

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
November 7, 2022
7:00 p.m.

- I. **Call to Order**
- II. **Prayer & Pledge**
- III. **Approval of Agenda**
- IV. **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.)
 - A. Approval of Minutes October 3, 2022 Regular Meeting and October 17, 2022 Joint Work Session & Regular Work Session (meeting cancelled)
 - B. Tax Refund Approvals
 - C. Personnel Matters
 - 1. Appointment: Part-Time/Fill-In Non-Certified Telecommunicator (2)
 - 2. Appointment: Part-Time/Fill-In Paramedic
 - 3. Reclassification: Public Information Assistant IV / Energy
 - D. Step Increases
 - 1. Planning (1)
 - 2. EMS (1)
 - 3. Sheriff (3)
 - 4. Tax Department (1)
 - E. Budget Amendment No. 22
 - F. Board Reappointments
 - 1. Reappointment: Highway 17/64 Association of Board of Trustees
 - 2. Reappointments: Planning Board (2)
 - 3. Reappointment: RPO Transportation Advisory Committee – Alternate
 - 4. Appointments: Senior Tarheel Delegate & Alternate
 - 5. Appointments: Senior Tarheel Regional Legislature & Advisory Board Delegate & Alternate
 - 6. Reappointments: Chowan/Perquimans Multi-County LEPC
 - G. Miscellaneous Documents
 - 1. Resolution: Removal of Certain Public Record Books – Register of Deeds
- V. **Presentations & Introduction of New Employees**
 - A. Presentation of Plaque to Retiring Planning Board Member
- VI. **Scheduled Appointments**
 - A. Ralph Hollowell, Albemarle Regional Health Services 7:00 p.m.
 - B. Jared Harrell, Extension Director 7:10 p.m.
 - C. 7:30 p.m.
- VII. **Commissioner's Concerns/Committee Reports**
 - A.
 - B.
- VIII. **Old Business**
 - A. Updates from County Manager
 - B. Response: Town of Hertford Request to Expand the Perquimans River No-Wake Zone
 - C. Sale of Surplus Motorcycle

- ACTION REQUIRED IX. **New Business**
 - A. Voting Delegate for NCACC Legislative Conference
 - B.
 - C.
- NO ACTION REQUIRED X. **Unscheduled Appointments/Public Comments**
(If you wish to address the Board, please state your name for the record prior to speaking)
 - A.
 - B.
 - C.
- ACTION REQUIRED XI. **Closed Session: Per NCGS #143-318-11(5) - The purpose of the Closed Session is to consult with attorney regarding real property and to approve Closed Session Minutes.**
(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed during the closed session.)
- XII. **Adjournment**

FOR INFORMATION ONLY:

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DEPARTMENT HEAD REPORT:

- Plat Log
- Tax Department Report
- Building Inspector's Reports
- Code Enforcement Reports
- Sheriff's Report
- EMS Report for September, 2022 *(forwarded it to Commissioners on 10/4/2022)*
- EMS Report for October, 2022

COMMITTEE WRITTEN REPORTS:

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NOTES FROM THE COUNTY MANAGER

November 7, 2022

7:00 p.m.

- IV. **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.*
- V. **Enclosure:** Chairman Nelson will present a plaque to A.O. Roberts who retired from the Planning Board after serving on it for ten years.
- VI.A. Ralph Hollowell, Albemarle Regional Health Services, will discuss the solid waste hauling contract with Republic Services. Possible action will be requested.
- VI.B. Jared Harrell, Extension Director, will present the Extension's Annual Report to the People and introduce Sarah Sowders who started as our FCS Agent today, November 7, 2022.
- VIII.A. County Manager Heath will present several updates to the Board.
- VIII.B. **Enclosures.** At their April 4, 2022 meeting, the Board approved to forward the Town of Hertford's request to extend the Perquimans River No-Wake Zone. The information was forwarded to the NC Wildlife. We have received a response. County Manager Heath will update the Board and possibly request action to be taken.
- VIII.C. The County adopted a resolution in October proclaiming the following motorcycle as surplus equipment and to proceed to sell it on GovDeals. The bid period for the following surplus items with GovDeals will close on November 7, 2022 at 11:00 a.m. The Board will need to consider the sale of the following item that has been listed with GovDeals:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
	2004 Harley Davidson Motorcycle, VIN #3668	10/03/2022	\$300	

- IX.A. **Enclosure.** The NCACC Legislative Goals Conference will be held on November 16-18, 2022. To date, we have no one registered to attend. If anyone wishes to attend, please let Mary Hunnicutt know so that she can register you for the conference and possibly appoint you as our delegate. Board action may be requested.
- XI. **Enclosure.** Pursuant to NC General Statute 143-318-11(5), the Board will go into closed session to negotiate with county attorney regarding real property and to approve Closed Session Minutes.

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. **Enclosures:** October 3, 2022 Regular Meeting, October 17, 2022 Joint Work Session with Planning Board, & October 17, 2022 Work Session *(cancelled)*
- B. **Enclosure:** Tax Refund & Release Approvals – see attached listing.
- C. **Enclosure:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Jesse Howard	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14.16/hr.	10/01/2022
Samuel Spear	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14.16/hr.	10/01/2022
Kimberly Macias	Part-Time/Fill-In Paramedic	Appointment	68/1	\$20.14/hr.	10/01/2022
Denise Stallings	Public Information Assistant IV / Energy	Job Reclassification*	59/7	\$32,630	11/01/2022

**this salary will be for a period of three (3) months (November, December, & January).*

- D. **Enclosures:** During the Budget process, the following step/merit increases were approved for these employees. The following individuals are being recommended by their supervisor for these step/merit increases:

Department	Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Planning	Trevor Miles	Planning Assistant	61/3	\$32,321	11/01/2022
EMS	Derek Blake	Paramedic	68/2	\$20,677/hr.	11/01/2022
Sheriff	Ryan Cappel	Certified Deputy	65/3	\$38,543	11/01/2022
Sheriff	Victor Sulliban	Certified Deputy/SRO Officer	65/3	\$38,543	11/01/2022
Sheriff	Spencer Wentz	Certified Deputy	65/2	\$37,626	11/01/2022
Tax	Lisa Layden	Tax Clerk - DMV	58/5	\$29,741	11/01/2022

- E. **Enclosures:** Budget Amendment No. 22 is enclosed for your review and action.
- F. **Enclosure.** The following board reappointments & appointments were presented for Board action:

Name	Board/Committee	Action Taken	Term	Effective Date
Heath, Frank	Highway 17/64 Association Board of Trustees	Reappointment	1 yr.	12/01/2022

Name	Board/Committee	Action Taken	Term	Effective Date
Moore, Antoine	Planning Board, Chairman	Reappointment	3 yrs	12/01/2022
Smith, Lewis	Planning Board, Vice Chairman	Reappointment	3 yrs	12/01/2022
Heath, Frank	RPO Transportation Advisory Committee - Alternate	Reappointment	2 yrs	12/01/2022
Hutto, Jo-Ellen Robinson	Senior Tarheel Regional Legislature & Advisory Board	Appointment	1 yr.	12/01/2022
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	12/01/2022

The Board will need to consider the following Board appointments/reappointments for the Chowan/Perquimans LEPC 2023 Roster:

NAME	SPECIALTY	NAME	SPECIALTY
Bass, Billy	Fire	Nelson, Wallace	Elected Official (Perquimans)
Brewster, Sue	CERT (Shores at LE)	Newman, Tyler	Press
Brittingham, Richard	EM/Fire/RRT-1	Nixon, Jonathan	EM/EMS/911
Cartwright, Michael	Fire	Overman, Barry	Fire
Chaney, Susan	DSS	Palmer, Cordell	EM/LE
Chowan SO Rep	Law	Perquimans SO Rep.	Law
Hollowell, Ralph	Environmental	Ponte, Tom	EM
Kehaves, Alex	Elected Official (Chowan)	Smith, Lewis	Owner/Operator (Parkway Ag)
LaFon, Anita	Health Dept.	Solesbee, Julie	EM/Press
LaFon, David	Fire/Law	Spruiell, Mary	Volunteer
Levine, Miki	CERT (Albemarle)	Ward, Paul	NCDA (Environmental)
Long, Rick	Fire (NC Forestry)	Williams, Tonya	Hospital
McKeever, Jim	CERT (Deep Creek)	Winn, Billy	NCEM
NCHP Rep	Law	Winslow, Jarvis	EM

G. **Enclosure:** The following miscellaneous document will need Board consideration and action:

1. **Resolution for Removal of Certain Public Record Books:** Jacqueline Frierson, Register of Deeds, is requesting the adoption of the enclosed resolution to remove certain Public Record Books for repair, restoration, and rebinding.

REGULAR MEETING

October 3, 2022
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, October 3, 2022, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Wallace E. Nelson, Chairman
Thelma Finch-Copeland
T. Kyle Jones
Fondella A. Leigh, Vice Chair
Joseph W. Hoffer
Charles Woodard

MEMBERS ABSENT: None

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

Chairman Nelson called the meeting to order. Commissioner Woodard gave the invocation and Chairman Nelson led the Pledge of Allegiance.

AGENDA

Chairman Nelson stated that a copy of the Agenda was at their seats tonight. Chairman Nelson said that A.O. Roberts could not be here tonight so that will be tabled until next month. Fondella A. Leigh made a motion to approve the Agenda as presented. The motion was seconded by Joseph W. Hoffer 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. County Manager Heath explained that we needed to remove the Approval of Minutes due to an error in the Minutes. With the removal of the Approval of Minutes, the following items were considered to be routine and were unanimously approved on motion made by Charles Woodard, seconded by Thelma Finch-Copeland.

2. Tax Refund Approvals:

Winslow, Jarvis Wilford & Carolyn Morgan Winslow ----- \$100.97
Vehicle sold; 4-month refund. Account No. 64242425.
Houtroyd, Thomas Allen ----- \$109.43
Vehicle sold; 11-month refund. Account No. 65168600.
Wharton, Cody John ----- \$194.35
Vehicle sold; 9-month refund. Account No. 63996610.

Tax Release Approvals:

Sawyer, Martin Kent ----- \$1,446.00
Solid Waste Fees for nine singlewides were put on a new account by taxpayer. Account No. 520098.
SOLANCPOWER1 Owner LLC ----- \$61,258.20
Did not receive their 80% discount in error. Account No. 528957.
Winslow, David & Dawn ----- \$136.54
Doublewide was never deleted from leasehold card. It was being double billed for 2022. Account No. 427316.
Winslow, David & Dawn ----- \$157.95
Doublewide was never deleted from leasehold card. It was being double billed for 2021. Account No. 427316.
Sparling, Steven & Zarina ----- \$468.48
No construction has been started. Account No. 265871.

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Kunisha Watson	Social Worker II	Promotion	67/1	\$40,086	10/01/2022
Fantasia Saunders	Certified Telecommunicator	Resignation			09/13/2022
Fantasia Saunders	Part-Time/Fill-In Certified Telecommunicator	Job Reclassification	62/2	\$15.85/hr.	10/01/2022
Anthony Johnson	Part-Time/Fill-In Certified Telecommunicator	Resignation			09/20/2022
Valerie Price	Water Clerk	Retirement			01/01/2023
Joe Ann White	Social Worker III	Retirement			01/01/2023
Susan Chaney	Social Services Director	Retirement			01/01/2023

4. Step Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Amynda Ward	Certified P/T/FI Telecommunicator	62/4	\$16.64/hr.	10/01/2022
Sandi Lorenson	IMC II	63/2	\$34,456	10/01/2022
Celia McLennan	Paramedic	68/2	\$20.67/hr.	10/01/2022
Steven Stillings	Water Plant Operator		\$1,299	10/01/2022

*one-time performance bonus

5. Budget Amendments:

BUDGET AMENDMENT NO. 15
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-360-001	EMS Donations	2,100	
10-592-140	EMS - Travel and Training	1,000	
10-592-020	EMS - FT Salaries	1,100	

EXPLANATION: To amend FY 22/23 budget to include an EMS donation from COA to be used for training and payroll.

BUDGET AMENDMENT NO. 16
E-911 FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-348-000	E-911 State Grants	864,003	
78-500-161	E-911 - Hardware Maintenance	864,003	

EXPLANATION: To amend FY 22/23 budget to include the additional funds as awarded by the PSAP Board for the FY23 grant cycle.

BUDGET AMENDMENT NO. 17
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-362-002	Extension - 4H Donations	1,000	
10-615-142	Extension - 4H Donations	1,000	
EXPLANATION: To amend FY 22/23 budget to include the additional funds received from donation for the 4-H Program.			

BUDGET AMENDMENT NO. 18
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-025	VFD Grant	50,000	
10-530-463	Belvidere VFD One-Time Grant	50,000	
EXPLANATION: To amend FY 22/23 budget to include the additional funds as awarded by the State for Belvidere Fire Department.			

BUDGET AMENDMENT NO. 19
REVALUATION RESERVE FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
70-399-000	Fund Balance Appropriated	171,597	
70-800-450	Revaluation Reserve Contracted Services	171,597	
EXPLANATION: To amend FY 22/23 budget to include the funds for starting the Tax Revaluation Process.			

BUDGET AMENDMENT NO. 20
OPIOID SETTLEMENT FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
58-648-001	Opioid Settlement Fund	88,623	
58-329-000	Opioid Settlement Fund Investment Earnings	2,000	
58-500-041	Opioid Settlement Fund	90,523	
EXPLANATION: To amend FY 22/23 budget to include National Opioid Settlement Funds in a special fund as outlined in the financial guidelines - this amendment will replace BA#5 which was approved in July placing these funds into the general fund.			

6. **Board Reappointments/Resignations:** The following board reappointments/resignations were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Winslow, Wade	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	10/01/2022
Baker, Julian	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	10/01/2022
Hobbs, Benjamin	Board Trustees for Bethel Fire Dept.	Reappointment	1 yr.	10/01/2022
Mathews, Chad	Board Trustees for Bethel Fire Dept.	Reappointment	1 yr.	10/01/2022
Chappell, Laurence	Board Trustees for Durant's Neck	Reappointment	1 yr.	10/01/2022
Nixon, Mack E.	Board Trustees for Durant's Neck	Reappointment	1 yr.	10/01/2022
Boyes, Jonathan	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	10/01/2022
Swayne, Robert D.	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	10/01/2022
Roberts, A.O.	Planning Board	Resignation		09/14/2022
Harrell, Darlene	Senior Tarheel Delegate	Resignation		09/22/2022
Harrell, Darlene	Senior Tarheel Regional Legislature & Advisory Board	Resignation		09/22/2022

7. **Enclosures:** The following miscellaneous document was approved by the Board:

- a. **Trillium ABC Annual Report for FY 2021-2022:** Since Trillium Health Resources received Alcoholism (ABC) Funds from Perquimans County, GS 18B-805(h) requires Trillium to provide an annual report to the Board of County Commissioners describing how funds were spent. This report is provided for information only.
- b. **Resolution:** The Board adopted the following resolutions:

- > **Resolution Authorizing the Sale of Certain Surplus County Property:** The Board adopted the following resolution declaring a motorcycle as surplus equipment to be sold on GovDeals:

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 vehicle is hereby declared to be surplus to the needs of the County:

Model Year	Make	Model	VIN
2004	Harley Davidson	Motocycle	1HD4CJM154K45366R

2. The County Mnnager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sell these vehicles on GovDeals.
3. The County reserves the right to reject any or all bids and decide not to sell the vehicles at any time during this process.
4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be posted on bulletin board at Courthouse and place it on the County's website and Facebook page. 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 3rd day of October, 2022.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

SEAL

- > **Resolution: Operation Green Light:** This coming Veterans Day, NACO & the National Association of County Veteran Service Officers is asking that the County's support the Operation Green Light for Veterans. The enclosed Resolution encourages the public to show their support for the veterans by lighting our buildings green from November 7 to November 13. By shining a green light, county governments and our residents will let veterans know that they are seen, appreciated, and supported. The Board adopted the following Resolution:

Supporting Operation Green Light for Veterans

WHEREAS, the residents of Perquimans County have great respect, admiration, and the utmost gratitude for all of the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of the men and women who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Perquimans County seeks to honor these individuals who have paid the high price for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, Veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veteran Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, Active Military Service Members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, the residents of Perquimans County appreciate the sacrifices of our United States Military Personnel and believes specific recognition should be granted; therefore be it

RESOLVED, with designation as a Green Light for Veterans County, Perquimans County hereby declares from October through Veterans Day, November 11th 2022, a time to salute and honor the service and sacrifice of our men and women in uniform transitioning from Active Service; therefore, be it further

RESOLVED, that in observance of Operation Green Light, Perquimans County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying a green light in a window of their place of business or residence.

Adopted this 3rd day of October, 2022.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to Board

- c. **2023 Holiday Schedule:** Each year, the Board approved the State Holiday Schedule for Social Services. The Board approved the following 2023 Holiday Schedule:

HOLIDAY	OBSERVANCE DATE	DAY OF WEEK
New Year's Day	December 31, 2021	Friday
Dr. Martin Luther King, Jr. Day	January 17, 2022	Monday
Good Friday	April 15, 2022	Friday
Memorial Day	May 30, 2022	Monday
Independence Day	July 4, 2022	Monday
Labor Day	September 5, 2022	Monday
Veterans Day	November 11, 2022	Friday
Thanksgiving	November 24 & 25, 2022	Thursday & Friday
Christmas	December 23, 26, & 27, 2022	Friday, Monday & Tuesday

- d. **Letter of Support to Establish MRI Services in Elizabeth City, NC:** At their September 19, 2022 Work Session, Chairman Nelson presented a letter of support for Chesapeake Regional Healthcare & Chesapeake Diagnostic Imaging Centers LLC Certificate of Need to Establish MRI Services in Elizabeth City, NC. Since the letter had to be forwarded to them by September 9, 2022, the Chairman signed the letter which is added to tonight's Agenda for official approval from the Board. The Board authorized the Chairman to sign the following letter of support:

October 13, 2022

Ms. Michaela Mitchell
Chief, Health Care Planning and Certificate of Need
NC Division of Health Services Regulation
809 Ruggles Drive
Raleigh, North Carolina 27603

RE: *Support for Chesapeake Regional Healthcare and Chesapeake Diagnostic Imaging Centers LLC Certificate of Need to Establish MRI Services in Elizabeth City, NC*

Dear Ms. Mitchell:

On behalf of the Perquimans County Board of Commissioners (the "Perquimans Board"), I am pleased to have this opportunity to submit a letter in support of Chesapeake Regional Healthcare ("CRH") and Chesapeake Diagnostic Imaging Centers LLC's ("CDIC") (together, "Chesapeake") application for a Certificate of Need ("CON Application") to develop a new fixed magnetic resonance imaging scanner ("MRI Scanner") in the Pasquotank, Camden, Currituck, and Perquimans service area (the "Pasquotank Service Area").

We are aware of Chesapeake's history of providing quality, necessary healthcare services in the northeastern area of North Carolina for more than two decades, as well as their commitment to further expanding access in this area of the State. Because of that commitment, this CON review is of particular interest to the Perquimans Board as we remain engaged in planning for not only the economic growth and development of our County but also in ensuring our constituents are afforded the best possible healthcare resources, provider choice and affordable access to healthcare.

