's performance.
- three references

3. Consultant / Firm Capability:

- description of firm's current work activities,
- capability of carrying out all aspects of CDBG related activities,
- firm's anticipated availability during the term of the project

4. Cost of Services: Indicate fees for various service components and explanation of the basis for the fees; and

5. Documentation of compliance with state and federal debarment/ eligibility requirements.

Proposal Evaluation Criteria:

Proposals for Program Management services will be evaluated by County staff. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

1. General Qualifications, Competence and Reputation of Firm or Individual Consultant	20 points
2. Prior CDBG Experience of Firm or Individual Consultant	20 points
3. Qualifications of Actively Involved Staff (assigned staff members of Firm or Consultant)	20 points
4. Ability to Address Local Needs	15 points
5. Availability	15 points
6. Cost of Services	10 points

Respondents may review the CDBG-NR application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the Pamlico County offices during regular office hours.

The above information should be submitted no later than:

February 6, 2023

10:00 AM

pc911@pamlicocounty.org

PO Box 776, Bayboro, NC 28515

202 Main Street, Bayboro, NC 28515

For more information, contact

Autumn L. Hardison, Planner

(252) 745-4131

Pamlico County is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms. Pamlico County invites the submission of proposals from a certified Section 3 business concerns. (Section 3 applies if the contract is over \$100,000 for non-construction contracts)

This information is available in Spanish or any other language upon request. Please contact Autumn L. Hardison at (252) 745-4131 or at 202 Main Street, Bayboro, NC 28515 for accommodations for this request.

"Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Autumn L. Hardison al (252) 745-4131 o en 202 Main Street, Bayboro, NC 28515 de alojamiento para esta solicitud."



PROJECT DESCRIPTION- Neighborhood Revitalization

The project description must contain the following information and should answer the following questions. Limit total responses to 4 pages.

Project Title: *2022 CDBG-NR Project*

Project Overview: *The 2022 CDBG-NR Program will treat housing needs at scattered sites in the County which the County has not been able to address with other programs such as storm relief programs. The Program will rehabilitate 2 units and reconstruct 8 units of low-moderate income homeowners.*

The applicant must provide a summary of the proposed project.

1. What are the community development needs? Include a description of the housing and infrastructure needs of the lead applicant and Council of Government (COG) region.

The Community Development needs of Pamlico County are outlined in detail in the Community Development Plan contained in Tab 6. The LMI housing needs in Pamlico County are significant, the public utility needs outside of the municipalities are significant, street needs are present off the main roads, drainage needs are prevalent everywhere and the recreation needs are present. The needs of the senior population for health and fitness are substantial. The needs of the COG region mirror the needs of Pamlico County. The needs are consistent though the region even though the severity may vary from county to county. The broad definition of CD Needs, the lack of public funding for these needs and the relative low wealth of the area, contribute to the needs through-out the region

2. What is the proposed scope of this project?

The proposed Project will reconstruct the following properties:

- *5500 – Charlene Midgette*
- *5510 – Tiffaney Greene*
- *5520 – Thomas A. Spencer*
- *5530 – John Craig Jones*
- *5540 – Margie Smith*
- *5550 – Dorothy Pearson*
- *5560 – George Jarvis*
- *5570 – Teddy Green*

The proposed Project will rehabilitate the following properties:

- *5580 – Howard Gibbs*
- *5590 – Hattie Harrell*

Units will be rehabilitated to meet the NCHFA Essentials Property Standards.

3. What livability principle(s) are most applicable to the proposed project?

Promote equitable, affordable housing

The proposed program will include housing rehabilitation and reconstruction activities. These activities will include energy efficient HVAC systems, high levels of insulation and weatherization, and install Energy Star components, equipment and appliances where applicable. These improvements will lower the cost of housing for the program individuals.

Support existing communities

The proposed program will revitalize the neighborhoods containing housing improvements and revitalize LMI neighborhoods which have existed as communities for a substantial time.

PROJECT BUDGET – Neighborhood Revitalization

Name of Applicant:
Pamlico County

1. CDBG Grant Amount Requested			\$2,280,400
2. Other Funds (List here.)			\$ 0
3. Total Project Resources			\$2,280,400
4. Activity	5. CDBG Costs	6. Other Costs	7. Total Project Costs
a. Acquisition			
b. Disposition			
c. Public facilities and improvements			
1. Senior and handicapped centers			
2. Parks, playgrounds and recreation facilities			
3. Neighborhood facilities			
4. Solid waste disposal facilities			
5. Fire protection and equipment			
6. Parking facilities			
7. Public utilities other than water and sewer			
8. [Reserved]			
9. Street improvements			
10. Flood and drainage improvements			
11. Pedestrian improvements			
12. Other public facilities			
13. Public sewer improvements			
14. Public water improvements			
d. Clearance activities (i.e., reconstruction and temporary relocation expenses.) Clearance items should appear on line d.			
e. Public services			
f. Relocation assistance			
g. Construction, rehabilitation, and preservation activities			
1. Construction or rehabilitation of commercial and industrial buildings			
2. Rehabilitation of privately owned dwellings *	2,052,400		2,052,400
3. Rehabilitation of publicly owned dwellings			
4. Code enforcement			
5. Historic preservation			
h. Development financing			
1. Working capital			
2. Machinery and equipment			
i. Removal of architectural barriers			
j. Other activities			
SUBTOTAL	\$2,052,400	\$	\$2,052,400
k. Planning (included in 10% Cap less Admin. not to exceed \$3500)			
l. Administration (10% of grant request less planning)	228,000		228,000
TOTAL	\$2,280,400	\$	\$2,280,400

BOARD OF COMMISSIONERS

CHAIRMAN

EDWARD RIGGS JR. - TOWNSHIP #3

VICE-CHAIRMAN

CANDY BOHMERT - TOWNSHIP #2

DOUG BRINSON - AT LARGE

KARI FORREST - AT LARGE

PAT PRESCOTT - TOWNSHIP #1

CARL OLLISON - TOWNSHIP #4

MISSY BASKERVILL - TOWNSHIP #5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
TIMOTHY A. BUCK

ASST. COUNTY MANAGER
JUSTIN OAKES

CLERK TO THE BOARD
CHANTELLE M. ALLISON

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

June 1, 2023

TO: Chairman Riggs and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Public Hearing Regarding Proposed Amendment to
Pamlico County Subdivision Ordinance and Consideration of Approval

A public hearing is scheduled on the agenda to hear public comments regarding proposed changes to the Subdivision Ordinance. See the attached advertisement of the hearing.

At any time after the hearing, the Board can take action to approve the Ordinance.

PAMLICO
COUNTY
SUBDIVISION
ORDINANCE

Effective Date: November 2, 2009

Amended: ~~July 1, 2021~~

TABLE OF CONTENTS

	Page
ARTICLE 1 – AUTHORITY	2
ARTICLE 2 – DEFINITIONS.....	3
ARTICLE 3 – WORD INTERPRETATION.....	9
ARTICLE 4 – LEGAL PROVISIONS.....	9
ARTICLE 5 – VARIANCES AND REASONABLE ACCOMMODATION.....	11
ARTICLE 6 – AMENDMENTS	12
ARTICLE 7 – ABROGATION	13
ARTICLE 8 – ADMINISTRATOR	13
ARTICLE 9 - PROCEDURE FOR REVIEW AND APPROVAL OF PRELIMINARY SUBDIVISION PLATS	13
ARTICLE 10 – PROCEDURE FOR REVIEW AND APPROVAL OF FINAL SUBDIVISION PLATS.....	15
ARTICLE 11 – GUARANTEES IN LIEU OF COMPLETED IMPROVEMENTS	17
ARTICLE 12 – REQUIRED IMPROVEMENTS, DEDICATION, RESERVATION, MINIMUM STANDARDS OF DESIGN.....	22
ARTICLE 13 – STREETS.....	26
ARTICLE 14 – UTILITIES.....	32
ARTICLE 15 – MONUMENTS.....	33
ARTICLE 16 – GROUP, CLUSTER, PLANNED UNIT DEVELOPMENT	33
ARTICLE 17 – APPEALS.....	38
<u>ARTICLE 18 – DEVELOPMENT AGREEMENTS.....</u>	
ARTICLE 189 – EFFECTIVE DATE.....	39

**PAMLICO COUNTY, NORTH CAROLINA
SUBDIVISION ORDINANCE**

**ARTICLE 1
AUTHORITY**

**1.1
Title**

This ordinance shall be known and may be cited as the Pamlico County Subdivision Ordinance.

**1.2
Declaration of Purpose**

The procedures and standards for the development of real estate and for the surveying and platting thereof, adopted and prescribed in this ordinance, are found by the Board of Commissioners to be necessary and appropriate in order:

- (1) To provide for economical and sufficient streets with adequate widths and with proper alignment and grade.
- (2) To provide space for safe and sanitary accommodations.
- (3) To promote the elimination of unsafe conditions arising from the overcrowding and concentration of population, improper planning, lack of proper light, air and space, unsafe design and arrangements, and existence of conditions which endanger life or property by fire and other causes.
- (4) To provide for suitable neighborhoods with adequate streets and utilities and appropriate building sites.
- (5) To save unnecessary expenditure of public funds by reserving space for public lands and buildings and by initial proper construction of streets and utilities.
- (6) To provide proper land records for the convenience of the public and for the better identification and permanent location of real estate boundaries.
- (7) To provide for the orderly growth and development of the county.
- (8) To provide for the coordination of streets and highways within subdivisions with existing or planned streets and highways and with other public facilities.

1.3

Authority

This ordinance is adopted under the authority and provisions of the General Statutes of North Carolina, Chapter 160D, Article 8.

1.4 Jurisdiction

The regulations contained herein, ~~as provided in N.C.G.S. 153A, Articles 6 and 18~~ shall govern each and every subdivision of land within Pamlico County, and within the jurisdiction of any incorporated municipality which has requested that Pamlico County enforce this ordinance in that municipality's jurisdiction, but only if Pamlico County has consented to the same, all by a mutual resolution or interlocal agreement.

1.5 Compliance

After the effective date of this ordinance, each subdivision of land must be approved by the Board of Commissioners, after review and recommendation of the Planning Board.

ARTICLE 2 DEFINITIONS

For the purpose of this ordinance, certain words or terms used herein shall be defined as follows:

- 2.1 Apartments.** Attached multi-family units in a row or in a group project.
- 2.2 Block.** A piece of land bounded on all sides by streets or other transportation routes such as railroad lines, or by physical barriers such as water bodies or public open space, and not traversed by a through street.
- 2.3 Board of Commissioners.** The duly constituted Board of County Commissioners of Pamlico County, North Carolina.
- 2.4 Buffer Strip.** An area fifty feet in width measured from the perimeter of a lot or lots within a subdivision when such lot or lots are located adjacent to an office, institutional, commercial or industrial use area or railroad or highway right-of-way. No building or other structure shall be erected within the area of any such buffer strip, however, trees, shrubbery or other landscaping design may be used therein.

2.5 Building Setback Line. A line parallel to the property line in front of which no structure shall be erected. Setbacks shall be measured from the property line, or the road right-of-way, whichever is more restrictive.

2.6 Commercial Use. Any use of property, subdivision, or site for business or commerce, excluding industrial use.

2.7 County. Pamlico County, North Carolina.

2.8 Dedication. A gift by the owner or a right for the use of land for a specified purpose or purposes. Because a transfer of property rights is entailed, dedication must be made by written instrument, and is completed with an acceptance. For the purpose of this ordinance, "dedication" shall also include the right to the use of a private road, whether located within or without the boundaries of the subdivision, by the owners of lots within the subdivision.

2.9 Development. Any subdivision, whether or not the recording of a plat is required; any horizontal condominium; and any multiple dwelling unit residential building, including, but not limited to apartments, condominiums, hotels, motels, special planned developments, planned unit development, and group development projects. Development shall also mean any commercial or industrial building or structure. The term shall, when appropriate to the context, include the act of establishing or creating any of the foregoing or the result of such activity.

2.10 Easement. A grant by the property owners of a strip of land for a specified purpose and use by the public, a corporation, or person. Explicitly excluded from this definition is a street or road, whether public or private.

2.11 Group Development. A group of two or more principal structures built on a single lot, tract, or parcel of land and designed for occupancy by separate families, business firms, or other enterprises. Sometimes referred to as a Planned Unit Development or Cluster Development.

2.12 Industrial Use. Any use of property engaged in the production or manufacture of goods, products, or materials.

2.13 Lot. A portion of a subdivision, or any other parcel of land, intended as a unit of transfer of ownership or for development or both.

2.14 Lot, Corner. A lot located at the intersection of two or more streets. A lot abutting on a curved street or streets shall be considered a corner lot if straight lines drawn from the foremost points of the side lot lines to the foremost point of the lot meet at an interior angle

of less than one hundred thirty-five (135) degrees.

2.15 Lot, Double Frontage. A continuous, or “through,” lot which is accessible from both streets upon which it fronts.

2.16 Lot, Interior. A lot other than a corner lot with only one frontage on a street.

2.17 Lot, Single-Tier. A lot which backs upon a limited access highway, a railroad, a physical barrier, or another type of land use and to which access from the rear is usually prohibited.

2.18 Lot, Waterfront. A lot that is contiguous to a naturally occurring navigable body of water, or that is contiguous to the Intracoastal Waterway. Except as otherwise provided herein, this term shall not include lots that are contiguous to man-made bodies of water, navigable or otherwise. Where a lot is contiguous to minor, naturally occurring creeks or streams that transition from navigable to non-navigable water, the historical and customary use for navigation will be considered in determining whether such a lot is a “waterfront lot.”

2.19 Lot of Record. A lot which is part of a subdivision, a plat of which has been recorded in the office of the Register of Deeds of Pamlico County prior to the adoption of this ordinance, or a lot described by metes and bounds, the description of which has been so recorded prior to the adoption of this ordinance.

2.20 Official Maps or Plans. Any maps or plans officially adopted by the Pamlico County Board of Commissioners.

2.21 Open Space. An area (land and/or water) generally lacking in man-made structures and reserved for enjoyment in its unaltered state.

2.22 Planning Board. The duly constituted Pamlico County Planning Board.

2.23 Plat. A map or plan of a parcel of land which is to be, or has been, subdivided.

2.24 Private Driveway. A roadway serving not more than two (2) lots, building sites or other division of land and not intended for public ingress or egress.

2.25 Private Street. An undedicated private right-of-way which affords access to abutting properties and requires a subdivision streets disclosure statement in accordance with G.S. 136-102.6.

2.26 Public Accessway. A piece of land transferred to public use for access to public areas. Public accessways may be dedicated by right-of-way, perpetual easement, or fee simple title transfer.

2.27 Public Sewage Disposal System. A system serving two (2) or more dwelling units and approved by the Pamlico County Health Department and the North Carolina Department of Natural Resources and Community Development.

2.28 Public Water Distribution System. A system serving two (2) or more dwelling units and approved by the Pamlico County Health Department and/or the North Carolina Department of Human Resources.

2.29 PUD or Planned Unit Development. A comprehensive development [containing at least twenty-five \(25\) contiguous acres and](#) -as established under Article 16 of this ordinance.

2.30 Recreation Area or Park. An area of land or combination of land and water resources that is developed for active and/or passive recreation pursuits with or without various man-made features that accommodate such activities.

2.31 Reservation. A reservation of land which does not involve any transfer of property rights.

2.32 Site Plan. A plan of a parcel of property showing proposed improvements, utilities, natural features, and other items as may be required to clearly indicate and define the intended development of the property. All site plans must be prepared by an engineer, architect or surveyor licensed to practice in the State of North Carolina.

2.33 Street or Road. A dedicated and accepted public right-of-way for vehicular traffic, or a private road as permitted by this ordinance, but explicitly excluding an easement. The following classifications shall apply:

- (a) **Local Residential Street.** Cul-de-sacs, loop streets less than 2,500 feet in length, or streets less than one mile in length that do not connect thoroughfares, or serve major traffic generators, and do not collect traffic from more than 100 dwelling units.
- (b) **Cul-de-sac Street.** A street having but one end open to traffic and the other end being permanently terminated and a vehicular turnaround provided.
- (c) **Access Street.** A local street or road that is parallel to a full or partial access controlled facility and functions to provide access to adjacent land.
- (d) **Alley.** A strip of land, owned publicly or privately, set aside primarily for vehicular service access to the back or side of properties otherwise abutting on a street.

2.34 Subdivider, Developer or Owner. Any person, firm, or corporation who subdivides or develops any land deemed to be a subdivision as herein defined. A Subdivider, Developer or Owner shall be (i) the fee simple owner of land subdivided (or proposed to be subdivided), (ii) such fee simple owner's attorney-in-fact, agent or other authorized representative or (iii) a prospective purchaser from such fee simple owner under a written, executory contract for purchase of such land subdivided (or proposed to be subdivided) which gives such prospective purchaser the fee simple owner's consent to propose a subdivision hereunder. The Planning Board may, in its discretion, require such written or other confirmation deemed advisable to confirm that any person, firm or corporation presenting any plat for approval is a Subdivider or Owner as defined in this section 2.34.

2.35 Subdivision. All divisions of a tract or parcel of land into two or more lots, building sites, or other divisions for the purpose of sale or building development (whether immediate or future) and shall include all divisions of land involving the dedication of a street, whether public or private, or a change in existing streets; but the following shall not be included within this definition nor be subject to any regulations enacted pursuant to this ordinance:

(1) The combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the County as shown by the regulations prescribed by this ordinance;

(2) The division of land into parcels greater than ten (10) acres where no street right-of-way dedication is involved;

(3) The public acquisition by purchase of strips of land for the widening or opening of streets;

(4) The division of a tract in single ownership, the entire area of which is no greater than two (2) acres into not more than three (3) lots, if no street right-of-way dedication is involved and if the resultant lots are equal to or exceed the standards of the County as shown by its subdivision regulations.

(5) The conveyance of a lot or tract to a grantee for purposes other than immediate sale who would have been an heir of the grantor if the grantor had died intestate under the intestate succession laws of North Carolina immediately prior to the conveyance. The deed conveying any parcel under this exception shall contain a

recitation immediately after the description reciting that:

"The Grantor herein certifies that the Grantee herein, at the time of the execution of this deed, is currently entitled to inherit from the Grantor under the intestate succession laws of the State of North Carolina and, consequently, this conveyance is not governed by the subdivision regulations of Pamlico County."

(6) The conveyance of a lot or tract for the purpose of dividing lands among tenants in common, all of whom inherited the land by intestacy or by will from a common ancestor. The deed conveying any parcel under this exception shall contain a recitation immediately after the description reciting that:

"The Grantor and Grantee herein, by the execution, delivery, acceptance and recordation of this deed certifies that this conveyance evidences a division of land between the Grantor and Grantee as tenants in common of said land and that such tenancy in common was created through inheritance by the Grantor and Grantee from a common ancestor."

~~(7) — A one-time conveyance of a lot or tract less than or equal to one (1) acre in size to a grantee, if no street right-of-way dedication is involved and if the resultant lot is equal to or exceeds the standards of the county as shown by its subdivision regulations.~~

(78) Any project for which approval is required under County's Group Housing Project Ordinance.

2.36 Subdivision Administrator. The person designated by the Board of Commissioners to administer and enforce this ordinance, and where applicable his designee.

ARTICLE 3

WORD INTERPRETATION

For the purpose of this ordinance, certain words shall be interpreted as follows:

- (a) Words used in the present tense include the future tense.
- (b) Words used in the singular number include the plural and words used in the plural number include the singular, unless the natural construction of the wording indicates otherwise.
- (c) The word "person" includes a firm, association, corporation, trust, and company as well as an individual.
- (d) The word "used for" shall include the meaning "designed for."
- (e) The word "structure" shall include the word "building."
- (f) The word "lot" shall include the words "plot," "parcel," or "tract."
- (g) The word "shall" is always mandatory and not merely directory.

ARTICLE 4

LEGAL PROVISIONS

4.1

General Procedure for Plat Approval

After the effective date of this ordinance, no subdivision plat of land within the jurisdiction of Pamlico County shall be filed or recorded until it has been submitted to the Planning Board and approved by Board of Commissioners as set forth in this ordinance, and until this approval is entered in writing on the face of the plat by the Chairman of the Board of Commissioners and attested by the Clerk to the Board of Commissioners.

The Register of Deeds shall not file or record a plat of a subdivision of land located within the territorial jurisdiction of Pamlico County that has not been approved in accordance with the provisions of this ordinance, nor shall the Clerk of Superior Court order or direct the recording of a plat if the recording would be in conflict with this ordinance.

