

January 6, 2025

The Washington County Board of Commissioners met in a regular meeting on Monday, January 6, 2025, at 6:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Tracey A. Johnson, Ann C. Keyes, Carol V. Phelps, John C. Spruill and Julius Walker, Jr. were in attendance. Also, present were County Manager/ County Attorney Curtis S. Potter, Assistant County Manager, Jason Squires, Clerk to the Board Julie J. Bennett and County Finance Officer Missy Dixon.

Chair Phelps called the meeting to order. Commissioner Keyes gave the invocation. Chair Phelps led the Pledge of Allegiance.

ADDITIONS/DELETIONS: None.

**Commissioner Keyes made a motion to approve tonight's Agenda. Commissioner Spruill seconded; motion carried unanimously.**

CONSENT AGENDA:

*Items listed under Consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.*

- a) Regular Session Minutes: December 5, 2024 & Special Called Meeting Minutes December 5, 2024
- b) Tax Refunds & Releases & Insolvent Account
- c) FPIC Audit Response Letter for Full Board Signature
- d) Economic & Strategic Development Position
- e) Confirmation Washington County CFPT Continuing as a Single County Team
- f) ~~Revised RAP LEPC EOP~~

Commissioner Spruill asked to remove item f) from the Consent Agenda. and pass the consent agenda TAJ/AK

**Commissioner Johnson made a motion to approve the Consent Agenda with the change noted. Commissioner Keyes seconded; motion carried unanimously.**

PUBLIC FORUM: None.

EMPLOYEE OF THE YEAR: Chair Phelps read the following:

The Employee of the Year is chosen from the Employee of the Quarter recipients. This year we had nominations in March, June & September.

This year's Employee of the Year was the recipient in March. Her nomination read as follows

“This employee goes above and beyond to help keep her Department on top of their required workload. She coordinates with other counties to cover work when we are required to assist other counties. She helps out wherever she is needed and keeps morale high. She is also shared with another department and volunteers whenever her services are needed. She is a wonderful employee and is an asset to the community.”

This is a long-standing employee (of almost 20 years) who actually started out as an Income Maintenance Caseworker for DSS in November of 2004. In February 2015, she was hired as the county's Code Enforcement Officer, the position that she holds today.

Please join me in congratulating Ms. Connie Barnes as the 2024 Employee of the Year!

DEPARTMENTAL INFORMATION UPDATE—SENIOR CENTER: Ms. Renee' Collier, Senior Center Director gave the following presentation.



## Senior Center Overview

- For those 50 or older
- Meals program 60 or older
  - Congregate/Home-Bound
- Exercise Room & Classes
- Craft Programs
- Outside Presentations
- Technology Programs
- Game Room
- Trips
  - Day/Overnight
- Fundraisers

| Washington County Senior Center<br>January 2025 Schedule of Events |  |   |   |    |  |
|--|--|---|---|----|--|
| M  | T  | W   | TH  | F  |  |
|  |  | 1<br><b>CLOSED</b><br><i>Happy New Year</i>   | 2<br>10am: Matching Game                                    | 3  |  |
| 6<br>10am: Bullseye Bounce   | 7<br>10am: Woo-Ball  | 8<br><b>NO VIRTUAL OFFER LETTERS ON CRAFTS ROOM CLASS</b><br>10am: Game Day<br>1pm: Shopping & Chinese Lantern Trip | 9<br>10am: Crafts w/ Staff                                  | 10 |  |
| 13<br>10am: Library Visit  | 14<br>10am: Crafts w/ Quinterlene  | 15<br>10am: Chair Volleyball  | 16<br>10am: Games w/ Annette                                | 17 |  |
| 20<br><b>CLOSED</b>  | 21<br>10am: Memory Games w/ Zeta Phi Beta                                | 22<br>10am: Football Toss   | 23<br>10am: Digital Navigation Class (in Craft Room)        | 24 |  |
| 27<br>10am: Crafts w/ Renee  | 28<br><b>NO CHAIR EXERCISE</b><br>10am: Williamston Bowling & Lunch Trip | 29<br>10am: Crafts w/ Staff   | 30<br>10am: Coffee Break<br>10:30am: Nutrition Presentation | 31 |  |

**Weekly Recurring Activities**

**Mondays:**  
 9:30-10:00am: Fitter Sitters™  
 11:00-11:30am: Education Corner  
 1:00-2:30am: Diamond Art Class  
 4:00-5:30am: Pickle Ball #  
 5:00-5:00am: Fitness Workout  
 8:15am: Yoga

**Tuesdays:**  
 9:30-10:00am: Getting Fit  
 1:00-2:00am: Chair Exercise  
 2:00-4:00am: Uncle Bucks Fitness  
 5:30-6:30am: Beginner Line Dancing

**Wednesdays:**  
 9:30-10:00am: Fitter Sitters™  
 10:00am: Sewing with Geraldine Group  
 11:00-11:30am: Inspirational Moment  
 1:00pm: Crafts with Sandra  
 1:00pm: Card & Drumming  
 1:00-2:30am: Pickle Ball #  
 5:00-5:00am: Fitness Workout

**Thursdays:**  
 9:30-10:00am: Getting Fit  
 1:00-2:00am: Chair Exercise  
 5:00-6:00am: Advanced Line Dancing

**Fridays:**  
 9:30-10:00am: Walking Track (Indoors)  
 10:00-11:00am: Clean-Hole

\*see agenda at main registration

# Free courtesy of Hall and Parks virtual program

## Past Calendar Year In Review



- Overnight trips
- Dozens of Day Trips
- Outside Presentations
- Large Social/Educational Events
- Inter-Regional Events
- Game Room
- Intergenerational Events
- Uncle Bud's Knitters
- FUN ACTIVITIES
- Santa for Seniors

## Roadblocks Faced – Lessons Learned

- Staff shortages
  - Crucial Services continued
- Creswell/Roper Classes
  - Success
  - Administrative Duties effected
- Transportation Issues
  - Buses down–Jason S. helped
- Meals on Wheels Hold
  - Current donation requirement

## Plans for Calendar Year 2025

- Consistent Programming & Strong Admin Practices
  - Current Focus
- Trips
- Fundraisers
- Students into New School
- Technology via NCDIT – Digital Equity Grant
- Increase in Volunteer Opportunities
- More engaging local community
- Merge Departments– Recreation

## CURRENT OPEN TRIPS

**Elizabeth City Thrift Shop Trip**  
Monday, February 10, 2025


**Van leaves at 8am**  
**MAX 25**

You will have approx. 30-45 mins at each store.  
Transportation home will be provided for those who ride with Riverlight Transit after drop off of drivers at the Center.

**STORES TO BE VISITED:**

- DaBinn
- CHKD Thrift
- S Below
- Goodwill
- Salvation Army
- Ollies

Lunch @ Dairy Queen in Elizabeth City



You are responsible for your own meal and thrift store purchases.  
The Center is only providing transportation.  
Expect to arrive back at the Center between 3-4:30pm

**Breakfast at**  
**Yoder's Dutch Pantry**  
**Thursday, February 27, 2025**

The Senior Center is heading to Grifton for a wonderful breakfast and fellowship!

YOU MUST HAVE TRANSPORTATION TO THE CENTER  
YOU WILL BE BACK IN TIME FOR TRANSIT HOME-  
MUST SET UP YOURSELF

**MAX 11**

PLEASE MAKE SURE YOU HAVE MONEY FOR FOOD/TIP/PURCHASES



**PLANNED TIMES:**  
7:00AM: Leave Senior Center  
8:15AM: Breakfast & Explore  
at Yoder's Dutch Pantry  
10:15AM: Leave Yoder's  
11:30AM: Arrive back at Senior Center  
in time for Congregate Lunch



# UPCOMING FUNDRAISERS

## Valentine's Day Candy Gram Fundraiser

Beginning January 6, 2025, the Senior Center will be selling Candy Gram Valentine's Cards!

Candy Grams: 50¢ each

PURCHASE OPTIONS (3 different ways):

**1. IMMEDIATE TAKE AWAY**

--This will come with blank card & sucker but will NOT BE DELIVERED BY THE CENTER

**2. SENIOR CENTER DELIVER TO PARTICIPANT(S) AT VALENTINE'S SOCIAL (2/13)**

--This will come with a blank card & the sucker will be attached before the Center delivers to participants during the Valentine's Social

**3. CUSTOM CARDS FOR COUNTY AGENCIES**

--The Senior Center will deliver to any county agencies on Friday (2/14) and will offer custom cards for orders of 4 or more



DEADLINE FOR ORDER:  
FEBRUARY 7TH

## Washington County Senior Center DINNER AND CASH BINGO FUNDRAISER



FRIDAY, MARCH 14, 2025

To raise funds the Center will be hosting a dinner and cash bingo sessions. This event is open to the public but you must partake in Bingo if staying during game play 18 or older to participate.

**DINNER**

Served 4:00pm through 5:30pm: \$10.00 all you can eat!

Half full includes: Side Salad, Pasta, Bake, Garlic Bread, Drink and Dessert.  
To go plates can be purchased for \$2.00 - Pay at entry.

**BINGO (20 Games)**

5:30pm: Packs Sale and BINGO begins Promptly at 6pm  
Bingo sessions will cover 20 games. Bingo games and payouts are pre-determined, no sheet handed out alongside pack purchases.



Single Card Pack (20 cards) = \$5.00

Three Card Pack (60 cards) = \$12.00

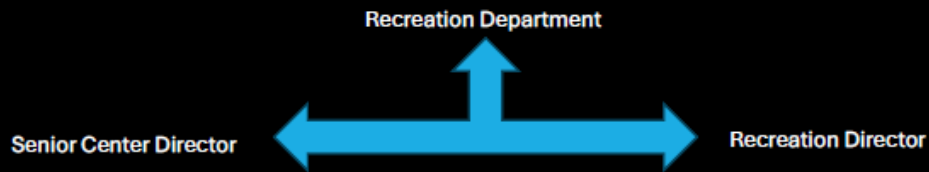
Bingo Drawers/Melons are the only thing to be recognized for winning cards.  
Center will have dealers for sale \$1 each

**MULTIPLE PACKS CAN BE PURCHASED BUT YOU'RE RESPONSIBLE TO KEEP UP!**

ALL PRIZE MONEY TO BE WON HAS BEEN DONATED TO THE CENTER FOR VEHIC!

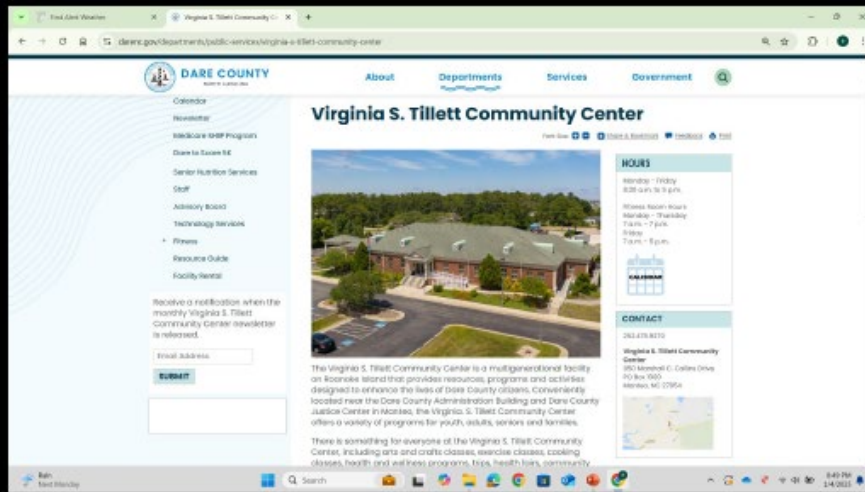
## RECREATION-SENIOR CENTER MERGER

- Merge in Title Only
- Learn from Randy
- Grant Opportunities
- Share space & resources



## EXAMPLE:

– Organizationally Different than WC but Similar Goals



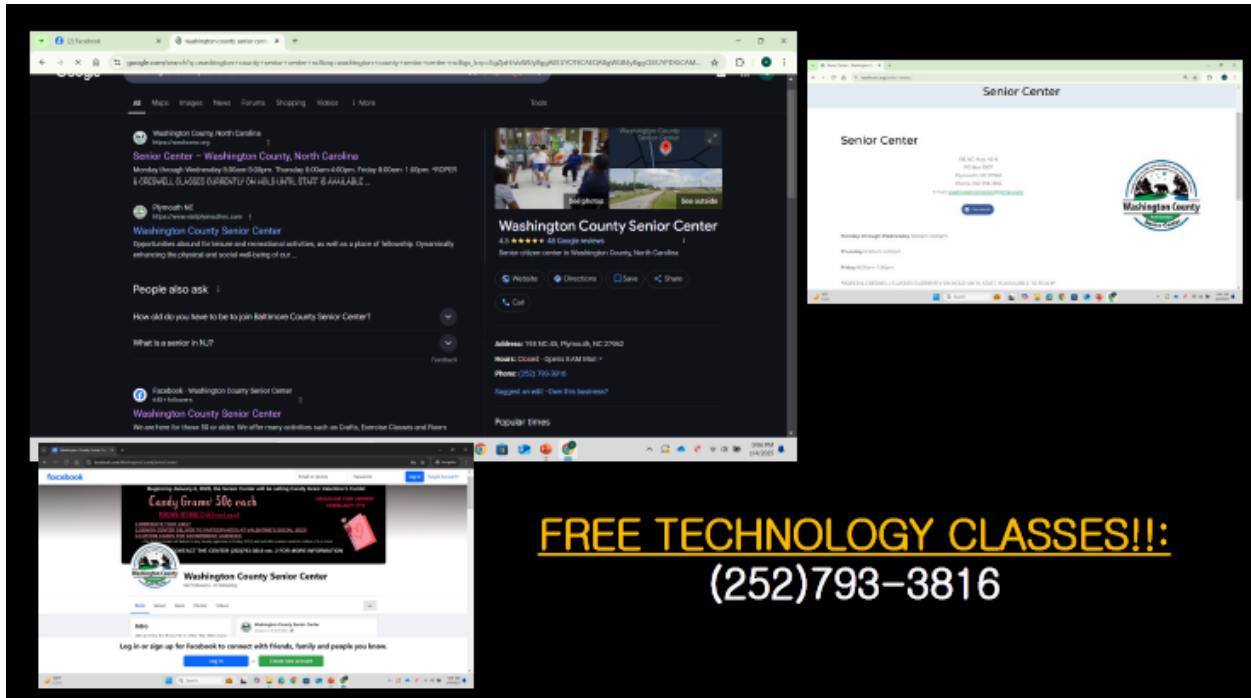
# Future of the Senior Center

## FACTORS

- NCDHHS—20% population 65+
- Staying in Work Force
- Family Caregivers
- Needs of Washington County
- Staff Changes


## OPTIONS

- Continue focus on elderly but target younger older adults
- Programs to meet schedule needs
- Diversify Programs
- Merge Programming for larger range of Citizens



**FREE TECHNOLOGY CLASSES!!:**  
**(252)793-3816**

# Washington County Senior Center



**198 Hwy 45 N-Plymouth**  
*(co-located with the Health Dept)*

**(252)793-3816**

**Hours:**  
**M-W: 8-5**  
**Th: 8-4**  
**F: 8-1**

**\*except during scheduled programs\***

The Commissioners thanked Ms. Collier for what she does for the County.