We are also informed that it has been many years since a need determination for a new MRI Scanner has been included in a final State Medical Facilities Plan. Thus, the Perquimans Board is excited about the potential for the introduction of an alternate provider of MRI services in this area. As you know, the Pasquotank Service Area has been recognized as a medically underserved area of North Carolina for many years and the North Carolina Office of Rural Health has designated the counties in the Pasquotank Service Area as Health Professional Shortage Areas. This acknowledgment by the State serves as a recognition of the need for additional healthcare resources to serve this population and we support Chesapeake's application to meet this need. As of the time of this filing, the only MRI services located in the Pasquotank Service Area are at Sentara Albemarle Medical Center. Thus, patients seeking MRI services must go to this hospital-based location to receive their scans.

We understand that the proposal by Chesapeake is for a state-of-the-art, freestanding fixed MRI Scanner, to be located in Elizabeth City, which will provide a convenient, accessible and lower cost alternative for our citizens while expanding their choice of provider and location for this important service. We are certainly cognizant of the importance of access and choice to improved health outcomes, particularly for the population in our underserved area. The location of this MRI Scanner will serve to improve travel times and access.

We are excited to see an additional healthcare provider serve Perquimans County, and we welcome Chesapeake. Thank you for the opportunity to reach out in support of this important project by Chesapeake. We hope that the CON Section will approve Chesapeake's CON Application.

Sincerely,

Wallace E. Nelson
Chairman

WEN/ml

PRESENTATIONS & INTRODUCTION OF NEW EMPLOYEES

A. Presentations: The following presentations were made by the Board:

1. Plaque for Retiring Planning Board Member: Chairman Nelson had reported earlier that this was postponed till next month.
2. Recognition of Employees: Tonight, Mr. Heath recognizes Mary Hunnicutt, Clerk to the Board, who is celebrating her 25th year, Angela Jordan, Social Work Supervisor III, who is celebrating her 15th year, and Diane Murray, IMS II, who is celebrating her 5th year with the County. After the Board congratulated them and thanked them for their service, the Chairman moved to the introduction of next employees.

B. Introduction of New Employees: The following new employees were introduced to the Board:

1. Susan Chaney: Susan Chaney, Social Services Director, will introduce Kaitlyn Brower, IMC I Working toward IMC II and Cayla Butler, IMC I Working toward IMC II. Both were appointed effective September 1, 2022. Each one made a few comments and thanked the Board for the opportunity to work for Perquimans County.

County Manager Heath wanted to recognize Valerie Price (40 years) and Susan Chaney (30 years) who were going to retire the first of the year. Chairman Nelson and the Board welcomed the new employees and congratulated Ms. Price and Ms. Chaney for their many years of service with Perquimans County. County Manager Heath informed the Board that the Social Services Board will make the recommendation for Ms. Chaney's replacement.

JANICE COLE

Chairman Nelson recognized Janice Cole, Main Street Project Manager which is one of the hats that she wears as Interim Hertford Town Manager, who discussed the possibility of the County building a Justice-Government Complex away from downtown Hertford. Ms. Cole began her comments by thanking the Board for allowing her to make her presentation and provided the following facts in favor of this request:

- Previously when she was on the Perquimans County Board of Commissioners, the Courthouse Security Committee discussed a new complex on the basis of court security concerns. Due to the size of the courtroom in the Historic Courthouse, proper security equipment was unavailable to that building. Therefore, many of the court cases were held in the Courthouse Annex. This did not eliminate all of their security concerns.
- Downtown Hertford is basically one block which gives very little room for expansion of retail businesses.
- If the County would move their Administrative Offices out of downtown into the Industrial Park, it would free up quite a bit of space.
- If the Sheriff's Office and Probation & Parole could also be moved there and the Annex Building could be renovated to house more shops which would triple the space that we currently have for downtown businesses.
- In addition, the Planning and Inspections Offices can be moved to that complex too dedicating the current location entirely to the Perquimans County Museum.
- The parking spaces behind the Courthouse and the Annex Building could be used for visitors of downtown and a possible second level could be created.
- Many of the surrounding counties have built justice-government complexes away from the downtown areas.
- The County has grown considerably so the size and staff of the County services need to grow with it.
- The Tax Department has grown so that the Water Department had to be moved to the EMS Building.
- The Clerk of Court's Office only had about four employees when she first was appointed to the court system. Now it has about seven employees and a whole lot more files.
- The Sheriff's Office has outgrown their space.
- The security is still an issue with the current situation. The elevator in the Annex comes up to a secured area and they have to walk prisoners from the holding cell in the historic Courthouse through the narrow area next to the judge's bench.
- A new complex would allow the courtroom and other buildings housing county services to be built with upgraded technological equipment.
- Ms. Cole understands that this will be a large expense for the County and that it cannot happen overnight but encourages the commissioners to begin to look into this and start searching for funding for such a project.
- As Interim Hertford Town Manager, Ms. Cole wants to develop the downtown area into a tourist attraction with more shopping opportunities for visitors and the local residents of Perquimans County.

After she completed her comments, she thanked the Board again for the opportunity to speak about this concern and encouraged them to begin conversations on this request. Chairman Nelson asked if there were any comments from the Board. Commissioner Hoffer said that he liked the idea. Chairman Nelson said that they would place it on an upcoming agenda for discussion.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There being no commissioner's concerns or committee reports, Chairman Nelson moved forward with the meeting.

APPROVAL OF MINUTES

Chairman Nelson recognized County Manager Heath who reported that there was an error on Page 3838 of the September 19, 2022 Work Session Minutes: Currently, the Minutes read, "The contracts will be for two years at \$1,500 per year for both lobbyists making it a total cost of \$3,000." It should read, "The contracts will be for two years at \$1,500 per month for both lobbyists making it a total cost of \$3,000 per month or \$36,000 per year." On motion made by Charles Woodard, seconded by T. Kyle Jones, the Board unanimously approve the correction to the September 19, 2022 Minutes and approved both sets of Minutes for September.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following update:

- Hurricane Ian Update: Mr. Heath reported that he had forwarded the following Public Information Officer's report from Hurricane Ian:

Impacts are listed below:

- Power outages were reported Friday evening but utility crews worked quickly to get them restored.
- Reports of limb debris and standing water on multiple roadways.
 - The Perquimans County Sheriff's Office and NCDOT worked that evening and into the night to ensure debris was cleared from the roadway.
 - First responders were dispatched and responded to 2 motor vehicle accidents on Friday.
 - On Saturday, the flooded roads were checked and found to be cleared.
- There were no reports of structural damage throughout the weekend.
- The National Weather Service reported rainfall totals for Perquimans County ranging from 3.90" - 5.61" on 09/30/2022.

While we were blessed and fared well from Hurricane Ian, many of our neighbors did not. Please keep them in mind as they try to recover and rebuild.

Mr. Heath thanked Commissioner Woodard for his prayer regarding those that were less fortunate that we were with sustaining a lot of damage during Hurricane Ian. We need to continue to hold them up in our prayers.

- Town of Hertford's Request to Supply County Water: Mr. Heath said that, at the past couple of meetings, he has reported that the Town of Hertford will need for the County to provide County Water to their residents for about two weeks. They did a test run and the results went well. This is to allow the Town of Hertford to install new software and equipment in their Water Plant. This process will begin on October 24th. They will be purchasing the water from Perquimans County at the regular water rate just like we purchase water from Pasquotank County.
- Perquimans County School System Grant: Last week, Mr. Heath traveled with a delegation from the Perquimans School District to Raleigh to receive the grant award of \$36.9 million to build a new school that will house the Hertford Grantmar School and the Perquimans Middle School. That total will go up to \$40 million from the next run when they will receive an additional \$3.1 million.
- Joint Work Session with Planning Board: Mr. Heath reminded the Board that they have scheduled the joint work session with the Planning Board on October 17, 2022 during their Regular Work Session.

AGREEMENT FOR LOBBYING SERVICES

At their September 19, 2022 Work Session, Mr. Bob Steinburg presented two agreements for lobbying services with WolfeStein, LLC & Jones Street Consulting. Chairman Nelson asked if the Board members had any questions or comments about these agreements. T. Kyle Jones made a motion to approve the two Agreements with WolfeStein, LLC & Jones Street Consulting. The motion was seconded by Thelma Finch-Copeland. Chairman Nelson asked if there were any questions or concerns. Commissioner Leigh asked if the costs was \$1,500 per consultant per month. Mr. Nelson and Mr. Heath said that was correct. Chairman Nelson said that he thinks that these agreements are beneficial because Perquimans County does not have the representation in the NC Senate like we used to have. We need someone that will look after a small county like Perquimans County. There being no further comments or questions, Mr. Nelson called for a vote. The Board unanimously approved the following two Agreements:

AGREEMENT FOR LOBBYING SERVICES

This AGREEMENT, dated _____ is made and entered into by and between Perquimans County, a body politic of the State of North Carolina, and WolfeStein, LLC:

WHEREAS, Perquimans County desires to hire a contracted government relations professional to represent its interests in North Carolina; and

WHEREAS, WolfeStein, LLC is desirous of performing said government relations work for Perquimans County;

NOW, THEREFORE, in consideration of the mutual promises and Covenants of the parties hereafter set forth, the parties agree as follows:

1. TERM. This Agreement shall commence February 1, 2023 and terminate on December 31, 2024.
2. SERVICES. During the term of this Agreement, WolfeStein, LLC agrees to provide the following services to Perquimans County:
 - Lobby the General Assembly on all issues concerning Perquimans County.
3. COMPENSATION. Perquimans County will compensate WolfeStein, LLC for the contracted lobbying services and payments will be made to WolfeStein, LLC, rendered pursuant to this Agreement as follows:
 - \$1500 per month for the entire contract period.
4. COMPLIANCE. In connection with the performance of services under this Agreement, WolfeStein, LLC at all times will comply with all applicable federal, State and local laws and regulations including those applicable to lobbying and political contributions. If at any time during the term of this agreement WolfeStein, LLC intentionally or materially violates applicable Federal, State or local laws and regulations this Agreement immediately becomes null and void.
5. LOBBYIST REGISTRATION. WolfeStein, LLC will register as a Lobbyist in the State of North Carolina for Perquimans County when lawfully required to do so, and will comply with all rules and regulations of N.C. Lobbying Law. WolfeStein, LLC will pay the \$252.00 Lobbyist Registration Fee, made payable to the North Carolina Office of Secretary of State.
6. ENTIRE AGREEMENT. This shall be the entire agreement between the parties.
7. CHOICE OF LAW. If any legal dispute arises under this contract, the laws of North Carolina shall apply and any such matter will be heard before a Court located in the State of North Carolina.

Signed and executed between the two parties, this _____ day of _____, 2022.

Bob Steinburg
President of WolfeStein, LLC

Wallace E. Nelson
Chairman, Perquimans County Board of Commissioners

Attested by Mary Hamnicutt, Clerk to the Board

AGREEMENT FOR LOBBYING SERVICES

This AGREEMENT, dated _____ is made and entered into by and between Perquimans County, a body politic of the State of North Carolina, and Jones Street Consulting;

WHEREAS, Perquimans County desires to hire a contracted government relations professional to represent its interests in North Carolina; and

WHEREAS, Jones Street Consulting is desirous of performing said government relations work for Perquimans County;

NOW, THEREFORE, in consideration of the mutual promises and Covenants of the parties hereafter set forth, the parties agree as follows:

1. TERM. This Agreement shall commence January 1, 2023 and terminate on December 31, 2024.

1. **TERM.** This Agreement shall commence January 1, 2023 and terminate on December 31, 2024.
2. **SERVICES.** During the term of this Agreement, Jones Street Consulting agrees to provide the following services to Perquimans County:
 - Lobby the General Assembly on all issues concerning Perquimans County.
3. **COMPENSATION.** Perquimans County will compensate Jones Street Consulting for the contracted lobbying services and payments will be made to Jones Street Consulting, rendered pursuant to this Agreement as follows:
 - \$1500 per month for the entire contract period.
4. **COMPLIANCE.** In connection with the performance of services under this Agreement, Jones Street Consulting at all times will comply with all applicable Federal, State and local laws and regulations including those applicable to lobbying and political contributions. If at any time during the term of this agreement Jones Street Consulting intentionally or materially violates applicable Federal, State or local laws and regulations this Agreement immediately becomes null and void.
5. **LOBBYIST REGISTRATION.** Jones Street Consulting will register as a Lobbyist in the State of North Carolina for Perquimans County when lawfully required to do so, and will comply with all rules and regulations of N.C. Lobbying Law. Jones Street Consulting will pay the \$252.00 Lobbyist Registration Fee, made payable to the North Carolina Office of Secretary of State.
6. **ENTIRE AGREEMENT.** This shall be the entire agreement between the parties.
7. **CHOICE OF LAW.** If any legal dispute arises under this contract, the laws of North Carolina shall apply and any such matter will be heard before a Court located in the State of North Carolina.

Signed and executed between the two parties, this _____ day of _____, 2022.

 Jackson Stanell
 President of Jones Street Consulting

 Wallace E. Nelson
 Chairman, Perquimans County Board of Commissioners

 Attested by Mary Hunicutt, Clerk to the Board

BOARD VACANCIES

Action was taken on the following Board vacancies:

- **Trillium Northern Regional Advisory Board:** At the Board's request, the vacancy on this Board was advertised. We have received one application which was provided to the Board in their Agenda Packets. The application was from Terry Tutman. On motion made by Fondella A. Leigh, seconded by T. Kyle Jones, the Board unanimously approved the appointment of Terry Tutman to the Trillium Northern Regional Advisory Board for an unlimited term effective October 1, 2022.
- **Planning Board:** Commissioner Leigh asked when this appointment would be effective. County Manager Heath stated that Mr. Roberts had resigned from the Planning Board effective immediately but the Board could appoint anyone at any effective date. T. Kyle Jones made a motion to appoint Thelma Finch-Copeland to the Planning Board effective December 5, 2022 to complete A.O. Roberts' term which expires September 30, 2024. The motion was seconded by Fondella A. Leigh and unanimously approved by the Board.

ASSISTANCE TO FIREFIGHTER'S GRANT AWARD & BUDGET AMENDMENT NO. 21

County Manager Heath reported that the Emergency Management Department had applied for the Department of Homeland Security's Assistance to Firefighters Grant (AFG) for FY 2021. The grant was approved and the County has been awarded \$180,917.04 in Federal funding. The County is required to provide non-Federal funds equal to or greater than 5.0% or \$9,045.86 making a total amount of the grant to be \$189,962.90. The funds will be used to purchase eighteen portable radios and seven radios. County Manager Heath recommends the approval of these funds. On motion made by Fondella A. Leigh, seconded by Charles Woodard, the Board unanimously approved to accept these funds, provide the county match, and the following Budget Amendment No. 21:

BUDGET AMENDMENT NO. 21
 GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-004	Assistance to Fire Fighter's Grant	180,917	
10-592-747	Assistance to Fire Fighter's Grant	180,917	
EXPLANATION: To amend FY 2023 budget to include the additional funds with the Assistance to Fire Fighter's Grant - to be used for 18 portable radios and 7 mobile radios.			

PUBLIC COMMENTS

The following public comment was made:

- **Keith Nowell:** Mr. Nowell talked about the custody case and the county paying their medical expenses. He expressed his concerns and recommends that the Board look into insurance coverage that would be able to cover these expenses. He further stated that the costs for these medical expenses equals to about a \$.03 increase in Perquimans County's tax rate which most people cannot afford to pay.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:30 p.m. on motion made by Charles Woodard, seconded by Fondella A. Leigh.

 Wallace E. Nelson, Chairman

 Clerk to the Board

JOINT WORK SESSION

October 17, 2022

7:00 p.m.

The Perquimans County Board of Commissioners met in a Joint Work Session with the Perquimans County Planning Board on Monday, October 17, 2022, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

BOARD OF COMMISSIONERS:

MEMBERS PRESENT:	Wallace Nelson, Chairman Thelma Finch-Copeland T. Kyle Jones	Fondella Leigh, Vice Chair Joseph W. Hoffer Charles Woodard
MEMBERS ABSENT:	None	

PLANNING BOARD:

MEMBERS PRESENT:	Antoine (A.J.) Moore, Chair Teresa Blanchard	Lewis Smith, Vice Chair John Skinner
MEMBERS ABSENT:	None	

OTHERS PRESENT

Frank Heath, County Manager	Mary Hunnicutt, Clerk to the Board
Rhonda Repanshek, Planner	Trevor Miles, Planning Assistant

Wallace Nelson, Chairman of the Board of Commissioners, called the meeting to order. Commissioner Jones gave the invocation and the Chairman led the pledge. Chairman Nelson welcomed everyone and thanked the Planning staff and Planning Board for their service to the County. He stated that the purpose of this Joint Work Session was to review and discuss the County's Zoning Ordinance Highway Commercial Architectural Design Standards, Major Subdivision Review Procedure, and many minor unrelated text amendments in the Zoning Ordinance and Subdivision Regulations, much of which Planning Board has discussed in recent months. At this point, he turned the meeting over to Rhonda Repanshek, Planner, who began her presentation on the Perquimans County Zoning Ordinance Proposed Highway Commercial Architectural Design Standards.

PERQUIMANS COUNTY ZONING ORDINANCE PROPOSED HIGHWAY COMMERCIAL ARCHITECTURAL DESIGN STANDARDS

Ms. Repanshek explained that she had been asked to establish commercial development guidelines that are architecturally compatible with the surrounding agricultural land use and the historical development trends of the county. Before beginning her presentation, Ms. Repanshek explained that she would encourage the County and Town to have some similarities in their ordinances so that they can blend. This way, as the town grows out what the Town would require would be similar to what the County is going to require. She explained that she would cover three (3) different types of commercial structures: standalone commercial structures; shopping centers; and large retail stores. She said that they focused their attention on the small standalone structures because they felt that these were the type of structures that would be in the County. The first structure type she discussed was the standalone structures. Within each of these types of structures, she presented pictures of different buildings with various types of architectural design standards. With each sample, she discussed different types of siding and wall base, roofs, colors, facade design, layout of windows and doors shown in the pictures. She would say that some of the samples might be what the County wanted and ones may have been some that the County did not want. After each picture, she stated that it was up to what the Board wanted and they would have to direct them as to what they wanted in the final draft ordinance. She then moved onto the historical architecture. When we think of Perquimans County, we think more of agriculture than other counties like Chowan and Pasquotank. She showed pictures of some buildings within the County's historical structures like the Newbold-White House, barns, plantation houses, Nicholson House, churches, Parkway Ag, Scott's Store, Layden's Store, and Old Country Store. If you get into the modern architecture, we have Albemarle Plantation, Planter's Ridge Gift Shop, John Deere, and Planter's Ridge Farmer's Market. She turned the presentation over to Trevor Miles, Planning Assistant, who prepared the Article for the proposed commercial districts architectural design standards. Included in the Board's packets was a copy of the Proposed Commercial Districts Architectural Design Standards. (See Attachment A) The items he looked for in the standalone commercial structures were as follows:

- > **Siding & Wall Base:** The Board will need to decide on what they need to approve. Do you want all brick or brick and other type of siding or wall base like siding, clapboard siding, etc.?
- > **Roof Type:** The Board will need to decide on whether or not they want gable, dormer, hip, hip & valley, gambrel, mansard, flat, or any combination thereof. They may want to have some changes in their roof line. If they do a flat roof they will have to use a parapet wall not a straight line. This allows the rooftop equipment to be screened from view from all streets.
- > **Facade Design:** The applicant will be provided a small checklist which will allow them to come up with their facade. They are looking for the following elements to be included:
 - A covered front porch, awning(s), or canopy occupying at least 25% of the length of the facade;
 - The use of projections or recesses in the facade wall;
 - Changes in the roofline, to include changes in the roof planes, cupolas visible when looking at the facade, dormer windows visible when looking at the facade, or change in the height of the parapet wall;
 - Facade color changes, including any brick base or canopies/awnings.