An Owner only needs to follow the procedure for final plat approval under this [Ordinance, which may be administratively approved by the Subdivision Administrator in his sole discretion](#) and does not need approval of a preliminary plat [or any approval by the Planning Board or Board of Commissioners](#)~~to~~ for the division of a tract or parcel of land in single ownership if:

(a) all of the following criteria are met:

- (1a) The tract or parcel to be divided is not exempted under oOrdinance.
- (2b) No part of the tract or parcel to be divided has been divided under this subsection in the 10 years prior to division.
- (3e) The entire area of the tract or parcel to be divided is greater than 5 acres.
- (4d) After division, no more than three lots result from the division.
- (5e) After division, all resultant lots comply with all of the following:
 - a. All lot dimension size requirements of all applicable land-use regulations, if any.
 - b. The use of the lots is in conformity with all applicable zoning requirements, if any.
 - c. A permanent means of ingress and egress is recorded for each lot.

OR

(b) The division involves a one-time conveyance of a lot or tract less than or equal to one (1) acre in size to a grantee, if no street right-of-way dedication is involved and if the resultant lot is equal to or exceeds the standards of the county as shown by its subdivision regulations.

4.2

Statement By Owner

The Owner of the land shown on a subdivision plat submitted for recording, shall sign a statement on the plat stating whether or not any land shown thereon is within the subdivision regulation jurisdiction of Pamlico County.

In the event that a plat is presented to the Register of Deeds for recording depicting a division of land which is not within the subdivision regulation jurisdiction of this ordinance, the owner shall specify in writing on the face of the plat and by sworn affidavit the reasons for any exemption or exception from the provisions of this ordinance.

4.3

Effect of Plat Approval on Dedications

The approval of a plat does not constitute the acceptance by Pamlico County or the public of the dedication of any street or other ground, public utility line, or other public facility shown on the plat. Further, any action by County to accept any such dedication will not impose upon Pamlico County any responsibility or liability for the same.

4.4 **Penalties for Violation**

After the effective date of this ordinance, any person who subdivides land in violation of this ordinance, transfers or sells land by reference to a plat showing a subdivision that has not received final approval hereunder and that has been recorded in the Office of the Register of Deeds, or otherwise violates any provision of this ordinance, including the recording of any plat in the Office of the Pamlico County Register of Deeds showing a subdivision of land before the plat has received final approval hereunder, shall be guilty of a Class 1 misdemeanor. The description by metes and bounds in an instrument of transfer or other document used in the process of selling or transferring land shall be a violation of this ordinance, and does not exempt the transaction from this penalty, whether or not the description by metes and bounds in the instrument of transfer refers to any recorded or unrecorded map. Violators of this ordinance shall also be subject, upon conviction, to fine and/or imprisonment as provided by N.C.G.S. §14-4, as well as any other remedy available to County, including the denial of a building permit. Provided, however, it is not a violation of this ordinance to enter into a contract for the sale or lease of real property which complies with N.C.G.S. §160D-807.

4.5

In addition to the penalties set forth in Section 4.4 above, the violation of any provision of this ordinance shall subject the offender to a civil penalty in the amount of \$500.00 to be recovered by Pamlico County. Violators shall be issued a written notice which must be paid within ten (10) days of issuance of the notice. The violation of any provision of this ordinance shall be deemed to be committed on the date of recordation of an instrument of transfer or other document which transfers land in violation of this ordinance. Each day's violation shall be considered a separate offense.

4.6

Notwithstanding Subsections 4.4 and 4.5 above, this ordinance may be enforced by appropriate equitable remedies issuing from a court of competent jurisdiction.

4.7

Nothing in this section shall be construed to limit the use of remedies available to County and County may seek to enforce this ordinance by using any one, all, or a combination of remedies.

4.8

Severability

Should any section or provision of this ordinance be declared by a court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

ARTICLE 5

VARIANCES AND REASONABLE ACCOMMODATION

5.1

General Variance

Upon a request for final approval or upon a request for preliminary approval, the Planning Board may recommend to the Board of Commissioners that a variance be granted from these regulations, and the Board of Commissioner may grant such a variance, when, in each Board's opinion, undue hardship may result from strict compliance. In recommending or granting any variance, both Boards shall make the findings required below, taking into account the nature of the proposed subdivision, the existing use of land in the vicinity, the number of persons to reside or work in the proposed subdivision, and the probable effect of the proposed subdivision upon traffic conditions in the vicinity. No variance shall be granted unless both Boards find:

- (a) That there are special topographical or environmental circumstances or conditions affecting said property such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his land; and
- (b) That the granting of the variance will not be detrimental to the purpose of this ordinance, public health, safety and welfare or injurious to other property in the territory in which said property is situated.

5.2

In recommending or granting variances, the relevant Board may require such conditions as will secure, insofar as practicable, the objectives or requirements varied. Any variance thus recommended is required to be entered in writing in the minutes of the appropriate Board and the reasoning upon which departure was justified set forth.

5.3

In the event a variance is granted under the provisions of this Article, the fact that a variance has been granted shall be noted on the final plat together with the date of approval of the variance.

5.4

Reasonable Accommodation

The Planning Board may recommend to the Board of Commissioners that reasonable accommodations under the Federal Fair Housing Act for the circumstances set forth in this section are appropriate.

5.5

Application Requirements; Determination of Completeness

- (a) **Persons Authorized to File Applications.** An application for a reasonable accommodation may be filed only by the owner of the land affected by the reasonable accommodation; an agent, lessee, or contract purchaser specifically authorized by the owner to file such application; or any unit of government that is not the owner of the lot but proposes to acquire the lot by purchase, gift, or condemnation.
- (b) **Pre-Application Conference.** Before filing an application for a reasonable accommodation, the applicant may request a pre-application conference with the Planning Department.
- (c) **Application Filing.** An application for a reasonable accommodation shall be filed with the Planning Department. No filing fee is required for such application. Once

the application is complete, the Planning Department shall schedule the application for consideration at a hearing before the Planning Board, and shall transmit to the Planning Board all applications and other records pertaining to such reasonable accommodation prior to the hearing on the application.

5.6
Action on the Application

- (a) Upon receiving the application materials from the Planning Department, the Planning Board shall hold a public hearing on the proposed reasonable accommodation and shall decide the request upon a majority vote of the members within a reasonable time. Notice of the hearing shall be provided to the applicant and to the public no less than ten (10) days prior to the hearing date.
- (b) In considering the application, the Planning Board shall review the application materials, the approval criteria stated in this ordinance and all comments received at the hearing.
- (c) After conducting the hearing, the Planning Board may recommend to the Board of Commissioners that the Board of Commissioners: (1) deny the application; (2) conduct an additional hearing on the application; or (3) grant the requested reasonable accommodation.
- (d) The Planning Board's recommendation and the Board of Commissioners' decision shall be based upon competent, material, and substantial evidence. Both the recommendation from the Planning Board and the decision of the Board of Commissioners shall be reduced to writing and reflect each Board's determination of the facts and their application to the applicable standards. The written decision shall be signed by the chair of each Board. The decision is effective upon filing the written decision with the Clerk to the Board of Commissioners.
- (e) The decision shall be delivered by personal delivery, electronic mail, or by first-class mail to the applicant, property owner, and to any person who has submitted

a written request for a copy prior to the date the decision becomes effective. The person required to provide notice shall certify that proper notice has been made.

5.7 **Approval Criteria**

The Planning Board shall recommend and the Board of Commissioners shall grant a reasonable accommodation to any provision of this ordinance if each Board finds by a greater weight of the evidence that the proposed reasonable accommodation is determined to be both reasonable and necessary, in accordance with the following:

- (a) **“Reasonable”** An accommodation will be determined to be reasonable if it would not undermine the legitimate purposes and effects of existing planning regulations, and if it will not impose significant financial and administrative burdens upon the County and/or constitute a substantial or fundamental alteration of the County’s ordinance provisions; and
- (b) **“Necessary”** An accommodation will be determined to be necessary if it would provide direct or meaningful therapeutic amelioration of the effects of the particular disability or handicap, and would afford an equal opportunity to enjoy and use housing in residential areas in the County.

5.8 **Effect of Approval or Denial**

- (a) After the Board of Commissioners approves a reasonable accommodation, the applicant shall follow the normal procedures set forth in this and any other applicable ordinance for approval of any permits, certificates, and other approvals required in order to proceed with development or use of the property. All orders, decisions, determinations, and interpretations made by administrative officers under those procedures shall be consistent with the reasonable accommodation granted by the Board of Commissioners.
- (b) Planning Board and the Board of Commissioners shall refuse to hear a reasonable accommodation request that has been previously denied, unless it finds that there

have been substantial changes in the conditions or circumstances relating to the matter.

5.9
Lapse

In situations where a reasonable accommodation was a prerequisite to site plan and/or subdivision approval, failure of an applicant to apply for a building permit and commence construction or action with regard to the special exception approval within one (1) year of receiving approval of the reasonable accommodation shall automatically render the decision of the Board of Commissioners to grant the reasonable accommodation null and void.

ARTICLE 6
AMENDMENTS

6.1

The Board of Commissioners may from time-to-time amend the terms of this ordinance, but no amendment shall become effective unless it shall have been proposed by or shall have been submitted to the Planning Board for review and recommendation. The Planning Board shall have sixty (60) days or two regular meetings from the time the proposed amendment is submitted to it within which to submit its recommendation. If the Planning Board fails to submit a recommendation within the specified time, it shall be deemed to have recommended approval of the amendment.

No amendment shall be adopted by the Board of Commissioners until it has held a public hearing on the amendment. Notice of the hearing shall be published in a newspaper of general circulation in the Pamlico County area at least once a week for two (2) successive calendar weeks prior to the hearing. The initial notice shall appear not more than twenty-five (25) nor less than ten (10) days prior to the hearing date. In computing the ten (10) day period, the date of publication is not to be counted, but the date of the hearing is to be counted.

ARTICLE 7
ABROGATION

It is not intended that this ordinance repeal, abrogate, annul, impair, or interfere with any

existing easements, covenants, deed restrictions, agreements, rules, regulations, or permits previously adopted or issued pursuant to law. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall govern.

ARTICLE 8
ADMINISTRATOR

The Board of Commissioners shall designate a Subdivision Administrator who shall be charged with administering and enforcing this ordinance, and such other agents or officers as it deems appropriate.

ARTICLE 9
PROCEDURE FOR REVIEW AND APPROVAL
OF PRELIMINARY SUBDIVISION PLATS

9.1

For every subdivision within the territorial jurisdiction established by this ordinance, the owner shall submit a preliminary plat which shall be reviewed for approval by the Planning Board for compliance with the provisions of this ordinance.

9.2

Twelve (12) copies of the preliminary plat shall be submitted to the Subdivision Administrator of this ordinance at least thirty (30) days prior to the Planning Board meeting at which the owner desires the Board to review the preliminary plat. In the event the preliminary plat and the appropriate number of copies thereof are not submitted to the Subdivision Administrator at least thirty (30) days prior to the Planning Board meeting at which the Owner desires the Board to review the preliminary plat, the Planning Board may decline to consider such preliminary plat and defer consideration of same to the next regularly scheduled meeting of the Planning Board after which the preliminary plat and the appropriate number of copies are timely submitted. Preliminary plats shall meet the specifications as set forth in this ordinance. Preliminary plats shall depict or contain, or be accompanied by, the information indicated in the table attached as Appendix B to this ordinance. An “x” indicates that the information is required.

9.3

The Planning Board shall review a timely submitted preliminary plat at or before its next regularly scheduled meeting and no more than sixty (60) days after the Subdivision Administrator receives the preliminary plat and the comments or authorized signatures on the certificates from the appropriate agencies.

9.4

The Planning Board shall approve, conditionally approve with required conditions or disapprove with specific reasons within forty-five (45) business days of its first consideration of the plat. If the Planning Board does not make a decision within forty five (45) business days after its first consideration of the plat, the plat shall be deemed approved without conditions.

9.5

The approval of the preliminary plat by the Planning Board shall be effective for a period of eighteen (18) months following the date of approval. In the event the final plat has not been submitted for approval prior to the expiration of said eighteen (18) month period, the preliminary plat shall be null and void unless extended by action of the Board of Commissioners upon the request of the Owner; provided, however, that such request for an extension will again be subject to the approval process set out in Sections 9.2 through 9.4 above.

9.6

If the Planning Board disapproves the preliminary plat, it shall retain one (1) copy of the plat for its minutes.

9.7

After having received the preliminary plat from the Subdivider but prior to consideration of the approval by the Planning Board as provided in this Article 9, the Subdivision Administrator may submit copies of the preliminary plat and any accompanying material to other officials and agencies concerned including, but not limited to:

- (a) Division of Environmental Health, Pamlico County Health Department; and
- (b) District Engineer, North Carolina Department of Transportation; and
- (c) Such other agencies and officials as the Planning Board may deem necessary.

ARTICLE 10
PROCEDURE FOR REVIEW AND APPROVAL
OF FINAL SUBDIVISION PLATS

10.1

Upon approval of the preliminary plat by the Planning Board, the Subdivider may proceed with the preparation of the final plat, and the installation of or arrangement for required improvements in accordance with the approved preliminary plat and the requirements of this ordinance.

Prior to approval of the final plat, the Subdivider shall have installed the improvements specified in this ordinance or guaranteed their installation as provided herein. No final plat will be accepted for review by the Planning Board unless it has been reviewed by the Subdivision Administrator and found to be in compliance with requirements of this ordinance. The final plat shall constitute only that portion of the preliminary plat which the Subdivider proposes to record and develop at that time; such portion shall conform to all requirements of this ordinance.

10.2

The Planning Board shall review the final plat at or before its next regularly scheduled meeting which follows no more than forty-five (45) days after the Subdivision Administrator receives the final plat and shall recommend approval as submitted, recommend approval with modifications to bring the plat into compliance with this ordinance, or recommend disapproval of the final plat with specific reasons no more than forty-five (45) working days of its first consideration of the plat.

During its review of the final plat, the Planning Board may appoint a Registered Land Surveyor or Registered Engineer to confirm the accuracy of the final plat. If errors or engineering problems with the design are found, the costs shall be charged to the Subdivider and the plat shall not be recommended for approval until such errors or problems have been corrected.

10.3

If the Planning Board recommends approval of the final plat, it shall transmit all copies of the plat and its recommendations to the Board of Commissioners.

10.4

If the final plat is disapproved by the Board of Commissioners, the reasons for such disapproval shall be stated in the minutes of the Board, specifying the provisions of this ordinance with which the final plat does not comply. If the final plat is disapproved, the Subdivider may make such changes as will bring the final plat into compliance and resubmit same for reconsideration by the Planning Board and the Board of Commissioners.

10.5

If the final plat is approved by the Board of Commissioners, the original tracing and one (1) print of the plat shall be retained by the Subdivider.

The Subdivider shall file the approved final plat with the Register of Deeds of Pamlico County within 30 days of the final approval of the Board of Commissioners, otherwise such approval shall be null and void.

10.6

The final plat shall be prepared by a Registered Land Surveyor or Engineer currently licensed and registered in the State of North Carolina by the North Carolina State Board of Registration for Professional Engineers and Land Surveyors. The final plat shall conform to the provisions for plats, subdivisions, and mapping requirements set forth in N.C.G.S. 47-30 and the Manual of Practice for Land Surveying in North Carolina.

Twelve (12) copies of the final plat shall be submitted. Material drawing medium for the original shall be in accordance with the Manual of Practice for Land Surveying in North Carolina, where applicable, and the requirements of the Pamlico County Register of Deeds.

The final plat shall be of a size suitable for recording with the Pamlico County Register of Deeds and shall be at a scale of not less than one (1) inch equals one hundred (100) feet, unless otherwise approved by the Subdivision Administrator. Maps may be placed on more than one sheet with appropriate match lines.

10.7

Submission of the final plat shall be accompanied by a filing fee per lot in the

subdivision, and a fee for inspection of the improvements in the subdivision which will reflect County's cost. A schedule of such fees shall be approved by the Board of Commissioners and posted in the office of the Subdivision Administrator.

10.8

The signed certificates indicated on Appendix A to this ordinance shall appear on all plats and shall be executed on the original and one (1) copy.

10.9

Final plats shall depict or contain the information indicated in the table attached as Appendix B to this ordinance. An "x" indicates that the information is required.

ARTICLE 11 **GUARANTEES IN LIEU OF COMPLETED IMPROVEMENTS**

11.1

No construction or installation of improvements shall commence in a proposed subdivision until the preliminary plat has been approved, and all plans and specifications have been approved by the appropriate Pamlico County, State of North Carolina and Federal authorities, and evidence thereof presented to the Planning Board.

11.2

No building, zoning or other permits shall be issued for erection of a structure on any lot not of record at the time of adoption of this ordinance until all the requirements of this ordinance have been met. The Subdivider, prior to commencing any work within the subdivision, shall make arrangements with the Subdivision Administrator to provide for adequate inspection. The Subdivision Administrator or his representatives shall inspect and approve all completed work prior to release of the sureties. At its option, the Board of Commissioners may require that inspections be performed by a qualified person designated by it and at the Developer's cost.

11.3

The Board of Commissioners may require installation of certain oversized utilities or the extension of utilities to adjacent property when it is in the interest of future development. If the Board of Commissioners requires the installation of improvements in excess of the standards

required in this ordinance, including all standards adopted by reference, the County shall pay the cost differential between the improvement required and the standards in this ordinance.

11.4

In lieu of requiring the completion, installation and dedication of all improvements prior to final plat approval, the Board of Commissioners may enter into an agreement with the Subdivider whereby the Subdivider shall agree to complete all required improvements no later than eighteen (18) months from the date of recordation of the final plat. The agreement to complete all required improvements shall be in substantially the same form as set forth in Appendix "C". Once said agreement is signed by both parties and the security required herein is provided, the final plat may be approved by the Board of Commissioners, if all other requirements of this ordinance are met. To secure this agreement, the Subdivider shall provide, subject to the approval of the Board of Commissioners, either one, or a combination of, the following guarantees in an amount no less than 1.25 times the entire cost as provided herein. The Planning Board may approve a final plat without the performance agreement and security required herein, provided such approval is specifically contingent on the Subdivider's providing such agreement and security required herein to the Board of Commissioners prior to its consideration of the final plat.

At the time of submission of the guarantee required herein, the Subdivider shall furnish therewith a sealed statement by a licensed engineer, architect, surveyor or licensed contractor setting forth the estimated cost of the improvements required under this ordinance together with the estimated time of completion. The estimate of cost shall take into consideration the current cost of the improvements as well as the effect of inflation on the cost, considering the estimated time of completion. The final estimate shall be multiplied by no less than 1.25 to determine the amount of the security required.

The Subdivider may elect which form of guarantee he shall submit to the County, but the guarantee must be of a type expressly authorized herein, and in any event such guarantee shall not expire prior to the completion of the improvements as described herein.

11.5

The Subdivider may obtain a performance bond(s) from a surety bonding company authorized to do business in North Carolina. The bonds shall be payable to Pamlico County and

shall be in an amount equal to 1.25 times the entire cost, as shown on the estimate required herein. The bond shall be approved by the Board of Commissioners. The bond shall be conditioned so that the required improvements may be constructed by Pamlico County without cost to the County in the event of default by the Subdivider. The duration of the bond(s) shall be until the completion of the improvements as described herein. Such bond shall also contain a provision to the effect that in the event of any conflict between the terms of such bond and this ordinance, the provisions of this ordinance shall control.

11.6

The Subdivider may deposit cash, an irrevocable letter of credit or other instrument readily convertible into cash at face value, either with the County or in escrow with a financial institution designated as an official depository of the County. The amount of deposit shall be equal to 1.25 times the cost, as estimated under the requirements of this ordinance and approved by the Board of Commissioners, for installing all required improvements within the time period required under this ordinance. Such instrument shall also contain a provision to the effect that in the event of any conflict between the terms of such instrument and this ordinance, the provisions of this ordinance shall control.

If cash or other instrument is deposited in escrow with a financial institution as provided above, then the Subdivider shall file with the County an agreement between the financial institution and himself guaranteeing the following:

- (a) That said escrow account shall be held in trust until released by the Board of Commissioners and may not be used or pledged by the Subdivider in any other manner during the term of the escrow; and
- (b) That in case of a failure on the part of the Subdivider to complete said improvements, the financial institution shall, upon notification by the Board of Commissioners, immediately either pay to the County the funds estimated to complete the improvement, up to the full balance of the escrow account, or deliver to the County any other instruments fully endorsed or otherwise made payable in full to the County.

11.7

Submission of the guarantee of improvements as required herein or submission of a final plat for approval hereunder shall constitute a warranty from the Subdivider to the County, said warranty expiring on the date which is one (1) year from the time when all improvements required under this ordinance have been installed or constructed and approved or accepted by the unit of government having jurisdiction thereof, that (i) all improvements required under this ordinance have been installed or constructed in a workmanlike manner, (ii) all improvements required under this ordinance have been installed or constructed in accordance with the provisions of this ordinance and all federal, state or local permits issued to the Subdivider and (iii) all improvements required under this ordinance are adequate for the intended uses thereof.

