

A G E N D A
Perquimans County Board of Commissioners
WORK SESSION
Commissioners' Room - Courthouse Annex
March 21, 2016
6:50 p.m.

I. Call to Order

II. Prayer / Pledge

III. Public Hearing: CAMA Planning & Management Grant

- *To receive citizens' comments to consider an Application for CAMA Planning and Management Grant Funds for the upcoming Fiscal Year 2016-2017. The primary objective of said grant program is to develop and implement local governments' land use plans and management strategies for coastal resources consistent with the state guidelines (15A NCAC 07L). The purpose of the proposed grant application is to prepare, adopt, or amend the County's ordinances as necessary to carry out its certified plan, state rules, and the state coastal zone management plan.*

IV. New Business

- A. CAMA Planning & Management Grant Funds Application
- B. Dave Goss, Economic Development Consultant
- C.

V. Work Session

- A. Jonathan Nixon, Emergency Services Director
 - 1. EMPG Elected Officials Presentation
 - 2. 911 Shift Supervisors
 - 3. Backup PSAP Plan
- B. Angela Antiveros, Albemarle Regional Health Services
- C.
- D.
- E.

VI. Adjournment

COUNTY MANAGER NOTES
Perquimans County Board of Commissioners
WORK SESSION
Commissioners' Room - Courthouse Annex
March 21, 2016
6:45 p.m.

- III. **Enclosures:** Donna Godfrey, Planner, will present a request to apply for the CAMA Planning & Management Grant. The purpose of the public hearing is to receive citizens' comments to consider an Application for CAMA Planning and Management Grant Funds for the upcoming Fiscal Year 2016-2017. The primary objective of said grant program is to develop and implement local governments' land use plans and management strategies for coastal resources consistent with the state guidelines (15A NCAC 07L). The purpose of the proposed grant application is to prepare, adopt, or amend the County's ordinances as necessary to carry out its certified plan, state rules, and the state coastal zone management plan.
- IV.A. The Board will need to take action on the application for the CAMA Planning & Management Grant.
- IV.B. Dave Goss will be requesting a letter of support for the EPA Application--Phase 2 Commerce Centre Site Planning/Engineering. Board action will be requested.
- V.A. Jonathan Nixon will present these items to the Board:
1. **Emergency Management Public Officials Presentation:** has invited the Hertford and Winfall Town Councils to the Work Session for an *Emergency Management Public Officials Conference*. The purpose of this 15-20 minute presentation will be to provide details about our current Emergency Services program and to receive feedback from our elected officials. This event is also an activity for our current Emergency Management Performance Grant. These funds are used to support the Emergency Management Program for all of Perquimans County.
 2. 911 Shift Supervisors
 3. Backup PSAP Plan
- V.B. Ms. Antiveros would like to give a presentation on the "Innovative Approaches" program which focuses on families with exceptional children.



Perquimans County Planning & Zoning Office

MEMORANDUM

TO: Frank Heath, County Manager
 FROM: Donna Godfrey, County Planner *DG*
 DATE: March 16, 2016
 RE: **NCDCM Local Planning and Management Grant Application 2016-2017**
Public Hearing on Monday, March 21st at 6:50 PM to consider proposed
Grant Application for County Zoning Ordinance Update

 This is to request approval from the Board of County Commissioners to apply for funding from the NC Division of Coastal Management Local Planning and Management Grant Program for Fiscal Year 2016-2017. The deadline for filing the County's Application Form is Friday, April 1, 2016 therefore, time is of the essence in obtaining the BCC's approval to apply for the funding. The County's budgeting of the project (which requests Grant Funds in the amount of \$15,000 with a Local Cash Match of \$20,500 and a Local Non-Cash Match of \$2,000), may be accomplished during the regular upcoming budgeting cycle for Fiscal Year 2016-2017. Please see three attachments, as follows:

- 1) Draft Resolution for approval on March 21st by the Board of County Commissioners;
- 2) Proposed Grant Application; and
- 3) Public Notice which ran in the Perquimans Weekly on Wednesday, March 9, 2016, to inform the public of the opportunity to speak to the BCC, in regard to the grant proposal.