The next structure is the shopping center. Even though he did not think that a shopping center would be in the County but it may be in Town of Hertford, he wanted to address the issue in case it was built in the County.

- > He showed a picture of what elements they are looking for in a shopping center structure: a covered porch, dormer windows, changes in recesses, changes in depths, not every store front looks the same, different types of roof, and different pitch.

The last structure is the large retail.

- > He does not think that we could make them build it entirely in the same material. The Planning Staff/Board would encourage the contractor to make it look like an agricultural facade.
- > They have some of the same requirements that standalone and shopping center structures have.

He completed his remarks by saying that the Board will need to give them some direction on what they are looking for. He did a lot of research online in Currituck County, from the beach, and some other places. This was his first attempt of doing this and welcomes any suggestions or changes. Planning Board member, John Skinner, said that they were on board with the agricultural look. Wallace Nelson said that type of look suited Perquimans County. Mr. Miles turned the presentation back to Ms. Repanshek. She asked if any of the members had questions or comments. Commissioner Leigh asked what the siding was on the Dollar General at Albemarle Plantation. Frank Heath said that it was HardiPlank. Commissioner Finch-Copeland asked what the siding was for Tractor Supply. Mr. Miles said that they have many stores but he thought most of them had metal siding. Mr. Heath agreed

and said that they changed colors, type of façade, etc. Mr. Heath said that you can still do attractive things with metals by changing things up. Chairman Nelson said that he did not want to create something that would put an economic burden on a business. He just wanted something to dress it up a little and make it more attractive. Planning Board Chair Moore said that they did not restrict the use of materials. Mr. Heath said that they wanted to set up guidelines that would allow the Planning Board and Planning Staff to have the flexibility of setting up reasonable uses. Mr. Moore asked if they are asking too much. Chairman Nelson and Commissioner Woodard wanted to have things to blend together but needs variety. Mr. Skinner said that this was not a cookie cutter thing but there is some flexibility to the requirements. Mr. Moore said that the Planning Board did not want to make it so restrictive to the small business that wanted to come to Perquimans County. He further feels that these items will work by making just a few changes. Lewis Smith said that they could at least meet a minimum façade change. Ms. Repanshek pulled up a picture and asked if the changes in color on the façade was enough in this picture. The group felt that there needed to be a more significant change in color. County Manager Heath asked if there was something that they could include in this article that would address a color scheme. Ms. Repanshek said that they did have a color scheme rule. Mr. Heath said that they would need to come up with a percentage that the façade needs to be changed. Mr. Miles said that he feels that they have that information in the proposed ordinance. Both Boards discussed the changing of the façade, with regard to color and style. Ms. Repanshek said that she would like to have a book that would show the various samples that they are looking for. This would not be part of the ordinance but a supplemental booklet so that it would not be required to come before the Boards if they change a picture or two. Ms. Repanshek wanted to talk about the brick. In the ordinance, they listed the color of the bricks they could use which were orange, gray, tan, brown, or some combination thereof. They left out red but were going to put it back in and she asked the commissioners if they wanted it added back in.

ZONING ORDINANCE TEXT AMENDMENTS

Ms. Repanshek reviewed the following Zoning Ordinance text amendments:

> Zoning Ordinance Article IV and Subdivision Regulations, Section 106: This will have to go through County Attorney, Hackney High, to amend. Zoning Ordinance Article IV was not included in their packets.

> Section 515: The following change is proposed:

Section 515. Manufactured Home Skirting Required

(a) Manufactured Home, Classes A and B. The perimeter of the manufactured home shall, upon installation, have a continuous, permanent masonry curtain wall unpierced except for required ventilation and access, unless on leased land which shall require a continuous and opaque manufactured foundation skirting described in (b)(ii) below. The masonry curtain wall shall be installed prior to receiving a Certificate of Occupancy.

> Article 8 – Table of Uses: The following changes are proposed:

Article VIII. Table of Uses (page 1 of 6)

USES	RA	HA	RA-43	RA-32	RA-25	RA-15	CR	CN	CH	IL	IH
ABC Store										P	
Accessory Buildings or Uses	P	P	P	P	P	P	P	P	P	P	P
Accessory Buildings or Uses (unlimited number but limited to three on lots 20,000 square feet or less)	P										
Additional Dwelling (one for each 10 acres of land) (Sect. 506)	P										

Article VIII. Table of Uses (page 4 of 6)

USES	RA	HA	RA-43	RA-32	RA-25	RA-15	CR	CN	CH	IL	IH
Marina (fuel supplies)								S			
Meteorological (MET) Tower (Temporary)	P										
Military Facilities	S										
Mini-Warehouse/Storage Facilities (Sect. 911.25)							S	S	P	P	

> Section 908 – Change in Special Use Permit: The following change is proposed:

Section 908. Change in Special Use Permit

An application to materially change a special use permit once it has been issued must first be submitted, reviewed, and approved in accordance with Section 903 and 904, including payment of a fee in accordance with the fee schedule approved by the Board of Commissioners. The County Manager and Planner shall have the authority to approve minor modifications to a special use permit provided the change does not increase the density or intensity of use, nor change the project boundary or property boundary.

> Section 911 – Implementation of Special Use Permit: The following change is proposed:

911.25 Mini-Warehouse (self-storage)

A. Zoning Districts: CH, CR

B. Site Considerations:

- (1) The total ground area covered by buildings shall not exceed fifty percent (50%) of the lot.
- (2) Maximum building height: twenty (20) feet.

C. Screening: Any features or activities which may impinge on residential property or uses, including but not limited to parking lots and loading areas shall be provided with a vegetative buffer, either planted or natural, meeting the requirements of Article XIV "Buffers and Screening."

D. Lighting: Outdoor lighting shall be shielded so as to prevent light from directly hitting adjacent property or any public right-of-way.

E. Operational Considerations:

- (1) No outside storage shall be permitted.
- (2) The storage of hazardous, toxic, or explosive substances shall be prohibited.
- (3) No business activity other than rental of storage units shall be conducted on the premises.

> Article 11 – Exceptions & Modification: The following changes are proposed:

Section 1108. Accessory Building or Garage on Vacant Lot for Residential Storage Use

- (1) An accessory building or garage may be placed on a vacant lot provided it meets current setbacks and will not hinder placement of future dwelling.
- (2) Accessory building or garage shall only be used for storage of items of residential nature.
- (3) Garage may be a principal structure for residential storage use on a vacant lot in a Residential zone only if the landowner resides on a lot 15,000 square feet or less within 500 feet of the vacant lot of 15,000 square feet or less both of which are in a major subdivision created by survey recorded on or prior to May 7, 1973.
- (4) Only one accessory storage structure is allowed on a parcel without an established primary residence or qualification as a bona fide farm.

Section 1109. Manufactured Home or Travel Trailer as Temporary Residence After Natural Disaster Hardship

A manufactured home or travel trailer as defined in Article XIX, Definitions and Word Interpretations may be issued a temporary dwelling permit valid for a 6 month period for use as a temporary residence in the case of a principal dwelling being destroyed by natural disaster or accidental fire where the principal dwelling being destroyed by a natural disaster or accidental fire is damaged enough to be classified as unsafe and uninhabitable by the County Building Inspector.

Zoning staff may approve this temporary dwelling permit for one 6 month extension while repairs are being made to the destroyed residence on-site. Any further permit extensions must be approved by Planning Board and Board of County Commissioners using quasi-judicial procedures.

All following conditions must be met:

- 1) Persons residing in the temporary dwelling are limited to those who resided in the house at the time of the disaster.
- 2) Temporary dwelling must meet all setbacks.
- 3) Temporary dwelling must be connected to potable water and sewer.
- 4) Temporary dwelling location must not hinder rebuilding.
- 5) Building permits must be obtained for any necessary connections.
- 6) Zoning permits for the temporary dwelling and the repair or reconstruction of the destroyed residence shall be applied for concurrently.
- 7) Temporary dwelling shall not be expanded or have attached nonpermanent structures.
- 8) Temporary dwelling shall be removed from the property within 4 weeks of the completion of the repair or reconstruction of the house and issuance of a certificate of occupancy.

The Temporary Dwelling Permit may be revoked if the terms and conditions of the permit have been violated.

Section 1110, Single Family Dwellings in CH District/HCOD zone if Major Subdivision with Restrictive Covenants Approved Prior to July 1, 2002

Three major subdivisions in the CH (Highway Commercial) zone on Highway 17, have restrictive covenants that restrict their lots to residential single-family development only. As stated in section 106, it is not intended by this Ordinance to interfere with covenants or other agreements between parties. Therefore, vacant lots in Cherokee Court subdivision, Poplar Acres subdivision and XYZ subdivision may have one single-family dwelling and one accessory structure per lot in their respective CH zone provided the structures meet minimum zoning setbacks for CH zoning districts.

> Section 1204 - Extension or Enlargement of Nonconforming Situations: The following change is proposed:

(a) Notwithstanding Subsection (a):

- (1) any structure used for single-family residential purposes (other than a class "B" or "C" manufactured home) may be enlarged or replaced with a similar structure so long as the enlargement or replacement does not create new nonconformities or increase the extent of existing nonconformities with respect to such matters as setback and parking requirements; and,
- (2) a nonconforming class "B" or "C" manufactured home (located outside a manufactured home park) may be replaced with a site built home or class "A" or "B" or "C" manufactured home that was manufactured in the same year or later than the home being replaced and is as large or larger than the home being replaced; so long as (a) the power and water accounts, having been terminated for the replacement of the manufactured home, are reinstated within 180 days of termination, (b) all necessary permits have been issued by the county Health Department relating to the installation and operation of a satisfactory sewage treatment system, (c) underpinning of all-weather base material is placed around the manufactured home or, in the case of a class "A" manufactured home, a masonry curtain wall; and (d) all setbacks are met to the extent feasible.

> Section 1506 - Parking Lot Surfaces: The following change is proposed:

- (b) When crushed stone, gravel, or other suitable material is used, the perimeter of such parking lot shall may be required by Planning staff to be defined by bricks, stones, railroad ties, or other similar devices when deemed necessary for safety, harmony, or environmental stewardship. However, delineation is not required where vehicular areas are to be used exclusively by employees of the business in question and/or for deliveries and are not intended for use by the general public. In addition, whenever such a parking lot abuts a paved street, the driveway leading from such street to such area (or, if there is no driveway, the portion of the parking lot that opens on to such streets), shall be surfaced with asphalt or six inches (6") of concrete for a distance of fifteen (15) feet back from the edge of the paved street. This Subsection shall not apply to single-family or two-family residences or other uses that are required to have only one (1) or two (2) parking spaces.

> Section 1507 - Mobile Home and Trailer Parking and Storage: The following change is proposed:

Section 1507. Mobile Manufactured Home and Travel Trailer Parking and Storage

It shall be unlawful to park or otherwise store for any purpose whatsoever any mobile manufactured home or travel trailer within any zone district except as follows:

- (a) At a safe, lawful, and non-obstructive location on a street, alley, highway, or other public place, providing that the travel trailer or mobile manufactured home shall not be parked overnight;
- (b) Within a mobile manufactured home park, provided, however, the mobile manufactured home shall either have a North Carolina or HUD Label of Compliance permanently attached thereto; and,
- (c) On any other lot or plot provided that travel trailers, as defined in Article IX "Special Uses," and Article XIX "Definitions and Word Interpretations" shall be stored parked in a campground (section 211.14) or a garage or carport of a currently inhabited principal residential dwelling or in the rear or side yard of a currently inhabited principal residential dwelling.

> Section 1607 - Prohibited Signs: The following change is proposed:

Section 1607. Prohibited Signs

Unless otherwise permitted as a temporary or Special Use, the following signs are prohibited:

- (a) Banners, posters, pennants, ribbons, streamers, strings of light bulbs, spinners, or other similar devices.
- (b) Signs advertising an activity, business, product, or service no longer conducted on the premises upon which the sign is located.
- (c) Off-premises advertising signs, or billboards. Certain off-premise advertising signs, not including billboards, that are to be located in the RA Zoning District area exempted from the prohibition contained in this section (see specific exemption in Section 1605 above).
- (d) Roof signs.
- (e) Projecting signs and free-standing signs located within a public right-of-way except when erected by the County, State, or Federal government.
- (f) Animated, rotating, or other moving, or apparently moving, signs shall be prohibited.
- (g) Signs with obscene language or obscene gestures or profanity.

> Article 19 - Definitions and Word Interpretations: The following changes are proposed:

Accessory Dwelling Unit (ADU): A secondary dwelling unit established in conjunction with and clearly subordinate to a principal dwelling unit. An ADU may be located within a principal structure, or a freestanding building, or above a detached structure on the same lot. To insure that an accessory dwelling unit is secondary to the primary residence and not a duplex, it is subject to the following restrictions:

- A. Only one accessory dwelling unit may be permitted on a single-family lot. No ADU shall be permitted on the same buildable lot with a duplex or multi-family dwelling.
- B. ADUs may be attached (located in the principal residence) or in a detached structure on the lot providing requirements for the lot coverage and setbacks for the district are met.
- C. ADUs shall not be larger than 40 percent of the heated floor area of the primary residence or 800 square feet, whichever is smaller.
- D. ADUs shall not be subdivided or otherwise segregated in ownership from the primary residence.
- E. An ADU must meet NC Building Code.
- F. One additional off-street parking space shall be provided for the ADU

- G. ~~Either the primary residence or the ADU shall be occupied by an owner of the property.~~
- H. ~~The use of manufactured homes, travel trailers, campers, or similar vehicles as an ADU is prohibited.~~

Campsite, Primitive: No amenities are provided. No grills. No picnic tables. Hike-in hike-out style of camping.

Campsite, Developed: Separate sanitary facilities for both sexes (including showers) are available within four hundred (400) feet of each campsite and potable water is provided within one hundred (100) feet of each campsite.

Dwelling, Accessory: see Accessory Dwelling Unit (ADU)

Dwelling, Duplex: A building containing two (2) dwelling units, other than where a second dwelling unit is permitted as an accessory use. The units must share a common wall, or have the ceiling of a lower unit as the floor for the unit above.

Dwelling, Resumed Single-Family: A building ~~A site residential home site in the Highway Commercial zone with site improvements previously installed on a lot that was previously developed and occupied as a Single-Family Dwelling based on Special Use criteria in Zoning Ordinance section 211.28 Resumed Single-Family Dwellings.~~

Modification, Major: ~~Any significant change in land use and/or change in the project boundary or property boundary and/or any change that results in an increase in the density or intensity of a project as shown and described in an approved Special Use Permit and/or site plan or preliminary plat or final plat.~~

Once Ms. Repanshek completed reviewing the Zoning Ordinance text amendments she review the following Subdivision Regulation amendments:

- > Section 106 – Transfer of Lots in Unapproved Subdivision Plats: The following change is proposed. These will have to be confirmed with County Attorney High:

Section 106 Transfer of Lots in Unapproved Subdivision Plats

A) Any person who, being the owner or agent of the owner of any land located within the planning and development regulation jurisdiction of the county, thereafter subdivides his land in violation of the regulation or transfers or sells land by reference to, exhibition of, or any other use of a plat showing a subdivision of the land before the plat has been properly approved under such regulation and recorded in the office of the Perquimans County Register of Deeds, ~~shall be guilty of a Class 4 misdemeanor is subject to a civil penalty, court action or other remedy as referenced in Section 204.~~ The description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring land shall not exempt the transaction from this penalty. The county may bring an action for injunction of any illegal subdivision, transfer, conveyance, or sale of land, and the court shall, upon appropriate findings, issue an injunction and order requiring the offending party to comply with the subdivision ordinance. Building permits required pursuant to NCCGS 160D-1408 may be denied for lots that have been illegally subdivided. In addition to other remedies, the county may institute any appropriate action or proceedings to prevent the unlawful subdivision of land, to restrain, correct, or abate the violation, or to prevent any illegal act or conduct.

- > Section 204 – Penalties for Violation: The following change is proposed:

Section 204 Penalties for Violation

After the effective date of this ordinance, any person who, being the owner or agent of the owner of any land located within the territorial jurisdiction of this ordinance, thereafter subdivides his land in violation of this ordinance or transfers or sells land by reference to, exhibition of, or any other use of a plat showing a subdivision of the land before the plat has been properly approved under the terms of this ordinance and recorded in the Office of the Perquimans County Register of Deeds, ~~shall be guilty of a misdemeanor is subject to a civil penalty, court action or other remedy as referenced in sections 204.1 through 204.4 (per authority given by NCCGS 160A-175).~~

- > Section 301 – Plat Shall Be Required on Any Subdivision of Land: The following change is proposed:

Section 301 Plat Shall Be Required on Any Subdivision of Land

Pursuant to G.S. 160F-301, a final plat shall be prepared, approved, and recorded pursuant to the provisions of this ordinance whenever any subdivision of land takes place.

- > Section 304 – Major Subdivision Requirements: Mr. Skinner said that this change came about due to a recent request to approve a subdivision and they asked the developer to do the things required. The applicant said that it was going to be too expensive to do all these things. Well, the subdivision was approved by the Planning Board and the Board of Commissioners. They felt that we needed to do something to make sure that they would comply with the rules. Planning Board Chair said that at each level of approval, they would be told that they are working on the required documentation but it would move to the next step until they received the documentation but it was too late for them to check to see if they complied with the rules. Therefore, the following changes are proposed:

Section 304 Major Subdivision Requirements

A pre-application meeting with the County Manager and/or County Planner is recommended.

If the land to be subdivided contains more than ten (10) acres, or is waterfront property, the subdivider shall submit a sketch plan prior to submitting a preliminary plan plat. Smaller subdivisions may be submitted in sketch plan form if the subdivider wishes. The sketch plan shall be drawn by a surveyor or engineer at a suitable scale with sufficient detail to enable staff to provide advice and information pertaining to the proposed subdivision. If the sketch plan is required or the subdivider wishes to submit one to the Planning Board, it must be submitted to the Subdivision Review Officer ~~between 4-5 business~~ twenty-one (21) days prior to the Technical Review Committee (TRC) meeting. TRC review of a sketch plan will be at the discretion of the County Manager or Planner. Planning Board review of a sketch plan shall be required. At the meetings of the TRC and Planning Board, the subdivider or his representative should explain the plan, answer questions, and advise the TRC and Planning Board of any variations from the subdivision regulations. Sketch plans shall conform to the following requirements indicated in Section 306.7, Table of Map Requirements when submitted to the Planning Board for their review. Upon submission of the sketch plan 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. Additional information may be included to aid in the sketch plan review.