If it is anticipated that the improvements shall be done by contract at a later date, the Subdivider, having submitted satisfactory guarantees in lieu of completed improvements, in such case, this requirement of this ordinance may be satisfied by an agreement between the Subdivider and the County, in manner and form satisfactory to the Board of Commissioners, by which the Subdivider warrants all such improvements, and agrees to provide the warranties at such time as the improvements are completed.

11.8

Upon default, meaning failure on the part of the Subdivider to complete the required improvements in a timely manner as spelled out in the agreement as required by this ordinance, the surety, or the financial institution holding the escrow account shall, if requested by the County, pay all or any portion of the guarantee to Pamlico County up to the amount needed to complete the improvements, including all of the County's costs. Upon payment, the County, in its discretion, may expend such portion of said funds as it deems necessary to complete all or any portion of the required improvements, including professional fees and consultants. The County shall return to the Subdivider and/or issuer of the guarantee, as the case may be, any funds not spent in completing the improvements.

11.9

The Board of Commissioners may release all of the security, as appropriate, when the improvements are completed and written confirmation of such is received under seal from a licensed contractor, engineer or surveyor.

11.10

In the event a Subdivider elects to install, after the approval of a preliminary plat but before the approval of a final plat, all improvements required by this ordinance, such Subdivider, upon submittal of a final plat for approval, shall provide, subject to the approval of the Board of Commissioners, either one, or a combination of, the financial guarantees described herein in an amount no less than ten percent (10%) of the entire actual cost of such improvements installed. Such financial guarantee(s) shall be controlled by and shall conform to the provisions of this ordinance governing financial guarantees intended to serve as security for the installation of improvements after approval of a final plat.

ARTICLE 12 **REQUIRED IMPROVEMENTS, DEDICATION, RESERVATION,** **MINIMUM STANDARDS OF DESIGN**

12.1

Each subdivision shall contain the improvements specified in this article, which shall be installed in accordance with the requirements of this ordinance and paid for by the Subdivider, unless other means of financing is specifically stated in this ordinance. Land shall be dedicated and reserved in each subdivision as specified in this article. Each subdivision shall adhere to the minimum standards of design established by this article.

12.2

Land which has been determined by the Board of Commissioners on the basis of engineering or other expert surveys to pose an ascertainable danger to life or property by reason of its unsuitability for the use proposed shall not be platted for that purpose, unless and until the Subdivider has taken the necessary measures to correct said conditions and to eliminate said dangers.

12.3

All subdivision proposals shall be consistent with the need to minimize flood damage and shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage, and shall meet all requirements of the Pamlico County Flood Damage Prevention Ordinance.

12.4

All construction activities will be prohibited in Conservation I areas except for shoreline stabilization activities and structures allowed under CAMA permitting requirements, marinas, piers and other structures providing water access, clearing of vegetation, boat ramps, and paving for access which complies with the estuarine shoreline use standards as specified in 15 NCAC 7H.0209.

12.5

The lengths, widths, and shapes of blocks shall be determined with due regard to provision of adequate building sites suitable to the special needs of the type of use contemplated; needs for vehicular and pedestrian circulation; control and safety of street traffic; and limitations and opportunities of topography.

12.6

Block lengths shall not be less than 500 feet or more than 1500 feet unless otherwise waived by the Board of Commissioners after recommendation by the Planning Board.

12.7

Lot sizes, shapes and locations shall be made with due regard to topographic conditions, contemplated use, and the surrounding area. Land deemed by the Planning Board or Board of Commissioners to be uninhabitable for any reasons shall not be platted for residential occupancy, nor for such other uses as may increase danger to health, life or property, or aggravate the flood hazard; but such land may be set aside for such uses as will not be endangered by periodic or occasional inundation, or will not produce unsatisfactory living conditions.

12.8

Lot sizes shall be subject to the following minimum requirements:

- (1) Lots in areas served by community water and sewer systems shall have a minimum of 10,890 square feet of land per lot.

- (2) Lots served by either a community water or sewer system shall contain 14,520 square feet of land per lot.
- (3) Lots lacking both community water and sewer systems shall contain a minimum of 21,780 square feet of land per lot.
- (4) Lots in areas classified as “rural with service” by the most recent Pamlico County Land Use Plan shall contain a minimum of 21,780 square feet of land per Lot.
- (5) Wells shall be located at least 100 feet from any septic tank or filter field whether on the same lot or another adjoining lot, unless waived by the County Health Department.

12.9

For purposes of determining minimum lot size, the following shall not be included in calculating the size of a lot:

- (a) Any portion of a lot that is subject to or encumbered by an access easement, right of way, street or road, whether public or private; or
- (b) Any portion of a lot containing public trust water.

Furthermore, if a lot is subject to an easement right of way, street or road, whether public or private, at least one continuous portion must meet minimum lot sizes required herein.

12.10

The following minimum lot dimensions shall apply:

<u>Lot Size</u>	<u>Minimum Bldg. Set Back Line</u>	<u>Width at Actual Set Back Line</u>	<u>Side Yard</u>	<u>Rear Yard</u>
21,780 sq. ft.	30'	60'	10'	15'
14,520 sq. ft.	30'	60'	10'	15'
10,890 sq. ft.	25'	60'	8'	15'

12.11

Corner lots for residential use shall have an extra width sufficient to permit adequate setback from side streets.

12.12

All lots shall have at least 35 feet of road frontage. Further, no portion of an irregularly shaped lot shall ever have a width or length less than 35 feet at its narrowest point, unless the Planning Board recommends the waiver of this requirement and the Board of Commissioners waives this requirement, which waiver may be conditioned upon specific requirements or conditions. [This section 12.12 shall not apply to divisions of land that may be administratively approved pursuant to the provisions of this ordinance.](#)

12.13

Double frontage lots shall be avoided wherever possible.

12.14

When subdivisions are located within areas classified as rural with services by the then current Pamlico County Land Use Plan and lots are also waterfront lots, the minimum lot size shall be one acre or larger with a minimum of seventy-five (75) linear feet of water frontage, provided that the average water frontage of all lots within a subdivision shall be a minimum of one hundred (100) linear feet or more. Non-waterfront lots in subdivisions classified as rural with service shall be 21,780 square feet or larger in size. Subdivision and platted lots used for single-family residential purposes in existence prior to January 29, 1990, are exempt from the rural with services density requirement.

12.15

Where a subdivision is traversed by a water course, drainage way, creek or stream, a drainage easement sufficient to provide adequate drainage shall be provided. Easements centered on rear or side lot lines shall be provided for utilities where necessary and shall be at least six (6) feet wide.

12.16

In subdivisions with residential lots, a buffer strip at least 50 feet in depth in addition to the normal lot depth required shall be provided adjacent to all railroads and limited access highways. This strip shall be a part of the platted lots, but shall have the following restriction

lettered on the face of the plat: "This strip reserved for the planting of trees or shrubs by the owner and the building of structures hereon is prohibited."

12.17

All subdivisions should be consistent with the then current Pamlico County Land Use Plan. In the event of inconsistencies between the Land Use Plan and this ordinance, this [Ordinance](#) shall control.

12.18

EXERCISE OF DISCRETION

Whenever any decision of the Subdivision Administrator, Planning Board or Board of Commissioners requires the exercise or application of judgment, those decisions shall be guided by the following standards and criteria:

- a) A proposed subdivision or the use thereof shall not be contrary to the public health, safety and welfare, and shall not violate the spirit and intent of this ordinance;
- b) A proposed subdivision or the use thereof shall not be contrary to the Pamlico County Land Use Plan; and,
- c) A proposed subdivision or the use thereof shall not be contrary to the Declaration of Purpose stated in Article 1.2 herein.

ARTICLE 13 STREETS

13.1

Streets shall be laid out so as to intersect as nearly as possible at right angles. Street jogs with center line offsets of less than three hundred (300) feet shall be avoided. All measurements shall be from center line to center line of street rights-of-way.

13.2

All subdivision lots shall abut for a distance of at least 35 feet on public streets, semi-improved private streets, or non-improved private streets. [This section 13.2 shall not apply](#)

to divisions of land that may be administratively approved pursuant to the provisions of this ordinance; however, divisions that may be administratively approved must have deeded access to a public street, semi-improved private street, or non-improved private street over which the applicant has the right to travel.

13.3

All streets shall be built to the standards of this ordinance and all other applicable standards of the County and the North Carolina Department of Transportation. Public streets which are eligible for acceptance into the State Highway System shall be constructed to the standards necessary to be put on the State Highway System or the standards in this ordinance, whichever is more strict in regard to each particular item, and shall be put on such system. Public streets which are not eligible to be put on the State Highway System because there are too few lots or residences shall, nevertheless, be constructed in accordance with the standards in this ordinance or the standards necessary to be put on the State Highway System, whichever is stricter in regard to each particular item, so as to be eligible to be put on the system at a later date. A Subdivider constructing or installing streets intended for acceptance into the State Highway System shall maintain responsibility for the maintenance of such streets until such time as such streets are accepted into the State Highway System, provided that a Subdivider may transfer responsibility for the maintenance of such streets prior to such time as such streets are accepted into the State Highway System to a duly constituted and organized homeowners or property owners association if such Subdivider reserved the right to so transfer in restrictive covenants (or in a similar legal instrument) recorded in the Office of the Register of Deeds of Pamlico County, North Carolina prior to the conveyance of any lots in such subdivision.

13.4

Semi-Improved Private Streets

Subdivision streets may be designated private unpaved streets for the purpose of providing access from a public street or highway to not more than eight (8) residential lots

regardless of size, which lots shall not be further subdivided by said owner or subsequent owners until such time as the said street is paved and such further subdivision complies with the terms of this ordinance. It is the intent and purpose of this section that at no time shall a private unpaved street serve more than eight (8) residential lots regardless of the location of the additional lots. Semi-improved private streets constructed under the provisions of this article shall conform to the same specifications of the Division of Highways, North Carolina Department of Transportation for construction of subdivision roads, including but not limited to right-of-way width, except that paving shall not be required.

13.5

No semi-improved private or public streets shall be allowed under the provisions of this article if it is proposed that such private or public street shall connect to a previously approved unpaved private street.

13.6

All streets shown on the final plat shall be designated in accordance with N.C.G.S. 136-102.6 and those designated as public shall be conclusively presumed an offer of dedication to the public. Where streets are dedicated to the public but not accepted into the State system, before lots are sold, a statement explaining the status of the street shall be included with the final plat.

13.7

(a) Prior to entering any agreement or any conveyance with any prospective buyer, the Developer shall prepare and sign, and the buyer of the subject real estate shall receive and sign an acknowledgement of receipt of a separate instrument known as the Pamlico County Subdivision Streets Disclosure Statement which shall be made a part of the recorded deed of conveyance or recorded simultaneously with the recording of the deed of conveyance. Said statement shall be in substantially the following form, which shall be deemed sufficient for the purposes of this section:

PAMLICO COUNTY
Subdivision Street Disclosure Statement

Pursuant to N.C.G.S. 136-102.6(f), (Name of Developer), as the Developer and seller of Lot _____ in the subdivision known as (Name of Subdivision), Pamlico County, North Carolina, makes the following disclosures pertaining to the status and maintenance of (Name of Street):

- (1) (Name of Street) is designated a SUBDIVISION STREET.
- (2) After the initial installation and construction of (Name of Subdivision Street) by (Name of Developer), the responsibility of the maintenance of (Name of Subdivision Street) shall be upon the owners of the lots within the subdivision. In the event of failure of the lot owners to maintain said street there is no responsibility on the part of either the State of North Carolina or Pamlico County as to such maintenance. The street will not be constructed to minimum standards, sufficient to allow their inclusion on the State Highway System for maintenance.
- (3) (Name of Developer) will not construct said road to meet the North Carolina Department of Transportation Subdivision Road Minimum Construction Standards, and as such, (Name of Subdivision Street) will not meet the standards sufficient to allow its inclusion in the State Highway System for maintenance.

Receipt of this disclosure is by the Developer and buyer acknowledged this day of ___ day of _____, 20__.

(b) The Developer shall include in the Disclosure Statement an explanation of the consequences and responsibility as to maintenance of the subdivision street, and shall fully and accurately disclose the party and parties upon whom responsibility for construction and maintenance of such street or streets shall rest.

(c) The Disclosure Statement shall further disclose that the street or streets will not be constructed to minimum standards, sufficient to allow their inclusion on the State Highway System for maintenance. However, there must be a 50 foot right-of-way on all subdivision roads.

(d) The Disclosure Statement shall contain a duplicate original which shall be given

to the buyer. Written acknowledgement or receipt of the disclosure statement by the buyer shall be conclusive proof of the delivery thereof.

(e) As an alternative to providing the aforesaid disclosure separately and individually to each purchaser or prospective purchaser of a lot in a subdivision to be served by private streets, the Developer thereof may include language substantially similar to that required by this Section on the final plat of the subdivision or within any restrictive covenants recorded for the subdivision before the conveyance of any lots therein.

13.8

All subdivision streets shall meet the following requirements:

- (a) Cul-de-sacs shall be provided at the end of all public and semi-improved roads if dead ending, unless the road is looped. All cul-de-sacs must have a minimum radius of fifty feet, and the outside edge of the pavement or stabilized road must be a minimum of fifteen feet from the right-of-way line.
- (b) All subdivision roads or street within Pamlico county, whether public or private, and which the terminus thereof does not abut a state maintained street or highway, shall be connected by a connecting street to a state maintained road or highway, which connecting road shall conform to the specifications of the Division of Highways, North Carolina Department of Transportation for subdivision Streets; provided, however, that pavement of such connecting road or street shall not be required in the event that such road or street connects with subdivision streets or roads designated as private, as herein provided, and disclosure that said road shall not be paved is made in accordance with provisions of this ordinance.

13.9

Where it is necessary to provide for street access to an adjoining property, proposed streets shall be extended by dedication to the boundary of such property and a temporary turnaround provided.

13.10

The Subdivider of a nonresidential subdivision shall provide streets in accordance with

the latest standard of the N.C. Department of Transportation, Division of Highways' Subdivision Roads Minimum Construction Standards; and the standards in this ordinance, whichever are more strict in regard to each particular item.

13.11

The design of all public streets and roads within the jurisdiction of this ordinance shall be in accordance with the accepted policies of the latest standard of the N.C. Department of Transportation, Division of Highways' Subdivision Roads Minimum Construction Standards.

13.12

Right-of-way widths shall not be less than those adopted by the North Carolina Department of Transportation and shall apply except in those cases where right-of-way requirements have been specifically set out in the thoroughfare plan.

13.13

Proposed streets which are obviously in alignment with existing streets shall be given the same name. In assigning new names, duplication of existing names shall be avoided and in no case shall the proposed name be phonetically similar to existing names in the County irrespective of the use of a suffix such as street, road, drive, place, court, etc. Street names shall be made in accordance with the Pamlico County Road Naming and Addressing Ordinance.

13.14

The Subdivider shall be required to provide and erect street name signs at all intersections within the subdivision. The signs must be of the same type currently erected unless otherwise approved by the Board of Commissioners and must be erected in compliance with State and County standards, whichever are more stringent. All street names shall be indicated on the final plat.

13.15

An approved driveway permit is required for connection to any existing state system road. This permit is required prior to any construction on the street or road. The application is

available at the office of the nearest district engineer of the Division of Highways.

13.16

Offsets for Utility Poles and Utility Ground Terminals Poles for overhead utilities and utility ground terminals shall be set no greater than one foot inside the road right-of-way.

ARTICLE 14 UTILITIES

14.1

All lots in subdivision not connected to municipal or county water and/or sanitary sewer systems must have a suitable source of water supply and sanitary sewage disposal which complies with the regulations of the State of North Carolina or Pamlico County regulations, as applicable:

- a) No surface water shall be channeled or directed into a sanitary sewer.
- b) Where feasible, Subdivider shall connect to an existing storm drainage system.
- c) Where an existing storm drainage system cannot feasibly be extended to the subdivision, a surface drainage system shall be designed to protect the proposed development from water damage.
- d) The proposed surface drainage design system shall meet all of the applicable rules and regulation of the North Carolina soil conservation authorities.
- e) Streambanks and channels downstream from any land disturbing activity shall be protected from increased degradation or accelerated bank erosion caused by increased velocity of runoff from the land disturbing activity in accordance with the North Carolina Sedimentation Pollution Control Act, G.S. 143-34.12, Chapter 113A, Article 4 and the North Carolina Administrative Code, Title 15, Chapter 4.
- f) All water valves, water meters and manholes shall be located outside the paved roadway.
- g) All utilities located within the 100-year flood plain will be designed and located to comply with requirements of the National Flood Insurance Program and the County's Flood Damage Prevention Ordinance.

14.2

If applicable to the lot, it is a requirement to give disclosure to prospective owners by the seller of the lot that a special sewage system will be required to allow usage of this property. The disclosure shall be signed by the owner, the prospective buyer of the lot, and recorded with the deed in the Office of the Register of Deeds of Pamlico County.

ARTICLE 15 **MONUMENTS**

Unless otherwise specified by this ordinance, the Manual of Practice for Land Surveying as adopted by the N.C. State Board of Registration for Professional Engineers and Land Surveyors, under the provisions of Title 21 of the North Carolina Administrative Code, Chapter 56 (21 NCAC 56), or as may be subsequently amended, shall apply when conducting surveys and placement of monuments, control corners, markers, and property corner ties; to determine the location, design, and material of monuments, markers, control corners, and property corner ties; and to determine other standards and procedures governing the practice of land surveying for subdivisions.

ARTICLE 16 **GROUP, CLUSTER, PLANNED UNIT DEVELOPMENT**

16.1 **Purpose**

The purpose of this Article 16 is to encourage comprehensive planning for sizeable tracts of land under single ownership or control, so as to promote the construction and use of the appropriate commercial, retail, institutional, industrial and recreational areas. To this end, the standards and requirements of this ordinance may be modified by the Planning Board in the case of a plan and program for a group, cluster, or Plan Unit Development (“PUD”), which in the judgment in the Planning Board and Board of Commissioners, provides adequate public spaces and improvements for circulation, recreation, and service needs of the tract of land when fully developed and populated, and also provides such covenants, or other legal instruments, as will assure conformity to an achievement of such a development plan.

16.2 **Permitted Uses**

The following uses shall be permitted:

- A. Single family dwellings.
- B. Multi-family dwellings.
- C. Accessory buildings or uses for residential dwellings.
- D. Office and professional facilities.
- E. Retail commercial facilities.
- F. Recreational uses, including golf courses, parks, open spaces, walkways, marinas, and all other recreational uses, as well as services associated therewith.
- G. Utility structures and facilities.
- H. Hotels, inns, and other commercial establishments of transient or temporary lodging.

[Any use proposed in a PUD that would otherwise be regulated by the County's Group Hosing Ordinance shall instead be regulated by this Subdivision Ordinance.](#)

16.3
Minimum Tract Size

There shall be no minimum tract size for development under this Article 16.

16.4
Density of Development

There shall be no more than one dwelling unit or separate unit of ownership, on average, for each acre of the PUD property utilized.

16.5
Lot Size

The average lot size for single family lots within the PUD with frontage on a naturally occurring water shall be three-quarters (3/4) of an acre; otherwise, the average size of all single family lots within the PUD shall be one-half (1/2) acre.

16.6
Wastewater Treatment

All wastewater treatment of effluent generated within the PUD must be through a North Carolina DENR approved treatment and disposal system operated by either a unit of government or an approved licensed public utility with a franchise granted by the North Carolina Utilities Commission. In no event shall septic systems be allowed for treatment of wastewater effluent.

16.7
Water Supply

All water supplied to property within the PUD must be through an approved system operated by either a unit of government or an approved licensed public utility with a franchise granted by the North Carolina Utilities Commission.

16.8
Setbacks

The following minimum setbacks shall apply:

<u>Minimum Building Setback Line</u>	<u>Side Yard Setback Line</u>	<u>Rear Yard Setback Line</u>
25 feet	8 feet	15 feet

The minimum required setback established hereunder may be waived in the event that the public health, safety and welfare will not be negatively impacted by such waiver. Further, additional requirements may be imposed as a condition upon waiver of these setback requirements.

In addition to these minimum setbacks, those setbacks under the Pamlico County Land Use Plan established for districts entitled “Rural with Services” and “Conservation I” shall also apply.

16.9
Streets

Public streets must meet the requirements imposed by Article 13 of this ordinance.

Streets other than public streets shall have no minimum right of way or paving widths, and shall not be required to meet the provisions of Article 13 of this ordinance; provided, however, all base, material and paving must meet the then current secondary road standards of

the State of North Carolina as if it were a public street.

Further, in the event that any street in a PUD shall not be constructed to minimum standards sufficient to allow its inclusion in the state highway system for maintenance, a street disclosure statement, in a format substantially similar to that contained in Article 13.7 above, shall be required.