The recent approval of the 2015 Joint LUP Update brings with it the need to amend the Highway Corridor Overlay Districts (see Article XVII of the County's Zoning Ordinance) and to consider several other potential text amendments as identified in the Planning & Zoning Work Program. An update of the County's Zoning Ordinance has been earmarked in the Planning & Zoning Budget Requests over the last eight years, in anticipation of the State's approval of the CAMA Plan. The Planning staff is eager to address the issues and recommends that the BCC seize this opportunity to compete for funding through the Division of Coastal Management, to help defray the costs. Details on the grant program may be found at: <http://www.nccoastalmanagement.net>.

Respectfully submitted,

Donna Godfrey

Enclosures (3)



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

**PERQUIMANS COUNTY
BOARD OF COMMISSIONERS**

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

III. - Page 2

JANICE MCKENZIE COLE
CHAIR
T. KYLE JONES
VICE CHAIRMAN
FONDELLA A. LEIGH
EDWARD R. MUZZULIN
WALLACE E. NELSON
MATTHEW PEELER
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

**RESOLUTION SUPPORTING THE
LOCAL PLANNING & MANAGEMENT GRANT APPLICATION**

WHEREAS, Perquimans County has determined that there is a need to review, adopt or amend its land development regulations to carry out its certified land use plan update, state rules, and the state coastal zone management plan; and

WHEREAS, a number of land development regulations contained in the County's Zoning Ordinance became incomplete or obsolete as a result of the newly adopted and certified CAMA Core Land Use Plan Update 2005-2006 (also known as the "2015 Joint LUP Update"); and

WHEREAS, the Division of Coastal Management has announced that it is offering to local governments in the 20 coastal counties of North Carolina the opportunity to apply for Local Planning and Management Grant Program funding for the upcoming 2016-2017 fiscal year; and

WHEREAS, the primary objective of the grant program is to develop and implement local governments' land use plans and management strategies for coastal resources consistent with the State guidelines (15A NCAC 07L), to help make a positive and lasting contribution to the planning efforts of their communities; and

WHEREAS, Perquimans County Planning & Zoning Office wishes to apply to the North Carolina Division of Coastal Management for Local Planning and Management Grant funds.

NOW THEREFORE, BE IT RESOLVED that the Perquimans County Board of Commissioners authorizes the County Manager and County Planner to apply for Local Planning and Management Grant Program funding provided by the North Carolina Division of Coastal Management.

ADOPTED this the 21st day of March, 2016.

Janice McKenzie Cole, Chair, Board of County Commissioners Date

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



Please complete a separate application for each proposed project and submit two (2) printed copies and one (1) CD or USB drive with digital files to your DCM District Planner.

This application is also available online at:
<http://www.nccoastalmanagement.net/>
 Click on the link to "Land Use Planning/Beach & Waterfront Access".

Project Name: <u>County Zoning Ordinance Update</u> Local Government: <u>Perquimans County</u> Federal ID#: <u>56-6000330</u> Lead Elected Official: <u>Janice McKenzie Cole</u> Title: <u>Chairman, Board of Commissioners</u> Address: <u>PO Box 45</u> <u>Hertford, NC 27944</u>	Project Administrator: <u>Donna Godfrey</u> Title: <u>County Planner</u> Address: <u>PO Box 45, 104 Dobbs St</u> <u>Hertford, NC 27944</u> Phone: <u>252/426-2027</u> Fax: <u>252/426-1850</u> Email: <u>dgodfrey@perquimanscountync.gov</u>
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Budget Totals and Financial Assistance Requested: *Provide information from Summary Budget.*

DCM Grant	Local Match	Total Cost
Requested: <u>\$15,000.00</u>	Cash: <u>\$20,500.00</u> In-Kind: <u>\$2,000.00</u> Grant Assistance: <u>\$0.00</u>	<u>\$37,500.00</u>

Authorized Signature _____ Title: Chairman, Board of Commissioners
 Name (print) Janice McKenzie Cole Date: _____

Provide the following narratives. If necessary, please use additional pages.

A. Project Description

The project will result in the update/revision of the current Perquimans County Zoning Ordinance. The project will be a second priority project which will accomplish the following:

- Adopting/amending the zoning ordinance to secure compliance with state rules in AECs.
- Amending ordinances as necessary to carry out certified land use plans, state rules, and the Coastal Zone Management Plan.
- Enforcement of ordinances adopted to carry out certified land use plans.
- Coordination of local coastal management activities with other local government management activities.
- Base mapping (zoning map) as a management tool.