204.1-Sketch-Design-Plan-Requirements

The Sketch-Design-Plan shall depict or contain the following information:

1. ~~Boundary of tract and the portion to be subdivided~~
2. ~~Sketch of proposed street and lot layout~~
3. ~~Dimensions of street right-of-way~~
4. ~~Location of other rights-of-way and easements~~
5. ~~Sites, if any, for schools, churches, parks, beaches, etc.~~
6. ~~Location of streets and lots of developed or platted properties within 100 feet of property being considered for subdivision~~
7. ~~Zoning classification(s) of the tract and of adjacent properties, if applicable~~
8. ~~Site data:

 - (a) Acreage in tract
 - (b) Acreage to be subdivided
 - (c) Approximate acreage in parks or other land usage
 - (d) Approximate number of lots proposed~~
9. ~~Sketch-Vicinity-Map showing the relationship of the proposed subdivision to the surrounding area; the adopted thoroughfare plan; the 100-year floodplain; 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).~~
10. ~~Number of copies and graphics media: Six (6) copies shall be submitted to the Planning Board. No specific graphics media must be employed.~~
11. ~~Size of film and scale: No specific size requirements apply to sketch design plans; it is suggested that the requirements applicable to preliminary and final 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 plat. 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:** The following changes are proposed:

Section 305 Preliminary Plat Review

~~After sketch plan review by TRC members and approval by the Planning Board, a preliminary plat may be submitted.~~

General: The subdivider shall submit three (3) ~~paper~~ copies of the preliminary plat and ~~one digital copy~~ and any supplementary material to the Subdivision Review Officer (SRO) at least ~~twenty-one (21)~~ twenty-one (21) 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. Up to ten (10) additional paper copies may be required after initial review by SRO.

~~The preliminary plat shall be prepared by a surveyor, to the extent permitted by G.S. Chapter 89C, or engineer at a scale of one (1) inch equals two hundred (200) feet or less, with sheet sizes not larger than twenty-four (24) inches by thirty-six (36) inches. Where multiple sheets are necessary, appropriate match lines shall be shown. The preliminary plat shall show the information indicated in Section 306.2, Table of Map Requirements. The Subdivision Review Officer may reject any preliminary plat which does not conform to this Section and shall return the deficient plat map to the subdivider for revision and resubmittal.~~

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 14 3/4" x 20" in size.~~
 - 2) ~~The location of existing and planned 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, right-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) ~~Acres in total tract~~
 - b) ~~Acres in parks or other land usage~~
 - c) ~~Total number of lots~~
 - d) ~~Linear feet in streets~~~~
 - 17) ~~Sketch vicinity map showing relationship between subdivision and surrounding area, adoption of the rough layout 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.~~

305.3 Preliminary Plat Approval

Unless otherwise provided herein, the Perquimans County Planning Board shall have the sole authority to review and approve or disapprove all plats presented under this ordinance prior to their submission to the Perquimans County Board of Commissioners.

Failure on the part of the Planning Board to act within forty-five (45) days after the preliminary plat is submitted shall be deemed as approved by the Planning Board.

The Board of Commissioners shall approve or disapprove the preliminary plat. If the Board of Commissioners approves the plat, such approval shall may be noted on up to eight copies of the plat. One (1) copy of the plat shall may be retained by the County Manager, one (1) copy shall be retained in the Planning Board records, one (1) copy shall may be given to the subdivider, and the remaining copies will may be filed in the Planning Office. If the Board of Commissioners shall disapprove the preliminary plat, the subdivider shall be given the reasons in writing. The subdivider shall be instructed concerning resubmission of the plat to the Board of Commissioners if deficiencies can be corrected.

- a) ~~Upon approval of the preliminary plat by the Board of Commissioners is authorization for the subdivider to, the subdivider may proceed with the preparation of the final plat, and the installation of or arrangement for required improvements in accordance with the approved preliminary plat and the requirements of this ordinance. Preliminary plat approval shall in no way be construed as constituting an official action of approval for recording of the subdivision as required by this ordinance.~~
- b) ~~Conditional approval of the preliminary plat is authorization for the subdivider to proceed with preparation of the construction plan, if applicable, or other subdivisions prior to submission of the final plat as permitted or limited by conditions or requirements. Submittal of a revised preliminary plat may be included as a condition of approval. As required by other provisions of this Ordinance, evidence that these conditions have been met shall be provided to the County concurrent with submittal of a construction plan, if required, or the final plat.~~
- c) ~~Disapproval of the preliminary plat shall require submittal of a revised plat.~~

~~Preliminary plat approval shall in no way be construed as constituting an official action of approval for recording of the subdivision as required by this ordinance.~~

305.X Preliminary Plat Requirements

~~The preliminary plat shall show the information indicated in section 306.2, Table of Map Requirements in addition to details listed in this section 305.X.~~

~~Other items to be submitted by the Subdivider with the preliminary plat include the following:~~

- A) A copy of any deed restrictions or similar covenants, including, but not limited to, road maintenance requirements and common space maintenance and ownership, should be submitted to the Planning Office prior to approval of a preliminary plat by the Board of County Commissioners with adequate time for the county attorney to review such documents.
- B) Any information considered by either the subdivider, Subdivision Review Officer, Planning Board or Board of Commissioners to be pertinent to the review of the plat shall be submitted prior to preliminary plat approval by the Board of Commissioners.

305.3. Construction Plans

No construction or installation of improvements shall commence in a proposed subdivision until the preliminary plat has been approved by Planning Board and Board of County Commissioners and all construction plans and specifications relevant to conditional approval have been approved by the appropriate authorities. (note: almost the same as 403(A))

No construction or installation of any specific improvement shall commence until the County Planning Office has reviewed its specific construction plan layout for congruency with the approved preliminary plat; this includes water, sewer, and NCDOT transportation.

Prior to construction the County Planning Office shall be given copies of a current NCDEQ Stormwater Management Permit, a CAMA permit if applicable, an Army Corps of Engineer permit if applicable, and any additional information needed by the County Planner, Technical Review Committee, County Manager or County Attorney.

Construction plans shall be prepared by a surveyor to the extent permitted by G.S. Chapter 89C, or engineer at a scale of one (1) inch equals one hundred (100) feet or less, with sheet sizes not larger than twenty-four (24) inches by thirty-six (36) inches. Where multiple sheets are necessary, appropriate match lines shall be shown. The construction plan shall show the information indicated in Section 306.7, Table of Map Requirements, and shall address conditions and requirements of preliminary plat approval. The Subdivision Review Officer may reject any construction plan which does not conform to this Section and shall return the deficient plan, in person, to the subdivider for revision and resubmittal.

Construction plans shall be reviewed by the Subdivision Review Officer for congruency with the approved preliminary plat then forwarded to related County departments or County Engineers for approval. If construction plans are denied, applicant must make corrections and re-submit to the Subdivision Review Officer and appropriate approving authority.

305.4 Adequate Public Facilities

A preliminary plan plat of subdivision must not be approved unless the Board of Commissioners determine that the proposed subdivision will not exceed the county's ability to provide adequate public facilities, including, but not limited to, schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate. Such facilities must be in place or programmed to be in place within 2 years after the initial approval of the sketch plan preliminary plat.

Section 306 – Final Plat Review: The following changes are proposed:

Section 306 Final Plat Review

General

Prior to completion of the final plat for review by the Board of County Commissioners, the developer shall have completed the installation of all improvements in accordance with the approved preliminary plat. The only exception may be asphalt street paving and related shoulder/ditch grading and seeding, provided the developer submits an improvement guarantee in accordance with Section 306.5, Improvements Guarantees.

306.3 Final Plat Requirements

The final plat shall be at the same scale, same sheet size, graphic media and shall conform substantially to the preliminary plat as approved and shall constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at the time.

The final plat shall show the information indicated in section 306.7, Table of Map Requirements in addition to details listed in this section 306.3.

The final plat will show:

- A) The lines of all streets and roads;
- B) Lot lines and lot numbers;
- C) Minimum building setbacks;
- D) Reservations, easements, alleys and any areas to be dedicated to public use or sites for other than residential use with notes stating their purpose and any limitations;
- E) 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 line, whether curved or straight and including true north point. This should include the radius, center angle, and tangent distance for the center line of curved streets and curved property lines that are not the boundary of curved streets;
- F) All dimensions should be to the nearest one-tenth (1/10) of a foot and angles to the nearest second;
- G) Accurate location and description of all permanent monuments and stakes;
- H) The proposed utility system:
 - (1) Water
 - (2) Gas
 - (3) Sewers
 - (4) Storm drainage
 - (5) Electric utilities
- I) The names and locations of adjoining subdivisions, and streets, and the location and ownership of adjoining un-subdivided property;
- J) Title, date, name and location of subdivision, graphic scale and north point (indicate if true north, magnetic north or N.C. State Grid System is used);
- K) Name of owner, surveyor or land planner;
- L) Sketch vicinity map showing relationship between subdivision and surrounding area;
- M) Other items to be submitted by the Subdivider with the final plat include the following:
 - (1) Maintenance Bond and security to guarantee street maintenance until acceptance by the North Carolina Department of Transportation Improvement Guarantee for asphalt street paving and related shoulder/ditch grading and seeding, in accordance with Sections 306.5 and 306.55;

306.35 306.3.17 Re-subdivision Regulations

For any re-plating or re-subdivision of land, the same procedures, rules and regulations stated in Article II, of this ordinance shall apply as prescribed herein for an original subdivision. Lot size may, however, be varied on the approved plan after recording, provided that:

- a) drainage, easements or right-of ways shall not be changed;
- b) street alignments and block sizes shall not be changed;
- c) the property line between the back of the lots shall not be changed;
- d) the rear portion of lots shall not be subdivided from the front parts;
- e) the character of the area shall be maintained.

Note: Improvements in the re-subdivision petitioning will be considered, but the burden of conclusiveness demonstrating that the re-subdivision is an improvement will be on the petitioner. Furthermore all buyers of property in the original subdivision will be contacted and their written consent of the change will be submitted with the petition of re-subdivision.

306.7 Plat Requirement Checklist/ Table of Map Requirements

As listed in the Table in this subsection, the necessary information indicated for each sketch plan ("S"), preliminary plat ("P"), construction plan ("C"), or final plat ("F") map submittal shall be shown.

<u>INFORMATION REQUIRED</u>	<u>Sketch Plan</u>	<u>Preliminary Plan</u>	<u>Final Plan</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 five (5) 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 plan 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 adjacent boundary lines of adjoining lands			X	
The name of adjoining property owners	X	X	X	
The boundaries of the tract of portions thereof to be subdivided distinctly and accurately represented with all bearings and distances shown		X	X	
The name 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 for the 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 street fronts. 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 foot of each lot is indicated	X	X	X	
Wooded areas, wetlands, rock outcroppings, ponds or lakes, streams or rivers, bays and any other natural features affecting the site, including the location of floodway areas subject to flooding	X	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		
A) Information block, containing the following:				
1. Subdivision name, including phase(s) or section(s), cc-subdivision or Other action, and lot numbers	S	P	C	F
2. Landowner's name(s), address(es), and phone number(s)	S	P	C	F
3. Location (tax township, county, state)	S	P	C	F
4. Date of preparation of map	S	P	C	F
4. Date of preparation of map	S	P	C	F
5. Map scale, in written and graphic bar form	S	P	C	F
6. Name, address, telephone number, registration number, and seal of Surveyor or engineer	S	P	C	F
7. Type of map submittal (i.e., sketch, preliminary, construction, final)	S	P	C	F
8. Tax parcel number(s)		P	C	F
B) Locational information:				
1. Vicinity map, with an appropriate scale and sufficient accuracy, to show the subdivision's location in relation to the road network and existing development	S	P	C	F
2. North arrow, oriented to top of map unless impractical	S	P	C	F
3. Adjoining property owner(s), land use(s), and street(s)		P	C	F
4. Adjoining subdivisions of record, with names, streets, lot lines		P	C	F
5. Fire district		P	C	F
6. Distance from existing and/or proposed nearest fire hydrants		P		
7. Existing road names and state road numbers on map and associated vicinity maps		P	C	F

8. Current zoning district for property being subdivided and adjacent properties		P	C	E
9. Statement confirming the development is located within or outside of a Voluntary Agricultural District buffer		P		E
C. Property division information:				
1. Approximate boundary line of proposed subdivision	\$	P		
2. Boundary lines of proposed subdivision, with bearing and distances, referenced to the centerline of the nearest public street intersection			C	E
3. Existing and proposed lot lines with scaled dimensions	\$	P		
4. Existing and proposed lot lines with bearings and distances and lot dimensions to the nearest one-hundredth of a foot and angles to the nearest minute				E
5. Measurements and markers			C	E
6. Individual lot numbers and approximate lot areas (square feet or acres)	\$	P		
7. Individual lot numbers and calculated lot areas (square feet or acres), with appropriate designation of nonbuildable areas			C	E
D. Development information:				
1. Building setback lines from all streets		P	C	E
2. Reserved or special parcels and their intended use	\$	P	C	E
3. Topographic contours at intervals of two (2) feet or less, referenced to state or federal monuments if within two thousand (2,000) feet		P	C	
4. Names of proposed streets and "public", or "private" designation		P	C	E
5. Proposed street layout and right-of-way dimensions	\$	P		
6. Street right-of-way dimensions and centerline horizontal curve data			C	E
7. Typical street cross section			C	
8. Sight distance triangle at intersections		P	C	E
9. Natural and manmade features including watercourses, drainageways, ditches, railroad lines, electric transmission lines, pipelines, and bridges	\$	P		
10. Existing and proposed easements for features and major improvements as listed in the previous item, as well as for drainage, utilities, signs, trails, recreation areas, etc., with dimensions and ownership status		P	C	E
11. Existing and proposed utilities with sizes, including sewer, water, fire hydrants, subverts, tile, and ditches. Information listed in this subsection shall be shown on preliminary plans, as well as construction plans		P	C	
12. Permanent existing buildings and proposed community buildings		P	C	
13. 100-year flood hazard areas and floodways		P	C	E
14. Existing and proposed lakes and ponds		P	C	
15. Tentative wetlands boundaries		P		
16. Identified wetlands boundaries			C	E
E. Certifications, approvals, summary data, and notes:				
1. Certificate of Approval of Storm Water Drainage Improvements (Signed by engineer and list registration number)				E
2. Certificate of Approval by the Planning Board				E
3. Certificate of District Highway Engineer				E
4. Certificate of Subdivision Review Officer				E
5. Certificate of Approval and Acceptance of Dedication (signed by County Commissioner Chair or County Manager)				E
6. Certificate of Ownership and Dedication				E
7. Certificate of Accuracy signed by surveyor				E
8. Certificate of Approval for Recording to be signed by the plat Review Officer				E
9. Certificate of Approval of Artificial Drainage Improvements				E
10. Summary site data, including total acreage, number of lots, linear feet of streets, and acreage of reserved or open space areas	\$	P		E
11. Listing of utility or service providers				E
12. Any special notes relating to such items as flood elevations, utilities, nonbuildable areas, etc.			C	E

Section 307 - Technical Review Committee: The following changes are proposed:

Section 307 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;
- 4) The Division of Coastal Management as to locations of any Areas of Environmental Concern that may be located on the proposed subdivision property;
- 5) The Division of Environmental Management as to applicable storm water drainage;
- 6) The US Post Office for any subdivision plat with five lots or more for possible inclusion in the Community Mail Box Program;
- 7) The County Emergency Medical Services representative;
- 8) The Fire Chief of the Volunteer Fire Department responsible for servicing the proposed subdivision shall review the plat for possible locations of dry fire hydrants, where applicable.

The County Planner or his designee shall serve as the chairman of the TRC. The TRC shall appoint a secretary.

The TRC shall establish a regular meeting schedule and shall meet frequently enough so that it can take action in conformance with the review procedures delineated in this Ordinance. At County Manager and Planning staff discretion, group TRC emails may be utilized in lieu of physical, in-person TRC meetings.

The TRC may adopt rules and regulations governing its procedures and operations not inconsistent with the provisions of this Ordinance.

> **Section 308 – Certificates:** The following changes were proposed.

~~C) – Certificate of Approval of Sewage System~~

~~This subdivision, entitled _____, has been designed for the construction of individual sewage systems and meets the criteria and requirements of the Albemarle Regional Health Services (ARHS) based on existing conditions and regulations. The ARHS reserves the right to require additional improvements to these properties and to limit the number of bedrooms and size of structure based on site conditions upon issuance of the final site improvements permits. This certification does not constitute a warranty and is issued based on this subdivision being serviced by _____ Water System.
(Indicate Individual or Public)~~

~~_____ Date~~

Albemarle Regional Health Services
Director or Authorized Representative

~~D) – Certificate of Approval of Artificial Drainage Improvements~~

~~In the subdivision entitled _____, artificial drainage has been installed according to plans and specifications prepared by _____ and based upon the requirement of the Albemarle Regional Health Services (ARHS) to keep the seasonal high water table a minimum of twelve inches (12") below the septic tank nitrification lines. Proper landscaping and maintenance of these drainage facilities are the responsibility of the property owners to insure that septic tank malfunctions do not occur. The ARHS assumes no responsibility for the design, maintenance, or the guaranteed performance of the artificial drainage measures and their effects.~~

~~_____
Certifier of Drainage Facilities _____ Date~~

~~G) – Certificate of Approval by the Planning Board~~

~~I, _____, Chairman of the Perquimans County Planning Board, do hereby certify that said Planning Board approve the final plat of the subdivision entitled _____ on the _____ day of _____, 20____.

Perquimans County Planning Board Chairman~~

> **Section 801 – Definition of a Subdivision:** The following changes are proposed:

Section 801 Definition of a Subdivision

(6) The gift by a property owner of a single lot to his or her child or grandchild or to each of his or her children or grandchildren where no new road is involved, provided that only one such gift per child or grandchild be made during a ten year period and where the resultant lot is equal to or exceeds the standards of the County as shown in these subdivision regulations, as approved by the Subdivision Review Officer, and provided that the following restrictions are placed in the Deed of Gift to the child or grandchild:

8) The combination or reconfiguration of previously subdivided and recorded lots if the total number of lots is decreased and the size of the resultant lot(s) are equal to or greater than the originally recorded lots size and no other new nonconformities of any kind are created. Example: two nonconforming lots of 5,000 square feet are combined into 1 lot of 10,000 square feet.

Any combination, recombination or reconfiguration requested under Subsections 6 and 7 and 8 shall use a Deed of Combination or Affidavit of Combination Forms as provided by the County and completed by the Applicant's attorney. In addition, requests made pursuant to Subsections 6 and 7 and 8 may be referred, at the discretion of the Subdivision Review Officer, to the Planning Board and/or Board of County Commissioners for review and action where concerns regarding the public health, safety or general welfare are in question or where conditional approval is deemed necessary.