16.10 **Plat Submission**

The owner of any property seeking to have such a property developed under this Article 16 shall submit a master site and development plan for all property designated (or requested to be designated) as a PUD at least thirty (30) days prior to the Planning Board meeting at which the owner desires the Board to review the master site and development plan. Twelve copies of such site development plan shall be submitted to the County Subdivision Administrator. The site development plan must show, at a minimum, the following items:

- A. All proposed public or private street rights-of-way and easements;
- B. The proposed location of all single family residences and developments;
- C. The proposed location of all multi-family developments;
- D. The proposed location of all recreational areas;
- E. The proposed location of all office and professional areas;
- F. The proposed location of all commercial areas;
- G. The proposed location of all utility areas;
- H. The proposed density of development for each site designated single-family residential, for each site designated multi-family residential, for each site designated for office and professional utilization, and for each site designated for commercial utilization. Furthermore, the development plan shall include the gross acreage for the project, and each use therein, and the gross residential density (including recreational and open spaces); and
- I. Any other information requested by the Planning Board or Board of Commissioners.

The Board of Commissioners, following review and recommendation by the Planning Board, may designate property as a PUD if the Board of Commissioners determine that the proposed development plan is in the best interest of Pamlico County because the plan meets the

requirements of this Article 16, and represents a comprehensive and coordinated approach to land planning and use on the property so designated. Once the master plan is approved by the Board of Commissioners, the applicant may proceed under Sections [16.11 and](#)-16.12 below. A PUD may only be designated as such upon request of the owner of the property.

16.11 **Change In Plans**

A. Change in Plans Prior to Final Plat Approval. The owner or developer of each tract designated as a PUD ~~shall be allowed to~~may submit plats for subdivision approval that are inconsistent with particular site designations as shown on the master plan, ~~but only if done~~ prior to plat approval under Section 16.12.

B. Change in Plans After Final Plat Approval. The owner of each tract designated as a PUD shall be allowed to submit plats for subdivision approval that amend prior final recorded plats and approval for such plats may be performed by the Subdivision Administrator so long as the amended plat does not increase the number of lots contained on the plat by more than ten percent (10%), does not increase the density by more than ten percent (10%), and otherwise meets the requirements of this ordinance. If the Subdivision Administrator makes a decision to approve or deny such plats, the Subdivision Administrator shall provide notice of such decision pursuant to G.S. 160D-403(b). Nothing in this ordinance shall require the Subdivision Administrator to approve any proposed amended or subsequent plats, and the Subdivision Administrator may submit the proposed amended or subsequent plat for preliminary and final plat approval in accordance with Articles 9 and 10 of this ordinance in his or her sole discretion if the Subdivision Administrator requires clarification from the Planning Board or Board of Commissioners on the intent or interpretation of this ordinance.

~~;~~ ~~however,~~ ~~if~~ any such changes described above are deemed material by the Subdivision Administrator, the applicant may be required to provide to the County an updated master development plan for the entire property, which updated plan must conform with all limitations contained within this ordinance, and approval of the updated plan shall then be a condition precedent to recordation of the plat.

16.12
Plat Approval

Within twelve (12) months (unless said time is extended by the Planning Board), one or more plats of some or all of the phases of a proposed PUD shall be submitted in accordance with Article 9 of this ordinance and said plat shall be reviewed in accordance with said section, and upon approval, Article 10 of this ordinance shall be applicable.

16.13
Waiver of General Subdivision Requirements

Except for Articles 2, 9, 10, and 11 above, and except as otherwise provided herein, property approved as a PUD shall be exempt from other provisions of this ordinance.

16.14
Permits

Before any building permit is issued within a PUD, a storm water management plan must be submitted to and be approved by the State of North Carolina in accordance with its Coastal Storm Water Rules and Regulations.

16.15
Off Street Parking Space Requirements

There shall be a minimum of two parking spaces (10ft. by 20ft. each) for every multi-family residential, retail, commercial, or institutional unit. Furthermore, additional spaces may be required to protect the public health safety and welfare, and such additional requirements will be determined by actual use. The number of parking spaces required for marina slips shall be as required by the Pamlico County Land Use Plan. Parking space requirements shall also be as required by federal, state and local laws and regulations.

ARTICLE 17
APPEALS

Any decision of the Subdivision Administrator under this ordinance may be appealed by

an aggrieved party within thirty (30) days of such decision by filing a written request for an appeal with the County Clerk. Any such appeal of a decision of the Subdivision Administrator shall be considered and ruled upon by the Planning Board within sixty days of the filing thereof.

Any decision of the Planning Board under this ordinance may be appealed by an aggrieved party within thirty (30) days of such decision by filing a written request for an appeal with the County Clerk. Any such appeal of a decision of the Planning Board shall be considered and ruled upon by the County Commissioners within sixty days of the filing thereof.

Any decision of the Board of Commissioners under this ordinance may be appealed by an aggrieved party within thirty (30) days of such decision by filing a petition with the Superior Court of Pamlico County for a review, which shall be in the nature of certiorari.

ARTICLE 18 **DEVELOPMENT AGREEMENTS**

Pamlico County may enter into development agreements with developers or property owners subject to the provisions of this ordinance. In entering into such agreements, Pamlico County may not exercise any authority or make any commitment not authorized by general or local act and may not impose any tax or fee not authorized by otherwise applicable law. A development agreement shall not exempt the property owner or developer from compliance with the State Building Code or State or local housing codes that are not part of Pamlico County's development regulations. Development authorized by a development agreement shall comply with all applicable laws, including all ordinances, resolutions, regulations, permits, policies, and laws affecting the development of property, including laws governing permitted uses of the property, density, intensity, design, and improvements.

A. Any development agreement must be approved by the Board of County Commissioners.

B. Before entering into a development agreement, the Board of County Commissioners shall conduct a legislative hearing on the proposed agreement. The notice provisions of G.S. 160D-602 applicable to zoning map amendments shall be followed for this hearing. The notice for the hearing must specify the location of the property subject to the

development agreement, the development uses proposed on the property, and must specify a place where a copy of the proposed development agreement can be obtained.

C. Content of the Agreement.

1. A development agreement shall, at a minimum, include all of the following:

- (a) A description of the property subject to the agreement and the names of its legal and equitable property owners.
- (b) The duration of the agreement. However, the parties are not precluded from entering into subsequent development agreements that may extend the original duration period.
- (c) The development uses permitted on the property, including population densities and building types, intensities, placement on the site, and design.
- (d) A description of public facilities that will serve the development, including who provides the facilities, the date any new public facilities, if needed, will be constructed, and a schedule to assure public facilities are available concurrent with the impacts of the development. In the event that the development agreement provides that the County shall provide certain public facilities, the development agreement shall provide that the delivery date of such public facilities will be tied to successful performance by the developer in implementing the proposed development, such as meeting defined completion percentages or other performance standards.
- (e) A description, where appropriate, of any reservation or dedication of land for public purposes and any provisions agreed to by the developer that exceed existing laws related to protection of environmentally sensitive property.
- (f) A description, where appropriate, of any conditions, terms, restrictions, or other requirements for the protection of public health, safety, or welfare.
- (g) A description, where appropriate, of any provisions for the preservation and restoration of historic structures.

2. The development agreement may also provide that the entire development or any phase of it be commenced or completed within a specified period of time. If required by ordinance or in the agreement, the development agreement shall provide a development

schedule, including commencement dates and interim completion dates at no greater than five-year intervals; provided, however, the failure to meet a commencement or completion date does not, in and of itself, constitute a material breach of the development agreement pursuant to G.S. 160D-1008 but must be judged based upon the totality of the circumstances. The developer may request a modification in the dates as set forth in the agreement.

3. If more than one local government is made party to an agreement, the agreement must specify which local government is responsible for the overall administration of the development agreement. A local or regional utility authority may also be made a party to the development agreement.

4. The development agreement also may cover any other matter, including defined performance standards, not inconsistent with this ordinance. The development agreement may include mutually acceptable terms regarding provision of public facilities and other amenities and the allocation of financial responsibility for their provision, provided any impact mitigation measures offered by the developer beyond those that could be required by the County shall be expressly enumerated within the agreement, and provided the agreement may not include a tax or impact fee not otherwise authorized by law.

5. Consideration of a proposed major modification of the agreement shall follow the same procedures as required for initial approval of a development agreement. What changes constitute a major modification may be determined by ordinance adopted pursuant to G.S. 160D-1003 or as provided for in the development agreement.

6. Any performance guarantees under the development agreement shall comply with G.S. 160D-804.1.

D. Vesting.

1. Unless the development agreement specifically provides for the application of subsequently enacted laws, the laws applicable to development of the property subject to a development agreement are those in force at the time of execution of the agreement.

2. Except for grounds specified in G.S. 160D-108(c) or G.S. 160D-108.1(f), Pamlico

County may not apply subsequently adopted ordinances or development policies to a development that is subject to a development agreement.

3. In the event State or federal law is changed after a development agreement has been entered into and the change prevents or precludes compliance with one or more provisions of the development agreement, the County may modify the affected provisions, upon a finding that the change in State or federal law has a fundamental effect on the development agreement.
4. This section does not abrogate any vested rights otherwise preserved by law.

E. Breach and cure.

1. The Subdivision Administrator shall review development under the agreement annually or more frequently in the sole discretion of the Subdivision Administrator at which time the developer shall demonstrate good-faith compliance with the terms of the development agreement.
2. If Pamlico County finds and determines that the developer has committed a material breach of the agreement, the County shall notify the developer in writing setting forth with reasonable particularity the nature of the breach and the evidence supporting the finding and determination and providing the developer a reasonable time in which to cure the material breach.
3. If the developer fails to cure the material breach within the time given, then Pamlico County unilaterally may terminate or modify the development agreement, provided the notice of termination or modification may be appealed in the manner provided by Article 17.
4. A development agreement shall be enforceable by any party to the agreement notwithstanding any changes in the development regulations made subsequent to the effective date of the development agreement. Any party to the agreement may file an action for injunctive relief to enforce the terms of a development agreement.

F. Change of jurisdiction.

1. Except as otherwise provided by this Article, any development agreement entered

into by a local government before the effective date of a change of jurisdiction shall be valid for the duration of the agreement or eight years from the effective date of the change in jurisdiction, whichever is earlier. The parties to the development agreement and the local government assuming jurisdiction have the same rights and obligations with respect to each other regarding matters addressed in the development agreement as if the property had remained in the previous jurisdiction.

2. A local government assuming jurisdiction may modify or suspend the provisions of the development agreement if the local government determines that the failure of the local government to do so would place the residents of the territory subject to the development agreement or the residents of the local government, or both, in a condition dangerous to their health or safety, or both.

G. Recordation.

The developer shall record the agreement with the Pamlico County Register of Deeds within 14 days after the County and developer execute an approved development agreement. No development approvals may be issued until the development agreement has been recorded. The burdens of the development agreement are binding upon, and the benefits of the agreement shall inure to, all successors in interest to the parties to the agreement.

H. Applicability of procedures to approve debt.

In the event that any of the obligations of the County in the development agreement constitute debt, the County shall comply, at the time of the obligation to incur the debt and before the debt becomes enforceable against the County, with any applicable constitutional and statutory procedures for the approval of this debt.

ARTICLE 19
EFFECTIVE DATE

This ordinance is hereby adopted by the Pamlico County Board of Commissioners to be effective the ~~1st day of July, 2021.~~

PAMLICO COUNTY

EDWARD RIGGS, JR., Chairman

ATTEST:

CHANTELLE ALLISON, Clerk

APPENDIX A

a) Certificate of Ownership and Dedication

I (We) hereby certify that I (we are) am the owner(s) of the property shown and described hereon, and that I (we) hereby adopt this plan of subdivision with my (our) free consent, establish the minimum building lines, and dedicate all streets alleys, walks, parks, and private use as noted. I (we) also certify that the land shown on this plat falls within the subdivision jurisdiction of Pamlico County.

Date

Owner

Owner

b) (1) Certificate of Approval of Street Design - Public Streets

This is to certify that the street design specifications shown on this subdivision map have been examined and found to be in accordance with the minimum right-of-way and construction standards established by the Secondary Roads Council of the North Carolina Department of Transportation for acceptance on the State Highway System.

This ____ day of _____, 20____

District Engineer
N.C. Department of Transportation

AND

The subdivider or developer agrees to maintain responsibility for the maintenance of all streets depicted on this plat until such time as such streets are accepted into the State Highway System, provided that the subdivider may transfer responsibility for the maintenance of such streets prior to such time as such streets are accepted into the State Highway System to a duly constituted and organized homeowners or property owners association if the subdivider has reserved the right to so transfer in restrictive covenants (or in a similar legal instrument) recorded in the Office of the Register of Deeds of Pamlico County, North Carolina prior to the conveyance of any lots in such subdivision.

b) (2) Certificate of Approval of Street Design – Private Streets

This is to certify that the street design specifications shown on this subdivision

map have been examined by me are in accordance with the minimum requirements of Article 13 of the Pamlico County Subdivision Ordinance.

This ____ day of _____, 20__

Project Engineer/Surveyor

AND

After the initial installation and construction by the developer or subdivider of streets depicted on this plat, the responsibility for the maintenance of said streets shall be upon the owners of the lots within the subdivision. In the event of failure of the lot owners to maintain said streets there is no responsibility on the part of either the State of North Carolina or Pamlico County as to such maintenance. The streets will not be constructed to minimum standards sufficient to allow their inclusion on the State Highway System for maintenance, and in any event will not be maintained by any unit of government.

c) Certificate of Surveyor or Engineer

I, _____, certify that this plat was drawn under my supervision from (an actual survey made under my supervision) (deed description recorded in Book _____, Page _____ etc.) (other) ; that the boundaries not surveyed are shown as broken lines plotted from information found in Book _____, Page _____ that this plat was prepared in accordance with G.S. 47-30 as amended.

Witness my original signature, registration number and seal this ____ day of _____, A.D., 20_____

SEAL OR
STAMP

Surveyor

Registration Number

d) Certificate of Approval by the Planning Board

The Pamlico County Planning Board hereby approves the final plat for the _____ Subdivision.

Date

CHAIRMAN, PLANNING BOARD

- e) Certificate of Approval by the Board of County commissioners

The Pamlico County Board of Commissioners hereby approves the final plat for the
_____ Subdivision.

Date

CHAIRMAN, PAMLICO COUNTY
BOARD OF COMMISSIONERS

- f) Certificate of Compliance with Area of Environmental Concern Standards

I hereby certify that this subdivision conforms to the standards of the North Carolina Coastal Management Act of 1974 and is not located within any Area of Environmental Concern.

-OR-

I hereby certify that this subdivision conforms to the standards of the North Carolina Coastal Management Act of 1974 and a portion(s) or all of the subdivision located within any Area of Environmental Concern is duly noted at the appropriate location on this plat.

LOCAL PERMIT OFFICER

- g) Notice to Prospective Purchasers (Environmental Matters)

The Army Corps of Engineer, Coastal Area Management Act and Division of Water Quality areas of regulatory jurisdiction depicted on this map, if any, are for information purposes only. The exact location of these areas of regulatory jurisdiction are subject to future precise delineation by various state and federal agencies and may change over time due to changes in the physical characteristic of the land depicted on this plat, or due to future statutory and regulatory amendments. Prior to purchasing any property shown on this plat, individuals are advised to independently verify that any particular lot is suitable for the planned or intended use, as subdivision approval by Pamlico County does not constitute any warranty (express or implied) that the land depicted on this plat is suitable for any particular use.

- h) Notice to Prospective Purchasers (Waste Water Treatment Matters, plat must reflect *one*

of the following notices)

(i) SERVICE BY GOVERNMENTAL ENTITY

Lots depicted on this plat are permitted for sewer service by [insert name of governmental sewer provider], permit/authorization number _____. Prior to purchasing any lot depicted on this plat, Purchasers are advised to verify the continuing validity of the aforesaid permit or authorization, as well as the costs to connect to such system as the continuing and indefinite availability of sewer service is not guaranteed by Pamlico County.

(ii) SERVICE BY PRIVATE PACKAGE/TREATMENT PLANT

Lots depicted on this plat are permitted for sewer service by a private package or treatment plant which will be owned and operated by the developer or another non-public person or entity. The private sewer plant has been permitted by the State of North Carolina, permit number _____, and after its construction will be operated as a utility subject to regulatory oversight by the State of North Carolina. Prior to purchasing any lot depicted on this plat, Purchasers are advised to verify the continuing validity of the aforesaid permit and the status of the construction of the private sewer plant by the developer as the construction and proper operation of the private sewer plant or the indefinite availability of sewer service is not guaranteed by Pamlico County.

(iii) SERVICE BY SEPTIC TANKS

Lots depicted on this plat are permitted for septic service by individual septic tank permits issued by the Pamlico County Health Department. Prior to purchasing any lot depicted on this plat, Purchasers are advised to verify the continuing validity of the septic permit for the lot to be purchased as septic permits expire five (5) years after issuance with no guarantee that new or future septic tank regulations will permit the installation of the system originally permitted.

-OR-

Lots depicted on this plat are intended to be served by individual septic tank permits to be issued by the Pamlico County Health Department; however, no such permits have been issued to the developer. Prior to purchasing any lot depicted on this plat, Purchasers are advised to verify whether a septic tank permit can be obtained for the lot to be purchased.

APPENDIX B

<u>Information</u>	<u>Preliminary Plat</u>	<u>Final Plat</u>
- Title Block Containing:		
- Name of the Subdivision	x	x
- Name and Address of owner	x	x
- Name and Address of applicant, if different from owner	x	x
- Location (including township, County and state)	x	x
- Date or dates survey was conducted and plat prepared	x	x
- A scale of drawing in feet per inch listed in words or figures	x	x
- A bar graph	x	x
- Name, address, registration number and seal of the Registered Land Surveyor	x	x
- A sketch vicinity map showing the relationship between the proposed subdivision and surrounding area	x	x
- Corporate limits, township boundaries, county lines if on the subdivision tract	x	x
- The registration numbers and seals of the professional engineers	x	x
- Date of plat preparation	x	x
- North arrow and orientation	x	x
- The boundaries of the tract or portion thereof to be subdivided, distinctly and accurately represented with all bearings and distances shown	x	x
- The location of existing boundary lines of adjoining lands	x	x
- The names of owners of adjoining properties	x	

<u>Information</u>	<u>Preliminary Plat</u>	<u>Final Plat</u>
- The names of any adjoining subdivisions of record or proposed and under review	X	X
- All Voluntary Agricultural Districts and Enhanced Voluntary Agricultural Districts located within one-half (1/2) aerial mile of the proposed subdivision	X	X
- Minimum building setback lines	X	X
- Existing property lines on the tract to be subdivided	X	X
- Existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land immediately adjoining	X	X
- Lot line, lot and block numbers, and approximate dimensions with lots being marked, identified or flagged showing the rough approximate lot line location	X	
- Lot lines, lot and block numbers, fully dimensioned by lengths and bearings	X	
- Marshes, swamps, ponds or lakes, streams or streambeds and any other natural features affecting the site	X	X
- The exact location of the flood hazard boundary area, floodway and floodway fringe areas from the community's Flood Hazard Boundary maps or other Federal Emergency Management Agencies maps or from accurate topographical elevations based on the geodetic survey data.	X	
- A note on the map if applicable that this area or a portion of this area lies within the flood hazard boundary area as shown on the U.S. Department of Housing and Urban Development Flood Hazard Boundary Maps of Pamlico County	X	
	Preliminary	Final

<u>Information</u>	<u>Plat</u>	<u>Plat</u>
- The following data concerning streets:		
- Proposed streets	x	x
- Existing and platted dedicated streets and rights-of-way on adjoining properties and within the proposed subdivision	x	x
- Rights-of-way, location and dimensions	x	x
- Pavement widths	x	
- Design engineering data for all corners and curves	x	
- Typical street cross sections	x	
- Street names	x	x
- Street sign locations according to standards of the County and State	x	
- Type of street dedication; all streets must be designated either "public" or "private." Where public streets are involved, the Subdivider must submit the subdivision map typical cross Section to the N.C. Department of Transportation District Highway office for review: A complete site layout, including any future expansion anticipated; horizontal alignment indicating general curve data on site layout plan; vertical alignment indicated by percent grade, PI station and vertical curve length on site plan layout; the District Engineer may require the plotting of the ground profile and grade line for roads where special conditions or problems exist; typical section indicating the pavement design and width and the slopes, widths and details for either the curb and gutter or the shoulder and ditch proposed; drainage facilities and-drainage area	x	x
	Preliminary <u>Plat</u>	Final <u>Plat</u>
<u>Information</u>		