PUBLIC HEARING: PLANNING BOARD RECOMMENDATION FOR FLOOD DAMAGE PREVENTION ORDINANCE: Mr. Allen Pittman, Planning/Safety/Inspections Director spoke to the Board.

**Commissioner Johnson made a motion to open the public hearing. Commissioner Keyes seconded; motion passed unanimously.**

Mr. Pittman noted that the following information was provided to the Board which included a marked up copy of the Flood Damage Prevention Ordinance so they could see what changes were made.

On Thursday, December 19, 2024, the Washington County Planning Board passed a motion to recommend the adoption of a revised Flood Damage Prevention Ordinance, NC Coastal model, which includes new language and definitions due to the inclusion of Coastal Flood Hazard Areas (VE and Coastal A zones). It is recommended that the Commissioners act on this matter at this January 6, 2025 meeting.

A draft of the ordinance was previously reviewed by the Planning Board at their November 21, 2024 meeting and a Public Hearing was set for December 19, 2024. The hearing was advertised, along with a notice that if the Planning Board recommended approval of the ordinance at this hearing, a separate hearing would be conducted by the Board of Commissioners at their January 6, 2025 meeting. This advertisement was confirmed with the Roanoke Beacon on December 4, and December 11, 2024.

This ordinance must be adopted prior to January 15, 2025 so the adopted document with signatures can be sent to the NCDPS and FEMA no later than January 17, 2025 in order for any flood insurance policies to be renewed or written in the future in Washington County.

**Commissioner Keyes made a motion to close the public hearing.**  
**Commissioner Johnson seconded; motion passed unanimously.**



# **FLOOD DAMAGE PREVENTION ORDINANCE**

## Coastal Regular Phase

### **ARTICLE 1. STATUTORY AUTHORIZATION, FINDINGS OF FACT, PURPOSE AND OBJECTIVES.**

#### **SECTION A. STATUTORY AUTHORIZATION.**

The Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Article 6 of Chapter 153A; Article 8 of Chapter 160A; and Article 7, 9, and 11 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the authority to adopt regulations designed to promote the public health, safety, and general welfare.

Therefore, the Board of Commissioners of Washington County, North Carolina, does ordain as follows:

#### **SECTION B. FINDINGS OF FACT.**

- (1) The flood prone areas within the jurisdiction of Washington County are subject to periodic inundation which results in loss of life, property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures of flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.
- (2) These flood losses are caused by the cumulative effect of obstructions in floodplains causing increases in flood heights and velocities and by the occupancy in flood prone areas of uses vulnerable to floods or other hazards.

#### **SECTION C. STATEMENT OF PURPOSE.**

It is the purpose of this ordinance to promote public health, safety, and general welfare and to minimize public and private losses due to flood conditions within flood prone areas by provisions designed to:

- (1) Restrict or prohibit uses that are dangerous to health, safety, and property due to water or erosion hazards or that result in damaging increases in erosion, flood heights or velocities;
- (2) Require that uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction;
- (3) Control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of floodwaters;
- (4) Control filling, grading, dredging, and all other development that may increase erosion or flood damage; and
- (5) Prevent or regulate the construction of flood barriers that will unnaturally divert flood waters or which may increase flood hazards to other lands.

#### **SECTION D. OBJECTIVES.**

The objectives of this ordinance are to:

- (1) Protect human life, safety, and health;

- (2) Minimize expenditure of public money for costly flood control projects;
- (3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4) Minimize prolonged business losses and interruptions;
- (5) Minimize damage to public facilities and utilities (i.e. water and gas mains, electric, telephone, cable and sewer lines, streets, and bridges) that are located in flood prone areas;
- (6) Minimize damage to private and public property due to flooding;
- (7) Make flood insurance available to the community through the National Flood Insurance Program;
- (8) Maintain the natural and beneficial functions of floodplains;
- (9) Help maintain a stable tax base by providing for the sound use and development of flood prone areas; and
- (10) Ensure that potential buyers are aware that property is in a Special Flood Hazard Area.

**ARTICLE 2. DEFINITIONS.**

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this ordinance its most reasonable application.

“Accessory Structure (Appurtenant Structure)” means a structure located on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Garages, carports and storage sheds are common urban accessory structures. Pole barns, hay sheds and the like qualify as accessory structures on farms and may or may not be located on the same parcel as the farm dwelling or shop building.

“Addition (to an existing building)” means an extension or increase in the floor area or height of a building or structure.

“Alteration of a watercourse” means a dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

“Appeal” means a request for a review of the Floodplain Administrator's interpretation of any provision of this ordinance.

“Area of Shallow Flooding” means a designated Zone AO or AH on a community's Flood Insurance Rate Map (FIRM) with base flood depths determined to be from one (1) to three (3) feet. These areas are located where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident.

“Area of Special Flood Hazard” see “Special Flood Hazard Area (SFHA)”.

“Base Flood” means the flood having a one (1) percent chance of being equaled or exceeded in any given year.

“Base Flood Elevation (BFE)” means a determination of the water surface elevations of the base flood as published in the Flood Insurance Study. When the BFE has not been provided in a “Special Flood Hazard Area”, it may be obtained from engineering studies available from a Federal, State, or other source using FEMA approved engineering methodologies. This elevation, when combined with the “Freeboard”, establishes the “Regulatory Flood Protection Elevation”.

**“Basement”** means any area of the building having its floor subgrade (below ground level) on all sides.

**“Breakaway Wall”** means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces without causing damage to the elevated portion of the building or the supporting foundation system.

**“Building”** see “Structure”.

**“Chemical Storage Facility”** means a building, portion of a building, or exterior area adjacent to a building used for the storage of any chemical or chemically reactive products.

**“Coastal Area Management Act (CAMA)”** means North Carolina’s Coastal Area Management Act, this act, along with the Dredge and Fill Law and the Federal Coastal Zone Management Act, is managed through North Carolina Department of Environmental Quality (NCDEQ) Division of Coastal Management (DCM).

**“Coastal AE Zone (CAZ)”** means an area within a special flood hazard area, landward of a V zone or landward of an open coast without mapped V zones. In a Coastal A Zone, the principal source of flooding must be astronomical tides, storm surges, seiches, or tsunamis, not riverine flooding. During the base flood conditions, the potential for wave heights shall be greater than or equal to 1.5 feet. Coastal A Zones are not normally designated on FIRMs. (see Limit of Moderate Wave Action (LiMWA))

**“Coastal Barrier Resources System (CBRS)”** consists of undeveloped portions of coastal and adjoining areas established by the Coastal Barrier Resources Act (CoBRA) of 1982, the Coastal Barrier Improvement Act (CBIA) of 1990, and subsequent revisions, and includes areas owned by Federal or State governments or private conservation organizations identified as Otherwise Protected Areas (OPA).

**“Coastal High Hazard Area”** means a Special Flood Hazard Area extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources. The area is designated on a FIRM, or other adopted flood map as determined in Article 3, Section B of this ordinance, as Zone VE.

**“Development”** means any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

**“Development Activity”** means any activity defined as Development which will necessitate a Floodplain Development Permit. This includes buildings, structures, and non-structural items, including (but not limited to) fill, bulkheads, piers, pools, docks, landings, ramps, and erosion control/stabilization measures.

**“Digital Flood Insurance Rate Map (DFIRM)”** means the digital official map of a community, issued by the Federal Emergency Management Agency (FEMA), on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated.

**“Disposal”** means, as defined in NCGS 130A-290(a)(6), the discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste into or on any land or water so that the solid waste or any constituent part of the solid waste may enter the environment or be emitted into the air or discharged into any waters, including groundwaters.

**“Dry Floodproofing”** means a combination of measures that make a building and attendant utilities and equipment watertight and substantially impermeable to floodwater, with structural components having the capacity to resist flood loads. Please refer to Technical Bulletin 3, Requirements for the Design and Certification of Dry Floodproofed Non-Residential and Mixed-Use Buildings, and available from the FEMA.

**“Elevated Building”** means a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

**“Encroachment”** means the advance or infringement of uses, fill, excavation, buildings, structures or development into

a special flood hazard area, which may impede or alter the flow capacity of a floodplain.

“Existing building and existing structure” means any building and/or structure for which the “start of construction” commenced before the initial Flood Insurance Rate Map (FIRM) for the community, dated December 4, 1985.

“Existing Manufactured Home Park or Manufactured Home Subdivision” means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community, dated December 4, 1985.

“Flood” or “Flooding” means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (a) The overflow of inland or tidal waters; and/or
- (b) The unusual and rapid accumulation or runoff of surface waters from any source.

“Flood Boundary and Floodway Map (FBFM)” means an official map of a community, issued by the FEMA, on which the Special Flood Hazard Areas and the floodways are delineated. This official map is a supplement to and shall be used in conjunction with the Flood Insurance Rate Map (FIRM).

“Flood Hazard Boundary Map (FHBM)” means an official map of a community, issued by the FEMA, where the boundaries of the Special Flood Hazard Areas have been defined as Zone A.

“Flood Insurance” means the insurance coverage provided under the National Flood Insurance Program.

“Flood Insurance Rate Map (FIRM)” means an official map of a community, issued by the FEMA, on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated. (see also DFIRM)

“Flood Insurance Study (FIS)” means an examination, evaluation, and determination of flood hazards, corresponding water surface elevations (if appropriate), flood hazard risk zones, and other flood data in a community issued by the FEMA. The Flood Insurance Study report includes Flood Insurance Rate Maps (FIRMs) and Flood Boundary and Floodway Maps (FBFMs), if published.

“Flood Prone Area” see “Floodplain”

“Flood Zone” means a geographical area shown on a Flood Hazard Boundary Map or Flood Insurance Rate Map that reflects the severity or type of flooding in the area.

“Floodplain” means any land area susceptible to being inundated by water from any source.

“Floodplain Administrator” is the individual appointed to administer and enforce the floodplain management regulations.

“Floodplain Development Permit” means any type of permit that is required in conformance with the provisions of this ordinance, prior to the commencement of any development activity.

“Floodplain Management” means the operation of an overall program of corrective and preventive measures for reducing flood damage and preserving and enhancing, where possible, natural resources in the floodplain, including, but not limited to, emergency preparedness plans, flood control works, floodplain management regulations, and open space plans.

“Floodplain Management Regulations” means this ordinance and other zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances, and other applications of police power. This term describes federal, state or local regulations, in any combination thereof, which provide standards for preventing and reducing flood loss and damage.

**“Floodproofing”** means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitation facilities, structures, and their contents.

**“Flood-resistant material”** means any building product [material, component or system] capable of withstanding direct and prolonged contact (minimum 72 hours) with floodwaters without sustaining damage that requires more than low-cost cosmetic repair. Any material that is water-soluble or is not resistant to alkali or acid in water, including normal adhesives for above-grade use, is not flood-resistant. Pressure-treated lumber or naturally decay-resistant lumbars are acceptable flooring materials. Sheet-type flooring coverings that restrict evaporation from below and materials that are impervious, but dimensionally unstable are not acceptable. Materials that absorb or retain water excessively after submergence are not flood-resistant. Please refer to Technical Bulletin 2, *Flood Damage-Resistant Materials Requirements*, and available from the FEMA. Class 4 and 5 materials, referenced therein, are acceptable flood-resistant materials.

**“Floodway”** means the channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.

**“Floodway encroachment analysis”** means an engineering analysis of the impact that a proposed encroachment into a floodway or non-encroachment area is expected to have on the floodway boundaries and flood levels during the occurrence of the base flood discharge. The evaluation shall be prepared by a qualified North Carolina licensed engineer using standard engineering methods and hydraulic models meeting the minimum requirement of the National Flood Insurance Program.

**“Freeboard”** means the height added to the BFE to account for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, blockage of bridge or culvert openings, storm surge or precipitation exceeding the base flood, and the hydrological effect of urbanization of the watershed. The BFE plus the freeboard establishes the “Regulatory Flood Protection Elevation”.

**“Functionally Dependent Facility”** means a facility which cannot be used for its intended purpose unless it is located in close proximity to water, limited to a docking or port facility necessary for the loading and unloading of cargo or passengers, shipbuilding, or ship repair. The term does not include long-term storage, manufacture, sales, or service facilities.

**“Hazardous Waste Management Facility”** means, as defined in NCGS 130A, Article 9, a facility for the collection, storage, processing, treatment, recycling, recovery, or disposal of hazardous waste.

**“Highest Adjacent Grade (HAG)”** means the highest natural elevation of the ground surface, prior to construction, immediately next to the proposed walls of the structure.

**“Historic Structure”** means any structure that is:

- (a) Listed individually in the National Register of Historic Places (a listing maintained by the US Department of Interior) or preliminarily determined by the Secretary of Interior as meeting the requirements for individual listing on the National Register;
- (b) Certified or preliminarily determined by the Secretary of Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (c) Individually listed on a local inventory of historic landmarks in communities with a “Certified Local Government (CLG) Program”; or
- (d) Certified as contributing to the historical significance of a historic district designated by a community with a “Certified Local Government (CLG) Program.”

Certified Local Government (CLG) Programs are approved by the US Department of the Interior in cooperation with the North Carolina Department of Cultural Resources through the State Historic Preservation Officer as

having met the requirements of the National Historic Preservation Act of 1966 as amended in 1980.

**“Letter of Map Change (LOMC)”** means an official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

- (a) Letter of Map Amendment (LOMA): An official amendment, by letter, to an effective National Flood Insurance Program map. A LOMA is based on technical data showing that a property had been inadvertently mapped as being in the floodplain, but is actually on natural high ground above the base flood elevation. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.
- (b) Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.
- (c) Letter of Map Revision Based on Fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the BFE and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community’s floodplain management regulations.
- (d) Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

**“Light Duty Truck”** means any motor vehicle rated at 8,500 pounds Gross Vehicular Weight Rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less as defined in 40 CFR 86.082-2 and is:

- (a) Designed primarily for purposes of transportation of property or is a derivation of such a vehicle, or
- (b) Designed primarily for transportation of persons and has a capacity of more than 12 persons; or
- (c) Available with special features enabling off-street or off-highway operation and use.