In addition to the above text amendments, Ms. Repanshek is requesting that the following typographical errors in the Zoning Ordinance be corrected:

SECTION	TITLE	EDIT
302(n)	Notice of Hearing on Proposed Zoning Map Amendments	6th line down, <i>addressed</i> should be <i>address</i>
302(b)	Notice of Hearing on Proposed Zoning Map Amendments	8th line down, <i>an-half</i> should be <i>one-half</i>
309 (c)(2)	Types and Duration of Statutory Vested Right	<i>which</i> should be <i>with</i>
309(d)	<i>same</i>	<i>of</i> should be <i>or</i>
article 8 Table of Uses	Table of Uses	Telecommunications Infrastructure reference should be Table 1805-B, not 2203-B
911.14 (B)(4)	Campground, Public and Private (including Recreational Vehicle Park)	add words <i>or</i> and <i>by</i>
section 1626 (b),(c),and(e)	Signs Permitted in the CH Highway Commercial District	<i>n = sign</i> should be <i>sign</i> , <i>e = are</i> should be <i>area</i> , <i>e = all</i> should be <i>allow</i>
section 1808(d)(1)	Permit (Level III) New Non-Concealed Towers	remove parenthesis before "For example", change <i>plus</i> to <i>or</i> , add "whichever is greater" to the end and remove the last parenthesis
article 19	Definitions and Word Interpretations	Sign, Height --> <i>sign</i> should be <i>sign</i>
article 19	Definitions and Word Interpretations	Tower definition should reference section 1816, not 1815

MANLEY/PHOENIX/DUKE ENERGY SOLAR FARM VEGETATIVE BUFFER PRESENTATION

A question has come up about the vegetative buffer of the Manley/Phoenix/Duke Energy Solar Farm located on the corner of Snug Harbor Road and US Highway 17. Rhonda Repanshek researched the matter and presented a PowerPoint Presentation showing the vegetative buffer and explained where the problems were. Ms. Repanshek and Mr. Miles did their research in the middle of July. The first picture she showed was a picture in her files of what the solar farm vegetation looked like when it was built. Several of the plants already looked like they were dying. In April, Ms. Repanshek took another picture of the vegetation from the highway and showed them the bad spot. She returned in July and took more pictures. The first picture was from the Snug Harbor Road side. She showed how tall the vegetation had grown. She had a 7-foot pole and the trees were as tall as the pole and was close to the top of the fencing. The solar farm was installed somewhere around October, 2019 so this will be third year that they have been growing and, according to their Conditional Use Permit, they should be at least 7-feet tall. She then showed a picture of the US Highway 17 side. The maple shade trees looked real good but the smaller trees looked like some of them were dying. There was, during one crop season, corn planted in front of the solar farm which buffered it a lot. Currently, they have something small planted in front of the solar farm. They rotate the crops each year. She further said that some of the trees were not going to make 7-feet. She also noticed a lack of drainage around there and a lot of fire ants. She then showed the bad area which was about 100 feet where the big power poles are located. There was a small ditch there. She was standing on one side of the ditch and Mr. Miles was across the ditch taking the picture. Close to the 100 foot area the ditch stopped and there was this one big wet area

which could cause the drainage problem. It contained a lot of water. She continued showing pictures of various locations along the solar farm. Most of the areas of vegetation meets the criteria of the Conditional Use Permit. They needed a few more trees in the problem area. She had asked Bob Denton, the developer, to stop by when he came to check the Elizabeth City solar farm. She will be getting back to him after tonight's presentation. She reviewed all the vegetation requirements in the Conditional Use Permit and said that all but that 100 foot problem area met guidelines. She then presented the options that they needed to do to make it completely compatible to the Conditional Use Permit: fix the drainage problem and replant new plants; could do a berm but that really is not feasible for the space available; fencing but that did not work in the Winfall solar farm especially since the fencing is already there; and could do a Special Use Permit for that one bad area. She recommends the fixing of the drainage problem and replanting vegetation in the 100-foot area that does not comply completely with the Conditional Use Permit. Commissioner Woodard clarified that her recommendation was to fix the drainage problem and replant. Ms. Repanshek said it was. Chairman Nelson expressed his frustration that they have not fixed it to make sure that it is not being seen along the US Highway 17 and Snug Harbor Road because he travels by there every day. County Manager Heath asked Ms. Repanshek to get a picture of the Belvidere Road Solar Farm and show it to Mr. Denton because its vegetation is covering it real well. Ms. Repanshek also mentioned the solar farm that Mr. McLaughlin installed and he did something unique with their solar farm that buffered it from US Highway 17. Ms. Repanshek said that the Manley Solar Farm is too close to the road and that the Boards need to remember that, should another solar farm request come before the Planning Board and Board of Commissioners, they should make sure that it is not this close to the road. Lewis Smith said that they might want to find a species of tree that would grow in this wet area. He feels that the developers are using the cheapest vegetation that they can get. He cited the Winfall Solar Farm and how sorry their vegetation looks. In addition, they abut up to many homes there in Winfall. John Skinner asked if there was a specification of plantings that they are supposed to use. Ms. Repanshek said that there was a list in the Zoning Ordinance. Chairman Nelson also said that the people in Winfall have the solar farm right next to their property line. Lewis Smith said that they have cleaned it up some recently but before they cleaned it up the trees were growing up among the solar panels. Chairman Nelson said that, in his opinion, he thinks that we may need to make the vegetation buffer a little denser than it is. Ms. Repanshek said that they have made some improvements in the Zoning Ordinance since these solar farms were approved. County Manager Heath said that they did add the use of a blind barrier as an option to the Zoning Ordinance. Ms. Repanshek said that, at the Winfall solar farm along Bembury Road in Winfall, they did have a berm already there but, as soon as people found out that it was staying there, she started receiving complaints. They have since cut it and cleaned it up some.

There being no further comments or questions on the Solar Farm vegetation issue, Ms. Repanshek explained the process of adopting these text amendments. The Planning Board will review them next taking into consideration the comments made tonight and any comments presented before their November meeting. Then, a Public Meeting will be held by the Planning Board at which time they would approve the text amendments and recommend approval from the Board of Commissioners. The Board of Commissioners would hold their Public Hearing and adopt the text amendments as recommended by the Planning Board with any changes that they would recommend. Therefore, these text amendments would probably not be approved until sometime in January or February. Chairman Nelson encouraged the Board of Commissioners and Planning Board to review these proposed changes carefully and decide if they are okay with them to take action on them sometime in the next couple of months.

Ms. Repanshek asked the Boards if they wanted her to look at the vegetation requirements for solar farms and make recommendations for their consideration. They discussed some things to consider. Lewis Smith suggested that maybe, if possible, we could require them to get a landscaper to advise them on what they need. He talked about the difference in soil types. Ms. Repanshek said that we do not have a landscaping architect in Perquimans County or close to the County. They would probably have to go to Raleigh. Chairman Nelson asked if there were any more questions or comments. Trevor Miles asked if we had anything in the ordinance that determines how far a solar farm should be from a current road. County Manager Heath explained that he did not think that we will be having any more applications for solar farms due to the power capacity of the local grid being almost full. Ms. Repanshek said that the Pender Road solar farm was approved under the new regulations but has not been developed yet for various reasons. She has contacted them about requesting an extension in December, 2022.

ADJOURNMENT

There being no further questions or comments, Chairman Nelson thanked the Board, the Planning Board and the Planning Staff for coming tonight and for all their hard work. The meeting was adjourned at 9:00 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

ATTACHMENT 1

**ARTICLE XXXXX. PROPOSED COMMERCIAL DISTRICTS
ARCHITECTURAL DESIGN STANDARDS**

Section 1901. Purpose and Applicability

These design standards are intended to identify the county's goals and expectations for all commercial development quality in the Highway Commercial, Rural Commercial, and Neighborhood Commercial districts as a means of establishing commercial development that is architecturally compatible with the surrounding agricultural land use and the historical development trends of the county.

Section 1902. Commercial Design Standards

(a) Standalone Commercial Structures

- (1) The requirements listed in this subsection shall apply to any standalone commercial structures in the Highway Commercial (CH), Rural Commercial (CR), and Neighborhood Commercial (CN) zoning districts.
- (2) **Siding and Wall Base** - The following specifications are demonstrative of the materials and styles of siding which may be used in the exterior design of a standalone commercial structure in the CH, CR and CN zoning districts:
 - i) Clapboard siding;
 - ii) Vertical board and batten siding;
 - iii) Wood, vinyl, aluminum, metal, concrete, or other materials which appear to be or mimic the style of clapboard or vertical board & batten siding.
 - iv) A wall base of standard brick may be used on exterior walls, provided the base is no taller than 2 feet in height.

- v) Brick masonry may be used as siding, provided these conditions are met:
 - (1) The coloration, pattern, and type of brick are approved by the Planning Department as being in harmony with the site location; and
 - vi) Any masonry used in accordance with the above rules is also subject to the following texture and color requirements:
 - (1) The color of the brick should be orange, gray, tan, brown, or some combination thereof; and
 - (2) All brick textures are permissible with the exception of smooth.
 - (3) All masonry use is subject to review by the Planning Department prior to issuance of a zoning permit.
 - vii) Only approved materials may be used on any side of the building visible from any adjacent street.
- (3) **Colors**
- i) Colors should relate to, and/or mimic the natural elements found in Perquimans County.
 - ii) Words and pictures are considered signs, which are regulated under Article XVI "Signs"
- (4) **Roofs**
- i) Roofs may be gable, dormer, hip, hip and valley, gambrel, mansard, flat, or any combination thereof;
 - ii) Flat roofed structures shall have parapet walls;
 - iii) All rooftop equipment shall be screened from view from all streets;
 - iv) In the case of pitched roofs, roof-based equipment shall be located on the elevation least likely to be seen from public streets, and shall be painted or otherwise camouflaged to minimize visual impact;
 - v) Metal roofing may be used, provided coloration is appropriate and compatible with the rest of the structure.
- (5) **Facade Design**
- i) All facades will be constructed with approved materials and colors.
 - ii) If a facade extends for a length of more than 20 feet, then at least 2 of the following elements must be included
 - (1) A covered front porch, awning(s), or canopy occupying at least 25% of the length of the facade;
 - (2) The use of projections or recesses in the facade wall;
 - (3) Changes in the roofline, to include changes in the roof planes, cupolas visible when looking at the facade, dormer windows visible when looking at the facade, or changes in the height of the parapet wall;
 - (4) Facade color changes, including any brick base or canopies/awnings
- (6) **Fenestration (Layout of Windows and Doors)**
- i) Buildings subject to these standards shall be configured so that facades visible from streets include a window or functional general access doorway at least every 20 feet along the facade. False or display casements are an allowable alternative, as approved by the County Planner.
 - ii) 15% of the 1st 10 feet of height of the facade must be transparent.
 - iii) Ventilation grates or emergency exits located on the first floor level, visible from any street, shall be compatible in style with the rest of the structure.
- (7) **Fencing and Buffers**
- i) All fencing and buffers shall comply with Article XIV of the Perquimans County Zoning Ordinance.
- (8) **Accessory Structures**
- i) Accessory structures shall be constructed in a similar architectural style to the principal commercial structure.
- (9) **Parking**
- i) Standalone commercial structures shall have off-street parking containing the appropriate amount of parking spaces as determined by the Planning Department in the form of a shared parking lot, to include landscaping, as regulated by Article XV "Parking and Loading."

(b) Shopping Centers

- (1) The requirements listed in this subsection shall apply to any shopping centers or strip malls constructed in the Highway Commercial zoning district.
- (2) A shopping center is defined as one or more commercial buildings, of 10,000 square feet or more, that is divided into three or more individual tenant spaces that are planned, constructed, and managed as a single entity with common parking, access, loading, stormwater, landscaping, and/or open space facilities.
- (3) **Parking**
 - i) Shopping centers shall have off-street parking containing the appropriate amount of parking spaces as determined by the Planning Department in the form of a shared parking lot, to include landscaping, as regulated by Article XV "Parking and Loading."
 - ii) Pedestrian walkways shall be distinguished from driving surfaces through the use of different surfaces materials and/or paints.
- (4) **Outparcel Development**
 - i) To the maximum extent practicable, outparcels and their buildings shall be clustered in order to define street edges, entry points, and spaces for gathering or seating between buildings.
 - ii) Spaces between outparcel buildings shall be configured with small-scale pedestrian amenities, such as plazas, seating areas, pedestrian connections, and gathering spaces.
 - iii) Automotive oriented businesses with drive-through facilities should be located on the edge of a given cluster of multiple buildings
- (5) **Building Placement and Design**
 - i) Entrances must face the shared parking lot or the street.
 - ii) Customer entrances shall be highly visible and include at least 3 of the listed elements:
 - (1) Canopies/porticos above the entrance;
 - (2) Roof overhangs above the entrance;
 - (3) Recesses/projections in the facade wall;
 - (4) Gabled, dormer, or gambrel roofs, or any combination thereof;
 - (5) Outdoor plaza adjacent to the entrance, with a minimum depth of 20 feet;
 - (6) Display windows adjacent to the entrance;

- (7) Covered front porch with a minimum depth of 6 feet and a minimum length of 25% of the anchor tenant(s) front façade(s)
 - iii) For all facades 60 feet or wider, offset(s) of at least 2 feet in depth and at least 20 feet wide shall be required at least every 40 feet.
 - iv) Alternatives to the offset requirement include the following:
 - (1) Façade color changes meeting the same dimensional requirements as offsets; or
 - (2) Changes in the roofline, to include changes in the roof planes or changes in the height of the parapet wall
 - v) Non-anchor tenants may have facades which differ in scale and design but must be compatible in style with the anchor tenant(s) façade(s).
- (6) **Glazing**
- i) At least 35% of the ground floor façade facing any street or single-family development shall incorporate glazing.
 - ii) No reflective window tint shall be used.
 - iii) For purposes of calculating the portion of the ground floor façade glazing, façade area shall be calculated by measuring the applicable building wall between the finished grade and the underside of the roof.
- (7) **Roofing**
- i) Roofs may be gable, dormer, hip, hip and valley, gambrel, mansard, flat, or any combination thereof;
 - ii) Flat roofed structures shall have parapet walls;
 - iii) All rooftop equipment shall be screened from view from all streets;
 - iv) In the case of pitched roofs, roof-based equipment shall be located on the elevation least likely to be seen from public streets, and shall be painted or otherwise camouflaged to minimize visual impact;
 - v) Metal roofing may be used, provided coloration is appropriate and compatible with the rest of the structure.
- (8) **Accessory Structures**
- i) Accessory structures shall be constructed in a similar architectural style to the principal commercial structure.
- (9) **Siding and Wall Base-** The following specifications are demonstrative of the materials and styles of siding which may be used in the exterior design of a shopping center commercial development in the CH zoning district:
- i) Clapboard siding;
 - ii) Vertical board and batten siding;
 - iii) Wood, vinyl, aluminum, metal, concrete, or other materials which appear to be or mimic the style of clapboard or vertical board & batten siding.
 - iv) A wall base of standard brick may be used on exterior walls, provided the base is no taller than 2 feet in height, and the color of brick is appropriate and compatible with the rest of the structure.
 - v) Brick masonry may be used as siding, provided these conditions are met:
 - (1) The coloration, pattern, and type of brick are approved by the Planning Department as being in harmony with the site location; and
 - (2) The masonry covers all sides of the structure.
 - vi) Any masonry used in accordance with the above rules is also subject to the following texture and color requirements:
 - (1) The color of the brick should be orange, gray, tan, brown, or some combination thereof; and
 - (2) All brick textures are permissible with the exception of smooth.
 - (3) All masonry use is subject to review by the Planning Department prior to issuance of a zoning permit.
 - vii) Only approved materials may be used on any side of the building visible from any adjacent street.
- (10) **Colors**
- i) Colors should relate to, and/or mimic the natural elements found in Perquimans County.
 - ii) Words and pictures are considered signs, which are regulated under Article XVI "Signs"
- (11) **Fencing and Buffers**
- i) All fencing and buffers shall comply with Article XIV of the Perquimans County Zoning Ordinance.
- (c) **Large Retail**
- (1) The requirement listed below shall apply to all new, Department, Variety, or General Merchandise store in the CH Zone exceeding 25,000 square feet.
 - (2) **Parking**
 - i) Large retail establishment shall have off-street parking containing the appropriate amount of parking spaces as determined by the Planning Department in the form of a single parking lot as regulated by Article XV "Parking and Loading"
 - ii) Pedestrian walkways shall be distinguished from driving surfaces through the use of different surfaces materials and/or paints.
 - iii) All parking lots shall incorporate landscaping as deemed appropriate by the Planning Department and regulated by Article XIII "Highway Corridor Overlay District" Any parking lot of 300 or more spaces serving a large retail building shall be organized into a series of parking bays surrounded by buildings, landscaping, or streets.
 - (3) **Building Entrance**
 - i) Large retail buildings shall have clearly defined, highly visible customer entrances with at least 3 of the following features:
 - (1) Covered porch or porticos;
 - (2) Overhangs;
 - (3) Recesses/projections;
 - (4) Gable, dormer, hip, hip and valley, gambrel, or mansard roofs, or any combination thereof;
 - (5) Outdoor patios;
 - (6) Display windows; or
 - (7) Integral planters that incorporate landscaped areas and places for sitting

(4) Building Massing

- i) The front façade of a large retail building shall be articulated to reduce its mass, scale, and uniform appearance. Large retail buildings shall incorporate at least two of the following design elements on each façade visible from a street:
 - (1) Changes in wall plane, such as projections or recesses, having a wall offset of at least one foot depth, and located a minimum of every 40 feet. Each required offset shall have a minimum width of ten feet;
 - (2) Distinct changes in texture and color of wall surfaces;
 - (3) Variations in roof form and parapet heights;
 - (4) Vertical accents or focal points.
- ii) Side walls shall be in conformity with the above requirements if they exceed 30 feet in length.

(5) Glazing

- i) Facades of large retail buildings facing a street shall include glazing in an amount equal to 25% of the ground floor façade area.
- ii) Glazing may consist of clear, frosted, or spandrel glass. False casements may be approved as an alternative.

(6) No reflective window tint shall be used.

Approved Materials

- i) Clapboard siding;
- ii) Vertical board and batten siding;
- iii) Wood, vinyl, aluminum, metal, concrete, or other materials which appear to be or mimic the style of clapboard or vertical board & batten siding.
- iv) A wall base of standard brick may be used on exterior walls, provided the base is no taller than 2 feet in height, and the color of brick is appropriate and compatible with the rest of the structure
- v) Brick masonry may be used as siding, provided these conditions are met:
 - (1) The coloration, pattern, and type of brick are approved by the Planning Department as being in harmony with the site location; and
 - (2) The masonry covers all sides of the structure.
- vi) Any masonry used in accordance with the above rules is also subject to the following texture and color requirements:
 - (1) The color of the brick should be orange, gray, tan, brown, or some combination thereof; and
 - (2) All brick textures are permissible with the exception of smooth.
 - (3) All masonry use is subject to review by the Planning Department prior to issuance of a zoning permit.
- vii) Only approved materials may be used on any side of the building visible from any adjacent street.