-	Where streets are dedicated to the public, but not accepted into the state system, a statement explaining the status of the street in accordance with Section 13.6 of this ordinance.	x	x
-	If any street is proposed to intersect with a state maintained road, the Subdivider must receive driveway approval as required by the North Carolina Department of Transportation, Division of Highways Manual on Driveway Regulations	x	
-	The location and dimensions of all the following:		
-	Utility and other easements	x	x
-	Any parks and recreation areas with specific type indicated	x	
-	Areas to be dedicated or reserved for public use	x	x
-	Areas to be used for purposes other than residential with the purpose of each stated	x	x
-	The future ownership (dedication or reservation for public use to governmental body, to duly constituted homeowners association, or for tenants remaining in Subdivider' s ownership) of recreation and open space lands	x	x

<u>Information</u>	<u>Preliminary Plat</u>	<u>Final Plat</u>
- Sufficient engineering data to determine readily and reproduce on the ground every straight or curved line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles, and tangent distance for the center line of curved property lines that are not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute	X	X
- The plans for utility layouts including:		
- All easements for drainage, electric, water, sewerage, telephone, cable TV, natural gas, roads, etc.	X	X
- Sanitary sewers	X	
- Storm sewers	X	
- Other drainage facilities, if any	X	
- Water distribution lines	X	
- Natural gas lines	X	
- Telephone lines	X	
- Electric lines	X	
- Illustrations of connections to existing systems, showing line sizes, the location of fire hydrants, blowoffs, manholes, force mains and gate valves	X	
- A note on the plat that indicates if the proposed subdivision is to be served by central or individual water supply and central or individual sewage treatment systems	X	X

<u>Information</u>	<u>Preliminary Plat</u>	<u>Final Plat</u>
- Profiles based on Mean Sea Level data for sanitary sewers and storm sewers, when required by the Administrator	X	
- Site calculations including:		
- Acreage in total tract to be subdivided	X	X
- Acreage in parks and recreation areas and other nonresidential uses	X	X
- Total number of parcels created	X	X
- Acreage or square footage in each lot in the subdivision	X	X
- Linear feet in streets	X	X
- The accurate locations and descriptions of all monuments, markers and control points	X	X
- Topographic map with contour intervals as specified by the Subdivision Administrator on a scale of no less than 1 foot - 100 feet if required by the Subdivision Administrator	X	
-Boundaries of applicable Areas of Environmental Concern in accordance with the State Guidelines for AECs (15 NCAC pursuant to the Coastal Area Management Act of 1974 including Conservation I classified lands as defined By the Pamlico County 1990	X	X
Land Use Plan Amendment. These areas are defined as all lands located within seventy-five (75) feet of all natural mean high water level along all shore-lines and shall be shown on all subdivision plats as Conservation I areas	X	X
- All certifications required by this ordinance		X

APPENDIX "C"

**PERFORMANCE AGREEMENT
TO COMPLETE REQUIRED IMPROVEMENTS**

NORTH CAROLINA
PAMLICO COUNTY

PERFORMANCE AGREEMENT

THIS AGREEMENT, made and entered into this ___ day of _____, 20___,
by _____ and _____ between _____, a(n)
_____ (hereinafter "Developer"); and PAMLICO COUNTY, a North
Carolina body politic and corporate (hereinafter "County");

WITNESSETH:

THAT WHEREAS, Developer is the owner of that certain tract or parcel of land lying
and being situate in Township ___, Pamlico County, North Carolina, more commonly referred to
as _____ (hereinafter "Subdivision"), as is shown in the plat recorded in
Map Book ___, Page ___ in the office of the Register of Deeds of Pamlico County, North Carolina;
and,

WHEREAS, Developer has undertaken to subdivide said land in accordance with the
subdivision regulations as officially adopted by the County and to install streets and perform
other requirements as are set forth in said regulations; and,

WHEREAS, in order to secure the compliance of Developer with the subdivision,
regulations, Developer has given the County a [describe type of collateral] of even date herewith,
to serve in the place of and in substitution of, a bond for the performance of said work to be
performed by Developer in the Subdivision.

NOW THEREFORE, for and in consideration of the sum of TEN DOLLARS and the
covenants and agreements set forth herein, Developer does hereby obligate itself to the
installation of streets, utilities and other improvements as required by the County under it's
subdivision regulations in the subdivision as recorded in Map Book ___, Page ___; and if in the
event the Developer shall complete said subdivision improvements according to the
specifications as outlined by the county's subdivision regulations within eighteen (18) months of

the date of this Agreement, then and in that event, this obligation shall become null and void, and upon completion and expiration of the same, the Pamlico County Board of Commissioners shall take all necessary actions to cancel this bond of record; otherwise this bond shall be and remain in full force and effect. In the event of the failure of Developer to complete said improvements in the time set forth above or any extensions thereof, in accordance with the subdivision regulations of County and the terms of this Agreement, the County is hereby authorized to proceed upon the collateral given this day by Developer to secure the performance of this Agreement and to apply the proceeds thereof to the completion of said Subdivision in accordance with subdivision regulations of County, with any balance being applied first to any and all costs incurred by the County due to the default, and the remainder, if any, returned to Developer. Further, in the event of the failure of the Developer to comply with the terms of this Agreement, which shall constitute a default hereof, the County may employ an attorney to enforce the County's rights and remedies under the terms of any collateral securing this Agreement. County shall have the right to collect reasonable attorney's fees, plus all other reasonable expenses incurred by the County in exercising any of the County's rights and remedies upon default. The County's failure to exercise any such right or remedy shall not be a waiver or release of such rights or remedies or the right to exercise any of them at another time.

If there is a breach of the warranty stated in Section 11.7 of the County's Subdivision Ordinance, County may pursue all legal and equitable remedies against Developer or any contractor or agent of Developer, as the County deems appropriate, to enforce the warranty and recover any damages associated with the breach of said warranty.

In the event County grants Developer any extension(s) of time in which to complete said subdivision improvements, this Agreement shall likewise be extended by the amount of such approved extension, without the necessity of a formal written amendment to this Agreement.

ALL TERMS, CONDITIONS AND PROVISIONS OF COUNTY'S SUBDIVISION ORDINANCE ARE INCORPORATED HEREIN BY REFERENCE AS IF FULLY SET FORTH HEREIN SEPARATELY, AND DEVELOPER AGREES TO BE BOUND BY SAME.

IN TESTIMONY WHEREOF, the Developer and County have caused this instrument to be duly executed, the day and year first above written.

[Developer Name]

_____ (SEAL)

PAMLICO COUNTY

BY: _____
CHAIRMAN

ATTESTED:

CLERK TO THE BOARD

[APPROPRIATE NOTARY LANGUAGE]

BOARD OF COMMISSIONERS

CHAIRMAN

EDWARD RIGGS JR. - TOWNSHIP #3

VICE-CHAIRMAN

CANDY BOHMERT - TOWNSHIP #2

DOUG BRINSON - AT LARGE

KARI FORREST - AT LARGE

PAT PRESCOTT - TOWNSHIP #1

CARL OLLISON - TOWNSHIP #4

MISSY BASKERVILL - TOWNSHIP #5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
TIMOTHY A. BUCK

ASST. COUNTY MANAGER
JUSTIN OAKES

CLERK TO THE BOARD
CHANTELLE M. ALLISON

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

June 1, 2023

TO: Chairman Riggs and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Fiscal Year 2023-2024 Budget Presentation

I request time on the agenda to discuss the Fiscal Year 2023-2024 Budget.

BUDGET AMENDMENTS



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer _____ X _____

Type of Revision: Expenditure _____ X _____ Revenue _____

Department: DSS

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105373-519900III	Contracted Services		\$ 10,000.00
105550-519900	Contracted Services	\$ 10,000.00	

Reason for Budget Revision: To move money to reflect spending.

Approved By:

Finance Officer

County Manager

June 5, 2023

Agenda Date

Clerk to the Board (For Board Approval)



B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ X _____ Line Item Transfer _____ X _____
 Type of Revision: Expenditure(E) _____ X _____ Revenue (R) _____

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the budget ordinance.

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT(+) INCREASED	AMOUNT(-) DECREASED
10-5373-519900 III (E) 10-5550-519900 (E)	Contracted Services Lev III Contracted Services Lev II	\$10,000.00	(\$10,000.00)

RECEIVED

MAY 11 2023

PAMLICO COUNTY
FINANCE OFFICE

Reason for Budget Revision: To move funds to refelct spending

Approved By:

Finance Officer

County Manager

Agenda Date

Clerk to the Board (For Board Approval)



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment X Line Item Transfer _____

Type of Revision: Expenditure X Revenue X

Department: Stillwater

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
100213-435832	DJJP-Intervention-Delinquency	\$ 1,770.00	
105835-500000	Expenditure (Stillwater)	\$ 1,770.00	

Reason for Budget Revision: To recognize discretionary funding received from JCPC and increase expenditure line.

Approved By:

Finance Officer

County Manager

June 5, 2023

Agenda Date

Clerk to the Board (For Board Approval)

PAULICO COUNTY (COUNTY OF PAULICO)

10 - 0213-435832

GENERAL

RES ST OFH

INTERVEL

Acc Name: D.J.P-INTERVENTION-DELINQUENCY

Type: Revenue

Status: Active

MAY 12 2023

PAULICO COUNTY

FINANCE OFFICE

1 Year Comparison History 4 Year Graph History Graph

Per 2023/11

Final Budget	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020
Final Budget	-59,179.00	-59,179.00	-59,179.00	-59,179.00
Trans In	.00	.00	-3,605.00	.00
Trans Out	.00	.00	.00	.00
Net Budget	-59,179.00	-59,179.00	-61,784.00	.00
Adj (Memo)	-49,600.00	-59,736.00	-62,375.00	.00
Amendments	.00	.00	.00	.00
Adjustments	.00	.00	.00	.00
Total	-3,579.00	547.00	991.00	80
Secured	83.81	100.92	100.36	80

100213-435832
105835-50000

DJP- Intervention - Delinquency
Shilwater expenditure

\$1,770.00
\$1,770.00

increase
to recognize
discretionary funding received from JOEL and increase expenditure via

Written Up / Smart
Entered e. Boyd

Pamlico County NC DPS - Community Programs - County Funding Plan

Available Funds: \$ 77,260 Local Match: \$ 22,120 Rate: 10%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER	OTHER	Total	% Non DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind	State/Federal	Funds		
1	Pamlico StillWaters	\$61,290	\$5,952	\$14,518		\$99,000	\$180,760	66%	
2	Pamlico Teen Court	\$16,500	\$1,650				\$18,150	9%	
3	Pamlico JCPC Administrative	\$1,240					\$1,240		
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
TOTALS:		\$79,030	\$7,602	\$14,518		\$99,000	\$200,150	61%	

The above plan was derived through a planning process by the Pamlico County
Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2022-23

Amount of Unallocated Funds _____

Amount of funds reverted back to DPS _____

Discretionary Funds added \$1,770

check type initial plan update final

---DPS Use Only---

Reviewed by _____	Area Consultant	Date _____
Reviewed by _____	Program Assistant	Date _____
Verified by _____	Designated State Office Staff	Date _____

Chairperson, Juvenile Crime Prevention Council (Date)

Chairperson, Board of County Commissioners (Date)
or County Finance Officer



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue _____

Department: Senior Services

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
104930-512100	Salaries & Wages		\$ 15,000.00
104930-512600	Salaries & Wages P/T		\$ 7,000.00
104930-518600	Workers Comp		\$ 3,000.00
104930-518200	Retirement Expense		\$ 2,000.00
104930-518100	FICA Expense		\$ 1,000.00
104934-522000	Food and Provisions	\$ 13,000.00	
104931-512600	Salaries & Wages P/T	\$ 15,000.00	

Reason for Budget Revision: To move budget to expense line when needed.

Approved By:

Finance Officer

County Manager

June 5, 2023

Agenda Date

Clerk to the Board (For Board Approval)

~~Need BWA~~

Dept - Senior Services

Debit

Credit

		→ 15,000	from	
104930	512100			Salaries & Wages
"	512600	→ 7,000		Salaries & Wages P/T
"	518600	3,000		Workers Comp
"	518200	2,000		Retirement Expense
"	518100	1,000		FICA Expense

Food
104934 522000

~~Need~~
Food and Provisions 13,006

104931 512600

Salaries & Wages P/T 15,000

Purpose: move Budget To Expend Lines when needed.

RECEIVED

MAY 16 2023

PAMLICO COUNTY
FINANCE OFFICE



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer _____ X _____

Type of Revision: Expenditure _____ X _____ Revenue _____

Department: Tax Department

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
104140-519200	Professional Services		\$ 500.00
104140-531000	Travel	\$ 500.00	

Reason for Budget Revision: To transfer money to send the new hire to a class that is offered in June.

Approved By:

Finance Officer

June 5, 2023

Agenda Date

County Manager
Clerk to the Board (For Board Approval)



Pamlico County Tax Office

Post Office Box 538 | Bayboro, North Carolina 28515

Collections: 252-745-4125

Listing: 252-745-3105

Land Records: 252-745-3791

May 18, 2023

MEMORANDUM

To: Pamlico Co. Finance Officer & Board of Commissioners

From: Lauren Murray, Tax Administrator

Subject: Budget Amendment

The previous amendment I did was not enough to cover the request. To send the new hire, Courtney to a class that is offered in June, I'm requesting to move \$500.00 from Professional Services (104140-519200) to Travel (104140-531000).

Thank you for your consideration.

Sincerely,

Lauren Murray, Tax Administrator

RECEIVED

MAY 19 2023

PAMLICO COUNTY
FINANCE OFFICE

Decrease 104140-519200 Professional Services \$500⁰⁰

Increase 104140-531000 Travel \$500⁰⁰



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue _____

Department: Health Department

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-535100	M&R Grounds		\$ 568.00
105110-532001	Postage	\$ 568.00	
105110-512100	Salaries & Wages		\$ 2,000.00
105110-519900	Contracted Services		\$ 895.00
105110-529000	Departmental Supplies		\$ 1,000.00
105111-531000	Travel		\$ 332.00
105111-512100	Salaries & Wages	\$ 2,000.00	
105111-518100	FICA Expenses	\$ 450.00	
105111-518200	Retirement Expenses	\$ 470.00	
105111-518300	Group Insurance	\$ 905.00	
105111-525100	Auto Supplies	\$ 402.00	
105127-518101	Medicare Expense		\$ 192.00
105127-523900	Medical Supply & Materials	\$ 192.00	
105110-512100	Salaries & Wages		\$ 2,300.00
105151-512100	Salaries & Wages (Primary Care)	\$ 300.00	
105151-512100OS	Salaries & Wages	\$ 2,000.00	
105157-518100	FICA Expense		\$ 400.00
105157-518101	Medicare Expense		\$ 424.00
105157-518300	Group Insurance		\$ 119.45
105157-512100	Salaries & Wages	\$ 824.00	
105157-518200	Retirement Expenses	\$ 119.45	

Reason for Budget Revision: To cover possible shortfalls.

Approved By:

Finance Officer

June 5, 2023

Agenda Date

County Manager

Clerk to the Board (For Board Approval)

updated



B U D G E T R E V I S I O N

Indicate Type : Budget Amendment x Line Item Tran X
Type of Revision : Expenditure(E) x Revenue (R) _____

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the budget ordinance.

FISCAL YEAR 2022-23

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT(+) INCREASED	AMOUNT(-) DECREASED
105110-535100	General M & R		\$568.00
105110-532001	General Postage	\$568.00	
105110-512100	Gen Sal & Wages		\$2,000.00
105111-519900	BT Contract Services		\$895.00
105111-529000	BT Dept Supply		\$1,000.00
105111-531000	BT Travel		\$332.00
105111-512100	BT Sal & Wages	\$2,000.00	
105111-518100	BT FICA	\$450.00	
105111-518200	BT Retirement	\$470.00	
105111-518300	BT Insurance	\$905.00	
105111-525100	BT Auto Supply	\$402.00	
105127-518101	CD Medicare		\$192.00
105127-523900	CD Medical Supply	\$192.00	
105110-512100	General Sal & Wages		\$2,300.00
PC 105151-512100	Primary Care	\$300.00	
OS 105151-512100	OS	\$2,000.00	
105157-518100	ELC FICA		\$400.00
105157-518101	ELC ENH Medicare		\$424.00
105157-518300	ELC Enh Ins		\$119.45
105157-512100	ELC Enhancing Sal & Wages	\$824.00	
105157-518200	ELC Enhancing Retire	\$119.45	

Reason for Budget Revision: To cover possible short fall.

Approved By:

Finance Officer

Agenda Date

County Manager

Clerk to the Board (For Board Approval)

RECEIVED

JUN 01 2023

PAMLICO COUNTY
FINANCE OFFICE

updated



B U D G E T R E V I S I O N

Indicate Type : Budget Amendment _____ x _____ Line Item Tran _____ X
Type of Revision : Expenditure(E) _____ x _____ Revenue (R) _____

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the budget ordinance.

FISCAL YEAR 2022-23

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT(+) INCREASED	AMOUNT(-) DECREASED
105110-535100	General M & R		\$568.00
105110-532001	General Postage	\$568.00	
105110-512100	Gen Sal & Wages		\$2,000.00
105111-519900	BT Contract Services		\$895.00
105111-529000	BT Dept Supply		\$1,000.00
105111-531000	BT Travel		\$357.00
105111-512100	BT Sal & Wages	\$2,000.00	
105111-518100	BT FICA	\$450.00	
105111-518200	BT Retirement	\$470.00	
105111-518300	BT Insurance	\$905.00	
105111-525100	BT Auto Supply	\$427.00	
105127-518101	CD Medicare		\$192.00
105127-523900	CD Medical Supply	\$192.00	
105110-512100	General Sal & Wages		\$2,300.00
PC 105151-512100	Primary Care	\$300.00	
OS 105151-512100	OS	\$2,000.00	
105157-518100	ELC FICA		\$400.00
105157-518101	ELC ENH Medicare		\$424.00
105157-518300	ELC Enh Ins		\$119.45
105157-512100	ELC Enhancing Sal & Wages	\$824.00	
105157-518200	ELC Enhancing Retire	\$119.45	

RECEIVED
MAY 22 2023
PAMLICO COUNTY
FINANCE OFFICE

Reason for Budget Revision: To cover possible short fall.

Approved By:

_____	_____
Finance Officer	County Manager
_____	_____
Agenda Date	Clerk to the Board (For Board Approval)



B U D G E T R E V I S I O N

Indicate Type : Budget Amendment _____ x _____ Line Item Tran _____ X
 Type of Revision : Expenditure(E) _____ x _____ Revenue (R) _____

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the budget ordinance.

FISCAL YEAR 2022-23

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT(+) INCREASED	AMOUNT(-) DECREASED
105110-535100	General M & R		\$568.00
105110-532001	General Postage	\$568.00	
105110-512100	Gen Sal & Wages		\$2,000.00
105111-519900	BT Contract Services		\$452.00
105111-529000	BT Dept Supply		\$1,000.00
105111-531000	BT Travel		\$800.00
105111-512100	BT Sal & Wages	\$2,000.00	
105111-518100	BT FICA	\$450.00	
105111-518200	BT Retirement	\$470.00	
105111-518300	BT Insurance	\$905.00	
105111-525100	BT Auto Supply	\$427.00	
105127-518101	CD Medicare		\$192.00
105127-523900	CD Medical Supply	\$192.00	
105110-512100	General Sal & Wages		\$2,300.00
PC 105151-512100	Primary Care	\$300.00	
OS 105151-512100	OS	\$2,000.00	
105157-518100	ELC FICA		\$400.00
105157-518101	ELC ENH Medicare		\$424.00
105157-518300	ELC Enh Ins		\$119.45
105157-512100	ELC Enhancing Sal & Wages	\$824.00	
105157-518200	ELC Enhancing Retire	\$119.45	

Balance \$357.00

RECEIVED

MAY 12 2023

PAMLICO COUNTY
FINANCE OFFICE

Reason for Budget Revision: To cover possible short fall.

Approved By:

Finance Officer

County Manager

Agenda Date

Clerk to the Board (For Board Approval)



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer _____ X _____

Type of Revision: Expenditure _____ X _____ Revenue _____

Department: Health Department

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-512100	Salaries & Wages		\$ 4,000.00
105159-512100	Salaries & Wages	\$ 4,000.00	
105126-512200	Overtime		\$ 5,000.00
105126-518100	FICA Expense		\$ 3,000.00
105126-531000	Travel		\$ 2,819.35
105126-512100	Salaries & Wages	\$ 10,819.35	

Reason for Budget Revision: To cover possible shortfalls.

Approved By:

Finance Officer

County Manager

June 5, 2023
Agenda Date

Clerk to the Board (For Board Approval)

updated



B U D G E T R E V I S I O N

Indicate Type : Budget Amendment _____ x _____ Line Item Tran _____ X _____
Type of Revision : Expenditure(E) _____ x _____ Revenue (R) _____

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the budget ordinance.

