

Please note the change in location:
 514 S. Church Street
 Hertford, NC 27944

AGENDA

All items are for discussion and possible action.
 Perquimans County Board of Commissioners
 Meeting Room at Perquimans County Library
 March 1, 2021
 6:25 p.m.

I. Call to Order

II. Prayer & Pledge

III. Public Hearing

ACTION
 TAKEN
 LATER

- A. Conditional Use Permit No. CUP-21-01, requested by Booth & Associates, LLC 6:25 p.m.
 - To receive citizens' comments to consider a Conditional Use Permit No. CUP-21-01, requested by Booth & Associates, LLC for an AEMC substation on Burnt Mill Road approximately 500 feet from its intersection with Snug Harbor Rd. Subject property is Tax Parcel No. 2-0070-0056E and is zoned Rural Agricultural.
- B. Conditional Use Permit No. CUP-21-02, requested by Pamela Askew..... 6:30 p.m.
 - To receive citizens' comments to consider a Conditional Use Permit No. CUP-21-02, requested by Pamela Askew to operate a child daycare Home Occupation at 200 Cedarwood Blvd., a cul de sac approximately 300 feet south of Mulberry Lane. Subject property is Tax Parcel No. 4-D036-1009-CW1 and is zoned residential RA-43
- C. Rezoning Request No. (PUD)REZ-20-01, requested by Albemarle Plantation Holdings II, LLC. 6:40 p.m.
 - To receive citizens' comments to consider a Rezoning Request No. (PUD)REZ-20-01, requested by Albemarle Plantation Holdings II, LLC to rezone approximately 54.5 acres from residential RA-15 to PUD(CUD), Planned Unit Development Conditional Use District. Subject property encompasses Tax Parcel Nos. 2-0082-0006 and 2-0082-0027A, also known as the Cole Tract

IV. Approval of Agenda

V. Consent Agenda

(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)

ACTION
 REQUIRED

- A. Approval of Minutes February 1, 2021 Regular Meeting and February 16, 2021 Special Called Meeting & Work Session
- B. Tax Refund Approvals
- C. Personnel Matters
 - 1. Job Reclassification: Planner
 - 2. Leave Without Pay: Administrative Officer I
- D. End of Probationary Period & Added to Retirement System
 - 1. Sheriff's Department (1)
- E. Budget Amendment No. 24 - 25
- F. Board Reappointments:
 - 1. Historic Hertford, Inc.
 - 2. Albemarle Regional Landfill Authority - Alternate
- G. Miscellaneous Documents
 - 1. Memorandum of Participation – Cavanaugh Macdonald Consulting, LLC
 - 2. Resolution Honoring Judge J.C. Cole on His Retirement
 - 3. Revised HCCBG Contract
 - 4. Revised Senior Nutrition Contract
 - 5. Resolution: Surplus Equipment

NO
 ACTION
 REQUIRED

VI. Scheduled Appointments

- A. Jonathan Nixon, Emergency Services Director 7:00 p.m.

ACTION REQUIRED	B.	Laura Rollinson, Senior Nutrition	7:20 p.m.
	C.		7:10 p.m.
	VII.	Commissioner's Concerns/Committee Reports	
NO ACTION REQUIRED	A.	Commissioner Leigh – Update from Albemarle Commission Board of Trustees	
	B.		
	C.		
	VIII.	Old Business	
	A.	Updates from County Manager	
	B.	Disposal of Property - 407 Cox Avenue, Hertford, NC	
	C.		
	IX.	New Business	
ACTION REQUIRED	A.	Planning Items: 1. Conditional Use Permit No. CUP-21-01, requested by Booth & Associates, LLC 2. Conditional Use Permit No. CUP-21-02, requested by Pamela Askew 3. Rezoning Request No. (PUD)REZ-20-01, requested by Albemarle Plantation Holdings II, LLC 4. Preliminary Plat of Albemarle Plantation Cole Tract	
	B.	FY 2020-2021 Audit Contract	
	C.	Albemarle Commission – PORT Building Lease	
	D.		
	E.		
	X.	Unscheduled Appointments/Public Comments <i>(If you wish to address the Board, please state your name for the record prior to speaking)</i>	
NO ACTION REQUIRED	A.		
	B.		
	C.		
ACTION REQUIRED	XI.	Adjournment	

FOR INFORMATION ONLY:

- Trillium Health Services Documents:
 - Report of Persons Served by County from July 1, 2020 through December 31, 2020
 - June 30, 2020 Audit Report (65 page document) – *If you wish a copy of the document, contact Mary Hunnicutt, Clerk to the Board*

DEPARTMENT HEAD REPORT:

- Plat Log
- Tax Department Report
- Building Inspector's Reports
- Code Enforcement's Report
- Fire Marshal's Report – December 2020 – January 2021
- Emergency Services Report – January 2021

COMMITTEE WRITTEN REPORTS:

NOTES FROM THE COUNTY MANAGER

March 1, 2021

6:25 p.m.

- III. **Enclosures:** Public Hearings are being held regarding the following matters:
- A. **Conditional Use Permit No. CUP-21-01, requested by Booth & Associates, LLC** 6:25 p.m.
 - To receive citizens' comments to consider a Conditional Use Permit No. CUP-21-01, requested by Booth & Associates, LLC for an AEMC substation on Burnt Mill Road approximately 500 feet from its intersection with Snug Harbor Rd. Subject property is Tax Parcel No. 2-0070-0056E and is zoned Rural Agricultural.
 - B. **Conditional Use Permit No. CUP-21-02, requested by Pamela Askew**..... 6:30 p.m.
 - To receive citizens' comments to consider a Conditional Use Permit No. CUP-21-02, requested by Pamela Askew to operate a child daycare Home Occupation at 200 Cedarwood Blvd., a cul de sac approximately 300 feet south of Mulberry Lane. Subject property is Tax Parcel No. 4-D036-1009-CW1 and is zoned residential RA-43
 - C. **Rezoning Request No. (PUD)REZ-20-01, requested by Albemarle Plantation Holdings II, LLC**..... 6:40 p.m.
 - To receive citizens' comments to consider a Rezoning Request No. (PUD)REZ-20-01, requested by Albemarle Plantation Holdings II, LLC to rezone approximately 54.5 acres from residential RA-15 to PUD(CUD), Planned Unit Development Conditional Use District. Subject property encompasses Tax Parcel Nos. 2-0082-0006 and 2-0082-0027A, also known as the Cole Tract
- V. **Enclosures.** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- VI.A. Jonathan Nixon, Emergency Services Director, will hold the Public Officials Conference. The Hertford & Winfall Town Councils, Town Mayors, and Hertford Town Manager were invited to attend the meeting.
- VI.B. **Enclosures.** Laura Rollinson, Albemarle Commission – Senior Nutrition, will discuss the number of clients receiving meals in Perquimans County and invite the Commissioners to participate in March for Meals Champions Week. She will also request the Board to adopt the enclosed 2021 March for Meals Proclamation.
- VII.A. Commissioner Leigh will update the Board on the Albemarle Board of Trustees.
- VIII.A. County Manager Heath will present several updates to the Board.
- VIII.B. **Enclosure.** County Manager Heath has received the bids on the 407 Cox Avenue property and will present them to the Board at their meeting. The Board will be requested to award the bid to the highest bidder. Board action is being requested.
- IX.A. **Enclosures.** Rhonda Money, GIS/County Planner, will present the following items for Board action:
- 1. **Conditional Use Permit No. CUP-21-01, requested by Booth & Associates, LLC:** A Public Hearing was held to receive citizens' comments to consider a Conditional Use Permit No. CUP-21-01, requested by Booth & Associates, LLC for an AEMC substation on Burnt Mill Road approximately 500 feet from its intersection with Snug Harbor Rd. Subject property is Tax Parcel No. 2-0070-0056E and is zoned Rural Agricultural. Board action is being requested.
 - 2. **Conditional Use Permit No. CUP-21-02, requested by Pamela Askew:** A Public Hearing was held to receive citizens' comments to consider a Conditional Use Permit No. CUP-21-02, requested by Pamela Askew to operate a child daycare Home Occupation at 200 Cedarwood Blvd., a cul de sac approximately 300 feet south of Mulberry Lane. Subject property is Tax Parcel No. 4-D036-1009-CW1 and is zoned residential RA-43. Board action is being requested.
 - 3. **Rezoning Request No. (PUD)REZ-20-01, requested by Albemarle Plantation Holdings II, LLC:** A Public Hearing was held to receive citizens' comments to consider a Rezoning Request No. (PUD)REZ-20-01, requested by Albemarle Plantation Holdings II, LLC to rezone approximately 54.5 acres from residential RA-15 to PUD(CUD), Planned Unit Development Conditional Use District. Subject property encompasses Tax Parcel Nos. 2-0082-0006 and 2-0082-0027A, also known as the Cole Tract. Board action is being requested.
 - 4. **Preliminary Plat of Albemarle Plantation Cole Tract:** The Board will also be requested to consider the Preliminary Plat for a major subdivision as part of the proposed 54.4 acre Planned Unit Development on Tax Parcel Nos. 2-0082-0006 and 2-0082-0027A. Board action is being requested.
- IX.B. **Enclosure.** County Manager Heath and Finance Officer, Tracy Mathews, are recommending the FY 2020-2021 Audit Contract with Donna Winborne in the amount of \$33,500. Last year the cost was \$33,000. Board action is being requested.
- IX.C. County Manager Heath will discuss the request from Albemarle Commission to lease the PORT Building. Board action will be requested.

CONSENT AGENDA NOTES

(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal from the Consent Agenda is heard from a Commissioner)

- A. **Enclosure.** Approval of Minutes February 1, 2021 Regular Meeting and February 16, 2021 Special Called Meeting & Work Session
- B. **Enclosure.** Tax Refund Approval – See attached listing
- C. **Enclosure.** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Rhonda Money	Planner	Job Reclassification	72/9	\$56,685	03/01/2021
Nicole Elliott	Administrative Officer I	Extended Leave Without Pay*			02/01/2021
<i>*Effective 2/1/2021, Ms. Elliott was approved to work up to 64 hours per day until re-evaluated by her physician.</i>					

- D. **Enclosure:** Since we are not giving step/merit increases, we have added an item to authorize employees who have completed their probationary period and are eligible to go on Local Government Retirement for audit purposes:

Employee Name	Employee Job Title	Hire Date	Effective Date
Lacy Roberson, III	Deputy Sheriff (Certified)	03/01/2020	03/01/2021

- E. **Enclosures.** Budget Amendment Nos. 24 – 25 are enclosed for your review and action.
- F. **Enclosures.** The following Board reappointments will need to be considered for action:

Name	Board/Committee	Action Taken	Term	Effective Date
Hoffler, Joseph	Historic Hertford, Inc.	Reappointment	2 yrs.	07/01/2020*
Heath, Frank	Albemarle Regional Landfill Authority (alternate)	Reappointment	4 yrs.	02/01/2021
<i>*Appointment in June, 2020 was overlooked. Confirmed that we needed to reappoint him.</i>				

- G. **Enclosures:** The following miscellaneous documents will need Board consideration:
 1. **FYE 2020 GASB 73 for LEO Special Separation Allowance:** The Board will need to consider the enclosed 2020 Memorandum of Participation for Separation Allowance Benefit with Cavanaugh Macdonald Consulting to complete the GASB 73 Report for FYE 2020. County staff recommends approval. Board action is being requested.
 2. **Resolution Honoring Judge J. C. Cole on His Retirement:** The enclosed Resolution is being presented for Board consideration and action to honor Judge J. C. Cole who is retiring from Superior Court in March, 2021. Board action is being requested.
 3. **Revised HCCGB Contract:** According to Albemarle Commission, part of the allocation to JCPTA for FY 2020-2021 has been redistributed to our Senior Center. The revised amount is \$14,359. Board action is being requested
 4. **Revised Senior Nutrition Contract:** With the 3% COLA given in January, the Senior Nutrition Contract needs to be amended to reflect the change in salary for the Senior Nutrition Manager. Board action is being requested.
 5. **Resolution:** The Board will need to consider the enclosed Resolution requesting the Board to declare Sheriff Department's items as surplus to be sold on GovDeals. Board action is being requested

★ Additions to Notes

PUBLIC NOTICE

Perquimans County Board of County Commissioners will hold Public Hearings on Monday, March 1, 2021 at 6:25 PM in the Community Meeting Room of the Perquimans County Public Library at 514 S. Church Street, Hertford, NC, to consider: 1)Conditional Use Permit No. CUP-21-01, requested by Booth & Associates, LLC for an AEMC substation on Burnt Mill Road approximately 500 feet from its intersection with Snug Harbor Rd. Subject property is Tax Parcel No. 2-0070-0056E and is zoned Rural Ag. ; at **6:30pm** 2)Conditional Use Permit No. CUP-21-02, requested by Pamela Askew to operate a child daycare Home Occupation at 200 Cedarwood Blvd., a cul de sac approximately 300 feet south of Mulberry Lane. Subject property is Tax Parcel No. 4-D036-1009-CWI and is zoned residential RA-43.;at **6:40pm** 3) Rezoning Request No. (PUD)REZ-20-01, requested by Albemarle Plantation Holdings II, LLC to rezone approximately 54.5 acres from residential RA-15 to PUD(CUD), Planned Unit Development Conditional Use District. Subject property encompasses Tax Parcel Nos. 2-0082-0006 and 2-0082-0027A, also known as the Cole Tract.; also on the agenda is 4)Consideration of Preliminary Plat for a major subdivision as part of the proposed 54.4 acre Planned Unit Development on Tax Parcel Nos. 2-0082-0006 and 2-0082-0027A.

Property owners, residents and other interested parties may review these items during normal business hours before the Public Hearing(s) at the Perquimans County Planning & Zoning Office, at 104 Dobbs Street, Hertford, NC, or call 252-426-2027 or email rhondamoney@perquimanscountync.gov for more information.

Publish in Perquimans Weekly on February 11th and 18th , 2021

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Perquimans County Planning Board

MINUTES

Tuesday, February 9, 2021

The Perquimans County Planning Board held its regular monthly meeting on Tuesday, February 9, 2021 at 7:00 PM in the Community Meeting Room of the Perquimans County Library.

MEMBERS PRESENT: Antoine (A.J.) Moore, Chair [came in 10 minutes late due to fire call]
Lewis Smith, Vice Chair
Teresa Blanchard
A.O. Roberts

MEMBERS ABSENT: John Skinner

OTHERS PRESENT: Rhonda Money, Planner
Frank Heath, County Manager
Applicants and several interested citizens

Planning Board Vice Chair, Lewis Smith, called the meeting to order at 7:00 pm and opened with prayer by A.O. Roberts.

Agenda Item I, Approval of Agenda: Mr. Roberts made a motion, seconded by Ms. Blanchard, to approve the agenda as presented. The motion passed unanimously.

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Agenda Item II, Consent Agenda/Approval of Draft Minutes of Previous Planning Board Meetings: *Attached draft of October 13, 2020 regular meeting minutes.*

Ms. Blanchard made a motion, seconded by Mr. Roberts, to approve minutes of the regular meeting on October 13, 2020. The motion passed unanimously.

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Agenda Item III, Business Item A: Conditional Use Permit No. CUP-21-01, requested by Booth & Associates, LLC for a public utility substation on Burnt Mill Road, approximately 500 feet from its intersection with Snug Harbor Road. Subject property is Tax Parcel No. 2-0070-0056E and is zoned RA, rural agricultural. Planner Money showed a slide of the site on a large screen the whole room could see, then summarized by stating that it was a standard substation falling under zoning ordinance section 907. 25. The site plan meets the larger setbacks which are required on 3 sides. Vegetation will be surrounding the fence and fencing is allowed in the setback buffer. No on-site storage is anticipated. Ms. Laura Harris with Booth & Associates said the trees on the parcel were not going to be cut and handed Board members copies of the site plan that were larger than what was in their meeting packets. Kevin Heath then introduced himself as the Manager of Engineering with Albemarle Electric (AEMC) and gave some background information about the site. The only comment was from County Manager, Frank Heath, directed to Ms. Harris and Kevin Heath to make sure they give as-built drawings to the County at the end of construction.

Mr. Roberts made a motion, seconded by Ms. Blanchard, to find proposed conditional use permit No. CUP-21-01 to be consistent and in harmony with the existing development pattern around 795 Burnt Mill Road, Hertford, NC and to

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recommend to the Board of County Commissioners, approval of Conditional Use Permit No. CUP-21-01, for the Albemarle Electric Membership Corporation public utility substation; zoned RA, Rural Agriculture District, also known as Tax Parcel Number 2-0070-0056E adopting Findings to support the motion. Motion passed unanimously.

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**** At this point Vice Chair Smith turned the meeting over to Chair Moore. ****

Agenda Item III, Business Item B: Conditional Use Permit No. CUP-21-02, requested by Pamela Askew to operate "Precious Little Angels Family Childcare Home", a child daycare Home Occupation at 200 Cedarwood Blvd., a cul de sac approximately 300 feet from its intersection with Mulberry Lane in Cedarwood subdivision of the Woodville area. Subject property is Tax Parcel No. 4-D036-1009-CWI and is zoned RA-43, residential and agricultural. Planner Money explained how the case came to the Board by the applicant answering particular questions that the State of NC uses to determine if licensure is needed. Two zoning ordinance sections are relevant to this case; section 907.17 on daycares and 907.22 on home occupations. Based on the County ordinance, the proposed size of a play area in the backyard would limit the number of children able to be kept in the home to 8. Planner Money summarized one email and read a second email from Gary Martin, a Cedarwood homeowner, saying chain link fences are prohibited in Cedarwood Village and he wanted to be on record saying that he was concerned that since the location was very close to a lead drainage ditch, a child may wander off and get hurt. Mr. Roberts asked if septic tank system perc tests are relevant in a situation like this. County Manager Heath responded that the County does not require any additional testing or system expansion in a situation like this; it falls on the homeowner to keep their system working properly. Planner Money added that the conditions in the proposed CUP were copied directly from the two relevant 907 sections of the zoning ordinance.

The applicant, Ms. Askew, then read her letter to the Board members expressing why she would like to be a licensed childcare provider as she has been in the past in other locations. After being questioned by the County Manager, Ms. Askew answered that she had previously been licensed to keep up to 12 children. She also stated that she was open to the idea of meeting fencing requirements of the neighborhood.

Mr. Roberts made a motion, seconded by Mr. Smith, to find proposed Conditional Use Permit No. CUP-21-02 to be consistent and in harmony with the existing development pattern around 200 Cedarwood Blvd., Hertford, NC.

Mr. Smith made a motion, seconded by Mr. Roberts to recommend to the Board of County Commissioners, approval of Conditional Use Permit No. CUP-21-02, for a child daycare Home Occupation; zoned RA-43, Residential & Agricultural District, also known as tax parcel number 4-D036-1009-CWI conditioned upon adding that the outside play-area fencing must meet the criteria of Cedarwood Village covenants, adopting Findings, to support the motion. Motion passed unanimously.

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Agenda Item III, Business Item C: Rezoning Request No. (PUD) REZ-20-01, requested by Albemarle Plantation Holdings II, LLC to rezone approximately 54.5 acres from RA-15, residential and agricultural to [PUD(CUD)] Planned Unit Development Conditional Use District. Subject property encompasses Tax Parcel Nos. 2-0082-0006 and 2-0082-0027A which is southeast of Mathews Road, southwest of Holiday Lane, and north and east of Pasquotank Blvd. Subject property is also known as the Cole Tract. Planner Money gave a little background information on the Cole Tract name and what happened in 2006 and 2011 when it was rezoned for a proposed 87 lot neighborhood to be called Waterleaf. It is now being called phase 3 of Albemarle Plantation. Roads are planned to be looped with no dead ends. Albemarle Utility Company professes to be able to handle any additional volume of wastewater that may be produced. The County will be involved with potable water supplies. Planner Money read, "As stated in the rezoning of Phase 2,

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current water capacity was available for only 320 lots in Phase 2 over the next four years; this accounted for new water customers in other areas that would normally occur in a four year period. Water service to more than 320 lots will require changes to our current water system. Phase 3 of the proposed Cole Tract PUD will subtract 95 units of water capacity from the 320 previously noted." Stormwater control includes a series of ponds. Technical Review Committee comments were read. County Soil and Water Conservation comments agreed with Bissell Professional Group's drainage calculations. Comprehensive Land Use Plan consistency was summarized. Planner Money went over color designations on a Master Plan slide that the audience and Board members could see. The term reverse frontage was explained. Planner Money said that a neighboring resident visited the Planning office and complained of high water levels from run-off.

Bobby Masters, with Albemarle Plantations II, the developer, introduced himself. He said Albemarle Plantation is still primarily a retirement destination and for this last undeveloped section they wanted to do something a little different. He walked over to the slide of the Master Plan and pointed out the overall idea behind the layout of each section. This plan is designed for the current marketplace. They made almost twice as many sales at Albemarle Plantation this past year as they did the year before. He introduced Dave Klebitz, from Bissell Engineering, as an information resource. They are aiming for a market between \$350,000 and \$550,00 for a dwelling unit.

Mr. Smith asked if the houses would be speculative/pre-built housing. Mr. Masters responded that the developer also has a building company which is currently working in Bay Creek. That company will be coming to Perquimans County and will build the homes themselves. They will start with spec houses as models but after that hopefully the houses will be selling before construction. Mr. Roberts asked if the houses will have slab foundations. Mr. Masters replied that they will have raised-slab foundations where the slab is raised for the appearance of a crawlspace foundation. He also reminded Board members that stormwater is permitted through the State of NC and they do have proper permits for the work currently underway. The runoff after all the homes are built is supposed to show no increase than what it shows now as a vacant piece of land. Using a slide, Dave Klebitz, the engineer from Bissell Engineering, explained the basic drainage plan and pond system proposed. Phase 3 is designed to have curb and gutter in conjunction with water retention ponds to control water runoff. Three ponds are inter-connected and use gravity flow, not mechanical pumps. Board members Mr. Roberts and Mr. Smith asked several questions about the ponds relating to stagnation and open spaces in general. Walking trails are also proposed next to Woodside II. Planner Money pointed out that the Master Plan shows a 20 foot wide buffer but she recommends at least a 50 foot wide one. Mr. Klebitz said he did not know where the 20 foot number came from, but it is actually 100 feet of natural wooded buffer from the property boundary to the rear of the lot (pointing out lines on the slide) except for the southern area closest to the culvert where it decreases to 61 feet. Increasing the buffer to 50 feet is not a problem he said.

Board Chair Moore allowed audience members to question and comment to the developer and engineer regarding current stormwater drainage. Several audience members from multiple households of the Woodside II section were present and concerned about drainage.

Rod Mueller, lives in Woodside II section of Alb. Plantation, asked --- To what extent have you looked at the overall drain design considering the fact that it is ultimately putting some drainage into the canal that drains all of Woodside II? Mr. Klebitz answered that the model Bissell has prepared and generated already includes all the drainage from Woodside II. Mr. Mueller said Woodside already has problems with drainage and does not want any additional issues arising from additional housing and impermeable surfaces.

Robert Muir, lives in Woodside II, -- he said he has a little waterfall into that drainage ditch and the ditch is filled with debris

Carole Medford, lives in Woodside II, -- spoke about and showed a photo of water flooding into her backyard from the main drainage ditch in discussion

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William Stevenson, in Alb. Plantation also -- questioned property lines and what the homeowner association owns. He also questioned why the developer is choosing to put duplexes in the proposed location versus somewhere else on the tract. Mr. Masters answered it was just the lay of the land.

Ms. Medford -- said the existing trees are probably 80 feet wide and when she bought her lot she never thought she would be entertaining a drainage ditch and then have the vegetation that's been there to help absorb some of it, be removed because a developer needs more property

Planner Money then read through each condition of the proposed Cole Tract phase 3 Conditional Use Permit stopping for a few comments throughout. County Manager Heath worked on stormwater language to be added as an eighth condition under the Drainage/Stormwater Improvements section.

Mr. Smith made a motion, seconded by Ms. Teresa Blanchard, to find proposed Rezoning No. (PUD) REZ-20-01(a) to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern because the proposed PUD area of map Exhibit IX-B, 'Projected Future Land Use Unincorporated Portions of Perquimans County', shows the parcels as 'Residential' and the CAMA Land Use Plan (LUP) Future Land Use Compatibility Matrix on page IX-35 allow a Planned Unit Development (PUD) to contain "any combination of uses, permitted and conditional" without requiring a minimum lot size. Motion was unanimously approved.

Mr. Smith made a motion, seconded by Mr. Roberts to recommend to the Board of County Commissioners approval of Rezoning Request (PUD)REZ-20-01(a), to rezone from RA-15, Residential & Agricultural to PUD(CUD), Planned Unit Development Conditional Use District, the +/- 54.5 acre property located at Tax Parcel numbers 2-0082-0006 and 2-0082-0027A, adopting Policy Guidelines from Zoning Ordinance section 1302 to support the motion. Motion was unanimously approved.

Mr. Roberts made a motion, seconded by Ms. Blanchard, to recommend to the Board of County Commissioners approval of Conditional Use Permit No. (PUD)REZ-20-01(b), requested by Albemarle Plantation Holdings II, LLC for a Planned Unit Development Conditional Use, on +/- 54.5 acres located at Tax Parcel numbers 2-0082-0006 and 2-0082-0027A conditioned upon adding Stormwater condition #8 requiring the applicant to consult with Albemarle Plantation Property Owner's Association to ensure the drainage ditches are maintained for neighboring residents and adopting Findings of County Zoning Ordinance Article 15:PUDs to support the motion. Motion was unanimously approved.

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Agenda Item III, Business Item D: Consideration of Preliminary Plat for a 95 lot major subdivision as part of a proposed 54.4 acre PUD on the Cole Tract. Planner Money pointed out that the Planning Board could require an environmental impact statement if they chose but since the area in question is the same type of use of the neighboring areas then the applicant and staff did not see a need to submit one. Some requirements in the CUP that used to be required prior to preliminary plat have been edited to put the requirement before final plat. Mr. Smith asked a question about wetlands and floodzones and how they would be handled. Dave Klebitz responded.

Mr. Roberts made a motion, seconded by Mr. Smith, to recommend to the BCC approval of Albemarle Plantation Cole Tract Preliminary Plat. Motion was unanimously approved.

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Agenda Item IV, Other Items A: Status Report on Previous Board Recommendations:

Abbreviated Subdivision Variance Request No. NZV-20-02, requested by Marie Ferrell to subdivide 2.9 acres at 1190 Chapanoke Road. Planner Money informed the Board that the case was approved at the November 2, 2020 County Commissioner meeting and the proposed structures were currently in place, but not hooked up yet.

Abbreviated Subdivision Variance Request No. NZV-20-03, requested by Arland Winslow to convey a two acre flag lot with proposed easement to exceed 1,000 feet off of Hickory Cross Road. Planner Money informed the Board that the case was approved at the November 2, 2020 County Commissioner meeting and the survey has been recorded and an address assigned.

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Agenda Item IV, Other Items B: Chair's signature on approved minutes.

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Meeting adjourned at 8:53 p.m.

Minutes approved this _____ day of _____, 2021.

Chairperson

Recorder

Attachments: A (Sign In Sheet);
Letters and emails to the Planning Office

**Perquimans County Planning & Zoning Staff Report
By Rhonda Money, Planner
For BCC Meeting March 1, 2021**

SUBJECT: Conditional Use Permit No. CUP-21-01, requested by Booth & Associates, LLC on behalf of Albemarle Electric Membership Corporation (AEMC), for a public utility substation on Burnt Mill Road, approximately 500 feet from its intersection with Snug Harbor Road (across the street from Bethel Baptist Church). Subject property is 4.79 acres, zoned RA, Rural Agriculture District, and known as Tax Parcel Number 2-0070-0056E.

Project Description/ Research & Analysis

Proposed Layout:

Goals:

To construct a substation for AEMC to provide power to the surrounding community.

Technical Aspects:

Zoning Ordinance Section 907.25 Public Utility Substations, Transformer Stations, and Other Facilities applies to this case. Section 907.25 requires additional setbacks which calculate to be 30 feet for front and side setbacks and 60 feet for a rear setback. Vegetation and the security fence are allowed in the setbacks. Equipment produces a hum that is not expected to travel beyond the security fence. No on-site storage will be present.

Design:

The design has a gravel access, gravel pad, various utility structures and a 7 ft. high chain-link fence topped with 3 strands of barbed wire. Dense evergreen landscaping is proposed to be 3 feet wide around the entire perimeter next to the outside of the fence except where the 2 accesses are. Vegetation is expected to reach 7 feet in height within 3 years.

Regulations and Procedure

Potential Schedule for Public Hearing(s): January 15, 2021 the Booth and Associates, LLC Application package was received by the Planning & Zoning Office and was found to be substantially complete as a conceptual plan. Public notices were sent to adjacent property owners and published in the Perquimans Weekly in accordance with Section 2302 of the County's Zoning Ordinance. Pursuant to Section 902, Procedures, the Planning Board did not require additional information or time, so their action at the regularly scheduled Planning Board meeting on February 9th allows the case to be scheduled before the Board of County Commissioners (BCC) on March 1st.

Recommendation Procedure: Perquimans County Zoning Ordinance Section 903 provides for the Planning Board to consider the proposed Conditional Use Permit (CUP) at a public meeting and to make a recommendation to the BCC. In considering the request, the Planning Board and BCC shall use as a guide Sections 903(a) thru (d) as summarized in the Table of Findings.

Consideration of CUP Criteria and Proposed Conditions: This request for a CUP requires consideration of the Draft Conditional Use Permit, which includes suggested conditions for the proposed site. The applicant's site plan and statement are formal parts of the CUP. If approved, the Draft CUP will be executed by the applicant and the BCC Chair and recorded by the applicant in the Register of Deeds along with said statement and the site plan. Later, the recorded CUP will be attached to the applicant's zoning permit and be used by Planning & Zoning staff to determine zoning compliance. Reference is made to the attached draft Conditional Use Permit, with suggested conditions for the County Commissioner's consideration.

Consistency with 2016 Land Use Plan Update: According to the Projected Future Land Use map Exhibit IX-B, page IX-36 of CAMA's 2016 Land Use Plan Update, the subject area is zoned **Public/Semi-public/Religious/Office & Institutional**. The Land Use Plan Update may be viewed in its entirety on the County website at www.PerquimansCountyNC.gov (click on "Departments" then "Planning and Zoning" then scroll to the bottom of the page and click on "Perquimans County 2015 Joint CAMA Land Use Plan Update-Recertified 4-26-2017").

General Land Use Plan Objectives on page II-17 of the CAMA Land Use Plan are stated as follows: *"The land use plan should help the County: preserve its rural character; protect and preserve the natural environment; provide adequate public facilities and services; achieve support and consensus for County initiatives; promote unity in its residential and commercial communities; and, make infrastructure improvements that compliment but do not duplicate existing systems."*

Recommendations

Planning Board unanimously found proposed CUP-21-01 to be consistent and in harmony with the existing development pattern around 795 Burnt Mill Road and recommended approval of its draft conditional use permit as presented. Planning Staff believes the substation, as proposed may be developed in compliance with Zoning Ordinance Section 907.25.

Suggested Motions – Recommendations – Actions: The Draft CUP, if adopted by the BCC, must contain conditions included by the BCC's motion, if so moved.

The BCC is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of each proposed CUP, as follows:

SUGGESTED ACTION TO APPROVE:

- 1) **MOTION TO FIND PROPOSED CONDITIONAL USE PERMIT NO. CUP-21-01** to be consistent and in harmony with the existing development pattern around 795 Burnt Mill Road, Hertford, NC; **and** to approve of the Conditional Use Permit for the Albemarle Electric Membership Corporation public utility substation; zoned RA, Rural Agriculture District, also known as Tax Parcel Number 2-0070-0056E as presented (**or conditioned upon revise, add or delete from list of conditions contained in the DRAFT Conditional Use Permit**), adopting Findings to support the motion (see Table, below).

SUGGESTED ACTION TO DENY: Motion to deny Application No. CUP-21-01, and adopting Findings to support the motion would utilize the above-noted motion stated in the negative tense.

TABLE OF FINDINGS for CUP No. CUP-21-01: AEMC Public Utility Substation	
Motion to approve finds:	Motion to deny finds:
1) That the CUP will <u>not</u> materially endanger the public health or safety if located according to the plan submitted and approved.	1) That the CUP <u>will</u> materially endanger the public health or safety if located according to the plan submitted and approved.
2) That the use <u>meets</u> the required conditions and specifications.	2) That the use does <u>not</u> meet the required conditions and specifications.
3) That the use will <u>not</u> substantially injure the value of adjoining or abutting property, or that the use is a public necessity.	3) That the use <u>will</u> substantially injure the value of adjoining or abutting property, or that the use is not a public necessity.
4) That the location and character of the use, if developed according to the plan as submitted and approved, <u>will</u> be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.	4) That the location and character of the use, if developed according to the plan as submitted and approved, will <u>not</u> be in harmony with the area in which it is to be located and will not be in general conformity with the Perquimans County Land Use Plan.

ATTACHMENTS: 1) Applicant's CUP Application and Site Plan;
 2) Draft Conditional Use Permit No. CUP-21-01

Booth & Associates, LLC

CONSULTING ENGINEERS

engineering for the future since 1960

January 14, 2021

VIA EMAIL

Perquimans County Board of Commissioners
P.O. Box 45
Hertford, NC 27944

Subject: Bethel Substation
Albemarle Electric Membership Corporation
Conditional Use Permit Application for Bethel Substation

To Whom It May Concern:

The Undersigned is applying for a Conditional Use Permit Application for Albemarle Electric Membership Corporation and its affiliated entities to conduct the preparation for the construction of a substation for the Bethel Substation project located at 795 Burnt Mill Road (SR 1341) in Hertford, North Carolina. The completed site shall contain a gravel access drive, gravel pad, and various utility structures for providing power to the surrounding community.

Per Section 903 and 905 of the Zoning Ordinance, all conditions and specifications will be followed. This project is an electrical substation which also falls under Section 907.25. Per Section 907.25 (B), The front setback is equal to the standard setback as the side and rear setbacks are double (2 times) the standard setback. The electrical equipment produces a small hum that will not travel beyond the security fence. The chain link security fence per 907.25 (C) will be at a minimum height of seven (7) feet and topped with 3 strands of barbed wire. Adjacent to the fence shall be a (3) foot wide evergreen landscape buffer that is expected to grow to a minimum of seven (7) feet in height within three (3) years. There will not be any on-site storage that falls under 907.24 (D) and (E).

The submittal contains the following:

- Completed application
- Letter addressed to the Perquimans County Board of Commissioners explaining site adherence to the Zoning Ordinance Sections 903 (a), (b), (c), and (d), 905 and 907 A through X
- Proof of Ownership
- Owner's Authorization for Agent
- Legal Description and/or boundary survey to be used as an exhibit to the proposed Conditional Use Permit
- Site plan prepared in accordance with Section 509 and Article IX of the Perquimans County Zoning Ordinance

If you have any questions, please call Laura Harris at Booth & Associates, LLC at 919-851-8770 (x179) or email at l.harris@Booth-Assoc.com.

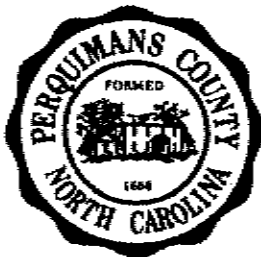
Sincerely,

BOOTH & ASSOCIATES, LLC

Laura Harris

Laura R. Harris
Project Engineer II

LRH/dmc
19-9228-8003



Perquimans County, North Carolina
APPLICATION FOR CONDITIONAL USE PERMIT REQUEST
 Case No. _____ - _____ - _____

This section to be completed by County:	
Date received: _____	Received by: _____
Date completed: _____	Confirmed by: _____
Subject Property Tax Map No(s): _____	
Subject Property Zoning District(s): _____	
Will proposed Conditional Use require site improvements? _____	
Will proposed Conditional Use require review by other agencies? _____	

Applicant's Information

Name(s) of Owner(s): Albemarle Electric Membership Corporation

Street Address: 125 Cooperative Way

City/State/Zip Code: Hertford, NC 27944

Phone Number(s): (252) 426-5735 Fax: _____ E-mail Address: Kevin.Heath@aemc.coop

Applicant (if different from Owner): Booth & Associates, LLC

Street Address: 5811 Glenwood Avenue, Suite 109

City/State/Zip Code: Raleigh, NC 27612

Phone Number(s): (919) 851-8770 Fax: (919) 859-5918 E-mail Address: HarrisLR@Booth-Assoc.com

Person to receive comments and correspondence: Laura Harris, Project Engineer II

Description of Property

Address(es) of Subject Property: 795 Burnt Mill Rd (SR 1341), Hertford, NC 27944

Property Appraiser's Parcel Nos.: 2-0070-0056E

Location: This property is located on the North side of + Burnt Mill Road, approximately 475 feet West of Snug Harbor Rd (SR 1340) Road.

Township/Region: Bethel Subdivision: _____ Block - Lot Nos.: _____

Size of Property: 4.79 acres. Lot width: 740 feet. Lot depth: 275 feet

Flood Plain: AE Community Panel No.: 3720784600L (NO PORTION OF PROPOSED PROJECT AREA LIES WITHIN FLOODWAY)

1) I (We), the undersigned, do hereby respectfully make application and request the Planning Board and Board of Commissioners to consider a proposed Conditional Use Permit to make use of the subject property as follows: Electric Utility Substation. The subject property is zoned RA (Rural Agricultural). The subject property is owned by Albemarle Electric Membership Corporation as evidenced by deed recorded in Real Estate Book 477, Page 361 OR Will File Number _____ in the Perquimans County Register of Deeds.

Application for Conditional Use Permit Request

Case No. _____ - _____ - _____

- 2) The following is from the most recent County Tax Office listing and contains all of the individuals, firms, or corporations owning properties involved in the Conditional Use Permit request as well as the owners of all properties any portion of which is within one-hundred fifty (150) feet of the subject property. This includes any property owner who is adjacent to the subject property (to the side, rear or front) and across the street.

Name	Address
a. <u>ALBEMARLE ELECTRIC MEM. CORP.</u>	<u>P.O. BOX 69</u> <u>HERTFORD, NC 27944</u>
b. <u>PROCTOR, L WILLIS & JANIE W</u>	<u>575 DAVENPORTS LANE</u> <u>EDENTON, NC 27932</u>
c. <u>CORPREW, JOHN H JR, TRUSTEE</u>	<u>607 GASTON DRIVE</u> <u>HERTFORD, NC 27944</u>
d. <u>BETHEL BAPTIST CHURCH</u>	<u>292 SNUG HARBOR ROAD</u> <u>HERTFORD, NC 27944</u>
e. _____	_____
f. _____	_____
g. _____	_____
h. _____	_____
i. _____	_____
j. _____	_____
k. _____	_____
l. _____	_____

Application for Conditional Use Permit Request

Case No. _____-_____-_____

Use an additional sheet of paper if necessary.

- 3) **Statement of the nature of the proposed use:** The proposed project site is located to the North of Burnt Mill Rd (SR 1341) in Hertford, NC. The site is to be graded in in preparation for the construction of a substation for Albemarle Electric Membership Corporation. The completed site shall contain a gravel access drive, gravel pad, and various electrical utility structures for providing power to the surrounding community.

[Empty lined area for additional text]

Application for Conditional Use Permit Request

Case No. _____


Attach the following:

- Completed Application.
- Letter addressed to the Perquimans County Board of Commissioners explaining your intentions in detail. The Applicant is advised to address any general and specific conditions and finding required by the Zoning Ordinance, Sections 903(a), (b), (c) and (d), 905, and 907A through X.
- Proof of Ownership.
- Owner's Authorization for Agent, if applicable.
- Legal Description(s) and/or boundary survey(s) to be used as an exhibit to the proposed Conditional Use Permit.
- Site plan prepared in accordance with Section 509 and Article IX of the Perquimans County Zoning Ordinance.
- Two self-addressed stamped envelopes and two sets of stamped pre-addressed envelopes of all property owners of subject, adjacent and nearby properties within 150 feet and/or across the street (as per current Tax Office listings), to whom notice of public meeting and hearing must be sent. Said notices will be sent by the Planning & Zoning Office in envelopes provided by Applicant.
- Filing Fee of \$300 made payable to Perquimans County.

_____ Additional information needed by Planner, Technical Review Committee or County Officials:

APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC MEETING UNTIL COMPLETE

I (We), the undersigned, do hereby respectfully apply for a Conditional Use Permit on the property described herein. I (We) affirm that this application form and attached materials are true and accurate to the best of my (our) knowledge.



Signature of Owner or Authorized Applicant

12/23/2020

Date

(This Application must be submitted to the Planning and Zoning Administrator no less than 25 days prior to the Planning Board's meeting and, where deemed necessary, additional time may be required for review by Technical Review Committee member[s]).

Application for Conditional Use Permit Request

Case No. _____

Owner's Authorization for Agent

NOTE: IF THE APPLICANT REQUESTING DEVELOPMENT APPROVALS OR PERMITS FOR A PARTICULAR PIECE OF PROPERTY IS NOT THE ACTUAL OWNER OF THE PROPERTY, THE ACTUAL OWNER MUST COMPLETE THIS FORM. IF THE PERSON WHO IS REQUESTING THE APPLICATION IS THE OWNER, PLEASE DISREGARD THIS FORM.

I am (We are) the owner(s) of the property located at 795 Burnt Mill Rd (SR 1341), Hertford, NC 27944

I (WE) HEREBY AUTHORIZE Booth & Associates, LLC TO ACT ON MY/OUR BEHALF to appear with my consent before the Perquimans County Board of Commissioners and Planning Board in order to request approval(s) for development and/or use of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, or other action pursuant to one or more of the following:

- Rezoning Request
- Conditional Use District Rezoning
- Zoning Variance
- Administrative Appeal
- Conditional Use Permit
- Non-Zoning Variance

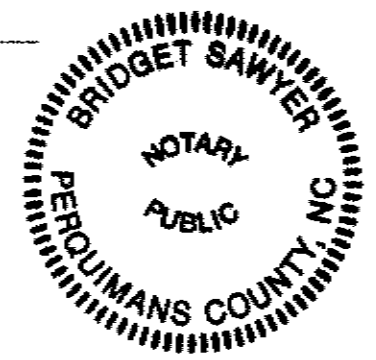
I authorize you to advertise and present this matter in my name as the owner of the property. If there are any questions, you may contact me at address Kevin.Heath@aemc.coop or by telephone at (252) 426-5735

BY: *Kevin Heath*
 Signature of Owner
Kevin Heath (252) 312-4825
 Print Name Telephone Number

 Signature of Owner

 Print Name Telephone Number

Sworn to and subscribed before me, this the 23 day of December, 2020.
 Notary Public Bridget Sawyer County of Perquimans
 State of North Carolina
 My commission expires: 9-10-2025



Application for Conditional Use Permit Request

Case No. _____ - _____ - _____

PLANNING AND ZONING ADMINISTRATOR:

- 1) Application received on: _____.
- 2) Date application complete: _____.