**“Limit of Moderate Wave Action (LimWA)”** means the boundary line given by FEMA on coastal map studies marking the extents of Coastal A Zones (CAZ).

**“Lowest Adjacent Grade (LAG)”** means the lowest elevation of the ground, sidewalk or patio slab immediately next to the building, or deck support, after completion of the building.

**“Lowest Floor”** means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or limited storage in an area other than a basement area is not considered a building’s lowest floor, provided that such an enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this ordinance.

**“Manufactured Home”** means a structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term “manufactured home” does not include a “recreational vehicle”.

**“Manufactured Home Park or Subdivision”** means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

**“Map Repository”** means the location of the official flood hazard data to be applied for floodplain management. It is a central location in which flood data is stored and managed; in North Carolina, FEMA has recognized that the application of digital flood hazard data products carry the same authority as hard copy products. Therefore, the NCEM’s Floodplain Mapping Program websites house current and historical flood hazard data. For effective flood hazard data, the NC FRIS website (<https://fris.nc.gov/fris/Home.aspx?ST=NC>) is the map repository, and for historical flood hazard data the FEMA Map Service Center website (<https://msc.fema.gov/portal/home>) is the map repository.

**"Market Value"** means the building value, not including the land value and that of any accessory structures or other improvements on the lot. Market value may be established by independent certified appraisal; replacement cost depreciated for age of building and quality of construction (Actual Cash Value); or adjusted tax assessed values.

**"New Construction"** means structures for which the "start of construction" commenced on or after the effective date of the initial floodplain management regulations and includes any subsequent improvements to such structures.

**"Non-Encroachment Area (NEA)"** means the channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot as designated in the Flood Insurance Study report.

**"Otherwise Protected Area (OPA)"** see "Coastal Barrier Resources System (CBRS)".

**"Post-FIRM"** means construction or other development for which the "start of construction" occurred on or after December 4, 1985, the effective date of the initial Flood Insurance Rate Map.

**"Pre-FIRM"** means construction or other development for which the "start of construction" occurred before December 4, 1985, the effective date of the initial Flood Insurance Rate Map.

**"Principally Above Ground"** means that at least 51% of the actual cash value of the structure is above ground.

**"Public Safety" and/or "Nuisance"** means anything which is injurious to the safety or health of an entire community or neighborhood, or any considerable number of persons, or unlawfully obstructs the free passage or use, in the customary manner, of any navigable lake, or river, bay, stream, canal, or basin.

**"Recreational Vehicle (RV)"** means a vehicle, which is:

- (a) Built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towable by a light duty truck;
- (d) Designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use, and
- (e) Is fully licensed and ready for highway use.

**"Reference Level"** is the top of the lowest floor for structures within Special Flood Hazard Areas designated as Zones A, AE, AH, AO, A99. The reference level is the bottom of the lowest horizontal structural member of the lowest floor for structures within Special Flood Hazard Areas designated as Zone VE and Coastal A.

**"Regulatory Flood Protection Elevation"** means the "Base Flood Elevation" plus the "Freeboard". In "Special Flood Hazard Areas" where Base Flood Elevations (BFEs) have been determined, this elevation shall be the BFE plus five (5) feet. In "Special Flood Hazard Areas" where no BFE has been established, this elevation shall be at least 2 two feet above the highest adjacent grade. Ductwork and non-flood resistant materials are subject to the regulatory flood protection elevation (RFPE).

**"Remedy a Violation"** means to bring the structure or other development into compliance with state and community floodplain management regulations, or, if this is not possible, to reduce the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the enforcement provisions of the ordinance, or otherwise deterring future similar violations, or reducing federal financial exposure with regard to the structure or other development.

**"Riverine"** means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

**"Salvage Yard"** means any non-residential property used for the storage, collection, and/or recycling of any type of

equipment, and including but not limited to vehicles, appliances, and related machinery.

“Sand Dunes” means naturally occurring accumulations of sand in ridges or mounds landward of the beach.

“Shear Wall” means walls used for structural support but not structurally joined or enclosed at the end (except by breakaway walls). Shear walls are parallel or nearly parallel to the flow of the water.

“Solid Waste Disposal Facility” means any facility involved in the disposal of solid waste, as defined in NCGS 130A-290(a)(35).

“Solid Waste Disposal Site” means, as defined in NCGS 130A-290(a)(36), any place at which solid wastes are disposed of by incineration, sanitary landfill, or any other method.

“Special Flood Hazard Area (SFHA)” means the land in the floodplain subject to a one percent (1%) or greater chance of being flooded in any given year, as determined in Article 3, Section B of this ordinance.

“Start of Construction” includes substantial improvement and means the date the building permit was issued provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.

“Structure” means a walled and roofed building, a manufactured home, or a gas, liquid, or liquefied gas storage tank that is principally above ground.

“Substantial Damage” means damage of any origin sustained by a structure during any one-year period whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. See definition of “substantial improvement”.

“Substantial Improvement” means any combination of repairs, reconstruction, rehabilitation, addition, or other improvement of a structure, taking place during any one-year period for which the cost equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures which have incurred “substantial damage”, regardless of the actual repair work performed. The term does not, however, include either:

- (a) Any correction of existing violations of state or community health, sanitary, or safety code specifications which have been identified by the community code enforcement official and which are the minimum necessary to assure safe living conditions; or
- (b) Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure and the alteration is approved by variance issued pursuant to Article 4 Section E of this ordinance.

“Temperature Controlled” means having the temperature regulated by a heating and/or cooling system, built-in or appliance.

“Variance” is a grant of relief from the requirements of this ordinance.

“Violation” means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Articles 4 and 5 is presumed to be in violation until such



time as that documentation is provided.

“Water Surface Elevation (WSE)” means the height, in relation to NAVD 1988, of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

“Watercourse” means a lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.

**ARTICLE 3. GENERAL PROVISIONS.**

**SECTION A. LANDS TO WHICH THIS ORDINANCE APPLIES.**

This ordinance shall apply to all Special Flood Hazard Areas within the jurisdiction of Washington County and within the jurisdiction of any other community whose governing body agrees, by resolution, to such application.

**SECTION B. BASIS FOR ESTABLISHING THE SPECIAL FLOOD HAZARD AREAS.**

The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its FIS dated January 17, 2025, for Washington County and associated DFIRM panels, including any digital data developed as part of the FIS, which are adopted by reference and declared a part of this ordinance, and all revisions thereto.

**SECTION C. ESTABLISHMENT OF FLOODPLAIN DEVELOPMENT PERMIT.**

A Floodplain Development Permit shall be required in conformance with the provisions of this ordinance prior to the commencement of any development activities within Special Flood Hazard Areas determined in accordance with the provisions of Article 3, Section B of this ordinance.

**SECTION D. COMPLIANCE.**

No structure or land shall hereafter be located, extended, converted, altered, or developed in any way without full compliance with the terms of this ordinance and other applicable regulations.

**SECTION E. ABROGATION AND GREATER RESTRICTIONS.**

This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

**SECTION F. INTERPRETATION.**

In the interpretation and application of this ordinance, all provisions shall be:

- (a) Considered as minimum requirements;
- (b) Liberally construed in favor of the governing body; and
- (c) Deemed neither to limit nor repeal any other powers granted under State statutes.

**SECTION G. WARNING AND DISCLAIMER OF LIABILITY.**

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering consideration. Larger floods can and will occur. Actual flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside the Special Flood Hazard Areas or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of Washington County or by any officer or employee thereof for any flood damages that result from reliance on this ordinance, or any administrative decision lawfully made hereunder.

**SECTION H. PENALTIES FOR VIOLATION.**

Violation of the provisions of this ordinance or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions, shall constitute a Class 1 misdemeanor pursuant to NC G.S. § 143-215.58. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$50.00 or imprisoned for not more than thirty (30) days, or both. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent Washington County from taking such other lawful action as is necessary to prevent or remedy any violation.

**ARTICLE 4. ADMINISTRATION.**

**SECTION A. DESIGNATION OF FLOODPLAIN ADMINISTRATOR.**

The Planning Director, hereinafter referred to as the "Floodplain Administrator", or their designee, is hereby appointed to administer and implement the provisions of this ordinance. In instances where the Floodplain Administrator receives assistance from others to complete tasks to administer and implement this ordinance, the Floodplain Administrator shall be responsible for the coordination and community's overall compliance with the National Flood Insurance Program and the provisions of this ordinance.

**SECTION B. FLOODPLAIN DEVELOPMENT APPLICATION, PERMIT AND CERTIFICATION REQUIREMENTS.**

- (1) **Application Requirements.** Application for a Floodplain Development Permit shall be made to the Floodplain Administrator prior to any development activities located within Special Flood Hazard Areas. The following items shall be presented to the Floodplain Administrator to apply for a floodplain development permit:
  - (a) A plot plan drawn to scale which shall include, but shall not be limited to, the following specific details of the proposed floodplain development:
    - (i) The nature, location, dimensions, and elevations of the area of development/disturbance; existing and proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities, and other development;
    - (ii) The boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map as determined in Article 3, Section B, or a statement that the entire lot is within the Special Flood Hazard Area;
    - (iii) Flood zone(s) designation of the proposed development area as determined on the FIRM or other flood map as determined in Article 3, Section B;
    - (iv) The boundary of the floodway(s) or non-encroachment area(s) as determined in Article 3, Section B;

- (v) The Base Flood Elevation (BFE) where provided as set forth in Article 3, Section B; Article 4, Section C; or Article 5, Section D;
  - (vi) The old and new location of any watercourse that will be altered or relocated as a result of proposed development; and
  - (vii) The boundary and designation date of the Coastal Barrier Resource System (CBRS) area or Otherwise Protected Areas (OPA),
- (b) Proposed elevation, and method thereof, of all development within a Special Flood Hazard Area including but not limited to:
- (i) Elevation in relation to NAVD 1988 or subsequent datum of the proposed reference level (including basement) of all structures;
  - (ii) Elevation in relation to NAVD 1988 or subsequent datum to which any non-residential structure in Zones A, AE, AH, AO, A99 will be floodproofed; and
  - (iii) Elevation in relation to NAVD 1988 or subsequent datum to which any proposed utility systems will be elevated or floodproofed.
- (c) If floodproofing, a Floodproofing Certificate (FEMA Form FF-206-FY-22-153) with supporting data, an operational plan, and an inspection and maintenance plan that include, but are not limited to, installation, exercise, and maintenance of floodproofing measures.
- (d) A Foundation Plan, drawn to scale, which shall include details of the proposed foundation system to ensure all provisions of this ordinance are met. These details include but are not limited to:
- (i) The proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/piers/piles/shear walls); and
  - (ii) Openings to facilitate automatic equalization of hydrostatic flood forces on walls in accordance with Article 5, Section B(4)(c) when solid foundation perimeter walls or breakaway walls are used.
  - (iii) The following, in Coastal High Hazard Areas and Coastal A zones, in accordance with the provisions of Article 5, Sections G and H
    - (1) V-Zone Certification with accompanying plans and specifications verifying the engineered structure and any breakaway wall designs; *In addition, prior to the Certificate of Compliance/Occupancy issuance, a registered professional engineer or architect shall certify the finished construction is compliant with the design, specifications and plans for VE Zone construction.*
    - (2) Plans for open wood latticework or insect screening, if applicable; and
    - (3) Plans for non-structural fill, if applicable. If non-structural fill is proposed, it must be demonstrated through coastal engineering analysis that the proposed fill would not result in any increase in the BFE or otherwise cause adverse impacts by wave ramping and deflection on to the subject structure or adjacent properties.
- (e) Usage details of any enclosed areas below the lowest floor.
- (f) Plans and/or details for the protection of public utilities and facilities such as sewer, gas, electrical, and water systems to be located and constructed to minimize flood damage.
- (g) Certification that all other Local, State and Federal permits required prior to floodplain development

permit issuance have been received.

- (h) Documentation for placement of Recreational Vehicles and/or Temporary Structures, when applicable, to ensure that the provisions of Article 5, Section B, subsections (6) and (7) of this ordinance are met.
- (i) A description of proposed watercourse alteration or relocation, when applicable, including an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map (if not shown on plot plan) showing the location of the proposed watercourse alteration or relocation.

(2) **Permit Requirements.** The Floodplain Development Permit shall include, but not be limited to:

- (a) A complete description of all the development to be permitted under the floodplain development permit (e.g. house, garage, pool, septic, bulkhead, cabana, pier, bridge, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials, etc.) and accurate cost estimate.
- (b) The Special Flood Hazard Area determination for the proposed development in accordance with available data specified in Article 3, Section B.
- (c) The Regulatory Flood Protection Elevation required for the reference level and all attendant utilities.
- (d) The Regulatory Flood Protection Elevation required for the protection of all public utilities.
- (e) All certification submittal requirements with timelines.
- (f) A statement that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse unless the requirements of Article 5, Section F have been met.
- (g) The flood openings requirements.
- (h) Limitations of below BFE enclosure uses (i.e., parking, building access and limited storage only).
- (i) A statement, that all materials below BFE/RFPE must be flood resistant materials.
- (j) A statement, if in Zone VE, that there shall be no alteration of sand dunes which would increase potential flood damage.
- (k) A statement, if in Zones VE and Coastal A, that there shall be no fill used for structural support.