FISCAL YEAR 2022-23

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT(+) INCREASED	AMOUNT(-) DECREASED
105110-512100	General Sal & Wages		\$4,000.00
105159-512100	BCCCP Sal & Wages	\$4,000.00	
105126-512200	546 Com Disease OT		\$5,000.00
105126-518100	546 Com Disease FICA		\$3,000.00
105126-531000	546 Com Disease Travel		\$2,819.35
105126-512100	546 Com Disease Sal & Wages	\$10,819.35	

RECEIVED

MAY 22 2023

PAMLICO COUNTY
FINANCE OFFICE

Reason for Budget Revision: To cover possible short fall.

Approved By:

Finance Officer

County Manager

Agenda Date

Clerk to the Board (For Board Approval)



B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ x _____ Line Item Transfer _____ X _____
 Type of Revision: Expenditure(E) _____ x _____ Revenue (R) _____

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the budget ordinance.

FISCAL YEAR 2022-23

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT(+) INCREASED	AMOUNT(-) DECREASED
105110-512100	General Sal & Wages		\$4,000.00
105159-512100	BCCCP Sal & Wages	\$4,000.00	
105126-512200	546 Com Disease "OT"		\$5,000.00
105126-518100	546 Com Disease "FICA Expense"		\$3,000.00
105126-531000	546 Com Disease "Travel"		\$3,353.00
105126-512100	546 Com Disease "Sal & Wages"	\$11,353.00	

Balance 2819.3

RECEIVED

MAY 12 2023

PAMLICO COUNTY
FINANCE OFFICE

Reason for Budget Revision: To cover possible short fall.

Approved By:

Finance Officer

County Manager

Agenda Date

Clerk to the Board (For Board Approval)



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer _____ X _____

Type of Revision: Expenditure _____ X _____ Revenue _____

Department: DSS

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105801-548708	Transportation-RGP Grant		\$ 35,000.00
105800-548703	Transportation-DSS	\$ 35,000.00	

Reason for Budget Revision: To revise accounts to FY ROAP EDTAP funds all to one account per Grant billing.

Approved By:

Finance Officer

County Manager

June 5, 2023
Agenda Date

Clerk to the Board (For Board Approval)



B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ X _____ Line Item Transfer _____
 Type of Revision: Expenditure(E) _____ E _____ Revenue (R) _____ (R) _____

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the budget ordinance.

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT(+) INCREASED	AMOUNT(-) DECREASED
10-5801-548708 (E) 10-5800-548703 (E)	Transportation RGP Grant Transportation-DSS RGP EDTAP	\$35,000.00	(\$35,000.00)

Reason for Budget Revision: _____ To revise accounts to FY ROAP EDTAP funds all to one account per Grant billing.

Approved By:

Finance Officer

Agenda Date

County Manager

Clerk to the Board (For Board Approval)



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue _____

Department: DSS

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
105310-531000	Travel		\$ 4,000.00
105310-526000	Office Supplies	\$ 4,000.00	

Reason for Budget Revision: To move funds to reflect spending.

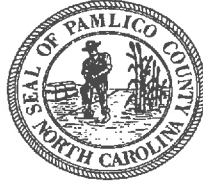
Approved By:

Finance Officer

County Manager

June 5, 2023
Agenda Date

Clerk to the Board (For Board Approval)



B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ X _____ Line Item Transfer _____ X _____
 Type of Revision: Expenditure(E) _____ X _____ Revenue (R) _____

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the budget ordinance.

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT(+) INCREASED	AMOUNT(-) DECREASED
10-5310-531000 (E) 10-5310-526000 (E)	Travel ✓ Office Supplies ✓	\$4,000.00	(\$4,000.00)

RECEIVED

MAY 25 2023
PAMLICO COUNTY
FINANCE OFFICE

Reason for Budget Revision: To move funds to reflect spending

Approved By:

Finance Officer

Agenda Date

County Manager

Clerk to the Board (For Board Approval)



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment X Line Item Transfer

Type of Revision: Expenditure X Revenue X

Department: DSS

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105550-519900	Contracted Services	\$ 15,185.00	
100212-435310	Administrative Reimb DSS	\$ 15,185.00	

Reason for Budget Revision: To increase funds to meet spending needs.

Approved By:

Finance Officer

County Manager

June 5, 2023

Agenda Date

Clerk to the Board (For Board Approval)



B U D G E T R E V I S I O N

Indicate Type : Budget Amendment _____ X _____ Line Item Transfer _____ X _____
 Type of Revision : Expenditure(E) _____ X _____ Revenue (R) _____

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the budget ordinance.

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT(+) INCREASED	AMOUNT(-) DECREASED
10-5550-519900 (E)	Contracted Services	\$15,185.00	
10-0212-435310 (R)	Admin Rev	\$15,185.00	

RECEIVED
 JUN 01 2023
 PAMLICO COUNTY
 FINANCE OFFICE

Reason for Budget Revision: Funds will be to meet spending needs

Approved By:

Finance Officer

County Manager

Agenda Date

Clerk to the Board (For Board Approval)



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment X Line Item Transfer

Type of Revision: Expenditure X Revenue X

Department: DSS

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105373-519900	Share The Light Expense	\$ 23,847.76	
100212-435310	Administrative Reimb DSS	\$ 23,847.76	

Reason for Budget Revision: To increase funds to meet spending needs.

Approved By:

Finance Officer

County Manager

June 5, 2023

Agenda Date

Clerk to the Board (For Board Approval)



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment X Line Item Transfer _____

Type of Revision: Expenditure X Revenue X

Department: Rescue Squad

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100600-400000	Miscellaneous Revenues	\$ 250.00	
104370-519900RACE	Contracted Services	\$ 250.00	

Reason for Budget Revision: To recognize miscellaneous funds received for Rescue Squad from Duke Clinical Research Institute for RACE-CARS-136 program.

Approved By:

Finance Officer

County Manager

June 5, 2023
Agenda Date

Clerk to the Board (For Board Approval)

2023-2024 Budget (1575100)

Account

GENERAL ACT: 10-0000-0000-0000
 19 100000 ACCOUNT: MISCELLANEOUS REVENUE
 Dept: 400000 1000 Status: 400000
 Type: Policy:
 Dept: Subdept:

Account Notes

RECEIVED

MAY 26 2023

PAMLICO COUNTY
FINANCE OFFICE

4 Year Comparison 2022 2023 2024 2025 2026

Yr Per 2023	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026
Total Budget	00	00	00	00	00
Fund Bal	-22,875.76	-4,832.57	-16,192.00	00	00
Transfers In	00	00	00	00	00
Revolving Funds	33,775.76	50,463.57	16,192.00	00	00
Other (Yrly)	-22,875.76	-4,832.59	-16,192.00	00	00
Expenditures	00	00	00	00	00
Reserve	00	00	00	00	00
Unexpd	-22,875.76	-4,832.59	-16,192.00	00	00
Revised	00	00	995.16	00	00

Increase 100000-400000 Miscellaneous Revenues \$250.00
 Increase 104370-519900-RACE Contracted Services \$250.00
 To recognize Miscellaneous funds received for Rescue Squad from Duke Clinical Research
 Disburse for RACE-CARES - 136 program

Written Up *Asquint*
 Entered *GoBoyz*

Duke-Corporate Accounts Payable
Box 104131
Durham, NC 27708
(919) 684-3112



Return Service Requested

001325 R3K4TDA
COUNTY OF PAMLICO NC
302 MAIN ST
BAYBORO NC 28515



Check Date: 05/17/2023
Vendor Number:

Invoice Number	Invoice Date	Voucher Number	P.O. Number	Reference	Gross Amount	Adjustment		Net Amount
						Amount	R	
1170052	05/15/23	DCRI		RACE-CARS-136	\$250.00			\$250.00
<p>RECEIVED</p> <p>MAY 24 2023</p> <p>PAMLICO COUNTY FINANCE OFFICE</p>								
					\$250.00	\$0.00		\$250.00

100600-400000

THIS CHECK CONTAINS MULTIPLE FRAUD DETERRENT SECURITY FEATURES

5700151979

Duke Corporate Accounts Payable
Box 104131
Durham, NC 27708
(919) 684-3112



66-156/531

Pay Exactly

*****250* Dollars and * 00 * Cents

Date
05/17/2023

Net Amount
USD
\$*****250.00

TO THE ORDER OF
COUNTY OF PAMLICO NC
302 MAIN ST
BAYBORO NC 28515

Daniel G. Ennis

Authorized Signature

WELLS FARGO BANK, N.A.

Payment Activity Statement



Trial: RACE-CARS
Site: 136 (SITE)
Voucher: 1170052
Processed Date: 05/15/2023
PI Name: Chris Murray
Protocol Number: Pro00105633

RECEIVED

MAY 24 2023

PAMLICO COUNTY
FINANCE OFFICE

COUNTY OF PAMLICO
ATTN CHRIS MURRAY
PO Box 776
BAYBORO, NC 28515 US

Previous Balance: \$0.00
Activity: \$250.00
Adjustments: \$0.00
Advances: \$0.00
Voucher Amount: \$250.00
Current Balance: \$0.00

Generated Date	Patient	Milestone Achieved	Invoice Number	Earned Date	Amount
05/05/2023		Quarterly Payment Timely Entry of CARES data Q4-YR1	04272023		\$250.00

Any questions related to this payment should be directed to a payment specialist 919-668-8743
Please reference the trial name and party when requesting any payment information.

BOARD RELEASES

\$270.05

Release #

5717

6/5/2023

Bd. Date

THE BOARD OF PAMLICO COUNTY COMMISSIONERS

Bayboro, NC

ORDERED, That Maxine Boomer be and is hereby

relieved from paying taxes on year (s) 2020 2021 2021 2022

Two Hundred Seventy & 05/100 **Dollars**

Reval Clerical Error with SWMH year/SWMH double listed also

Taxpayer # 6842

Tax Year	2020	2021	2021	2022
Receipt #	6727396	6756575	6760276	6786350
County Tax	\$23.28	22.81	170.23	22.81
A Fire Tax	\$1.49	1.46	10.89	1.46
Town Tax				
Interest/LL	\$5.70	6.16		3.76

Chairman Board of County Commissioners

\$362.24

Release #

5718

6/5/2023

Bd. Date

THE BOARD OF PAMLICO COUNTY COMMISSIONERS

Bayboro, NC

ORDERED, That Tunmorya Bennett be and is hereby

relieved from paying taxes on year (s) 2020 2022

Three Hundred Sixty Two & 24/100 **Dollars**

Reval error, wrong SWMH year

Taxpayer # 30143

Tax Year	2020	2022		
Receipt#	6731289	6780483		
County Tax	170.23	170.23		
A Fire Tax	10.89	10.89		
Town Tax				
Interest/LL				

Chairman Board of County Commissioners

BOARD OF COMMISSIONERS

CHAIRMAN

EDWARD RIGGS JR. - TOWNSHIP #3

VICE-CHAIRMAN

CANDY BOHMERT - TOWNSHIP #2

DOUG BRINSON - AT LARGE

KARI FORREST - AT LARGE

PAT PRESCOTT - TOWNSHIP #1

CARL OLLISON - TOWNSHIP #4

MISSY BASKERVILL - TOWNSHIP #5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
TIMOTHY A. BUCK

ASST. COUNTY MANAGER
JUSTIN OAKES

CLERK TO THE BOARD
CHANTELLE M. ALLISON

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

June 1, 2023

TO: Chairman Riggs and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Year End Budget Amendments

Please see the attached request from Finance Officer Bill Fentress. I am recommending and requesting approval.

BOARD OF COMMISSIONERS

CHAIRMAN

EDWARD RIGGS JR. - TOWNSHIP #3

VICE-CHAIRMAN

CANDY BOHMERT - TOWNSHIP #2

DOUG BRINSON - AT LARGE

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TIMOTHY A. BUCK

ASST. COUNTY MANAGER

JUSTIN OAKES

CLERK TO THE BOARD

CHANTELLE M. ALLISON

COUNTY ATTORNEY

DAVID B. BAXTER, JR.

June 5, 2023

TO: Chairman Riggs and Board of Commissioners
FROM: Tim Buck, County Manager
RE: Year End Budget Amendments

In order to close out the 2022-2023 fiscal year, budget amendments are necessary to keep accounts in balance. North Carolina General Statute 159-15 states the following: "The governing board by appropriate resolution or ordinance may authorize the budget officer to transfer moneys from one appropriation to another within the same fund subject to such limitations and procedures as it may prescribe. Any such transfers shall be reported to the governing board at its next regular meeting and shall be entered in the minutes." The Board approved this authority in adoption of the 2022-2023 budget ordinance.

I am requesting that the Board approve the budget officer to make any transfers, including fund balance appropriations, necessary to close out Fiscal Year 2022-2023. Any actions will be reported at the next regular meeting.

BOARD OF COMMISSIONERS

CHAIRMAN

EDWARD RIGGS JR. - TOWNSHIP #3

VICE-CHAIRMAN

CANDY BOHMERT - TOWNSHIP #2

DOUG BRINSON - AT LARGE

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MISSY BASKERVILL - TOWNSHIP #5



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TIMOTHY A. BUCK

ASST. COUNTY MANAGER
JUSTIN OAKES

CLERK TO THE BOARD
CHANTELLE M. ALLISON

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

June 1, 2023

TO: Chairman Riggs and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Policy Adoption for the 2023 ESFRLP Program

Attached is an agenda item concerning policy approval for the County's new 2023 ESFRLP program. I am recommending and requesting approval of the Assistance and Procurement & Reimbursement Polices related the grant.

Pamlico County
2023 ESFRLP Program
Policy Adoption
Board Notes: June 5, 2023

Mike Barnette

Discussion

Pamlico County has received \$162,000 from the NC Housing Finance Agency for a 2023 Essential Single Family Rehabilitation Loan Pool (ESFRLP) program.

The initial allocation will fund the rehabilitation of 3 units. Once the County completes three units, the County can secure additional units through the “Loan Pool” to rehabilitate additional units.

Prior to receiving a Funding Agreement, the County must submit Post Approval Documentation (PAD) information to NCHFA. The PAD information requires the County submit a Board approved “Assistance Policy” and “Procurement & Disbursement Policy”. Attached are these Policies for the Board’s consideration.

Both Policies were developed from NCHFA templates and are substantially equivalent to the same policies approved by the Board for the County’s previous ESFRLP program

Attachments

- Assistance Policy
- Procurement & Disbursement Policy

Requested Action

Approve the Assistance Policy and the Procurement & Disbursement Policies
for the 2023 ESFRLP program

Pamlico County
Procurement and Disbursement Policy
For the 2023 Cycle of the
ESSENTIAL SINGLE-FAMILY REHABILITATION LOAN POOL

PROCUREMENT POLICY

1. To the maximum extent practical, Pamlico County promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's (NCHFA) Essential Single-Family Rehabilitation Loan Pool (ESFRLP). Bids are invited from Contractors who are part of the County's approved contractor registry. Any current contractor listed with and approved by the County and in good standing (i.e. no unresolved past performance issues and not listed on the federal or state debarred list) will receive automatic approval status on the Approved Contractor Registry.
2. To be listed in the Approved Contractor Registry, a contractor must complete an application, have their recent work inspected, reviewed, and approved by the County's Rehabilitation Specialist and submit proof of insurance.
3. At least three eligible contractors on the County's Approved Contractor Registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) the contractor has not been suspended or debarred (c) there is no conflict of interest (real or apparent) and (d) the bid is within 20%, in either direction, of the County's cost estimate.

All contractors working on pre-1978 units must be Renovation, Repair and Painting Rule (RR&P) Certified Renovators working for Certified Renovation firms; only those contractors with this certificate on file will be invited to bid on pre-1978 homes.

For units where abatement is required or with more than \$25,000 of construction costs not attributed to Lead-Based Paint (LBP) stabilization/removal, projects must use a certified lead abatement firm as required by North Carolina's Lead Hazard Management Program for Abatement Activities (LHMP). Both firm types are listed at this website: <https://schs.dph.ncdhhs.gov/lead/accredited.cfm>.

4. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidder(s) for each job site.
5. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job, including instructions for distribution and receipt of bids. Contractors will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house in order to prepare a bid. A bid opening will be conducted in the Commissioner's Room on the 2nd floor of the Pamlico County Courthouse located at 202 Main Street in Bayboro, NC 28515 at a specified date and time, with all bidders invited to attend.
6. Bids must include a cost-per-item breakdown with line-item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.

7. The County reserves the right to reject any or all bids at any time during the procurement process.
8. In the event of a true emergency, the County reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, electronic bids, and the like. Should such methods ever become necessary, the transaction will be well documented. In the event phone bids are used, Pamlico County will call the first three responsive contractors on the approved contractor list who have indicated a desire to be on the telephone call list. The County will track who has been called and responded and will rotate through the full list before beginning the rotation again.
9. All sealed bids will be opened publicly at a time and place to be announced in the bid invitation. All bidders are welcome to attend. Within 7 days of the bid opening, after reviewing bid breakdowns and construction schedules, the winning bidders will be selected. All bidders and the homeowner will be notified in writing of 1) the selection of the winning bid, 2) the amount of the winning bid, 3) the specific reasons for the selection, if other than the lowest bidder was selected.
10. The contractor is responsible for obtaining a building permit for the project before beginning work. The permit must be posted at the house during the entire period of construction. If applicable, the contractor will obtain a permit for lead hazard related activities. Pamlico County ESFRLP staff will closely monitor the contractor during the construction period to make sure that the work is being completed according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Local Code Enforcement Officials will inspect the work for compliance with the NC State Building Code and the local minimum housing code, when applicable. To protect personal property the homeowner will be responsible for working with the contractor toward clearing work areas of personal property as needed as much as practicable. The contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.
11. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract including at minimum, the homeowner, the contractor and two representatives of the County. The change order must also detail any changes to the original contract price and completion date.
12. No work may begin prior to a contract being awarded and executed and a written order to proceed provided to the contractor. In addition, a pre-construction conference and "walk thru" shall be held at the work site prior to commencement of repair work. At this time, the homeowner, contractor and ESFRLP Pamlico County program representatives will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home. Within 24 hours of the pre-construction conference, Pamlico County will issue a "proceed order" formally instructing the contractor to commence work by the agreed-upon date.
13. Pamlico County is an equal opportunity employer, implements non-discriminatory practices in its procurement/disbursement and will make special outreach efforts to include M/WBE (Minority/Women Business Enterprise) businesses within its contractor and subcontractor pool. Contractors will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and/or disability.

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) the County's Rehabilitation Specialist, (b) the local building or minimum housing code inspector when applicable and (c) the homeowner prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. The contractor should allow 21 business days for the processing of the invoice for payment.
2. The contractor is entitled to request three partial payments and a final payment. Partial payments may be requested when the work is 25%, 50% and 75% complete. When a payment is requested, the Rehabilitation Specialist will inspect the work within three days, determine the percentage of job completion and calculate a payment based on 90% of the total work completed.
3. Following construction, the contractor and the Rehabilitation Specialist will meet with the Homeowner in a post-construction conference. At this conference the contractor will hand over all the owner's manuals and warranties on equipment and materials to the homeowner and be available to answer homeowner questions.
4. Project Closeout: When the contractor declares the work complete, the Rehabilitation Specialist will thoroughly inspect the work. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of final payment. If the contractor fails to correct the work to the satisfaction of the County's Rehabilitation Specialist, payment may be withheld until the work is deemed satisfactory. (Contractors may follow the County's Essential Single-Family Rehabilitation Loan Pool Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy). The Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. After receipt of the contractor's final invoice, inspections, certificate of completion and lien releases, the final payment will be ordered. All material and workmanship will be guaranteed by the contractor for a period of one-year from the date the Rehabilitation Specialist declares all work complete and approves the final invoice for payment, the homeowner will be provided the one-year warranty date in writing.
5. The County assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
6. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The County Manager is authorized to amend this Policy as needed.

This Procurement and Disbursement Policy is adopted on the 5th day of June 2023.

Edward Riggs, Jr., Chairman
Pamlico County Board of Commissioners

Attest:

Chantelle Allison,
Clerk to the Board

CONTRACTORS STATEMENT:

I have read and understand the attached Pamlico County Procurement and Disbursement Policy.

BY: _____

COMPANY NAME: _____

WITNESS: _____

Pamlico County Assistance Policy For the 2023 Cycle of the Essential Single-Family Rehabilitation Loan Pool

What is the Essential Single-Family Rehabilitation Loan Pool?