Specifically, the zoning ordinance update will address, but not be limited to, the following needs/issues:

- Review of the existing zoning ordinance.
- Extensive citizen participation.
- Full compliance with current state statutes and federal regulations.
- Compliance with the CAMA certified land use plan and all CAMA regulations.
- Review consistency of the zoning map with the AECs.
- Public Sewage Disposal Systems as defined by Subdivision Regulations, individual septic systems and "appropriate certification," to support rezoning requests as per Section 1301(a)(3) of Zoning Ordinance.
- Accessory structures (requested for vacant lots).
- Accessory dwellings.
- Bona fide farms (apply State exemption to smaller farmettes).
- Campers outside of campgrounds (full-time resident and home builder living in RV)
- Camping cabins in campgrounds for part-time "vacation" shelter (no indoor plumbing, but use of nearby comfort station with toilets and showers).
- Addition of site considerations and operational considerations for existing conditional uses and uses permitted by right.
- Development limitations on multiple adjacent nonconforming lots of record in single ownership.
- Fencing requirements for retention ponds.

- Storm drainage standards.
- Consistency statements.
- Highway corridor overlay district.
- Buffers and screening (for beautification and separation of incompatible uses).
- Review of AECs with a mind toward changes to the zoning, if needed, to protect the AECs.

The final product will be a completely updated zoning ordinance which will fully support CAMA regulations, state statutory requirements, and local concerns.

B. List Project Objectives

Produce an updated zoning ordinance which will support the CAMA Land Use Plan, current state statutes, and local planning needs.

C. Expected Project Product(s)

A revised/updated zoning ordinance which will comply with the current CAMA requirements, current CAMA Land Use Plan, local conditions, and current NCGS requirements.

D. Pre-Project Tasks: Identify tasks that must be completed prior to starting the project.

None

E. Local Government Approval:

Each grant application must be reviewed and approved by the local governing board at a duly advertised public hearing or meeting. Provide a memorandum resolution, or a copy of the meeting minutes indicating the board's action on the application.

Attached

F. Is all of a portion of this project under consideration by other programs for funding?

YES _____ NO X If so, indicate which program(s) and which fiscal year(s). Does the funding requested from another program duplicate or compliment the funding requested from the Planning and Management Grant? How viable is the project if complementary funding from another program is not secured?

G. Certified Land Use Plan (Title and Initial State Certification Date):

Perquimans County, North Carolina CAMA Core Land Use Plan Update 2005-2006; Certified: February 10, 2016 (also known as 2015 Joint LUP Update).

H. Date of last Land Use Plan Implementation Status Report:

An implementation status report is required to be submitted every two (2) years after the initial state certification date. In order to be eligible for this grant, the community must be up to date on their implementation reporting. An implementation status report will be required as an attachment to this grant application if an up to date report is not on file with DCM. See 15A NCAC 07B.0804 for report requirements.

Current plan certified February 10, 2016

I. Is this project identified as a high local priority in your certified Land Use Plan?

YES NO If so, attach a brief description of the plan and a statement of the extent to which the project implements the policies of this plan.

Chapter X: Tools for Managing Development of the current Perquimans County CAMA Core Land Use Plan specifies adjustments or amendments to the zoning ordinance as a needed means to manage development and support the CAMA Core Land Use Plan (see page X-5, Existing Development Management Program).

J. Is this project reflected in any other policy documents or ordinances?

YES NO If so, attach a brief description of the document or ordinance and a statement of the extent to which the project implements goals of the documents or ordinance.

K. Will the project require local adoption by the elected officials in order to be implemented?

YES NO

L. Proposed Local Match and Cost Assumptions:

Provide narrative indicating the source of cash match and availability of funds. Provide narrative explaining the relevance of proposed in-kind match to the project. If other state and/or federal funds are to be used as local match, indicate the amount, the funding source, when the funding will be awarded/available, and the specific project elements that will qualify for joint funding.

The cash match will be provided from the Perquimans County General Revenue fund and budgeted in Fiscal Year 2016/17.