(3) **Certification Requirements.**

- (a) Elevation Certificates
  - (i) In lieu of a preliminary Elevation Certificate, a temporary benchmark at the Regulatory Flood Protection Elevation shall be placed on site by a registered land surveyor prior to issuance of a Floodplain Development Permit/Building Permit.
  - (ii) A final Finished Construction Elevation Certificate (FEMA Form FF-206-FY-22-152) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make

required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy. *The Finished Construction Elevation Certificate certifier shall provide at least 2 photographs showing the front and rear of the building taken within 90 days from the date of certification. The photographs must be taken with views confirming the building description and diagram number provided in Section A. To the extent possible, these photographs should show the entire building including foundation. If the building has split-level or multi-level areas, provide at least 2 additional photographs showing side views of the building. In addition, when applicable, provide a photograph of the foundation showing a representative example of the flood openings or vents. All photographs must be in color and measure at least 3" x 3". Digital photographs are acceptable. (MANDATORY FOR CRS PARTICIPATION AND SHOULD BE INCLUDED IN ITS ENTIRETY.)*

(b) Floodproofing Certificate

- (i) If non-residential floodproofing is used to meet the Regulatory Flood Protection Elevation requirements, a Floodproofing Certificate (FEMA Form FF-206-FY-22-153), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to permit approval. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy. ***(THE FEMA FLOODPROOFING CERTIFICATE IS OPTIONAL AT THE TIME OF PERMITTING THE STRUCTURE BUT RECOMMENDED TO PROPERLY PERMIT THE STRUCTURE AND ENSURE COMPLIANCE WITH THIS ORDINANCE.)***
  - (ii) A final Finished Construction Floodproofing Certificate (FEMA Form FF-206-FY-22-153), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the issuance of a Certificate of Compliance/Occupancy. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certificate shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to Certificate of Occupancy. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to deny a Certificate of Compliance/Occupancy.
- (c) If a manufactured home is placed within Zones A, AE, AH, AO, A99 and the elevation of the chassis is more than 36 inches in height above grade, an engineered foundation certification is required in accordance with the provisions of Article 5, Section B(3)(b).
  - (d) If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; a professional engineer's certified report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map showing the location of the proposed watercourse alteration or relocation shall all be submitted by the permit applicant prior to issuance of a floodplain development permit.
  - (e) Certification Exemptions. The following structures, if located within Zones A, AE, AH, AO, A99, are exempt from the elevation/floodproofing certification requirements specified in items (a) and (b) of this

subsection:

- (i) **Recreational Vehicles** meeting requirements of Article 5, Section B(6)(a);
  - (ii) **Temporary Structures** meeting requirements of Article 5, Section B(7); and
  - (iii) **Accessory Structures** that are 150 square feet or less and meeting requirements of Article 5, Section B (8).
- (e) A V-Zone Certification with accompanying design plans and specifications is required prior to issuance of a Floodplain Development permit within Coastal High Hazard Areas (VE zones) and Coastal A zones. It shall be the duty of the permit applicant to submit to the Floodplain Administrator said certification to ensure the design standards of this ordinance are met. A registered professional engineer or architect shall develop or review the structural design, plans, and specifications for construction and certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of this ordinance. This certification is not a substitute for an Elevation Certificate. In addition, prior to the Certificate of Compliance/Occupancy issuance, a registered professional engineer or architect shall certify the finished construction is compliant with the design, specifications and plans for VE and Coastal A zone construction.
- (4) **Substantial Improvement/Damage determinations for existing buildings and structures.**  
For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:
- (a) Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;
  - (b) Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;
  - (c) Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and
  - (d) Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the NC Building Code and this ordinance is required.

#### **SECTION C. DUTIES AND RESPONSIBILITIES OF THE FLOODPLAIN ADMINISTRATOR.**

The Floodplain Administrator shall perform, but not be limited to, the following duties:

- (1) Review all floodplain development applications and issue permits for all proposed development within Special Flood Hazard Areas to assure that the requirements of this ordinance have been satisfied.
- (2) Review all proposed development within Special Flood Hazard Areas to assure that all necessary local, state and federal permits have been received, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- (3) Notify adjacent communities and the North Carolina Department of Public Safety, Division of Emergency Management, State Coordinator for the National Flood Insurance Program prior to any alteration or relocation

of a watercourse and submit evidence of such notification to the Federal Emergency Management Agency (FEMA).

- (4) Assure that maintenance is provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is maintained.
- (5) Prevent encroachments into floodways and non-encroachment areas unless the certification and flood hazard reduction provisions of Article 5, Section F are met.
- (6) Obtain actual elevation (in relation to NAVD 1988 or subsequent datum) of the reference level (including basement) and all attendant utilities of all new and substantially improved structures, in accordance with the provisions of Article 4, Section B(3).
- (7) Obtain actual elevation (in relation to NAVD 1988 or subsequent datum) to which all new and substantially improved structures and utilities have been floodproofed, in accordance with the provisions of Article 4, Section B(3).
- (8) Obtain actual elevation (in relation to NAVD 1988 or subsequent datum) of all public utilities in accordance with the provisions of Article 4, Section B(3).
- (9) When floodproofing is utilized for a particular structure, obtain certifications from a registered professional engineer or architect in accordance with the provisions of Article 4, Section B(3) and Article 5, Section B(2).
- (10) Where interpretation is needed as to the exact location of boundaries of the Special Flood Hazard Areas, floodways, or non-encroachment areas (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this article.
- (11) When BFE data has not been provided in accordance with the provisions of Article 3, Section B, obtain, review, and reasonably utilize any BFE data, along with floodway data or non-encroachment area data available from a federal, state, or other source, including data developed pursuant to Article 5, Section D(2)(c), in order to administer the provisions of this ordinance.
- (12) When BFE data is provided but no floodway or non-encroachment area data has been provided in accordance with the provisions of Article 3, Section B, obtain, review, and reasonably utilize any floodway data or non-encroachment area data available from a federal, state, or other source in order to administer the provisions of this ordinance.
- (13) Permanently maintain all records that pertain to the administration of this ordinance and make these records available for public inspection, recognizing that such information may be subject to the Privacy Act of 1974, as amended.
- (14) Make on-site inspections of work in progress. As the work pursuant to a floodplain development permit progresses, the Floodplain Administrator shall make as many inspections of the work as may be necessary to ensure that the work is being done according to the provisions of the local ordinance and the terms of the permit. In exercising this power, the Floodplain Administrator has a right, upon presentation of proper credentials, to enter on any premises within the jurisdiction of the community at any reasonable hour for the purposes of inspection or other enforcement action.
- (15) Issue stop-work orders as required. Whenever a building or part thereof is being constructed, reconstructed, altered, or repaired in violation of this ordinance, the Floodplain Administrator may order the work to be immediately stopped. The stop-work order shall be in writing and directed to the person doing or in charge of the work. The stop-work order shall state the specific work to be stopped, the specific reason(s) for the stoppage, and the condition(s) under which the work may be resumed. Violation of a stop-work order constitutes a misdemeanor.

- (16) Revoke floodplain development permits as required. The Floodplain Administrator may revoke and require the return of the floodplain development permit by notifying the permit holder in writing stating the reason(s) for the revocation. Permits shall be revoked for any substantial departure from the approved application, plans, and specifications; for refusal or failure to comply with the requirements of State or local laws; or for false statements or misrepresentations made in securing the permit. Any floodplain development permit mistakenly issued in violation of an applicable State or local law may also be revoked.
- (17) Make periodic inspections throughout the Special Flood Hazard Areas within the jurisdiction of the community. The Floodplain Administrator and each member of his or her inspections department shall have a right, upon presentation of proper credentials, to enter on any premises within the territorial jurisdiction of the department at any reasonable hour for the purposes of inspection or other enforcement action.
- (18) Conduct the following actions when damage occurs to residential and/or non-residential structures:
  - (a) Conduct damage assessments for those damaged structures located within the SFHA;
  - (b) Determine whether the damaged structure is substantially damaged pursuant to Article 4, Section B(4); and
  - (c) Notify owner(s) of the development requirements for substantial damage and obtaining building/floodplain development permit prior to repair, rehabilitation, or reconstruction.
- (19) Follow through with corrective procedures of Article 4, Section D.
- (20) Review, provide input, and make recommendations for variance requests.
- (21) Maintain a current map repository to include, but not limited to, historical and effective FIS Report, historical and effective FIRM and other official flood maps and studies adopted in accordance with the provisions of Article 3, Section B of this ordinance, including any revisions thereto including Letters of Map Change, issued by FEMA. Notify State and FEMA of mapping needs.
- (22) Coordinate revisions to FIS reports and FIRMs, including Letters of Map Revision Based on Fill (LOMR-Fs) and Letters of Map Revision (LOMRs).

**SECTION D. CORRECTIVE PROCEDURES.**

- (1) Violations to be corrected: When the Floodplain Administrator finds violations of applicable state and local laws; it shall be his or her duty to notify the owner or occupant of the building of the violation. The owner or occupant shall immediately remedy each of the violations of law cited in such notification.
- (2) Actions in Event of Failure to Take Corrective Action: If the owner of a building or property shall fail to take prompt corrective action, the Floodplain Administrator shall give the owner written notice, by certified or registered mail to the owner's last known address or by personal service, stating:
  - (a) That the building or property is in violation of the floodplain management regulations;
  - (b) That a hearing will be held before the Floodplain Administrator at a designated place and time, not later than ten (10) days after the date of the notice, at which time the owner shall be entitled to be heard in person or by counsel and to present arguments and evidence pertaining to the matter; and
  - (c) That following the hearing, the Floodplain Administrator may issue an order to alter, vacate, or demolish the building; or to remove fill as applicable.
- (3) Order to Take Corrective Action: If, upon a hearing held pursuant to the notice prescribed above, the Floodplain Administrator shall find that the building or development is in violation of the Flood Damage Prevention Ordinance, he or she shall issue an order in writing to the owner, requiring the owner to remedy the violation within a specified time period, not less than sixty (60) calendar days, nor more than least one hundred eighty (180) calendar days. Where the Floodplain Administrator finds that there is imminent danger



to life or other property, he or she may order that corrective action be taken in such lesser period as may be feasible.

- (4) **Appeal:** Any owner who has received an order to take corrective action may appeal the order to the local elected governing body by giving notice of appeal in writing to the Floodplain Administrator and the clerk within ten (10) days following issuance of the final order. In the absence of an appeal, the order of the Floodplain Administrator shall be final. The local governing body shall hear an appeal within a reasonable time and may affirm, modify and affirm, or revoke the order.
- (5) **Failure to Comply with Order:** If the owner of a building or property fails to comply with an order to take corrective action for which no appeal has been made or fails to comply with an order of the governing body following an appeal, the owner shall be guilty of a Class 1 misdemeanor pursuant to NC G.S. § 143-215.58 and shall be punished at the discretion of the court.

#### **SECTION E. VARIANCE PROCEDURES.**

- (1) The Board of Commissioners as established by Washington County, hereinafter referred to as the "appeal board", shall hear and decide requests for variances from the requirements of this ordinance.
- (2) Any person aggrieved by the decision of the appeal board may appeal such decision to the Court, as provided in Chapter 7A of the North Carolina General Statutes.
- (3) Variances may be issued for:
  - (a) The repair or rehabilitation of historic structures upon the determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and that the variance is the minimum necessary to preserve the historic character and design of the structure;
  - (b) Functionally dependent facilities if determined to meet the definition as stated in Article 2 of this ordinance, provided provisions of Article 4, Section E(9)(b), (c), and (e) have been satisfied, and such facilities are protected by methods that minimize flood damages during the base flood and create no additional threats to public safety; or
  - (c) Any other type of development provided it meets the requirements of this Section.
- (4) In passing upon variances, the appeal board shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this ordinance, and:
  - (a) The danger that materials may be swept onto other lands to the injury of others;
  - (b) The danger to life and property due to flooding or erosion damage;
  - (c) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
  - (d) The importance of the services provided by the proposed facility to the community;
  - (e) The necessity to the facility of a waterfront location as defined under Article 2 of this ordinance as a functionally dependent facility, where applicable;
  - (f) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
  - (g) The compatibility of the proposed use with existing and anticipated development;
  - (h) The relationship of the proposed use to the comprehensive plan and floodplain management program for

that area;

- (i) The safety of access to the property in times of flood for ordinary and emergency vehicles;
  - (j) The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
  - (k) The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.
- (5) A written report addressing each of the above factors shall be submitted with the application for a variance.
- (6) Upon consideration of the factors listed above and the purposes of this ordinance, the appeal board may attach such conditions to the granting of variances as it deems necessary to further the purposes and objectives of this ordinance.
- (7) Any applicant to whom a variance is granted shall be given written notice specifying the difference between the BFE and the elevation to which the structure is to be built and that such construction below the BFE increases risks to life and property, and that the issuance of a variance to construct a structure below the BFE may result in increased premium rates for flood insurance. Such notification shall be maintained with a record of all variance actions, including justification for their issuance.
- (8) The Floodplain Administrator shall maintain the records of all appeal actions and report any variances to the FEMA and the State of North Carolina upon request.
- (9) Conditions for Variances:
- (a) Variances shall not be issued when the variance will make the structure in violation of other federal, state, or local laws, regulations, or ordinances.
  - (b) Variances shall not be issued within any designated floodway or non-encroachment area if the variance would result in any increase in flood levels during the base flood discharge.
  - (c) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
  - (d) Variances shall only be issued prior to development permit approval.
  - (e) Variances shall only be issued upon:
    - (i) A showing of good and sufficient cause;
    - (ii) A determination that failure to grant the variance would result in exceptional hardship; and
    - (iii) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, or extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- (10) A variance may be issued for solid waste disposal facilities or sites, hazardous waste management facilities, salvage yards, and chemical storage facilities that are located in Special Flood Hazard Areas provided that all of the following conditions are met.
- (a) The use serves a critical need in the community.

- (b) No feasible location exists for the use outside the Special Flood Hazard Area.
- (c) The reference level of any structure is elevated or floodproofed to at least the Regulatory Flood Protection Elevation.
- (d) The use complies with all other applicable federal, state and local laws.
- (e) Washington County has notified the Secretary of the North Carolina Department of Public Safety of its intention to grant a variance at least thirty (30) calendar days prior to granting the variance, in accordance with North Carolina General Statutes §143-215.54A(b).

**ARTICLE 5. PROVISIONS FOR FLOOD HAZARD REDUCTION.**

**SECTION A. GENERAL STANDARDS.**

In all Special Flood Hazard Areas, the following provisions are required:

- (1) All new construction and substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse, and lateral movement of the structure.
- (2) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage in accordance with the FEMA Technical Bulletin 2, *Flood Damage-Resistant Materials Requirements*.
- (3) All new construction and substantial improvements shall be constructed by methods and practices that minimize flood damages.
- (4) All new electrical, heating, ventilation, plumbing, air conditioning equipment, duct systems, and other building utility systems, equipment, and service facilities shall be located at or above the Regulatory Flood Protection Elevation (RFPE) and/or specially designed to prevent water from entering or accumulating within the components and installed to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during the occurrence of flooding to the design flood elevation. Utility systems, equipment, and service facilities include, but are not limited to, HVAC equipment, water softener units, bath/kitchen plumbing fixtures, ductwork, electric/gas meter panels/boxes, utility/cable boxes, water heaters, fuel tanks, and electric outlets/switches.
  - (a) Replacements part of a substantial improvement must also meet the above provisions.
  - (b) Replacements that are for maintenance and not part of a substantial improvement, may be installed at the original location provided the addition and/or improvements comply with the standards for new construction consistent with the code and requirements for the original structure.
- (5) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system.
- (6) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into flood waters.
- (7) On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.
- (8) Nothing in this ordinance shall prevent the repair, reconstruction, or replacement of a building or structure existing on the effective date of this ordinance and located totally or partially within the floodway, non-encroachment area, or stream setback, provided there is no additional encroachment below the Regulatory

Flood Protection Elevation in the floodway, non-encroachment area, or stream setback, and provided that such repair, reconstruction, or replacement meets all of the other requirements of this ordinance.