(7) Colors

- i) Colors should relate to, and/or mimic the natural elements found in Perquimans County.
- ii) Words and pictures are considered signs, which are regulated under Article XVI "Signs"

(8) Roofs

- i) Roofs may be gable, dormer, hip, hip and valley, gambrel, mansard, flat, or any combination thereof;
- ii) Flat roofed structures shall have parapet walls;
- iii) All rooftop equipment shall be screened from view from all streets;
- iv) In the case of pitched roofs, roof-based equipment shall be located on the elevation least likely to be seen from public streets, and shall be painted or otherwise camouflaged to minimize visual impact;
- v) Metal roofing may be used, provided coloration is appropriate and compatible with the rest of the structure.

(9) Accessory Structures

- i) Accessory structures shall be constructed in a similar architectural style to the principal commercial structure.

(10) Fencing and Buffers

- i) All fencing and buffers shall comply with Article XIV of the Perquimans County Zoning Ordinance.

END OF ATTACHMENT A

WORK SESSION

October 17, 2022

7:00 p.m.

The Perquimans County Board of Commissioners Regular Work Session on October 17, 2022 was cancelled.

September 26, 2022

Tax Refunds: (Perquimans County)

Michael Christian \$191.13
Vehicle sold; 8-month refund
Account#: 64668774

Christopher Miller \$220.00
Over payment of prepaid taxes.
Account#: 253952

Empire Equipment LLC Co \$349.50
Over payment of prepaid taxes.
Account#: 265379

Tax Releases: (Perquimans County)

Alpha Value Solar LLC \$27,989.80
Did not receive 80% discount
Account#: 358517

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jesse Howard SOC. SEC. NO.: _____

POSITION: PT Fill-in Telecommunicator – non-certified DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: October 1, 2022
GRADE: 60 STEP: 1 SALARY: \$14.16 per hour
ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

_____ DATE OF EMPLOYEE RESIGNATION
Date

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

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

[Signature]
DATE: 9/30/22

COUNTY MANAGER APPROVAL

[Signature]
DATE: 10/10/22

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Samuel Spear SOC. SEC. NO.: _____

POSITION: PT Fill-in Telecommunicator – non-certified DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: October 1, 2022

GRADE: 60 STEP: 1 SALARY: \$14.16 per hour

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

_____ DATE OF EMPLOYEE RESIGNATION
Date

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: _____ STEP: _____ SALARY: _____
Date

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

[Signature]
DATE: 9/30/22

[Signature: Frank Heath]
DATE: 10/10/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 10/7/2022

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Kimberly Macias SOC. SEC. NO.: _____

POSITION: EMS Part-Time, Fill-In ~~Firefighter~~ RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: October 1st 2022

GRADE: 68 STEP: 1 SALARY: \$ 20.14 per hour

Complete following information only if for new employee.

ADDRESS: 109 Brown Lea Drive Unit F Greenville NC 27858

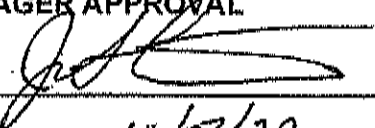
CITY/STATE/ZIP: Greenville NC 27858

PHONE NUMBER: 2524022847

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO CERTIFICATION (~~PER ATTACHED STATE CERTIFICATE OF COMPLETION~~).
Date

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

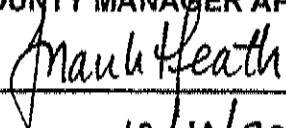


DATE: 10/07/22

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL



DATE: 10/10/2022

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Oct 24 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Denise Stallings
POSITION: Public Info. Asst. IV / Energy

SOC.: SEC. NO.:
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

^{Date}
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR 2 3 4)
GRADE: STEP: SALARY: \$

DATE OF EMPLOYEE RESIGNATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:

Date: 11/1/2022 - 1/31/2023 GRADE: 59 STEP: 7 SALARY: \$ 32,630.00

This step raise is in effect for 3 months to conduct Energy Program Applications during peak season.

DEPARTMENT RECOMMENDATION

Susan Chaney

DATE: October 24, 2022

COUNTY MANAGER APPROVAL

Paul Heath

DATE: 10/31/22

FINANCE OFFICER

DATE:

COPY

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

Terissa J. Blanchard, Chair
Brenda Dillard
Charles Woodard

252-426-7373 – FAX 426-1240

DIRECTOR

Susan M. Chaney

MEMORANDUM

Date: October 24, 2022

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Casey Winn, Human Resources
Mary Hunnicutt, Clerk to the Board
Rebecca Corprew, Fiscal Officer

From: Susan Chaney, Social Services Director *Susan Chaney*

Subject: Employee Step Raise

Perquimans County Department of Social Services has increased Ms. Denise Stallings salary to a Step 7; \$ 32,630.00 for a period of three (3) months (November – January) as she will be completing the Energy Program Applications for the agency during the peak energy season. Ms. Stallings' salary will continue at the normal rate beginning February 1, 2023.

If you have any questions, please do not hesitate to contact me at 426-7373, ext. 128.

Perquimans County's Vision

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Trevor Miles

SOC. SEC. NO.: _____

POSITION: Planning Assistant

DEPT.: Planning & Zoning / Co. Manager

NEW EMPLOYEE EFFECTIVE DATE: _____
GRADE: _____ STEP: _____ SALARY: _____
ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 61 STEP: 2 SALARY: \$31,552

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

11/1/2022 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
Date GRADE: 61 STEP: 3 SALARY: \$32,321

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

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

Rhonda Repanshek
DATE: 10-17-2022

Mark Heath
DATE: 10/18/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 10/3/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Derek Blake

SOC. SEC. NO.: _____

POSITION: Paramedic

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

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.

_____ DATE OF EMPLOYEE RESIGNATION

X 11/1/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 68 STEP: 2 SALARY: \$20.64 Hourly

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

[Signature]
DATE: 9/27/22

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 10/4/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 10-10-22

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Ryan Cappel _____

SOC. SEC. NO.: _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 _____ STEP: 2 _____ SALARY: \$37,626 _____

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: _____

11/1/22 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 65 _____ STEP: 3 _____ SALARY: \$38,543 _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: _____ STEP: _____ SALARY: _____

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
[Signature]
DATE: 10-10-22

COUNTY MANAGER APPROVAL
[Signature]
DATE: 10/10/2022

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 10-10-22

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Spencer Wentz _____

SOC. SEC. NO.: _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____
GRADE: _____ STEP: _____ SALARY: _____
ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 _____ STEP: 1 _____ SALARY: \$36,707 _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

11/1/22 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: 65 _____ STEP: 2 _____ SALARY: \$37,626 _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-
Date TIONARY PERIOD.

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

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

Shelton Whit
DATE: 10-10-22

Annie Heath
DATE: 10/10/2022

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 10-28-22

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: LISA LAYDEN

SOC. SEC. NO.: _____

POSITION: TAX CLERK - DMV

DEPT.: TAX

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 58 STEP: 4 SALARY: \$ 29,032

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: _____

10/28/22 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 (3) 4) GRADE: 58 STEP: 5 SALARY: \$ 29,741

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: _____ STEP: _____ SALARY: _____

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

Bill Jennings
DATE: 10/28/22

Frank Heath
DATE: 11/1/22

FINANCE OFFICER

DATE: _____

COPY

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 22

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF NOVEMBER, 2022, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2022 - 2023 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-034	Extension - 4H Grant	900	
10-615-143	Extension - 4H Grant	900	
EXPLANATION: To amend FY 21/22 budget to include a 4-H grant for Extension as awarded by Albemarle Community Trust.			

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, THIS 7th DAY OF NOVEMBER, 2022.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF NOVEMBER, 2022.

 Chairman, Board of Commissioners

 Finance Officer

Re: Highway 17/64 Association of Board of Trustees

Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Tue 10/18/2022 11:05 AM

To: Marc Finlayson <finlayson@highway1764.com>

He just responded to my e-mail and he is willing to continue to serve. We will reappointment him in November.

Mary

From: Marc Finlayson <finlayson@highway1764.com>
Sent: Tuesday, October 18, 2022 10:55 AM
To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>
Subject: RE: Highway 17/64 Association of Board of Trustees

Thank you Mary. The County's representative serves at your board's discretion. Frank is certainly eligible to serve and we would welcome him. Best, Marc.

From: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>
Sent: Tuesday, October 18, 2022 10:19 AM
To: Marc Finlayson (finlayson@highway1764.com) <finlayson@highway1764.com>
Subject: Highway 17/64 Association of Board of Trustees

Mr. Finlayson, according to my records, Frank Heath's term on the above referenced Board is due to be reviewed every year. Currently, Frank Heath is our representative. Is he still eligible to serve? I have asked him if he is willing to continue to serve and am waiting to hear back from him. I just needed to confirm that he was still eligible to serve.

Thank you and have a great day!

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.

Planning Board re-appointments Nov/Dec 2022

Rhonda Repanshek <RhondaRep@perquimanscountync.gov>

Tue 10/18/2022 3:13 PM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Ms. Mary,

Thankfully, Antoine Moore and Lewis Smith have agreed to serve another term on the Planning Board.

Rhonda Repanshek, Perquimans County Planner

104 Dobbs St. / P.O. Box 45

Hertford, NC 27944

(252) 426-2027

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

Re: RPO Transportation Advisory Committee - Alternate

From: Frank Heath <frankheath@perquimanscountync.gov>
Sent: Tuesday, October 18, 2022 10:48 AM
To: Mary Hunnicutt <mhunnicut@perquimanscountync.gov>
Subject: Re: RPO Transportation Advisory Committee - Alternate

Indeed

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: Angela Welsh <awelsh@accog.org>
Sent: Tue 10/18/2022 10:32 AM
To: Mary Hunnicutt <mhunnicut@perquimanscountync.gov>
Subject: Re: RPO Transportation Advisory Committee - Alternate

Mary,

Frank is still eligible to serve.

Thank you,

Angela Welsh, CFM
Albemarle Commission
Albemarle Rural Planning Organization
Planning Director
252.426.5775

From: Mary Hunnicutt <mhunnicut@perquimanscountync.gov>
Sent: Tuesday, October 18, 2022 10:24 AM
To: Angela Welsh <awelsh@accog.org>
Subject: RPO Transportation Advisory Committee - Alternate

Angela, Frank Heath's term as an Alternate on the above referenced Committee is due to expire on November 30, 2022. Is he still eligible to serve. I have reached out to him to see if he is still willing to serve. Just confirming that he is still eligible.

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

STATEMENT OF INTEREST TO SERVE

If you are a Perquimans County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Perquimans County Board of Commissioners
c/o Clerk to the Board
P.O. Box 45
Hertford, NC 27944

E-mail: joellenhutto@gmail.com

Fax Number: (252) 426-4034

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. NCSTHL Delegate 3. _____

2. Regional Advisory Committee RAC 4. _____

Your full name Jo-Elten Robinson Hutto

Date of Birth March 27, 1955

Mailing Address 130 Brammer Lane

City and Zip Code Hertford, 27944

Home Phone 252-426-3390 Work Phone _____ Cell Phone 252-339-4152

Current Job Title Retired

Company or Agency _____

Email Address joellenhutto@gmail.com

Do you live in the county? Yes No

Please list the name of your Township Bethel

(This information can be obtained from the Tax Office at (252) 426-7010)

Educational Background Vocational Certificate - Vocational Nursing

Work Experience License Practical Nurse Back and front Office 1994 - 2020

Prior Board/Committee Experience None

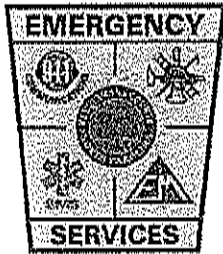
This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.

Go-E. Dem Robinson Nutter
Signature

10/20/2022
Date

Please feel free to attach a resume or additional information if so desired.



PERQUIMANS COUNTY EMERGENCY SERVICES

P.O. Box 563 - 159 Creek Drive - Hertford, NC 27944

(252) 426-5646 Phone - (252) 426-3306 Fax

Jonathan A. Nixon, Emergency Services Director

To: Mary Hunnicutt
Clerk to the Board

From: Jonathan A. Nixon
Emergency Services Director

Date: September 23, 2022

Re: Chowan/Perquimans LEPC 2022 Roster

Please add this roster to the November 2022 Perquimans County Commissioner's Meeting Agenda for Board reappointment of the Chowan/Perquimans Local Emergency Planning Committee.

NAME	SPECIALTY
Bass, Billy	Fire
Brewster, Sue	CERT (Shores at LE)
Brittingham, Richard	EM/Fire/RRT-1
Cartwright, Michael	Fire
Chaney, Susan	DSS
Chowan SO Rep	Law
Hollowell, Ralph	Environmental
Kehayes, Alex	Elected Official (Chowan)
LaFon, Anita	Health Dept
LaFon, David	Fire/Law
Levine, Miki	CERT (Albemarle)
Long, Rick	Fire (NC Forestry)
McKeever, Jim	CERT (Deep Creek)
NCHP Rep	Law
Nelson, Wallace	Elected Official (Perq)
Newman, Tyler	Press
Nixon, Jonathan	EM/EMS/911
Overman, Barry	Fire
Palmer, Cordell	EM/LE
Perq SO Rep	Law
Ponte, Tom	EM
Smith, Lewis	Owner/Operator (Parkway Ag)
Solesbee, Julie	EM/Press
Spruill, Mary	Volunteer
Ward, Paul	NCDA (Environmental)
Williams, Tonya	Hospital
Winn, Billy	NCEM
Winslow, Jarvis	EM



JACQUELINE S. FRIERSON
Register of Deeds, Perquimans County

P.O. Box 74 • Hertford, N.C. 27944 • Phone (252) 426-5660 • Fax (252) 426-7443 • email: jackiefrierson@perquimanscountync.gov

RESOLUTION AUTHORIZING
REMOVAL OF CERTAIN PUBLIC RECORD BOOKS
KEPT BY THE REGISTER OF DEEDS FOR
THE PURPOSE OF REPAIR, RESTORATION
AND REBINDING

WHEREAS, NCGS 132-7 provides that books of public records should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read; and

WHEREAS, there is identified certain books of public records maintained by the Register of Deeds in need of repair, restoration and rebinding; and

WHEREAS, Kofile Technologies is under contract to provide repair, restoration and rebinding of those certain books of public records.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR PERQUIMANS COUNTY, NORTH CAROLINA, that:

Section 1. The Register of Deeds is authorized to remove or cause to be removed to the care and custody of Kofile Technologies for repair, restoration and rebinding the following books of public records:

Vital Statistics Marriage Licenses 1903-1906

Section 2. The books of public records listed in Section 1 of this resolution may remain in the care and custody of Kofile Technologies for the length of time required to repair, restore and rebind them.

Section 3. This resolution is effective upon its adoption.

ADOPTED the ____ day of _____, 2022

Wallace Nelson, Chairman
Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

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



February 16, 2022

Perquimans County
Jacqueline S. Frierson, Register of Deeds
P. O. Box 74
Hertford, NC 27994

Dear Ms. Frierson,

Please find enclosed the results of my recent survey of your records with reference to conservation treatment.

Kofile has specialized in the preservation and repair of public records since 1974. During this time we have performed conservation services for over 3000 municipal and county records management facilities.

Treatment will only be performed after careful testing of paper and inks. The application of aqueous or non-aqueous methods to achieve neutral ph levels will be determined by professional paper conservators.

Please contact us at 804-564-1231 with any questions or comments or to arrange transportation of your documents.

Sincerely;

Greg Brooks



Conservation Proposal

February 16, 2022

<u>Title</u>	<u>Conservation Treatment</u>
Vital Statistics Marriages 1903	\$996
Vital Statistics Marriages 1904	\$1,260
Vital Statistics Marriages 1905	\$1,212
Vital Statistics Marriages 1906	\$1,524

Condition Tri-folded documents in poor condition with chipping and cracking noted. Paper tested acidic and exhibits considerable embrittlement. Paper is very weak at the folds and will require flattening and mending. Repairs with non archival pressure sensitive tape noted

Treatment: Documents to be cataloged and assessed for condition upon receipt. Pressure sensitive tape and previous mends to be removed to the extent possible without causing damage to paper and inks and paper to receive full conservation treatment. Certificates to be placed into envelopes of 2 mil archival grade polyester with infrared welded seams, (three sided seal). Envelopes to be placed into recorder binders.

Kofile

7903 Thorndike Road, Greensboro, NC 27409 800-639-3027 336-283-5327 www.kofile.com

PRESENTED
TO
A.O. ROBERTS
IN
RECOGNITION OF HIS
TEN YEARS
OF OUTSTANDING SERVICE AS A
MEMBER OF THE PLANNING BOARD
BY
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
OCTOBER, 2022

Completed Positive Boater Safety Hazard Assessment and Revised Map Showing Proposed Area for Extension of No-Wake Zone in Town of Hertford

Haywood, Betsy <betsy.haywood@ncwildlife.org>

Tue 10/25/2022 10:17 AM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Cc: Janice Cole <hertfordmanager@gmail.com>; Meyer, Ben J <ben.meyer@ncwildlife.org>; Beardsley, Johnathan C <john.beardsley@ncwildlife.org>

 3 attachments (756 KB)

Perquimans Town of Hertford NWZ Matrix Amended Final.pdf; Perquimans Town of Hertford 15A NCAC 10F 0355 - S-Bridge NWZ Extension LE Recommendation MAP.pdf; D-1-Application-form with signature NEW rev Sept 2021.pdf;

Dear Ms. Hunnicutt,

The Wildlife Enforcement Division recently completed its assessment of several boating safety hazards that exist in the Town of Hertford, near the S shaped bridge north and east of the current no-wake zone there. Enforcement notes that the flow of boat traffic in the area as the result of the new bridge is hazardous because of insufficient water depth and shoaling. As you look at the revised map please note that Enforcement feels that extending the no-wake zone to Day Board 11 and south to the town shoreline is the best configuration for an extension. Enforcement also suggests placing additional danger buoys in the area even before rulemaking may occur. This will alert boaters to the shoals and remind them to stay within the navigational channel. Enforcement is working with Land and Water Access technicians to get this done.

In the meantime, please let us know if you wish to submit an application for rulemaking that can be heard by the Wildlife Resources Commission at its December 8 meeting in Raleigh. I have attached the D-1 application form for your use. Along with the application please send a Resolution asking the Wildlife Resources Commission to undertake rulemaking for the extension of the no-wake zone in the Town of Hertford.

I understand that no additional marker purchases will be necessary to extend this no-wake zone.

Please, don't hesitate to contact me if you have other questions or concerns. We look forward to continuing to assist you all.

Kind regards, Betsy

*Betsy Haywood
Water Safety Rulemaking Coordinator
Law Enforcement Division
(919)707-0013*

Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.