M. Proposed Summary Budget

	Grant Assistance Requested	Local Cash Contribution	Local In-Kind Contribution	TOTAL
Subcontract Costs:				
<i>Planning Consultant</i>	\$15,000.00	\$20,000.00	\$0.00	\$35,000.00
Subtotal	\$15,000.00	\$20,000.00	\$0.00	\$35,000.00
Salaries:				
<i>County Planner</i>	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Subtotal	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Printing:				
<i>Public Notices</i>	\$0.00	\$500.00	\$0.00	\$500.00
Subtotal	\$0.00	\$500.00	\$0.00	\$500.00
Materials:				
	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00
Equipment:				
	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL BUDGET	\$15,000.00	\$20,500.00	\$2,000.00	\$37,500.00

**LOCAL PLANNING AND MANAGEMENT GRANT PROGRAM
APPLICATION**

FINAL

N. C. Division of Coastal Management

2016-17 Cycle

N. Proposed Budget: If available, attach a detailed breakdown of the cost assumptions upon which the Summary Budget is based. Proposals that include this information increase their likelihood of funding.

All work will be accomplished through a contract with a qualified planning consultant. The County anticipates the following consulting contract expenses:

Period 1

- Project initiation: \$2,650
- Citizen participation plan: \$2,650
- Draft 75% of revised ordinance: \$13,250
- Conduct work sessions with the Perquimans County Planning Board: \$7,950

Period 2

- Draft final 25% of revised ordinance: \$4,500
- Conduct work sessions with the Planning Board: \$2,700
- Present draft ordinance to the Board of Commissioners: \$900
- Conduct public hearing for adoption: \$900

Consulting services will be competitively solicited.

O. Project Timeline: The purpose of the timeline is to establish benchmarks during the project period to ensure timely completion. Progress monitoring is to occur at the 6 month interval for the duration of the 12 month contract. We recognize that unexpected events may require adjustments to the timeline. The schedule is meant to be an aid for measuring the progress of the project and a guide to making adequate contract adjustments when necessary.

Month \ Task	1	2	3	4	5	6	7	8	9	10	11	12
Return Contract	X											
Post RFP	X											
Select Subcontractor		X										
Begin Project		X										
End Project												X
Closeout												X

P. **Project Reporting Periods:** The form below only illustrates grant and local cash match totals. Local funds must be spent before grant funds. Non-cash match is not illustrated or represented in the table, however it must still be reported.

Grant: <u>\$15,000.00</u>	Cash Match: <u>\$20,500.00</u>	Total: <u>\$37,500.00</u>
	Non-Cash Match: <u>\$2,000.00</u>	

Project Schedule and Activities Chart

<p style="text-align: center;">% of total work to be completed</p> <p style="text-align: center;"><u>75%</u></p> <p>Grant funds to be spent: <u>\$11,250.00</u></p> <p>Local funds to be spent: <u>\$15,250.00</u></p>	<p>Period 1</p> <ul style="list-style-type: none"> -Project initiation -Citizen participation plan -Draft 75% of revised ordinance -Conduct work sessions with Planning Board
<p style="text-align: center;">% of total work to be completed</p> <p style="text-align: center;"><u>25%</u></p> <p>Grant funds to be spent: <u>\$3,750.00</u></p> <p>Local funds to be spent: <u>\$5,250.00</u></p>	<p>Period 2</p> <ul style="list-style-type: none"> -Draft final 25% of revised ordinance -Conduct work sessions with Planning Board -Present draft ordinance to Board of Commissioners -Conduct public hearing for adoption

Notice of Public Hearing

Notice is hereby given that the **Perquimans County Board of Commissioners will hold a Public Hearing on Monday, March 21, 2016 at 6:50 pm**, in the Commissioners' Meeting Room on the 1st floor of the Perquimans County Courthouse Annex Building located at 110 North Church Street, Hertford, NC (next door to the Historic County Courthouse), **to consider an Application for CAMA Planning and Management Grant Funds for the upcoming Fiscal Year 2016-2017**. The primary objective of said grant program is to develop and implement local governments' land use plans and management strategies for coastal resources consistent with the state guidelines (15A NCAC 07L). **The purpose of the proposed grant application is to prepare, adopt, or amend the County's ordinances as necessary to carry out its certified plan, state rules, and the state coastal zone management plan.**

Property owners, residents and other interested parties may review this item during normal business hours before the Public Hearing at the Perquimans County Planning & Zoning Office, 104 Dobbs Street, Hertford, NC, or call 252-426-2027 or email dgodfrey@perquimanscountync.gov for more information. You may make comments at the Hearing and/or provide written comments. If you are unable to attend the Public Hearing but wish to make comments for the Board's consideration, please do so in writing if possible by 4:00 PM the Friday before the Public Hearing.

Publish in Perquimans Weekly on March 9, 2016