- (9) New solid waste disposal facilities and sites, hazardous waste management facilities, salvage yards, and chemical storage facilities shall not be permitted, except by variance as specified in Article 4, Section E(10). A structure or tank for chemical or fuel storage incidental to an allowed use or to the operation of a water treatment plant or wastewater treatment facility may be located in a Special Flood Hazard Area only if the structure or tank is either elevated or floodproofed to at least the Regulatory Flood Protection Elevation and certified in accordance with the provisions of Article 4, Section B(3).
- (10) All subdivision proposals and other development proposals shall be consistent with the need to minimize flood damage.
- (11) All subdivision proposals and other development proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.
- (12) All subdivision proposals and other development proposals shall have adequate drainage provided to reduce exposure to flood hazards.
- (13) All subdivision proposals and other development proposals shall have received all necessary permits from those governmental agencies for which approval is required by federal or state law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- (14) When a structure is partially located in a Special Flood Hazard Area, the entire structure shall meet the requirements for new construction and substantial improvements.
- (15) When a building or structure is located in more than one flood zone or in a flood zone with multiple base flood elevations, the provisions for the most restrictive flood zone and the highest BFE shall apply.

#### **SECTION B. SPECIFIC STANDARDS.**

In all Special Flood Hazard Areas where BFE data has been provided, as set forth in Article 3, Section B, or Article 5, Section D, the following provisions, in addition to the provisions of Article 5, Section A, are required:

- (1) **Residential Construction.** New construction and substantial improvement of any residential structure (including manufactured homes) shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation (RFPE), as defined in Article 2 of this ordinance.
- (2) **Non-Residential Construction.** New construction and substantial improvement of any commercial, industrial, or other non-residential structure shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation (RFPE), as defined in Article 2 of this ordinance. Structures located in Zones A, AE, AH, AO, A99 may be floodproofed to the RFPE in lieu of elevation provided that all areas of the structure, together with attendant utility and sanitary facilities, below the Regulatory Flood Protection Elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. For AO Zones, the floodproofing elevation shall be in accordance with Article 5, Section I (2). A registered professional engineer or architect shall certify that the floodproofing standards of this subsection are satisfied. Such certification shall be provided to the Floodplain Administrator as set forth in Article 4, Section B (3), along with the operational plan and the inspection and maintenance plan.
- (3) **Manufactured Homes.**
  - (a) New and replacement manufactured homes shall be elevated so that the reference level of the manufactured home is no lower than the Regulatory Flood Protection Elevation (RFPE), as defined in

Article 2 of this ordinance.

- (b) Manufactured homes shall be securely anchored to an adequately anchored foundation to resist flotation, collapse, and lateral movement, either by certified engineered foundation system, or in accordance with the most current edition of the State of North Carolina Regulations for Manufactured Homes adopted by the Commissioner of Insurance pursuant to NCGS 143-143.15. Additionally, when the elevation would be met by an elevation of the chassis thirty-six (36) inches or less above the grade at the site, the chassis shall be supported by reinforced piers or engineered foundation. When the elevation of the chassis is above thirty-six (36) inches in height, an engineering certification is required.
  - (c) All enclosures or skirting below the lowest floor shall meet the requirements of Article 5, Section B (4).
  - (d) An evacuation plan must be developed for evacuation of all residents of all new, substantially improved or substantially damaged manufactured home parks or subdivisions located within flood prone areas. This plan shall be filed with and approved by the Floodplain Administrator and the local Emergency Management Coordinator.
- (4) Elevated Buildings. Fully enclosed areas of new construction and substantially improved structures, which are below the lowest floor or below the lowest horizontal structural member (VE and Coastal A zones):
- (a) Shall not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator). The interior portion of such enclosed area shall not be finished or partitioned into separate rooms, except to enclose storage areas;
  - (b) Shall be constructed entirely of flood resistant materials at least to the Regulatory Flood Protection Elevation; and
  - (c) Shall include flood openings to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet or exceed the following minimum design criteria:
    - (i) A minimum of two flood openings on different sides of each enclosed area subject to flooding;
    - (ii) The total net area of all flood openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding;
    - (iii) If a building has more than one enclosed area, each enclosed area must have flood openings to allow floodwaters to automatically enter and exit;
    - (iv) The bottom of all required flood openings shall be no higher than one (1) foot above the higher of the interior or exterior adjacent grade;
    - (v) Flood openings may be equipped with screens, louvers, or other coverings or devices, provided they permit the automatic flow of floodwaters in both directions; and
    - (vi) Enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require flood openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires flood openings as outlined above.
  - (d) Shall, in Coastal High Hazard Areas and Coastal A zones, also meet the requirements of Article 5, Section G.
  - (e) Shall not be temperature-controlled or conditioned;

it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and has no permanently attached additions.)

- (b) **Permanent Placement.** Recreational vehicles that do not meet the limitations of Temporary Placement shall meet all the requirements for new construction.
- (7) **Temporary Non-Residential Structures.** Prior to the issuance of a floodplain development permit for a temporary structure, the applicant must submit to the Floodplain Administrator a plan for the removal of such structure(s) in the event of a hurricane, flash flood or other type of flood warning notification. The following information shall be submitted in writing to the Floodplain Administrator for review and written approval:
- (a) A specified time period for which the temporary use will be permitted. Time specified may not exceed three (3) months, renewable up to one (1) year;
  - (b) The name, address, and phone number of the individual responsible for the removal of the temporary structure;
  - (c) The time frame prior to the event at which a structure will be removed (i.e., minimum of 72 hours before landfall of a hurricane or immediately upon flood warning notification);
  - (d) A copy of the contract or other suitable instrument with the entity responsible for physical removal of the structure; and
  - (e) Designation, accompanied by documentation, of a location outside the Special Flood Hazard Area, to which the temporary structure will be moved.
- (8) **Accessory Structures.**
- (a) When accessory structures (sheds, detached garages, etc.) with a footprint of 600 square feet or less are to be placed within an A, AE, AO, AH, or A99 zone and no more than 100 square feet in VE and Coastal A zones, wet floodproofing may be permitted when the following criteria are met:
    - i. Accessory structures shall not be used for human habitation (including working, sleeping, living, cooking or restroom areas);
    - ii. Accessory structures shall not be temperature-controlled;
    - iii. Accessory structures shall be designed to have low flood damage potential;
    - iv. Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;
    - v. Accessory structures shall be firmly anchored in accordance with the provisions of Article 5, Section A(1);
    - vi. Accessory structures, regardless of the size or cost, shall not be placed below elevated buildings in Coastal A and VE Zones;
    - vii. All service facilities such as electrical shall be installed in accordance with the provisions of Article 5, Section A(4); and
    - viii. Flood openings to facilitate automatic equalization of hydrostatic flood forces shall be provided below Regulatory Flood Protection Elevation in conformance with the provisions of Article 5, Section B(4)(c).

(5) Additions/Improvements.

- (a) Additions and/or improvements to pre-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:
  - (i) Not a substantial improvement, the addition and/or improvements must be designed to minimize flood damages and must not be any more non-conforming than the existing structure.
  - (ii) A substantial improvement, with modifications/rehabilitations/improvements to the existing structure or the common wall is structurally modified more than installing a doorway, both the existing structure and the addition must comply with the standards for new construction.
- (b) Additions to post-FIRM structures, except in VE and Coastal A Zones, that are a substantial improvement with no modifications/rehabilitations/improvements to the existing structure other than a standard door in the common wall, shall require only the addition to comply with the standards for new construction.
- (c) Additions and/or improvements to post-FIRM structures when the addition and/or improvements in combination with any modifications to the existing structure are:
  - (i) Not a substantial improvement, the addition and/or improvements only must comply with the standards for new construction consistent with the code and requirements for the original structure.
  - (ii) A substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.
- (d) Any combination of repair, reconstruction, rehabilitation, addition or improvement of a building or structure taking place during a one (1) year period, the cumulative cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started must comply with the standards for new construction. For each building or structure, the one (1) year period begins on the date of completion of the first improvement or repair of that building or structure subsequent to the effective date of this ordinance. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. The requirement does not, however, include either:
  - (i) Any project for improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assume safe living conditions.
  - (ii) Any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure and the alteration is approved by variance issued pursuant to Article 4 Section E of this ordinance.

(6) Recreational Vehicles. Recreational vehicles shall either:

- (a) Temporary Placement
  - (i) Be on site for fewer than 180 consecutive days; or
  - (ii) Be fully licensed and ready for highway use. (A recreational vehicle is ready for highway use if

it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and has no permanently attached additions.)

- (b) Permanent Placement. Recreational vehicles that do not meet the limitations of Temporary Placement shall meet all the requirements for new construction.
- (7) Temporary Non-Residential Structures. Prior to the issuance of a floodplain development permit for a temporary structure, the applicant must submit to the Floodplain Administrator a plan for the removal of such structure(s) in the event of a hurricane, flash flood or other type of flood warning notification. The following information shall be submitted in writing to the Floodplain Administrator for review and written approval:
- (a) A specified time period for which the temporary use will be permitted. Time specified may not exceed three (3) months, renewable up to one (1) year;
  - (b) The name, address, and phone number of the individual responsible for the removal of the temporary structure;
  - (c) The time frame prior to the event at which a structure will be removed (i.e., minimum of 72 hours before landfall of a hurricane or immediately upon flood warning notification);
  - (d) A copy of the contract or other suitable instrument with the entity responsible for physical removal of the structure; and
  - (e) Designation, accompanied by documentation, of a location outside the Special Flood Hazard Area, to which the temporary structure will be moved.
- (8) Accessory Structures.
- (a) When accessory structures (sheds, detached garages, etc.) with a footprint of 600 square feet or less are to be placed within an A, AE, AO, AH, or A99 zone and no more than 100 square feet in VE and Coastal A zones, wet floodproofing may be permitted when the following criteria are met:
    - i. Accessory structures shall not be used for human habitation (including working, sleeping, living, cooking or restroom areas);
    - ii. Accessory structures shall not be temperature-controlled;
    - iii. Accessory structures shall be designed to have low flood damage potential;
    - iv. Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;
    - v. Accessory structures shall be firmly anchored in accordance with the provisions of Article 5, Section A(1);
    - vi. Accessory structures, regardless of the size or cost, shall not be placed below elevated buildings in Coastal A and VE Zones;
    - vii. All service facilities such as electrical shall be installed in accordance with the provisions of Article 5, Section A(4); and
    - viii. Flood openings to facilitate automatic equalization of hydrostatic flood forces shall be provided below Regulatory Flood Protection Elevation in conformance with the provisions of Article 5, Section B(4)(c).



- (b) All other accessory structures must comply with the elevation or floodproofing standards and certification requirements in accordance with Article 4, Section B(3) and Article 5, Section B(2).

An accessory structure with a footprint less than 150 square feet in A, AO, AH, AE and A99 zones satisfying the criteria outlined above is not required to meet the elevation or floodproofing certification requirements of Article 4, Section B(3). Elevation or floodproofing certifications are required for all other accessory structures in accordance with Article 4, Section B(3).

- (9) Tanks. When gas and liquid storage tanks are to be placed within a Special Flood Hazard Area, the following criteria shall be met:
  - (a) Underground tanks. Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty;
  - (b) Above-ground tanks, elevated. Above-ground tanks in flood hazard areas shall be elevated to or above the Regulatory Flood Protection Elevation on a supporting structure that is designed to prevent flotation, collapse, or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area;
  - (c) Above-ground tanks not elevated. Above-ground fuel tanks that do not meet the elevation requirements of Article 5, Section B (2) of this ordinance shall not be permitted in VE or Coastal A zones. Fuel tanks may be permitted in other flood hazard areas, and septic tanks may be permitted in any flood-hazard area, provided the tanks are designed, constructed, installed, and anchored to resist all flood-related and other loads, including the effects of buoyancy, during conditions of the design flood and without release of contents in the floodwaters or infiltration by floodwaters into the tanks. Tanks shall be designed, constructed, installed, and anchored to resist the potential buoyant and other flood forces acting on an empty tank during design flood conditions.
  - (d) Tank inlets and vents. Tank inlets, fill openings, outlets and vents shall be:
    - (i) At or above the Regulatory Flood Protection Elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and
    - (ii) Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.
- (10) Other Development.
  - (a) Fences in regulated floodways and NEAs that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of Article 5, Section F of this ordinance.
  - (b) Retaining walls, sidewalks and driveways in regulated floodways and NEAs. Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of Article 5, Section F of this ordinance.
  - (c) Roads and watercourse crossings in regulated floodways and NEAs. Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall meet the limitations of Article 5, Section F of this ordinance.
  - (d) Commercial storage facilities are not considered "limited storage" as noted in this ordinance and shall be protected to the Regulatory Flood Protection Elevation as required for commercial structures.

**SECTION C. RESERVED.**

**SECTION D. STANDARDS FOR FLOODPLAINS WITHOUT ESTABLISHED BASE FLOOD ELEVATIONS.**

Within the Special Flood Hazard Areas designated as Approximate Zone A and established in Article 3, Section B, where no BFE data has been provided by FEMA, the following provisions, in addition to the provisions of Article 5, Sections A and B, shall apply:

- (1) No encroachments, including fill, new construction, substantial improvements or new development shall be permitted within a distance of twenty (20) feet each side from top of bank or five times the width of the stream, whichever is greater, unless certification with supporting technical data by a registered professional engineer is provided demonstrating that such encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- (2) The BFE used in determining the Regulatory Flood Protection Elevation shall be determined based on the following criteria:
  - (a) When BFE data is available from other sources, all new construction and substantial improvements within such areas shall also comply with all applicable provisions of this ordinance and shall be elevated or floodproofed in accordance with standards in Article 5, Sections A and B.
  - (b) When floodway or non-encroachment data is available from a Federal, State, or other source, all new construction and substantial improvements within floodway and non-encroachment areas shall also comply with the requirements of Article 5, Sections B and F.
  - (c) All subdivision manufactured home park and other development proposals shall provide BFE data if development is greater than five (5) acres or has more than fifty (50) lots/manufactured home sites. Such BFE data shall be adopted by reference in accordance with Article 3, Section B and utilized in implementing this ordinance.
  - (d) When BFE data is not available from a Federal, State, or other source as outlined above, the reference level shall be elevated or floodproofed (nonresidential) to or above the Regulatory Flood Protection Elevation, as defined in Article 2. All other applicable provisions of Article 5, Sections A and B shall also apply.

**SECTION E. STANDARDS FOR RIVERINE FLOODPLAINS WITH BASE FLOOD ELEVATIONS BUT WITHOUT ESTABLISHED FLOODWAYS OR NON-ENCROACHMENT AREAS.**

Along rivers and streams where BFE data is provided by FEMA or is available from another source but neither floodway nor non-encroachment areas are identified for a Special Flood Hazard Area on the FIRM or in the FIS report, the following requirements shall apply to all development within such areas:

- (1) Standards of Article 5, Sections A and B; and
- (2) Until a regulatory floodway or non-encroachment area is designated, no encroachments, including fill, new construction, substantial improvements, or other development, shall be permitted unless certification with supporting technical data by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point.