North Carolina Wildlife Resources Commission
 Application for Water Safety Rulemaking on Navigable Waters of the State of North Carolina

*Water safety rulemaking applications are considered at August and December NCWRC meetings.
 Please submit information at least six (6) weeks in advance.*

1. Governmental Unit: _____ Date: _____
 Contact Name: _____
 Mailing Address: _____ Phone: _____
 _____ Email: _____

2. In accordance with G.S. 75A-15, the above-named subdivision of the State applies to the North Carolina Wildlife Resources Commission for water safety rulemaking in the following waters:

Name of Body of Water, County, Location: _____

Popular Name (if any): _____

Describe Proposed Regulated Area – No-Wake Zone, Swim Area, Other:

3. Safety hazard prompting rulemaking request (No Wake Zones, marked swim areas, and mooring areas shall be approved to mitigate hazards to boater and recreational water safety):

The NC Wildlife Resources Commission is charged with promulgating water safety rules. By statute, No Wake Zones may be established in public trust waters **only** to mitigate hazards to boating safety. The statutory authority of the WRC **does not** allow creation of a no wake zone in some instances. Some of those instances include:

- Erosion
- Noise Abatement
- Property Damage
- Protection of Docks or Piers
- Future Development
- Wildlife Area Protection
- Wake issues for a particular type of vessel

Is the purpose of the requested NO WAKE ZONE for an area that falls into one of the instances listed above?

YES NO

If YES, please know that the NCWRC by statute may not be able to approve the requested NWZ

Does the proposed NO WAKE ZONE have any of the following water safety hazards?

- Known navigational hazards
- Structures in the area such as dams, spillways, flood control structures, trestles, power lines, and fueling docks
- Narrow and shallow waters
- Areas of obstructed vision
- Designated recreational or swimming areas
- Congested areas with high traffic
- History of documented accidents
- Public boat access areas
- Areas due to other circumstances present a critical risk to public safety

Does the requested NO WAKE ZONE include any of the above?

YES NO

If yes, please explain which one(s) in detail:

4. Include the following information with your application:

- a. Statement that public notice was given of the intention to make application to the Wildlife Resources Commission for the Rule that is being proposed
- b. A resolution from the above-named governmental unit requesting rulemaking for the waters named in Item 2
- c. Affirmation that the local unit of government *or* a designee agrees to purchase and place markers that conform to U.S. Aids to Navigation (USATONS) standards to implement a Rule. The North Carolina Wildlife Resources Commission is required to submit a Fiscal Note to the Office of State Budget and Management to report the fiscal impact of a Rule on a state or local unit of government.

Regulatory markers that do not conform to USATONS standards and that are placed without authorization by the NC Wildlife Resources Commission shall be unlawful.

Mail or Email completed application and supporting documents to:

- **No Wake Zone Coordinator**
NC Wildlife Resources Commission
1717 Mail Service Center
Raleigh, NC 27699-1717
- nowakezonecoordinator@ncwildlife.org

Signature _____ Date _____



NO-WAKE ZONE INVESTIGATION MATRIX

SECTION I: APPLICANT REQUEST AND INFORMATION

- Name of organization/entity: Perquimans Co Town of Hertford
- Primary contact information: Mary P. Hunnicutt, Clerk to Board 252-426-8484; Sara Winslow Sara Winslow <fishsqueezers@yahoo.com>
- Location of requested no-wake zone:
 - Body of water and County: Perquimans River, Perquimans County in Town of Hertford
 - Location: north and east of the S shaped bridge in the Town of Hertford (15A NCAC 10F .0346)
 - Popular name of area, if any: waters at north end of S shaped bridge, to the east end
 - Width of No-Wake Zone: Narrowest Point: _____ Widest Point: _____
 - Brief Description of area (example: bridge overpass, obstructed views, Intracoastal Waterway; etc.)
 Requesting extension of the existing no-wake zone northeast of the bridge to extend 500 yards east of existing NWZ that currently ends north of the bridge at USCG Shoal Marker Day Beacon 9 (green), then back to the shore along the Town waterfront as shown on the attached map.

Attach map of designated no-wake zone

Ensure proposed no-wake zone map/and or location is agreed upon by point of contact



NO-WAKE ZONE INVESTIGATION MATRIX

Provide detailed reason given from point of contact for the request

The Town and Lt Brad Stoop have spoken with Sara Winslow, who provided map information. She states that increasing speeding traffic in that area is causing safety to boaters in that busy area. Please identify any businesses there that may be impacted. I do not have Ms. Winslow's phone number. Her email is Sara Winslow <fishsqueezeers@yahoo.com>

Perquimans is a coastal county subject to CAMA.

- Is the proposed no-wake zone located within an area that is regulated by the U.S Army Corps of Engineers or the Division of Coastal Management (CAMA) i.e., Intracoastal Waterway?

YES

NO

When dealing with the point of contact, please advise that placement of markers in these waters is subject to prior approval of above agency in waters where applicable. NCWRC has no authority to supersede these rules.



NO-WAKE ZONE INVESTIGATION MATRIX

SECTION 2: PUBLIC SAFETY HAZARD

Identify all public safety hazards in this section by checking the block and listing name and/or location

FUELING DOCK OR FACILITY

Name of Facility: _____

PUBLIC SWIMMING OR RECREATIONAL AREA

Would the establishment of a roped swimming area or placement of no-wake regulatory buoys be more appropriate?

ROPED SWIM AREA

NO-WAKE BUOYS

PUBLIC BOAT ACCESS

Name of Access Area: _____

PUBLIC FISHING PIER OR FISHING ACCESS AREA

Name of Pier/Access Area: _____

RESTAURANT DOCKS

Name of Restaurant: _____

Number of Docks: _____

OTHER (list and describe)

Shallow water/shoaling on the south side of the channel heading down river-large sandbar that extends from Southern shoreline to approximately 450' into the river. Restricted visibility due to bridge pilings etc.

SECTION 3: NAVIGATIONAL HAZARDS

Identify all potential hazards associated with the proposed no-wake zone (check all that apply)

OBSTRUCTIONS (Identify) _____

Can obstructions be removed? YES NO

NARROW CHANNEL (give approximate width) _____

SHALLOW WATER (give average depth) 1' or less 450' from shoreline



NO-WAKE ZONE INVESTIGATION MATRIX

OBSTRUCTED VISION (for approximately how great a distance) 450'

STRUCTURES: (Check all applicable)

DAM Name: _____

SPILLWAY Location: _____

FLOOD CONTROL STRUCTURE Location: _____

BRIDGE Roadway: Church Street
 Height above water: 8'
 Width between piers: 30'

TRESTLE Height above water: _____
 Width between piers: _____

POWER LINE _____

LOCK Lock Number: _____

JETTY _____

SUBMERGED STRUCTURE Identify Structure: _____

- Would placement of "Danger" buoys or other informational markers mitigate the hazards in lieu of a no-wake zone? YES NO

SANDBAR _____

SHOAL Approx. 450' from Southern Shore

OTHER (list and describe)



NO-WAKE ZONE INVESTIGATION MATRIX

SECTION 4: SUMMARY OF BOATING SAFETY STATISTICS

Identify known data reflecting safety concerns:

BOAT INCIDENTS Date(s): _____

CITATIONS ISSUED Violations: NWZ violations

VERIFIED COMPLAINTS List: NWZ complaints

-
- Rate traffic density in this area MEDIUM
 - Is traffic density specific to weekend/and or holidays? YES NO
 - Does traffic density or ability to maneuver a vessel due to traffic cause safety issues?
YES NO

SECTION 5: CURRENT REGULATIONS

- List existing local laws currently in place restricting vessel speed in the requested area:
15A NCAC 10F .0355 Perquimans County No Wake Zones
- Would enforcement of existing boating laws mitigate the issues and concerns addressed in the proposed area?

YES Identify Violations: _____
 NO



NO-WAKE ZONE INVESTIGATION MATRIX

SECTION 6: NO-WAKE ZONE DIMENSIONS AND SCOPE

Evaluate the applicant's proposed no-wake request based on criteria and complete Section 6. If investigated area does not meet criteria for a no-wake zone, move to section 7. If the area meets no-wake zone criteria but the proposed area exceeds the need to address the issues, recommend appropriately sized area and attach map with changes.

A. PROPOSED

- If approved, does no-wake zone extend into a designated channel?

YES Distance extended into channel: 750'
 NO

- Total distance travelled at no-wake speed (in feet): Approx. 2400'

- Estimated travel time through propose area at no-wake speed: 6 minutes @ 5 mph (4.3 knots)

- Width of proposed no-wake zone (in feet): Narrowest: 720' Widest: 1560'

- Does proposed no-wake zone meet criteria for consideration?

YES: Appropriately sized
 YES: Adjusted size recommended
 NO

- Description/Explanation of adjusted size

The new "S" Bridge has changed flow of boat traffic in the area and this proposal would help mitigate current issues before someone gets injured or killed. The majority of boat traffic leaving the bridge will turn right heading East/South East. Without local knowledge one would believe that the water depth is sufficient however the opposite is true. A large shoal extends out into the Perquimans River from the Hertford Town shore for approximately 450'. With the recent replacement of the "S" Bridge and the movement of the navigational span of the bridge to the South East, groundings on this shoal have become common. No injuries or fatalities have occurred as of yet however, there is a real possibility without action. The old "S" Bridge's navigational span was more centralized and encouraged boaters to follow the center of the river and avoid the shoal. District staff would support an amended size to the current No Wake Zone for this area however, the current proposal to extend the No Wake Zone encompassing Day Marker #9 is not needed. Our recommendation would be to extend the NWZ from the point at 36.193370° -76.463675° running North to Day Marker #11, North West to 36.193300° -76.465179°, and then South to 36.194298° -76.466556° (Map Attached). This area would encompass the navigational area of the "S" Bridge and limit the boaters ability to get up on plane before the Shoal. Additionally, to address concerns of the continuation of the Shoal towards Day Marker #9 District Staff would support the placing of Danger Buoys that would alert boaters to the Shoaling and the need to stay within the navigational channel of the river.

- Adjusted map attached



NO-WAKE ZONE INVESTIGATION MATRIX

SECTION 7: OFFICER ASSESSMENT OF WATER SAFETY HAZARDS

- Does the proposed area meet the criteria to be recommended as a no-wake zone?

YES: NO:

- Justification:

The new "S" Bridge has changed flow of boat traffic in the area and this proposal would help mitigate current issues before someone gets injured or killed. The majority of boat traffic leaving the bridge will turn right heading East/South East. Without local knowledge one would believe that the water depth is sufficient however the opposite is true. A large shoal extends out into the Perquimans River from the Hertford Town shore for approximately 450'. With the recent replacement of the "S" Bridge and the movement of the navigational span of the bridge to the South East, groundings on this shoal have become common. No injuries or fatalities have occurred as of yet however, there is a real possibility without action. The old "S" Bridge's navigational span was more centralized and encouraged boaters to follow the center of the river and avoid the shoal. District staff would support an amended size to the current No Wake Zone for this area however, the current proposal to extend the No Wake Zone encompassing Day Marker #9 is not needed. Our recommendation would be to extend the NWZ from the point at 36.193370° -76.463675° running North to Day Marker #11, North West to 36.195300° -76.465179°, and then South to 36.194290° -76.466556° (Map Attached). This area would encompass the navigational area of the "S" Bridge and limit the boaters ability to get up on plane before the Shoal. Additionally, to address concerns of the continuation of the Shoal towards Day Marker #9 District Staff would support the placing of Danger Buoys that would alert boaters to the Shoaling and the need to stay within the navigational channel of the river.

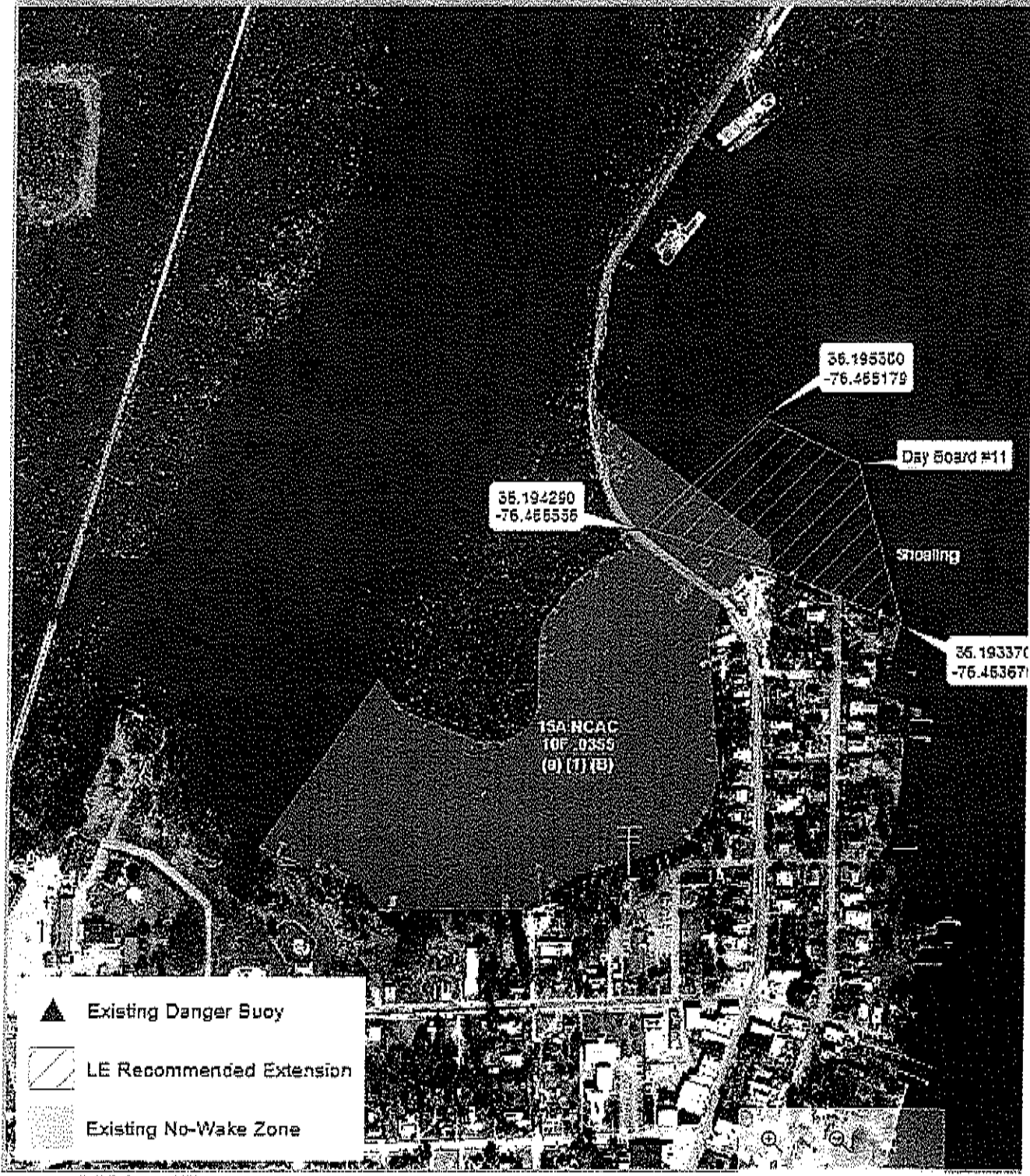
Officer: J. Doshen 237Date: 9/21/2022

Sergeant: _____

Date: _____

Perquimans Town of Hertford 15A NCAC... Print Save to OneDrive Show email

15A NCAC 10F .0355 (a) (1) (B) - No Wake Zone Extension "S" Bridge in Town of Hertford, Perquimans River, Perquimans County



NCACC Legislative Goals Conference - Voting Delegate Designation, Registration, Hotel Accommodations

Alisa Cobb <alisa.cobb@ncacc.org>

Wed 10/19/2022 5:13 PM

To: County Clerks <countyclerks@ncacc.org>

Good Afternoon County Clerks to the Board,

The NCACC Legislative Goals Conference will be held November 16-18, 2022, in Wake County at the Marriott Raleigh Crabtree Valley. Each county will be entitled to vote on legislative goal proposal submissions brought before the membership. Voting will take place on Thursday and Friday, November 17 and 18.

In order to facilitate the voting process, we ask that each county designate one voting delegate (*and also may assign one alternate voting delegate*) prior to the Legislative Goals Conference at [this link](#) by Monday, November 14, 2022, close of business. Some of you may have assigned delegates for both Annual Conference in August and for this Legislative Goals Conference; therefore, I am attaching the list I collected at that time (and since), but if anything should be changed, please let me know. If you have any questions, please email me at alisa.cobb@ncacc.org or call me direct at (919) 715-2685.

And lastly, please remember to register for conference and reserve hotel rooms soon -- before the group rates for the room block end (see below):

To register for the Goals Conference, which will be held in Raleigh November 16-18, [click here](#).

Attendees may reserve accommodations at the [Marriott Raleigh Crabtree Valley](#) with a group rate through **October 25**. On October 26, any unused rooms in the group block will go back to the general pool of rooms at the current rate. To reserve a room, use [this link](#).

Thank you for your assistance and we appreciate all you do to help us make this a successful event.



North Carolina
Association of
County Commissioners

Alisa Cobb

Operations Assistant
Phone (919) 715-2685
www.ncacc.org

§ 143-318.11. Closed sessions.

(a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(b) Repealed by Session Laws 1991, c. 694, s. 4.

(c) Calling a Closed Session. - A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s. 8.41(b).)