 Planning and Zoning Administrator Date

PLANNING BOARD:

- 1) Application considered at public meeting on _____.
- 2) As a result of the meeting, the Planning Board makes the following recommendation to the Board of Commissioners: _____

 _____.

 Chairman, Planning Board Date

BOARD OF COMMISSIONERS ACTION:

- 1) Recommendation received from Planning Board on _____.
- 2) Legal notice was directed to be given that a public hearing would be held on _____
 _____.
- 3) Decision: The application is (approved) (approved with conditions) (denied) (tabled). _____

 _____.

 Chairman, Board of Commissioners Date

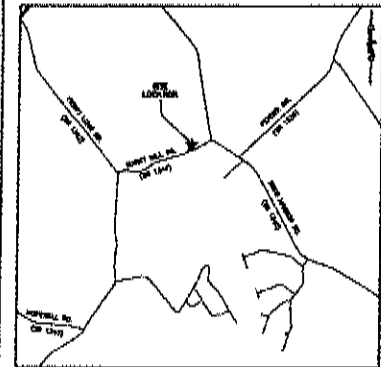
BETHEL SUBSTATION SITE PLAN

PERQUIMANS COUNTY, NC

NOW OR FORMERLY
JIMMY PROCTOR &
JANIE W. PROCTOR
PARCEL ID: 2-0070-00568

SEVEN (7) FOOT
TALL CHAIN LINK
FENCE TOPPED
WITH 3 INCH (3")
STRAIPS OF
BARBED WIRE

NOW OR FORMERLY
L. NELLS PROCTOR &
JANIE W. PROCTOR
PARCEL ID: 2-0070-00568



PROJECT DESCRIPTION

THE PROPOSED PROJECT SITE IS LOCATED ON BURNETT HILL RD (SR 1341) IN HERRINGBORO, NORTH CAROLINA. THE SITE IS TO BE GRADEN BY IMPROVEMENT FOR THE CONSTRUCTION OF A SUBSTATION FOR ALBERMARLE ELECTRIC MEMBERSHIP CORPORATION. THE PROPOSED SITE SHALL CONTAIN A LARGE ACCESS DRIVE, GRAVEL PAD, AND VARIOUS ELECTRICAL UTILITY INFRASTRUCTURE FOR PROVISION POWER TO THE SUBSERVING COMMUNITY.

LEGEND

	GUY AND ANCHOR CONNECTION
	DISTRIBUTION POLE
	PROPERTY CORNER - MONUMENT
	PROPERTY CORNER - IRON PIN
	PROPERTY CORNER - CALCULATED
	PROPOSED DISTURBANCE LIMIT
	PROPOSED SUBSTATION FENCE
	COVERLINE OF ROADSIDE DITCH
	BUILDING RETRAK LINE
	PROPERTY LINE
	PROPOSED GRAVELADE CHANNEL WITH FLOW DIRECTION
	EDGE OF PUBLIC ROAD RIGHT-OF-WAY
	EXISTING CONTOURS, 1.0 FT INTERVAL
	PROPOSED SUBSTATION PAD W/ 3" DEPTH REINFORCED CONCRETE OVER 4" DEPTH CRUSHER RUN
	PROPOSED 13" DEPTH CRUSHER RUN GRAVEL DRIVE
	PROPOSED ASPHALT APRON
	PROPOSED 3" WIDE DOUBLE ENDGRADE LANDSCAPE BUFFER (EXPECTED TO GROW A MIN. OF 7' IN HEIGHT WITHIN 3 YEARS)

NOTES

- THIS DRAWING IS PRELIMINARY AND SHALL BE USED FOR SHOWING THE SUBSTATION AND ACCESS DRIVES ONLY.
- THE ACCESS DRIVES MAY SHIFT DEPENDING ON RESULTS OF PENETRATING AND DESIGN FACTORS.



OWNER: ALBERMARLE ELECTRIC MEMBERSHIP CORPORATION
 LOCATION: 795 BURNETT HILL ROAD (SR 1341) HERRINGBORO, NORTH CAROLINA 27944 (38.1128741, -078.4634448)
 PARCEL ID: 2-0070-00568
 LEON REF.: DEED BOOK 477, PAGE 361 PLAT 636661-1, BLOCK 579 (PERQUIMANS COUNTY)
 LAND AREA: 4.78 ACRES (208,760 SQUARE FEET)
 DISTURBANCE AREA: 1.71 (74,443 SQUARE FEET)
 ZONING: RURAL AGRICULTURE (RA)
 FLOODWAY: 4 +/- 1.30 ACRES OF ZONE A FLOODWAY (EAST ON THE PROPERTY AS PER TO FLOOD INSURANCE RATE MAP NUMBER 31099440000; EFFECTIVE DATE DECEMBER 21, 2018. NO PORTION OF THE PROPOSED PROJECT DISTURBANCE AREA LIES WITHIN ZONE A FLOODWAY.
 WETLANDS: 4 +/- 2.00 ACRES OF WETLANDS (EAST ON THE PROPERTY ACCORDING TO THE NATIONAL WETLANDS INVENTORY. (HTTPS://WWW.FEDERALREGULATION.COM/WETLANDS/APPS/WETLANDS-ANALYSIS/)
 NEAR BASIN: PASQUOTANK (VA BETHEL CREEK)

ALBERMARLE ELEC
 PARCEL ID: 2-0070-00568
 D.B. 437, PL. 361
 4.78 ACRES

NOW OR FORMERLY
 BETHEL PATRICK CLERCH & PARSONAGE
 PARCEL ID: 2-0070-00510

Albermarle Electric Membership Corporation
 Booth & Associates, LLC
 3811 Glasswood Avenue
 Raleigh, NC 27612
 NC E-022

REVISIONS

NO.	DATE	DESCRIPTION
1	12/20/20	ISSUED FOR PERMITS
2	12/20/20	ISSUED FOR PERMITS
3	12/20/20	ISSUED FOR PERMITS
4	12/20/20	ISSUED FOR PERMITS
5	12/20/20	ISSUED FOR PERMITS
6	12/20/20	ISSUED FOR PERMITS
7	12/20/20	ISSUED FOR PERMITS
8	12/20/20	ISSUED FOR PERMITS
9	12/20/20	ISSUED FOR PERMITS
10	12/20/20	ISSUED FOR PERMITS
11	12/20/20	ISSUED FOR PERMITS
12	12/20/20	ISSUED FOR PERMITS
13	12/20/20	ISSUED FOR PERMITS
14	12/20/20	ISSUED FOR PERMITS
15	12/20/20	ISSUED FOR PERMITS
16	12/20/20	ISSUED FOR PERMITS
17	12/20/20	ISSUED FOR PERMITS
18	12/20/20	ISSUED FOR PERMITS
19	12/20/20	ISSUED FOR PERMITS
20	12/20/20	ISSUED FOR PERMITS

BETHEL SUBSTATION
 PERQUIMANS COUNTY, NC
 SHEET NO. 59-1

1-29-2021 DRAFT

Do NOT record this page

-Beginning of Proposed Conditional Use Permit CUP-21-01
to be recorded by Booth & Associates, LLC
on behalf of AEMC

**To Construct a Public Utility Substation
At 795 Burnt Mill Road**

Applicant: Booth & Associates, LLC

Owners: Albemarle Electric Membership Corporation

1) Spelled out the owner name fully on page 1 of 6

Do NOT record this page

1-29-2021 DRAFT

CONDITIONAL USE PERMIT No. CUP-21-01**Page 1 of 6**

On the date(s) listed below, the Board of Commissioners for Perquimans County met and held a public hearing to consider the following application:

Authorized Applicant: Booth & Associates, LLC
5811 Glenwood Ave., Suite 109
Raleigh, NC 27612

Owner: Albemarle Electric Membership Corporation
125 Cooperative Way
Hertford, NC 27944

Site Location: 795 Burnt Mill Road, Hertford NC 27944; On Burnt Mill Road approximately 500 feet west of its intersection with Snug Harbor Road

Tax Parcel No: 2-0070-0056E

Zoning District: RA, Rural Agricultural District

Proposed Use of Property: Proposed Use is to construct, operate and maintain an electrical distribution substation known as the Bethel Substation project. See attached letter addressed to the Perquimans County Board of Commissioners.

Meeting & Hearing Dates: Planning Board on 2/9/2021 & Board of Commissioners on 3/1/2021.

Having heard all the evidence and argument presented at the hearing(s), the Board of County Commissioners finds that the application is complete, that the application complies with all of the applicable requirements of the Perquimans County Zoning Ordinance for the development proposed, and that therefore the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Zoning Ordinance pertaining to "*Public Utility Substations, Transformer Stations, and Other Facilities*" (currently Section 907.25 of the Zoning Ordinance) and other conditions, as follows:

1-29-2021 DRAFT

CONDITIONAL USE PERMIT No. CUP-21-01

Page 2 of 6

- (1) Applicant, owners, heirs and assigns shall conduct operations in accordance with the plans and application materials submitted to and approved by the Board of Commissioners (BCC), a copy of which is contained in the County Planning & Zoning Office and filed with Register of Deeds office. Any major modification proposed to the approved plans shall require reapplication and approval by the BCC. "Major Modification" is defined as: "Any significant change in land use, and/or change in the project boundary and/or change that results in an increase in the density or intensity of the project, as shown and described in the approved Conditional Use Permit and Site Plans." However, it is understood that the conceptual layout of the Electrical Distribution Substation as shown on the proposed site plan may require adjustments in the exact locations within the proposed chain link fence. All required site improvements must be made and shall comply with minimum setbacks, and all screening, buffering, and landscaping requirements must be met prior to the County's issuance of Certificate of Zoning Compliance and Certificate of Occupancy, in accordance with applicable sections of the Zoning Ordinance, including section 907.25 "Public Utility Substations, Transformer Stations, and other Facilities".
- (2) The Conditional Use Permit is approved and recorded with the applicant's statement of the nature of the proposed use and conceptual Site Plan, to become the basis for the Zoning Permit issued by the Planning & Zoning Office upon submittal and approval of a final Site Plan. If the Conditional Use Permit is not recorded in the Register of Deeds (ROD) Office by the Applicant within three (3) months from the date of BCC approval, the BCC may revoke the Conditional Use Permit.
- (3) The Electrical Distribution Substation and all related equipment and structures shall maintain standard setbacks if applicable in the zoning district from streets right-of-ways and double (2 times) the standard setbacks from any other property line.
- (4) Any equipment producing noise or sound discernible at the property line shall be set back until it is no longer discernible or one hundred (100) feet, whichever comes first.
- (5) The Electrical Distribution Substation facilities and structures shall be enclosed with a security fence with a minimum height of seven (7) feet and screened with either a minimum three (3) foot wide strip planted with dense evergreen vegetation expected to grow to at least seven (7) feet in height within three (3) years or a twenty (20) foot wide strip of natural wooded area. The vegetated buffer shall be located adjacent to the property line and between the property line and fence as shown on the attached site plan. Transmission line right-of-ways shall be exempt from buffer requirements.

1-29-2021 DRAFT

CONDITIONAL USE PERMIT No. CUP-21-01

Page 3 of 6

- (6) Pursuant to the attached site plan, Albemarle EMC does not anticipate the need for outside storage on the subject property. Any future outdoor storage shall be located as follows:
- a. In the rear yard;
 - b. Inside the security fence;
 - c. Screened from view from the street and adjoining properties;
 - d. Set back from any property line at least twenty (20) feet; and
 - e. Screened with vegetation and meet the requirements of the three (3) foot wide dense evergreen planting or the twenty (20) foot wide natural wooded or planted strip as described in section 907.25 of the County Zoning Ordinance
- (7) Within 12 months of completion of construction, the applicant shall provide certified 'as built' drawings to the County showing the locations of the electrical distribution substation, transmission lines, equipment, driveways, ditches, vegetative buffers, control house and all related improvements.
- (8) For a period of up to 12 months after the applicant submits the certified 'as built' drawings, County staff may confirm compliance with the specifications determined to be within compliance according to Zoning Ordinance Section 907.25.
- (9) Any impervious surfaces may require the applicant to provide the County with proper permitting to ensure that storm water does not cause problems on the site or on adjacent properties. Albemarle EMC shall coordinate with and obtain approval from Perquimans County Soil & Water Conservation District on all drainage improvements.
- (10) The applicant shall obtain all required permits from other governmental agencies (local, state, and federal) prior to commencing construction or as otherwise required by the applicable laws and regulations. Building permits shall be obtained from Perquimans County for all components of the project which are required by the North Carolina Building Code.
- (11) During construction of the substation the applicant shall provide the County with annual reports outlining progress to date along with circumstances that may result in delays. In the event construction is delayed beyond March 2023 the applicant shall formally request an extension be granted by the Board of County Commissioners; otherwise the BCC may revoke the Conditional Use Permit.

If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then the permit shall be void and of no effect.

1-29-2021 DRAFT

CONDITIONAL USE PERMIT No. CUP-21-01

Page 5 of 6

I, (We) _____, authorized Applicant(s)/Owner(s), of the above identified property, do hereby acknowledge receipt of this Conditional Use Permit. The undersigned does further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding on them and their successors in interest.

Applicant/Owner Date

Applicant/Owner Date

The State of North Carolina
Perquimans County

I, _____, a Notary Public in and for the said State and County, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the forgoing instrument.

WITNESS my hand and notarial seal, this the _____ day of _____, 20_____.

Notary Public

My Commission expires:

(Not valid until fully executed and recorded)

The State of North Carolina
Perquimans County

I, _____, a Notary Public in and for the said State and County, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the forgoing instrument.

WITNESS my hand and notarial seal, this the _____ day of _____, 20_____.

Notary Public

My Commission expires:

(Not valid until fully executed and recorded)

1-29-2021 DRAFT

CONDITIONAL USE PERMIT No. CUP-21-01

Insert Here Site Plan(s) no larger than 8.5" X 14"
which bear(s) the following statement:

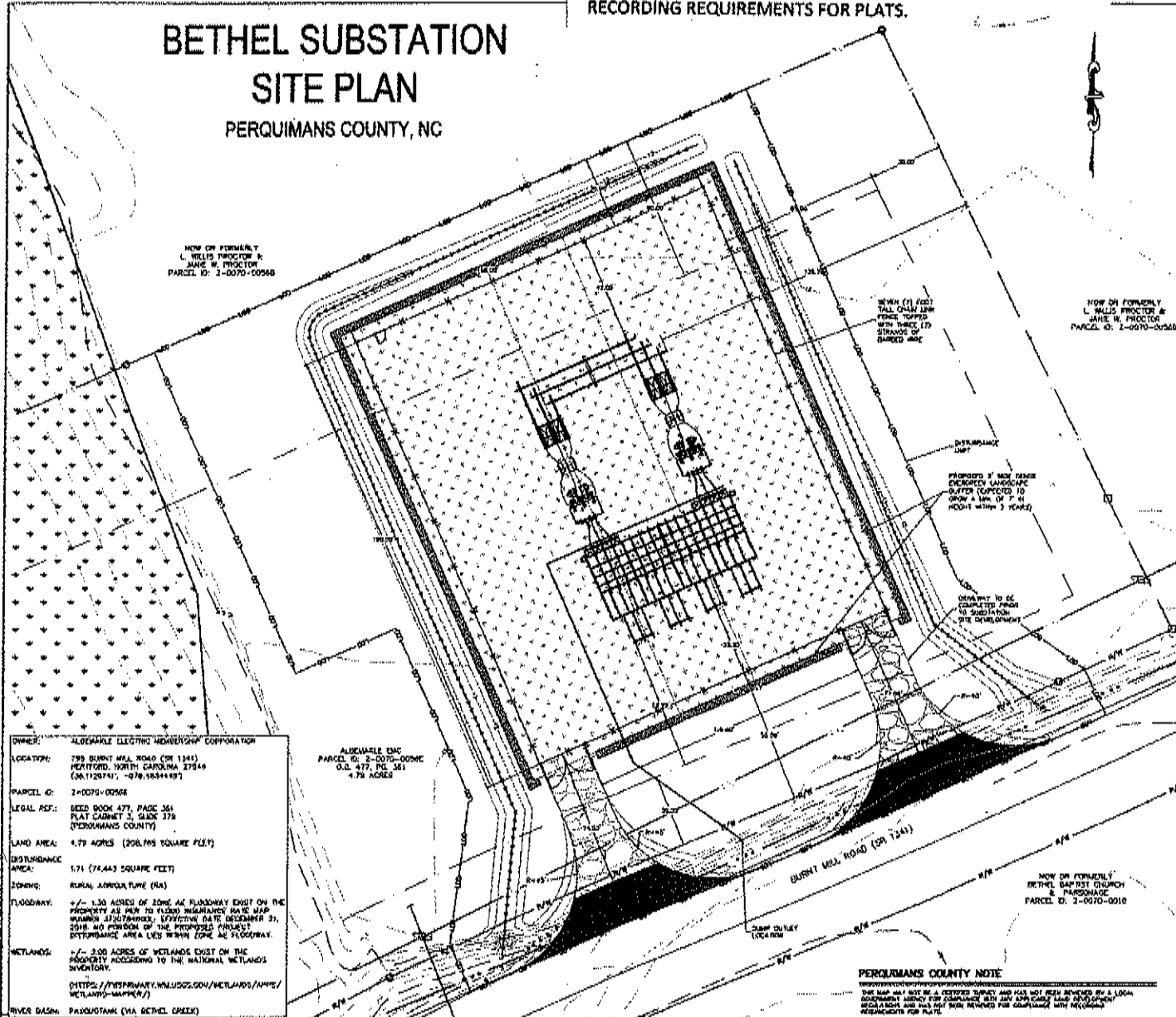
*"THIS MAY NOT BE A CERTIFIED SURVEY
AND HAS NOT BEEN REVIEWED BY A
LOCAL GOVERNMENT AGENCY FOR
COMPLIANCE WITH ANY APPLICABLE
LAND DEVELOPMENT REGULATIONS AND
HAS NOT BEEN REVIEWED FOR COMPLIANCE
WITH RECORDING REQUIREMENTS FOR PLATS."*



THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS.

BETHEL SUBSTATION SITE PLAN

PERQUIMANS COUNTY, NC



NOW OR FORMERLY
L. WELLS PROCTOR &
JANE W. PROCTOR
PARCEL ID: 2-0070-00548

SEVEN (7) FOOT
TALL CHAIN LINK
FENCE TOPPED
WITH THREE (3)
STRIPS OF
BARBED WIRE

NOW OR FORMERLY
L. WELLS PROCTOR &
JANE W. PROCTOR
PARCEL ID: 2-0070-00548

PROPOSED 3' WIDE DENSE
EVERGREEN LANDSCAPE BUFFER (EXPECTED TO GROW A MAX OF 7' IN HEIGHT WITHIN 3 YEARS)

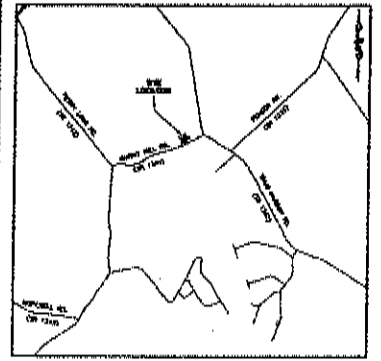
DESIGNATED TO BE
COMPLETED PRIOR
TO SUBMITTING
SITE DEVELOPMENT

NOW OR FORMERLY
BETHEL BAPTIST CHURCH
& PARISH
PARCEL ID: 2-0070-0010

OWNER: ALBEMARLE ELECTRIC MEMBERSHIP CORPORATION
LOCATION: 789 BURNT MILL ROAD (SR 1244)
MERTFORD, NORTH CAROLINA 27844
(36.1128741, -78.91884497)
PARCEL ID: 2-0070-00548
LEGAL REF: DEED BOOK 477, PAGE 364
PLAT CACKET 3, SLIDE 378
(PERQUIMANS COUNTY)
LAND AREA: 4.79 ACRES (208,795 SQUARE FEET)
DISTURBANCE AREA: 1.71 (74,443 SQUARE FEET)
ZONING: RURAL AGRICULTURE (RA)
FLOODWAY: +/- 1.30 ACRES OF ZONE A4 FLOODWAY EXIST ON THE PROPERTY AS PER TO FLOOD INSURANCE MAP
WETLANDS: +/- 3.00 ACRES OF WETLANDS EXIST ON THE PROPERTY ACCORDING TO THE NATIONAL WETLANDS INVENTORY
(HTTPS://FISHERY.MNUSDS.GOV/WETLANDS/HMPS/WETLANDS-MAPPER/)
RIVER DASH: PANDOTANK (VIA BETHEL CREEK)

ALBEMARLE EMC
PARCEL ID: 2-0070-00506
O.S.L. 477, PG. 361
4.79 ACRES

PERQUIMANS COUNTY NOTE
THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS.



VICINITY MAP
SCALE: 1" = 100'

PROJECT DESCRIPTION
THE PROPOSED PROJECT SITE IS LOCATED ON BURNT MILL RD (SR 1244) IN MERTFORD, NORTH CAROLINA. THE SITE IS TO BE DEVELOPED IN PREPARATION FOR THE CONSTRUCTION OF A SUBSTATION FOR ALBEMARLE ELECTRIC MEMBERSHIP CORPORATION. THE COMPLETED SITE WILL CONTAIN A GRAVEL ACCESS DRIVE, GRAVEL PAD, AND VARIOUS ELECTRICAL UTILITY STRUCTURES FOR PROVIDING POWER TO THE SURROUNDING COMMUNITY.

LEGEND

	GUY AND ANCHOR COMBINATION DISTRIBUTION POLE
	PROPERTY CORNER - MONUMENT
	PROPERTY CORNER - IRON PIN
	PROPERTY CORNER - CALCULATED
	PROPOSED DISTANCE LINE
	PROPOSED SUBSTATION FENCE
	CENTERLINE OF ROADWAY (DOTTED)
	BUILDING SETBACK LINE
	PROPERTY LINE
	PROPOSED DRAINAGE CHANNEL WITH FLOW DIRECTION
	EDGE OF PAVING ROAD RIGHT-OF-WAY
	EXISTING CONTOURS 1.00' INTERVAL
	PROPOSED CONTOURS 1.00' INTERVAL

WETLANDS

	PROPOSED SUBSTATION PAD 8' x 3' DEPTH 85% WASHED STONE OVER 6' DEPTH CRUSHER RUN
	PROPOSED 12' DEPTH CRUSHER RUN GRAVEL DRIVE
	PROPOSED ASPHALT APRON
	PROPOSED 3' WIDE DENSE EVERGREEN LANDSCAPE BUFFER (EXPECTED TO GROW A MAX OF 7' IN HEIGHT WITHIN 3 YEARS)

- NOTES**
1. THIS DRAWING IS PRELIMINARY AND SHALL BE USED FOR SHOWING THE NOTIFICATION AND ACCESS DRIVES ONLY.
 2. THE ACCESS SPACES MAY DIFFER DEPENDING ON RESULTS OF PEAKING AND DESIGN FACTORS.



Albemarle Electric Membership Corporation
Booth & Associates, LLC
3301 Glenwood Avenue
Raleigh, NC 27613
NC P-0221

APPROVED FOR RECORDING
11/17/2010

DATE	BY	REVISION
11/17/2010

PROJECT NAME	BETHEL SUBSTATION
OWNER	ALBEMARLE ELECTRIC MEMBERSHIP CORPORATION
DATE	11/17/2010
SCALE	AS SHOWN
DATE	11/17/2010
SCALE	AS SHOWN
DATE	11/17/2010
SCALE	AS SHOWN

1-29-2021 DRAFT

Do **NOT** record this page

End of Proposed Conditional Use Permit CUP-21-01
to be recorded by Booth & Associates, LLC
on behalf of AEMC

**To Construct a Public Utility Substation
At 795 Burnt Mill Road**

Applicant: Booth & Associates, LLC

Owners: Albemarle Electric Membership Corporation

1) Spelled out the owner name fully on page 1 of 6

Do **NOT** record this page

**Perquimans County Planning & Zoning Staff Report
By Rhonda Money, Planner
For BCC Meeting March 1, 2021**

SUBJECT: Conditional Use Permit No. CUP-21-02, requested by Pamela Askew to operate "Precious Little Angels Family Childcare Home", a child daycare Home Occupation at 200 Cedarwood Blvd., a cul de sac approximately 300 feet from its intersection with Mulberry Lane in Cedarwood subdivision in the Woodville area. Subject property is 1.01 acres, zoned RA-43, Residential & Agriculture District, and known as Tax Parcel Number 4-D036-1009-CWI.

Project Description/ Research & Analysis

Project Overview:

Goals:

To operate a state licensed childcare center in the applicant's home for infants up to 12 year olds.

Background Research from NC Department of Health and Human Services:

According to "Summary of the North Carolina Child Care Law and Rule for Child Care Centers" posters that must be posted for the public to view in accordance with G.S.110-102 the law defines child care as:

- ❖ *Three or more unrelated children under 13 years of age*
- ❖ *Receiving care from a non-relative*
- ❖ *On a regular basis, at least once a week for more than four hours per day but less than 24 hours.*

It is only when all of these conditions exist that regulation is required....

Licensing as a center is required when six or more children are cared for in a residence...Centers will be visited at least annually to make sure they are following the law...Centers located in a residence that are licensed for six to twelve children may care for up to three additional school-age children, depending on the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group. There are space requirements for indoor and outdoor environments that must be measured prior to licensure. Outdoor play space must be fenced...Outdoor equipment and indoor furnishings must be child size, sturdy, and free of hazards...

Technical Aspects:

Perquimans County Zoning Ordinance Sections '907.17 Day Care Facilities (for children or adults)' and '907.22 Home Occupation (Standard)' applies to this case. Article VIII, Table of Uses classifies this application as conditional because it is in an RA-43 zone.

Declaration of Cedarwood Village is in Register of Deeds book 285, page 291 and references fencing in sections 8.2, 8.3 and 9.8. Architectural Control Committee rules exist but are not recorded in Register of Deeds.

Site Considerations & Design:

Per Section 907.17, outdoor play areas cannot be in a front yard and shall have an area equal to 75 square feet per attendee, excluding children in cribs. Indoor play areas shall be equivalent to at least 25 square feet per attendee. Play space shall be enclosed by a chain link fence, solid fence, or wall at least four feet high.

A fenced play area (25 ft. x 25 ft.) that meets accessory structure setbacks is proposed for the backyard. A 12' X 20' storage shed is also proposed for storage of child-sized outdoor play toys. 500 sq. ft. is proposed indoors and 625 sq. ft. is proposed outdoors; that correlates to the outside space being the most limiting. 625 sq. ft. divided by 75 sq. ft. per attendee equals a maximum of 8 children.

Being on a cul de sac will help facilitate traffic flow in regards to drop-offs and pick-ups.

There will be no signage of any kind and no mechanical or electrical equipment installed or used other than is normally use for domestic or hobby purposes.

Operational Considerations:

The home occupation is proposed to be entirely inside the home and in the rear yard. Applicant will obtain all required state licenses and permits.

Regulations and Procedure

Potential Schedule for Public Hearing(s): January 15, 2021 Mrs. Askew's Application package was received by the Planning & Zoning Office and was found to be substantially complete as a conceptual plan. Public notices were sent to adjacent property owners and published in the Perquimans Weekly in accordance with Section 2302 of the County's Zoning Ordinance. Pursuant to Section 902, Procedures, the Planning Board did not require additional information or time, so their action at the regularly scheduled Planning Board meeting on February 9th allows the case to be scheduled before the Board of County Commissioners (BCC) on March 1st.

Recommendation Procedure: Perquimans County Zoning Ordinance Section 903 provides for the Planning Board to consider the proposed Conditional Use Permit (CUP) at a public meeting and to make a recommendation to the BCC. In considering the request, the Planning Board and BCC shall use as a guide Sections 903(a) thru (d) as summarized in the Table of Findings.

Consideration of CUP Criteria and Proposed Conditions: This request for a CUP requires consideration of the Draft Conditional Use Permit, which includes suggested conditions for the proposed site. The applicant's site plan and statement are formal parts of the CUP. If approved, the Draft CUP will be executed by the applicant and the BCC Chair and recorded by the applicant in the Register of Deeds

along with the site plan. Later, the recorded CUP will be attached to the applicant's zoning permit and then be used by Planning & Zoning staff to determine zoning compliance. Reference is made to the attached draft Conditional Use Permit, with suggested conditions for the County Commissioner's consideration.

Consistency with 2016 Land Use Plan Update: According to the Projected Future Land Use map Exhibit IX-B, page IX-36 of CAMA's 2016 Land Use Plan Update, the subject area is zoned **Residential**. The Land Use Plan Update may be viewed in its entirety on the County website at www.PerquimansCountyNC.gov (click on "Departments" then "Planning and Zoning" then scroll to the bottom of the page and click on "Perquimans County 2015 Joint CAMA Land Use Plan Update-Recertified 4-26-2017").

General Land Use Plan Objectives on page II-17 of the CAMA Land Use Plan are stated as follows: *"The land use plan should help the County: preserve its rural character; protect and preserve the natural environment; provide adequate public facilities and services; achieve support and consensus for County initiatives; promote unity in its residential and commercial communities; and, make infrastructure improvements that compliment but do not duplicate existing systems."*

Recommendations

Planning Board unanimously found proposed CUP-21-02 to be consistent and in harmony with the existing development pattern around 200 Cedarwood Blvd. and recommended approval of its draft conditional use permit with the added condition that the outside play-area fence must meet the criteria of Cedarwood Village covenants, which was added to number 11 on page 3 in the proposed CUP. Planning Staff believes the child daycare Home Occupation, as proposed may be developed in compliance with Zoning Ordinance Sections 907.17 and 907.22.

Suggested Motions – Recommendations – Actions: The Draft CUP, if adopted by the BCC, must contain conditions included by the BCC's motion, if so moved.

The BCC is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of each proposed CUP, as follows:

SUGGESTED ACTION TO APPROVE:

- 1) **MOTION TO FIND PROPOSED CONDITIONAL USE PERMIT NO. CUP-21-02** to be consistent and in harmony with the existing development pattern around 200 Cedarwood Blvd., Hertford, NC; **and** to approve of the Conditional Use Permit for a child daycare Home Occupation; zoned RA-43, Residential & Agricultural District, also known as Tax Parcel Number 4-D036-1009-CWI as presented (**or conditioned upon *revise, add or delete from list of conditions contained in the DRAFT Conditional Use Permit***), adopting Findings to support the motion (see Table, below).

SUGGESTED ACTION TO DENY: Motion to deny Application No. CUP-21-02, and adopting Findings to support the motion would utilize the above-noted motions stated in the negative tense.

TABLE OF FINDINGS for CUP No. CUP-21-02: Child Daycare Home Occupation	
Motion to approve finds:	Motion to deny finds:
1) That the CUP will <u>not</u> materially endanger the public health or safety if located according to the plan submitted and approved.	1) That the CUP <u>will</u> materially endanger the public health or safety if located according to the plan submitted and approved.
2) That the use <u>meets</u> the required conditions and specifications.	2) That the use does <u>not</u> meet the required conditions and specifications.
3) That the use will <u>not</u> substantially injure the value of adjoining or abutting property, or that the use is a public necessity.	3) That the use <u>will</u> substantially injure the value of adjoining or abutting property, or that the use is not a public necessity.
4) That the location and character of the use, if developed according to the plan as submitted and approved, <u>will</u> be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.	4) That the location and character of the use, if developed according to the plan as submitted and approved, will <u>not</u> be in harmony with the area in which it is to be located and will not be in general conformity with the Perquimans County Land Use Plan.

ATTACHMENTS: 1) Applicant's CUP Application and Site Plan;
2) Draft Conditional Use Permit No. CUP-21-02



Perquimans County, North Carolina
APPLICATION FOR CONDITIONAL USE PERMIT REQUEST
 Case No. CUP - 21 - 02

This section to be completed by County.	
Date received: <u>1-15-2021</u>	Received by: <u>RM</u>
Date completed: _____	Confirmed by: _____
Subject Property Tax Map No(s): _____	
Subject Property Zoning District(s): _____	
Will proposed Conditional Use require site improvements? _____	
Will proposed Conditional Use require review by other agencies? _____	

Applicant's Information

Name(s) of Owner(s): Pamela Askeew
 Street Address: 200 Cedarwood Blvd
 City/State/Zip Code: Hertford, NC 27944
 Phone Number(s): 252-404-1919 Fax: _____ E-mail Address: askewpamela51@gmail.com
 Applicant (if different from Owner): _____
 Street Address: _____
 City/State/Zip Code: _____
 Phone Number(s): _____ Fax: _____ E-mail Address: _____
 Person to receive comments and correspondence: Pamela Askeew

Description of Property

Address(es) of Subject Property: 200 Cedarwood Blvd.
 Property Appraiser's Parcel Nos.: 4-D036-1009-CWI
 Location: This property is located on the South side of Cedarwood Blvd cut-de-sec Road, approximately _____ feet of _____ Road.
 Township/Region: 4 Subdivision: D036 Block - Lot Nos.: 1009-CWI
 Size of Property: 1.01 acres. Lot width: 333' ^{between 80' and} feet. Lot depth: approx 214'.
 Flood Plain: Community Panel No.: _____

1) I (We), the undersigned, do hereby respectfully make application and request the Planning Board and Board of Commissioners to consider a proposed Conditional Use Permit to make use of the subject property as follows: home occupation child care. The subject property is zoned RA-43. The subject property is owned by Freddy & Pamela Askeew as evidenced by deed recorded in Real Estate Book 509, Page 110 OR Will File Number _____ in the Perquimans County Register of Deeds.

Application for Conditional Use Permit Request
Case No. Cup -21 -02

2) The following is from the most recent County Tax Office listing and contains all of the individuals, firms, or corporations owning properties involved in the Conditional Use Permit request as well as the owners of all properties any portion of which is within one-hundred fifty (150) feet of the subject property. This includes any property owner who is adjacent to the subject property (to the side, rear or front) and across the street. *See attached spreadsheet*

Name	Address
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____
e. _____	_____
f. _____	_____
g. _____	_____
h. _____	_____
i. _____	_____
j. _____	_____
k. _____	_____
l. _____	_____

PARCEL ID	NAME	ADDRESS 1	ADDRESS 2	ADDRESS 3
4-D036-1008-CWI	MEADS HOME BUILDERS, INC.	1700 DARIAN DRIVE	ELIZABETH CITY, NC 27909	
4-D036-1014-CWI	MARTIN, JANIS RABY & GARY	CHRISTOPHER MARTIN	111 OAKWOOD CT	HERTFORD, NC 27944
4-D036-1013-CWI	STEVENSON, BRASON SETH	108 OAKWOOD COURT	HERTFORD, NC 27944	
4-D036-1012-CWI	BEASLEY, HILLIARD F & DORIS S	101 OAKWOOD COURT	HERTFORD NC 27944	
4-D036-1009-CWI	MEADS HOME BUILDERS, INC.	1700 DARIAN DRIVE	ELIZABETH CITY, NC 27909	
4-D036-1010-CWI	SMITH, JAMIE D & WIFE,	MELISSA L SMITH	4 VIEW ROAD	CAPE MAY CORTHSE, NJ 08210
4-D036-1007-CWI	SAUNDERS, STEVEN C & ORETA C	& JAMES L&CYNTHIA C OWENS	% 527 STILLWATER DRIVE	WINTERVILLE, NC 28590
4-D036-1006-CWI	MEADS HOME BUILDERS, INC.	1700 DARIAN DRIVE	ELIZABETH CITY, NC 27909	
4-D036-1011-CWI	FINCH, THELMA	192 CEDARWOOD BLVD	HERTFORD, NC 27944	
4-0036-0124H	MONTGOMERY, BRITT & WIFE,	STEPHANIE MONTGOMERY	109 SYNDI STREET	HERTFORD, NC 27944
4-0036-0124F	WHITEHURST JR, JOSEPH T	233 WOODVILLE ROAD	HERTFORD NC 27944	

Application for Conditional Use Permit Request

Case No. CUP -24 - 02

Attach the following:

- Completed Application.
 - Letter addressed to the Perquimans County Board of Commissioners explaining your intentions in detail. The Applicant is advised to address any general and specific conditions and finding required by the Zoning Ordinance, Sections 903(a), (b), (c) and (d), 905, and 907A through X.
 - Proof of Ownership. 509/16
 - NA Owner's Authorization for Agent, if applicable. ~~no~~
 - Legal Description(s) and/or boundary survey(s) to be used as an exhibit to the proposed Conditional Use Permit. 509/16 and pt. 2-133-8
 - Site plan prepared in accordance with Section 509 and Article IX of the Perquimans County Zoning Ordinance.
 - Two self-addressed stamped envelopes and two sets of stamped pre-addressed envelopes of all property owners of subject, adjacent and nearby properties within 150 feet and/or across the street (as per current Tax Office listings), to whom notice of public meeting and hearing must be sent. Said notices will be sent by the Planning & Zoning Office in envelopes provided by Applicant.
 - Filing Fee of \$300 made payable to Perquimans County. Cashier's check 68-7497 / 2560
New Fed. Cr. Union
Receipt # 930704
- Additional information needed by Planner, Technical Review Committee or County Officials:
-
-
-

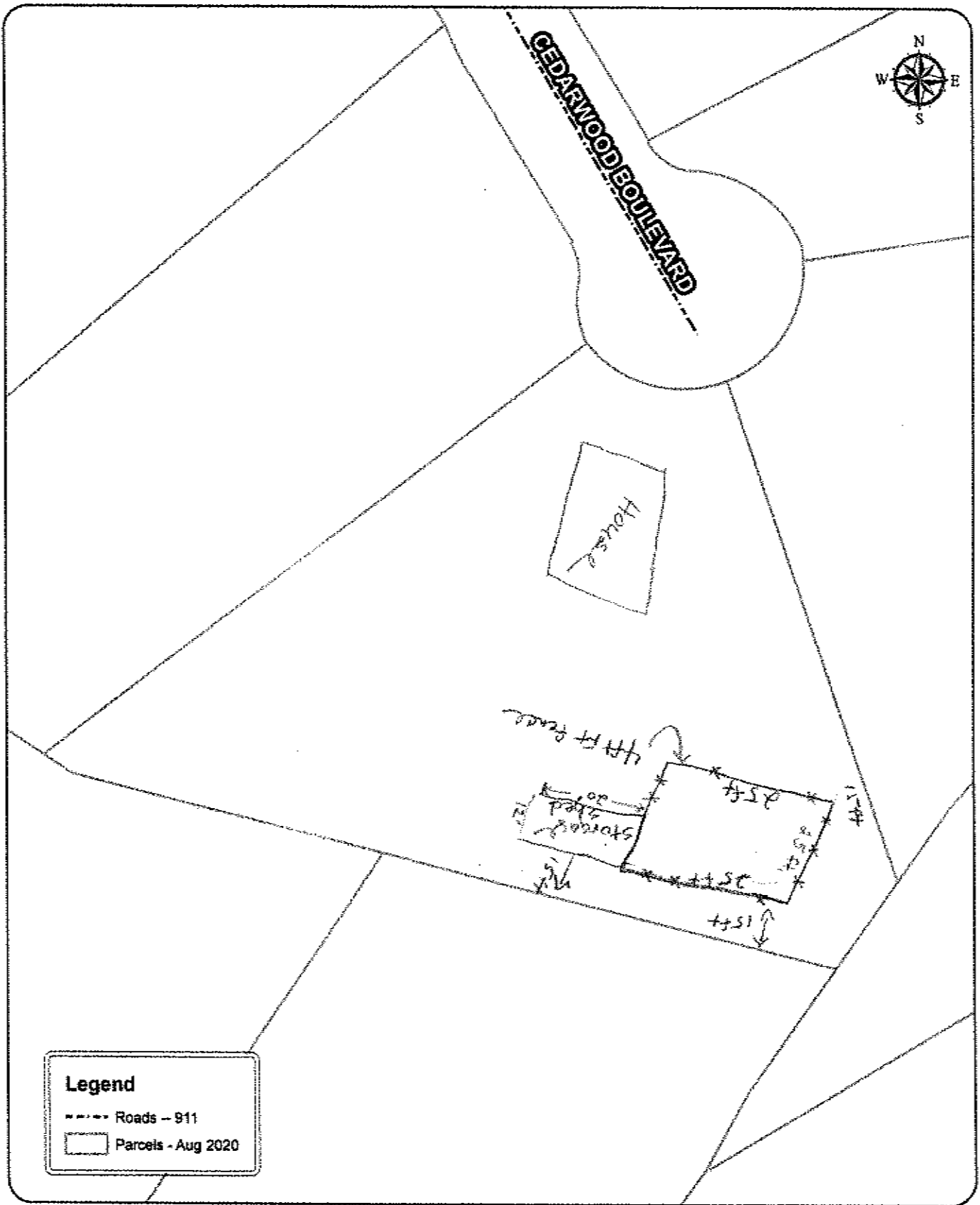
APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC MEETING UNTIL COMPLETE

I (We), the undersigned, do hereby respectfully apply for a Conditional Use Permit on the property described herein. I (We) affirm that this application form and attached materials are true and accurate to the best of my (our) knowledge.

Daniela Asher
Signature of Owner or Authorized Applicant

1-15-21
Date

(This Application must be submitted to the Planning and Zoning Administrator no less than 25 days prior to the Planning Board's meeting and, where deemed necessary, additional time may be required for review by Technical Review Committee member[s]).



1 inch equals 55 feet
Map created Dec. 18, 2020
Perquimans County, NC
GIS Department

Disclaimer: Parcel lines are for tax purposes only. This map is NOT a substitute for a land survey or legal document. The County assumes no legal responsibility for the information contained on this map.

Greetings Perquimans County Board of Commissioners,

My name is Pamela Askew and my husband name is Freddy Askew. We just purchased a home at 200 Cedarwood Blvd in Herford, North Carolina in Perquimans County. I want to provide childcare in my home as a state licensed childcare provider. The ages of the children will be zero to twelve year old.

I am ecstatic to help working parents in our area, whomever shall need a childcare provider... I want to be of help!

In 1989, I was a state license provider in Virginia and continued my services. Then, I moved to Moyock, NC (2000). In 2007, I moved to Elizabeth City, NC where I earned my Mary Douglas Award plaque in 2015. Now, I am residing in Perquimans County where I would like to continue my passion which is working with children in my home as a state licensed provider.

We believe that every child has his/her own pattern of growth, which is the key to individuality. We also believe that every child has a right to have his/her pattern of growth and individuality accepted, respected, and used as a basic for planning of their learning program. Therefore, our objectives are as follows:

*To provide an environment in which a child can develop physically, socially, emotionally, and intellectually.

*To develop the creative power inherent in every child by keeping the environment both stimulating and secure, rich in experience and materials, and open enough so that each child is free to create, investigate, and make choices.

*To provide an atmosphere which is warm, friendly, and inviting within the framework of a daily routine, an atmosphere where a child grows and is loved, understood, and appreciated. We also provide an atmosphere where a child is encouraged to reach new levels and goals.

My incentive is to provide a 4-ft fence (25x25x25x25) for the safe play area in the back yard.

I will also provide a 12x20 storage unit in the backyard to store equipment.

Thank you so much for your time!