**SECTION F. STANDARDS FOR FLOODWAYS AND NON-ENCROACHMENT AREAS.**

Areas designated as floodways or non-encroachment areas are located within the Special Flood Hazard Areas established in Article 3, Section B. The floodways and non-encroachment areas are extremely hazardous areas due to the velocity of floodwaters that have erosion potential and carry debris and potential projectiles. The following provisions, in addition to standards outlined in Article 5, Sections A and B, shall apply to all development within such areas:

- (1) No encroachments, including fill, new construction, substantial improvements and other developments shall be permitted unless:
  - (a) It is demonstrated that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood discharge, based on hydrologic and hydraulic analyses performed in accordance with standard engineering practice and presented to the Floodplain Administrator prior to issuance of floodplain development permit; or
  - (b) A Conditional Letter of Map Revision (CLOMR) has been approved by FEMA. A Letter of Map Revision (LOMR) must also be obtained within six months of completion of the proposed encroachment.
- (2) If Article 5, Section F(1) is satisfied, all development shall comply with all applicable flood hazard reduction provisions of this ordinance.
- (3) Manufactured homes may be permitted provided the following provisions are met:
  - (a) The anchoring and the elevation standards of Article 5, Section B(3); and
  - (b) The encroachment standards of Article 5, Section F(1).

**SECTION G. STANDARDS FOR COASTAL HIGH HAZARD AREAS (ZONE VE)**

Coastal High Hazard Areas (Zone VE) and Coastal A zones are Special Flood Hazard Areas established in Article 3, Section B. These areas have special flood hazards associated with high velocity waters from storm surges or seismic activity and, therefore, all new construction and substantial improvements shall meet the following provisions in addition to the provisions of Article 5, Sections A and B:

- (1) All new construction and substantial improvements in VE zones shall:
  - (a) Be located landward of the reach of mean high tide;
  - (b) Comply with all applicable CAMA setback requirements.
- (2) All new construction and substantial improvements shall be elevated so that the bottom of the lowest horizontal structural member of the lowest floor (excluding pilings or columns) is no lower than the regulatory flood protection elevation. Floodproofing shall not be utilized on any structures in Coastal High Hazard Areas and Coastal A zones to satisfy the regulatory flood protection elevation requirements.
- (3) New construction and substantial improvements shall have the space below the bottom of the lowest horizontal structural member of the lowest floor either be free of obstruction or constructed with breakaway walls, open wood latticework or insect screening, provided they are not part of the structural support of the building and are designed so as to breakaway, under abnormally high tides or wave action without causing damage to the elevated portion of the building or supporting foundation system or otherwise jeopardizing the structural integrity of the building. The following design specifications shall be met:
  - (a) Material shall consist of open wood or plastic lattice having at least 40 percent of its area open, or

- (b) Insect screening; or
- (c) Breakaway walls meeting the following design specifications:
  - (1) Breakaway walls shall have flood openings that allow for the automatic entry and exit of floodwaters to minimize damage caused by hydrostatic loads, per Article 5, Section B(4)(c)(i-vi); and
  - (2) Design safe loading resistance shall be not less than 10 nor more than 20 pounds per square foot; or
  - (3) Breakaway walls that exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by State or local codes) shall be certified by a registered professional engineer or architect that the breakaway wall will collapse from a water load less than that which would occur during the base flood event, and the elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and non-structural). The water loading values used shall be those associated with the base flood. The wind loading values used shall be those required by the North Carolina State Building Code.
- (4) All new construction and substantial improvements shall be securely anchored to pile or column foundations. All pilings and columns and the structure attached thereto shall be anchored to resist flotation, collapse, and lateral movement due to the effect of wind and water loads acting simultaneously on all building components.
  - (a) Water loading values used shall be those associated with the base flood.
  - (b) Wind loading values used shall be those required by the current edition of the North Carolina State Building Code.
- (5) For concrete pads, including patios, decks, parking pads, walkways, driveways, pool decks, etc. the following is required:
  - (a) Shall be structurally independent of the primary structural foundation system of the structure and shall not adversely affect structures through redirection of floodwaters or debris; and
  - (b) Shall be constructed to breakaway cleanly during design flood conditions, shall be frangible, and shall not produce debris capable of causing damage to any structure. The installation of concrete in small segments (approximately 4 feet x 4 feet) that will easily break up during the base flood event, or score concrete in 4 feet x 4 feet maximum segments is acceptable to meet this standard; and
  - (c) Reinforcing, including welded wire fabric, shall not be used in order to minimize the potential for concreted pads being a source of debris; and
  - (d) Pad thickness shall not exceed 4 inches; or
  - (e) Provide a Design Professional's certification stating the design and method of construction does not adversely affect the structure with which the concrete pad (including patios, decks, parking pads, walkways, driveways, pool decks, etc.) is associated, or nearby structures, by diverting floodwater and waves or creating debris capable of causing significant damage during base flood conditions.
- (6) For swimming pools and spas, the following is required:
  - (a) Be designed to withstand all flood-related loads and load combinations.
  - (b) Be elevated so that the lowest horizontal structural member is elevated above the RFPE; or
  - (c) Be located and installed in-ground in compliance with either of the following:

- a. Designed and constructed to break away during design flood conditions without producing debris capable of causing damage to any structure; or
    - b. Designed and constructed to remain in the ground during design flood conditions without obstructing flow that results in damage to any structure.
  - (d) Registered design professionals must certify to local officials that a pool or spa beneath or near a building will not be subject to flotation or displacement that will damage building foundations or elevated portions of the building or any nearby buildings during a coastal flood.
  - (e) Pool equipment shall be located above the RFPE whenever practicable. Pool equipment shall not be located beneath an elevated structure.
- (7) All elevators, vertical platform lifts, chair lifts, etc., the following is required:
- (a) Elevator enclosures must be designed to resist hydrodynamic and hydrostatic forces as well as erosion, scour, and waves.
  - (b) Utility equipment must not be mounted on, pass through, or be located along breakaway walls.
  - (c) The cab, machine/equipment room, hydraulic pump, hydraulic reservoir, counterweight and roller guides, hoist cable, limit switches, electric hoist motor, electrical junction box, circuit panel, and electrical control panel are all required to be above RFPE. When this equipment cannot be located above the RFPE, it must be constructed using flood damage-resistant components.
- (8)** Accessory structures, regardless of size or cost, shall not be permitted below elevated structures.
- (9) Fill/Grading
- (a) Minor grading and the placement of minor quantities of nonstructural fill may be permitted for landscaping and for drainage purposes under and around buildings and for support of parking slabs, pool decks, patios and walkways.
  - (b) The fill material must be similar and consistent with the natural soils in the area.
- (10) Decks and Patios. The following shall apply:
- (a) A deck that is structurally attached to a building or structure shall have the bottom of the lowest horizontal structural member at or above the Regulatory Flood Protection Elevation and any supporting members that extend below the Regulatory Flood Protection Elevation shall comply with the foundation requirements that apply to the building or structure, which shall be designed to accommodate any increased loads resulting from the attached deck. The increased loads must be considered in the design of the primary structure and included in the V-Zone Certification required under Article 4, Section B, (3)(f); or
  - (b) A deck or patio that is located below the Regulatory Flood Protection Elevation shall be structurally independent from buildings or structures and their foundation systems and shall be designed and constructed either to remain intact and in place during design flood conditions or to break apart into small pieces to minimize debris during flooding that is capable of causing structural damage to the building or structure or to adjacent buildings and structures.
- (11) Development activities other than buildings and structures shall be permitted only if also authorized by the

appropriate state or local authority; if located outside the footprint of, and not structurally attached to, buildings and structures; and if analyses prepared by qualified registered design professionals demonstrate no harmful diversion of floodwaters or wave runup and wave reflection that would increase damage to adjacent buildings and structures. Such other development activities include but are not limited to:

- (a) Bulkheads, seawalls, retaining walls, revetments, and similar erosion control structures;
- (b) Solid fences and privacy walls, and fences prone to trapping debris, unless designed and constructed to fail under flood conditions less than the design flood or otherwise function to avoid obstruction of floodwaters.

#### **SECTION I. STANDARDS FOR AREAS OF SHALLOW FLOODING (ZONE AO).**

Located within the Special Flood Hazard Areas established in Article 3, Section B, are areas designated as shallow flooding areas. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. In addition to Article 5, Sections A and B, all new construction and substantial improvements shall meet the following requirements:

- (1) The reference level shall be elevated at least as high as the depth number specified on the Flood Insurance Rate Map (FIRM), in feet, plus a freeboard of five (5) feet, above the highest adjacent grade; or at least five (5) feet above the highest adjacent grade if no depth number is specified.
- (2) Non-residential structures may, in lieu of elevation, be floodproofed to the same level as required in Article 5, Section I(1) so that the structure, together with attendant utility and sanitary facilities, below that level shall be watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Certification is required in accordance with Article 4, Section B(3) and Article 5, Section B(2).
- (3) Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

#### **SECTION J. STANDARDS FOR AREAS OF SHALLOW FLOODING (ZONE A1).**

Located within the Special Flood Hazard Areas established in Article 3, Section B, are areas designated as shallow flooding areas. These areas are subject to inundation by 1-percent-annual-chance shallow flooding (usually areas of ponding) where average depths are one (1) to three (3) feet. Base Flood Elevations are derived from detailed hydraulic analyses shown in this zone. In addition to Article 5, Sections A and B, all new construction and substantial improvements shall meet the following requirements:

- (1) Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

### **ARTICLE 6. LEGAL STATUS PROVISIONS.**

#### **SECTION A. EFFECT ON RIGHTS AND LIABILITIES UNDER THE EXISTING FLOOD DAMAGE PREVENTION ORDINANCE.**

This ordinance in part comes forward by re-enactment of some of the provisions of the Flood Damage Prevention Ordinance enacted December 4, 1985, as amended, and it is not the intention to repeal but rather to re-enact and continue to enforce without interruption of such existing provisions, so that all rights and liabilities that have accrued thereunder are reserved and may be enforced. The enactment of this ordinance shall not affect any action, suit or

proceeding instituted or pending. All provisions of the Flood Damage Prevention Ordinance of Washington County enacted on December 4, 1985, as amended, which are not reenacted herein are repealed.

**SECTION B. EFFECT UPON OUTSTANDING FLOODPLAIN DEVELOPMENT PERMITS.**

Nothing herein contained shall require any change in the plans, construction, size, or designated use of any development or any part thereof for which a floodplain development permit has been granted by the Floodplain Administrator or his or her authorized agents before the time of passage of this ordinance; provided, however, that when construction is not begun under such outstanding permit within a period of six (6) months subsequent to the date of issuance of the outstanding permit, construction or use shall be in conformity with the provisions of this ordinance.

**SECTION C. SEVERABILITY.**

If any section, clause, sentence, or phrase of the Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Ordinance.

**SECTION D. EFFECTIVE DATE.**

This ordinance shall become effective January 17, 2025.

**SECTION E. ADOPTION CERTIFICATION.**

I hereby certify that this is a true and correct copy of the Flood Damage Prevention Ordinance as adopted by the Board of County Commissioners of Washington County, North Carolina, on the Sixth day of January, 2024.

WITNESS my hand and the official seal of insert Name, Title, this the Day (number or text) day of Month, Year.

\_\_\_\_\_  
(signature)

**Commissioner Keyes made a motion to approve the Flood Damage Prevention Ordinance with its changes. Commissioner Spruill seconded; motion carried unanimously.**

**UPDATED DRAFT CAPITAL IMPROVEMENT PLAN (CIP):** Mr. Potter, CM/CA spoke to the Board. He distributed a draft CIP. (See below). Mr. Potter noted that this will be discussed more in the budget workshop. He will bring it up at the Wednesday Dept. Head Mtg. so there may be a few more additional items brought to the workshop.