FOR
INFORMATION
ONLY
ITEMS

DEPARTMENT HEAD REPORTS



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**

Enforced Collections-October 2022

GARNISHMENTS: \$2,576.95

PAYMENT AGREEMENTS: \$12,137.89

DEBT SETOFFS: \$236.04

2022 QUARTERLY BUILDING INSPECTORS REPORT


July, Aug, Sept
 Oct, Nov, Dec
 Jan, Feb, March
 April, May, June

	COUNTY	HERTFORD	WINFALL	TOTAL PERMITS ISSUED
I. # OF BUILDING PERMITS ISSUED	64	10	2	76.00
II. # OF PLUMBING PERMITS ISSUED	58	7	0	65.00
III. # OF MECHANICAL PERMITS ISSUED	67	10	2	79.00
IV. # OF ELECTRICAL PERMITS ISSUED	80	7	6	93.00
V. # OF INSULATION PERMITS ISSUED	15	0	0	15.00
VI. # OF MOBILE HOMES PERMITS ISSUED	10			10.00
# OF FIRE/OTHER ISSUED	1			1.00
TOTAL NUMBER OF PERMITS ISSUED	295	34	10	339.00

VII. FEES COLLECTED	45220	2732	590	48542
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VIII. # OF INSPECTIONS PERFORMED 910

	VALUE OF CONSTRUCTION	TOTAL VALUE
A. NEW RESIDENTIAL	140000	0
B. NEW COMMERCIAL	17450	0
C. ADDITIONS	0	15000
D. REMODELING	169000	0
E. ACCESSORY BUILDING	12000	0
F. MOBILE HOMES	0	0
G. MODULAR HOMES	0	0
H. OTHER	202351	22400
TOTAL VALUE	\$540,801.00	\$37,400.00
GRAND TOTAL VALUE	\$6,789,518.00	\$7,367,719.00

SIGNED 



Case Activity Re

10/01/2022 - 10/31/2022

Case Date	Assigned To	Main Status	Violation	Action	Activity Date	Activity Type
8/25/2020	Erle Solesbee	Open	Grass, possible Abandoned Mobile Home		10/31/2022	Inspection
4/6/2022	Erle Solesbee	Closed	abandoned home		10/28/2022	Inspection
5/2/2022	Erle Solesbee	Open	abandoned mobile home		10/26/2022	Phone Contact
1/9/2020	Erle Solesbee	Closed	other-unsafe house		10/25/2022	Inspection
7/1/2022	Robert Farrar	Closed	unsafe house		10/21/2022	Inspection

Report

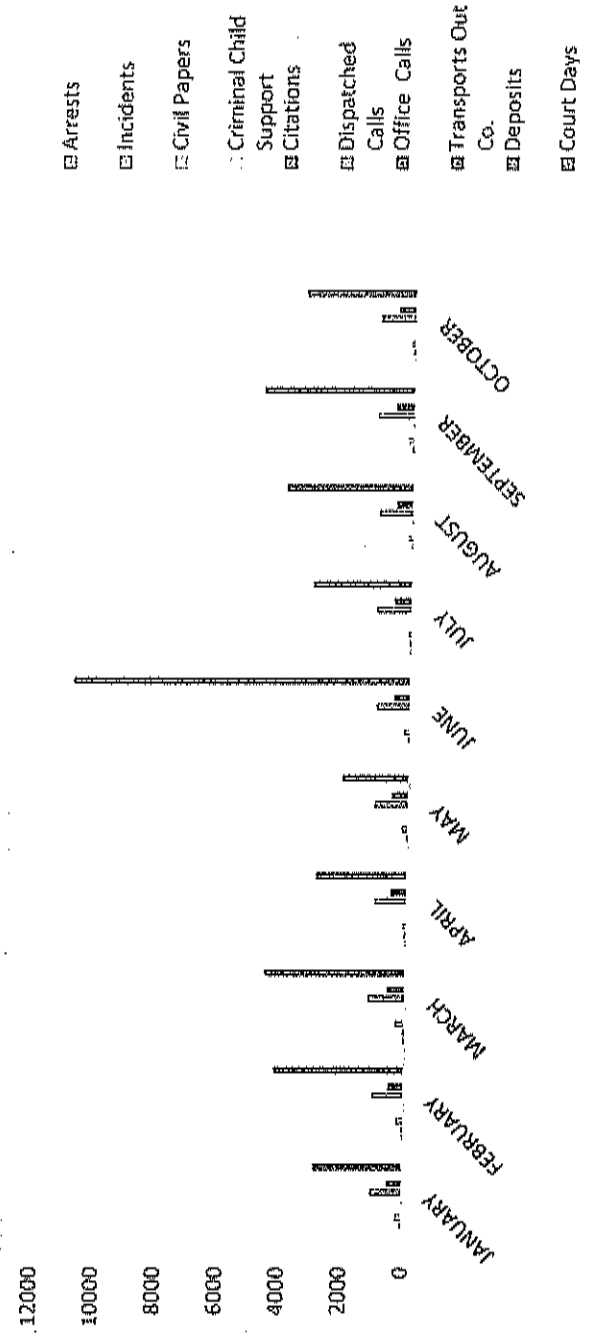
Description	Completed Date	Activity Status	Assigned To
Property has been mowed, trailer does appear to be in decent shape. Will continue to monitor.	10/31/2022	Completed	Erle Solesbee
Property has been demoed and cleaned up. Case closed	10/28/2022	Completed	Erle Solesbee
Received phone complaint from neighbor regarding debris still on site	10/26/2022	Completed	Erle Solesbee
Property has been demoed and cleaned up. Case closed	10/25/2022	Completed	Erle Solesbee
Property has been demoed and cleaned up. Case closed	10/21/2022	Completed	Erle Solesbee

Description	Completed Date	Activity Status	Assigned To
Property has been demoed and cleaned up. Case closed	10/19/2022	Completed	Erle Solesbee
Spoke with Mr. Foreman by phone. Of the 4 vehicles on the property, 2 do not qualify as nuisance. Mr. Foreman has gotten rid of 1 of the 2 nuisance vehicles and will be getting rid of the other one in the next couple weeks after he salvages some parts from it.	10/13/2022	Completed	Erle Solesbee

11/1/2022

Perquimans County Sheriff's Office --- October 2022 Activity Report

	Arrests		Incidents		Civil Papers		Criminal Child Support		Citations		Dispatched		Office Calls		Transports Out Co.		Deposits		Court Days	
JANUARY	17	64	231	1	8	1037	8	519	8	1037	8	519	8	\$2,885.00	8					
FEBRUARY	39	58	232	0	13	1031	13	516	2	1031	2	516	2	\$4,205.50	9					
MARCH	43	72	328	3	9	1210	9	605	8	1210	8	605	8	\$4,555.00	9					
APRIL	34	69	143	0	9	1059	9	530	4	1059	4	530	4	\$2,948.50	9					
MAY	22	58	224	0	9	1109	9	555	5	1109	5	555	5	\$2,165.00	8					
JUNE	27	54	190	2	14	1117	14	559	1	1117	1	559	1	\$10,916.00	8					
JULY	33	76	104	1	11	1157	11	579	6	1157	6	579	6	\$3,195.50	7					
AUGUST	30	58	164	0	38	1111	38	556	3	1111	3	556	3	\$4,098.90	7					
SEPTEMBER	35	72	196	2	32	1203	32	602	4	1203	4	602	4	\$4,879.60	7					
OCTOBER	36	72	135	2	25	1147	25	574	3	1147	3	574	3	\$3,549.50	10					





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 - September 2022

<i>Call Volume by Department - September 2022</i>			
<i>Department</i>	<i># of Calls</i>	<i>Department</i>	<i># of Calls</i>
<i>911 CALLS RECEIVED</i>	<i>532</i>	<i>NC State Highway Patrol</i>	<i>37</i>
<i>Belvidere Fire Dept.</i>	<i>8</i>	<i>NC Wildlife</i>	<i>8</i>
<i>Bethel Fire Dept.</i>	<i>6</i>	<i>Nightingale</i>	<i>1</i>
<i>Chowan EMS</i>	<i>1</i>	<i>Pasquotank-Camden EMS</i>	<i>0</i>
<i>Durants Neck Fire Dept.</i>	<i>7</i>	<i>Perq. Dept. of Social Services</i>	<i>4</i>
<i>Eastcare</i>	<i>1</i>	<i>Perq. Emergency Management</i>	<i>22</i>
<i>Gates EMS</i>	<i>0</i>	<i>Perq. EMS</i>	<i>214</i>
<i>Hertford Fire Dept.</i>	<i>18</i>	<i>Perq. Fire Marshal</i>	<i>0</i>
<i>Hertford Public Works</i>	<i>8</i>	<i>Perq. Sheriff's Office</i>	<i>1,203</i>
<i>Inter-County Fire Dept.</i>	<i>17</i>	<i>Perq. Water Department</i>	<i>3</i>
<i>Magistrate</i>	<i>54</i>	<i>Perq. Volunteer Water Rescue Team</i>	<i>4</i>
<i>NC Dept. of Transportation</i>	<i>6</i>	<i>Winfall Fire Dept.</i>	<i>12</i>
<i>NC Forestry</i>	<i>6</i>	<i>Winfall Police Dept.</i>	<i>0</i>
<i>NC Probation</i>	<i>1</i>	<i>Winfall Public Works</i>	<i>2</i>

Welcome

Emily Sawyer – Part-Time EMT

Tabitha Martin – Part-Time EMT

October Birthdays

Hazelene Byrum – October 15th

Frank Heath – October 16th

Tonya Ayers – October 23rd

Kate Boyles – October 23rd

Brandon Melton – October 26th

Celia McLennan – October 29th

Completed Projects / Trainings / Community Preparedness Activities

- Duke Endowment Site Visit at ECU Health – September 1, 2022
- Companion Animal Mobile Equipment Trailer Training – September 6, 2022
- Special Events Planning Meeting – September 7, 2022
- EMS Orientation – September 9, 2022
- Indian Summer Festival – September 9-10, 2022
- DCI Module 6 Class – September 13, 2022
- Town of Hertford Storm Planning Workshop – September 13, 2022
- RACE-CARS Trial: EMS Survivor Follow-Up Training – September 14, 2022
- Perquimans County High School Intern “Interviews” – September 14, 2022
- The Landings of Albemarle Block Party – September 14, 2022
- Telecommunicator Orientation – September 19, 2022
- NCSR Cyber Security Review Training – September 20, 2022
- Local Emergency Planning Committee Executive Meeting – September 22, 2022
- RACE-CARS Meeting – September 22, 2022
- Community Resource Fair at Perquimans County Library – September 22, 2022
- Meeting with ECSU EM Faculty – September 23, 2022
- Live Burn Standby – September 24, 2022
- Community Paramedic Workgroup – September 26, 2022
- CPR Training at the Landings of the Albemarle – September 27, 2022
- NCEM Hurricane Ian Status Calls – September 28–29, 2022
- Perquimans County High School Intern Orientation – September 28, 2022
- National Weather Service Conference Calls – September 28-30, 2022
- SAMC Readmission Task Force – September 28, 2022

CERT Trainings/Preparedness Activities

- Prepped for Hurricane Ian response

Pending Projects / Trainings / Community Preparedness Activities

- “4” Life Training at Mt. Sinai Baptist Church – October 6, 2022
- Albemarle Regatta – October 7-9, 2022
- Disabled Veteran – Wounded Warrior Fishing Jamboree – October 8, 2022
- Bethel Fire Department Community Day – October 9, 2022
- The Open Door of Perquimans County Walk for Hunger – October 15, 2022
- Mock Court Trial – October 20, 2022
- Snug Harbor Public Safety Day – October 22, 2022
- Downtown Trunk or Treat – October 28, 2022
- Perquimans Central Trunk or Treat – October 28, 2022
- 10th Annual Belvidere Day – October 29, 2022
- APCO CTO Class – October 30 – November 2, 2022
- PALS Class – November 4, 2022
- Grand Illumination – December 2, 2022
- Perquimans County 2022 Christmas Parade – December 3, 2022

Press Releases / Public Service Announcements

- Happy Labor Day – September 5, 2022
- Water Rescue Demo at the Indian Summer Festival – September 7, 2022
- Remembering Duke Life Flight – September 8, 2022
- Festival of Lights coming in December – September 8, 2022
- Make a Home Fire Escape Plan – September 9, 2022
- 9/11 – We Will Never Forget – September 11, 2022
- The Landings of Albemarle Block Party – September 14, 2022
- Bethel Fire Department Community Day – September 15, 2022
- The Open Door Walk for Hunger is being held on October 15, 2022 – September 16, 2022
- Hurricane Ian Weather Briefings – September 27-30, 2022
- Build Your Emergency Supplies Kit – September 27, 2022
- NCDOT Safety Message for Driving – September 29, 2022
- NC Severe Weather Press Briefing – September 30, 2022
- Report Power Outages – September 30, 2022



PERQUIMANS COUNTY EMERGENCY SERVICES

P.O. Box 563 - 159 Creek Drive - Hertford, NC 27944

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Jonathan A. Nixon, Director

Emergency Services Update - October 2022

<i>Call Volume by Department - October 2022</i>			
<i>Department</i>	<i># of Calls</i>	<i>Department</i>	<i># of Calls</i>
<i>911 CALLS RECEIVED</i>	<i>582</i>	<i>NC State Highway Patrol</i>	<i>54</i>
<i>Belvidere Fire Dept.</i>	<i>13</i>	<i>NC Wildlife</i>	<i>1</i>
<i>Bethel Fire Dept.</i>	<i>10</i>	<i>Nightingale</i>	<i>2</i>
<i>Chowan EMS</i>	<i>3</i>	<i>Pasquotank-Camden EMS</i>	<i>3</i>
<i>Durants Neck Fire Dept.</i>	<i>9</i>	<i>Perq. Dept. of Social Services</i>	<i>3</i>
<i>Eastcare</i>	<i>1</i>	<i>Perq. Emergency Management</i>	<i>21</i>
<i>Gates EMS</i>	<i>0</i>	<i>Perq. EMS</i>	<i>268</i>
<i>Hertford Fire Dept.</i>	<i>20</i>	<i>Perq. Fire Marshal</i>	<i>0</i>
<i>Hertford Public Works</i>	<i>1</i>	<i>Perq. Sheriff's Office</i>	<i>1,195</i>
<i>Inter-County Fire Dept.</i>	<i>12</i>	<i>Perq. Water Department</i>	<i>0</i>
<i>Magistrate</i>	<i>49</i>	<i>Perq. Volunteer Water Rescue Team</i>	<i>6</i>
<i>NC Dept. of Transportation</i>	<i>5</i>	<i>Winfall Fire Dept.</i>	<i>12</i>
<i>NC Forestry</i>	<i>5</i>	<i>Winfall Police Dept.</i>	<i>0</i>
<i>NC Probation</i>	<i>1</i>	<i>Winfall Public Works</i>	<i>0</i>

Welcome

Jesse Howard – Non-Certified Part-Time Telecommunicator

Sam Spear – Non-Certified Part-Time Telecommunicator

Kimberly Macias – Part-Time Paramedic

PCHS Interns and Community College EMS Students

Congratulations

Lindsey Fields – Transitioned from Part-Time to Full-Time Telecommunicator

November Birthdays

Heather Miller
 William Tutwiler
 Sonia Davenport
 Krystal Tutwiler
 Zeb Daneker
 Matthew Ward

Completed Projects / Trainings / Community Preparedness Activities

- EMS at the OBX – October 3 – 4, 2022
- RACE-CARS Meeting – October 4, 2022
- Childcare Worker's Fire Safety Training – October 4, 2022
- EMS Crews visit the Senior Center – October 5, 2022
- "4" Life Training at Mt. Sinai Baptist Church – October 6, 2022
- Albemarle Sound Sailing Regatta – October 7 – 9, 2022
- CPR Class – October 7, 2022
- Bethel Fire Department Community Day – October 9, 2022
- North Carolina Emergency Management Fall Conference – October 10 – 12, 2022
- Leader's Luncheon – October 11, 2022
- Perquimans County Community Collaborative – October 13, 2022
- Safety Day at Perquimans Central School – October 14, 2022
- Open Door Food Pantry of Perquimans Walk for Hunger – October 15, 2022
- Special Events Planning Committee Meeting – October 17, 2022
- ECU Health Emergency Services Meeting – October 18, 2022
- Carolina Recording Systems Training – October 19, 2022
- Visit the National Weather Service in Wakefield, Virginia – October 19, 2022
- Northeast Regional EMS Administrators Meeting – October 20, 2022
- "4" Life Training at Albemarle Plantation – October 20, 2022
- Perquimans County Schools District Safety Committee Meeting – October 20, 2022
- Mock Trial Training for Armed Intruder Drill – October 20, 2022
- "4" Life Training and Community Day at Snug Harbor – October 22, 2022
- Meeting with ARHS and ECU Health for Mobile Integrated Healthcare – October 24, 2022
- Sentara Albemarle Stroke Survey – October 25, 2022
- Lunch and Learn Presentation at Perquimans Middle School – October 25, 2022
- Meeting with school staff for CTE Internship Program – October 25, 2022
- COA EMS Advisory Board Meeting – October 26, 2022
- EMS Peer Review Committee Meeting – October 27, 2022
- 911 Communications Division Advisory Board Meeting – October 27, 2022
- Mobile Integrated Healthcare Meeting with Sentara Albemarle Medical Center – October 28, 2022
- Trunk or Treat in Downtown Hertford – October 28, 2022
- Trunk or Treat at Perquimans Central School – October 28, 2022
- 10th Annual Belvidere Day – October 29, 2022
- EMS Crew visits Up River Friends Church – October 30, 2022

Pending Projects / Trainings / Community Preparedness Activities

- APCO CTO Class – October 30 – November 2, 2022
- PALS Class – November 4, 2022
- "4" Life Training at ES Building – November 4, 2022
- "4" Life Training at the American Legion – November 7, 2022
- "4" Life Training at Sentara Albemarle Medical Center Explorer Post – November 15, 2022
- National Weather Service Visits Perquimans County – November 16, 2022
- K-12 Train the Educator and SITE ASSESS Training – November 22, 2022
- Career Day at Perquimans Middle School – November 30, 2022
- Local Emergency Planning Committee Annual Meeting – November 30, 2022
- CPR Class – December 2, 2022
- Grand Illumination – December 2, 2022
- Perquimans County 2022 Christmas Parade – December 3, 2022

Press Releases / Public Service Announcements

- Bethel Community Day postponed – October 5, 2022
- October is Cybersecurity Awareness Month – October 5, 2022
- Temporary Road Closure due to traffic accident – October 6, 2022
- Move Over for Emergency Vehicles – October 7, 2022
- Perquimans Festival of Lights coming in December – October 7, 2022
- Press Release – Tractor Trailer Overturned on Ocean Highway – October 7, 2022
- Join us for Bethel Community Day – October 9, 2022
- 100 Years of Fire Prevention Week and Safety Posts – October 10 - 15, 2022
- World Mental Health Day 2022 – October 10, 2022
- Press Release – Bethel Fire District Improves Insurance Rating – October 11, 2022
- National Farmers Day – October 12, 2022
- Perquimans Central School Safety Day – October 14, 2022
- Slow Down, Move Over Day – October 15, 2022
- World Restart a Heart Day – October 16, 2022
- CPR Instructor Class being offered by COA – October 17, 2022
- Trunk or Treat events in Perquimans – October 18, 2022
- Teen Driver Safety Week – Avoid Distractions – October 18, 2022
- National New Friends Day – October 19, 2022
- Halloween Safety Tips – October 20, 2022
- Albemarle Plantation "4" Life Training – October 21, 2022
- Teen Driver Safety Week – Safety Tips for the Road – October 21, 2022
- "4" Life Training and Community Day at Snug Harbor – October 21, 2022
- Ghost Walk is happening downtown. Use caution in the area – October 21, 2022
- Mental Health Tips for Parents and Children – October 24, 2022
- Aftermath K9 Grant starts today. Vote for K9 Kasanto and the Perquimans County Sheriff's Office – October 25, 2022
- Announcement of the S-Bridge Opening – October 25, 2022
- Halloween Safety Tips – October 25, 2022
- Lunch and Learn with Perquimans County Middle School – October 26, 2022
- The S-Bridge is OPEN – October 26, 2022
- Mock Trial Training in partnership with the Perquimans County Sheriff's Office and Hertford Fire Department – October 26, 2022
- Know When to Wash Your Hands – October 27, 2022

- Halloween Fire Safety Tips – October 27, 2022
- National First Responders Day – October 28, 2022
- Come join us for Belvidere Day – October 29, 2022
- Early Recognition of a Stroke is KEY – October 29, 2022
- Happy Halloween – October 31, 2022

COMMITTEE REPORTS