This document presented and filed:
11/16/2020 01:38:28 PM

Kristen S. Myers Deary
JACQUELINE S. FRIERSON, PERQUIMANS CO, NC
Excise Tax: \$594.00

BOOK 509 PAGE 16 (3)

423140



2020-680
PERQUIMANS COUNTY
LAND TRANSFER TAX
AMOUNT \$2967.00
PAID \$2967.00 M

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax: \$594.00

Parcel Identifier No. 4-D036-1009-CW1 Verified by _____ County on the _____ day of _____, 20____
By: _____

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

This instrument was prepared by: G. Elvin Small, III, 607 E. Main Street, Elizabeth City, NC 27909

Brief description for the index: LOT 9, Cedarwood Village

THIS DEED made this 16th day of November, 2020, by and between

GRANTOR
MEADS HOME BUILDERS, INC.,
a North Carolina Corporation
1700 Darian Drive
Elizabeth City, NC 27909

GRANTEE
FREDDY ASKEW and wife, PAMELA ASKEW
200 Cedarwood Boulevard
Hertford, NC 27944

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

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

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

The property hereinabove described was acquired by Grantor by instrument recorded in Book 443, page 798.
All or a portion of the property herein conveyed _____ includes or X does not include the primary residence of a Grantor.

A map showing the above described property is recorded in Plat Cabinet 2, Slide 133, Map #8 and
Plat Cabinet 2, Slide 134, Maps #1-4.
Page 1 of 2

Do NOT record this page

-Beginning of Proposed Conditional Use Permit CUP-21-02
to be recorded by Pamela & Freddy Askew

**Home Occupation (Standard),
Home Child Day Care Facility**

At 200 Cedarwood Blvd., Hertford

Applicant: Pamela Askew (husband Freddy) 509/16

- 1) Added language to #11 on page 3 saying fence must meet
community covenants**
- 2) Took zoning section reference numbers off**
- 3) Renumbered Section C because it was missing the number "9"**

Do NOT record this page

CONDITIONAL USE PERMIT No. CUP-21-02**Page 1 of 5**

On the date(s) listed below, the Board of Commissioners for Perquimans County met and held a public hearing to consider the following application:

Applicant/Owner(s): Pamela & Freddy Askew
200 Cedarwood Boulevard
Hertford, NC 27944

Site Location: 200 Cedarwood Boulevard, Hertford NC 27944

Tax Parcel No: 4-D036-1009-CWI

Zoning District: RA-43, Residential & Agricultural District

Proposed Use of Property: To operate a Child Day Care Facility as a Home Occupation

Meeting & Hearing Dates: Planning Board on 2/9/2021 & Board of Commissioners on 3/1/2021.

In the statement of the nature of the proposed use the applicant wishes to provide child care in their own home as a state licensed child care provider. The ages of the children are anticipated to be between newborns and 12 years of age.

Having heard all the evidence and argument presented at the hearing(s), the Board of County Commissioners finds that the application is complete, that the application complies with all of the applicable requirements of the Perquimans County Zoning Ordinance for the development proposed, and that therefore the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Zoning Ordinance pertaining to Conditional Use categories "*Day Care Facilities (for children or adults)*" and "*Home Occupation (Standard)*" (currently Sections 907.17 and 907.22 of the Zoning Ordinance) and other conditions, as follows:

CONDITIONAL USE PERMIT No. CUP-21-02

Page 2 of 5

- A. Applicant, owners, heirs and assigns shall conduct operations in accordance with the plans and application materials submitted to and approved by the Board of Commissioners (BCC), a copy of which is contained in the County Planning & Zoning Office and filed with Register of Deeds office. Any major modification proposed to the approved plans shall require reapplication and approval by the BCC. "Major Modification" is defined as: "Any significant change in land use, and/or change in the project boundary and/or change that results in an increase in the density or intensity of the project, as shown and described in the approved Conditional Use Permit and Site Plans." However, the owners may propose changes to the attached Conceptual Site Plan now or in the future, in coordination with the County Planning & Zoning Office, to provide for the placement of accessory structures or site improvements to support the principle residential use of the property and/or the "Child Day Care Home Occupation". It is understood that the conceptual layout as shown on the proposed site plan may require adjustments in the exact locations within the boundaries of the subject property. All required site improvements must be made and shall comply with minimum setbacks prior to the County's issuance of Certificate of Zoning Compliance and Certificate of Occupancy, in accordance with applicable sections of the Zoning Ordinance.
- B. The Conditional Use Permit is approved and recorded with the applicant's conceptual Site Plan, to become the basis for the Zoning Permit issued by the Planning & Zoning Office. If the Conditional Use Permit is not recorded in the Register of Deeds (ROD) Office by the Applicant within three (3) months from the date of BCC approval, the BCC may revoke the Conditional Use Permit.
- C. Site Considerations:
- (1) The "Child Day Care Facility Home Occupation" must be clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the essential residential character or appearance of the dwelling or accessory building.
 - (2) The home occupation is carried on entirely within a dwelling or accessory building on the same lot by one or more occupants thereof.
 - (3) No more than twenty-five percent (25%) of the total floor area of the dwelling is used for the home occupation.
 - (4) There is no outside or window display.
 - (5) No mechanical or electrical equipment is installed or used other than is normally used for domestic or hobby purposes, or for emergency treatment.
 - (6) The business use shall not create any noxious fumes, odors, traffic congestion, or other nuisance factors.

CONDITIONAL USE PERMIT No. CUP-21-02

Page 3 of 5

- (7) No signs are allowed.
- (8) To prevent incompatible processes normally associated with commercial or industrial uses from adversely impacting adjacent or nearby residential uses or districts, additional restrictions regarding traffic circulation, operational hours and other operational criteria may be added as deemed necessary by the Planning Zoning Administrator for Standard Home Occupations located in the RA Zone and by the Planning Board and Board of County Commissioners for Home Occupations located in the RA-15, RA-25 or RA-43 Residential and Agricultural Districts or the HA, Historic Agriculture Districts.
- (9) Outdoor activity or play areas shall not be located in any front yard and shall be of a size equal to seventy-five (75) square feet per attendee, excluding children in cribs.
- (10) As a principal use, an indoor activity area shall be provided equivalent to at least twenty-five (25) square feet per attendee.
- (11) Play space shall be enclosed by a chain link, solid fence, or wall at least four (4) feet high that will meet the criteria of Cedarwood Village covenants/declarations, specifically per Register of Deeds book 285, page 308 *Section 9.8 Fences and Mailboxes*.

D. Operational Considerations:

- (1) All required state licenses and permits must be obtained by the applicant.
- (2) Access to the facility from nearby streets must be adequate based on the projected attendance of the facility.
- (3) The construction and operation shall comply with the provisions of the North Carolina General Statutes and any other applicable federal, state, or local standards.
- (4) The owner of the business must reside on the property on which the business is located.

E. Application Requirements: The Applicant's approved Site Plan is conceptual and minor adjustments may be made pending permits and approvals by other entities.

F. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then the permit shall be void and of no effect.

CONDITIONAL USE PERMIT No. CUP-21-02
Page 4 of 5

IN WITNESS WHEREOF, Perquimans County has caused this permit to be issued in its name, and the undersigned, being all the authorized applicants, agents, representatives, or property owners of the property above described, do hereby accept this Conditional Use Permit, together with all its conditions, as binding on them and their successors in interest.

Wallace Nelson, Chair, Board of Commissioners Date

Attest:

Mary P. Hunnicutt, Clerk to the Board Date (Seal)

We, Pamela & Freddy Askew, Applicants and Owners, of the above identified property, do hereby acknowledge receipt of this Conditional Use Permit. The undersigned does further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding on them and their successors in interest.

Pamela Askew, Applicant Date

Freddy Askew, Applicant Date

The State of North Carolina
_____ County

I, _____, a Notary Public in and for the said State and County, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the forgoing instrument.

WITNESS my hand and notarial seal, this the _____ day of _____, 20_____.

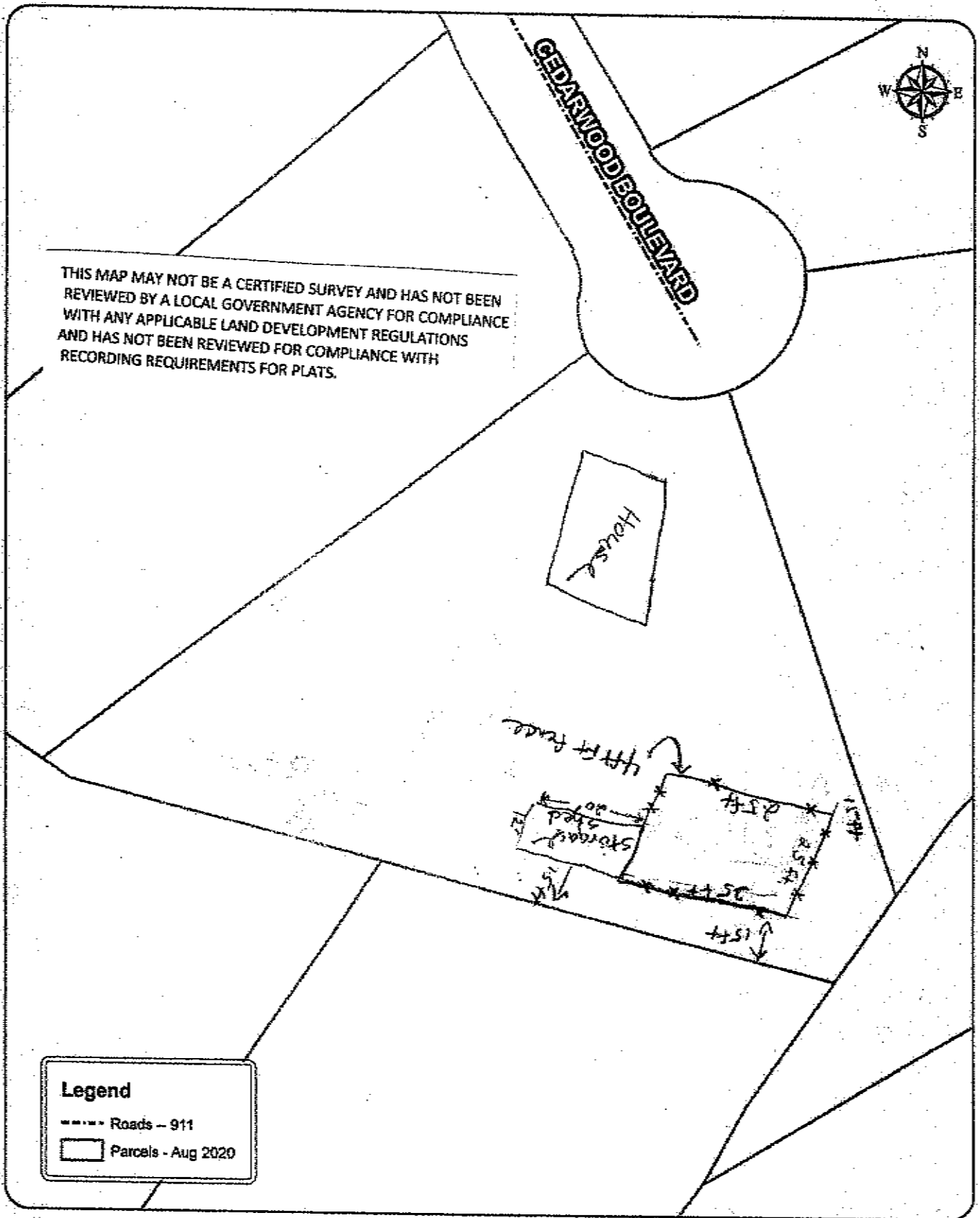
Notary Public

My Commission expires:

CONDITIONAL USE PERMIT No. CUP-21-02
Page 5 of 5

Insert Here Site Plan(s) no larger than 8.5" X 14"
which bear(s) the following statement:

*"THIS MAY NOT BE A CERTIFIED SURVEY
AND HAS NOT BEEN REVIEWED BY A
LOCAL GOVERNMENT AGENCY FOR
COMPLIANCE WITH ANY APPLICABLE
LAND DEVELOPMENT REGULATIONS AND
HAS NOT BEEN REVIEWED FOR COMPLIANCE
WITH RECORDING REQUIREMENTS FOR PLATS."*



THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS.

Legend
----- Roads - 911
▭ Parcels - Aug 2020

1 inch equals 55 feet
Map created Dec. 18, 2020
Perquimans County, NC
GIS Department

Disclaimer: Parcel lines are for tax purposes only. This map is NOT a substitute for a land survey or legal document. The County assumes no legal responsibility for the information contained on this map.

Do NOT record this page

End of Proposed Conditional Use Permit CUP-21-02
to be recorded by Pamela & Freddy Askew

**Home Occupation (Standard),
Home Child Day Care Facility**

At 200 Cedarwood Blvd., Hertford

Applicant: Pamela Askew (husband Freddy) 509/16

- 1) Added language to #11 on page 3 saying fence must meet community covenants
- 2) Took zoning section reference numbers off
- 3) Renumbered Section C because it was missing the number "9"

Do NOT record this page

**Perquimans County Planning & Zoning Staff Report
By Rhonda Money, Planner
For BCC Meeting March 1, 2021**

SUBJECT: Rezoning Request No. (PUD) REZ-20-01, requested by Albemarle Plantation Holdings II, LLC to rezone approximately 54.5 acres from (RA-15), Residential & Agriculture District to [PUD(CUD)] Planned Unit Development Conditional Use District. Subject property encompasses Tax Parcel Nos. 2-0082-0006 and 2-0082-0027A which is southeast of Mathews Road, southwest of Holiday Lane, and north and east of Pasquotank Blvd. Subject property is also known as the Cole Tract.

Project Description/ Research & Analysis

Nomenclature:

- ❖ **Phase 1** is the existing Albemarle Plantation southwest of Holiday Island Road and Holiday Lane.
- ❖ **Phase 2** is the 1,497 acre undeveloped Planned Unit Development (PUD) which reaches from the northeast side of Holiday Lane, crosses Harvey Point Road and goes to the Perquimans River [approved Nov 4, 2019].
- ❖ **Phase 3** is the newly proposed 54.5 acre Planned Unit Development (PUD)

- ❖ **RA** – Rural Agriculture zone
- ❖ **RA-15** --- Residential and Agricultural zone with 15,000 sq. ft. lot size minimum
- ❖ **RA-25** --- Residential and Agricultural zone with 25,000 sq. ft. lot size minimum
- ❖ **PUD** --- Planned Unit Development with a mix of commercial and residential development based on predetermined conditions

History:

Both tax parcels that are part of the proposed Planned Unit Development were part of multiple rezoning public hearings in 2006 and 2011. August 7, 2006 Tax Parcel No. 2-0082-0006, described as 56 acres (but is really less) was scheduled to have a rezoning Public Hearing, but because letters to surrounding property owners were not mailed in a timely manner, the public hearing was tabled to August 28th. The request was for the parcel to be rezoned from RA to RA-15. On August 28th a motion was made by one Commissioner to approve the rezoning, but due to a lack of a second, the Board of Commissioners took no action. On September 5, 2006 the Cole tract parcel no. 2-0082-0006 was unanimously approved by the Board of County Commissioners (BCC) to be rezoned from RA to RA-15. Some concerns of residents at that time were negative impacts on water pressure, burdened sewage system, not having enough spatial separation between neighbors and the desire to keep a wooded boundary buffer.

Tax Parcel No. 2-0082-0027A (which is labeled by Tax Dept. as a Randolph tract residual) was labeled without the 'A' on the end prior to year 2013. Tax Parcel No. 2-0082-0027, described in May 2011 as rezoning request REZ-11-01 of 12.66 acres was requested to be rezoned from RA-25 to RA-15. The main concern of the Technical Review Committee at that time was the need for more than one point of ingress/egress for the neighborhood. The motion to be rezoned from RA-25 to RA-15 was unanimously approved May 2, 2011.

In March 2011 the Cole Tract sketch plan depicted 87 lots with a loop road, an interior road and 2 cul de sacs. 'Waterleaf' was the name given to *that* proposed neighborhood.

General Information:

The current proposal is being designed to have 95 lots comprised of a mix of townhomes, duplexes, reverse frontage lots and conventional lots. A minimum 20 ft. wide perimeter buffer of existing trees is proposed to remain. Surrounding zoning includes the PUD of phase 2 to the northeast across Holiday Lane, RA-15 in the Belmont section to the northwest across Matthews road, and RA-25 around all other sides. Three ponds, a walking trail and a community mailbox facility are part of the proposed Master Plan. Reverse frontage lot means the front of the home faces a pond or something scenic and the rear is facing the street. All ingress/egress has loops to allow easy flow of traffic and potable water.

45 conventional lots approximately 70' X 150', 18 reverse frontage lots approximately 60' X 150', 14 duplexes and 18 townhomes are proposed. Smallest allowed lot size in the current zoning ordinance is a 15,000 sq. ft. minimum and the Cole tract proposed lots range in size from 3,640 to 11,250 which is why a PUD zoning is needed.

Setbacks are proposed as 20 ft. from the right-of-way and rear property line, 15 ft. of separation between townhome building clusters, 10 ft. from corner lot side right-of-way, 5 ft. from side property lines on conventional and reverse frontage lots and no setback to side property lines on duplexes and townhome lots. Roads are proposed to have a 50 ft. wide right-of-way and be 27 ft. from back of curb to back of curb.

Staff believes a minimum 50 ft. naturally wooded buffer is necessary on the east side next to the Woodside II neighborhood. From the engineer's discussion at the Planning Board meeting, a 61 ft. buffer should be easily acceptable along Woodside II's west drainage canal near the southern culvert and a 100 ft. buffer could be maintained along the rest of the drainage canal.

Wastewater:

Albemarle Utility Company supplied a letter stating:

"Upon approval to construct and operate the wastewater system that will serve this part of the development, Albemarle Utility Company will be willing and able to provide the sanitary sewer utility needs for the above referenced project for 95 dwelling units with a total allocation of 16,150 gallons per day." It has a typed signature of Robert Masters.

As a reminder of what was said during the phase 2 application in 2019:

The existing wastewater treatment plant will be upgraded to provide additional treatment for Phase 2. The hydrogeological site evaluation shows 611,000 gallons per day of wastewater can be safely disposed on the site (page 4-1). This gallons per day number is broken down into an 80 room boutique hotel, 2 restaurants with 125 seats each, an outdoor bar area with 50 seats, as well as police and fire stations. The remainder is being produced by 2,320 +/- townhomes and single family detached homes plus the remaining buildout of Albemarle Plantation Phase 1.

Water:

The Statement of the Nature of the Proposed Use states, "Water distribution mains will be connected to existing water lines on Holiday Island Road and Harvey Point Road and looped though the project to provide potable water service as well as fire protection to the development. Water line sizes will be modeled to confirm the sizes of the maintenance."

As stated in the rezoning of Phase 2, current water capacity was available for only 320 lots in Phase 2 over the next four years; this accounted for new water customers in other areas that would normally occur in a four year period. Water service to more than 320 lots will require changes to our current water system. Phase 3 of the proposed Cole Tract PUD will subtract 95 units of water capacity from the 320 previously noted.

The applicant is reminded that the last PUD allowed the County to set a maximum number of approved lots for each phase depending on water availability and that this will also apply to the new PUD.

Stormwater:

The Statement of the Nature of the Proposed Use states, "The Master Plan shows a series of ponds that will serve as both aesthetic amenities and storm water management facilities, and will be designed to retain and treat at least the first 1.5 inches of storm water runoff from the development, in accordance with regulation promulgated by the Division of Environmental Quality. Modeling will also be performed for review by the Soil and Water Conservation office." Reference TRC meeting comments below about storm water management ponds.

Traffic:

The Statement of the Nature of the Proposed Use states, "Roads will be looped and will connect to both Perquimans Blvd. and to Mathews Road..."

TRC Meeting Comments:

Water Department: no comment

County Manager: comments will be stated at Planning Board meeting, focusing on water capacity for this approval being exchanged for previous phase II, Albemarle Plantation water capacity

Albemarle Electric: (Kevin Heath via email Dec. 14, 2020) – "Albemarle EMC has already been in contact with the developer for this project and as far as it pertains to our ability to serve its needs we are good with it as is."

Building Inspections: no comment

Emergency Services: no comment

Fire Marshal: Hydrants are spaced adequately, no other comments

Division of Coastal Management: (Charlan Owens via email Dec. 14, 2020) no comment

NCDOT: (Caitlin Spear via email Jan. 12, 2021) "With this development existing within the limits of the private Albemarle Plantation subdivision, the Department does not have any comments."

Soil and Water Conservation: (Jacob Peele via email Dec. 18, 2020) "As far as drainage goes, Bissell has a well-developed plan. According to elevations, most of the water will be drained towards the west (Pasquotank Blvd.), as they have depicted. The two 18" culverts underneath Pasquotank Blvd. are sized correctly to drain this area and watershed." He was also curious to know how deep the Storm Water Management Ponds were going to be.

In response to this question Dave Klebitz, of Bissell Professional Group, responded back:

"With regards to the stormwater pond depths, approximate top elevation = 11.0', normal pool elevation = 6.5' and bottom elevation = 0.0'. This results in a total depth of 11' below the surrounding finished ground surface with 6.5' being wet and 4.5' dry, typically."

Consistency with 2016 Land Use Plan Update

According to the Projected Future Land Use map Exhibit IX-B, page IX-36 of CAMA's 2016 Land Use Plan Update, the subject area is zoned **Residential**. The Land Use Plan Update may be viewed in its entirety on the County website at www.PerquimansCountyNC.gov (click on "Departments" then "Planning and Zoning" then scroll to the bottom of the page and click on "Perquimans County 2015 Joint CAMA Land Use Plan Update-Recertified 4-26-2017").

Land use classifications in the CAMA Core Land Use Plan (LUP) include the following categories:

Page IX-28 of the LUP lists appropriate and inappropriate uses for **Residential** which corresponds to Zoning Districts RA-43(residential 43,000sq. ft. minimum), RA-25(residential 25,000 sq. ft. min.), RA-15(residential 15,000 sq. ft. min.), and **PUD**:

"The County's goals and policies support the use of land in medium/high density classified areas for single family, mixed-use, and planned unit development where adequate public utilities and roads are available or can be upgraded to support higher residential densities."

Appropriate Uses: Variety of low density single-family and agricultural uses. Scattered manufactured home parks in the RA-25 district.

Inappropriate Uses: Commercial and industrial development.

Infrastructure: County-wide water system and waste disposal by septic or package treatment plants

Page IX-34 of the CAMA Land Use Plan describes a PUD "Additional Area of Interest":

(5) Approved (developing) planned unit development (PUD) or conditional use development (CUD) areas

These are areas wherein specific development requirements—negotiated and agreed to by the County and the developer—have been (or will be) imposed as a condition(s) to development of the affected tracts and parcels within the respective PUD or CUD.

General Land Use Plan Objectives on page II-17 of the CAMA Land Use Plan are stated as follows: *"The land use plan should help the County: preserve its rural character; protect and preserve the natural environment; provide adequate public facilities and services; achieve support and consensus for County initiatives; promote unity in its residential and commercial communities; and, make infrastructure improvements that compliment but do not duplicate existing systems."*

Conditional Use District Rezoning Procedure Explanation

[Re-zoning & CUP combined]

(this will change after adopting Chapter 160D updates)

A PUD is a conditional use district. Conditional Use District Rezoning originated in North Carolina in the 1980s as a zoning tool to legally avoid problems with contract zoning. David Owens writes, on page 114 in *Introduction to Zoning and Development Regulation*:

“A conditional use district rezoning is initiated when the owner asks for a rezoning to a new zoning district that does not have any automatically permitted uses, only uses allowed by the issuance of a special or conditional use permit. In the usual conditional use district rezoning process, the owner applies for a special or conditional use permit for a particular project at the same time the rezoning is requested. The two decisions (the rezoning and the permit) are considered in a single proceeding.

... Although the rezoning request and the permit application are processed at the same time, the governing board treats the two proposals as legally independent, separate decisions. All of the detailed conditions and specific restrictions on the project are attached to the conditional or special use permit (which is legal) rather than to the rezoning (which would not be enforceable). In order to do this the board must make two decisions that have very different procedural requirements, but the common practice has been to make both decisions at the same time and with a single hearing.

The rezoning request must follow legislative procedures and the conditional use permit request must follow quasi-judicial procedures.

The purpose of a legislative hearing is to gather opinions on a proposed policy (zoning map amendment). Citizens may provide either written or verbal statements and do not require ‘standing’ in order for their comments to be considered in the decision-making process. Citizens making comments need not be under oath and the Board does not need to make or vote on formal findings of fact at the conclusion of the hearing.

The purpose of a quasi-judicial hearing is to gather evidence (i.e. facts, not citizen opinion) on an individual case. Therefore, witnesses must take an oath before giving testimony and must have legal standing in the case in order to have their comments considered as ‘fact’. In making a quasi-judicial decision, the Board may consider the evidence received in the hearing prior to making a final judgment.

This PUD request is dependent on the approval of both (PUD)REZ-20-01(a), a rezoning request to Planned Unit Development Conditional Use District, PUD(CUD) and (PUD)REZ-20-01(b), a Conditional Use Permit request that list multiple uses with controls and restrictions.

Potential Schedule for Public Hearing(s): November 30, 2020 Albemarle Plantation Holdings II, LLC submitted an application package to the Planning & Zoning Office, which along with additional parts Jan. 15th, was found to be substantially complete. Public notices were sent to adjacent property owners and published in the Perquimans Weekly in accordance with Section 2302 of the County’s Zoning Ordinance and NC General Statutes 153A-323 and 153A-343(now Ch. 160D, Article 6). Pursuant to Section 902, Procedures, Planning Board action on Feb. 9th allows the case to be scheduled before the Board of County Commissioners (BCC) on March 1st.

Recommendation Procedure: Perquimans County Zoning Ordinance Section 1301(A) provides for the Planning Board to consider the proposed rezoning at a public meeting and to make a recommendation to the

BCC. In considering the request, the Planning Board and BCC shall use as a guide Sections 1302(A)(1 through 5) as summarized in the Table of Section 1302 Policy Guidelines.

Perquimans County Zoning Ordinance Sections 903 and 1502 provide for the Planning Board to consider the proposed CUP at a public meeting and to make a recommendation to the BCC. In considering the request, the Planning Board and BCC shall use as guide Sections 1502(1) through(4) as summarized in the Table of Findings.

Consideration of CUP Criteria and Proposed Conditions: This request for a CUP requires consideration of the Draft Conditional Use Permit, which includes suggested conditions for the proposed site. The Applicant's Site Plan and Statement are formal parts of the CUP. If approved, the Draft CUP will be executed by Albemarle Plantation Holdings II, LLC and the BCC Chair and recorded by the Applicant in the Register of Deeds along with said Statement and Plans. Later, the recorded CUP will be attached to the Applicant's Zoning Permit and then be used by Planning & Zoning staff to determine zoning compliance. Reference is made to the attached Draft Conditional Use Permit, with suggested conditions for the County Commissioners' consideration.

Recommendations

Planning Board voted unanimously that rezoning is consistent and in harmony with the County Comprehensive Land Use Plan existing development pattern. They voted unanimously to recommend approval of Rezoning Request (PUD)REZ-20-01 to rezone from RA-15, Residential & Agricultural to PUD(CUD), Planned Unit Development Conditional Use District. Planning Board voted unanimously to recommend approval of proposed Conditional Use Permit No. (PUD)REZ-20-01, requested by Albemarle Plantation Holdings II, LLC for +/- 54.5 acres encompassing tax parcel numbers 2-0082-0006 and 2-0082-0027A, conditioned upon adding Stormwater condition #8 requiring the applicant to consult with Albemarle Plantation Property Owner's Association to keep the drainage ditches clear for neighboring residents.

Planning staff believes the PUD(CUD), as proposed, may be rezoned and developed in compliance with Zoning Ordinance Articles 13, 15 and 23 rules and guidelines if water and wastewater use is approached slowly and cautiously in cooperation with County staff and with good engineering numbers at each step of the way. Staff recommends a minimum 50 foot perimeter buffer of naturally existing woodland on the east side of the property next to the Woodside II housing section since 20 feet is only the width of one Crepe Myrtle or Redbud. Staff reminds the Boards to give a reason 'why' the rezoning is or is not consistent and in harmony with the surrounding area.

Suggested Motions for Part a:

The Planning Board is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of Rezoning Request (PUD) REZ-20-01, as follows:

Step 1: PUD(CUD) Zoning Map Amendment

1) Motion to find proposed Rezoning No. (PUD) REZ-20-01(a) to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern because (*explain why*);

Example why consistent: The proposed PUD area of map Exhibit IX-B, 'Projected Future Land Use Unincorporated Portions of Perquimans County', shows the parcels as 'Residential' and the CAMA Land Use Plan (LUP) Future Land Use Compatibility Matrix on page IX-35 allows a Planned Unit Development (PUD) to contain "any combination of uses, permitted and conditional" without requiring a minimum lot size.

Example why NOT consistent: The proposed PUD area of map Exhibit IX-B, 'Projected Future Land Use Unincorporated Portions of Perquimans County', shows the land use classification as "Residential", but without the red dotted line that depicts a future PUD.

2) Motion to **approve** Rezoning Request (PUD)REZ-20-01(a), to rezone from RA-15, Residential & Agricultural to PUD(CUD), Planned Unit Development Conditional Use District, the +/- 54.5 acre property located at Tax Parcel numbers 2-0082-0006 and 2-0082-0027A , adopting Policy Guidelines to support the motion (see Table, below).

Suggested action to Deny: Motions to deny Rezoning No.(PUD) REZ-20-01(a), and adopting Policy Guidelines to support the motion (see Table, below) would utilize both of the above-noted motions stated in the negative tense.

TABLE OF SECTION 1302 POLICY GUIDELINES Proposed Rezoning Request No. (PUD)REZ-20-01(a) Cole Tract, Planned Unit Development, Alb. Plan. Phase 3	
Motion to approve finds:	Motion to deny finds:
1)The proposal <u>will</u> place all property similarly situated in the same category, or in appropriate complementary categories.	1) The proposal will <u>NOT</u> place all property similarly situated in the same category, or in appropriate complementary categories.
2) There <u>is</u> convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.	2) There is <u>NOT</u> convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.
3) There <u>is</u> convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).	3) There is <u>NOT</u> convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).
4) There <u>is</u> convincing demonstration that the character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change.	4) There is <u>NOT</u> convincing demonstration that the character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change.
5) The proposed change <u>is</u> in accord with the Land Use Plan and sound planning principles.	5) The proposed change is <u>NOT</u> in accord with the Land Use Plan and sound planning principles.

Suggested Motion for Part b:

The Planning Board is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of each proposed CUP, as follows:

Step 2: PUD(CUD) Conditional Use Permit

1) Motion to **approve** Conditional Use Permit No. (PUD)REZ-20-01(b), requested by Albemarle Plantation Holdings II, LLC for a Planned Unit Development Conditional Use District, on +/- 54.5 acres located at Tax Parcel numbers 2-0082-0006 and 2-0082-0027A conditioned upon **(revise, add or delete from list of conditions contained in the DRAFT Conditional Use Permit)**, adopting Findings to support the motion (see Table, below).

Suggested action to DENY: Motion to **deny** CUP No. (PUD)REZ-20-01(b), and adopting Findings to support the motion would utilize the above-noted motion stated in the negative tense.

Per County Zoning Ordinance Article 15: Planned Unit Developments (PUDs)

TABLE OF FINDINGS for Proposed CUP No. (PUD)REZ-20-01(b): Cole Tract, Planned Unit Development, Alb. Plan. Phase 3	
Motion to approve finds:	Motion to deny finds:
1) That the PUD will <u>not</u> materially endanger the public health or safety if developed according to the plan submitted and recommended.	1) That the PUD <u>will</u> materially endanger the public health or safety if developed according to the plan submitted.
2) That all uses approved <u>meet</u> the required conditions and specifications.	2) That all uses do <u>not</u> meet the required conditions and specifications.
3) That the PUD will <u>not</u> substantially injure the value of adjoining or abutting properties, or that the approved uses are public necessities.	3) That the PUD <u>will</u> substantially injure the value of adjoining or abutting properties, or that the uses are <u>not</u> public necessities.
4) That the location and character of the PUD, if developed according to the plan, <u>will</u> be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.	4) That the location and character of the PUD, if developed according to the plan, <u>will not</u> be in harmony with the area in which it is to be located and may not be in general conformity with the Perquimans County Land Use Plan.

ATTACHMENTS: 1) Applicant's CUD Application including Master Plan;
2) Draft Conditional Use Permit No. (PUD) REZ-20-01



Perquimans County, North Carolina
APPLICATION FOR CONDITIONAL USE DISTRICT
REZONING REQUEST
 Case No. (PUD) REZ-20-01

This section to be completed by County:	
Date received: <u>11-30-2020</u>	Received by: <u>R.M.</u>
Date completed: _____	Confirmed by: _____
Subject Property Tax Map No(s): <u>2-0082-0006 and -0027A</u>	
Subject Property Zoning District(s): <u>RA-15</u>	
Will proposed Conditional Use require site improvements? <u>yes</u>	
Will proposed Conditional Use require review by other agencies? <u>yes</u>	

Applicant's Information

Name(s) of Owner(s): Albemarle Plantation Holdings II, LLC.
 Street Address: 11675 Rainwater Drive, Suite 210
 City/State/Zip Code: Alpharetta, GA 3009
 Phone Number(s): (252)261-3266 or (910)279-4489 Fax: (252) 261-1760
 E-mail Address: bmasters@preservecommunities.com, mark@tnc.llc and mark@bissellprofessionalgroup.com
 Applicant (if different from Owner): Same
 Street Address: _____
 City/State/Zip Code: _____
 Phone Number(s): _____ Fax: _____
 E-mail Address: _____
 Person to receive comments: Bobby Masters, Mark Brambell and Mark Bissell

Description of Property

Address(es) of Subject Property: Pasquotank Blvd - Cole Tract
 Property Appraiser's Parcel Nos.: 2-0082-0006 and 2-0082-0027A
 Location: This property is located on the southwest side of + holiday island Road,
 approximately _____ feet ^{Directly across from} of Pasquotank Blvd and Matthews road Road.
 Township/Region: Bethal Subdivision: ^{Albemarle Plantation Phase 3} Cole Tract Block - Lot Nos.: _____
 Size of Property: 54.5 Ac. +/- acres. Lot width: 1500' +/- feet. Lot depth: 1900' +/-
 Flood Plain: X Community Panel No.: 3720786600K

I (We), the undersigned, do hereby respectfully make application and request the Planning Board and Board of Commissioners to consider a proposed amendment to the Official Zoning Atlas to designate the property as P.U.D> Conditional District (Zoning District). The subject property is owned by Albemarle Plantation Holdings II, LLC as evidenced by deed recorded in Real Estate Book 483, Page 165 OR Will File Number _____ in the Perquimans County registry.

Application for Conditional Use District Rezoning Request
Case No. (PUD) REZ-20-01

- 1) The following are all of the individuals, firms, or corporations owning properties involved in the Rezoning Request as well as the owners of all properties any portion of which is within one-hundred fifty (150) feet of the subject property. This includes any property owner who is adjacent to the subject property (to the side, rear or front) and across the street.

Name	Address
a. BREAKWATER ESTATE LLC	9208 140TH AVENUE SE NEWCASTLE, WA 98059
b. ALBEMARLE PLANTATION HOLDINGS II, LLC (ATTN: G GARNER)	PO BOX 3435 ALBEMARLE PLANTATION GREENVILLE, NC 27836
c. PROPERTY OWNERS ASSOCIATION INC	128 LAKESIDE DRIVE HERTFORD, NC 27944
d. PARK, PAUL ILSOON & JUNG HWA	26 KELBURN COURT HAMBURG, NJ 07419
e. FOWLER, BRADLEY M. & BRENDA R.	110 MERHERRIN RIVER DRIVE HERTFORD, NC 27944
f. ALBEMARLE PLNTN HLDS II, LLC ATTN: ACCOUNTING DEPT	11675 RAINWATER DR STE220 MEDFORD, RICHARD
g. ARDEN & CAROLE LEE MEDFORD AS TRUSTEES	ALPHARETTA GA 30009 114 GREEN COURT WEST HERTFORD, NC 27944
h. MCMELLON, LESLIE C JR & JOYCE A MCMELLON	112 GREEN CTW HERTFORD, NC 27944-9758
i. STEVENSON, ROBERTA L & WILLIAM A	109 NANTAHALA COURT W HERTFORD, NC 27944
j. WISEMAN, RUSSELL B & DEBORAH J	1206 BANKENTINE DRIVE NEW BERN, NC 28560
k. VALLAS, KEVIN	301 6TH STREET EAST NORTHPORT, NY 11731

Use an additional sheet of paper if necessary.

CONTINUED 1**Application for Conditional Use District Rezoning Request**Case No. (PUD) RET-20-01

- 1) The following are all of the individuals, firms, or corporations owning properties involved in the Rezoning Request as well as the owners of all properties any portion of which is within one-hundred fifty (150) feet of the subject property. This includes any property owner who is adjacent to the subject property (to the side, rear or front) and across the street.

Name	Address
a. BURLEIGH, GORDON E. & LAURA E.	105 CHATOOGA COURT W HERTFORD, NC 27944
b. JOHNSON, SCOTT	912 S TOLTEC MESA, AZ 85204
c. BARBASH, HOWARD & CONTANCE A BARBASH	PO BOX 18 KILLINGTON, VT 05751
d. ALEXANDER, TIMOTHY J.	363 CYPRESS RIDGE DR. SE BOLIVIA, NC 28422
e. MUELLER, RODNEY T & BARBARA K	161 FRENCH BROAD ROAD HERTFORD, NC 27944
f. MUIR, ROBERT C., III & ELANA C	167 FRENCH BROAD ROAD HERTFORD NC 27944
g. LUREEN CHERRY + Thomas H. Williams	166 FRENCH BROAD ROAD HERTFORD, NC 27944
h. PERQUIMANS HOLDINGS LLC	405 MARSH AVE STE 206 RENO NV 89509
i. JWN PROPERTIES, LLC, A MINNESOTA LLC	225 WEST THIRD STREET WINONA MN 55987
j. HOFFER, JAMES M & LINDA J	21 WESTWIND DRIVE LEMOYNE, PA 17043
k. HOWE, HARVEY JAMES & REBECCA HES TRTS, THE HOWE FAMILY RLTY	140 INDIAN TOWN CREEK DR HERTFORD, NC 27944

Use an additional sheet of paper if necessary.

CONTINUED 2

Application for Conditional Use District Rezoning Request Case No. (Pub) REZ-20-01

1) The following are all of the individuals, firms, or corporations owning properties involved in the Rezoning Request as well as the owners of all properties any portion of which is within one-hundred fifty (150) feet of the subject property. This includes any property owner who is adjacent to the subject property (to the side, rear or front) and across the street.

Name	Address
a. MERCURIO, ANTHONY F JR & SUSAN	3663 NW 56TH AVE OCALA, FL 34482
b. BOWE, MICHAEL L & DEBORAH M	112 MAGNOLIA TRL HERTFORD, NC 27944
c. YUDKO, MARTIN M & ANA YUDKO	59 SIDNEY COURT BRICK, NJ 08724-2453
d. DILORENZO, FRANK & AGNES	24566 BEAVER WAY GEORGETOWN, DE 19947
e. SCRIBNER, WILLIAM & MARLA	105 NANTHALA COURT W HERTFORD, NC 27944
f. _____	_____
g. _____	_____
h. _____	_____
i. _____	_____
j. _____	_____
k. _____	_____

Use an additional sheet of paper if necessary.

Statement of the Nature of the Proposed Use:

The goal of Albemarle Plantation Phase 3 is to build a community that has a creative design, providing a mix of different residential uses in close proximity to one another, which will include a small section of townhome lots, a section of duplex units, and two styles of single-family detached homes. There will be conventional single-family lots, and also a section of reverse frontage homes, where the rear of the house faces the street, with the front looking out across a large pond or other amenity. There will also be an extensive network of walkways and trails that interconnect the various site features and provide a recreational opportunity.

The primary changes from the PUD plan that was approved in 2011 include providing a mix of housing types, increasing buffers between the development and the boundary of the tract, and the trail system mentioned above. The typical lot size is smaller, but more highly amenitized with more attention to landscaping to meet today's housing market and buyer expectations. Wastewater, water, stormwater and traffic are being addressed as follows:

Wastewater

Capacity will be provided within the existing wastewater treatment and disposal facility to serve this part of the development. A letter has been provided by Albemarle Utility Company allocating 16,150 gallons per day to the Cole Tract.

Water

Water distribution mains will be connected to existing water lines on Holiday Island Road and Harvey Point Road and looped through the project to provide potable water service as well as fire protection to the development. Water line sizes will be modeled to confirm the sizes of the maintenance.

Stormwater

The Master Plan shows a series of ponds that will serve as both aesthetic amenities and stormwater management facilities, and will be designed to retain and treat at least the first 1.5 inches of stormwater runoff from the development, in accordance with regulation promulgated by the Division of Environmental Quality. Modeling will also be performed for review by the Soil and Water Conservation office.

Traffic

Roads will be looped and will connect to both Perquimans Blvd. and to Matthews Road is proposed.

The Master Plan drawings show the topography of the site along with wetlands that have been delineated and confirmed by the Corps. of Engineers, the dimensions of the property, the

location of and proposed uses of the various development elements that are being proposed for the site, the roadway configuration, property buffers, preliminary utilities and preliminary stormwater management facilities.

It is believed that the Planned Unit Development as proposed meets Perquimans County's requirements for the issuance of a Conditional Use Permit for the following reasons:

1. The PUD will not materially endanger the public health or safety if developed in accordance with the plan submitted and recommended (the developer is addressing wastewater treatment and disposal, water distribution, stormwater management and traffic in ways that will meet Perquimans County, NCDOT and NC Division of Environmental Quality rules and regulations).
2. It is believed that all uses meet the required conditions and specifications.
3. The PUD will not substantially injure the value of adjoining or abutting properties or that the approved uses for public necessities. The property has been proposed for similar development since 2011 and should be compatible with Albemarle Plantation Phase 1 and other development in the area. Significant buffers are being proposed around the periphery of the site to soften any changes in land use near the boundary.
4. If the location and character of the PUD is developed according to the plan, it will be in harmony with the area in which it is located and in general conformity with the Perquimans County Land Use Plan. The proposal appears to be compatible with the Perquimans County Land Use Plan in many ways, including the following:
 - The proposed development is compatible with Exhibit IX-B Projected Future Land Use of the Perquimans County Land Use Plan in that it has been slated for residential development. It is also in close proximity to existing developed areas, has easy access to existing roads, and easy access to water and sewer. These attributes generally support residential developments of this nature.

Some of the specific land use policies that are supported by the development include the following:

- LUC #5 Perquimans County, Hertford and Winfall support growth and development at the density and intensity specified in the Future Land Use Map planning classifications as delineated in this Land Use Plan (the projected future land use map (Exhibit IX-B) shows this area as designated in its entirety for residential development).