FY 25/26 DRAFT CIP Update Items v20250106

|          | CODE       | Department                      | Project Title   | Score | FY 24/25        | FY 25/26      | FY 26/27      | FY 27/28      | Total            | Grant/Ext Funding? | Completion % |
|----------|------------|---------------------------------|---|-------|-----------------|---------------|---------------|---------------|------------------|--------------------|--------------|
| Proposed | 0311C      | Schools and Department          | New World Building  | HOLD  | \$ 10,750.00    |               |               |               | \$ 10,750.00     | TBD                | Unfunded     |
|          | 03         | Detention                       | Maintenance Contracts   | HOLD  |                 |               |               |               |                  | TBD                | Unfunded     |
|          | D054       | Social Services                 | 2010 Ford Fusion Replacement  | 2     | \$ 28,000.00    |               | \$ 65,000.00  |               | \$ 93,000.00     |                    | 33%          |
|          | D057       | Social Services                 | Parking Lot Repaving  | 2     |                 | \$ 150,000.00 |               |               | \$ 150,000.00    |                    | 0%           |
|          | ED1        | Economic Development            | New Commercial/Industrial ED Site   | 2     |                 |               |               |               | TBD              | Grant Potential    | Unfunded     |
|          | EM5        | Emergency Management            | Helipad   | 3     |                 | \$ 40,000.00  |               |               | \$ 40,000.00     | Grant Potential    | Unfunded     |
|          | EM7        | Emergency Management            | Storage Facility at EMTOC   | 3     |                 | \$ 165,958.77 |               |               | \$ 165,958.77    | Grant Potential    | Unfunded     |
|          | EM67       | Emergency Medical Services      | Substation Relocation   | 3     |                 | \$ 750,000.00 |               |               | \$ 750,000.00    |                    | Unfunded     |
|          | EM09       | Emergency Medical Services      | Ambulance Replacement Plan - EMS  | 1     |                 | \$ 243,000.00 | \$ 243,000.00 | \$ 243,000.00 | \$ 729,000.00    |                    | Unfunded     |
|          | EM510      | Emergency Medical Services      | Ambulance Replacement Plan - Transportation                               | 2     |                 |               | \$ 175,000.00 |               | \$ 175,000.00    |                    | Unfunded     |
|          | EM511      | Emergency Medical Services      | Medical Equipment Replacement Plan  | 1     |                 | \$ 138,355.85 | \$ 138,355.85 | \$ 138,355.85 | \$ 415,067.55    |                    | Unfunded     |
|          | F2         | Facilities                      | Parking Lot Resurfacing   | 3     |                 | \$ 150,000.00 |               |               | \$ 150,000.00    |                    | Unfunded     |
|          | F5         | Facilities                      | Courthouse Window Replacement   | 3     |                 | \$ 80,000.00  |               |               | \$ 80,000.00     |                    | Unfunded     |
|          | F7         | Facilities                      | Costodial Vehicle   | 2     |                 | \$ 28,000.00  |               |               | \$ 28,000.00     |                    | Unfunded     |
|          | IT4        | IT                              | County Firewall   | 2     |                 |               |               | \$ 14,500.00  | \$ 14,500.00     |                    | Unfunded     |
|          | IT5        | IT                              | County Server Upgrade   | 2     |                 |               | \$ 43,000.00  |               | \$ 43,000.00     |                    | Unfunded     |
|          | IT6        | IT                              | Register of Deeds Server Upgrade  | 2     |                 |               | \$ 7,500.00   |               | \$ 7,500.00      | Grant Potential    | Unfunded     |
|          | M3         | Maintenance                     | Replacement Vehicle   | 2     |                 | \$ 28,000.00  |               |               | \$ 28,000.00     |                    | Unfunded     |
|          | M7         | Maintenance                     | All Terrain Forklift  | 3     |                 | \$ 35,000.00  |               |               | \$ 35,000.00     |                    | Unfunded     |
|          | MTW1       | Health Department               | Paving  | 2     |                 | \$ 250,000.00 |               |               | \$ 250,000.00    |                    | Unfunded     |
| REC2     | Recreation | HYAC at Adams St. Gym           | 3   |       |                 |               |               | TBD           |                  | Unfunded           |              |
| REC3     | Recreation | Thank Tank/Alliance CD Projects | 3   |       |                 |               |               | TBD           | Grant Potential  | Unfunded           |              |
| Approved | BOE1       | Board of Education              | PK12 School   | 2     |                 |               |               |               | \$ 76,000,000.00 | \$ 14,500,000.00   | 100%         |
|          | EM4        | Emergency Management            | EM Building   | 2     | \$ 4,827,407.00 |               |               |               | \$ 4,827,407.00  | \$ 1,047,407.00    | 100%         |
|          | IT2        | Information Technology          | Migration to Office 365   | 2     | \$ 17,500.00    | \$ 18,000.00  | \$ 18,000.00  | \$ 18,000.00  | \$ 61,500.00     |                    | Recurring    |
|          | IT3        | Information Technology          | Replace IT Switches   | 2     | \$ 40,000.00    |               |               |               | \$ 40,000.00     |                    | 65%          |
|          | F1         | Facilities                      | HVAC Replacements   | 2     | \$ 25,000.00    | \$ 30,000.00  | \$ 30,000.00  | \$ 30,000.00  | \$ 115,000.00    |                    | Recurring    |
|          | F6         | Facilities                      | Courthouse Elevator Major Alteration (Upgrade)                            | 2     |                 | \$ 500,000.00 |               |               | \$ 500,000.00    | \$ 400,000.00      | 84%          |
|          | S2         | Sheriff                         | Patrol Cars   | 2     | \$ 110,000.00   | \$ 111,000.00 | \$ 111,000.00 | \$ 111,000.00 | \$ 443,000.00    |                    | Recurring    |
|          | T1         | Tax                             | Tax Software Upgrade  | 2     | \$ 91,952.00    | \$ 30,000.00  |               |               | \$ 121,952.00    |                    | 20%          |
|          |            | TBD                             | Consolidation of Rec/Senior/Transit and possibly Health into new Facility |       |                 |               |               |               |                  |                    |              |
|          |            | TBD                             | Creswell Elementary   |       |                 |               |               |               |                  |                    |              |
|          | TBD        | Creswell HS*                    |   |       |                 |               |               |               |                  |                    |              |
|          | TBD        | Roper Union                     |   |       |                 |               |               |               |                  |                    |              |
|          | TBD        | Roper Gym                       |   |       |                 |               |               |               |                  |                    |              |
|          | TBD        | Plymouth HS*                    |   |       |                 |               |               |               |                  |                    |              |
|          | TBD        | New Courthouse Facility         |   |       |                 |               |               |               |                  |                    |              |

**STRATEGIC PLAN PROGRESS UPDATE:** Mr. Jason Squires, ACM, discussed this with the Board since Mr. Kelly Chesson, SPC is in Bertie this evening.

**Background:**

Staff will present an update on the Safe Healthy Communities and Organizational Excellence components of the 2024 Strategic Plan as shown in the attached action item tracking pages.

An update on the Economic Development and Strong Educational Opportunities will be provided during the upcoming FY26 Budget Workshops.

Staff seeks BOCC input on:

1. Any desired changes to the action item tracking page format
2. Any desired changes to specific goals and/or action items

Anticipated feedback and revision timeline:

1. 1/6/25: Presentation of 1/2 action item tracking pages and discussion
2. 1/15/25: Tentatively planned FY26 Budget Workshop Mtg & Presentation of remaining action item tracking pages and discussion



3. 2/3/25: Regular BOCC Mtg: Consideration/approval of specific revisions to goals/action items

Mr. Squires went over the following:

| Safe and Healthy Communities  |       |  |   |   |  |        |   |
|---|-------|--|---|---|--|--------|---|
| Goal 1 Provide high-quality emergency response and public safety.   |       |  |   |   |  |        |   |
| Goal 2 Improve access to affordable healthcare and nutrition opportunities.   |       |  |   |   |  |        |   |
| Goal 3 Enhance residential quality of life by supporting recreational opportunities including physical exercise, sports activities, and arts and cultural experience opportunities.   |       |  |   |   |  |        |   |
| Goal 4 Decrease substance abuse and dependence.   |       |  |   |   |  |        |   |
| Action Items  | Goals | Primary Contact / Department           | Barriers                                  | Short-Term Priorities   | Ongoing Timeline   | % Done | Comments/Next Steps   |
| SHC2024.1 Finalize the design and site selection for the new Emergency Management & Training Operations Center (EMTOC) facility and begin construction to be completed by 2025.   | 1     | CMO: JS/CSP                            |   | Design Finalization by 12/31/24; Bidding by 2/15/25                             | Land acquisition; Design Finalization; Bidding; Award; Construction Schedule Development                                 | 50%    | Formalize timeline including 911 Grant  |
| SHC2024.2 Develop transition plans and rough timelines for Emergency Management, E911, and Plymouth EMS to move into new EMTOC facility once completed.   | 1     | E911/IT: 911 Director/IT Director      | Logistical Planning                       | Begin E911 timeline once bidding process begins w/ est. completion date as goal | EM/EMS easiest; E911 More Complicated;   | 0%     |   |
| SHC2024.3A Complete the development of a new firefighting well.   | 1     | EM: LS                                 | Legal Acquisition                         | Discuss viability w/ CVFD and if viable develop timeline                        | TBD: Completion by 6/30/25   | 0%     | CVFD may request application of funding to alternative project in early 2025                                      |
| SHC2024.3B Complete construction of a new dedicated helicopter pad for life flight operations in Creswell.  | 1     | CMO: JS/JW/CSP                         | Legal Acquisition / Funding (potentially) | Develop project timeline  | TBD: Completion by 6/30/25   | 10%    | Develop project timeline and scope/estimates  |
| SHC2024.4 Support the continued operation of the Washington Regional Medical Center. Work with hospital leadership to identify mutually-beneficial ways to increase public information and transparency to improve public relations and increase hospital utilization.  | 1     | CMO: CSP                               | Bankruptcy                                |   | Continuous; help WRMC establish a Friends of WRMC Hospital Foundation/Committee for Community Engagement and Support     | 25%    | Monitor bankruptcy  |
| SHC2024.5 Complete the comprehensive revision of the County Emergency Operation Plan and educate involved parties on their roles.   | 1     | EM: LS                                 | n/a                                       | Adopt Plan  | Develop, Adopt, and Implement Plan including DH Training   | 75%    | Develop training timeline   |
| SHC2024.6 Work with Volunteer Fire Depts to identify potential shortfalls in coverage and equipment, and to help identify longer-term CIP needs and possible funding sources.   | 1     | EM: LS                                 | Staff Time & Logistical Coordination      | Discuss CIP planning needs and potential solutions with VFDs                    |  | 20%    | is this still needed after FY25 additional penny? Consider engaging in longer term planning discussions with VFDs |
| SHC2024.7 Establish countywide healthcare provider meetings to discuss ways to collaborate in order to increase overall service quality for citizens while improving operational efficiencies/reducing overhead costs.  | 2     | TBD                                    | Staff Time & Logistical Coordination      | Est. Primary Contact  | Est. Primary Contact; Set initial mtg date to be held by 6/30/25; Consider setting recurrence schedule every 6-12 months | 0%     | Consider tying into annually required opioid input mtg; consider discussing action item need/revisions with MTW   |
| SHC2024.8 Establish regular collaborative meetings between Recreation, Senior Center, Library, Cooperative Extension, TTA, and other partners for recreation including arts and culture providers to jointly discuss how to improve overall service quality for citizens while improving operational efficiencies. Consider establishing a new Arts, Tourism, and Recreation Advisory Committee for this purpose. | 3     | CMO: CSP/JS & Listed Partners          |   | Discuss participation with TTA  | First mtg held in Fall 2024; Next mtg scheduled for January 2025   | 35%    |   |
| SHC2024.9 Work with MTW Health Department with municipal input to develop a longer-term plan for the expenditure of opioid settlement funds toward mitigating opioid-related issues through eligible programs.  | 4     | CMO: KC and/or JW or Summer ECU Intern | Admin Time                                | Set up mtg w/ MTW   | Est. spending plan in connection with FY26 Budget before 5/1/25  | 10%    | CMO staff currently researching possible programs   |

Ask MTW for general input on this SP cluster

| Organizational Excellence |  |   |                                      |  |  |        |   |
|---------------------------|--|---|--------------------------------------|--|--|--------|---|
| Goal 1                    | Attract, retain, and grow high-performing employees.   |   |                                      |  |  |        |   |
| Goal 2                    | Foster a community of transparent accountability through performance measures and adherence to established processes.                        |   |                                      |  |  |        |   |
| Goal 3                    | Seek new and best practice technology to improve processes in all county operations.   |   |                                      |  |  |        |   |
| Goal 4                    | Improve resident and customer service experience through efficient, high-quality service delivery and continuous innovation and improvement. |   |                                      |  |  |        |   |
| Action Items              | Goal   | Primary Contact / Department                          | Burden                               | Short-Term Priority  | Operating Timeframe  | % Done | Comments/Next Steps   |
| ORG2024.1                 | 1  | CMO: CSP/JS   | Admin Time                           | n/a  | Mostly done during FY25 Budget; Review again before YORE and again during FY26 Budget.           | 85%    | This should become a recurring item (but require considerable time/resources). Consider placing a 2 or 3 year cycle with position specific spotcheck between  |
| ORG2024.2                 | 2  | CMO/HR: CSP/JS/FM                                     | Admin Time for both Training & Evals | Develop tech tool to expedite process; Develop training through Neogov/other                                       | Beta Testing Complete by 12/31/24; DH Reviews by 2/1/25 Countywide by 4/1/25                     | 10%    | Experimenting with Teamflex to expedite review process, assign and track related performance review feedback and staff development goals  |
| ORG2024.3                 | 2  | CMO/HR: CSP/JS/FM                                     | HR/Training Resources/Time           | Conduct DH Mgmt Satisfaction Survey; Bi-Monthly Newsletters;   | Perpetual  | 50%    | Redefine deliverable goals for this action item to better measure achievement. Intro weekly personnel action/engagement report?   |
| ORG2024.4                 | 2  | CMO: CSP/JS (need HR support but not enough manpower) | HR/Training Resources/Time           | Develop HR resources via PT Recruitment  | Develop HR resources; Develop Safety Training via EM Dept; Develop Use of Online Training Tools. | 10%    | Some limited progress with NEOGov was made in 2024 but needs to be expanded and monitored recurrently. Consider using Perf Evals to emphasize training program development/commitment   |
| ORG2024.5                 | 3  | EM: LS & Safety Committee                             | Lack of participation/interest       | Survey Safety Crite Participants for Improv Ideas; Develop regular use of Neogov                                   | Regular Newsletter feature and solicit participants  | 35%    | Develop reg reported metric on Neogov completion  |
| ORG2024.6                 | 3  | CMO/CFO: CSP/MD/LZ                                    |                                      | Develop active grants report to help illustrate current projects; Develop regular internal grant training program. | Perpetual  | 75%    | Create recurring calendar of planning, reporting, review  |
| ORG2024.7                 | 4  | CMO: CSP/JS/DK  | Admin Time                           | Create regular social media outreach program;  |  | 25%    | Develop customer satisfaction surveys and regular review intervals; develop regular internal training on social media engagement best practices and policies; consider formalizing budget request process and annual input periods for certain topics |
| ORG2024.8                 | 4  | CMO: CSP/JS   |                                      | ACM Incorporated; E911 on hold and under 911 Review Orite guidance; Consider Econ Dev Dept.                        | Fluidly evolving   | 60%    | Continue to evaluate and update as needed   |

|            |   |                 |  |   |   |     |  |
|------------|---|-----------------|--|---|---|-----|--|
| ORG2024.9A | 4 | CMO: CSP/JS/JW  |  | Presentation to BOCC at Jan Regular or Workshop Mtg | Biannual update/input from DHs in Fall of even numbered years; Admin Input by Dec; Presentation to BOCC by Jan; Inclusion in upcoming Budget process. | 75% | Review in Jan 2025 and use in FY26 Budget                            |
| ORG2024.9B | 4 | CMO/CFO: CSP/MD |  | Use Fund 58 for time being in FY25                  | n/a   | 50% | Consider and decide on formal creation of separate fund by April 25' |

Possible: Creation of Admin/Mgmt Calendar to Track and stay on top of recurring admin duties/tasks

Commissioner Johnson said one thing she did not see listed is Tabletop Exercises. Discussion ensued.

Commissioner Spruill said he feels the Volunteer Fire Departments (VFDs) need to be involved.

Commissioner Spruill said he feels the employee evaluation process is needed. Commissioner Walker said he feels the current format works.

Commissioner Walker also agreed with Commissioner Johnson about needing training on emergencies.

Commissioner Keyes said it is good for a few counties to work together such as with the RAP.

**DISCUSSION ON ITEM f) ROANOKE, ALBEMARLE, PAMLICO (RAP)  
REGIONAL EMERGENCY OPERATIONS PLAN (EOP):**

Commissioner Spruill asked why our airport was left out. Mr. Lance Swindell, EM Coordinator, said when they pulled from the original documents, the Dare Co. Airport was in those documents. He said our airport information can be added.

Commissioner Spruill asked if this Plan is just for our county. Mr. Swindell said each county will be approving their own. Amendments can be added to each county's version.

Discussion ensued also about declaring a State of Emergency.