Pamlico County has been awarded Membership by the North Carolina Housing Finance Agency (“NCHFA”) under the 2023 Cycle of the Essential Single-Family Rehabilitation Loan Pool (“ESFRLP”). This program provides Members with funds via a “loan pool” to assist with the rehabilitation of moderately deteriorated homes that are owned and occupied by lower-income, special need households. ESFRLP assists eligible households by facilitating aging in place, meeting minimum housing code requirements, promoting long-term affordability, lowering operating costs, and stabilizing pre-1978 homes that include children aged 6 or under whose health is threatened by the presence of lead hazards.

Pamlico County has been allocated an initial set-aside of \$162,000 which it plans to apply toward the rehabilitation of three houses in Pamlico County. After demonstrating successful use of this allocation, the County may access additional funds, when available, on a unit-by-unit basis from the ESFRLP loan pool to assist additional homes.

This Assistance Policy describes who is eligible for assistance under ESFRLP, how applications for assistance will be ranked, what the terms of assistance are, and how the rehabilitation process will be managed. Pamlico County has designed the ESFRLP project to be fair, open and consistent with its approved application for funding and with ESFRLP Program Guidelines.

The funds provided by NCHFA come from the US Department of Housing and Urban Development’s (HUD) Federal HOME Investment Partnerships Program. Assistance for construction-related costs (hard costs) will be provided as no interest, no payment loans which are forgiven at the rate of \$8,000 per year. Non-construction-related costs (soft costs including lead/asbestos inspections/clearances, radon testing and environmental reviews) will be provided in the form of a grant.

EMERGENCY and HEALTH Notifications: Due to the recent COVID-19 pandemic, increased awareness of the need to protect County representatives and the homeowners they serve from various health related exposures has become more apparent than ever. Homeowners participating in the ESFRLP program must agree to follow all local, state and federal guidelines for emergency preparedness during any emergency declared that includes their property address for the duration of construction on the property.

Who is Eligible to Apply?

There are three major requirements to be eligible for ESFRLP assistance:

- 1) The housing unit to be rehabilitated with ESFRLP funds must be located in Pamlico County and must be owner-occupied. The household occupying the unit must have an elderly, disabled and/or veteran (see definitions) fulltime household member or a child aged 6 or under threatened by lead hazards in the home.
- 2) The gross annual household income must not exceed 80% of the Area Median Income for the County (see income limit table on the following page) and
- 3) The cost of rehabilitation cannot exceed the ESFRLP Program limit of \$40,000 and must include all Essential Rehabilitation Criteria as described in the ESFRLP Administrator’s Manual for the 2023 Cycle (available online at www.NCHFA.com).

Unfortunately, not all homes can be rehabilitated to meet the Essential Rehabilitation Criteria with the limited funding available. Some otherwise-eligible households may be deemed ineligible for assistance because their homes fail this test.

What Types Of Houses Are Eligible?

Properties are eligible only if they meet all the following requirements:

- The property must require at least \$5,000 of improvements to meet the ESFRLP Property Standards or, if a local code requirement is more stringent than a specific ESFRLP Property standard, the more stringent local minimum housing code requirement(s) will be used.
- Site-built and off frame modular units listed as real property are eligible for assistance. Manufactured housing is eligible for assistance if the foundation and utility hookups are permanently affixed including removal of all transporting equipment (e.g. wheels, axles, tongue) and installation of a masonry foundation and tie-downs.
- No more than fifty percent (50%) of the total area of the unit may be used for an office or business (e.g. day care, hair salon, room rental, etc.). Program funds may only be used to improve the residential exterior, interior and systems portion of mixed-use buildings.
- Property must be free of environmental hazards and other nuisances as defined by all applicable codes or regulations, or any such hazards or nuisances must be corrected as part of the rehabilitation of the home. Pamlico County's Rehabilitation Specialist will determine the presence of any known environmental hazards/nuisances on the site and if they can be removed through rehabilitation.
- Properties cannot be in the right-of-way of any impending or planned public improvements. Pamlico County staff will assist in making this determination.
- The property cannot be located on a site that is endangered by mudslides, landslides or other natural or environmental hazards. If needed, the Rehabilitation Specialist will work with the homeowner to make this determination.
- The property may be in the 100-year flood plain if the lowest finished floor level (verified by an elevation certificate provided by the homeowner) is above the base flood elevation and the property will be covered by flood insurance. The property must comply with Pamlico County's flood plain ordinance. All things considered equal, properties located outside the 100-year flood plain will be given priority over properties located in the 100-year flood plain. Pamlico County will verify whether the home is in the flood plain.
- Properties that have a known infestation of bed bugs, fleas, mites or any other ectoparasites will not be evaluated until the infestation has been eliminated.]
- If any ESFRLP Program representative for the County suspects that the home is being used for criminal activity or the homeowners are engaging in criminal activity, the household will not be served. Properties that have been approved will be removed from the program if criminal activity is suspected. Homeowners that disagree with this decision must employ the complaint process outlined in the Assistance Policy.]
- The property cannot have been repaired or rehabilitated with public funding of \$30,000 or more within the past 10 years without NCHFA approval.

2023 Income Limits* for Pamlico County's Essential Single-Family Rehabilitation Loan Pool

Number in Household	30% of Median Income	50% of Median Income	80% of Median Income
1	\$17,600	\$29,350	\$47,000
2	\$20,150	\$33,550	\$53,750
3	\$22,650	\$37,750	\$60,450
4	\$25,200	\$41,950	\$67,200
5	\$27,200	\$45,350	\$72,550
6	\$29,200	\$48,700	\$77,950
7	\$31,250	\$52,050	\$83,300
8	\$33,250	\$55,400	\$88,700

**Income limits are subject to change based on annually published HUD HOME Income Limits. This update will not require a re-approval by the governing authority. These are the 2023 Statewide Income Limits.*

How are applications ranked?

There are many more ESFRLP-eligible households (with eligible houses) than can be assisted with the available funds. Therefore, Pamlico County has devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance and in what order. Under this system applicants will receive points for falling into certain categories. Applications will be ranked according to which receive the most points. If there are more eligible applicants with eligible houses than can be treated with existing funding, Pamlico County may be able to treat additional houses with unrestricted pool funds. Pool applicants will come from the original applicant list and be considered according to which household received the most points. If alternate pool applicants are not identified on the original applicant list and must be solicited, the solicited, eligible, pool applicants will be selected on a first come, first to qualify, first served basis.

**Priority Ranking System for Nash County's
2023 Essential Single-Family Rehabilitation Loan Pool**

<i>Eligibility Criteria (All applicants must meet these criteria to be considered for assistance)</i>	
Owner occupied	
Home is classified as Real Property per NCHFA definition	
Owner/Occupant 62 years old or disabled or	
Veteran full-time household member	
Household income under 80%	
Non-historic (as determined by SHPO)	
Estimated cost of repairs is less than \$40,000	
Application complete	
<i>Age and Disability</i>	<i>Points</i>
0-62 and disabled	30
63-80 and disabled	50
81+ and disabled	40
62-80 and not disabled	40
81+ and not disabled	30
Household with a child age 6 or under with a reference level of 5 mg per deciliter or higher	18
Household with a child age 6 or under with lead hazards in the home	13
Veteran full-time household member	15
<i>Income</i>	
0% – 30%	12
31% – 50%	10
51% – 80%	8
<i>Bonus Points</i>	
Clear title	8
Post-1978 construction	15
Footprint outside of the AE flood zone	12
No liens or judgments	3
No overdue taxes at the time of application submission	5
No prior housing rehabilitation assistance in the last eight years	7
Applied and Eligible for but not assisted in Pamlico County's URP22, ESFRLP20, or CDBG-NR programs	16

Definitions under ESFRLP are:

- *Child with lead hazards in the home:* a child below the age of six living or visiting weekly in the applicant house which contains lead hazards.
- *Elderly:* An individual aged 62 or older.
- *Disabled:* A person who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a document of such impairment, or is regarded as having such an impairment
- *Head of Household:* The person or persons who own(s) the house.

- *Household Member*: Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a “household member” (the number of household members will be used to determine household size and all household members are subject to income verification).
- *Occupant*: An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of household, regardless of the time of occupancy); or non-immediate family member who has resided in the dwelling unit for at least 3 months prior to the submission of the family’s application.
- *Veteran*: A person who is a military veteran, is defined as one who served in the active military, naval, or air service (i.e. Army, Navy, Air Force, Marine Corps, and Coast Guard; as a commissioned officer of the Public Health Service; or as a commissioned officer of the National Oceanic and Atmospheric Administration or its predecessors), and who was discharged or released therefrom under conditions other than dishonorable. Provide DD-214 form to demonstrate.

Recipients of assistance under ESFRLP will be chosen by the above criteria without regard to race, color, national origin, religion, sex, (including gender identity and orientation), familial status, disability and limited English proficiency.

What Are The Terms of Assistance Under ESFRLP?

The form of ESFRLP assistance is a 0% interest, forgivable loan covering the hard costs associated with the rehabilitation of the home and a grant for the soft costs. These will be two separate documents or sets of documents.

The Loan: NCHFA will create loan documents for the homeowner(s) including a Promissory Note and Deed of Trust covering hard costs for the rehabilitation in an amount not to exceed \$40,000. This loan covering the hard costs remains 0% interest and forgivable at \$8,000 per year for as long as the owner resides in the home or until the balance is reduced to \$0. The term of the loan is dependent upon the loan amount and the number of years it takes to bring the balance of the loan to \$0 when forgiven at \$8,000 per year. For example, if the amount of the loan is \$37,452, then the term is 5 years (\$32,000 forgiven over the first 4 years and \$5,452 forgiven at the end of the 5th year). The maximum term of the typical loan will be five years.

If the borrower lives in the home, no payments on the loan will be required. If the recipient prefers, the loan can be paid off at any time to NCHFA, either in installments or as a lump sum payment. Furthermore, under certain circumstances NCHFA may allow assumption or refinancing of the loan. Should an heir inherit the property and choose to live in the house as their permanent residence, they may assume the loan without being income eligible. However, the lien remains on the property as per the original loan terms. A buyer who may wish to buy the property to live in may assume the loan so long as they can document that they are income-eligible ($\leq 80\%$ AMI). Default can occur if the property is sold or transferred to another person and/or if the borrower fails to use the home as a principal residence, without prior written approval of the North Carolina Housing Finance Agency.

The Grant: To pay for soft costs including application outreach/intake/management, environmental reviews/inspections/testing and project assessment/documentation/ estimating/bidding, NCHFA will create a Grant Agreement not to exceed \$10,000. The grant has no repayment or recovery terms.

What Kinds of Work Will Be Done?

Each house selected for assistance must be rehabilitated to meet ESFRLP Rehabilitation Criteria. That means every house must, upon completion of the rehabilitation:

- meet the more stringent requirements of either NCHFA’s Essential Property Standard or Pamlico County’s Minimum Housing Code. These are “habitability standards” which set minimum standards for decent, safe and sanitary living conditions. Additionally, the home must meet applicable Lead-Based Paint regulations 24 CFR part 35.
- retain no “imminent threats” to the health and safety of the home’s occupants or to the home’s “structural integrity”. (An example of an imminent threat to occupants as well as to the home’s structural integrity is an infestation of insects or a crawlspace that is too damp).

These requirements are spelled out in full in the ESFRLP Administrator's Manual which you may view, at reasonable times, upon request, at the Community Development office of Pamlico County or anytime online at www.NCHFA.com.

In addition to the above items that must be done to satisfy NCHFA requirements, the scope of work may include approved items meant to reduce future maintenance and operational costs or to further protect homes from natural disasters and/or home modifications designed to enable greater accessibility for household members to function more independently as they age.

Once the rehabilitation is complete, major systems in the home that, with reasonable maintenance and normal use, should be capable of lasting another 5 years include: structural support, roofing, cladding and weatherproofing, plumbing, electrical and heating/cooling systems.

Of course, contractors performing work funded under ESFRLP are responsible for meeting all local requirements for permits and inspections. All work done under the program must be performed to meet NC State Residential Building Code standards. (This does not mean, however, that the whole house must be brought up to current Building Code Standards.) Upon the date of approval by Pamlico County of the contractor's request for final payment, a one-year warranty on all materials and workmanship will begin.

What About Lead-based Paint?

Until it was discovered to be a health hazard, lead was used for centuries to make house paints. Now we know that lead exposure is a serious problem for everyone and especially small children. Selling lead paint was outlawed in 1978, but many older buildings still contain lead paint and children are still being poisoned.

Under ESFRLP, a lead hazard evaluation must be performed on every home selected for rehabilitation that was built before 1978. The specific type of evaluation and the appropriate lead hazard reduction work performed will depend on the total amount of Federal funds used to rehabilitate the home, as per 24 CFR part 35. If required, lead-based paint hazard reduction and/or abatement will be performed by contractors who are trained and certified to perform such work.

It may be necessary for the household to relocate during the construction process for protection against lead poisoning. If relocation is required, it shall be the responsibility of the homeowner to pay for the relocation.

Who Will Do the Work On the Homes?

Pamlico County is obligated under ESFRLP to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open, and competitive process.

[Members are required to choose one of the following Procurement and Disbursement options; the option chosen should be modified to reflect the organization's actual practices as long as they also meet all regulatory and HUD requirements.]

To meet the requirements, Pamlico County will conduct a bid process which will allow all vendors qualified (using the Pamlico County vendor process) to provide quotes, bids or proposals for the product or services needed on each home. For additional information about procurement and disbursement procedures, please refer to the Pamlico County ESFRLP Procurement and Disbursement Policy for the 2023 Cycle.

- All qualified vendors will be invited to bid on each home and the lowest responsive and responsible bidder will be selected for the contract. Every reasonable effort will be made to receive at least two quotes, bids or proposals for the product or services needed.
- All contractors working on pre-1978 units must be Renovation, Repair and Painting Rule (RR&P) Certified Renovators working for Certified Renovation firms.

- Homeowners who know of quality rehabilitation contractors that are not on the approved contractors' registry are welcome to invite them to apply.

What Are The Steps In The Process, From Application To Completion?

You now have information about how to apply for the Essential Single-Family Rehabilitation Loan Pool (ESFRLP) and what type of work can be done through the Program. Let's go through the steps for getting the work done:

1. **Completing a pre-application form:** Homeowners who wish to apply for assistance must do so by July 21, 2023. Applicants after this date will be placed on a separate list for a review of qualifications. These applicants will only be served after it is determined that sufficient funds and time remain available once those who applied by the application deadline have been qualified, ranked and their needs determined. If funds are still available, a second intake period will begin January 8, 2024, and end February 20, 2024.

Apply by contacting Autumn L. Hardison, Pamlico County Planner at (252) 745-4131 or via email: pc911@pamlicocounty.org Proof of ownership, income and special needs will be required. Those who have applied for housing assistance from Pamlico County in the past will not automatically be reconsidered and must complete a new pre-application form.

2. **Client Referral and Support Services:** Many homeowners seeking assistance through the Essential Single-Family Rehabilitation Loan Pool may also need other services. If the ESFRLP staff meet the homeowner during the application process, they will provide pamphlets and a list of the agencies with contact information for the resources and programs available in the County. For households that meet the requirements of the pre-application step and qualify to receive assistance through the ESFRLP program, additional verbal discussion will be offered during the Screening of applicants and/or Pre-rehab inspection steps of the program.
3. **Preliminary inspection:** Pamlico County's Rehabilitation Specialist will visit the homes of eligible households to determine the need and feasibility of the home for rehabilitation. Homeowners must inform staff of any known pest infestations prior to the visit. The County staff has the right to deny an application based on health and safety concerns that may put their staff and/or contractors at risk.]
4. **Screening of applicants:** Applications will be ranked by Pamlico County based on the priority system outlined on page 4 and the feasibility of rehabilitating the house. Households to be offered assistance will be selected by September 15, 2023. Household income will be verified for program purposes only (information will be kept confidential). NCHFA will verify ownership of the property by conducting a title search. From this review, the three most qualified applicants will be chosen according to the priority system described above; the remaining applicants will be placed on a list of alternates in the order that they qualified. Pamlico County will then submit to NCHFA an ESFRLP Loan Application and Reservation Request for each potential borrower for approval. Applicants not selected for ESFRLP assistance will be notified in writing.
5. **Written agreement:** A HOMEOWNER Agreement, between the homeowner and Pamlico County, will be executed as part of the Loan Application and Reservation Request procedure (that formally commits funds to a dwelling unit). This agreement will certify that the property is the principal residence of the owner, that the post-rehab value of the property will not exceed 95% of the 203(b) limits established by HUD and defines the ESFRLP maximum amount and form of assistance being provided to the homeowner, the scope of work to be performed, the date of completion and the rehabilitation criteria and standards to be met.
6. **Pre-rehab inspection & unit evaluation:** Pamlico County's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks, etc. Each unit will be evaluated for energy-saving opportunities such as

air-sealing and duct-sealing as well as for environmental concerns, such as lead based paint hazards, radon and asbestos.

7. **Work write-up:** The Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up"). A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bids are received from contractors.
8. **Lead and Other Testing:** Pamlico County will arrange for a certified firm to inspect all pre-1978 constructed homes for potential lead hazards (required) and asbestos hazards (as deemed necessary by the Rehabilitation Specialist in all homes built during, before and after 1978). All homes will be tested for radon. The owner will receive information covering the results of the tests and any corrective actions that will be needed as part of the rehabilitation.
9. **Bidding:** The work write-up and bid documents will be conveyed to all contractors from the Approved Contractors Registry. Contractors will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house to prepare a bid. A bid opening will be conducted in the Planners Office/Conference Room located at the Pamlico County Court House, Bayboro, NC at a specified date and time, with all bidders invited to attend.
10. **Contractor selection:** Within 72 hours of the bid opening, the winning bidders will be selected. All bidders and the homeowner will be notified in writing of 1) the selection of the winning bid, 2) the amount of the winning bid, 3) the amount of the County's cost estimate, and 4) the specific reasons for the selection, if other than the lowest bidder was selected.
11. **Loan closing and contract execution:** Loan documents (Promissory Note and Deed of Trust) will be prepared by NCHFA as the lender and executed by the homeowner. By law, homeowners have the right to hire legal representation of their choosing at the loan closing. If a homeowner does not have "representation" at the closing, the borrower must sign a NCHFA "Legal Advice Disclosure". Rehabilitation contract documents will be executed by the homeowner and contractor with Pamlico County signing on as an interested third party prior to the commencement of any construction. Pamlico County will facilitate the loan closing and recordation of these documents and forward the recorded documents to NCHFA.
12. **Pre-construction conference:** A pre-construction conference will be held at the selected applicant's home. At this time, the homeowner, contractor and ESFRLP Pamlico County program representatives will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home. Pamlico County will issue a "proceed order" formally instructing the contractor to commence work by the agreed-upon date.
13. **Construction:** The contractor is responsible for obtaining and posting all permits for the project before beginning work. Pamlico County ESFRLP Program staff will closely monitor the contractor during the construction period and local Code Enforcement Officials will inspect the work when applicable. To protect personal property, the homeowner will be responsible for working with the contractor toward clearing work areas of personal property as needed as much as practicable. The contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.
14. **Change Orders:** All changes to the scope of work must be approved by the owner, the contractor, Pamlico County's Rehabilitation Specialist, and the Pamlico County Program Manager and reduced in writing as a contract amendment ("change order"). The owner, contractor and two Pamlico County personnel must execute any change order agreements to the construction contract.
15. **Progress payments:** The contractor is entitled to request up to three partial payments and a final payment. When a payment is requested, the Rehabilitation Specialist will inspect the work within three days.

- 16. Closeout:** When the Rehabilitation Specialist and the Homeowner are satisfied that the contract has been fulfilled, the Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. All material and workmanship will be guaranteed by the contractor for a period of one-year from the date of completion of the work as established by Pamlico County's approval date of the final pay requisition. Pamlico County will notify the homeowner in writing of this date.
- 17. Post-construction conference:** Following construction, the contractor and the Rehabilitation Specialist will sit down with the Homeowner one last time. At this conference the contractor will hand over all the owner's manuals and warranties on equipment and materials to the homeowner. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for the new equipment, materials and appliances and discuss general maintenance of the home with the Homeowner. The Homeowner will have the opportunity to ask any final questions about the work.
- 18. Final loan amount determination:** If, upon completion of all rehabilitation work, the contract price has changed because of change orders and there is a need to modify the loan, NCHFA will prepare an estoppel for a loan reduction or modification agreement for a loan increase as necessary at the time of closeout of the unit. The loan will remain the property of NCHFA, with original documents remaining there for storage and "servicing". Please note that it is the responsibility of the homeowner to record an estoppel if they wish this to be reflected in the Deed of Trust.
- 19. The warranty period:** It is extremely important that any problems with the work that was performed be reported by the homeowner to the Pamlico County Rehabilitation Specialist or other representative, as soon as possible in writing. All bona fide defects in materials and workmanship reported within one year of completion of construction will be corrected free of charge by the Contractor.

What are the key dates?