- LUC #11 Perquimans County, Hertford and Winfall support subdivision developments and planned unit developments that are in harmony with adjoining land uses and will require such development to provide buffering between the dissimilar uses...
- LUC #32 Perquimans County, Hertford and Winfall support subdivisions with lots fronting on internal streets as opposed to state road frontage lot subdivisions and will encourage, as appropriate, the creation of cluster or traditional type subdivision development as a means of creating pedestrian friendly neighborhoods or walkable communities that may be comprised of a variety of housing types and densities...
- IX B-Res has for 20 years been proposed to be made in the p.d.
- ICC #1 Perquimans County, Hertford and Winfall shall only approve development where adequate public or approved private facilities and service are available including water, sewage disposal and roads.
- ICC #4 Perquimans County, Hertford and Winfall support the construction of packaged treatment plants which are approved and permitted by the State Division of Environmental Management in areas located outside of utility service areas.
- WQ #2 Perquimans County, Hertford and Winfall shall require as appropriate subdivision development to control and treat the stormwater runoff generated by 1.5 inch rain event.
- LAC #27 Perquimans County Hertford and Winfall will work to promote the development of traditional platted subdivisions served by interior roads and adequate infrastructure (as opposed to state road frontage lot development) and ensure future development is in character with existing lot development with regard to size, lot coverage, architectural design and construction materials and methods.

In summary, it appears that the proposed Master Plan is of a character and design that is appropriate for the area and is in harmony with the area in which it is to be located, and is supported by the Perquimans County Land Use Plan.


Application for Conditional Use District Rezoning Request
Case No. (PUD) REZ-20-01

Attach the following:

- Completed Application.
- Letter addressed to the Perquimans County Board of Commissioners explaining your intentions in detail.
- Proof of Ownership.
- Legal Description. (refer to attached boundary survey and deed)
- Owner's Authorization for Agent.
- Two sets of stamped addressed envelopes of all adjacent property owners to whom notice of public hearing must be sent. Said notices will be sent by the Planning and Zoning Office in the envelopes provided by the Applicant.
- Two self addressed stamped envelopes.
- Copy of Map with proposed revision.
- Filing Fee of \$300 made payable to Perquimans County. *600 for P.U.D. Receipt # 930701 Check # 1555*
- Appropriate certification from Albemarle Regional Health Services regarding individual on-site septic tank system(s). (letter from wastewater utility)

Any additional information needed by the Planner, Technical Review Committee or other County Officials:

Applications will not be scheduled for public meeting until complete.

 11-30-2020
Signature of Owner or Authorized Applicant Date

NOTE: This Application must be submitted to the Planning and Zoning Administrator and found to be complete no less than 25 days prior to the Planning Board's meeting and, where deemed necessary, additional time may be required for review by Technical Review Committee member(s). See also minimum 45 day period which must take place prior to consideration by the Board of County Commissioners.

From: Bobby Masters [bmasters@preserve.com]
Subject: CUDR App Auth Form.pdf
Date: November 29, 2020 at 12:49 PM
To: Robin Masters mast6383@bellsouth.net

Sent from my iPhone

Application for Conditional Use District Rezoning Request
Case No. 24 (PUD) REZ-20-01

Owner's Authorization for Agent

NOTE: IF THE APPLICANT REQUESTING DEVELOPMENT APPROVALS OR PERMITS FOR A PARTICULAR PIECE OF PROPERTY IS NOT THE ACTUAL OWNER OF THE PROPERTY. THE ACTUAL OWNER MUST COMPLETE THIS FORM. IF THE PERSON WHO IS REQUESTING THE APPLICATION IS THE OWNER, PLEASE DISREGARD THIS FORM.

I am (We are) the owner(s) of the property located at intersection of Holiday Ln. and Mathews Rd. I (WE) HEREBY AUTHORIZE Bissell Professional Group (BPG, Inc.) TO ACT ON MY/OUR BEHALF to appear with my consent before the Perquimans County Board of Commissioners and Planning Board in order to request approval(s) for development and/or use of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, or other action pursuant to one or more of the following:

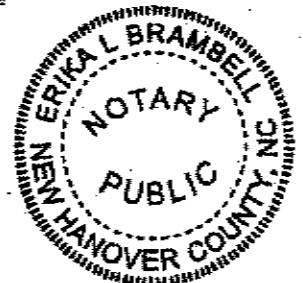
- [] Rezoning Request
[x] Conditional Use District Rezoning
[] Zoning Variance
[] Administrative Appeal
[] Conditional Use Permit
[] Non-Zoning Variance

I authorize you to advertise and present this matter in my name as the owner of the property. If there are any questions, you may contact me at address 7900 Flip Flop Ln. Wilmington, NC 28409 or by telephone at (910) 742-6716

BY: Robert F. Masters
Signature of Owner
ROBERT F MASTERS 910 742 6716
Print Name Telephone Number

Sworn to and subscribed before me, this the 29th day of November, 2020.
Notary Public Erika L Brambell County of New Hanover
State of North Carolina
My commission expires December 11, 2024

Erika L Brambell



Albemarle Utility Company

1 Plantation Drive
Hertford, NC 27944

November 30, 2020

Albemarle Plantation Holdings II LLC
11675 Rainwater Dr., Ste 220
Alpharetta, GA 30009

**RE: Albemarle Plantation – Phase 3 – Cole Tract
Sanitary Sewer Utility, Willingness to Serve, Capacity Commitment Letter**

To Whom It May Concern,

Albemarle Utility Company intends to provide sanitary sewer utility service to the Cole Tract subdivision; our wastewater service area includes the above referenced project and property.

Upon approval to construct and operate the wastewater system that will serve this part of the development, Albemarle Utility Company will be willing and able to provide the sanitary sewer utility needs for the above referenced project for 95 dwelling units with a total allocation of 16,150 gallons per day.

Should you have any questions, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
Albemarle Utility Company

Robert Masters

Robert Masters

This document presented and filed:
12/28/2018 02:23:29 PM

Jenna H. Phelps, Asst.
JACQUELINE S. FRIERSON, PERQUIMANS CO, NC
Excise Tax \$0.00

BOOK 483 PAGE 165 (5)

418358



2018-682 BT

PERQUIMANS COUNTY	
LAND TRANSFER TAX	
AMOUNT \$	0.00
PAID \$	0.00 P

Prepared by and return to: *Dixon & Thompson Law, PLLC, Attorneys at Law, P.O. Box 24, Edenton, NC 27932*
This document was prepared by Samuel B. Dixon, a licensed North Carolina attorney, without title search, closing or sex advice. Delinquent taxes if any, to be paid by the closing attorney to the County Tax Collector upon disbursement of closing proceeds.

ALBEMARLE PLANTATION
Various lots

NORTH CAROLINA GENERAL WARRANTY DEED

THIS DEED made this 28th day of December, 2018, by and between

GRANTOR
PERQUIMANS DEVELOPMENT, LLC

GRANTEE
ALBEMARLE PLANTATION HOLDINGS II, LLC
P.O. Box 3435
Greenville, NC 27836

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

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

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

Lot Nos. 12 & 14, Section B, Lakeside of Albemarle Plantation, as shown on plat recorded in Plat Cabinet 2, Slide 89, Map No. 7 & 8, reference to which is hereby made for a more particular description.

Marina Villas II, Unit 12C, Building 1 of Marina Villas II at Albemarle Plantation - a condominium as shown on plats and plans filed in Condominium Book 1, Pages 29 to 32, Perquimans County Registry, together with an undivided interest in the Common Elements as defined in the Declaration of Marina Villas II at Albemarle Plantation - a Condominium, as amended.

Marina Villas II, Unit 16C, Building 3 of Marina Villas II at Albemarle Plantation - a condominium as shown on plats and plans filed in Condominium Book 1, Pages 37, Perquimans County Registry, together



November 30, 2020

Hon. Chairman and Board of County Commissioners
Perquimans County
PO Box 45
Hertford, NC 27944

Dear Commissioners:

We are submitting the attached application for Conditional Use District Rezoning to Planned Unit Development for the approximately 54.5 acre tract of land known as the Cole Tract which is proposed to become Albemarle Plantation Phase 3. The developer's goal is to build a community that has a creative design, with a mix of different residential uses in close proximity to one another, which will include a small section of townhome lots, a section of duplex units, and two styles of single-family detached homes. There will be conventional single-family lots, and also a section of reverse frontage homes, where the rear of the house faces the street, with the front looking out across a large pond or other amenity. There will also be an extensive network of walkways and trails that interconnect the various site features and provide a recreational opportunity.

This is the same property that was approved as an 87-lot development in 2011, but circumstances made it economically infeasible to develop that property at that time. We are submitting a new Master Plan to be reviewed for incorporation into the Conditional Use District approval, and are also submitting a preliminary plat for concurrent review.

Along with the Master Plan, we are providing information on how water, wastewater and stormwater will be handled in connection with this development.

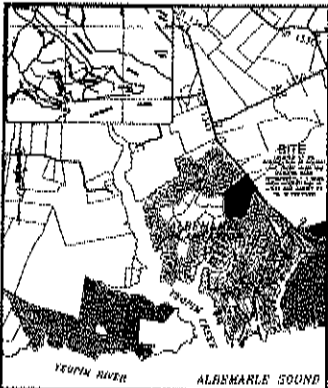
We believe that this proposed PUD Master Plan will meet the County's requirements for the issuance of a Conditional Use Permit by the County Commissioners. The ways in which the PUD supports the CUP criteria including Land Use Plan consistency are discussed in the accompanying narrative.

We look forward to the opportunity to review and discuss this proposal with you.

Sincerely yours,
Bissell Professional Group

Mark S. Bissell, P.E.

cc: Albemarle Plantation Holdings II, LLC



VICINITY MAP
SCALE: 1"=3000'


**ALBEMARLE
PLANTATION**

MASTER PLAN FOR
COLE TRACT

BETHEL TOWNSHIP PERQUIMANS COUNTY NORTH CAROLINA

GENERAL NOTES

1. PROJECT NAME: ALBEMARLE PLANTATION - COLE TRACT
2. ARCHITECT/ENGINEER:
ALBEMARLE PLANTATION HOLDINGS II, LLC
C/O OF ROBERT WESTERS, AGENT
7600 FIVE PINE LAKE
WILMINGTON, NC 28409
3. PROPERTY DATA
ADDRESS: PARLANTANK BOULEVARD AND BATHERS ROAD
PARCEL ID: 2-2280-0005 & 2-0037-0037A
DP: 483, PG. 105
PERQUIMANS COUNTY REFERENCE OF RECORD
4. BOUNDARY AND DIMENSIONAL CONDITIONS ARE BASED ON FIELD SURVEY PERFORMED BY ROSSLL PROFESSIONAL GROUP
5. THE TRACT CONTAINS APPROXIMATELY 3.27 ACRES OF 40% JURISDICTIONAL WETLANDS AS IDENTIFIED ON A PLAT TITLED "ALBEMARLE PLANTATION - WETLANDS WETLAND DELINEATION PLAT" PREPARED BY BESELLE PROFESSIONAL GROUP, DATED MAY 23, 2011, APPROVED UNDER DEN 18-006, JURISDICTIONAL DETERMINATION ACTION #1 2011-003658
6. EXISTING PANGEL AREA
PARCEL 1 = 694,352 SQ (10.65 AC)
PARCEL 2 = 1,018,005 SQ (14.64 AC)
TOTAL AREA 1,712,357 SQ (24.40 AC)
7. LOT SUMMARY 95 TOTAL LOTS

• CONVENTIONAL LOTS	46
TRF. W/60'	70 - 75
TRF. 60/110'	150'
TRF. AREA	10,000 - 11,000 SF
• REVERSE FRONTAGE LOTS	36
TRF. W/50'	60 - 65
TRF. 60/110'	150'
TRF. AREA	9,000 - 9,750 SF
• CORNER LOTS	14
TRF. W/50'	45' - 50'
TRF. 60/110'	150'
TRF. AREA	7,000 - 8,250 SF
• STRIP LOTS	19
TRF. W/50'	34 - 42'
TRF. 60/110'	150'
TRF. AREA	3,600 - 4,100 SF
8. BUILDING SETBACKS
20' SETBACK TO RIGHT-OF-WAY
30' SETBACK TO REAR PROPERTY LINE
10' SETBACK TO CORNER LOT SIDE HEIGHT-OF-WAY
5' SETBACK TO SIDE PROPERTY LINE ON CONVENTIONAL AND REVERSE FRONTAGE LOTS
0' SETBACK TO SIDE PROPERTY LINE ON CORNER AND STRIP LOTS
15' SEPARATION BETWEEN TOWNHOMES BUILDINGS
9. ROADWAY SETBACK
RIGHT-OF-WAY WIDTH: 60'
FRONTAL WIDTH: 20' BACK OF CURB TO BACK OF CURB
TOTAL LENGTH: 5,110 SF
10. PERMITS/SURVEYS
A PERMITS FOR NEW PERMANENTLY VEGETATED BUFFER SHALL BE PROVIDED ALONG ALL EXISTING BOUNDARIES EXCEPT STREET FRONTAGES.

Sheet List Table	
Sheet Number	Sheet Title
1	COVER SHEET, GENERAL NOTES AND SITE LOCATION
2	SITE BOUNDARY AND EXISTING FEATURES MAP
3	DEVELOPMENT OVERVIEW, DRAINAGE & UTILITY LAYOUT
4	TYPICAL ROADWAY, LOT AND DRAINAGE DETAILS

PRELIMINARY PLAN

Robert Westers, Inc.
 2000 Market Street
 Suite 100
 Wilmington, NC 28409
 Phone: 919-799-1100
 Fax: 919-799-1101
 www.rwesters.com

BESELLE
 ENGINEERS, ARCHITECTS & PLANNERS
 100 North Salisbury Street
 Wilmington, NC 28401
 Phone: 910-799-1100
 Fax: 910-799-1101
 www.bessele.com

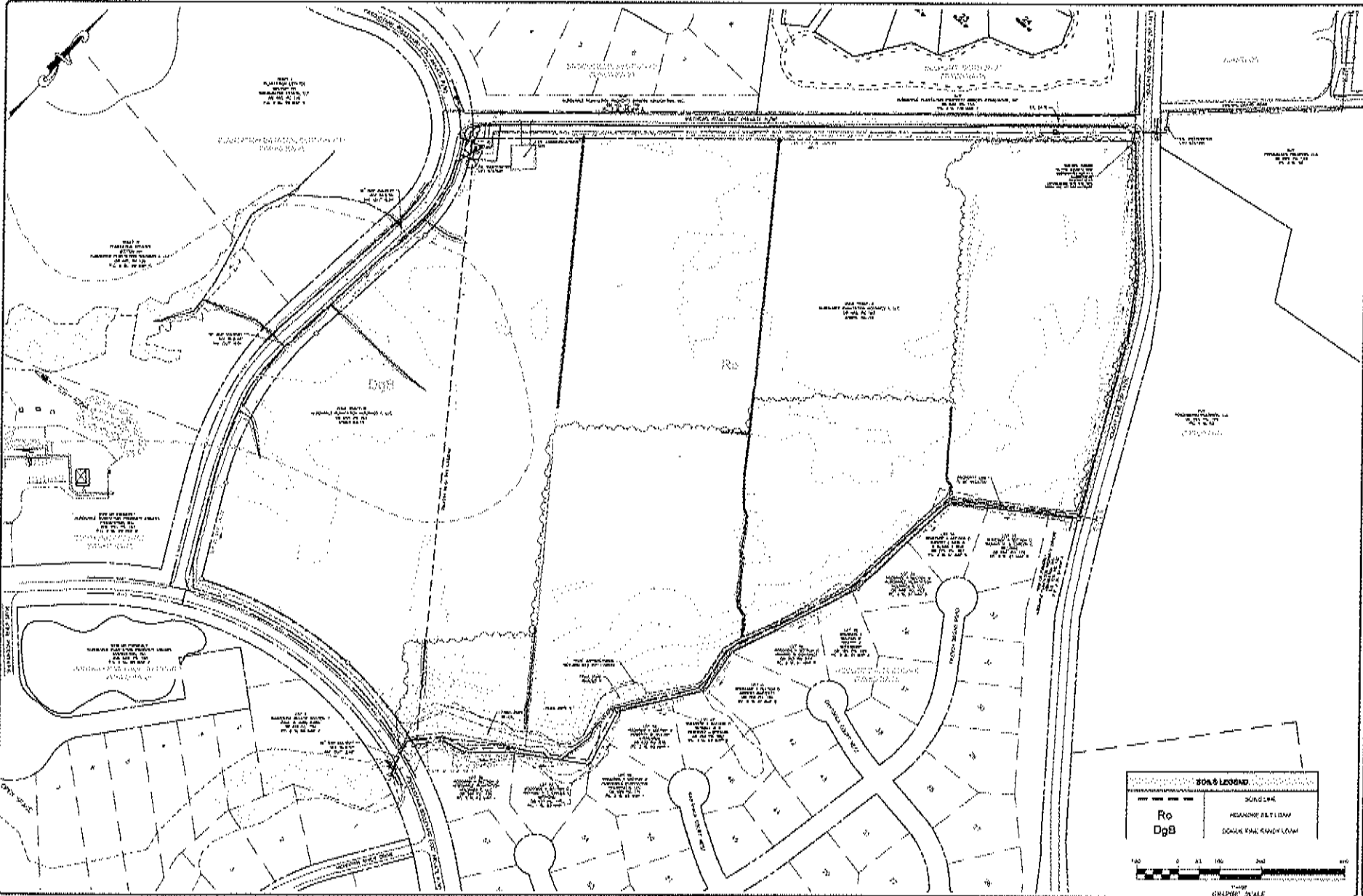
ALBEMARLE PLANTATION
 SHEET 1 OF 4
 COVER SHEET, GENERAL NOTES AND SITE LOCATION
 AND SITE LOCATION

ALBEMARLE PLANTATION
 SITE BOUNDARY AND EXISTING FEATURES MAP
 DEVELOPMENT OVERVIEW, DRAINAGE & UTILITY LAYOUT
 TYPICAL ROADWAY, LOT AND DRAINAGE DETAILS

PRELIMINARY FOR REVIEW PURPOSES ONLY

11/28/2011
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 108001208001
 3471



ZONING LEGEND

Ro	SINGLE-FAM RESIDENCE SET LOW
DgB	DOUBLE END SINGLE-FAM

1" = 100'
GRAPHIC SCALE

PRELIMINARY FOR REVIEW PURPOSES ONLY
 SHEET NO. 2 OF 4
 DATE: 11/11/2014
 PROJECT: ALBEMARLE PLANTATION
 CLIENT: TRACOR
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 APPROVED BY: [Name]

ALBEMARLE PLANTATION
 SITE BOUNDARY AND EXISTING FEATURES MAP
 MASTER PLAN FOR COLE TRACT

REVISIONS
 NO. 1
 DATE
 DESCRIPTION
 BY
 CHECKED BY

3471

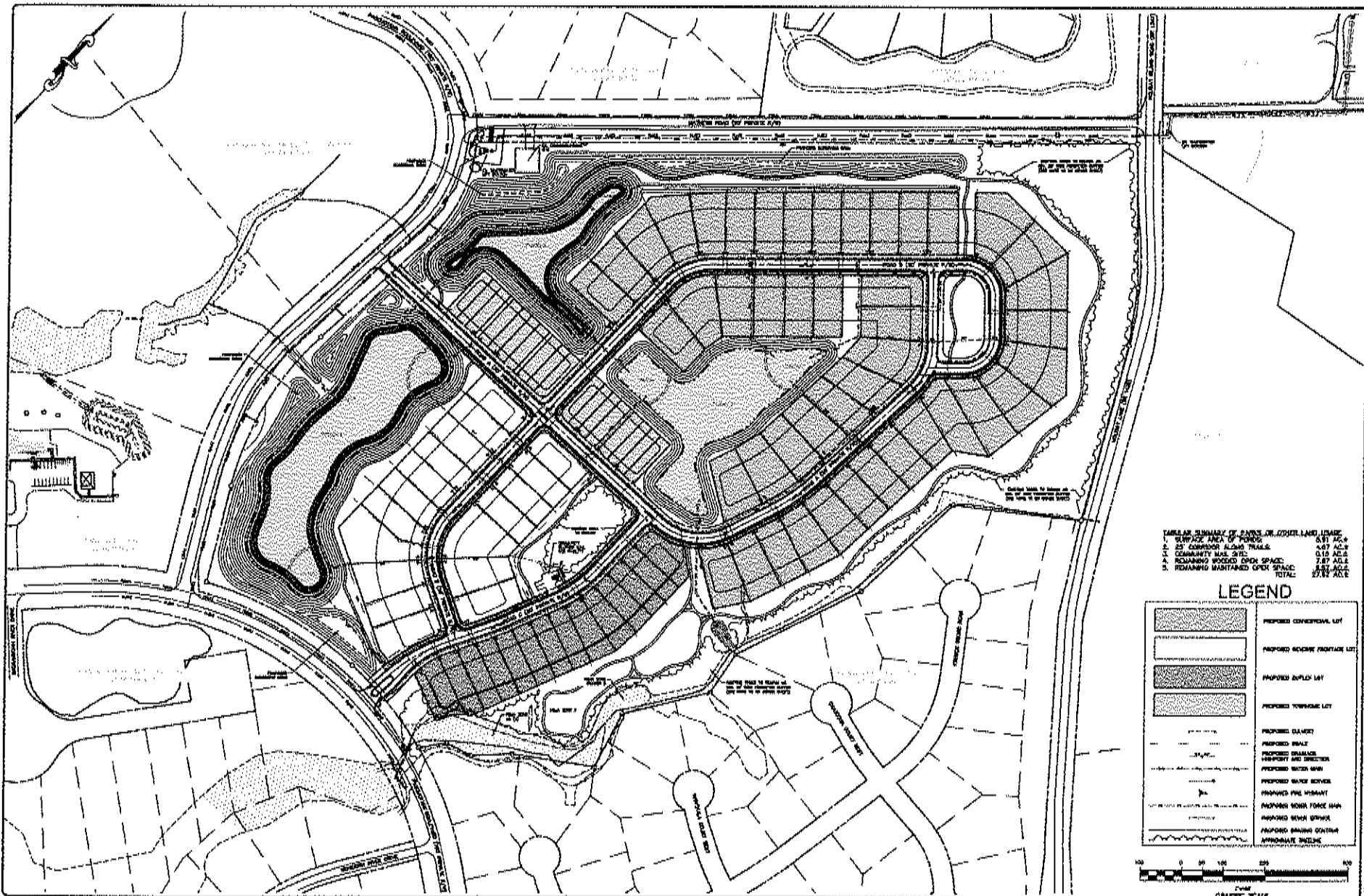


TABLE AS SUMMARY OF PARKS OR OTHER LAND USAGE

1. SURFACE AREA OF PARKS	6.81 AC.
2. 20' COMPRESS ALONG TRAILS	6.87 AC.
3. COMMUNITY HALL SITE	2.15 AC.
4. REMAINING WOODED OPEN SPACE	7.87 AC.
5. REMAINING BARTHARD OPEN SPACE	1.87 AC.
TOTAL:	25.52 AC.

LEGEND

[Symbol]	PROPOSED CONVENTIONAL LOT
[Symbol]	PROPOSED BROWNE FRONTAGE LOT
[Symbol]	PROPOSED DUPLEX LOT
[Symbol]	PROPOSED TOWNHOME LOT
[Symbol]	PROPOSED CLAYNET
[Symbol]	PROPOSED TRAIL
[Symbol]	PROPOSED BRIDGE
[Symbol]	PROPOSED SIGN DIRECTION
[Symbol]	PROPOSED WATER MAIN
[Symbol]	PROPOSED WATER SERVICE
[Symbol]	PROPOSED FIRE HYDRANT
[Symbol]	PROPOSED SIGN FORD SIGN
[Symbol]	PROPOSED SIGN STOP
[Symbol]	PROPOSED SIGNING CONTROL
[Symbol]	APPROXIMATE BOUNDARY



Page 24

ALBEMARLE PLANTATION
SOUTH BOWDOIN COUNTY, VERMONT

MASTER PLAN FOR COLE TRACT

DEVELOPMENT OVERVIEW
DRAINAGE & UTILITY LAYOUT

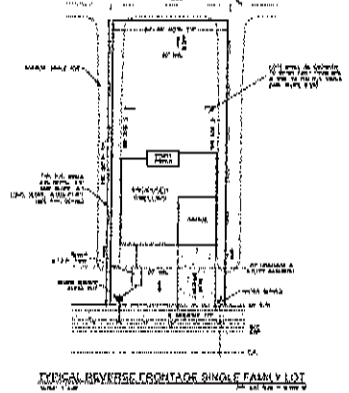
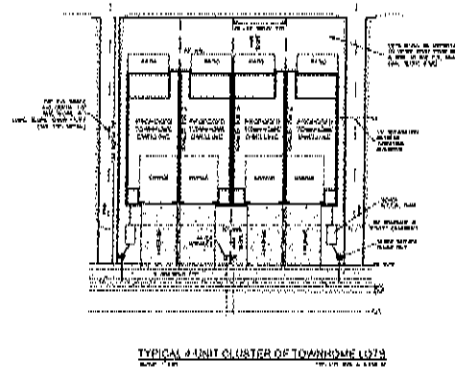
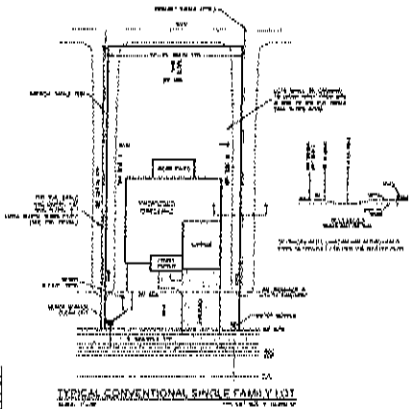
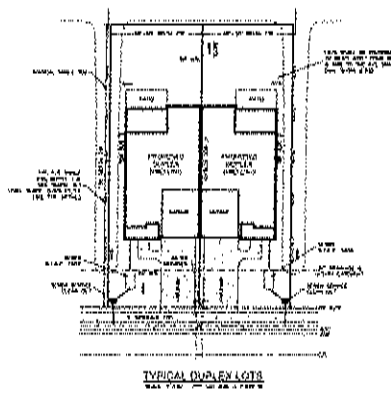
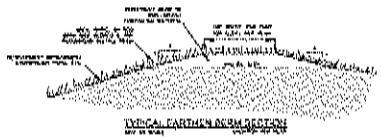
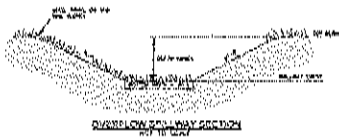
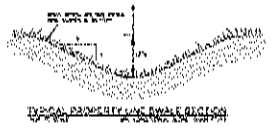
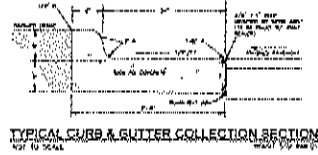
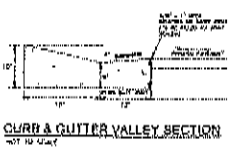
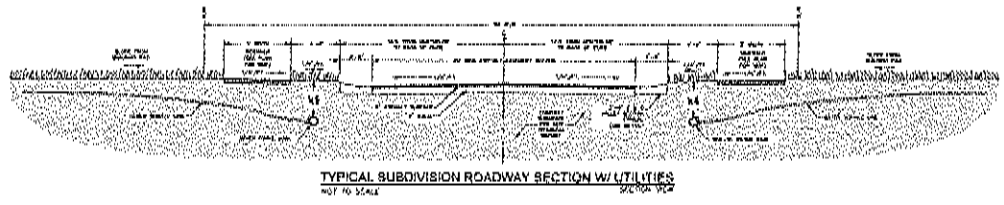
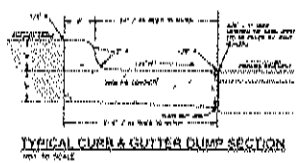
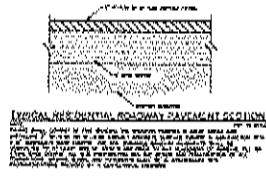
PRELIMINARY FOR REVIEW PURPOSES ONLY

3 4
3471

NO.	REVISION

PRELIMINARY
 FOR REVIEW
 PURPOSES ONLY

DATE	BY	CHECKED	DATE



DRAFT
Do NOT record this page

-Beginning of Proposed Conditional Use Permit No. (PUD)REZ-20-01
to be recorded by Albemarle Plantation Holdings II, LLC

To

Rezone approximately 54.5 acres, from RA-15 to [PUD(CUD)] Planned Unit Development
Conditional Use District. Subject property is also known as Tax Parcel Nos. 2-0082-0006 and 2-
0082-0027A.

1) Add # 8 condition to Storm water section

2) Remove D(3) Transportation: Per County Zoning Ordinance Section 1503(c),
Points of ingress and egress shall be approved by the Board of County Commissioners and
minimize traffic hazards, inconvenience, and congestion.

3) Add page numbers

Do NOT record this page

**CONDITIONAL USE PERMIT No. (PUD) REZ-20-01
Page 1 of 8**

On the date(s) listed below, the Board of Commissioners for Perquimans County met and held a public hearing to consider the following application:

Applicant/Owner: Albemarle Plantation Holdings II, LLC
c/o Robert Masters
11675 Rainwater Drive, Suite 210
Alpharetta, GA 30009

Site Location: Approximately 54.5 acres southeast of Mathews Road, southwest of Holiday Lane, and north and east of Pasquotank Blvd.

Tax Parcel Nos: 2-0082-0006 and 2-0082-0027A

Zoning District: PUD (CUD), Planned Unit Development Conditional Use District

Proposed Use of Property: As stated by the Applicant in the CUD Rezoning Request Application Statement of the Nature of the Proposed Use: "To build a community that has a creative design, providing a mix of different residential uses in close proximity to one another, which will include a small section of townhome lots, a section of duplex units, and two styles of single-family detached homes. There will be conventional single-family lots, and also a section of reverse frontage homes, where the rear of the house faces the street, with the front looking out across a large pond or other amenity. There will also be an extensive network of walkways and trails that interconnect the various site features and provide a recreational opportunity."

CONDITIONAL USE PERMIT No. (PUD) REZ-20-01

Page 2 of 8

Meeting & Hearing Dates: Planning Board on 2-9-2021; & Board of County Commissioners on 3-1-2021.

Now therefore be it resolved that the Perquimans County Board of Commissioners approves the application for Albemarle Plantation Holdings II, LLC case number (PUD) REZ-20-01, subject to the following conditions:

Having heard all the evidence and argument presented at the hearing, the Board finds that the application is complete, that the application complies with all of the applicable requirements of the Perquimans County Zoning Ordinance for the development proposed, and that therefore the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Zoning Ordinance pertaining to *Planned Unit Development* and other conditions as follows:

A. General Land Use:

- 1) Perquimans County (County) has the right to limit the number of lots and housing for each section/phase based on water availability.
- 2) The developer must obtain approval for all sections and/or phases by the Planning Board and Board of Commissioners for approval under the normal review and approval process of the Subdivision Regulations.
- 3) Each section and/or phase must adhere to the current Subdivision Regulations and State Regulations in effect at the time that particular phase is approved, including, among others, subject to any water capacity or availability restrictions that are in place at the time of approval.
- 4) A minimum 50 foot naturally existing woodland buffer is required on properties adjacent to Woodside II. Walking trails may be within the buffer. A minimum 20 foot vegetative buffer or berm is required around all other sections of the perimeter.
- 5) Building Setbacks shall be :
 - 20' setback to right-of-way
 - 20' setback to rear property line
 - 10' setback to corner lot side right-of-way
 - 5' setback to side property line on conventional and reverse frontage lots
 - 0' setback to side property line on duplex and townhome lots
 - 15' separation between townhome buildings
- 6) Townhome buildings and any lot with less than 10 foot setbacks will require fire protection measures such as fire retardant walls and/or a sprinkler system in consultation with the County Fire Marshal.

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- 7) Maximum number of residential lots shall be 95; as presented on the conceptual Master Plan.
- 8) Per County Zoning Ordinance Section 1503(h), At least 5.447 acres of the development shall be set aside as common area or open space. Of this 5.447, a maximum of 2.72 acres may be areas covered by water. In addition, a maximum of 2.72 acres may be covered by structures clearly ancillary to the recreation or common use area. Such structures may include tennis courts, pro shops, swimming pools, and the like. Common area/open space shall be designated on the development plats as such and be held in separate ownership for the use and benefit of the residents of the PUD.
- 9) No commercial development is proposed at this time. If it is requested in the future, all such uses will be presented to the Planning Board and BCC for final approval.

B. Drainage/Stormwater Improvements:

- 1) A topographic survey on one foot contours shall be used for development.
- 2) A drainage plan, predicting surface water elevations occurring throughout the subdivision for various storms shall be presented to the County prior to final plat approvals by Planning Board.
- 3) All living space floor-level elevations should be based on the surface water profile predictions, with special emphasis placed on any slab construction.
- 4) All drainage ditches, and major drain-ways should be protected by easements. Major ditches that are traversing platted areas should have side slopes as determined by county staff, to allow mowing and to prevent landowners from filling and obstructing ditches.
- 5) Prior to Final Plat an engineered drainage plan with one-foot contours, ditch or swale layouts with pipe, and showing the flow rates, shall be provided by Applicant and reviewed by County.
- 6) The Applicant, heirs and assigns shall submit a NC Department of Environmental Quality Stormwater Permit prior to Final Plat approval.
- 7) Applicant heirs and assigns shall provide a NC Department of Environmental Quality letter of approval for an Erosion and Sedimentation Control Plan prior to Final Plat approval.
- 8) All adjoining drainage ditches should be maintained at all times to ensure adequate flow and minimize stormwater impacts to adjacent property owners. The applicant will consult with Albemarle Plantation Property Owners Association to ensure this condition is met.

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C. Emergency Services:

- 1) Alleyways need to meet NC DOT minimum width of an unobstructed 12-14 feet. Residents shall not be allowed to park in alleys; no water utilities shall be located in the alleyways; proper ingress/egress for emergency vehicles shall be designed for, including proper turn-arounds (if not a "thru street") in coordination with County Emergency Services staff.
- 2) Applicant, heirs and assigns shall accommodate and support and hold training sessions for emergency service personnel if requested by the Emergency Services Director with adequate advanced notice.

D. Transportation:

- 1) All roads will be designed and constructed in accordance with NCDOT subdivision standards with no road less than 20 feet wide, exclusive of shoulders per NC Fire Code. Fire apparatus access roads must meet weight capacity requirements of NC Fire Code.
- 2) No on-street parking allowed. Each residence will be required to have enough off street parking for at least 2 vehicles.
- 3) Per County Zoning Ordinance Section 1503(f), Parking areas shall have a parking surface meeting the standards of Article XIX "Parking and Loading" and all parking areas and traffic lanes shall be clearly marked.

E. Utilities:

- 1) All water lines must be approved by both the State of North Carolina and Perquimans County.
- 2) Hydrant locations shall be every 1,000 feet and no more than 500 feet from any lot. All hydrants must be supplied with a 5 inch storz adapter on the steamer connection or other suitable connection determined after consultation with the local fire department prior to installation.
- 3) The applicant will need to install a water line at least 6 inches in diameter that will supply a minimum of 500 gallons per minute at 20 psi residual pressure to each hydrant. Applicant shall supply a minimum of 1,000 gallons per minute at 20 psi residual for commercial areas, marina areas, and areas with side setbacks less than (ten) 10 feet.

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- 4) The design and estimated construction cost of any additional elevated water tanks that Perquimans County deems may be needed shall be paid for by the developer prior to final plat approval of additional lots that the elevated tank may service. Construction estimates and actual tank design shall be performed by Perquimans County and in consultation with the developer.
- 5) The existing Perquimans County Water System will be tested and/or modeled by Perquimans County to determine if any upgrades to the water mains or other parts of the existing water system need to be made to provide domestic and fire flow capabilities to Albemarle Plantation Phase 3 planned unit development. Modeling of the proposed water system within Albemarle Plantation Phase 3 will be the responsibility of the developer and shall be submitted to Perquimans County for approval. All improvements to the existing county water system deemed necessary by Perquimans County, and in consultation with the developer, to provide domestic and fire flow capabilities shall be made by Perquimans County and paid for by the developer.
- 6) Any water distribution system within Albemarle Plantation Phase 3 will be constructed by the developer at the developer's expense in accordance with the approved model described in item 5 above, Perquimans County standard specifications and applicable regulatory agencies. Water will be provided by Perquimans County Water System in accordance with available capacity which is not committed at this time. Any commercial or residential irrigation systems initially or in the future in this Albemarle Plantation Phase 3 PUD shall be constructed in accordance with all applicable North Carolina General Statutes and Perquimans County Policies.
- 7) Wastewater System -- Detailed engineering drawings and an appropriate description of the proposed wastewater collection, treatment and disposal systems will be submitted by the Applicant with the Final Plat for review and approval. Any operational and maintenance agreements with the Developer's or the Homeowners Association's operator or other contracted operator will be submitted for review and approval by the County prior to Final Plat approval. Proof of an appropriate security bond for wastewater infrastructure submitted to the State Utility Commission will be required prior to Final Plat approval.
- 8) Albemarle Plantation Holdings II, LLC/Applicant/Developer will be responsible for the installation of a community sewer collection system and treatment and disposal facilities in accordance with applicable regulatory agencies. Albemarle Utility Company will be responsible for operation and maintenance of the community sewer collection system and treatment and disposal facilities. Any ownership transfer of the system or facilities will be in accordance with applicable regulatory agencies and approved by the Board of County Commissioners.
- 9) Approval/permits as required by NCDEQ for central wastewater treatment plant and disposal system shall be provided.
- 10) All utilities will be underground.

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F. Plat Approvals & Master Plan Amendments:

- 1) Prior to approval of a Final Plat, the Developer shall obtain County Attorney approval of the Articles of Incorporation for the Property Owners Association or Homeowners Association and Restrictive Covenants for Albemarle Plantation Phase 3 PUD. Property Owners Association documents shall include provisions for (a) the organizational and operational structure of the Property Owners Association; (b) that all owners of property within the development share automatic membership rights and assessment obligations for the maintenance of commonly owned areas (including but not limited to common areas, areas for infrastructure, recreation areas, private roads and parking lots). The automatic membership rights and assessment obligations of all property owners within Albemarle Plantation Phase 3 PUD shall be so covered by covenants running with the land and other contractual provisions so as to ensure the property maintenance of all commonly owned areas, and shall include provisions for liens against individual property owners within the development.
- 2) Accompanying an Application for Final Plat approval, the Developer shall make a payment to Perquimans County, in an amount determined to be appropriate by the County Manager, to allow the County to retain professional engineering services to review the adequacy of plans and installation of water system, wastewater system, roads, stormwater drainage and other required infrastructure. Also the Developer shall pay the County a System Development Fee as shown in the Perquimans County fee schedule upon each phase's lot recordation.
- 3) The Property Owners Association shall be established prior to approval of the Final Plat and shall be registered/chartered by the Secretary of State with official Articles of Incorporation. In addition, official Bylaws and the organizational/operational structure shall be recorded simultaneous to the Final Plat.
- 4) Prior to issuance of the first building permit for construction of any structure in Albemarle Plantation Phase 3 PUD, all infrastructure (roads, water, sewer, drainage, with the exception of asphalt pavement) located within the boundaries of a given phase shall be complete and in place.
- 5) Per County Zoning Ordinance Section 1508, Planning Board approval is required for the following: (a) Changes in major infrastructure features referred to the Board of County Commissioners by the Planning Director. (b) Changes to the Master Plan that result in increased density. (c) Significant changes in land use.
- 6) Annual Reports: The Planning Board and Board of County Commissioners hereby acknowledge the Applicant's intent to start construction of the PUD in 2021. During construction of the project, the Applicant, heirs and assigns shall provide the County with annual reports outlining progress to date along with circumstances that may result in delays. In the event start of construction will be delayed beyond March 1, 2023, the Applicant, heirs and assigns shall formally request an extension be granted by the Board of County Commissioners (BCC); otherwise the BCC may revoke the Conditional Use Permit.

If any of the conditions affixed hereto or any part thereof shall be held invalid by a court or void without remedy, then this permit shall be void and of no effect.

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IN WITNESS WHEREOF, Perquimans County has caused this permit to be issued in its name, and the undersigned, being all the authorized applicants, agents, representatives, or property owners of the property above described, do hereby accept this Conditional Use Permit, together with all its conditions, as binding on them and their successors in interest.

Wallace Nelson, Chair, Board of Commissioners _____ Date _____

Attest: _____ (Seal)
Mary P. Hunnicutt, Clerk to the Board _____ Date _____

I (We), _____, authorized Applicant(s) of the above identified property, do/does hereby acknowledge receipt of this Conditional Use Permit. The undersigned does further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding on them and their successors in interest.

Albemarle Plantation Holdings II, LLC _____ Date _____
By: _____, Its _____

The State of _____
_____ County

I, _____, a Notary Public in and for the said State and County, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the forgoing instrument.

WITNESS my hand and notarial seal, this the _____ day of _____, 20_____.

Notary Public

My Commission expires: _____
(Not valid until fully executed and recorded)

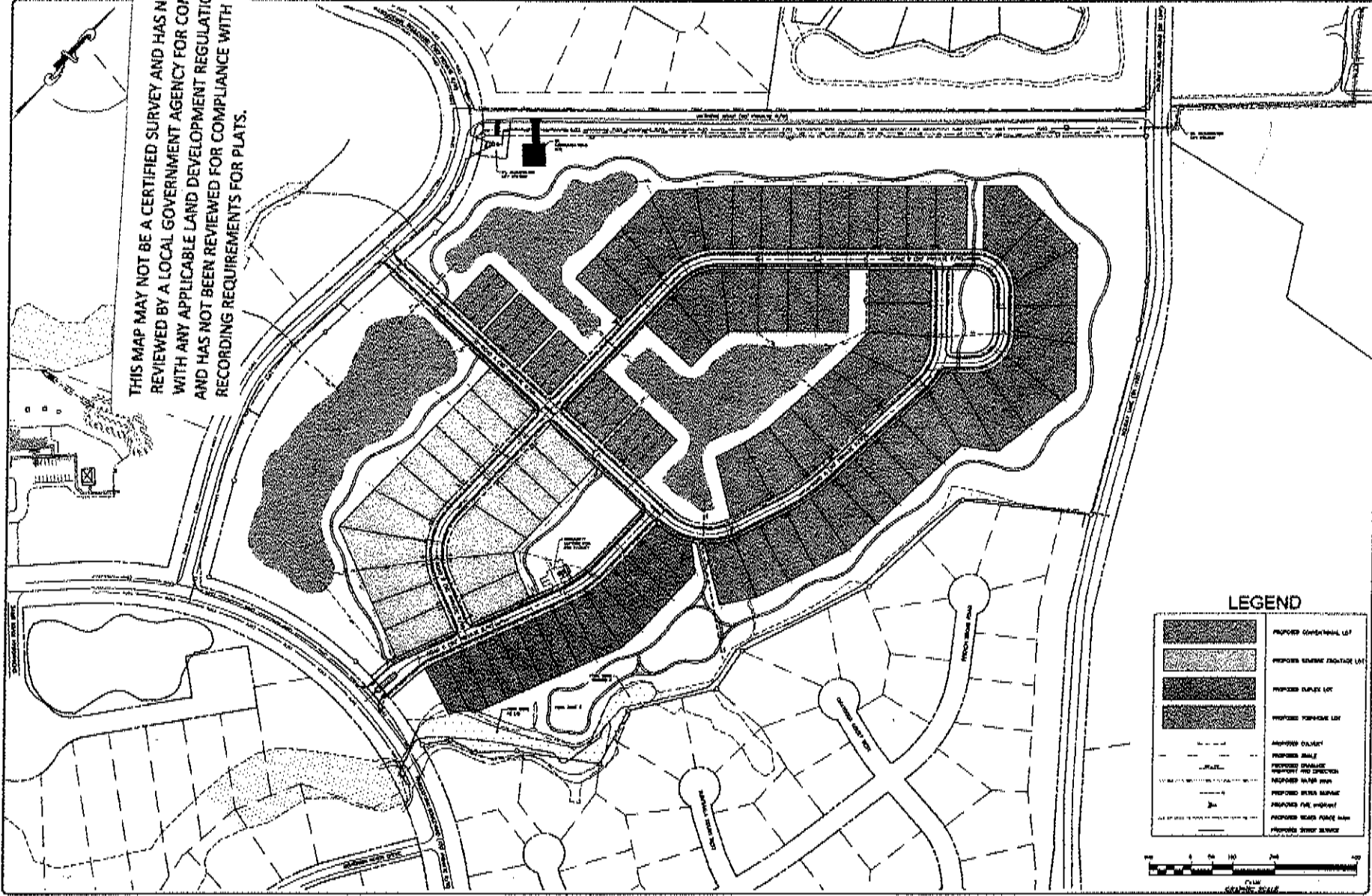
CONDITIONAL USE PERMIT No. (PUD) REZ-19-01
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Insert Here Site Plan(s) no larger than 8.5" X 14"
which bear(s) the following statement:

*"THIS MAP MAY NOT BE A CERTIFIED SURVEY
AND HAS NOT BEEN REVIEWED BY A
LOCAL GOVERNMENT AGENCY FOR
COMPLIANCE WITH ANY APPLICABLE
LAND DEVELOPMENT REGULATIONS AND HAS
NOT BEEN REVIEWED FOR COMPLIANCE WITH
RECORDING REQUIREMENTS FOR PLATS."*

DRAFT

THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS.



LEGEND

	PROPOSED CONDOMINIUM LOT
	PROPOSED RESERVE ZONING LOT
	PROPOSED SINGLE LOT
	PROPOSED PARKWAY LOT
	PROPOSED COLLECTOR
	PROPOSED MAIN
	PROPOSED DRIVEWAY, DRIVEWAY AND DRIVEWAY
	PROPOSED WATER MAIN
	PROPOSED WATER SERVICE
	PROPOSED FUEL GAS SERVICE
	PROPOSED SEWER SERVICE
	PROPOSED STREET SERVICE

SCALE: 1" = 20'

PLAN GRAPHIC SCALE

ALBEMARLE PLANTATION
 SOUTH CAROLINA
 YORK COUNTY

SKETCH PLAN FOR COLE TRACT

DEVELOPMENT OVERVIEW
 DRAINAGE & UTILITY LAYOUT
 PRELIMINARY FOR REVIEW PURPOSES ONLY

PRELIMINARY FOR REVIEW PURPOSES ONLY

DATE: 11/11/11

BY: [Signature]

3 4

3471

BSS&L
 BENTON & BENTON
 ENGINEERS, ARCHITECTS & PLANNERS
 1000 W. BENTON BLVD., SUITE 100
 YORK, SC 29732
 (803) 781-1111

Do **NOT** record this page

End of Proposed Conditional Use Permit No. (PUD)REZ-20-01
to be recorded by Albemarle Plantation Holdings II, LLC

To

Rezone approximately 54.5 acres, from RA-15 to [PUD(CUD)] Planned Unit
Development Conditional Use District. Subject property is also known as Tax Parcel
Nos. 2-0082-0006 and 2-0082-0027A.

1) Add # 8 condition to Storm water section

2) Remove D(3) Transportation: Per County Zoning Ordinance Section 1503(c),
Points of ingress and egress shall be approved by the Board of County Commissioners and
minimize traffic hazards, inconvenience, and congestion.

3) Add page numbers

Do **NOT** record this page

REGULAR MEETING

February 1, 2021
7:00 p.m.

Special Notice for tonight's meeting: The Perquimans County Board of Commissioners' **REGULAR MEETING** will be held on Monday, February 1, 2021, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. Because this is considered an essential meeting, the public will be able to attend but social distancing will be required. In addition, public comments will be made in person or in writing, which need to be provided to the Clerk to the Board prior to 5:00 p.m. on Monday, February 1, 2021. You may deliver them to her via fax [(252) 426-4034] or e-mail at mhunnicutl@perquimanscountync.gov. If you have any questions, please contact the County Manager's Office at (252) 426-8484.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, February 1, 2021 at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. The meeting was moved from Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Wallace E. Nelson, Chairman
Joseph W. Hoffer
Alan Lennon
Fondella A. Leigh, Vice Chair
T. Kyle Jones

MEMBERS ABSENT: Charles Woodard

OTHERS PRESENT: Frank Heath, County Manager
Hackney High, County Attorney
Mary Hunnicutt, Clerk to the Board

The meeting was called to order by Chairman Nelson. Commissioner Leigh gave the invocation and the Chairman led the Pledge of Allegiance.

AGENDA

Chairman Nelson stated that a copy of the Agenda was at their seats tonight. Joseph W. Hoffer made a motion to approve the Agenda, as amended. The motion was seconded by Alan Lennon and unanimously approved by the Board.

CONSENT AGENDA

Chairman Nelson asked if there were any items that the Board wished to remove from the Consent Agenda to discuss. There being none, the following items were considered to be routine and were unanimously approved on motion made Joseph W. Hoffer, seconded by Alan Lennon.

1. **Approval of Minutes:** Approval of Minutes: January 4, 2021 Regular Meeting and January 19, 2021 Special Called Meeting & Work Session *(cancelled)*
2. **Tax Refund Approval:**
J.L. Winslow & Sons, Inc. _____ \$363.38
Situs error. Not located in Hertford. Account No. 58607978

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Anna Johnson	Full-Time Certified Telecommunicator	Resignation			01/30/2021
Anna Johnson	PT/FL Certified Telecommunicator	Appointment	62/3	\$15,16/yr.	02/01/2021
Nakindra Downing	Full-Time Non-Certified Telecommunicator	Promotion	60/1	\$27,499	03/01/2021
Katelyn Moody	PT/FL Non-Certified Telecommunicator	Declined Job Offer			10/01/2020

4. **Budget Amendments:**

BUDGET AMENDMENT NO. 23
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-360-002	Emergency Management - Donations	5,000	
10-530-342	Emergency Management - Donations	5,000	
EXPLANATION: To amend FY 2021 budget to include a donation from Piedmont in the amount of \$5,000 to be used for Safety Training & Equipment for EM.			

5. **Board Appointment:** The following Board appointment was unanimously approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Heath, Frank W.	Senior Citizens Advisory Board	Appointment	2 yrs.	02/01/2021

PRESENTATION OF FY 2019-2020 AUDIT

Chairman Nelson recognized Donna Winborne, Auditor. Ms. Winborne distributed hard copies of the Audit and explained that they were able to keep their copies this year. She reviewed the audit and asked if there were any questions. She also thanked Frank Heath, County Manager, Tracy Mathews, Finance Officer, and County Staff for their assistance in preparing the audit. There being no further questions or comments, Chairman Nelson asked for a motion to accept the FY 2019-2020 Audit as presented. On motion made by T. Kyle Jones, seconded by Alan Lennon, the FY 2019-2020 Audit was unanimously approved as presented.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no commissioner concerns/committee reports.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **ZLS Tax Foreclosure Contract:** Mr. Heath reported that he had received their draft contract which he forwarded to County Attorney High for review. Mr. High has approved the contract and is recommending approval from the Board. County Attorney High made a few comments about their fee schedule and stated that they had a good track record in the surrounding area. T. Kyle Jones made a motion to approve the contract with ZLS. Alan Lennon seconded the motion. Chairman Nelson asked if there were any comments or questions. The following questions were asked:

- **Commissioner Lennon:** Mr. Lennon asked what the increase in revenues would be for the county in one year. Mr. Heath stated that he did not know but hoped to have 30-40 properties collected within that one year.
 - **Commissioner Hoffer:** Mr. Hoffer asked how the process worked. Mr. Heath explained the step by step process for Mr. Hoffer.
- There being no further comments or questions, Chairman Nelson called for a vote. The motion was unanimously approved by the Board.
- **NCACC Legislative Goals:** Mr. Heath reported that NCACC had held their Legislative Goals Conference and presented the following top five Legislative Goals for 2020-2021:
 - Seek legislation, funding, and other efforts to expand digital infrastructure/broadband capability to the unserved and under-served areas and residents of the state.
 - Seek additional revenue sources, including a statewide bond referendum and expanded lottery proceeds, and changes to the Needs-Based Public School Capital Fund, to equitably address statewide public school and community college capital challenges. Revisions to the Needs-Based Public School Capital Fund that will allow more equitable access to counties to take advantage of the funds include:
 - ✓ Allowing Needs-Based Public School Capital Funds to be used for renovations and improvements in addition to new construction.
 - ✓ Reducing or eliminating local match requirements for Tier 1 and Tier 2 counties.
 - ✓ Eliminate the five-year prohibition of receiving funds from the Public School Building Capital Fund if a county receives a grant from the Needs-Based Public School Capital Fund by repealing G.S. 115C-346.2(f).
 - Support legislation to allow counties to include specific language on the ballot referendum designating how the proposed quarter-cent local sales tax levy will be spent.
 - Increase state funding and support legislation for behavioral health services and facilities, including dedicated resources for community paramedicine projects; inpatient crisis beds; substance use disorders; specialty courts; individuals with mental health issues in county jails; and single stream funding for area authorities.
 - Oppose efforts to divert to the state, fees or taxes currently allocated to the counties or to erode existing county revenue streams with unfunded mandates.
 - **COVID-19 Vaccination Clinics:** County Manager Heath reported that the COVID-19 vaccination clinics were going well. Code Red calls have been going out to notify the residents. He thanked all the volunteers that have been working the clinics, especially the CERT Teams. They have been noticing that a number of Virginia residents have been coming to the Perquimans County vaccination clinics. The Health Department is encouraging them not to come but, if they chose to come, wait until the end of the day. They want to make sure that we serve the Perquimans County and other North Carolina counties first.
 - **COVID-19 Update:** Currently, Perquimans County has 43 active COVID cases with a total number of 773 cases of which 724 are recovery cases. Sadly, we have had six deaths. Chairman Nelson asked Jonathan Nixon, Emergency Services Director, if he had any updates and asked him who the residents were to call to schedule an appointment for vaccinations. Mr. Nixon said that he did not have any other updates other than what Mr. Heath reported and said that the residents should contact the Health Department about scheduling appointments. Mr. Nelson thanked Julie Salesbee, Public Information Officer, Jonathan Nixon, and all the EMS and Emergency Management Staff for their hard work during these vaccination clinics.

COMMISSIONER BOARD APPOINTMENTS

Chairman Nelson reported that Mary Hunnicutt, Clerk to the Board, had provided the following copy of the Commissioner's Board Appointment list in their Agenda Packets last month and this month:

Name	Board/Committee	Term	Appt.	Expire
JOSEPH HOFFLER				
Hoffer, Joseph	Albemarle Regional Landfill Authority	4 yrs.	2/1/2017	1/31/2021
Hoffer, Joseph	Communications Advisory Board - County	2 yrs.	2/1/2019	1/31/2021
Hoffer, Joseph	Court Security Committee	unlimited	2/1/2017	unlimited
Hoffer, Joseph	Historic Hertford, Inc.	3 yrs.	7/1/2017	6/30/2020
Hoffer, Joseph	Home & Community Care Block Grant	unlimited	12/3/2012	unlimited
Hoffer, Joseph	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2017	indefinite
KYLE JONES				
Jones, Kyle	Albemarle District Jail Commission	2 yrs.	2/1/2019	1/31/2021
Jones, Kyle	Court Security Committee	unlimited	1/3/2015	unlimited
Jones, Kyle	Inter-Agency Council - Commissioner	1 yr.	7/1/2020	6/30/2021
Jones, Kyle	RPO Transportation Advisory Committee	2 yrs.	2/1/2019	1/31/2021
Jones, Kyle	Water Committee	unlimited	2/1/2019	unlimited
FONDELLA LEIGH				
Leigh, Fondella	Albemarle Commission	unlimited	1/1/2015	unlimited
Leigh, Fondella	Economic Development Commission - County	2 yrs.	2/1/2019	1/31/2021
Leigh, Fondella	Housing Committee Chairman	unlimited	1/3/2015	unlimited
Leigh, Fondella	Recreation Advisory Committee - Commissioner	3 yrs.	7/1/2020	6/30/2023
Leigh, Fondella	Senior Classes Advisory Board	2 yrs.	2/1/2019	1/31/2021
Leigh, Fondella	Water Committee	unlimited	1/3/2015	unlimited
Leigh, Fondella	Northeastern Workforce Development Consortium	unlimited	2/1/2015	unlimited
ALAN LENNON				
Lennon, Alan	Economic Development Commission - County	2 yrs.	2/1/2019	1/31/2021
Lennon, Alan	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2019	indefinite
Lennon, Alan	Water Committee	unlimited	2/1/2019	unlimited
Lennon, Alan (Chairman)	Tourism Development Authority (Commissioners)	2 yrs.	4/1/2020	3/31/2022
WALLACE NELSON				
Nelson, Wallace	Albemarle Commission (alternate)	unlimited	9/1/2018	unlimited
Nelson, Wallace	Albemarle Regional Health Services	indefinite	1/3/2015	unlimited
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	1 yr.	1/1/2021	12/31/2021
Nelson, Wallace	COA - Board of Trustees	4 yrs.	7/1/2017	6/30/2021
Nelson, Wallace	Economic Development Commission - County	2 yrs.	2/1/2019	1/31/2021
Nelson, Wallace	EMS Advisory Board	2 yrs.	2/1/2019	1/31/2021
Nelson, Wallace	Trillium Northern Region Advisory Board	unlimited	5/4/2015	unlimited
CHARLES WOODARD				
Woodard, Charles	Agencies Advisory Board - Commissioner	3 yrs.	2/1/2018	5/31/2021
Woodard, Charles	Chamber of Commerce Board	unlimited	2/2/2011	unlimited
Woodard, Charles	Social Services Board (Judge Commissioner)	1 yr.	7/1/2019	6/30/2020
Woodard, Charles	Tourism Development Authority (Commissioners)	1 yrs.	2/1/2019	1/31/2021
Woodard, Charles	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2015	unlimited

Chairman Nelson asked if any of the Board members wanted to make a change. Chairman Nelson mentioned that, if anyone was interested in serving on the Trillium Northern Regional Advisory Board, he would like to talk to them because he is having difficult time connecting with that Board. It was the consensus of the Board to leave the Commissioner Board appointments as is.

RESOLUTIONS

Chairman Nelson asked County Manager Heath to present the following Resolutions for action. Mr. Heath explained the following:

1. **Resolution Requesting the NC General Assembly to Amend the Current Tier Designation System in NC Under G.S. 8143-G-37.08:** Mr. Heath explained that, last month, he asked the Board if they would consider adopting a resolution similar to the ones that Mary Hunnicutt had distributed from other counties. After receiving the approval of the Board to move forward with this resolution, Mr. Heath presented the resolution requesting that the General Assembly amend the current tier designation system in order to reflect a more accurate county economic status for Board review and action.
2. **Resolution in Memory of Former Marc Basnight:** At last month's meeting, Chairman Nelson asked if the Board would be interested in adopting a resolution in memory of Marc Basnight who recently passed away. After receiving the approval of the Board to move forward with this resolution, Mr. Heath presented the resolution for Board review and action.

Chairman Nelson asked the Board for a motion for these resolutions. On motion made by Alan Lennon, seconded by Fondella A. Leigh, the Board unanimously adopted the following two resolutions:

RESOLUTION REQUESTING THE NORTH CAROLINA GENERAL ASSEMBLY TO AMEND THE CURRENT TIER DESIGNATION SYSTEM IN NORTH CAROLINA UNDER G.S. § 143B-437.06

WHEREAS, the North Carolina Department of Commerce recently released county tier designations for 2021; and
WHEREAS, the tier designations for 22 counties were changed with Perquimans County moving to a less distressed tier ranking; and
WHEREAS, tier designations determine eligibility and guidelines for several different grant programs that N.C. Commerce administers including the One North Carolina Fund, building reuse, water and sewer infrastructure, and the downtown revitalization Main Street program and they play a role in the state's performance-based Job Development Investment Grant (JDIG) program, serving as a mechanism to channel funds for infrastructure improvements into more economically distressed areas of the state as well as several programs that assist in economic development.
WHEREAS, changing Perquimans County's tier designation reduces Perquimans County's eligibility for many grant programs; and
WHEREAS, Perquimans County is of the firm opinion and belief that some of the areas within geographical boundaries of counties are more economically distressed than is reflected by the new tier designation; and
WHEREAS, Perquimans County is also of the firm opinion and belief that there should be alternative ways of designating county tiers that would take into account the needs of rural counties to create a more equitable system for distressed citizens.
NOW THEREFORE, the Board of Commissioners of Perquimans County request the North Carolina General Assembly to change the methodology prescribed by the North Carolina General Assembly in General Statute § 143B-437.06 so that it more accurately reflects each county's economic status.
Adopted this 1st day of February, 2021.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Clerk to the Board

SEAL

RESOLUTION IN MEMORY OF FORMER SENATOR MARC BASNIGHT

WHEREAS, the Board of Commissioners for the County of Perquimans and citizens were saddened by the death of Marc Basnight, former member of North Carolina State Senate; and
WHEREAS, Mr. Basnight served the 1st district from 1984 through his resignation just before the start of his 14th term in 2011; and
WHEREAS, Mr. Basnight served as the President Pro Tempore of the North Carolina Senate from 1993 to 2011; and
WHEREAS, during the 14 terms that Mr. Basnight served the 1st district, he worked closely with the rural communities to make sure that they received their fair share of state resources, whether it was for water-sewer bonds, transportation funding, public school funds for small counties, or economic-development incentives; and
WHEREAS, the Perquimans County Board of Commissioners were saddened to hear of his passing on December 28, 2020; and
WHEREAS, the citizens of Perquimans County reap the benefits of his capable leadership and selfless contributions to Perquimans County and to the State of North Carolina for many years to come;
NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners for the County of Perquimans do hereby express its sympathy to the members of his family and its gratitude for all that he did for the rural communities of 1st District of North Carolina.
ADOPTED the 1st day of February, 2021.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

Attest:

Clerk to the Board

SEAL

PUBLIC COMMENTS

The following public comment was made:

- > Tim Brinn: Mr. Brinn thanked the Board for contracting with ZLS to handle Tax Foreclosures and talked about code enforcement issues on properties.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:35 p.m. on motion made by Joseph W. Hoffer, seconded by Fondella A. Leigh.

Wallace E. Nelson, Chairman

Clerk to the Board

SPECIAL CALLED MEETING
February 15, 2021
7:00 p.m.

Special Notice for tonight's meeting: The Perquimans County Board of Commissioners' SPECIAL CALLED MEETING will be held on Monday, February 15, 2021, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. Because this is considered an essential meeting, the public will be able to attend but social distancing will be required. If you have any questions, please contact the County Manager's Office at (252) 426-8484.

The Perquimans County Board of Commissioners met in a SPECIAL CALLED MEETING on Monday February 15, 2021, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. The meeting was moved from Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Wallace E. Nelson, Chairman
Joseph W. Hoffer
Alan Lennon
Fondella A. Leigh, Vice Chair
T. Kylie Jones
Charles Woodard

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager Mary Hunnicutt, Clerk to the Board
Hackney High, County Attorney

Chairman Nelson called the meeting to order. Commissioner Hoffer gave the invocation and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that this Special Called Meeting was scheduled to hold a Closed Session, per NCGS #143-318-11(3)(5), to consult with the county attorney regarding a legal matter and to discuss negotiations for acquisition of property.

AGENDA

Chairman Nelson stated that a copy of the Agenda was at their seats tonight. Fondella A. Leigh made a motion to approve the Agenda. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

CLOSED SESSION: CONSULT WITH ATTORNEY REGARDING A LEGAL MATTER & TO DISCUSS NEGOTIATIONS FOR ACQUISITION OF PROPERTY

Pursuant to NC General Statute 143-318.11(3)(5), T. Kyle Jones made a motion to go into Closed Session to consult with the county attorney regarding a legal matter and to discuss negotiations for acquisition of property. The motion was seconded by Fondella A. Leigh and unanimously approved by the Board.

The Closed Session was adjourned and the Special Called Meeting reconvened on motion made by Alan Lennon, seconded by Charles Woodard, and unanimously approved by the Board.

SPECIAL CALLED MEETING ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:18 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffer.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

February 15, 2021

7:00 p.m.

Special Notice for tonight's meeting: The Perquimans County Board of Commissioners' WORK SESSION will be held on Monday, February 15, 2021, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. Because this is considered an essential meeting, the public will be able to attend but social distancing will be required. If you have any questions, please contact the County Manager's Office at (252) 426-8484.

Chairman Nelson opened the February 15, 2021 Work Session stating that he only had one item to discuss with the Board and that was the Confederate Monument on the Courthouse lawn.

DISCUSSION ON CONFEDERATE MONUMENT

Chairman Nelson explained that on Wednesday, February 10th, Frank Heath, Fondella A. Leigh, and himself had a conference call with a facilitator through UNC School of Government about the Confederate Monument located on the Courthouse lawn. The facilitator's name is Dr. John Stephens who was recommended by NCACC. The timeline for this matter is as follows:

- > March 15th Work Session: The Board will need to discuss the following items:
 - Decide on the group member names and to consider the appointment of Dr. Stephens as the facilitator for this group.
 - Formalize the charge to the work group
 - Discuss the expectations of how the group will operate: honesty; consensus is the goal or majority if consensus fails; and no public comment at these meetings. That will be reserved for future public hearing. However, it will be an open meeting
 - Commissioners may attend but they will not engage the group.
 - Procedural and factual questions/disagreements will be settled by the County Manager & facilitator.
- > Approve the general time line of resolution of the group's work. Below is the suggested timeline:
 - March Work Session: discussion of the above items
 - April Regular Meeting: vote on the consensus of the above items that were discussed at the March Work Session.
 - Mid-April: hold organizing meeting
 - Early May: hold meeting #1
 - Early June: hold meeting #2
 - Mid-June: hold meeting #3 (if necessary)
 - July Regular Meeting: County Manager will present group's report to the Commissioners.
 - August Regular Meeting: Public hearing and Board consideration of group's suggested course of action.

Chairman Nelson asked if there were any further comments from Mr. Heath or Commissioner Leigh. There being none, he asked if there were any questions or comments from the Board. There being none, Chairman Nelson moved to adjourn the meeting.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 7:25 p.m. on motion made by Charles Woodard, seconded by Fondella A. Leigh, and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

February 23, 2021

Tax Refunds: (Perquimans County)

Adam & Hilary Lassiter \$278.48
Incorrect assessment caused overpayment
by mortgage company.
Account#: 117369

Julian Baker \$264.21
Combine was double listed on farmers
account.
Account#: 100380

Aubrey Alexander Koltuniak \$163.96
Sold vehicle; 7 month refund
Account#: 53872182

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 2/19/21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Rhonda Money

SOC. SEC. NO.: _____

POSITION: Planner

DEPT.: _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 70 STEP: 12 SALARY: \$55,868

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

3/1/2021 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE JOB RECLASSIFICATION. Date GRADE: 72 STEP: 9 SALARY: \$56,685

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

Anaiah Heath
DATE: 2/19/2021

FINANCE OFFICER

DATE: _____

**PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

Terissa J. Blanchard, Chair
Dianne M. Layden
Charles Woodard

252-426-7373 – FAX 426-1240

DIRECTOR

Susan M. Chaney

MEMORANDUM

Date: February 2, 2021

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Mary Hunnicutt, Clerk to the Board

From: Susan Chaney *Susan Chaney*

Subject: Employee Change in Hours

Perquimans Social Services worker, Nicole Elliott, was seen by her medical provider, Monday, February 1, 2021 for a re-evaluation. Dr. Dinu increased her working hours to 6 hours per day. They discussed, but it was not written that this would take effect on Monday, February 8, 2021. Ms. Elliott would like to abide by that discussion and she will begin working 6 hours a day on February 8, 2021.

I have attached a copy of the medical provider's letter for reference.

If you have any questions, please do not hesitate to contact me.

Perquimans County's Vision

To be a community of opportunity in which to live, learn, work, prosper and play.

LIST OF EMPLOYEES ELIGIBLE FOR RETIREMENT

March-21						
Sheriff	Roberson, L	Lacy Roberson, III	03/01/20	FT	Deputy Sheriff (Certified)	

Wallace E. Nelson, Chairman

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 24

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 1st DAY OF MARCH, 2021, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2020 - 2021 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-001	CARES Relief		449,034
10-420-741	CARES Relief		449,034
10-420-741	CARES Relief		98,718
10-592-020	EMS - Salaries/FT	58,121	
10-592-030	EMS - Salaries/PT	33,165	
10-592-050	EMS - FICA	6,503	
10-592-070	EMS - Retirement	929	
EXPLANATION: To amend FY 20/21 budget to reflect the CARES Act funds that were allocated for payroll expenses in FY 19/20 and correct FY 20/21 payroll allocations for remaining CARES Funds.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, 1st DAY OF MARCH, 2021.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 1st DAY OF MARCH, 2021.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 25

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 1st DAY OF MARCH, 2021, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2020 - 2021 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-397-009	ICPTA Transfer to Senior Center	14,359	
10-660-741	Senior Center - Capital Building Renovations	14,359	
EXPLANATION: To amend FY 20/21 budget to include the redistribution of ICPTA funds to our Senior Center.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, 1st DAY OF MARCH, 2021.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 1st DAY OF MARCH, 2021.

Chairman, Board of Commissioners

Finance Officer

Fwd: FW: Historic Hertford, Inc.
Lynne Raymond <63lynnr@gmail.com>
Wed 2/10/2021 8:20 AM
To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Hi Mary — Joseph does need to be reappointed. He has been unable to attend many meetings due to his health. We have had very few meetings in 2020 due to covid but I continue to send him information as all board members receive.

Have a great day
Lynne

On Wed, Feb 10, 2021 at 7:05 AM Manager <manager@townofhertfordnc.com> wrote:

Lynne,

Forwarding this to you from the County Manager's office.

Pamela Hurdle
Town of Hertford
Town Manager
114 W. Grubb Street ~PO Box 32 ~ Hertford, NC 27944
P(252) 426-1969 ~ F(252) 426-7060
manager@townofhertfordnc.com
Perquimans County, NC

From: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>
Sent: Tuesday, February 9, 2021 3:23 PM
To: Manager <manager@townofhertfordnc.com>
Subject: Historic Hertford, Inc.

Pam, I seem to remember e-mailing you about the reappointment of Joseph Hoffler to the Historic Hertford, Inc. Board but I cannot find anything in my e-mails as to what the decision was.

According to my records, Mr. Hoffler was appointed on July 1, 2017 for a 3-year term which expired on June 30, 2020. I do not see on any of my Agenda that we ever reappointed him. Do I still handle this through your office or is there someone else that I need to work with on this reappointment? At their February 1, 2021 meeting, the Board of Commissioners confirmed the board appointments as listed for the next year. Historic Hertford, Inc. was included but I noticed the expiration date of his appointment. Any help you can provide me would be greatly appreciated.

Thanks.

Mary P. Hunnicutt
Clerk to the Board
Perquimans County
P.O. Box 45
Hertford, NC 27944
Phone: (252) 426-8484
Fax: (252) 426-4034
E-Mail: mhunnicutt@perquimanscountync.gov

Perquimans County's Vision:
To be a community of opportunity in which to live, learn, work, prosper and play.

Re: Albemarle Regional Landfill Authority

Frank Heath <frankheath@perquimanscountync.gov>

Tue 2/9/2021 3:37 PM

To: Mary Hunnicutt <mhunnicut@perquimanscountync.gov>

Yes, I will certainly do it. Thanks!

Sent from my U.S.Cellular® Smartphone
Get [Outlook for Android](#)

From: Mary Hunnicutt <mhunnicut@perquimanscountync.gov>

Sent: Tuesday, February 9, 2021 3:25:59 PM

To: Frank Heath <frankheath@perquimanscountync.gov>

Subject: Albemarle Regional Landfill Authority

Frank,

When I was marking my board listing, I noticed that we did not reappoint you in February for the above referenced Authority. I guess you are still eligible to serve as the alternate and are you still willing to serve?

I will place this on the March Agenda for effective date of appointment to be February 1, 2021.

Thanks.

Mary P. Hunnicutt
Clerk to the Board
Perquimans County
P.O. Box 45
Hertford, NC 27944
Phone: (252) 426-8484
Fax: (252) 426-4034
E-Mail: mhunnicut@perquimanscountync.gov

Perquimans County's Vision:

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**2020 MEMORANDUM OF PARTICIPATION (MOP) FOR INTERIM (ROLL-FORWARD)
GASB 75 REPORT OF THE OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

EMPLOYER NAME: _____

UNIT'S RETIREMENT SYSTEM (LGRS) I.D. NUMBER(S): _____

MAILING ADDRESS: _____

CITY: _____ ZIP CODE: _____

NAME OF PERSON TO RECEIVE REPORT: Mr. Ms. (choose one) _____

PHONE #: (_____) _____ TITLE: _____

E-MAIL ADDRESS: _____

On behalf of the employer noted above, we have agreed to engage Cavanaugh Macdonald Consulting, LLC to perform a GASB 75 actuarial valuation of the employer's OPEB Plan. I understand that ***we will be billed directly by Cavanaugh Macdonald Consulting, LLC*** and a copy of the actuarial report will be e-mailed to the person listed above by Cavanaugh Macdonald Consulting. I understand the fee structure is as follows:

GASB No. 74/75 Valuations	
Base Fee	Base Fee
▪ Less than 20 total active and retired participants	\$5,000
▪ 20-49 total active and retired participants	\$6,500
▪ 50-99 total active and retired participants	\$7,800
▪ 100 or more total active and retired participants	\$8,500
▪	+ Plus +
Per Participant Fee	
▪ Less than 50 total active and retired participants	\$5.00
▪ 50-99 total active and retired participants	\$4.50
▪ 100-249 total active and retired participants	\$3.25
▪ 250-499 total active and retired participants	\$2.75
▪ 500 or more total active and retired participants	\$2.50

Interested employers must return this Memorandum of Participation indicating their desire to participate along with all requested data as outlined on the following page. We need to receive all requested information no later than March 15, 2021.

If (1) your plan is not a single employer, defined benefit plan or (2) if your plan has discreetly presented component units or (3) if your plan has a special funding situation, additional fees may apply. Please contact us for a fee quote.

Authorized Signature

Signed this _____ day of _____, 20____.

Should you have questions regarding the information requested in this letter, please contact the OPEB Team via email at (NCOPEB@CavMacConsulting.com) or via phone at (678) 388-1700.



INFORMATION COLLECTION CHECKLIST FOR OPEB REQUEST

EMPLOYER NAME: _____
 UNIT'S RETIREMENT SYSTEM (LGRS) I.D. NUMBER(S): _____

Please provide a completed copy of this checklist to indicate the items being sent and the work being requested. This will help us verify receipt of all information and to be sure nothing was lost in transit.

I. Indicate the work being requested through this agreement (choose all that apply):

- GASB 75 valuation report which will provide information for June 30, 2021 disclosure. This report will use the 6/30/2019 OPEB valuation prepared by Cavanaugh Macdonald as the basis. Liabilities will be re-measured and rolled forward to 6/30/2020.
- Provide additional information related to a split of the liabilities, OPEB expense or proportionate share amounts for the component units. Additional fees will apply based on our hourly rates.

II. Check the boxes below to indicate which items are included in this submission. If multiple submissions are needed because some of the information is not immediately available, please provide an updated checklist with each submission.

- Executed 2019 Memorandum of Participation (MOP)
- Have the plan provisions changed since the prior valuation? Yes No (choose one) If yes, please provide the new plan provision information detailing the new OPEB plan benefits. Please note, the roll forward method mentioned above may not be allowed. If this is the case, we will contact you regarding a full valuation. If a plan change has occurred, additional fees may apply.
- Claims and/or premiums paid for the year ending 6/30/2020 for retirees and their dependents, if any (amounts for active employees should not be reported). We provided a template for your use in collecting this information as an attachment in the data request email. Email us at NCOPEB@CavMacConsulting.com if you need another copy. If the template is not fully completed, additional information may be requested, and delays may occur.

Please note OPEB plans may provide both fully-insured and self-insured benefits. If this is the case for your plan, be sure to provide both types of contribution information. This information should be the gross amounts (total of employer and retiree paid) and receipts for retirees and their dependents (do not include amounts for active employees) for the year ending 6/30/2020.

- The calculation of OPEB Expense includes the "Administrative Cost" for the year. The Administrative Cost reported for this item, if you choose to report any, should be those costs not associated with the direct payment of benefits and not paid from an OPEB trust. Administrative Costs may include professional fees (trust fees, audit fees, actuarial fees, etc.) associated with the administration of the OPEB plan. Note that expenses booked elsewhere or paid from an OPEB Trust should not be included below (to avoid double counting of such expenses). What amount should be included in the OPEB expense?

\$ _____ (enter \$0 or the amount we should use – if blank, \$0 will be assumed)

- Does the Employer plan to establish OPEB assets in a qualified GASB OPEB funding vehicle (i.e., a Trust or Trust like arrangement for the sole purpose of providing OPEB benefits for retirees that cannot be used to pay active health care costs or any other benefits) as of June 30, 2021? Yes No (choose one)

Submit all information to the OPEB Team via email at (NCOPEB@CavMacConsulting.com).

Employer:
Measurement Period:

7/1/2019 - 6/30/2020

Amounts below were NOT paid from the OPEB Trust			
For Fully-Insured Benefits:	Gross Premiums Paid for Retirees & their Dependents		
	Pre-Medicare	Medicare	Total
Medical			-
Prescription Drug (if not included above)			-
Dental/Vision (if not included above)			-
Life Insurance Premiums			-
HRA/HSA Contributions (if not included above)			-
Reimbursement of premiums			-
Other (specify)			-
Total	-	-	-
	Receipts		
	Pre-Medicare	Medicare	Total
Retiree Amounts Paid for Coverage			-
Other (specify)			-
Total	-	-	-
Net Premiums	-	-	-

Amounts below were NOT paid from the OPEB Trust			
For Self-Insured Benefits:	Gross Eligible Claims Paid for Retirees & their Dependents		
	Pre-Medicare	Medicare	Total
Medical			-
Prescription Drug			-
Dental/Vision			-
Life Insurance Payouts			-
Stop Loss Premiums			-
Administrative fees			-
HRA/HSA Contributions (if not included above)			-
Other (specify)			-
Total	-	-	-
	Receipts		
	Pre-Medicare	Medicare	Total
Retiree Amounts Paid for Coverage			-
Stop Loss Reimbursements			-
Other (specify)			-
Total	-	-	-
Net Claims	-	-	-



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

P.O. BOX 45
HERTFORD, NORTH CAROLINA 27944
TELEPHONE: 1-252-426-7550

MARY P. HUNNICUTT
CLERK TO BOARD
W. FRANK HEATH, III
COUNTY MANAGER

WALLACE E. NELSON
CHAIRMAN
FONDELLA A. LEIGH
VICE CHAIR
JOSEPH W. HOFFLER
T. KYLE JONES
ALAN LENNON
CHARLES WOODARD
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

RESOLUTION HONORING JUDGE J.C. COLE ON HIS RETIREMENT

WHEREAS, Judge J.C. Cole moved to Perquimans County in 1983 from New York where he worked as a postal inspector and investigator; and

WHEREAS, Judge Cole attended undergraduate school at Livingstone College where he majored in mathematics; and

WHEREAS, Judge Cole also earned a master's degree in criminal justice and received his law degree from North Carolina Central University School of Law in 1987; and

WHEREAS, Judge Cole practiced law in Perquimans County until his appointment as a District Court Judge in 1994, where he filled out the term of his wife Janice McKenzie Cole who had been appointed United States Attorney; and

WHEREAS, Judge Cole was appointed Superior Court Judge for the 1st District of North Carolina in October of 2009; and

WHEREAS, Judge Cole has been continually elected and has faithfully served in the Judicial branch of this State for almost 30 years; and

WHEREAS, Judge Cole has been recognized for his judicial temperament and his ability to work with young people on giving them a second chance at life; and

WHEREAS, Judge Cole has greatly impacted Perquimans County with his exceptional public service and the positive attitude that he shares with all he comes into contact with;

NOW, THEREFORE, BE IT RESOLVED THAT the Perquimans County Board of Commissioners congratulates Judge J.C. Cole on his retirement from public service as a Superior Court Judge and names the Courtroom in the Historic Perquimans County Courthouse the "J. Carlton Cole Courtroom".

Adopted this 1st day of March, 2021

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

Attest:

Clerk to the Board

SEAL

Perquimans County's Vision:
To be a community of opportunity in which to live, learn, work, prosper and play.

Re: HCCBG Contracts

Frank Heath <frankheath@perquimanscountync.gov>

Tue 2/2/2021 1:26 PM

To: Tracy Mathews <tracymathews@perquimanscountync.gov>; Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Cc: Beverly Gregory <office@pcseniors.org>

That would be great, thanks.

W. Frank Heath, III MPA
Perquimans County Manager
128 N. Church Street
Hertford, NC 27944
(252)426-8484

Perquimans County's Vision: To be a community of opportunity in which to live, learn, work, prosper and play.

From: Tracy Mathews <tracymathews@perquimanscountync.gov>

Sent: Tuesday, February 2, 2021 12:33 PM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>; Frank Heath <frankheath@perquimanscountync.gov>

Cc: Beverly Gregory <office@pcseniors.org>

Subject: Fw: HCCBG Contracts

Good news attached!! Laura called this morning to explain that part of the allocation to ICPTA for FY20/21 has been redistributed to our Senior Center. Attached is the revised agreement to acknowledge this change. The allocation redistribution in this agreement is for \$14,359. She is requesting my signature as well as our board chair. Should we include on the March agenda?

From: Laura Alvarico <lalvarico@accog.org>

Sent: Tuesday, February 2, 2021 9:48 AM

To: Tracy Mathews <tracymathews@perquimanscountync.gov>

Subject: HCCBG Contracts

Tracy,

Attached are the revised contracts. Please let me know if you have any questions. Please sign and secure the Chairman of the BOC's signature.

Thank you in advance! Have a great week.

Laura Alvarico, MBA
Area Agency on Aging Director
Albemarle Commission
512 South Church St.
Hertford, NC 27944
(252) 404-7078- Direct Line
(252) 426- 5753- Albemarle Commission

Home and Community Care Block Grant for Older Adults

DAAS-731 (Rev. 2/16)

County Funding Plan

County Perquimans
July 1, 2020 through June 30, 2021

County Services Summary

Services	A				B	C	D	E	F	G	H	I
	Block Grant Funding				Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimbursement Rate	Projected HCCBG Clients	Projected Total Units
	Access	In-Home	Other	Total								
In Home Level I		13500			1500	15000		15000	852	17.6	4	852
In Home Level II		52286			5810	58096		58096	3301	17.6	14	3301
In Home Level III		10800			1200	12000		12000	632	19	3	632
Transportation Grt.	14360				1596	15956		15956	2224	14.35	30	2224
Congregate Nut.			22337		2482	24819	2482	27301	3309	7.5	35	3309
Home Del. Meals			31910		3546	35456	3224	38680	4298	8.25	35	4298
Senior Center Ops			14359		1595	15954		15954				
					0	0		0				
					0	0		0				
					0	0		0				
					0	0		0				
					0	0		0				
					0	0		0				
					0	0		0				
Total	14360	76586	68606	159552	17728	177291	5706	182987	14616		121	14616

Signature, Chairman, Board of Commissioners _____ Date _____

Home and Community Care Block Grant for Older Adults

Perquimans County Senior Center
 1072 Harvey Point Rd.
 Hertford, NC 27944

County Funding Plan

Provider Services Summary

DAAS-732

County: PERQUIMANS

Budget Period: July 2020 through June 2021

Revision #: Date:

Services	Serv. Delivery (Check One)		A				B	C	D	E	F	G	H	I
	Direct	Purchase	Block Grant Funding				Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimburse Rate*	Projected HCCBG Clients	Projected Total Units
			Access	In-Home	Other	Total								
Senior Center Operation			\$ -	\$ -	\$ 14,359	\$ 14,359	\$ 1,595	\$ 15,954	\$ -	\$ 15,954	2,224	\$ 7.1736	30	2,224
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
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Total			\$ -	\$ -	\$ 14,359	\$ 14,359	\$ 1,595	\$ 15,954	\$ -	\$ 15,954	2,224		30	2,224

*Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate

	ADC	ADHC
Daily Care	\$33.07	\$ 40.00
Administrative		
Proj. Reimbursement Rate	\$33.07	\$ 40.00
Administrative %	0.00%	0.00%

Certification of required minimum local match availability.
 Required local match will be expended simultaneously
 with Block Grant Funding.

X. Randolph Gregory
 Authorized Signature, Title
 Community Service Provider
 1/29/2021
 Date

Signature, County Finance Officer Date Signature, Chairman, Board of Commissioners Date

**ALBEMARLE COMMISSION
SENIOR NUTRITION CONTRACT**

This Agreement entered into as of this first day of January 2021, by and between **PERQUIMANS COUNTY** (hereinafter referred to as Contractor), and the **Albemarle Commission**, (hereinafter referred to as AC), with offices located at 512 South Church St., Hertford, North Carolina, WITNESSETH THAT;

WHEREAS, AC wishes to make available certain services to elderly residents within a service area hereafter described; and,

WHEREAS, the Contractor warrants that it is capable of providing the services hereafter described; and,

WHEREAS, the Contractor desires to assist AC in this endeavor;

NOW, THEREFORE, the parties hereto do agree as follows:

1. Employment of Contractor: AC hereby agrees to engage the Contractor to perform the services hereinafter set forth.
 2. Time of Performance: The services of the Contractor are to commence on **July 1, 2020, and shall be completed by June 30, 2021.**
 3. Scope and location of Services: The Contractor shall do, perform, and carry out in a satisfactory and proper manner, as determined by AC, the agreements and assurances required in the Request for Proposal and the services specified in No. 35—Special Conditions.
 4. Personnel: The Contractor represents that it has, or will secure at its own expenses, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of, or have any contractual relationship with AC. All personnel engaged in the work shall be fully qualified.
- It is understood and agreed that **BEVERLY GREGORY** shall represent the Contractor as Project Manager in the performance of this Agreement. Any change in such Project Manager shall be subject to approval of AC.
5. Compensation: The Contractor and AC expressly understand and agree that in no event will the total compensation and reimbursement paid thereunder by the AC exceed the maximum of **Eleven Thousand Six Hundred and Twenty Eight Dollars and Thirty Six Cent (11,628.36)** for 999 hours of Nutrition Service, and shall constitute full and complete compensation for the Contractor's services hereunder.

6. Reimbursement Rate Per Unit of Service: Albemarle Commission will reimburse the Contractor **\$11.64** for each hour of Nutrition Service served to eligible clients, such units of service being defined in No. 35 – Special Conditions.
7. Reprogramming of Funds: It is understood and agreed that, in the event that the amount of funds received from the North Carolina Division of Aging is reduced, AC may in turn, decrease the total compensation and reimbursement to be paid hereunder and in accordance with Paragraph 14, changes in the Scope of Services.
8. Change of Reimbursement. At its sole discretion, AC may re-negotiate the reimbursement shown in Paragraph 6 of this Agreement. However, in no case will AC increase the overall amount shown in Paragraph 5.