If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- **Phase 1 Intake:**
 - Applications are available to the public starting July 1, 2023.
 - Applications must be turned in at the Nash County Grants and Intergovernmental Relations by 5:00 PM on July 21, 2023.
 - Selection of units will be made on September 15, 2023.
- **Phase 2 Intake (if necessary):**
 - Applications are available to the public starting January 8, 2024.
 - Applications must be turned in at the Nash County Grants and Intergovernmental Relations by 5:00 PM on February 20, 2024.
 - Selection of units will be made on April 16, 2024.
- All rehabilitation work must be under contract by December 31, 2025
- All rehabilitation work must be completed by June 15, 2026.

How do I request an application?

Contact:

Autumn L. Hardison, Planner
Pamlico County
Phone: (252) 745-4134
Email: pc911@pamlicocounty.org

Or: pick up an application at the Pamlico County Manager's Office located at 302 Main Street, Bayboro, NC 28515

Is there a procedure for dealing with complaints, disputes, and appeals? Although the application process and rehabilitation guidelines are meant to be as fair as possible, Pamlico County realizes that there is still a chance that some applicants or participants may dispute decisions, work completed or other issues. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

1. If an applicant feels that his/her application was not reviewed or rated fairly and would like to appeal the decision made about it, he/she should contact Autumn L Hardison, Planner, within ten days of the initial decision and voice their concern.
2. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing. A written appeal must be made within 15 business days of the initial decision on an application.
3. Pamlico County will respond in writing to any complaints or appeals within 15 business days of receiving written comments.

During the rehabilitation process:

1. If the homeowner feels that construction is not being completed according to the contract, he/she must inform the contractor and the Program Manager, Mike Barnette, preferably in writing.
2. The Program Manager will inspect the work in question. If he finds that the work is not being completed according to the contract, the Program Manager will review the contract with the contractor and ask the contractor to correct the problem.
3. If the Program Manager finds that the work is being completed according to contract, the complaint will be added to the applicant's file. The Program Manager and the homeowner will discuss the concern and the reason for the Program Manager's decision.
4. If problems persist, the homeowner must put the concern in writing and a mediation conference between the homeowner and the contractor may be convened by the Program Manager and facilitated by Pamlico County' Planner.
5. Should the mediation conference fail to resolve the dispute, the Planner will render a written final decision.

Final Appeal:

After following the above procedures, any applicant or homeowner who remains dissatisfied with Pamlico County's final decision may appeal in writing to Michael Handley, NCHFA, PO Box 28066, Raleigh, NC 27611-8066, (919) 877-5627.

Will the personal information provided remain confidential? Yes. All information in applicant files will remain confidential. Access to the information will be provided only to Pamlico County employees who are directly involved in the program, the North Carolina Housing Finance Agency, the US Department of Housing and Urban Development (HUD) and auditors.

What about conflicts of interest? No employee or board member of Pamlico County, or entity contracting with Pamlico County, who exercises any functions or responsibilities with respect to the ESFRLP project shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with project funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of Pamlico County employees or of Pamlico County board members and others closely identified with Pamlico County, may be approved for rehabilitation assistance only upon public disclosure before the Pamlico County Board of Commissioners and with written permission from NCHFA.

What about favoritism? All activities under ESFRLP, including rating and ranking applications, inviting bids, selecting contractors, and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, color, national origin, religion, sex (including gender identity and orientation), familial status, disability and limited English proficiency.

Outreach Efforts of the ESFRLP Program

The County makes citizens aware of the ESFRLP program and other housing rehabilitation opportunities through various service providers and specific outreach efforts. At minimum, the County will advertise or publish an article about the Essential Single-Family Rehabilitation Loan Pool Program via the following media/venues: the local newspaper serving the County. Additionally, brochures, presentations or other forms of outreach will be provided at senior centers throughout the County, and on the County's website.

Who can I contact about the ESFRLP program? Any questions regarding any part of this application or program should be addressed to:

Autumn L. Hardison, Pamlico County Planner
202 Main Street / PO Box 776
Bayboro, NC 28515
(252) 745-4131

Mike Barnette, Program Manager
McDavid Associates, Inc.
3714 N. Main Street / PO Drawer 49
Farmville, NC 27828

The County Manager is authorized to amend this Assistance Policy as needed for effective program execution.

This Assistance Policy is adopted the 5th day of June 2023.

Edward Riggs, Jr., Chairman
Pamlico County Board of Commissioners

Attest:

Chantelle Allison,
Clerk to the Board

BOARD OF COMMISSIONERS

CHAIRMAN

EDWARD RIGGS JR. - TOWNSHIP #3

VICE-CHAIRMAN

CANDY BOHMERT - TOWNSHIP #2

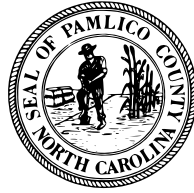
DOUG BRINSON - AT LARGE

KARI FORREST - AT LARGE

PAT PRESCOTT - TOWNSHIP #1

CARL OLLISON - TOWNSHIP #4

MISSY BASKERVILL - TOWNSHIP #5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
TIMOTHY A. BUCK

ASST. COUNTY MANAGER
JUSTIN OAKES

CLERK TO THE BOARD
CHANTELLE M. ALLISON

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

June 1, 2023

TO: Chairman Riggs and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Request to Approve Present Use Value Application

Tax Administrator Lauren Murray is recommending that the Board approve the attached Present Value Application. I am requesting Board approval.



Pamlico County Tax Office

Post Office Box 538 | Bayboro, North Carolina 28515

Collections: 252-745-4125

Listing: 252-745-3105

Land Records: 252-745-3791

May 31, 2023

To: Pamlico County Board of Commissioners

From: Lauren Murray, Tax Administrator

Subject: Present Use-Value (PUV) late application

Dear Pamlico County Board of Commissioners,

Property owners have until the end of the year 2023 in which the taxes were levied to submit the application for PUV. G.S. 105-277.4(a1) The late application must be approved or denied by the Board of Equalization and Review when in session or the Board of County Commissioners when the BOER is not in session. The parcel in question was removed from the program for not having a qualifying tract to continue use. The owner has since transferred property that has enough land to continue the use. This owner has several other tracts in PUV in Pamlico County.

I recommend to the board to approve the Fentress/Bilbet LLC's PUV application for the tax year 2023.

Sincerely,

A handwritten signature in blue ink that reads "Lauren Murray". The signature is fluid and cursive.

Lauren Murray, Tax Administrator

Application for Agriculture, Horticulture, and Forestry Present-Use Value Assessment

(G.S. 105-277.2 through G.S. 105-277.7)

County of , NC

Tax Year

Full Name of Owner(s)			
<input type="text" value="Bilbet, LLC"/>			
Mailing Address of Owner			
<input type="text" value="PO Box 525"/>			
City		State	Zip Code
<input type="text" value="Bayboro"/>		<input type="text" value="NC"/> <input checked="" type="checkbox"/>	<input type="text" value="28515"/>
Home Telephone Number	Work Telephone Number	Ext.	Cell Phone Number
<input type="text"/>	<input type="text" value="(252) 745-5195"/>	<input type="text" value="224"/>	<input type="text"/>

Instructions

Application Deadline: This application must be filed during the regular listing period, or within 30 days of a notice of a change in valuation, or within 60 days of a transfer of the land.

Where to Submit Application: Submit this application to the county tax assessor where this property is located. County tax assessor addresses and telephone numbers can be found online at: <https://www.ncdor.gov/documents/north-carolina-county-assessors-list>. **DO NOT submit this application to the North Carolina Department of Revenue.**

- Office Use Only:

This application is for: (check all that apply)

AGRICULTURE (includes Aquaculture)

HORTICULTURE

FORESTRY

Enter the Parcel Identification Number, acreage breakdown, and acreage total for each tax parcel included in this application:

PARCEL ID	OPEN LAND in Production	OPEN LAND not in Production	WOOD LAND	WASTE LAND	CRP LAND	HOME SITE	OTHER (Describe in Comments)	TOTAL ACRES
I03-28	43.38							43.38
								0.00
								0.00
								0.00
								0.00

Comments:

Yes No Does the applicant own property in other counties that is also in present-use value and is within 50 miles of this property? If YES, list the county or counties and parcel identification number(s):

County:

Parcel ID:

County:

Parcel ID:

IMPORTANT!

AGRICULTURE and HORTICULTURE applications with LESS than 20 acres of woodland generally need to complete PARTS 1, 2, and 4.

AGRICULTURE and HORTICULTURE applications with MORE than 20 acres of woodland generally need to complete PARTS 1, 2, 3, and 4.

FORESTRY applications need to complete PARTS 1, 3, and 4.

ADDITIONALLY, applications for CONTINUED USE of existing present-use value classification need to complete PART 5.

Please contact the Tax Assessor's office if you have questions about which parts should be completed.

BOARD OF COMMISSIONERS

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COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
TIMOTHY A. BUCK

ASST. COUNTY MANAGER
JUSTIN OAKES

CLERK TO THE BOARD
CHANTELLE M. ALLISON

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

June 1, 2023

TO: Chairman Riggs and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Volunteer Application, Pamlico County Public Library Board of Trustees

The County received the attached application from Ms. Crystal Cary for appointment to the Pamlico County Public Library Board of Trustees. I am requesting Board direction.

**APPLICATION FOR
APPOINTMENT TO COUNTY
BOARDS AND COMMITTEES**

**PAMLICO COUNTY
P.O. BOX 776
BAYBORO, NC 28515**

This application requests general information based on your interest in applying for a position on a Pamlico County Advisory Board, Commission, Committee, or Task Force.

Applicant Name: Crystal Carey Date of Application: 05 / 20 / 23

Home Address: 806 Bluebird Drive New Bern NC 28560

Phone: 252-876-1371

Email Address: ccdwood1@earthlink.net

Fax Number: NA

I am interested in serving on the following Board/Committee:

Pamlico County Public Library Board of Trustees

EMPLOYMENT AND EDUCATION

Employer <u>CCHC Pamlico Medical Center</u>	Graduate? <u>Y/N</u> Major <u>BS Clinical Laboratory Science</u>
Address <u>606 Main Street Bayboro</u>	High School <u>Pamlico County High School</u>
Phone: <u>252-745-3191</u>	College <u>UNC-CH</u>
Occupation: <u>Laboratory Technical Consultant</u>	Graduate School <u>NA</u>
	Other <u>NA</u>

Are you a citizen of the United States? Yes X No If yes, how long? All my life

Length of residence in Pamlico County See Below years months

Current Civic/Community Participation: I was born and raised in Pamlico County. I left to go to college and meet my now husband. I moved back to Pamlico for a year in 2013 when our twins were born. Due to our inability to find housing in the county, we purchased a home in Fairfield Harbour. I work in Pamlico and my three children attend Pamlico schools.

I actively volunteer in the school system. I was the PCPS PTO president for 4 years, FAA PTO vice president for 2 years, and I am currently PCMS PTO President. I also was the youth leader in my church for 7 years.

Are you currently serving or have you ever served on a public board or committee?
If so, please list below:

Board/Committee	Dates
No	

Please provide a brief statement outlining why you wish to serve on the Advisory Board, Commission, or Committee you have indicated.

I have a strong affection for the library since I grew up utilizing it frequently. During my childhood,
I participated in summer reading programs and borrowed books throughout the year
As a teenager, I used the library for school work and enjoyment. My children have been going
to the Pamlico library almost every week since we moved back here in 2013. The library is a
a second home to all of us. I would love to give back to the people who have given my family
and me so much. It would be extremely fulfilling to assist the library in its mission to continue
to provide the people of Pamlico County with exceptional resources and opportunities. I
strongly believe a library is an invaluable asset to our community and requires robust support
to maintain its highest level of service.

Cynthia Cooney
Applicant's Signature

5-20-23
Date

Please return form to:

Pamlico County Manager's Office
P.O. Box 776
Bayboro, NC 28515

Or fax:
(252) 745-5514

You may attach a resume to provide additional information.

Crystal Wood Carey
806 Bluebird Drive
New Bern, NC 28560
2528761371
ccdwood1@earthlink.net

Objective

To obtain a Technical Consultant position at a community medical center

Summary of Qualifications

- 24 years of experience as a Laboratory Technologist
- Dependable, motivated, and approachable person who enjoys working with a team

Professional Experience

June 2015-present Laboratory Consultant, Pamlico Medical Center, Bayboro, NC and CCHC New Bern Family Practice and Urgent Care, New Bern NC

- Prepares laboratory for inspections from CLIA and COLA
- Handles all QA and QC review
- Organizes all CE, staff competency, training, and procedure manuals

June 2013-September 2013 Laboratory Technologist III, Duke University Medical Center, Durham, NC

- Continued the same tasks as a Laboratory Technologist II
- Technical resource for other employees
- Worked with the manager of Cytopathology and Anatomic Pathology to inspect other laboratories throughout Duke Medical Center for CAP compliance, safety, and good morale.

2005-May 2013 Laboratory Technologist II, Duke University Medical Center, Durham, NC

- Worked as a generalist in the Franklin Core lab on first shift running DXC's, DXI's, Centaur, Elecsys, Mass Spectrometers, and the Beckman Coulter line.
- Helped to bring the Hepatitis B Surface Antigen test live on the Centaur, and trained fellow employees on how to run the test accurately
- Functioned as the core laboratory's safety officer. Focus was on reorganization and compliance with OSHA and CAP standards
- Completed daily, monthly, and quarterly tasks throughout the lab to help stay in CAP compliance: calibration of timers, hematology ILQC, maintenance of hematocrit centrifuge, and checked the daily critical result report to make sure that all results were called to the doctor in a timely manner.

2003-2005 Senior Laboratory Technologist, Duke University Medical Center, Durham, NC

- Worked in Specimen Management focusing on troubleshooting, training employees, and scheduling on second shift
- Stayed late many nights locating missing samples that could be anywhere from still at the clinic to in a courier car
- Did mechanical work on the sorters that organized the samples before being delivered to the core laboratory

2000-2003 Medical Technologist, Duke Raleigh Hospital, Raleigh, NC

- Worked as a lead general technologist on second shift
- Managed high stress situations that included emergency blood transplants for infants, results needed STAT from the ER and ICU, and drawing blood from outpatients while also doing routine blood work
- Organized Laboratory Professionals Week for the laboratory

1999-2000 Medical Technologist, Hematology, Carolina Medical Center, Charlotte, NC

- Hematology generalist including special hematology

Education

- Bachelors of Science in Clinical Laboratory Science, 1999
University of North Carolina at Chapel Hill
- ASCP Certified

BOARD OF COMMISSIONERS

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VICE-CHAIRMAN

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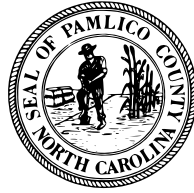
DOUG BRINSON - AT LARGE

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DAVID B. BAXTER, JR.

June 1, 2023

TO: Chairman Riggs and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Request to Reappoint Mr. Brandon Pipkin to PCC Board of Trustees

Attached is a request from Pamlico Community College to reappoint Mr. Brandon Pipkin to the Pamlico Community College Board of Trustees. I am asking for the Board's direction.



PO Box 185 Grantsboro, N.C. 28529-0185

www.pamlicocc.edu

Telephone (252) 249-1851

Fax (252) 249-2377

PAMLICO
COMMUNITY COLLEGE

DISCOVER TOMORROW'S POSSIBILITIES

May 23, 2023

Mr. Ed Riggs, Jr., Chairman
Pamlico County Board of Commissioners
PO Box 776
Bayboro NC 28515

Dear Mr. Riggs,

I would like to recommend the renewal of Brandon Pipkin's appointment to the Pamlico Community College Board of Trustees. His current appointment expires June 30, 2023.

I have known Mr. Pipkin for several years and endorse him wholeheartedly for another term. He brings a wealth of experience to the Board. He is a graduate of PCC with a degree in Electrical/Electronics, and has earned numerous continuing education professional certifications since then. He has had a long career at Cherry Point MCAS FRC-East with increasing levels of responsibilities.

In addition, Mr. Pipkin is a certified North Carolina firefighter who volunteers with the Grantsboro/Silverhill fire department.

Mr. Pipkin is a proven leader and hard worker who serves his community, and is an advocate of community colleges. Having been a student, he also brings that perspective to the Board. At this time, I would like to recommend to the Board of Commissioners the reappointment of Brandon Pipkin to the PCC Board of Trustees for another four-year term beginning July 1, 2023.

Mr. Pipkin's letter of interest is attached.

Sincerely,

Robert A. Lyon, Chair
Pamlico Community College Board of Trustees

RAL:mn
attachment

May 20, 2023

Mr. Bob Lyon, Chair
Pamlico Community College
PO Box 185
Bayboro, NC 28529

Dear Mr. Lyon,

I was appointed by Pamlico County Board of Commissioners three years ago, to fill the unexpired term of Ernestine Mattocks as Trustee at Pamlico Community College. I am honored they have put their trust in me to represent them. That term ends June 30, 2023.

If possible, and if the Pamlico County Commissioners will approve me for another term, I will gladly accept to serve. I will also put forth my best effort to exemplify professionalism at all times.

Thanks in advance for allowing me to serve another term.

Sincerely,

Brandon Pipkin

**APPLICATION FOR
APPOINTMENT TO COUNTY
BOARDS AND COMMITTEES**

**PAMLICO COUNTY
P.O. BOX 776
BAYBORO, NC 28515**

This application requests some general information based on your interest in applying for a position on a Pamlico County Advisory Board, Commission, Committee or Task Force.

Applicant Name: Brandon Pipkin

Date of Application: 01/16/2020

Home Address: 3494 NC HWY 306 S. Grantsboro NC 28529

Phone: 252-671-6187

Email Address: brandonpipkin83@gmail.com

FAX Number: N/A

I am interested in serving on the following Board/Committee

Pamlico Community College Board Of Trustees

EMPLOYMENT AND EDUCATION

Employer <u>FRC-East</u>	Graduate? <u>Y/N</u> Major
Address <u>Cherry Point MCAS</u>	High School <u>Pamlico County High</u>
Phone: <u>252-464-5284</u>	College <u>Pamlico Community College</u>
Occupation: <u>Electronic Industrial</u>	Graduate School _____
<u>Controls Mechanic</u>	Other _____

Are you a citizen of the United States? Yes No If yes, how long? 40 yrs

Length of residence in the Pamlico County 40 years 8 months

Current Civic/Community Participation: Fire Fighter with Grantsboro-Silverhill VFD

Are you currently serving or have you ever served on a public board or committee? If so, please list below:

Board	Dates
<u>Grantsboro-Silverhill VFD Board of Directors for 12 years</u>	

Please provide a brief statement outlining why you wish to serve on the Advisory Board, Commission, or Committee you have indicated.

I am a 2001 graduate of Pamlico Community College. I enrolled at PCC in 1996 as a High School Senior into the Electrical-Electronics Technology Program. I entered the CO-OP program at FRC-East in August of 2000. I am currently on my 20th career year as a WG-12 Senior Industrial Electronics Mechanic Artisan. I am also a certified NC fire fighter from which I obtained my certification through the PCC Fire Academy. I have 3 children in which I want to enroll at PCC so they can have the same career opportunities that was given to me from PCC. I have a great career, a great family and a wonderful home all in which I can give thanks to PCC. I want PCC to continue to strive as a great community college for everyone who lives in our community and beyond that wants a better education and or better career. I feel that I can help make excellent decisions that would benefit PCC and our community. It would be a great privilege to serve on this board.

Thank You,


Applicant's Signature

Date 1-16-20

You may attach a resume to provide additional information.

Please return form to:
Pamlico County Manager's Office
P.O. Box 776
Bayboro, NC 28515
Or
Fax
252 745-5514

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DAVID B. BAXTER, JR.

June 1, 2023

TO: Chairman Riggs and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Health Director Request to Increase Provider Hours by 8 Hours Per Week

Health Director Melanie Campen is requesting to contract for 8 additional provider (FNP) hours per week. She asked to appear on the agenda to explain the request and to answer questions. Please see the attached memo, partially redacted due to applicant status.



Pamlico County Health Department

203 North Street

PO Box 306

Bayboro, NC 28515

Tel: (252) 745-5111 Fax: (252) 249-5900

Health Director: Melanie D. Campen



April 20, 2023

Proposal

The Pamlico County Health Department would like to move forward with our Phase II of our three-year proposal. We would like to offer ~~Melanie D. Campen, RN~~, FNP Student, 8 clinic hours a week. We are requesting a contract at the rate of \$50-\$65/hr., contingent on passing required licensure boards with a start date of August 1, 2023. ~~She~~ has interned with us and has excelled at ~~the~~ position. ~~She~~ would be a contract Medical Provider to back-up our existing Medical Provider. Monies for ~~her~~ salary are already budgeted, as we will be ending the contract with Nutrition Plus in June.

Sincerely,

Melanie D. Campen, REHS, M.S.
Pamlico County Health