The parties agree they will consider increasing the reimbursement rate only under two circumstances:

- a) Upon a showing by Contractor that actual costs have increased due to factors beyond Contractor's control (e.g., increases in gasoline costs, union settlement on wages, etc.); or
- b) Upon a showing by Contractor that actual costs have increased due to a sudden increase in client load (e.g., due to a disaster). In the event that the reimbursement rate is increased, the total units of service to be delivered will be correspondingly decreased.

The parties further agree that AC shall have the right to decrease the reimbursement rate under any circumstances which show that actual costs are less than projected; including, but not limited to, circumstances in which:

- a) Overall costs of providing service are shown to be less than forecast in the Contractor's original bid for this service; or
 - b) The Contractor fails to document the required cost-sharing, such that the AC reimbursement rate exceeds 100 percent of service costs. In the event the reimbursement rates are decreased, AC may, at its option, increase the total number of units of service to be delivered.
9. Method of Payment: After the first month, Contractor shall submit a monthly report to AC on the number of service units delivered and capital cost through the end of prior month for reimbursement.
 10. Documentation of Expenses: Contractor shall maintain full and complete documentation of all expenses associated with performing the scope of work under the contract. Expenses documentation shall include: time sheets for AC clients; receipts for any supplies purchased for use on this contract; any applicable

subcontract expenditures; and such other documentation necessary to substantiate overall costs of delivering the contracted service (including Contractor contribution as well as amounts reimbursed by AC).

11. Payment by Service Recipient: No individual receiving services under the terms of this Agreement shall be required to pay any part of the cost of the service. However, recipients shall be given the opportunity by the Contractor to make some contribution for the service in a manner approved by the AC.

Contractor shall post a notice in a conspicuous place, stating that no charge is Made for the service, but that contributions will be accepted. Contractor shall furnish envelopes to all clients for confidential contributions. Contractor shall offer a locked box in a convenient location for confidential deposit of envelopes.

12. Cost Sharing: Cost Sharing is any money received by Contractor as a direct result of contract activity. Contractor shall maintain daily records of activity, Contractor shall maintain daily records of activity. Program income shall be used in the same year it is received to provide additional services.

13. Monitoring, Auditing and Reporting: The Contractor agrees to submit to audit by AC, the State of North Carolina, or the federal government for a three year period following final payment under the terms of this Agreement. The Contractor agrees to permit monitoring by AC, its staff and appropriate representatives, and to comply with such reporting procedures as may be established by AC. The Contractor further agrees that all pertinent financial records shall be made available for copying upon request by AC, the state or federal government, or their agents.

It is understood and agreed that the report procedures established by AC may include, but not be limited to, the names and addresses of individuals receiving services under the terms of this contract, with the understanding that no personal information obtained from any individual will be disclosed by AC in a form which allows identification of the individual, without the written consent of the individual.

It is understood and agreed that the report procedures established by AC may also include actual costs incurred per unit of service including both AC costs and contractor contributions.

It is further understood that the agency is responsible to AC for clarifying any audit exceptions that may arise from AC independent audit, the Department of Human Resources audit, or any federally conducted audit. AC requires the Contractor to send a copy of their audit when received from the independent auditors. In addition, contractors are responsible for paying any governmental funds that may be part of the audit exception.

14. Changes: AC may, from time to time, require changes in the Scope of Services to be performed. Such changes, including any increase or decrease in the amount of the Contractor's compensation which is mutually agreed upon between AC and the Contractor, shall be incorporated in written amendments to this Agreement.
15. Termination of Agreement for Cause: If through any cause the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the covenants, agreements or stipulations of this Agreement, AC shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof. The date of notice shall be at least five (5) days before the AC effective date of such termination.

In the event of termination, such data, studies, surveys, drawings, maps and reports prepared by the Contractor shall, at the option of AC, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. Client files of the agency, developed under this contract shall become the property of the AC upon completion and/or termination of this contract.

Notwithstanding the above, the Contractor shall not be relieved of liability to AC by virtue of any breach of the Agreement by the Contractor, and AC may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due AC from the Contractor is determined.

16. Cancellation for Convenience of AC: AC may cancel this Agreement at any time by giving written notice to the Contractor of such cancellation and specifying the effective date of such cancellation. If the Agreement is canceled by AC as provided herein, the Contractor will be paid for work satisfactorily completed.
17. Disputes: Any disputes which arise in the interpretation of this contract shall be resolved in the following manner:
- a) The Contractor shall submit a letter to AC specifying the nature of the dispute asking for resolution of the dispute.
 - b) The Executive Director of the AC will meet with the Contractor to resolve the dispute. The Executive Director of the AC will document the resolution in a letter to the Project Manager.
 - c) If the Contractor is dissatisfied with the resolution of the dispute decided by the AC Executive Director, the Contractor may appeal the Executive Director's decision in writing to the AC Budget and Personnel Committee.

- d) The AC Budget and Personnel Committee will consider the appeal at its next scheduled meeting, which shall occur no less than 10 days following receipt of the written appeal request. The decision of the Budget and Personnel Committee is final.
18. Subcontracting: None of the work or service covered by this Agreement shall be subcontracted without the prior written approval of AC. All approved subcontracts must conform to the applicable requirements set forth in this Agreement and must attach and include by reference Appendix A - Scope of Services.
19. Compliance with Service Standards and Required Procedures: Contractor shall perform the services set forth in this Agreement in compliance with applicable standards and procedures specified in Appendix A - Scope of Services. Contractor further agrees to comply with applicable standards for this service which are, or may be, specified by the North Carolina Division of Aging, any other State of North Carolina agency, the Division of Aging Policy Manual, and the AC Policy Manual.
20. Service Priorities: Contractor shall give priority for service to those older people with the greatest social and economic need. Where the nature of the service allows, Contractor shall make special efforts to serve the moderately impaired, isolated and homebound elderly on a priority basis, as set out in the proposal and as indicated in the service standards established by the Division of Aging.
21. Equal Opportunity and Affirmative Action: In carrying out this contract, Contractor shall deny none of the benefits or services of the program to any eligible recipient on the grounds of age, sex, religion, race, color, handicap, or national origin.

The Contractor also agrees not to discriminate against any employee or applicant for employment because of age, race, color, religion, sex, handicap or national origin. The Contractor shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their age, race, color, religion, sex, handicap, or national origin. Such action shall include, but not be limited to: employment or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

The Contractor shall, in all solicitations or advertisements for employees placed by, or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, handicap, or national origin.

It is further agreed by the Parties that the Contractor shall take affirmative action to solicit subcontractors with or purchases from minority business enterprises as defined in the Public Works Employment Act of 1977, 42 U.S.C. 6705 (f) (2),

where such subcontracting or purchasing, if any, is or may be undertaken under the terms of this Agreement.

22. Confidentiality: Any reports, recipient information, data, or other materials given to, or prepared or assembled by the Contractor under this Agreement which AC requests to be kept confidential, shall not be made available to any individual or organization by the Contractor without prior written approval of AC.
23. Identification of Documents: All reports, maps, and other documents completed as part of this Agreement, other than documents exclusively for internal use within AC, shall carry the following statement on the front cover, or a title page containing the name of AC.
- THE PREPARATION OF THIS (Report, Document, Etc.) WAS FINANCED IN PART THROUGH A FEDERAL GRANT BY THE NORTH CAROLINA DEPARTMENT OF HUMAN RESOURCES, DIVISION OF AGING, UNDER THE PROVISIONS OF TITLE III, OLDER AMERICANS ACT OF 1965, AS AMENDED.
24. Licenses and Permits: Contractor shall maintain all required licenses, permits, bonds, and insurance required for carrying out the services in Appendix A. the Contractor shall notify the AC immediately if any required licenses or other permits are canceled, suspended, or otherwise ineffective. Failure to maintain proper licenses permits, bonds and insurance shall be a basis for AC disallowing all or part of payments under this contract or for termination of this agreement for cause.
25. Insurance: Notwithstanding any other insurance requirements, Contractor shall, within ten (10) days of the effective date of this Agreement, provide AC with a certificate of insurance for public liability insurance in the minimum amount of One Hundred Thousand/Three Hundred Thousand Dollars (\$100,000/\$300,000). If Contractor uses a vehicle in fulfilling its duties under this Agreement, Contractor shall also provide evidence of automobile insurance in the minimum amount of Twenty-Five Thousand/Fifty Thousand Dollars (\$25,000/\$50,000 liability insurance and Fifty Thousand Dollars (\$50,000) property insurance. Failure to provide evidence of insurance shall be deemed an automatic violation of this Agreement and could therefore lead to termination of the Agreement by AC. The Contractor shall hold AC harmless for any damages to the person or property of any individual or organization as the result of the execution of the scope of service to be performed under this Agreement.
26. Conflict of Interest: The Contractor covenants that it presently has no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor further covenants that, in the performance of this Agreement, no person having any such interest shall be employed.

27. Interest of Members of AC and Others: No officer, member, or employee of AC and no member of its governing body, and no other public official of the governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review or approval of this project, shall participate in any decision relating to this Agreement which affects his or her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
28. Officials not to Benefit: No member of or delegate to Congress, or resident commissioner, shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom.
29. Assignability: The Contract shall not assign, sublet, or transfer all or any portion of its interest in this Agreement without the prior written approval of the Agency's Executive Director or his authorized agent.
30. Resources Development: The Contractor shall investigate other agencies and resources providing services to the elderly and shall coordinate its own services to minimize overlap and duplication.
31. Disaster Assistance: In the event that elderly individuals are endangered by the occurrence of a tornado, fire, flood, severe temperature extremes, or other disaster-related situation, the Contractor shall cooperate with requests for assistance from AC on behalf of the elderly individuals.
32. Attendance at AC Meetings: The Contractor, upon request of AC, shall attend any committee or special meeting relating to the project, or staff development training.
33. Participant Input: The Contractor shall, with the assistance of AC, develop a procedure for providing elderly service recipients with an opportunity to assess and evaluate the program. This assessment shall be performed on a regular basis.
34. Applicable Laws, Rules, and Regulations: This contract shall be deemed to have been executed and performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State. In addition, Contractor shall be governed by all applicable Federal, State, and Local rules, regulations and policies.
35. Special Conditions:

Appendix A- CONGREGATE NUTRITION

Service Definition:

The provision of a meal in a group setting.

Unit of Service:

One hour –four hours daily.

Service Objective:

To promote the health and well being of older people through the provision of nutritious meals and opportunities for social and recreational services and access to other services.

Service Activities:

Prepare specific congregate meal site(s) at least 5 days per week for dining.

- Set up tables, chairs, place settings, and table condiments.
- Clean up after meals, washing non-disposable items and dispose of litter and garbage.
- Welcome participants to site.
- Station staff, both paid and volunteers, to keep attendance records and to encourage donations to program.

Food Service:

- Receive meals from caterer or central kitchen, take and record temperatures of all hot and cold food items.
- Prepare food service line for serving meals.
- Supervise portioning of food onto plate by donated and volunteer staff, take food temperatures again immediately before portioning.
- Provide assistance to participants who have difficulty walking or carrying trays.
- Review and maintain records on food quality and quantity.

Coordinate Services:

- Arrange transportation to site for participants.
- Recruit and train volunteers.
- Provide grocery shopping assistance and/or education at least 2 times per month.
- Provide for nutrition education at least 2 times per month.
- Provide for health and social service information at least once per month.
- Provide an exercise program one time per week.
- Provide activities daily.
- Outreach activities will be conducted to identify and attract health impaired, socially and/or economically need persons in need of nutrition services.

Preferred Target Groups: Persons who are health impaired, and who are in need of nutritional supports or those older persons whose independent living arrangements lack

proper facilities for meal preparation. Those persons who are ambulatory, but lack sufficient health and/or motivation to prepare meals regularly.

Locale of Service:

- At an approved public or private community facility with the following characteristics.
- Has been approved by the local health department.
- Has been inspected by the local fire department and meets all local and state fire codes.
- Has been approved in writing by the Area Agency on Aging prior to opening.
- Is in compliance with 504 Regulations.
- Is located near concentrations of preferred target group persons.
- Must have at least 12-14 square feet per person excluding halls, bathrooms, kitchen areas.
- Must be a facility where all eligible persons feel free to visit and will not offend their cultural and ethnic preferences.
- Must have adequate number of tables and chairs appropriate for older adults.
- Must have at least 2 exits which are unlocked during hours of operation.
- Must have adequate parking.
- Must have a safe and appropriate place to mount and dismount from vans or other group transportation vehicles.
- Must be heated during colder months to at least 72° F. while participants are present.
- There must be a "termination of services" policy on file for each participant.

Access to Services:

- Participants will be referred to service by self, friend, neighbor, or a community resource.

Delivery Characteristics:

- Meals shall be served at least 5 days per week at the site.
 - There shall be a feedback mechanism to obtain information on menu preference of participants, and other issues at site.
 - The approved menu shall be publicized one week in advance at the site and shall be identified as the Nutrition Program for the elderly menu and shall specify serving dates.
 - Each meal shall provide at least 1/3 of the current recommended daily dietary allowances Food and Nutrition boards of the National Research Council and shall meet the following meal pattern when plated for each participant.
- a) 2 ounces cooked edible portion of meat, fish, fowl, eggs; cooked dry beans or cheese may be used for a maximum of 4 times per month as substitute for one ounce of meat; textured vegetable protein may only be used as specified in the Division of Aging Manual.

- b) Two, one-half cup servings of vegetables, fruits, and full strength fruit/vegetable juices. There must be one cold source of Vitamin C which provides at least 1/3 RDA of Vitamin C daily.
- c) One serving enriched or whole grain bread, biscuits, rolls, muffins, sandwich buns, cornbread, other hot breads or enriched or whole grain cereals or cereal products such as rice, macaroni, dumplings, pancakes, and waffles.
- d) One teaspoon of butter or fortified margarine in a packaged chip.
- e) One, one-half cup serving of dessert which may be fruit, full strength fruit juice, pudding, gelatin, ice cream, ice milk, sherbet, cake, pie, cookies and similar foods.
- f) One-half pint of fortified whole, skim, or low-fat milk, buttermilk, yogurt, or cheese (3 ozs.).
- g) Fruit or juice used as a dessert may not be counted toward the two servings of vegetables and fruits.
- Contractor shall tell the participants about agency procedures for service, confidentiality, waiting lists, service priorities, complaint and grievance, and other matters germane to the participants' decision to accept service, and about his opportunity to make a voluntary contribution to the program.
 - Every effort shall be made to make the dining room and meals attractive.
 - A completed calendar of site activities and programs must be posted at the beginning of the month.
 - Emergency plans must be developed for each site for medical emergencies and to evacuate the site in case of fire or explosion.
 - The contractor shall provide adequate staff to operate the program including a paid contract manager and a paid site manager for the site.
 - The site manager may be paid from Title III funds for no more than 4 hours per day and shall be responsible for site operations.
 - Must be able to work well with older adults.
 - Must be able to keep accurate records.
 - Must be able to supervise volunteers.
 - The contractor must develop a plan to recruit, orient, train, and recognize volunteers.
 - Minimum orientation and training shall include:

Contract Manager: Administrative procedures, record keeping systems, reporting, food safety.

Site Managers: Site procedures, orientation and training for specific volunteer activities.

All Staff: First aid, cardio-pulmonary resuscitation, physiology of aging, fire/disaster evacuation, shall attend all training required for specific staff categories provided by the Division of Aging and/or Area Agency on Aging.

- All foods must be stored, prepared, held and served in a manner to preserve optimum flavor and appearance, while retaining nutrients and food value.
- Staff serving food must use hygienic techniques and practices in all handling of the food.
- Food temperatures must be maintained at safe levels (hot 140°+, cold 45°-) throughout all processes from storage through serving.
- Contractor must abide by food safety practices required in 10NCAC Section of .0400.

Prohibited Services:

- Cannot provide meals to residents of long-term care facilities, guests, handicapped persons under age 60, adult day care participants and paid staff under age 60 without reimbursement of the full cost of the meal.
- Except on emergency basis, nutrition site(s) may not be closed or combined on a temporary or permanent basis without prior written approval from the Area Agency on Aging.
- May not enter into contracts with profit making organizations without prior written approval from the Area Agency on Aging.

Administrative Requirements:

- Adequate records shall be maintained to document program activities and shall include:
 - participants' intake record
 - participants' attendance records
 - meals served records
 - menu served with substitutions, dates, and justification noted
 - meal receipt/delivery slips
 - program income record
 - employment records including affirmative action documentation
- Shall follow general recognized accounting procedures outlined in CRF Part 74 of all funds including participant contributions.
- All participants' records shall be treated as confidential.
- File all required reports on time.
- Train staff to make appropriate referrals.

Home-Delivered

In administering the Home-Delivered Meals Program, Contractor agrees to appoint or employ a person to do the following duties:

- 1) Recruit, maintain, schedule, and supervise volunteers to deliver meals.
- 2) Order, receive, and check meals received.
- 3) Keep daily records, which will include, but not be limited to:
 - a) Daily Nutrition Service Record
 - b) Required Temperature Reports
 - c) Volunteer Hours Reports
- 4) Receive requests for meals from potential clients.
- 5) Collect all project income per the Consumer Contributions Policy and Procedures.
- 6) Report all legitimate complaints to the Albemarle Commission's Home-Delivered Meals Coordinator.

The Albemarle Commission's Home Delivered Meals Coordinator/Volunteer Administrator will be responsible for:

- a) Supervising in the daily operation of home-delivered meals activities.
- b) Providing whatever assistance and support is necessary to recruit and maintain volunteers, i.e., making presentations to civic or community groups, etc., providing printed material, etc.
- c) Processing all requests for meals, determining eligibility, and making all placements to the program.
- d) Revising and updating delivery routes to reflect additions, deletions, or other changes.

IN WITNESS WHEREOF, AC and the Contractor have executed this Agreement as of the date first above written.

(County)

Albemarle Commission

BY: _____
(Authorized Official)

BY: _____
(Executive Director)

DATE: _____

BY: _____
(Area Agency on Aging Director)

DATE: _____

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(Commission's Finance Officer)



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

P.O. BOX 45
HERTFORD, NORTH CAROLINA 27944
TELEPHONE: 1-252-426-7550

WALLACE E. NELSON
CHAIRMAN
FONDELLA A. LEIGH
VICE CHAIR
JOSEPH W. HOFFLER
T. KYLE JONES
ALAN LENNON
CHARLES WOODARD
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

RESOLUTION AUTHORIZING SALE OF CERTAIN SURPLUS COUNTY PROPERTY

WHEREAS, the Perquimans County Board of Commissioners desires to dispose of certain surplus property of the County:

NOW, THEREFORE, BE IT RESOLVED by the Perquimans County Board of Commissioners that:

1. The following described personal property is hereby declared to be surplus to the needs of the County:

- 13 – RAM Tough Tray Mounts
- 7 – Motorola Handheld Radios and accessories (see attached list)

2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sale these surplus items on GovDeals.

3. The County reserves the right to reject any or all bids and decide not to sell the property at any time during this process.

4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be published once in a newspaper having general circulation in the County and place it on the County's website. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 1st day of March, 2021.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

SURPLUS EQUIPMENT FOR SHERIFF'S DEPARTMENT

No. Items	Description	Model #	Serial #	Condition
4	A2 Impact Radio Mics (ear pieces)	AT-2		Like New
2	Motorola Lapel Mics No. 1 Mic No. 2 Mic	PMMN4027A HMN9052B		Used Used
7	Motorola Handheld Radios No. 1 EX600 XLS Radio (PQ Property #003124) No. 2 EX500 Radio (PQ Property #003121) No. 3 HT1250 Radio (PQ Property #02182) No. 4 HT1250 Radio (PQ Property #02188) No. 5 HT1250 Radio (PQ Property #02180) No. 6 HT1250 Radio (PQ Property #02181) No. 7 HT1250 Radio (PQ Property #02179)	AAH38SDH9DU6AN	004HFGB439 004HEL0528 749TAN2339 749TDG1162 749TAN3259 749TAN2347 749TAN2353	Used Used - needs antenna Used - needs antenna Used Used Used - needs top buttons replaced Used - needs top buttons replaced
4	Motorola Car Charges (AC plugs)	#RLN4884B #RLN4884B #RLN4884B RLN6434B1912		Used Used Used Used
7	Motorola Free Standing Radio Chargers	HTN9000B HTN9000B HTN9000B HTN9000B HTN9000B HTN9000D HTN9000D		Used Used Used Used Used Used - missing AC Adapters Used - missing AC Adapters



**A PROCLAMATION PROCLAIMING MARCH 2021 AS THE
19th ANNUAL MARCH FOR MEALS MONTH**

WHEREAS, on March 22, 1972, President Richard Nixon signed into law a measure that amended the Older Americans Act of 1965 and established a national nutrition program for seniors 60 years and older; and

WHEREAS, Meals on Wheels America established the March for Meals campaign in March 2002 to recognize the historic month, the importance of the Older Americans Act Nutrition Programs, both congregate and home-delivered, and raise awareness about the escalating problem of senior hunger in America; and

WHEREAS, the 2021 observance of March for Meals celebrates 19 years of providing an opportunity to support Meals on Wheels programs that deliver vital and critical services by donating, volunteering and raising awareness about senior hunger and isolation; and

WHEREAS, Meals on Wheels programs -- both congregate and home-delivered, in **Perquimans County**, North Carolina have served our communities admirably for more than 20 years; and

WHEREAS, volunteers for Meals on Wheels programs in **Perquimans County**, North Carolina are the backbone of the program and they not only deliver nutritious meals to seniors and individuals with disabilities who are at significant risk of hunger and isolation, but also caring concern and attention to their welfare; and

WHEREAS, Meals on Wheels programs in **Perquimans County**, North Carolina provide nutritious meals to seniors that help them maintain their health and independence, thereby preventing unnecessary falls, hospitalizations and/or premature institutionalization; and

WHEREAS, Meals on Wheels programs in **Perquimans County**, North Carolina provide a powerful opportunity for social connection for millions of seniors to help combat the negative health effects and economic consequences of loneliness and isolation; and

WHEREAS, Meals on Wheels programs in **Perquimans County**, North Carolina deserve recognition for the heroic contributions and essential services they have provided amid the COVID-19 pandemic and will continue to provide to local communities, our State and our Nation long after it is over.

NOW, THEREFORE, we, as the Board of Commissioners of **Perquimans County**, North Carolina do hereby proclaim March 2021 as the 19th Annual March for Meals Month and urge every citizen to take this month to honor our Meals on Wheels programs, the seniors they serve and the volunteers who care for them. Our recognition of, and involvement in, the national 2021 March for Meals can enrich our entire community and help combat senior hunger and isolation in America.

Dated this 1st day of March, 2021.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Clerk to the Board

SEAL

Perquimans County acquired ownership of 407 Cox Avenue, Hertford, NC, Parcel Number 3-0040-44407-H through a tax foreclosure sale effectuated on May 29, 2018 by the deed recorded in Book 476, Page 820 of the Perquimans County Registry. Perquimans County is offering the property for sale and will accept sealed bids until January 15, 2021. The bids should be submitted in person to the Perquimans County Manager's Office located at 128 N. Church Street, Hertford, NC 27944. The minimum bid amount for the property is \$8,391.65. Bids will be opened on January 18, 2021 at 9:00 a.m. in the County Manager's Office. Any inquiries should be direct to the County Manager's Office at (252) 426-8484.

Recommendations

Planning Board unanimously found proposed CUP-21-01 to be consistent and in harmony with the existing development pattern around 795 Burnt Mill Road and recommended approval of its draft conditional use permit as presented. Planning Staff believes the substation, as proposed may be developed in compliance with Zoning Ordinance Section 907.25.

Suggested Motions – Recommendations – Actions: The Draft CUP, if adopted by the BCC, must contain conditions included by the BCC’s motion, if so moved.

The BCC is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of each proposed CUP, as follows:

SUGGESTED ACTION TO APPROVE:

- 1) **MOTION TO FIND PROPOSED CONDITIONAL USE PERMIT NO. CUP-21-01** to be consistent and in harmony with the existing development pattern around 795 Burnt Mill Road, Hertford, NC; **and** to approve of the Conditional Use Permit for the Albemarle Electric Membership Corporation public utility substation; zoned RA, Rural Agriculture District, also known as Tax Parcel Number 2-0070-0056E as presented (**or conditioned upon revise, add or delete from list of conditions contained in the DRAFT Conditional Use Permit**), adopting Findings to support the motion (see Table, below).

SUGGESTED ACTION TO DENY: Motion to deny Application No. CUP-21-01, and adopting Findings to support the motion would utilize the above-noted motion stated in the negative tense.

TABLE OF FINDINGS for CUP No. CUP-21-01: AEMC Public Utility Substation	
Motion to approve finds:	Motion to deny finds:
1) That the CUP will <u>not</u> materially endanger the public health or safety if located according to the plan submitted and approved.	1) That the CUP <u>will</u> materially endanger the public health or safety if located according to the plan submitted and approved.
2) That the use <u>meets</u> the required conditions and specifications.	2) That the use does <u>not</u> meet the required conditions and specifications.
3) That the use will <u>not</u> substantially injure the value of adjoining or abutting property, or that the use is a public necessity.	3) That the use <u>will</u> substantially injure the value of adjoining or abutting property, or that the use is not a public necessity.
4) That the location and character of the use, if developed according to the plan as submitted and approved, <u>will</u> be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.	4) That the location and character of the use, if developed according to the plan as submitted and approved, <u>will not</u> be in harmony with the area in which it is to be located and will not be in general conformity with the Perquimans County Land Use Plan.

Recommendations

Planning Board unanimously found proposed CUP-21-02 to be consistent and in harmony with the existing development pattern around 200 Cedarwood Blvd. and recommended approval of its draft conditional use permit with the added condition that the outside play-area fence must meet the criteria of Cedarwood Village covenants, which was added to number 11 on page 3 in the proposed CUP. Planning Staff believes the child daycare Home Occupation, as proposed may be developed in compliance with Zoning Ordinance Sections 907.17 and 907.22.

Suggested Motions – Recommendations – Actions: The Draft CUP, if adopted by the BCC, must contain conditions included by the BCC's motion, if so moved.

The BCC is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of each proposed CUP, as follows:

SUGGESTED ACTION TO APPROVE:

- 1) **MOTION TO FIND PROPOSED CONDITIONAL USE PERMIT NO. CUP-21-02** to be consistent and in harmony with the existing development pattern around 200 Cedarwood Blvd., Hertford, NC; **and** to approve of the Conditional Use Permit for a child daycare Home Occupation; zoned RA-43, Residential & Agricultural District, also known as Tax Parcel Number 4-D036-1009-CWI as presented (**or conditioned upon revise, add or delete from list of conditions contained in the DRAFT Conditional Use Permit**), adopting Findings to support the motion (see Table, below).

SUGGESTED ACTION TO DENY: Motion to deny Application No. CUP-21-02, and adopting Findings to support the motion would utilize the above-noted motions stated in the negative tense.

TABLE OF FINDINGS for CUP No. CUP-21-02: Child Daycare Home Occupation	
Motion to approve finds:	Motion to deny finds:
1) That the CUP will <u>not</u> materially endanger the public health or safety if located according to the plan submitted and approved.	1) That the CUP <u>will</u> materially endanger the public health or safety if located according to the plan submitted and approved.
2) That the use <u>meets</u> the required conditions and specifications.	2) That the use does <u>not</u> meet the required conditions and specifications.
3) That the use will <u>not</u> substantially injure the value of adjoining or abutting property, or that the use is a public necessity.	3) That the use <u>will</u> substantially injure the value of adjoining or abutting property, or that the use is not a public necessity.
4) That the location and character of the use, if developed according to the plan as submitted and approved, <u>will</u> be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.	4) That the location and character of the use, if developed according to the plan as submitted and approved, <u>will not</u> be in harmony with the area in which it is to be located and will not be in general conformity with the Perquimans County Land Use Plan.

ATTACHMENTS: 1) Applicant's CUP Application and Site Plan;
2) Draft Conditional Use Permit No. CUP-21-02

Recommendations

Planning Board voted unanimously that rezoning is consistent and in harmony with the County Comprehensive Land Use Plan existing development pattern. They voted unanimously to recommend approval of Rezoning Request (PUD)REZ-20-01 to rezone from RA-15, Residential & Agricultural to PUD(CUD), Planned Unit Development Conditional Use District. Planning Board voted unanimously to recommend approval of proposed Conditional Use Permit No. (PUD)REZ-20-01, requested by Albemarle Plantation Holdings II, LLC for +/- 54.5 acres encompassing tax parcel numbers 2-0082-0006 and 2-0082-0027A, conditioned upon adding Stormwater condition #8 requiring the applicant to consult with Albemarle Plantation Property Owner's Association to keep the drainage ditches clear for neighboring residents.

Planning staff believes the PUD(CUD), as proposed, may be rezoned and developed in compliance with Zoning Ordinance Articles 13, 15 and 23 rules and guidelines if water and wastewater use is approached slowly and cautiously in cooperation with County staff and with good engineering numbers at each step of the way. Staff recommends a minimum 50 foot perimeter buffer of naturally existing woodland on the east side of the property next to the Woodside II housing section since 20 feet is only the width of one Crepe Myrtle or Redbud. Staff reminds the Boards to give a reason 'why' the rezoning is or is not consistent and in harmony with the surrounding area.

Suggested Motions for Part a:

The Planning Board is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of Rezoning Request (PUD) REZ-20-01, as follows:

Step 1: PUD(CUD) Zoning Map Amendment

1) **Motion to find proposed Rezoning No. (PUD) REZ-20-01(a) to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern because** *(explain why)*;

Example why consistent: The proposed PUD area of map Exhibit IX-B, 'Projected Future Land Use Unincorporated Portions of Perquimans County', shows the parcels as 'Residential' and the CAMA Land Use Plan (LUP) Future Land Use Compatibility Matrix on page IX-35 allows a Planned Unit Development (PUD) to contain "any combination of uses, permitted and conditional" without requiring a minimum lot size.

Example why NOT consistent: The proposed PUD area of map Exhibit IX-B, 'Projected Future Land Use Unincorporated Portions of Perquimans County', shows the land use classification as "Residential", but without the red dotted line that depicts a future PUD.

2) **Motion to approve Rezoning Request (PUD)REZ-20-01(a)**, to rezone from RA-15, Residential & Agricultural to PUD(CUD), Planned Unit Development Conditional Use District, the +/- 54.5 acre property located at Tax Parcel numbers 2-0082-0006 and 2-0082-0027A , adopting Policy Guidelines to support the motion (see Table, below).

Suggested action to Deny: Motions to deny Rezoning No.(PUD) REZ-20-01(a), and adopting Policy Guidelines to support the motion (see Table, below) would utilize both of the above-noted motions stated in the negative tense.

TABLE OF SECTION 1302 POLICY GUIDELINES Proposed Rezoning Request No. (PUD)REZ-20-01(a) Cole Tract, Planned Unit Development, Alb. Plan. Phase 3	
Motion to approve finds:	Motion to deny finds:
1)The proposal <u>will</u> place all property similarly situated in the same category, or in appropriate complementary categories.	1) The proposal will <u>NOT</u> place all property similarly situated in the same category, or in appropriate complementary categories.
2) There <u>is</u> convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.	2) There is <u>NOT</u> convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.

Motion to approve finds:	Motion to deny finds:
3) There <u>is</u> convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).	3) There is <u>NOT</u> convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).
4) There <u>is</u> convincing demonstration that the character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change.	4) There is <u>NOT</u> convincing demonstration that the character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change.
5) The proposed change <u>is</u> in accord with the Land Use Plan and sound planning principles.	5) The proposed change is <u>NOT</u> in accord with the Land Use Plan and sound planning principles.

Suggested Motion for Part b:

The Planning Board is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of each proposed CUP, as follows:

Step 2: PUD(CUD) Conditional Use Permit

1) **Motion to approve Conditional Use Permit No. (PUD)REZ-20-01(b)**, requested by Albemarle Plantation Holdings II, LLC for a Planned Unit Development Conditional Use District, on +/- 54.5 acres located at Tax Parcel numbers 2-0082-0006 and 2-0082-0027A conditioned upon (revise, add or delete from list of conditions contained in the DRAFT Conditional Use Permit), adopting Findings to support the motion (see Table, below).

Suggested action to DENY: Motion to **deny** CUP No. (PUD)REZ-20-01(b), and adopting Findings to support the motion would utilize the above-noted motion stated in the negative tense.

Per County Zoning Ordinance Article 15: Planned Unit Developments (PUDs)

TABLE OF FINDINGS for Proposed CUP No. (PUD)REZ-20-01(b): Cole Tract, Planned Unit Development, Alb. Plan. Phase 3	
Motion to approve finds:	Motion to deny finds:
1) That the PUD will <u>not</u> materially endanger the public health or safety if developed according to the plan submitted and recommended.	1) That the PUD <u>will</u> materially endanger the public health or safety if developed according to the plan submitted.
2) That all uses approved <u>meet</u> the required conditions and specifications.	2) That all uses do <u>not</u> meet the required conditions and specifications.
3) That the PUD will <u>not</u> substantially injure the value of adjoining or abutting properties, or that the approved uses are public necessities.	3) That the PUD <u>will</u> substantially injure the value of adjoining or abutting properties, or that the uses are <u>not</u> public necessities.
4) That the location and character of the PUD, if developed according to the plan, <u>will</u> be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.	4) That the location and character of the PUD, if developed according to the plan, <u>will not</u> be in harmony with the area in which it is to be located and may not be in general conformity with the Perquimans County Land Use Plan.

ATTACHMENTS: 1) Applicant's CUD Application including Master Plan;
2) Draft Conditional Use Permit No. (PUD) REZ-20-01

**Perquimans County Planning & Zoning Staff Report
by Rhonda Money, Planner
For BCC Meeting March 1, 2021**

Review Preliminary Plat of Albemarle Plantation Cole Tract, subdivision at the intersection of Mathews Rd and Pasquotank Blvd. The sketch plat is the master plan of the proposed (PUD)REZ-20-01 which has been reviewed immediately prior to this review.

PROCEDURAL ISSUES

Potential Schedule for Review: Planning Board Reviewed the preliminary plat Feb. 9th which allows it to go to the Board of County Commissioners March 1, 2021.

PROJECT REVIEW

Background: It is currently 2 parcels zoned RA-15 and is in the process of requesting to be rezoned to PUD(CUD). Tax parcels 2-0082-0006 plus 2-0082-0027A together equal 54.47 acres. They are currently undeveloped with approximately 21 acres of natural woods and the remainder as open field. Known collectively as the Cole Tract, this was planned to be an 87 lot subdivision in 2011 called Waterleaf.

Where to Look: Subdivision Regulations, Section 305 through 305.4 relate to preliminary plat review. Section 305.1 and 306.7 are checklists. Albemarle Plantation Cole Tract Preliminary Plat may be checked for compliance with the Subdivision Regulation sections and its proposed PUD Conditional Use Permit. (Checklists are attached)

Per Subdivision Regulations Section 403 (A) 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 authorities.

Review Notes:

- The proposed Planned Unit Development (PUD) Conditional Use Permit being reviewed immediately prior to this has conditions that require documents/studies to take place prior to final plat that may have been required prior to preliminary plat in the past, such as a letter of applicability of a Storm Water Drainage Plan from NCDEQ.
- Applicant has submitted a NCDEQ Letter of Approval with Modifications for 20 acres of the 54 acre tract.
- Preliminary Plat General Notes #10 on sheet 1 of 6 lists a 20 foot wide permanent vegetated buffer that may need to be widened depending on proposed CUP approval immediately prior to this review.

- Proposed CUP section E(3) requires a minimum of 6 inch diameter lines and the Preliminary Plat proposes larger 8 inch lines on sheet 6 of 6.
- Preliminary Plat shows 95 lots as proposed in Master Plan sketch.
- No Environmental Impact Statement has been deemed necessary by applicant, staff or Planning Board.
- Per Subdivision Regulations section 306 "A final plat for the first phase of subdivision shall be submitted not more than twenty-four (24) months after the date on which the preliminary plat was approved" unless a written extension is requested by the applicant and granted by the BCC.

Regulations On Reverse Frontage Lots:

- Subdivision Regs. Section 402(A)(9) Access Roads "...If reverse frontage is required, then the subdivider shall be required to provide a ten-foot (10') easement parallel and adjacent to the right-of-way of the highway. Such easement shall be restricted to the planting of trees or shrubs for screening purpose and shall be in addition to all other easements required by this ordinance."
- Section 402(B)(6) Double frontage and reverse frontage lots shall be avoided, except where required to separate residential development from through traffic.

* * *

SUGGESTED MOTIONS – RECOMMENDATIONS – ACTIONS:

Planning Board unanimously voted to approve the plat as presented. By meeting the section 305.1 and 306.7 checklists, staff believes the preliminary plat is in compliance.

SUGGESTED MOTION TO RECOMMEND APPROVAL: Motion to recommend to the BCC approval of Albemarle Plantation Cole Tract Preliminary Plat.

MOTION TO RECOMMEND DENIAL: Motion to recommend to the BCC denial of Albemarle Plantation Cole Tract Preliminary Plat.

ATTACHMENTS: 1) Preliminary plat

- plats be utilized.
12. Administrative Fees: Administrative fees charged in connection with the submission of sketch design plans are set by the Board of County Commissioners in a separate fee schedule.
 13. Certificates Required: No certificates must be provided in connection with the submission of sketch design plans.
 14. Sketch Design Plan Review Procedure: The Planning Board shall review the sketch design plan for general compliance with the requirements of this regulation. The Planning Board shall advise the subdivider or his authorized agent of the regulations pertaining to the proposed subdivision and the procedures to be followed in the preparation and submission of the preliminary and final plats. This review shall in no way be construed as constituting an official action of approval for recording of the subdivision by the Planning Board or Perquimans County Board of Commissioners as required by this regulation.
 15. Disposition of Copies: Three (3) copies shall be retained as part of the minutes of the Planning Board, with the other copy being returned to the subdivider or his authorized agent.

Section 305 Preliminary Plat Review

- A. General: The subdivider shall submit eight (8) copies of the preliminary plat and any supplementary material to the Subdivision Review Officer at least twenty days prior to the regularly scheduled Technical Review Committee (TRC) meeting at which said plat is to be considered by the TRC. Upon submission of the preliminary plat for processing, the subdivider shall pay a processing fee to Perquimans County in an amount set by the Board of County Commissioners in a separate fee schedule.

Section 305.1 Preliminary Plat Requirements

The Preliminary Plat shall depict or contain the following information:

- 1) The preliminary plat shall be at a scale of one hundred feet to one inch or larger and will be drawn in ink on a sheet of drafting film which is 16 1/2" x 20" in size.
- 2) The location of existing and platted property lines, streets, buildings, water courses, railroads, transmission lines, sewer, bridges, culverts and drain pipes, water mains, city and county lines (if adjoining) and any public utility easements.
- 3) Boundaries of tract shown with bearings and distances.
- 4) Wooded areas, marshes, and any other conditions affecting the site.
- 5) Names of adjoining property owners or subdivisions.

- 6) Zoning classification, if any, both on the land to be subdivided and on adjoining land.
- 7) Proposed streets, street names, rights-of-way, roadway widths, and approximate grades.
- 8) The plans for proposed utility layouts (sewer, water, gas, electricity) showing connections to existing systems or plans for individual water supply, sewage disposal, storm drainage, etc.
- 9) Other proposed rights-of-way or easements; locations, widths, and purposes.
- 10) Proposed lot lines, lot and block or section numbers or letters, and approximate dimensions.
- 11) Proposed minimum building setback lines.
- 12) Contour lines with elevation intervals of two feet. Contours of less than two feet may be required by the Planning Board. The 100 year flood plain contour shall be labeled and clearly indicated with a bolder thicker line.
- 13) Proposed parks, school sites, or other public open spaces, if any.
- 14) Title, date, north point and graphic scale.
- 15) Name of owner, surveyor or land planner.
- 16) Site data
 - a) Acreage in total tract
 - b) Acreage in parks or other land usage
 - c) Total number of lots
 - d) Lineal feet in streets
- 17) Sketch vicinity map showing relationship between subdivision and surrounding area, adopted thoroughfare plan, 100 year flood plain, areas of environmental concern, and land classification map. (Note: Information pertaining to the last four items may be obtained from the Tax Supervisor's Office.)
- 18) Environmental Impact Statement

Pursuant to Chapter 119 of the North Carolina General Statutes, the Planning Board may require the subdivider to submit an environmental impact statement with his preliminary plat if:

- a) The development exceeds 10 acres in area, and
- b) If the Board deems it necessary due to the nature of the land to be subdivided, or peculiarities in the proposed layout.

Section 305.2. Public Water Service Requirements

All subdivisions (minor or major) that front or abut on a public road or street shall be required to connect to a public water system.

In the case of major subdivisions, the subdivider shall construct a water system and connect it to the system owned and operated by Perquimans County, subject to the following conditions:

- 1) Construction plans for the proposed system shall be prepared by a registered engineer, materials and construction to be in accordance with the specifications for the Perquimans County Water System as prepared by the County Engineer, and submitted with the preliminary plat for approval by the Planning Board, County Water Supervisor and the appropriate State Agencies.
- 2) The cost of the construction, connection and approval of the subdivision water system shall be paid by the subdivider.
- 3) All water mains, laterals, meter box and casement shall be dedicated to the County Water system. Water lines shall be installed on the street right-of-way where possible.
- 4) All water mains constructed to serve the subdivision will be a minimum of 6" diameter, unless specified otherwise by the County Engineer.

The Perquimans County Planning Board and/or the Perquimans County Board of Commissioners may, in consultation with the County's Engineer and the Technical Review Committee, determine that certain improvements will be required for the County Water System due to the projected consumption of water when all proposed subdivision lots are connected to the Perquimans County Water System. The Perquimans County Board of Commissioners will require the Developers to make and pay for those improvements. The County Engineer will be the selected Engineer for the Construction Project unless otherwise approved by the Board of County Commissioners. The Engineer's Fee will be paid for by the Developer in an amount set by the Board of County Commissioners in a separate fee schedule.

Section 306.7 Plat Requirement Checklists

<u>INFORMATION REQUIRED</u>	<u>Sketch Plat</u>	<u>Preliminary Plat</u>	<u>Final Plat</u>
The name of the subdivision	X	X	X
A sketch vicinity map showing the relationship between the proposed subdivision and surrounding area at an appropriate scale		X	X
Total acreage of tract to be subdivided with the location of previously subdivided lots within the tract		X	X
A topographic map showing vertical contours every two (2) feet or less (only 25 lots or more)		X	X
Name of township, county and state in which the subdivision is located	X	X	X
Corporate limits, township boundaries, county lines, if on the subdivision tract	X	X	X
The names and addresses of all owners, registered surveyors, land planners, and professional engineers responsible for the subdivision		X	X
The registration numbers and seals of the professional engineers and registered surveyors			X
Date of survey plat preparation		X	X
Scale denoted both graphically and numerically		X	X
An accurately positioned north arrow tied into the North Carolina Grid System if within 2,000 feet of a monument		X	X
The exact boundary lines of the tract to be subdivided, fully dimensioned by lengths and bearings, and the location of			

<u>INFORMATION REQUIRED</u>	<u>Sketch Plat</u>	<u>Preliminary Plat</u>	<u>Final Plat</u>
existing boundary lines of adjoining lands			X
The names of adjoining property owners	X	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 names of any adjoining subdivisions of record or proposed and under review		X	X
Minimum building setback lines		X	X
Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, lot line, boundary line, block line, and building whether curved or straight. This should include the radius central angle, and tangent distance for the center line of curved streets and curved property lines that are not boundaries of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.			X
The blocks numbered consecutively throughout subdivision and the lots numbered consecutively throughout each block, square feet of each lot so indicated	X	X	X
Wooded areas, wetlands, rock outcrops, ponds or lakes, streams or stream beds and any other natural features affecting the site, including the location of known areas subject to flooding	X	X	X
Proposed roadways, existing and platted streets on adjoining properties and in proposed subdivision, right-of-way, pavement widths, approximate grades, design			

<u>INFORMATION REQUIRED</u>	<u>Sketch Plat</u>	<u>Preliminary Plat</u>	<u>Final Plat</u>
and engineering data for all corners and curves and typical street cross sections		X	X
Street names		X	X
The location and dimensions of all rights-of-way, utility or other easements		X	X
The plans for utility layouts including sanitary sewers, storm sewers, water distribution lines, natural gas, telephone and electric service or plans for individual water supply systems and sewerage disposal systems		X	X
Provide maintenance of street guarantees until acceptance by NCDOT			X
Bench mark elevation established on the top of all fire hydrants within the subdivision and noted on the drainage plan.			X
Payment for plat application fees		X	X
Letter of tentative approval of water supply and sewage disposal plans by appropriate county and state authorities		X	
Improvement Certificate of approval for water and sewage systems by appropriate county and state authorities			X
Letter of applicability of a Storm Water Drainage Plan from the Division of Environmental Management		X	
Certificate of approval from the Department of Transportation as to proposed roadway alignment and construction		X	
Certificate of approval from the Department of Transportation stating			

<u>INFORMATION REQUIRED</u>	<u>Sketch Plat</u>	<u>Preliminary Plat</u>	<u>Final Plat</u>
whether the new roadway is constructed to appropriate state standards			X
A copy of any deed restrictions or similar covenants, including, but not limited to, road maintenance requirements		X	X
The accurate locations and descriptions of all monuments, markers, and control points			X
Any other information considered by either the subdivider, Subdivision Review Officer, Planning Board or Board of Commissioners to be pertinent to the review of the plat		X	X
Letter from the Land Quality Section, Division of Land Resources approving the Sedimentation and Erosion Control Plan if required by state law		X	X

Section 107 Technical Review Committee

There is hereby created a Technical Review Committee (TRC) consisting of the County Planner, County GIS Coordinator, County Building Inspection representative, County Manager, County Health Department representative, County Water Department Superintendent, County Emergency Management Director, County Schools Superintendent or representative, Natural Resources Conservation Service representative, and Planning Board representative. Depending upon the specific aspects of a development proposal, additional members of the TRC may include representatives of the following agencies:

- 1) The District Highway Engineer as to proposed streets, highways, and drainage systems;
- 2) Such other agencies and officials as the County Planning Board and/or County Board of Commissioners may deem, from time to time, necessary or desirable;
- 3) The Land Quality Section, Division of Land Resources as to sedimentation and erosion control for review and recommendation;



Perquimans County, North Carolina
APPLICATION FOR MAJOR SUBDIVISION

This section to be completed by County:

Date Received: 11-30-2020 Received by: RM Date Completed: _____
Confirmed by: _____ Tax Parcel Map Nos.: 2-0082-0006 & -0027A
Proposed number of lots: 95 (including residual parcel, if any).
Remind applicant to request ARHS's preliminary approval of any residual lot when applying for septic tank permit for proposed lot(s).

Proposed Major Subdivision Name: Albemarle Plantation - Phase 3 - Cole Tract
Location/Street Address: 163 Matthews Road, Bethel Twp. (Century Link's address) RM.
Tax Map Number(s): 2-0082-0006 and 2-0082-0027A
Size of Property (Acreage): 54.5 Ac.
Dimensions of Property: Please refer to attached boundary survey
Zoning District Designation(s): RA-15 (asking for P.U.D.)
Future Land Use Map Designation(s): Residential
Proposed number of lots: 95
Type of water system proposed: County Water System
Type of sewage system proposed: Connection to central sewer system
Ownership of the property is evidenced by attached deed recorded in Real Estate Book 483, Page 165 OR Will File Number _____ in the Perquimans County Registry.

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

DAVID KLEBITZ FOR BFG HL [Signature] 11-30-2020
Printed Name and Signature of Owner or Authorized Applicant* Date

Printed Name and Signature of Owner or Authorized Applicant* Date

Mailing Address: 11675 Rainwater Dr., Ste. 210, Alpharetta, GA 30009

Home Phone: (910) 279-4489 ; Fax: (252) 261-1760 ; E-mail: bmasters@preservecommunities.com

*Owner's Authorization Form must be attached if Applicant is not the Owner

NAME AND ADDRESS OF PERSON TO RECEIVE ALL CORRESPONDENCE
REGARDING THIS APPLICATION:

Name: Robert Masters Mark Brambell Mark Bissell bmasters@preservecommunities.com
Mailing Address: 7900 Flipflop Lane, Wilmington, NC 23409 mbrambell@preservecommunities.com
Phone: (910) 279-4489 ; Fax: (252) 261-1760 ; E-mail: mark@bissellprofessionalgroup.com

PAGE 2: CHECKLIST OF INFORMATION AND ITEMS NEEDED

The number of Preliminary Plats and specific Construction Drawings will be determined by Planning & Zoning staff prior to Applicant's submittal of Application Form and other materials. To demonstrate compliance with the Perquimans County Subdivision Regulations, attach all information stipulated in Article III for the applicable stage of review (Sketch Plan Review, or Preliminary Plats/Construction Plan Review, or Final Plat Review), together with the following materials, information and fees:

- Application Form and Owner's Authorization Form (if applicable).
- Boundary Survey with appropriate Certification Statements (and references to residual parcels, if any - see Note #1, below).
- My (our) ownership of parent tract is evidenced by attached deed recorded in Real Estate Book 483, Page 165 OR Will File Number _____.
- My (our) parent tract is known as Township No. 2, Map No. 82, Parcel No. 6 + 27a
- Size of Parent Tract: 54.5 acres; Linear footage width (street frontage): 1600' +/-; and depth (from front property line to rear property line) of parent tract: 1500' +/-.
- Proposed water system improvements: waterline extension
Water availability: Perquimans County
- Proposed sewage system: Albemarle Utility Company (per Section 402B)(4), attach copy of approvals issued by Albemarle Regional Health Services (ARHS) or letter of availability for public sewer as applicable; include review of any "residual" parcel;
- Proposed drainage improvements: Series of ponds, culverts and swales
(attach applicable permits to construct issued by other agencies).
- Disclosure statement referencing Section 402(11)f), (19) and (20) of the Perquimans County Subdivision Regulations regarding grading, drainage and erosion control.

This section to be completed by County:

- Review and consultation with Technical Review Committee scheduled on 12-21-2020.
- Other (specify): _____
- ^{CHK # 1556 RECEIPT # 930702} Applicable fees due at the time of plan submittal: \$100.00 + \$15.00 per lot. 100 + 1425 = 1525
- Applicable fees due before plat recordation: \$2,500 per lot for Major Subdivision Lots.

NOTES:

- (1) Any lot of less than 10 acres, including any residual parcel, must obtain a certificate from the Health Department stating whether or not septic systems may be approved for the lot(s); and
- (2) All lots subdivided from a tract since December 31, 1998 shall be included in determining when the four lot maximum has been reached under the Minor Subdivision process, and when the Major Subdivision procedures apply. The construction or installation of infrastructure requires processing as a Major Subdivision even when there are less than four lots being created from the parent tract.
- (3) See County Subdivision Regulations, Article III, Section 306.7, for information required on (1) Sketch Design Plat and (2) Preliminary Plat / Construction Drawings and (3) Final Plat.

From: Bobby Masters bmasters@preservecommunities.com
Subject: MS App Auth Form.pdf
Date: November 29, 2020 at 12:50 PM
To: Robin Masters mast6383@jellsouth.net

Sent from my iPhone

OWNER'S AUTHORIZATION FORM

NOTE: IF THE APPLICANT(S) REQUESTING A MAJOR SUBDIVISION FOR A PARTICULAR PIECE OF PROPERTY IS/ARE NOT THE ACTUAL OWNER OF THE PROPERTY, THE ACTUAL OWNER MUST COMPLETE THIS FORM. IF THE PERSON WHO IS REQUESTING A MAJOR SUBDIVISION IS THE OWNER, PLEASE DISREGARD THIS FORM.

Bessel Professional Group (BPG, Inc.) is hereby authorized TO ACT AS AGENT ON BEHALF OF Albemarle Plantation Holdings II, LLC, the Owner(s) of those lands described within the attached Application, and as described in the attached deed or other such proof of ownership as may be required, in applying to Perquimans County, North Carolina, to appear with my (our) consent before the Perquimans County Board of Commissioners and Planning Board in order to request a Major Subdivision at this location. If there are any questions, I may be contacted at address: 7900 Flip Flop Lane, Wilmington, NC 28409 or by telephone at (910) 742-6716.

BY: Robert F. Masters 11/29/20
Signature of Owner Date
ROBERT F MASTERS
Print Name

Signature of Owner Date

Print Name

State of North Carolina
County of New Hanover

Signed and sworn before me on this 29th day of November, 2020

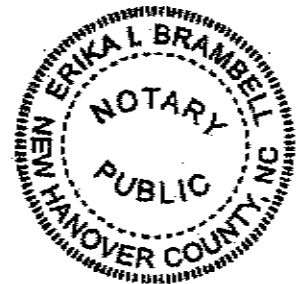
BY: Robert F. Masters

Identification Verified: Erika L. Brambell

Oath sworn Yes No

Erika L. Brambell
Notary Signature

My Commission expires: December 11, 2024



APPLICABLE FEES

At the TIME of APPLICATION to the PLANNING & ZONING OFFICE:

Sketch Design Plan: \$100 *part of Pub \$600*

Preliminary Plat/Construction Plans: \$100 + \$15 per lot *11/30/2020*

Final Plat: \$100 + \$15 per lot *will need later*

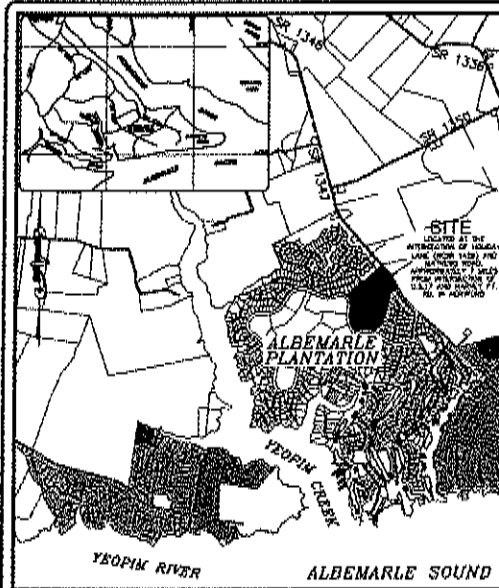
DUE BEFORE PLAT RECORDATION:

Water Facility Fees: *Need be before recording final plat*
 Up to and including four (4) to six (6) Abbreviated or Minor Lots per parent tract (depending on street type): \$500 each; and \$2,500 per lot for any parent tract over the four to six maximum. All lots subdivided from a tract since December 31, 1998 shall be included in determining when the four (4) to six (6) lot maximum has been reached and when the full review procedure shall be required.

REVIEW FEES are DUE with SUBMITTAL of APPLICATION FORM and SKETCH PLAT or PRELIMINARY PLAT/CONSTRUCTION PLANS or FINAL PLAT WATER FACILITY FEES are DUE PRIOR to APPROVAL of FINAL PLAT BEFORE RECORDATION in the REGISTER OF DEEDS OFFICE.

Form revised 12-11-15

Work documents/Zoning Applications/Major Subdivision application



VICINITY MAP
SCALE: 1" = 3000'

CERTIFICATE OF APPROVAL BY THE PLANNING BOARD
THE PERQUIMANS COUNTY PLANNING BOARD HEREBY APPROVES THE FINAL PLAT FOR ALBEMARLE PLANTATION SUBDIVISION.

DATE _____ CHAIRMAN
PERQUIMANS CO. PLANNING BOARD

CERTIFICATE OF SUBDIVISION REVIEW OFFICER
I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF PERQUIMANS COUNTY.

DATE _____ PERQUIMANS COUNTY
SUBDIVISION REVIEW OFFICER

CERTIFICATE OF APPLICABILITY OF
THE COASTAL AREA MANAGEMENT ACT

(X) FALL WITHIN THE PURVIEW OF THE NORTH CAROLINA COASTAL AREA MANAGEMENT ACT AND ITS REGULATIONS AND PERMITTING PROCEDURES REGARDING AREAS OF ENVIRONMENTAL CONCERN; OR TO

(X) NOT FALL WITHIN THE PURVIEW OF THE NORTH CAROLINA COASTAL AREA MANAGEMENT ACT. (ONE BOX MUST BE CHECKED.)

DATE _____ LOCAL CMAA PERMIT OFFICER

CERTIFICATE OF APPROVAL FOR RECORDING

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS FOR PERQUIMANS COUNTY, WITH THE EXCEPTION OF SUCH VARIANCES, IF ANY, AS NOTED IN THE MINUTES OF THE COUNTY COMMISSIONERS AND THAT IT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS, AND THE DEDICATION OF THE EASEMENTS AND RIGHTS-OF-WAY SHOWN HEREON WERE ACCEPTED BY THE COUNTY, BUT IT ASSUMES NO RESPONSIBILITY TO OPEN OR MAINTAIN THE SAME UNLESS, IN THE OPINION OF THE GOVERNING BODY OF PERQUIMANS COUNTY, IT IS IN THE PUBLIC INTEREST TO DO SO.

DATE _____ CHAIRMAN, COUNTY COMMISSIONERS

ATTEST: _____
CLERK



ALBEMARLE PLANTATION

COLE TRACT

GENERAL NOTES:
1. PROJECT NAME: ALBEMARLE PLANTATION - COLE TRACT

2. APPLICANT/OWNER: ALBEMARLE PLANTATION HOLDINGS II, LLC
C/O OF ROBERT HASTERS, AGENT
7006 FLIP FLOP LANE
WILMINGTON, NC 28409
3. PROPERTY DATA:
ADDRESS: PASQUOTANK BOULEVARD AND MATHEWS ROAD
PARCEL ID: 2-1001-0000 & 2-1001-0027A
CO: 423 PG: 155 PERQUIMANS COUNTY REGISTER OF DEEDS
4. BOUNDARY AND TOPOGRAPHIC CONVEYANCES ARE BASED ON FIELD SURVEYS PERFORMED BY MISTEL PROFESSIONAL GROUP.
5. THE SITE CONTAINS APPROXIMATELY 1.39 ACRES OF 404 JURISDICTIONAL WETLANDS AS IDENTIFIED ON A PLAT TITLED "ALBEMARLE PLANTATION - WETLANDS AND WILDLIFE RESTORATION PLAT" PREPARED BY MISTEL PROFESSIONAL GROUP, DATED MAY 23, 2011. APPROVED UNDER U.S.A.C.O.C. JURISDICTIONAL DETERMINATION ACTION 1011-00193.
6. SETBACKS:
30' SETBACK TO RIGHT-OF-WAY
20' SETBACK TO REAR PROPERTY LINE
10' SETBACK TO COMMON LOT SIDE RIGHT-OF-WAY
2' SETBACK TO SIDE PROPERTY LINE ON CONVENTIONAL AND REVERSE FRONTAGE LOTS
0' SETBACK TO SIDE PROPERTY LINE BY DUTY AND TOWNSHIP LOTS
15' SEPARATION BETWEEN TOWNSHIP BUILDINGS
7. EASEMENTS:
A 10' UTILITY & DRAINAGE EASEMENT IS HEREBY ESTABLISHED ALONG EACH SIDE OF ALL STREETS.
A 10' UTILITY & DRAINAGE EASEMENT IS HEREBY ESTABLISHED ALONG EACH FRONT & REAR LOT LINE.
A 5' UTILITY & DRAINAGE EASEMENT IS HEREBY ESTABLISHED ALONG EACH SIDE LOT LINE, EXCEPT ALONG SETBACKS DUTY AND TOWNSHIP LOTS.
STORMWATER DRAINAGE, FLOODS, FORCE, WATER, SEWER AND UTILITIES EASEMENTS ARE HEREBY ESTABLISHED IN ALL COMMON AREAS.
8. REFERENCE IS MADE TO COUNTY PAPER, STRIPPERD 8, DATED DECEMBER 21, 2016. (SUBJECT TO CHANGES BY F.E.M.A.)
9. ELECTRICAL EASEMENT HEREBY ESTABLISHED ON FRONT, SIDE AND BACK OF EACH LOT, BEING A WIDTH OF 10' FROM LOT LINE.
10. A 20' WIDE PERMANENT VEGETATED BUFFER SHALL BE PROVIDED ALONG ALL EXTERIOR BOUNDARIES EXCEPT STREET FRONTAGES.
11. DUTY-UPON AREA SHALL BE GREATER THAN 50' FROM SURFACE WATER.
12. PORTIONS OF SOME LOTS ARE UNDER JURISDICTION OF THE U.S. ARMY CORPS OF ENGINEERS AND MAY REQUIRE A.G.O.C. DEVELOPMENT AUTHORIZATION.
13. DEED RESTRICTION REQUIREMENT: LOTS SHALL HAVE A DUTY-UPON AREA NO GREATER THAN THAT PRESCRIBED IN THE DEVELOPMENT'S STORMWATER MANAGEMENT PLAN ISSUED BY NCEM. DUTY UPON IS DEFINED AS IMPERVIOUS STRUCTURES, INCLUDING ASPHALT, GRAVEL, CONCRETE, BRICK, STONE, PAVE OR SIMILAR MATERIAL, NOT INCLUDING WOOD DECKING ON THE WATER SURFACE OF SWAMPED AREAS. THIS COVENANT IS INTENDED TO ENSURE COMPLIANCE WITH THE DEVELOPER'S PLAN ISSUED BY THE STATE OF NORTH CAROLINA. THE COVENANT MAY NOT BE CHANGED OR DELETED WITHOUT THE CONSENT OF THE STATE, FILING IN OR PRIOR TO ANY VARIATION COMPLIANCES (VARIANCES, ETC.) ASSOCIATED WITH THE DEVELOPMENT, EXCEPT FOR AVERAGE DRIVEWAY CROSSINGS, IS STRICTLY FORBIDDEN BY ANY PERSON.
14. AREA BY EASEMENTS: NONE.
15. ADDITIONAL RESTRICTIONS: NONE OF PASQUOTANK BOULEVARD PER PAR. 2, SEC. 21, MAP 4 AND 2. ORIGINAL COMPATIBLE TO HIGH ENTREPRENEURS, O.G. 138, PG. 102, P.C.L. 9, 175.
16. ALL PARCELS AND OTHER AREAS IDENTIFIED AS "COMMON AREA" ARE INTENDED TO BE USED AND DISPOSED BY THE OWNERS OF LOTS AND ARE NOT FOR PUBLIC USE. NO PARCELS OR AREAS ON THIS SUBDIVISION PLAT ARE OFFERED TO PUBLIC USE, EXCEPT AS SPECIFICALLY DESIGNATED, AND THE RECORDING OF THIS SUBDIVISION PLAT DOES NOT CONSTITUTE AN OFFER OF DEDICATION TO PUBLIC USE OF ANY PROPERTY SHOWN HEREON EXCEPT THAT PROPERTY SPECIFICALLY DESIGNATED AS "PUBLIC."

SITE DATA:
LOCUS: RA-15
TOTAL AREA: 54.33 AC. (94% AC. LESS THE EXCEPTED ADJACENT TRACT)
MINIMUM LOT SIZE: 2,840 S.F.
MAXIMUM LOT SIZE: 17,125 S.F.
AVERAGE LOT SIZE: 9,509 S.F.
TOTAL NUMBER OF LOTS: 229
CONVERSE NEW STREET LENGTH: 5,011 L.F.
RIGHT-OF-WAY AREA: 1.54 AC.
COMMON SPACE AREA: 22.82 AC.
TOTAL AREA OF LOTS: 21.13 AC.

CERTIFICATE OF OWNERSHIP, COMMON AREAS AND CERTAIN EASEMENTS
THE UNDERSIGNED HEREBY CERTIFIES THAT THE LAND SHOWN HEREON IS OWNED BY ALBEMARLE PLANTATION HOLDINGS II, LLC (THE "OWNER").

OWNER, BY RECORDATION OF THIS PAT, HAS DESIGNATED CERTAIN AREAS OF LAND SHOWN HEREON AS COMMON AREA. THE COMMON AREAS ARE NOT DEDICATED FOR USE BY THE GENERAL PUBLIC BUT ARE TO BE CONVEYED TO ALBEMARLE PLANTATION PROPERTY OWNERS ASSOCIATION INC. (THE ASSOCIATION) FOR THE USE AND ENJOYMENT OF PROPERTY OWNERS IN ALBEMARLE PLANTATION. SUBJECT TO DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR ALBEMARLE PLANTATION RECORDED IN BOOK _____ AT PAGE _____ PERQUIMANS COUNTY REGISTRY, AS AMENDED.

OWNER GRANTS TO ALBEMARLE ELECTRIC MEMBERSHIP COOPERATIVE, ALBEMARLE UTILITY COMPANY, CABLE TV PROVIDER AS DESIGNATED BY THE ASSOCIATION, AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE EASEMENT TO INSTALL AND MAINTAIN THEIR RESPECTIVE UTILITY LINES, WIRES, CONDUITS AND PIPES WITHIN THE COMMON AREAS, FOR THE PURPOSE OF PROVIDING SERVICE WITHIN THE DEVELOPMENT (AS DEFINED IN THE MASTER DECLARATION), TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS OVER AND UPON THE COMMON AREAS FOR SUCH PURPOSE, PROVIDED THAT SUCH RIGHTS MUST BE USED IN A MANNER THAT INTERFERES AS LITTLE AS POSSIBLE WITH THE USE OF THE COMMON AREAS BY THE ASSOCIATION AND THE MEMBERS THEREOF.

OWNER RESERVES FOR ITSELF, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE RIGHT OF WAY AND EASEMENT AND FORESS OVER AND UPON THE COMMON AREAS, AND THE FOR THE INSTALLATION AND MAINTENANCE OF DRAINAGE FACILITIES AND UTILITIES (INCLUDING IRRIGATION) IN THE COMMON AREAS, AND SUCH OTHER EASEMENTS AS SHOWN OR DESCRIBED ON THIS PLAT, IN THE MASTER DECLARATION, OR IN THE DECLARATION OF RESTRICTIONS. COVENANTS APPLICABLE TO THIS PLAT TO BE EXECUTED BY OWNER AND RECORDED IN THE PERQUIMANS COUNTY REGISTRY, WHICH RIGHT OF WAY AND EASEMENTS MAY BE ASSIGNED IN WHOLE OR IN PART.

ALBEMARLE PLANTATION HOLDINGS II, LLC.

_____ AUTHORIZED AGENT _____ DATE _____

SURVEY AND ACCURACY CERTIFICATE:

I, MICHAEL O. BARR, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED AND DESCRIPTION RECORDED IN BOOKS REFERENCED), THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOKS REFERENCED; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-20 AS AMENDED.

THIS IS TO CERTIFY THAT THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS _____

DAY OF _____ A.D., 20_____

SIGNATURE L-1756

STATE OF NORTH CAROLINA
COUNTY OF PERQUIMANS

REVIEW OFFICER OF PERQUIMANS COUNTY
CERTIFIED THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS APPLIED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

DATE _____ REVIEW OFFICER _____

CERTIFICATE OF DISTRICT HIGHWAY ENGINEER

I HEREBY CERTIFY THAT THESE STREETS AS INSTALLED OR AS DESIGNED AND GUARANTEED ARE IN ACCORDANCE WITH THE MINIMUM DESIGN CRITERIA PRESENTLY REQUIRED BY THE N.C. DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, FOR THE ACCEPTANCE OF STREETS ON TO THE STATE SYSTEM FOR MAINTENANCE.

DATE _____ DISTRICT ENGINEER _____

N.C. DEPARTMENT OF
TRANSPORTATION DIVISION OF
HIGHWAYS

NOTE: ALL STREETS WITHIN THIS PROJECT ARE PRIVATE

Blair Professional Group
210 North Center Highway
575-766-6666
1000 Liberty Street, 1st
Floor, Raleigh, NC 27601-3818

MISTEL
Professional Surveyors
1000 Liberty Street, 1st Floor
Raleigh, NC 27601-3818

ALBEMARLE PLANTATION
COLE TRACT
PERQUIMANS COUNTY
NORTH CAROLINA
SHEET TOWNSHIP
COVERSHEET - PRELIMINARY PLAT

REVISIONS		DATE	BY	AS NOTED
NO.	DESCRIPTION			

PRELIMINARY PLAN
NOT FOR RECORDATION, CONVEYANCE OR SALES

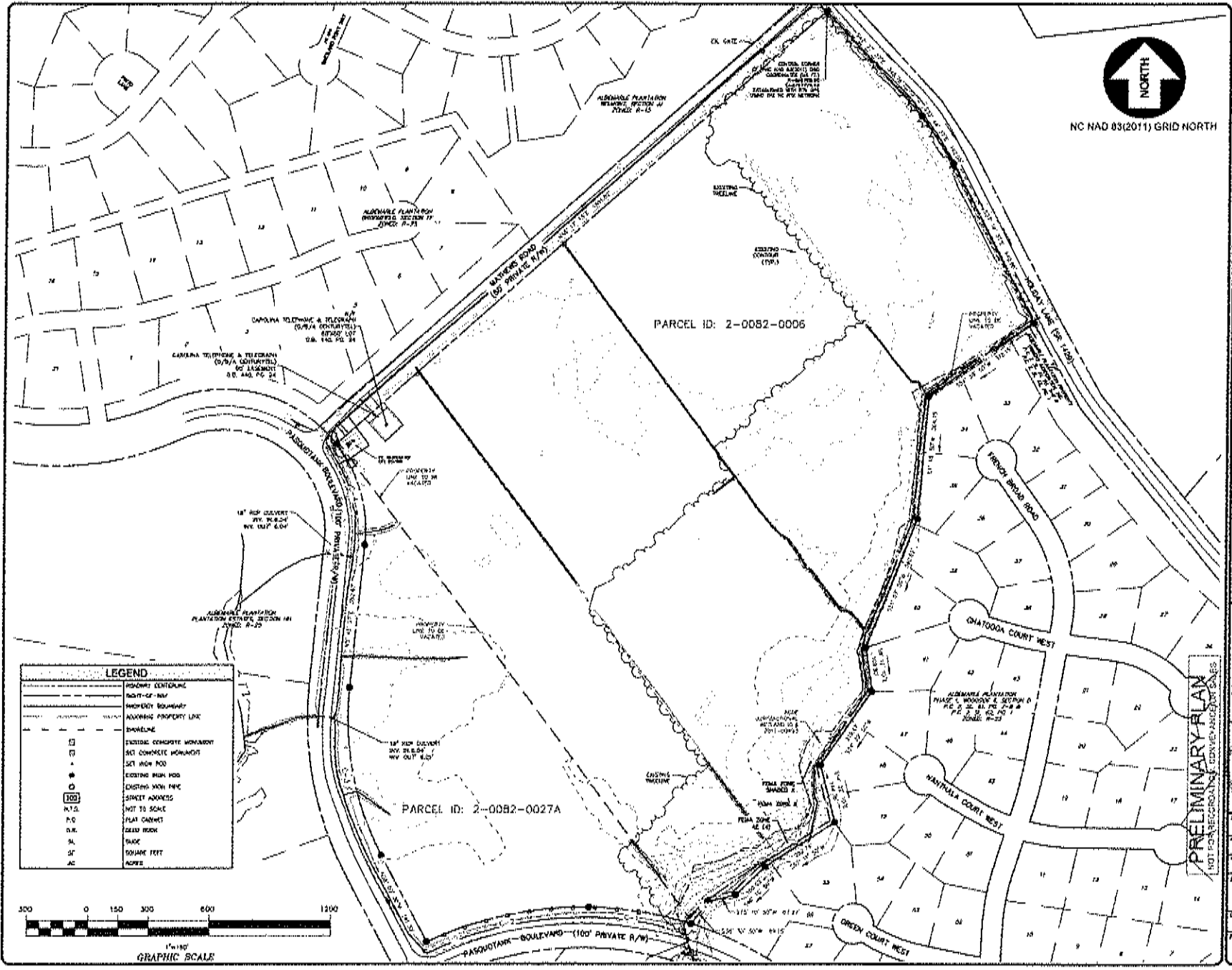
STATE OF NORTH CAROLINA
REGISTERED PROFESSIONAL SURVEYOR
SEAL
L-1756
MICHAEL O. BARR

DATE _____ REVIEW OFFICER _____

DATE _____ DISTRICT ENGINEER _____

1 of 6
3471 COL1300PP1
PROSPECTIVE

3471



NC NAD 83(2011) GRID NORTH

Blair Professional Group
 3015 North Carolina Parkway
 Suite 1000
 Raleigh, NC 27609
 Tel: (919) 286-3300
 Fax: (919) 286-1100



Professional Services
 Surveying, Planning
 and Environmental Services

ALBEMARLE PLANTATION
COLE TRACT
 PERQUIMANS COUNTY NORTH CAROLINA
 BETHEL TOWNSHIP
 EXITING CONDITIONS - PRELIMINARY PLAT

NO.	DATE	REVISION
1	11-20-2020	ISSUE FOR PERMIT
2	11-20-2020	REVISED PER PERMIT

PRELIMINARY PLAN
 (NOT FOR RECORDING - CONVEYANCE CASES)

REVISIONS

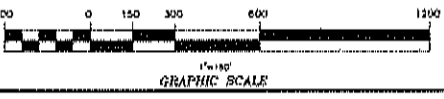
DATE: 11-20-2020
 SCALE: 1"=100'

BY: [Signature]
 FOR: [Signature]

3471 COLROOPP!
 PROJECT NO: 3471

LEGEND

[Symbol]	PROPOSED CENTERLINE
[Symbol]	RIGHT-OF-WAY
[Symbol]	PROPERTY BOUNDARY
[Symbol]	ADJOINING PROPERTY LINE
[Symbol]	SEWERLINE
[Symbol]	EXISTING CONCRETE MONUMENT
[Symbol]	SET CONCRETE MONUMENT
[Symbol]	SET HIGH POB
[Symbol]	EXISTING HIGH POB
[Symbol]	EXISTING WOOD FENCE
[Symbol]	STREET ADDRESS
[Symbol]	NOT TO SCALE
[Symbol]	PLAT CORNER
[Symbol]	GRADE MARK
[Symbol]	BLAKE
[Symbol]	SQUARE FEET
[Symbol]	NOTE





NC NAD 83(2011) GRID NORTH

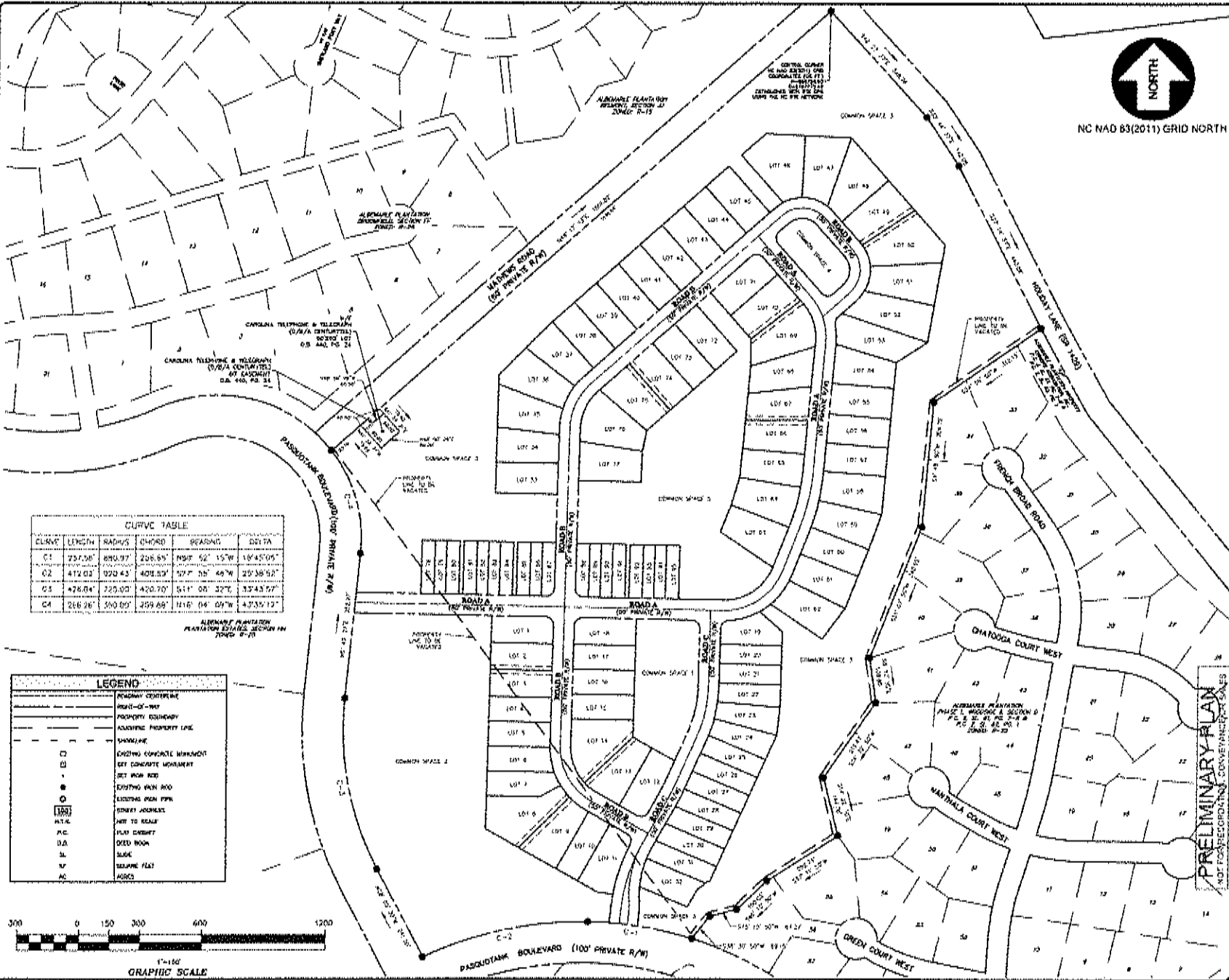
BUSSELL
 Licensed Professional Engineer
 2415 North Carolina Parkway
 Cary, NC 27513
 License No. 48820
 Professional Seal No. 48820
 License No. 48820
 License No. 48820

ALBEMARLE PLANTATION
 COLE TRACT
 BETHLE, TOWNSHIP
 FERGANUS COUNTY
 NORTH CAROLINA
 OVERVIEW - PRELIMINARY PLAN

REVISIONS

NO.	DATE	DESCRIPTION	BY	CHKD.

DATE: 11-30-2023
 SCALE: 1"=100'
 DRG: DAK
 MFR: MJB
 DWGNO: 37
 SHEET: 6
 37
 6
 3471 COL.E00P1
 PROJECT NO:
 3471

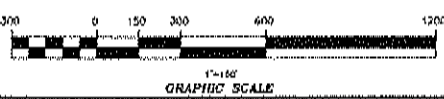


CURVE TABLE

CURVE	LENGTH	RADIUS	CHORD	BEARING	STATION
C-1	237.56'	890.97'	208.85'	N59° 52' 15"W	18° 45' 05"
C-2	472.02'	1730.42'	408.82'	S27° 58' 49"W	25° 38' 52"
C-3	426.04'	220.00'	420.70'	S11° 00' 32"E	33° 43' 57"
C-4	266.26'	500.00'	259.68'	N10° 04' 09"W	47° 35' 12"

LEGEND

	RAILROAD CENTERLINE
	ROAD-OF-WAY
	PROPERTY BOUNDARY
	ADJACENT PROPERTY LINE
	SHOWLINE
	EXISTING CONCRETE CURB/STREET
	SET CONCRETE CURB/STREET
	SET PAV. RIB
	EXISTING PAV. POH
	EXISTING PAV. POH
	SET PAV. JUNCTION
	SET TO SCALE
	PLAN CENTER
	GRID POH
	BLADE
	SEALING FEEL
	ASPH

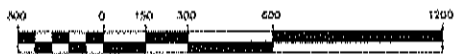




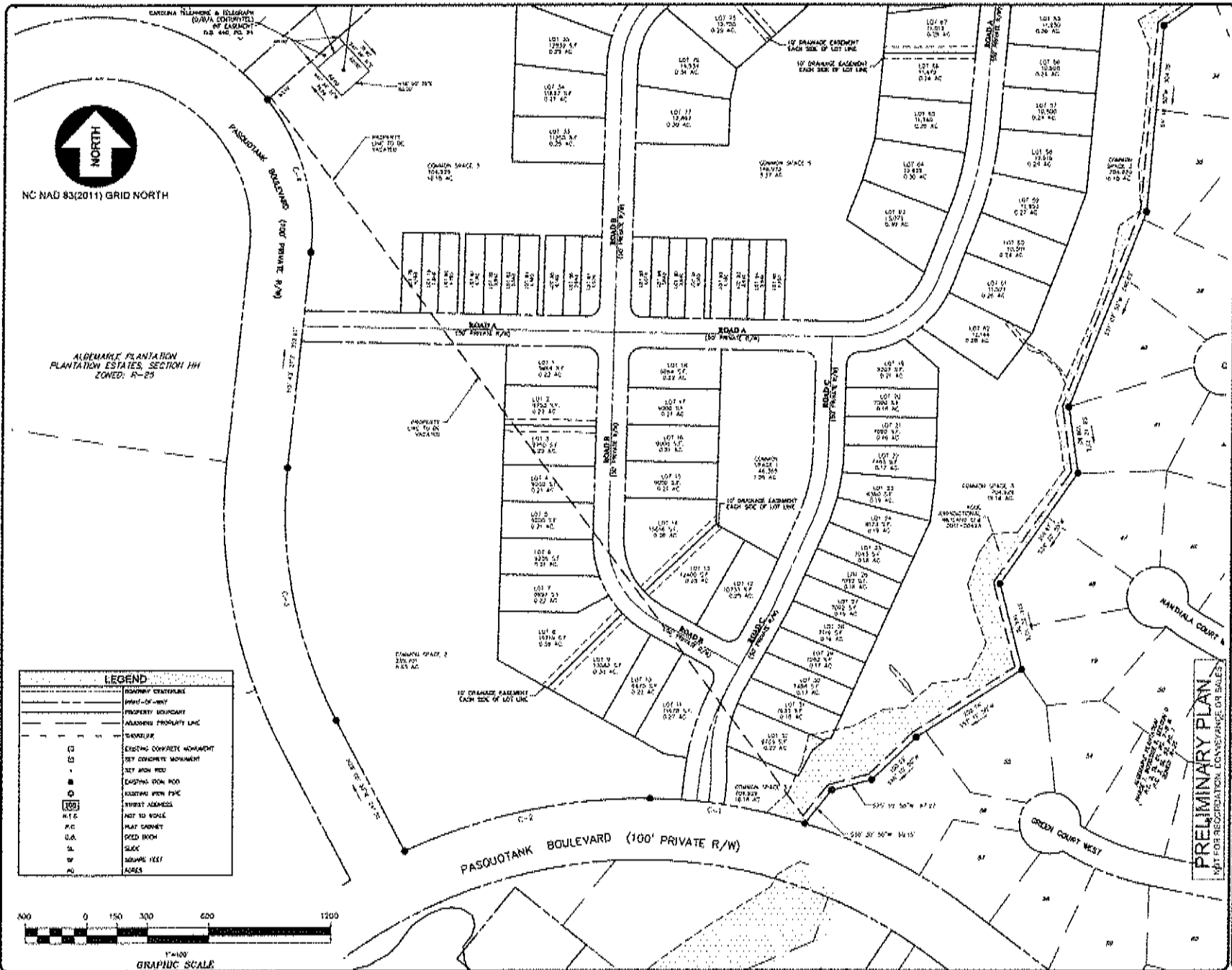
NC NAD 83(2011) GRID NORTH

ALBEMARLE PLANTATION
PLANTATION ESTATES, SECTION 11H
ZONED: R-25

LEGEND	
	BOUNDARY CONTINUATION
	PROPERTY LINE
	PROPERTY BOUNDARY
	ADDRESS PROPERTY LINE
	SEWERLINE
	EXISTING CONCRETE MONUMENT
	SET CONCRETE MONUMENT
	SET IRON PEG
	EXISTING IRON NOD
	EXISTING IRON PEG
	STREET ADDRESS
	NOT TO SCALE
	PLAT CORNER
	DEED BOOK
	SLACK
	SQUARE FEET
	ACRES



1"=100'
GRAPHIC SCALE



DASSELL
 Engineers, Planners, Surveyors
 and Environmental Specialists
 2014 North Carolina Highway
 200 West Cary, North Carolina 27513
 (919) 233-3333

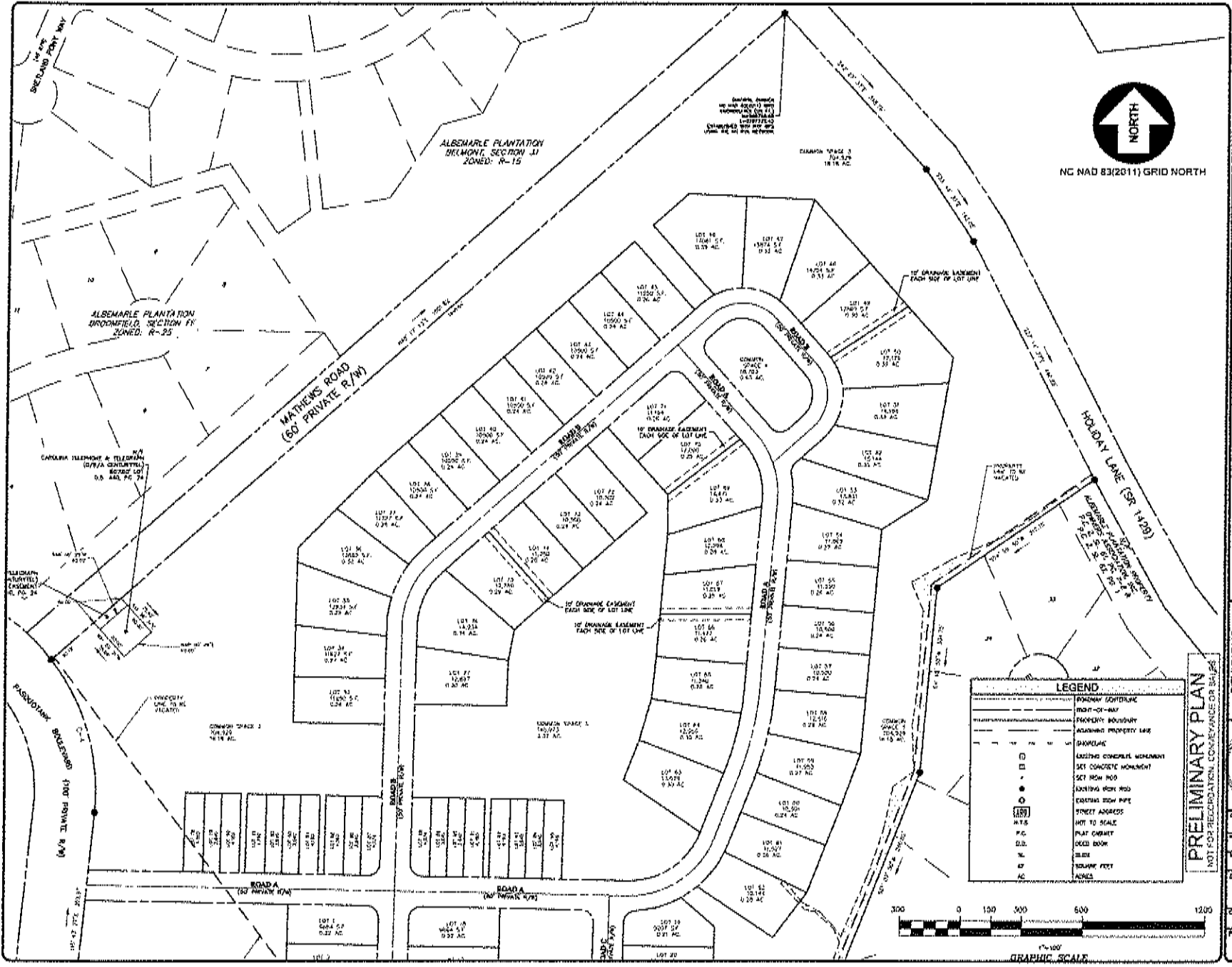
**ALBEMARLE PLANTATION
COLE TRACT**
 BETHEL TOWNSHIP FERGUSON COUNTY NORTH CAROLINA
 LOT LAYOUT - PRELIMINARY PLAN

PRELIMINARY PLAN
 NOT FOR RECORDATION, LOAN ADVANCE, OR SALES

NO.	DATE	DESCRIPTION	BY
1	11-30-2023	ISSUED FOR PERMIT	DKW

DATE: 11-30-2023 SCALE: 1"=100'
 BY: DKW DWG: MBR
 4 OF 6 SHEETS

3471 COLLEEMPI
 PROJECT NO.
 3471



NC NAD 83(2011) GRID NORTH



**ALBERMARLE PLANTATION
COLE TRACT**

BETHEL TOWNSHIP PERDUEBAS COUNTY NORTH CAROLINA

LOT LAYOUT - PRELIMINARY PLAN

REVISIONS	
NO.	DATE

PRELIMINARY PLAN
NOT FOR RECORDATION, CONVEYANCE OR SALES



DATE	11-20-2020	SCALE	1"=100'
DRAWN	DRK	CHECKED	DRK
DATE	11-20-2020	SCALE	1"=100'
DRAWN	DRK	CHECKED	DRK

3471 COLI1000PP1
PROJECT NO.
3471

LEGEND

[Pattern]	PROPOSED CONVENTIONAL LOT
[Pattern]	PROPOSED REVERSE FRONTAGE LOT
[Pattern]	PROPOSED DUPLEX LOT
[Pattern]	PROPOSED TOWNHOME LOT
[Symbol]	PROPOSED CURVE
[Symbol]	PROPOSED DRIVE
[Symbol]	PROPOSED DRAINAGE SUPPORT AND DIRECTION
[Symbol]	PROPOSED WALKER SIGN
[Symbol]	PROPOSED WATER SERVICE
[Symbol]	PROPOSED FIRE HYDRANT
[Symbol]	PROPOSED SEWER FORCE MAIN
[Symbol]	PROPOSED SEWER SERVICE
[Symbol]	PROPOSED TRADING CENTER
[Symbol]	APPROPRIATE SIGNALS



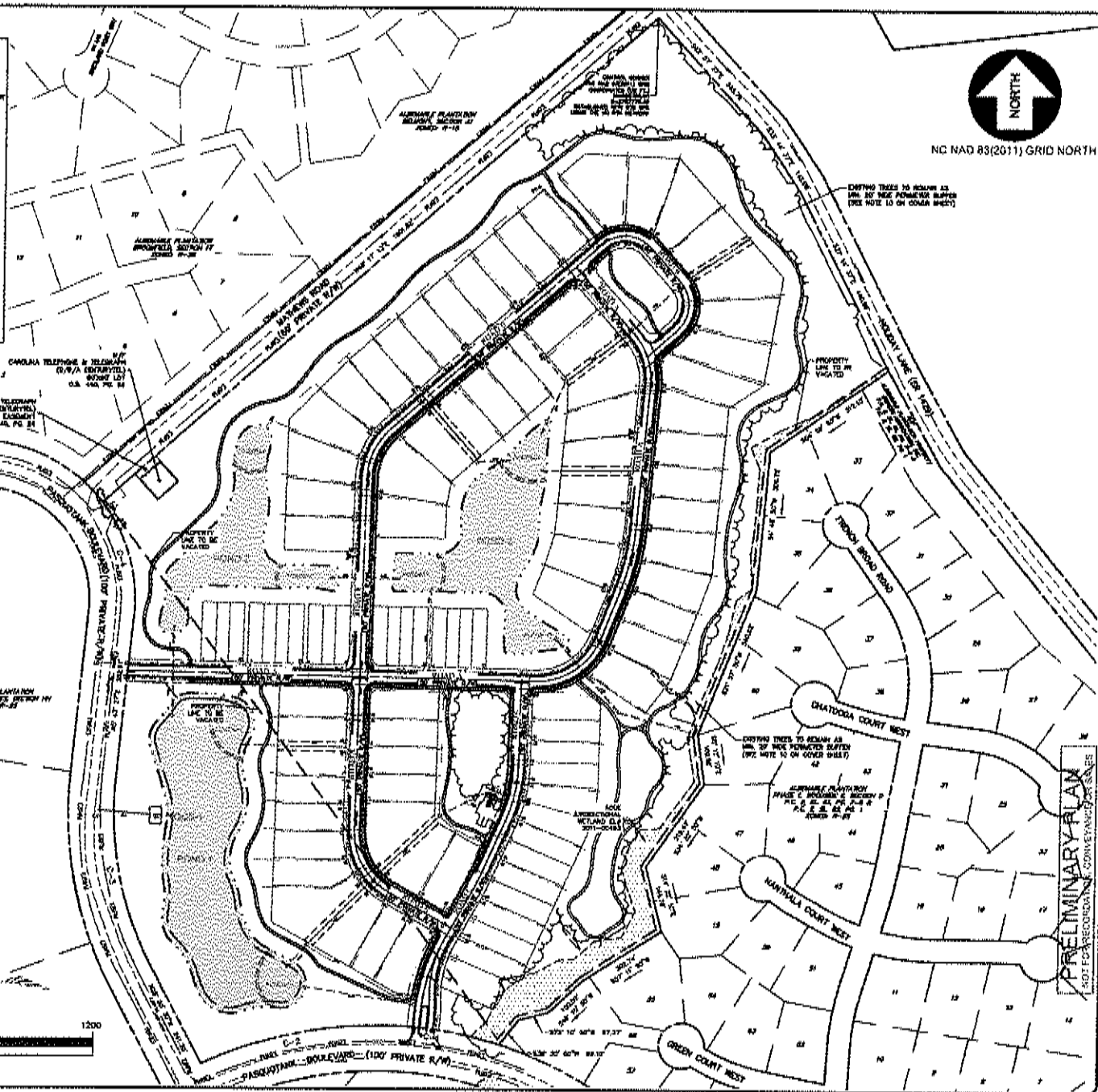
NC NAD 83(2011) GRID NORTH

LEGEND

[Symbol]	ADJACENT CONTOUR
[Symbol]	PROPERTY BOUNDARY
[Symbol]	ADJACENT PROPERTY LINE
[Symbol]	BOUNDARY
[Symbol]	EXISTING CONCRETE CURBWAY
[Symbol]	NEW CONCRETE CURBWAY
[Symbol]	SET BACK ROAD
[Symbol]	EXISTING SIDE WALK
[Symbol]	EXISTING SIDE WALK
[Symbol]	STREET ADDRESS
[Symbol]	NOT TO SCALE
[Symbol]	PLUG CURBSET
[Symbol]	SEWER MAIN
[Symbol]	SEWER
[Symbol]	SEWER FEET
[Symbol]	SEWER



1"=100'
GRAPHIC SCALE



REVISIONS

NO.	DATE	DESCRIPTION

PRELIMINARY PLAN
NOT FOR RECORDING - CONVEYANCE PURPOSES

SEAL
L-1725
LAD CONSTRUCTION
WELLS & BAIN

DATE: 11-20-2020
SCALE: 1"=100'

BY: [Signature]
CHK: [Signature]
APP: [Signature]
MR: [Signature]
DRYET: [Signature]

SHEET: 6 of 6
DATEPLOT: 3471(COLE600PP)
PROJECT NO: 3471

Project: ALBEMARLE PLANTATION
COLE TRACT
UTILITY & STREET LAYOUT - PRELIMINARY PLAN

Project: BETHEL EIGHAMSHIP
PERQUIMANS COUNTY
NORTH CAROLINA
Land Development Specialist
10000 Highway 101, Suite 100, Raleigh, NC 27617
Phone: 919.487.1100
Fax: 919.487.1101
www.bassel.com

DONNA H. WINBORNE CPA, P.C.
CERTIFIED PUBLIC ACCOUNTANT

January 31, 2021

Perquimans County
PO Box 45
Hertford, North Carolina 27944

FEB 1 2021

Dear Tracy,

Enclosed you will find 2 copies each of the engagement letter and contract for the 2021 audit. The engagement letter and contract should be signed and dated where indicated on both copies. In addition, the date the Board approved the contract and the preaudit date should be input in the appropriate spaces on both contract copies. Please note that the engagement letter and the contract require your signature in addition to the signature of the board chair and the contract requires separate signatures for the Perquimans County Tourism Development Authority on the last page.

Please keep one copy for your records and return the other copy to us. We will file them electronically with Fiscal Management.

If you have any questions, please feel free to call me. I look forward to working with you in the upcoming season.

Very truly yours,



Donna H. Winborne
Certified Public Accountant

DONNA H. WINBORNE CPA, P.C.

CERTIFIED PUBLIC ACCOUNTANT

January 31, 2021

To the Board of Commissioners
Perquimans County
PO Box 45
Hertford, North Carolina 27944

Ladies and Gentlemen:

I am pleased to confirm our understanding of the services I am to provide Perquimans County for the year ended June 30, 2021. I will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Perquimans County as of and for the year ended June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Perquimans County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of my engagement, I will apply certain limited procedures to Perquimans County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. I will not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Schedule of County's Proportionate Share of the Net Pension Liability (Asset) (LGERS)
3. Schedule of County's Contributions (LGERS)
4. Schedule of County's Proportionate Share of Net Pension Liability (Asset) (ROD)
5. Schedule of County's Contributions (ROD)
6. Schedule of Total Pension Liability (LEOSSA)
7. Schedule of Total Pension Liability as a Percentage of Covered Payroll (LEOSSA)
8. Schedule of Changes in the Total OPEB Liability and Related Ratios

I have also been engaged to report on supplementary information other than RSI that accompanies Perquimans County's financial statements. I will subject the following supplementary information to the auditing procedures applied in my audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and I will provide an opinion on it in relation to the financial statements as a whole in a report combined with my auditor's report on the financial statements:

1. Schedule of expenditures of federal and State awards
2. Combining and individual fund statements
3. Budgetary schedules
4. Other schedules

Audit Objectives

The objective of my audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of *Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

My audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures

I consider necessary to enable me to express such opinions. I will issue written reports upon completion of my Single Audit. My reports will be addressed to the Members of the Board of Commissioners of Perquimans County. I cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for me to modify my opinions or add emphasis-of-matter or other-matter paragraphs. If my opinions are other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or are unable to form or have not formed opinions, I may decline to express opinions or issue reports, or I may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, I will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to my attention. I will also inform the appropriate level of management of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential. I will include such matters in the reports required for a Single Audit. My responsibility as auditor is limited to the period covered by my audit and does not extend to any later periods for which I am not engaged as auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal and State awards; federal and State award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

My audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, I will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that I consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and State award program. However, my tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, I will express no such opinion. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of Perquimans County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that I also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal and State statutes, regulations, and the terms and conditions of federal and State awards applicable to major programs. My procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Perquimans County's major programs. For federal and State programs that are included in the Compliance Supplement, my compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Perquimans County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

I will also assist in preparing the financial statements, schedule of expenditures of federal and State awards, and related notes of Perquimans County in conformity with U.S. generally accepted

accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. I will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal and State awards, and related notes services previously defined. I, in my sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and State awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and State awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal and State statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to me and for the accuracy and completeness of that information. You are also responsible for providing me with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that I may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom I determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to me in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators,

or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal and State statutes, regulations, and the terms and conditions of federal and State awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal and State awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and State awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include my report on the schedule of expenditures of federal and State awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and State awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and State awards that includes my report. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and State awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and State awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and State awards.

You are also responsible for the preparation of the other supplementary information, which I have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes my report thereon. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to me corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on my current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, I am not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal and State awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter my assistance with preparation of the financial statements, schedule of expenditures of federal and State awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal and State awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, as noted in our contract, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

In connection with this engagement, I may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, I cannot guarantee or warrant that emails from my firm will be properly delivered and read only by the addressee. Therefore, I specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by my firm in connection with the performance of this engagement. In that regard, you agree that I shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Engagement Administration, Fees, and Other

I understand that your employees will prepare all cash, accounts receivable, or other confirmations I request and will locate any documents selected by me for testing.

At the conclusion of the engagement, I will complete the appropriate sections of the Data Collection Form that summarizes my audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal and State awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. I will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

I will provide copies of my reports to the school district; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of my reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Donna H. Winborne, CPA, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Local Government Commission of North Carolina or its designee, a federal or State

agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Donna H. Winborne, CPA, P.C. personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Local Government Commission of North Carolina. If I am aware that a federal or State awarding agency, pass-through entity, or auditee is contesting an audit finding, I will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

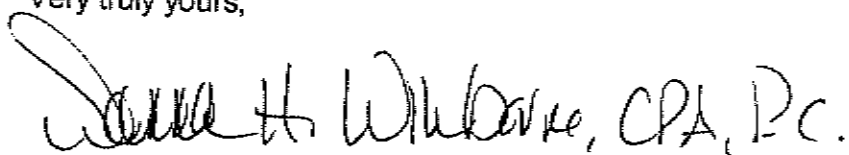
I expect to begin my audit on approximately July 01, 2021 and to issue our reports no later than October 31, 2021. Donna H. Winborne is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

My fee for these services will be \$33,500. My invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with firm policies, work may be suspended if your account becomes 14 days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report(s). You will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

My audit engagement ends on delivery of my audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

I appreciate the opportunity to be of service to Perquimans County and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to me.

Very truly yours,



Donna H. Winborne, CPA, P.C.

This letter correctly sets forth the understanding of Perquimans County .

Management Signature: _____

**Sign
& Date**

Title: _____

Date: _____

Governance signature: _____

**Sign
& Date**

Title: _____

Date: _____

LGC-205

CONTRACT TO AUDIT ACCOUNTS

Rev. 11/2020

The	Governing Board The Board of Commissioners
of	Primary Government Unit (or charter holder) Perquimans County
and	Discretely Presented Component Unit (DPCU) (if applicable) Perquimans County Tourism Development Authority

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Donna H. Winborne, CPA, P.C.
	Auditor Address P.O. Box 567, Edenton, NC 27932

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/21	Audit Report Due Date 10/31/21
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Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

CONTRACT TO AUDIT ACCOUNTS

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

CONTRACT TO AUDIT ACCOUNTS

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.
14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.
15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

CONTRACT TO AUDIT ACCOUNTS

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.
23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.
24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

CONTRACT TO AUDIT ACCOUNTS

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern.

CONTRACT TO AUDIT ACCOUNTS

30. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

31. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

32. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

33. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

34. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

LGC-205

CONTRACT TO AUDIT ACCOUNTS

Rev. 11/2020

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:

Tracy Mathews

Title and Unit / Company:

Finance Officer

Email Address:

tracymathews@perquimanscountync.nc

OR Not Applicable (Identification of SKE Individual not applicable for GAAS-only audit or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the billings for the last annual audit of the unit submitted to the Secretary of the LGC. Should the 75% cap provided below conflict with the cap calculated by LGC Staff based on the billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

Primary Government Unit	Perquimans County
Audit Fee	\$ 25,000
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$ N/A
Writing Financial Statements	\$ 7,000
All Other Non-Attest Services	\$ N/A
75% Cap for Interim Invoice Approval (not applicable to hospital contracts)	\$ 24,000.00

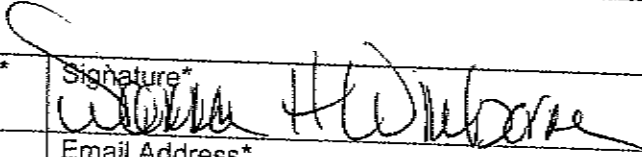
DPCU FEES (if applicable)

Discretely Presented Component Unit	Perquimans County Tourism Development Authority
Audit Fee	\$ 1,500
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$ N/A
Writing Financial Statements	\$ N/A
All Other Non-Attest Services	\$ N/A
75% Cap for Interim Invoice Approval (not applicable to hospital contracts)	\$ 1,125.00


CONTRACT TO AUDIT ACCOUNTS

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
Donna H. Winborne, CPA, P.C.	
Authorized Firm Representative (typed or printed)*	Signature*
Donna H. Winborne	
Date*	Email Address*
01/31/21	donna@winbornecpa.com

GOVERNMENTAL UNIT


Governmental Unit*	
Perquimans County	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S. 159-34(a) or G.S. 115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Wallace Nelson	
Date	Email Address
	wallacenelson@perquimanscountync.gov

Chair of Audit Committee (typed or printed, or "NA")	Signature
N/A	
Date	Email Address
	N/A

GOVERNMENTAL UNIT - PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Tracy Mathews	
Date of Pre-Audit Certificate*	Email Address*
	tracymathews@perquimanscountync.gov

CONTRACT TO AUDIT ACCOUNTS

Rev. 11/2020

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
Perquimans County Tourism Development Authority	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*



Chair of Audit Committee (typed or printed, or "NA")	Signature
N/A	
Date	Email Address
	N/A

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

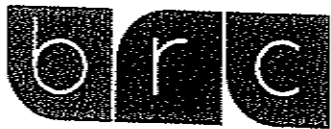
This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)*	Signature*
Tracy Mathews	
Date of Pre-Audit Certificate*	Email Address*
	tracymathews@perquimanscountync.gov



Remember to print this form, and obtain all
required signatures prior to submission.

PRINT



Bernard Robinson & Company, L.L.P.

Report on the Firm's System of Quality Control

December 17, 2018

To the Partner of Donna H. Winborne, CPA, P.C.
and the Peer Review Committee of the North Carolina Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Donna H. Winborne, CPA, P.C. (the firm) in effect for the year ended August 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Donna H. Winborne, CPA, P.C. in effect for the year ended August 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Donna H. Winborne, CPA, P.C. has received a peer review rating of *pass*.

Bernard Robinson & Company, L.L.P.

BERNARD ROBINSON & COMPANY, L.L.P.

1501 Highwoods Blvd., Ste. 300 (27410)

P.O. Box 19608 | Greensboro, NC 27419

P: 336-294-4494 • F: 336-294-4495

brccpa.com

FOR
INFORMATION
ONLY
ITEMS

Trillium Health Resources
Persons Served by County July 2020-December 2020

County	Annual County General Funding**	Rank	Population	Rank	Disability Area *			Total Persons Served*	Rank	Value of Services Provided	Rank
					Mental Health	I/DD	Substance Abuse				
Beaufort	\$ 157,000	8	47,490	10	1,427	204	474	1,986	8	\$ 12,328,419	8
Bertie	\$ 44,590	17	19,601	17	376	56	124	523	16	\$ 4,410,283	15
Brunswick	\$ 250,443	7	146,135	4	2,737	351	844	3,549	4	\$ 19,708,155	4
Camden	\$ 20,000	24	10,717	23	111	31	43	174	24	\$ 1,398,744	23
Carteret	\$ 198,000	2	71,640	7	1,693	188	521	2,272	6	\$ 9,927,549	10
Chowan	\$ 29,925	19	14,074	18	263	58	83	377	22	\$ 3,390,097	18
Columbus	\$ 60,000	14	56,220	9	1,205	237	430	1,734	10	\$ 12,647,280	7
Craven	\$ 349,827	6	103,983	5	2,356	390	706	3,259	5	\$ 19,084,161	5
Currituck	\$ 49,012	15	27,952	13	362	73	98	502	17	\$ 3,469,935	17
Dare	\$ 367,040	5	37,560	12	509	94	204	773	13	\$ 4,687,561	13
Gates	\$ 28,000	20	12,165	21	151	41	23	204	23	\$ 1,221,226	24
Hertford	\$ 77,750	11	24,015	14	438	91	93	580	14	\$ 4,502,905	14
Hyde	\$ 10,915	25	5,156	25	98	10	10	114	25	\$ 494,006	26
Jones	\$ 20,306	23	10,194	24	300	52	47	380	21	\$ 2,585,911	21
Martin	\$ 48,462	16	23,039	15	560	94	169	777	12	\$ 5,794,320	12
Nash	\$ 120,000	9	95,923	6	1,515	311	403	2,099	7	\$ 15,836,506	6
New Hanover	\$ 1,648,367	1	239,272	1	5,026	827	2,047	7,044	1	\$ 50,168,144	1
Northampton	\$ 77,614	12	20,258	16	421	49	77	524	15	\$ 4,143,059	16
Onslow	\$ 400,000	4	204,357	2	4,533	789	686	5,539	2	\$ 26,066,986	3
Pamlico	\$ 31,000	18	13,283	20	334	47	100	451	18	\$ 2,723,315	19
Pasquotank	\$ 85,506	10	39,685	11	996	175	269	1,366	11	\$ 7,480,070	11
Pender	\$ 75,000	13	64,578	8	1,373	179	389	1,742	9	\$ 11,458,397	9
Perquimans	\$ 26,906	22	13,637	19	305	55	76	424	20	\$ 2,427,388	22
Pitt	\$ 487,500	3	181,005	3	4,074	716	1,104	5,516	3	\$ 42,241,254	2
Tyrrell	\$ 8,814	26	4,260	26	83	11	19	107	26	\$ 638,149	25
Washington	\$ 27,000	21	11,987	22	324	63	74	427	19	\$ 2,700,261	20
Other Counties***					146	3	170	317		\$ 1,237,833	
Total	\$ 4,698,977		1,498,186		31,716	5,195	9,283	42,760		\$ 272,771,913	

* Total is unduplicated; since a single individual may receive services in more than one category, the columns do not sum across

Sources:

Persons Served Data Source : CI: Claims: Claims by Service Definition

Value of Services Data Source : CI: Claims: Claims by Service Definition (Approved/Adjudicated Claims)

Population Data Source: NC Office of State Budget and Management (OSBM) website. https://files.nc.gov/ncosbm/demog/countytotals_populationoverview.html. July 2020 projection. Downloaded: 1/11/2019

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

February

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
MARK PRUDEN HARVEY FUNERAL HOME	X	2-8-2021	X	SURVEY OF EXISTING PARCEL 3-0040-BB329-H
MARK PRUDEN DALE TREMAN WINSLOW	X	2-8-2021	X	SURVEY OF EXISTING PARCEL 1-0011-0036 1.58 ACRES
MARK PRUDEN BATHSHEBA ORMOND	X	2-17-2021	X	SURVEY OF EXISTING PARCEL 5-D032-0082-U
PAUL J TOTI JOSEPH T WHITEHURST	X	2-18-2021	X	SUBDIVISION FOR PARCEL 5-0035-0023 2.00 ACRES
SL CARDWELL ALAN R & KAREN A STUEKERJUERGEN	X	2-19-2021	X	EXISTING PARCEL 5-D052-008A-BB .66 ACRES

BISSELL
PO BOX 1068
KITTY HAWK, NC 27949
(252) 261-3266

J H MILLER JR
166 COTTONWOOD DRIVE
HERTFORD, NC 27944
339-6932

MCKIM & CREED
504 E ELIZABETH ST STE 1
ELIZABETH CITY, NC 27909
338-2929

ROBEY
159 US HWY 158 W EAST
CAMDEN, NC 27921
335-1888

SCOTT TEMPLE
PO BOX 422
ELIZABETH CITY, NC 27907
330-4016

BOWMAN CONSULTING
PAUL J TOTI
131 MAIN STREET
GATESVILLE, NC 27909
357-1581

EUGENE JORDAN
402 SIGN PINE ROAD
TYNER, NC 27980
221-4795

MARK PRUDEN
146 OAK GROVE ROAD
EDENTON, NC 27932
482-7804

GLORIA ROGERS
215 B STREET
CAMDEN, NC 27921
338-1415/333-8781

SL CARDWELL SURVEYING
1206 FRANCIS STREET
ELIZABETH CITY, NC 27909
338-6328

CHARLES E BROWN, III
2005 JOHNSON ROAD
ELIZABETH CITY, NC 27909
335-00928

PAT MCDOWELL
PO BOX 391
ELIZABETH CITY, NC 27909
338-4161

RACKLEY LAND SURVEYING
1015 MACEY JO CT
ELIZABETH CITY, NC 27909
(252)679-7670

SAUNDERS SURVEYING
510 AVENUE ROAD
BLACK MOUNTAIN, NC 28711
(828) 669-2777

TIMMONS GROUP
1805 W CITY DR UNIT E
ELIZABETH CITY, NC 27909
(252) 621-5030

TONY WEBB PO BOX 381 EDENTON, NC 27932 (252) 482-3066

PLAT REVIEW LOG - PERQUIMANS COUNTY

January

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
JH MILLER, JR JORDAN PLUM	X	1-11-2021	X	REVISED EXEMPT SUBDIVISION 4-0052-0005B, 0005C, 0016 & 0005
JH MILLER, JR JACKIE & ARLENE SPEAR	X	1-19-2021	X	BOUNDARY SURVEY 4-0055-0009E
SL CARDWELL CHRISTOPHER & ZOENOVA ENGLISH	X	1-20-2021	X	RECOMBINATION PLAT FOR 2-D085-N031-SH & 2-D085-N031-SH .52 ACRES
TONY WEBB HOGGARD FAMILY FARMS LLC	X	1-26-2021	X	SUBDIVISION FOR PARCEL 5-0042-0050 CREATE 2 PARCELS 145.06 & 147.39 ACRES
SL CARDWELL SURVEYING LISA BETH MATTHEWS	X	1-29-2021	X	EXISTING PARCEL 2-D081-0025-HSP 1.34 ACRES

BISSELL PO BOX 1068 KITTY HAWK, NC 27949 (252) 261-3266	J H MILLER JR 166 COTTONWOOD DRIVE HERTFORD, NC 27944 339-6932	MCKIM & CREED 504 E ELIZABETH ST STE 1 ELIZABETH CITY, NC 27909 338-2929	ROBEY 159 US HWY 158 W EAST CAMDEN, NC 27921 335-1888	SCOTT TEMPLE PO BOX 422 ELIZABETH CITY, NC 27907 330-4016
BOWMAN CONSULTING PAUL J TOTI 131 MAIN STREET GATESVILLE, NC 27909 357-1581	EUGENE JORDAN 402 SIGN PINE ROAD TYNER, NC 27980 221-4795	MARK PRUDEN 146 OAK GROVE ROAD EDENTON, NC 27932 482-7804	GLORIA ROGERS 215 B STREET CAMDEN, NC 27921 338-1415/333-8781	SL CARDWELL SURVEYING 1206 FRANCIS STREET ELIZABETH CITY, NC 27909 338-6328
CHARLES E BROWN, III 2005 JOHNSON ROAD ELIZABETH CITY, NC 27909 335-00928	PAT MCDOWELL PO BOX 391 ELIZABETH CITY, NC 27909 338-4161	RACKLEY LAND SURVEYING 1015 MACEY JO CT ELIZABETH CITY, NC 27909 (252)679-7670	SAUNDERS SURVEYING 510 AVENUE ROAD BLACK MOUNTAIN, NC 28711 (828) 669-2777	TIMMONS GROUP 1805 W CITY DR UNIT E ELIZABETH CITY, NC 27909 (252) 621-5030

TONY WEBB PO BOX 381 EDENTON, NC 27932 (252) 482-3066



107 N. Front Street
Post Office Box 7
Hertford, NC 27944

Phone: (252) 426-7010
(252) 426-5564
Fax: (252) 426-3624

PERQUIMANS COUNTY TAX DEPARTMENT

2/23/2021

Perquimans County Board of Commissioners:

Due to the 1st of March falling on the day of the Commissioners meeting, I feel that I will not be able to provide you with the monthly collections percentage by the time of the meeting. As soon as I get these figures calculated, I will get them to Mr. Heath.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Bill Jennings". The signature is written in black ink and is positioned above the printed name.

Bill Jennings
Perquimans County
Tax Administrator

Perquimans County's Vision:
To be a community of opportunity in which to live, learn, work, prosper, and play.



107 N. Front Street
Post Office Box 7
Hertford, NC 27944

Phone : (252) 426-7010
Fax: (252) 426-3624

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections-February 2021

GARNISHMENTS: \$2097.49

PAYMENT AGREEMENTS: \$19,175.52

DEBT SETOFFS: \$0

PERQUIMANS COUNTY
OFFICIAL REPORT

Date: FEBRUARY 2021

Board of Commissioners:
Finance Officer:

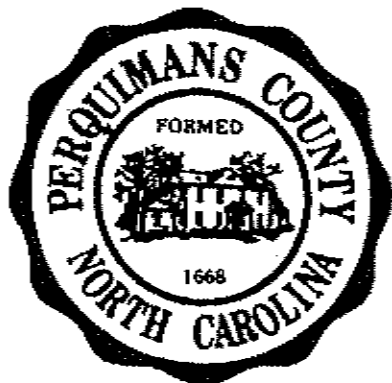
I wish to report that during February 2021 I received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS	#	ELECTRICAL PERMITS	#	PLUMBING PERMITS	#	INSULATION PERMITS	#	MECHANICAL PERMITS	#	MOBILE HOME	#	STATE TAX	MISC	TOTAL DEPOSITED
2/1/2021			\$50	1	\$65	1									\$115
2/2/2021			\$336	2					\$110	2					\$446
2/3/2021															\$0
2/4/2021									\$165	2					\$165
2/5/2021	\$185	1	\$80	2											\$265
2/6/2021															\$0
2/7/2021															\$0
2/8/2021			\$300	2											\$300
2/9/2021	\$1,444	2	\$30	1			\$100	2					\$10	\$50	\$1,634
2/10/2021	\$50	1	\$126	1			\$50	1							\$226
2/11/2021			\$200	2											\$200
2/12/2021					\$70	1									\$70
2/13/2021															\$0
2/14/2021															\$0
2/15/2021					\$80	1									\$80
2/16/2021	\$200	2	\$50	1					\$165	2					\$415
2/17/2021					\$50	1									\$50
2/18/2021			\$845	2					\$55	1					\$900
2/19/2021	\$50	1					\$50	1							\$100
2/20/2021															\$0
2/21/2021															\$0
2/22/2021	\$100	2	\$80	1	\$60	1	\$100	2					\$10		\$330
2/23/2021															\$0
2/24/2021															\$0
2/25/2021															\$0
2/26/2021															\$0
2/27/2021															\$0
2/28/2021															\$0
															\$0
															\$0
															\$0
TOTAL	\$2,029	9	\$2,077	16	\$326	5	\$300	6	\$495	7	\$0	0	\$20	\$50	\$5,296

Signed: _____ Building Inspector

FEBRUARY 2021

Date	NEW RESIDENCE			NEW COMMERCIAL			ADDITIONS			REMODEL			ACCESSORY BUILDING			MOBILE HOMES			MICROHAR HOMES			OTHERS			DAILY TTL	
	County	Hartford	Windsor	County	Hartford	Windsor	County	Hartford	Windsor	County	Hartford	Windsor	County	Hartford	Windsor	County	Hartford	Windsor	County	Hartford	Windsor	County	Hartford	Windsor		
2/1/2021							\$ 4,000.00									\$ 800.00									\$ 4,800.00	
2/2/2021										\$ 6,000.00	\$ 7,000.00														\$ 13,000.00	
2/3/2021																									\$ 9,825.00	
2/4/2021	\$ 9,000.00																								\$ 9,000.00	
2/5/2021																\$ 30,000.00									\$ 30,000.00	
2/6/2021																									\$ 7,750.00	
2/7/2021																									\$ 600.00	
2/8/2021																									\$ 1,800.00	
2/9/2021	\$ 785,425.00							\$ 26,700.00																	\$ 35,700.00	
2/10/2021								\$ 800.00			\$ 1,800.00					\$ 1,700.00									\$ 5,000.00	
2/11/2021																									\$ 4,500.00	
2/12/2021																									\$ 4,500.00	
2/13/2021																									\$ 4,500.00	
2/14/2021																									\$ 4,500.00	
2/15/2021	\$ 3,000.00							\$ 1,000.00			\$ 2,300.00														\$ 4,400.00	
2/16/2021																									\$ 14,125.00	
2/17/2021																\$ 23,800.00									\$ 23,800.00	
2/18/2021	\$ 20,000.00																								\$ 20,000.00	
2/19/2021																									\$ 7,000.00	
2/20/2021																									\$ 3,661.00	
2/21/2021																									\$ 42,415.00	
2/22/2021																									\$ 42,415.00	
2/23/2021																									\$ -	
2/24/2021																									\$ -	
2/25/2021																									\$ -	
2/26/2021																									\$ -	
2/27/2021																									\$ -	
2/28/2021																									\$ -	
TOTAL	\$ 817,425.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,915.00	\$ 34,500.00	\$ 7,900.00	\$ 1,000.00	\$ 3,300.00	\$ -	\$ -	\$ -	\$ 56,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,825.00	\$ 50,445.00	\$ 1,018,925.00



Case Report

2/1/2021 - 2/23/2021

Case #	Case Date	Assigned To	Main Status	Violation	Description
60	2/22/2021	Erle Solesbee	Open	AMH	AMH
59	2/5/2021	Erle Solesbee	Open	AMH	AMH
58	2/19/2021	Erle Solesbee	Open	Nuisance vehicle	Nuisance vehicle

Total Records: 3

2/23/2021



Perquimans County
Fire Marshal's Office
104 Dobbs Street
Hertford NC, 27944
Telephone 252-426-8283

December 2020, January 2021, Monthly Report

Fire Inspections

- Planter's Ridge Farm Market - Final
- Perquimans High School
- McClenny's Pallets & shopping center
- Apricot Factory – new linen business
- New Hope Grill, ABC license inspection, cooking violation letter
- New Hope Grill, follow-up
- Brian Center kitchen inspection
- Starting Point Daycare, fire alarm test
- Starting Point, final inspection
- Brian Center – walk through of renovation, punch list
- Lillian Brothers Group Home
- East Coast Marine Properties – site visit
- Brian Center – pre-final and hood suppression system test
- Shirley Bartlett Foster Home

Plans Reviews

- East Coast Marine Properties
- Cole Tract, Albemarle Plantation
- Duck Thru (Ocean Hwy), Jernigan Oil, tank removal

Illegal burns

Asbestos Inspections for Fire Department Live Burns

- 585 Okisko Road, Intercounty Fire Department
- 105 Bembury, Winfall Fire Department
- Old White's Barbecue, Hertford Fire Department live burn structure
- 403 N. Church Street, Hertford Fire Department live burn structure

Fire Investigations

- Assisted Hertford Fire Dept. and Perquimans Emergency Management with Natural Gas Leak
- 150 Sunset Circle, Structure Fire

Miscellaneous

- Grade CFI board applications
- Completed firearms qualifications
- Completed Bloodborne Pathogens training
- Completed Hazardous Materials training
- Truck inspected at Colony Tire
- Returned Command Post to Pasquotank County
- Met with NC State Daycare employee
- installed smoke detectors at Sunset Circle, Mrs. Cochrane residence
- Met with Hertford Manager regarding renovations to the Town Council Chambers
- Met with Town Utilities Director regarding pump station for new business
- Attended County Fire Chief's meeting
- Attended Asbestos Refresher Course
- Ordered Plans Review Table
- Mailed asbestos samples for live burns
- Submitted application for asbestos inspector renewal

Respectfully submitted,

Barry A Overman, Fire Marshal



PERQUIMANS COUNTY EMERGENCY SERVICES

P.O. Box 563 - 159 Creek Drive - Hertford, NC 27944

(252) 426-5646 Phone - (252) 426-1875 Fax

Jonathan A. Nixon, Director

Emergency Services Update – January 2021

Call Volume by Department – January 2021			
Department	# of Calls	Department	# of Calls
911 CALLS RECEIVED	538	NC State Highway Patrol	46
Belvidere Fire Dept.	5	NC Wildlife	2
Bethel Fire Dept.	5	Nightingale	1
Chowan EMS	0	Pasquotank-Camden EMS	0
Durants Neck Fire Dept.	6	Perq. Dept. of Social Services	7
Eastcare	1	Perq. Emergency Management	8
Gates EMS	0	Perq. EMS	219
Hertford Fire Dept.	14	Perq. Fire Marshal	0
Hertford Police Dept.	147	Perq. Sheriff's Office	564
Hertford Public Works	3	Perq. Water Department	1
Inter-County Fire Dept.	11	Perq. Volunteer Water Rescue Team	0
Magistrate	50	Winfall Fire Dept.	11
NC Dept. of Transportation	6	Winfall Police Dept.	2
NC Forestry	1	Winfall Public Works	3
NC Probation	0		

January Birthdays

Sherri Freeman – January 1st

Jim Grosjean – January 15th

Anna Johnson – January 18th

Rebecca Cullipher – January 25th

February Birthdays

Sue Ann Cestaro – February 2nd

Cody Chappell – February 2nd

Morgan Lilly – February 4th

Mark Montgomery – February 9th

Logan Hogge – February 18th

Amanda Ward – February 25th

Completed Projects / Trainings / Community Preparedness Activities

- Eastern Healthcare Preparedness Coalition Call – January 4, 2021
- School Reunification Drill Planning Meeting – January 6, 2021
- First Dose COVID-19 Vaccination Clinic – January 6, 2021
- First Dose COVID-19 Vaccination Clinic – January 7, 2021
- Eastern Healthcare Preparedness Coalition Call – January 11, 2021
- First Dose COVID-19 Vaccination Clinic – January 14, 2021
- First Dose COVID-19 Vaccination Clinic – January 15, 2021
- Eastern Healthcare Preparedness Coalition Call – January 18, 2021
- American Red Cross Sheltering Meeting – January 20, 2021
- First Dose COVID-19 Vaccination Clinic – January 21, 2021
- North Carolina Emergency Management Forum – January 21, 2021
- Shores at Lands End Community Emergency Response Team presented with Supplies and Equipment funded through an AARP Grant
- NC Healthcare Preparedness Coalition Call – January 28, 2021
- COA EMS Advisory Meeting – January 28, 2021
- Community Emergency Response Team Webinar – January 28, 2021
- American Red Cross Sheltering Meeting – January 29, 2021

It has been a year since Emergency Services Staff began participating in calls regarding COVID-19 and the impacts it could have on our community. The Emergency Operations Center was activated on March 16, 2020, and remains engaged with local, state, and federal officials. We continue to perform Antigen testing for staff which is a measure we have taken to ensure we have public safety personnel available 24/7/365 to respond to the needs of the community. Throughout the month of January, 5 First Dose Mass Vaccination Clinics were held for healthcare workers, first responders, and residents over the age of 65. Approximately 2,500 vaccinations have been administered.

Community Emergency Response Teams (CERT)

- Albemarle Plantation CERT, Deep Creek CERT, and the Shores at Lands End CERT have been an invaluable resource for the COVID Vaccination Clinics. These volunteer members can be found helping with vaccination preparation, the preregistration process, and post vaccination monitoring, as well as anything else that is needed.

- The Shores at Lands End CERT Team applied for and was awarded a \$6,000 Grant from AARP to purchase equipment and supplies needed for emergency preparedness and response activities. All grant documentation has been submitted.

Pending Projects / Trainings / Community Preparedness Activities

- Multiple ARHS First Dose and Second Dose COVID-19 Vaccination Clinics
- Wynne Fork Road Natural Gas Leak After Action Report review with Public Safety and Piedmont Natural Gas Staff – February 2021
- Continuity of Operations Plan/Continuity of Government Plan funded through the Emergency Management Performance Grant-Supplemental – Completion anticipated Early 2021
- Mini Sheltering Exercise funded through the Homeland Security Grant Program – Spring 2021
- Hurricane/Tornado Tabletop and Full-Scale Exercise funded through the Homeland Security Grant Program – Spring 2021
- Active Shooter Exercise funded through the Homeland Security Grant Program – Spring/Summer 2021
- Hazmat Response Exercise funded through the Hazardous Materials Emergency Preparedness Grant – Summer 2021
- Hazmat Shipping Exercise funded through the Homeland Security Grant Program – Winter 2021/Spring 2022

Press Releases / Public Service Announcements

- Perquimans County Senior Citizens Center to close for the week of January 4-8, 2021 – January 3, 2021
- Shared ARHS post regarding COVID 19 Vaccination Clinics – January 4, 2021
- Press Release – Winfall Fire District Improves Insurance Rating – January 5, 2021
- 640 vaccinations administered at the Perquimans County Vaccination Clinic – January 6, 2021
- 350 vaccinations administered at the Perquimans County Vaccination Clinic – January 7, 2021
- National Law Enforcement Appreciation Day – January 9, 2021
- Community Town Hall Event offered by the NC Justice Center regarding the COVID-19 Vaccine – January 11, 2021
- Shared ARHS's post regarding COVID-19 Vaccine Registration – January 11, 2021
- Preregistration required for First Dose Vaccinations – January 13, 2021
- Market Street Natural Gas Leak posts– January 18, 2021
- Mass Vaccination Clinic Preregistration – January 19, 2021
- Second Dose COVID-19 Vaccination Registration – January 20, 2021
- CodeRED Enrollment – January 22, 2021
- First Dose Mass Vaccination Clinic scheduled for Thursday January 28, 2021 – January 25, 2021
- First Dose Mass Vaccination Clinic cancelled due to forecasted weather – January 27, 2021
- Winter Weather Storm Briefing from the National Weather Service – January 27, 2021
- Use caution on the roads due to winter weather – January 28, 2021
- COVID-19 First Dose Vaccination Clinics cancelled for Friday, January 29, 2021 due to anticipated wind chills – January 28, 2021
- First Dose COVID-19 Clinic scheduled for February 2, 2021 – January 29, 2021

COMMITTEE REPORTS