**Commissioner Spruill made a motion to adopt the Revised RAP LEPC EOP.  
Commissioner Keyes seconded; motion carried unanimously.**

PK12 UPDATE: Mr. Curtis Potter, CM/CA spoke to the Board on this subject.

The School Board is currently reviewing proposed revisions to the original Funding and Lease Agreements.

Attached is an updated anticipated Debt Service Schedule which also shows additional county contributions covering an initial cash flow shortage to cover the debt service until repaid in later years by the sources shown in the attachment.

| Loan Term Years | Lease Term Years | Fiscal Year Ends # | Interest Rate | Trust Loan Principle (\$19,796,000) | Trust Loan Interest | Total Debt Service | Potential Arbitrage | TOTAL FUNDS AVAILABLE TO PAY DEBT SERVICE & ACC REIMBURSEMENTS  |                         |   | Additional County Contributions Loaned to Project from its General Fund to Cover Projected Annual Debt Service Shortfalls ("ACC") | Post ACC Annual Annual Surplus to use for ARC | Annual Reimbursements to County ("ARC") (to repay ACC from Total Funds Available to Pay Debt Service & ACC Reimb) | Post ACC & ARC Running Balance (Keep Positive) [Initial balance calc on FYE24 est fund balance not otherwise committed to PK12Project, before making 1st interest only debt svc post that same FYE24 resulting in net neg balance at FYE24. |
|-----------------|------------------|--------------------|---------------|-------------------------------------|---------------------|--------------------|---------------------|---|-------------------------|---|---|---|---|---|
|                 |                  |                    |               |                                     |                     |                    |                     | Amount of AAG/A42 Restricted Sales Tax Revenues Used Annually for Debt Service (Typically \$590k+ total rec'd annually) | Lease Payments from WCS | Additional Unrestricted County Tax Revenues Committed to Debt Service (Equivalent to A46 1/4 cent Local Sales Tax Revenues) |   |   |   |   |
| 1               | 2024             | 4.02               |               | \$ (431,057.90)                     | \$ (431,057.90)     | \$ -               | \$ -                | \$ -  | \$ -                    | \$ -  | \$ (431,057.90)   | \$ -  | \$ (211,968.41)   | \$ 219,089.49   |
| 2               | 1                | 2025               | 4.02          | \$ (1,042,000)                      | \$ (795,799.20)     | \$ (1,837,799.20)  | \$ -                | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ 774,767.81   | \$ -  | \$ -  | \$ 0.00   |
| 3               | 2                | 2026               | 4.02          | \$ (1,042,000)                      | \$ (753,910.80)     | \$ (1,795,910.80)  | \$ -                | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ 520,910.80   | \$ -  | \$ -  | \$ 0.00   |
| 4               | 3                | 2027               | 4.02          | \$ (1,042,000)                      | \$ (712,022.40)     | \$ (1,754,022.40)  | \$ -                | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ 479,022.40   | \$ -  | \$ -  | \$ 0.00   |
| 5               | 4                | 2028               | 4.02          | \$ (1,042,000)                      | \$ (670,134.00)     | \$ (1,712,134.00)  | \$ 376.00           | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ 437,134.00   | \$ -  | \$ -  | \$ 0.00   |
| 6               | 5                | 2029               | 4.02          | \$ (1,042,000)                      | \$ (628,245.60)     | \$ (1,670,245.60)  | \$ -                | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ 395,245.60   | \$ -  | \$ -  | \$ 0.00   |
| 7               | 6                | 2030               | 4.02          | \$ (1,042,000)                      | \$ (586,357.20)     | \$ (1,628,357.20)  | \$ -                | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ 353,357.20   | \$ -  | \$ -  | \$ 0.00   |
| 8               | 7                | 2031               | 4.02          | \$ (1,042,000)                      | \$ (544,468.80)     | \$ (1,586,468.80)  | \$ -                | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ 311,468.80   | \$ -  | \$ -  | \$ 0.00   |
| 9               | 8                | 2032               | 4.02          | \$ (1,042,000)                      | \$ (502,580.40)     | \$ (1,544,580.40)  | \$ -                | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ 269,580.40   | \$ -  | \$ -  | \$ 0.00   |
| 10              | 9                | 2033               | 4.02          | \$ (1,042,000)                      | \$ (460,692.00)     | \$ (1,502,692.00)  | \$ -                | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ 227,692.00   | \$ 0.00                                       | \$ 0.00   | \$ 0.00   |
| 11              | 10               | 2034               | 4.02          | \$ (1,042,000)                      | \$ (418,803.60)     | \$ (1,460,803.60)  | \$ -                | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ 185,803.60   | \$ 0.00                                       | \$ 0.00   | \$ 0.00   |
| 12              | 11               | 2035               | 4.02          | \$ (1,042,000)                      | \$ (376,915.20)     | \$ (1,418,915.20)  | \$ -                | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ 143,915.20   | \$ 0.00                                       | \$ 0.00   | \$ 0.00   |
| 13              | 12               | 2036               | 4.02          | \$ (1,042,000)                      | \$ (335,026.80)     | \$ (1,377,026.80)  | \$ -                | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ 102,026.80   | \$ 0.00                                       | \$ 0.00   | \$ 0.00   |
| 14              | 13               | 2037               | 4.02          | \$ (1,042,000)                      | \$ (293,138.40)     | \$ (1,335,138.40)  | \$ -                | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ 60,138.40  | \$ 0.00                                       | \$ 0.00   | \$ 0.00   |
| 15              | 14               | 2038               | 4.02          | \$ (1,042,000)                      | \$ (251,250.00)     | \$ (1,293,250.00)  | \$ -                | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ 18,250.00  | \$ 0.00                                       | \$ 0.00   | \$ 0.00   |
| 16              | 15               | 2039               | 4.02          | \$ (1,042,000)                      | \$ (209,361.60)     | \$ (1,251,361.60)  | \$ -                | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ -  | \$ 23,638.40                                  | \$ 23,638.40  | \$ 0.00   |
| 17              | 16               | 2040               | 4.02          | \$ (1,042,000)                      | \$ (167,473.20)     | \$ (1,209,473.20)  | \$ -                | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ -  | \$ 65,526.80                                  | \$ 65,526.80  | \$ 0.00   |
| 18              | 17               | 2041               | 4.02          | \$ (1,042,000)                      | \$ (125,584.80)     | \$ (1,167,584.80)  | \$ -                | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ -  | \$ 107,415.20                                 | \$ 107,415.20   | \$ 0.00   |
| 19              | 18               | 2042               | 4.02          | \$ (1,041,000)                      | \$ (83,696.40)      | \$ (1,124,696.40)  | \$ -                | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ -  | \$ 150,303.60                                 | \$ 150,303.60   | \$ 0.00   |
| 20              | 19               | 2043               | 4.02          | \$ (1,041,000)                      | \$ (41,808.00)      | \$ (1,082,808.00)  | \$ -                | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ -  | \$ 192,192.00                                 | \$ 192,192.00   | \$ 0.00   |
| 20              | 20               | 2044               | 4.02          | \$ -                                | \$ -                | \$ -               | \$ -                | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ -  | \$ 1,275,000.00                               | \$ 1,275,000.00   | \$ 0.00   |
| 21              | 2045             | 4.02               | \$ -          | \$ -                                | \$ -                | \$ -               | \$ -                | \$ 575,000.00   | \$ 400,000.00           | \$ 300,000.00   | \$ -  | \$ 1,275,000.00                               | \$ 1,275,000.00   | \$ 0.00   |
| 22              | 2046             | 4.02               | \$ -          | \$ -                                | \$ -                | \$ -               | \$ -                | \$ 490,236.81   | \$ 400,000.00           | \$ 300,000.00   | \$ -  | \$ 1,190,236.81                               | \$ 1,190,236.81   | \$ 0.00   |
|                 |                  |                    |               | \$ (19,796,000)                     | \$ (8,388,326.30)   | \$ (28,184,326.30) | \$ -                | \$ 12,565,236.81  | \$ 8,800,000.00         | \$ 6,600,000.00   | \$ 4,279,312.81   | \$ 4,060,223.32                               | \$ 4,279,312.81   | n/a   |

Totals above should be recalculated periodically to reflect actual ACC/ARC activity, but ACC and ARC Totals should remain equal to show 100% equitable reimbursement to County for all ACCs from ARCs

An Owner Architect Contractor meeting is set for 1/7/25 ahead of the anticipated opening day of 1/9/25 for students to enter the building.

Various parties are beginning to express increased interest in obtaining ownership or continued use of various school properties which are expected to be vacated by WCS shortly.

Management strongly recommends deferring any such consideration until after:

1. The PK12 facility is finished and fully populated by all intended students; and
2. Any pending revisions to the Funding Agreement and/or Lease are finalized and approved by both Boards.

Once these items occur (expected by mid-January) Management anticipates bringing a recommended strategy for receiving, reviewing, and handling all such requests from any such interested parties to the next regular Board meeting.

**BOARDS & COMMITTEES:** Ms. Julie J. Bennett, Clerk to the Board, spoke to the Board about the following requests.

**COMMISSIONERS SEATS ON BOARDS & COMMITTEES:** The Clerk to the Board has a list of the Boards & Committees that Commissioners currently serve on. If you would like to make any changes for 2025, now is the time. These can be discussed tonight or can be put back on the agenda for February.

Washington County Boards & Committees  
Commissioners Seats  
January 6, 2025

| Name   | Board or Committee   | Expiration Date or Comment     |
|--|--|--------------------------------|
| Carol V. Phelps                              | Lake Phelps Advisory Board   | Board Vote                     |
|  | Washington County Drainage   | Board Consent                  |
|  | Albemarle Commission RPO   | Board Vote                     |
|  | Travel & Tourism Authority   | Board Cosent                   |
|  | Employee of the Quarter Committee                                    | rotates w/the Chair            |
| Tracey A. Johnson                            | Albemarle Commission--Workforce Development Program Consortium Board | Board Vote                     |
|  | Albemarle Commission--Executive Committee--COG                       | Board Vote                     |
|  | Trillium Health Board  | Board Vote                     |
|  | Broadband Task Force Committee                                       | Board Consent                  |
|  | Washington County Airport Advisory Board                             | Board Consent                  |
| Julius Walker, Jr.                           | Department of Social Services Board                                  | Board Vote                     |
|  | JCPC Board   | Board Vote                     |
|  | SmartStart Partnership for Children                                  | Board Vote                     |
|  | ARSWA  | Board Vote                     |
|  | BCCC Board of Trustees   | Board Vote 4 yr term 2024-2028 |
|  | PreK-12 Building/Steering Committee                                  | Board Consent                  |
| Ann C. Keyes                                 | Parks & Recreation Advisory Committee                                | Board Consent                  |
|  | Fire Commission  | Board Consent                  |
|  | MTW Health Department Board  | Board Consent                  |
|  | Albemarle Commission--Washington County Alternate                    | Board Vore                     |
|  | Local Emergency Planning Committee                                   | Board Consent                  |
|  | Planning Board   | Board Consent                  |
| John C. Spruill                              | PreK-12 Building/Steering Committee                                  | Board Consent                  |
|  | Washington County Drainage   | Board Consent                  |
|  | Lake Phelps Advisory Board   | Board Vote                     |
|  | Resource Conservation & Development                                  | Board Vote                     |
|  | Albemarle Commission RPO--Alternate                                  | Board Vote                     |
|  | Washington County Facilities Advisory Committee                      | Board Consent                  |
| Washington County Airport Advisory Committee | Board Consent  |                                |

Commissioner Keyes noted that the Safety Committee needed to be added under her name. Also, Commissioners Spruill and Walker expressed interest in being on the newly developed Economic Development Advisory Council.

**ALBEMARLE RC&D COUNCIL:**

(See email below with request)

**Subject:** Albemarle Resource Conservation and Development (ARCD) Council Appointment

The Albemarle Resource Conservation and Development (ARCD) Council restructured its by-laws in 2023 to reduce its membership to **one representative from each of our 10 regional counties** (appointed by their respective Boards of Commissioners), **effective December 31, 2024**. The Council hopes that this change will allow for a more nimble board composed of active members committed to the mission of ARCD and willing to participate in accomplishing great things in our region!

We sent a request back in April for an appointment to the ARCD Board from your County. As of this writing we do not have any record of an appointee from your county. We ask that you please email us your appointment as soon as possible to continue your counties representation on our board. You are welcome to appoint a current member of the board as we have great board members from each county. We feel that this restructured Board will allow for a more efficient Board.

If you have questions about this, please feel free to reach out to me.

Thank you for your attention to this matter.

Fenton Eure III  
ARCD Chairman of the Board  
[Fteure65@gmail.com](mailto:Fteure65@gmail.com)  
252-333-7943

**Commissioner Johnson made a motion to approve the appointment of Commissioner Keyes to the RC&D Council. Commissioner Spruill seconded; motion carried unanimously.**

### **ECONOMIC DEVELOPMENT ADVISORY COUNCIL**

At their meeting on December 19, 2024, the Washington County Planning Board appointed Ms. Cynthia Downing to the Economic Development Committee. Ms. Downing's contact information follows:

Cynthia Downing  
2332 Folly Road  
Plymouth NC 27962  
336-462-7903  
[Downingc222@gmail.com](mailto:Downingc222@gmail.com)

Ms. Downing is experienced in working with Economic Development through the College system with a firm concentration in Workforce Development.

**This is for information.**

**FINANCE OFFICER'S REPORT:** Ms. Dixon went over the budget transfers and budget amendments that were in the Commissioners' package. Please see below.

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2025 - 043**

**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer

**Date:** December 10, 2024

**RE:** Senior Center

Please authorize the finance officer to make the following budgetary adjustments:

| Account Code         | Description                    | Old             | + or (-) | New             |
|----------------------|--------------------------------|-----------------|----------|-----------------|
| 10-5150-130          | Senior Center - Workman's Comp | 1,467.00        | (75.00)  | 1,392.00        |
| 10-5150-270          | Senior Center - Service Awards | -               | 75.00    | 75.00           |
| <b>Senior Center</b> |                                | <b>1,467.00</b> | <b>-</b> | <b>1,467.00</b> |

**Justification:**

This transfer is to move monies within the Senior Center Budget to cover an employee's service award payment. This was inadvertently missed during the budget planning process.

**Budget Officer's Initials** CB

**Approval Date:** 12/10/24

**Initials:** MD  
**Batch #:** 2025-043  
**Date:** 12/11/2024

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2025 - 044**

**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer

**Date:** December 16, 2024

**RE:** 911

Please authorize the finance officer to make the following budgetary adjustments:

| Account Code | Description                                   | Old              | + or (-) | New              |
|--------------|---|------------------|----------|------------------|
| 69-9100-200  | 911 - Departmental Supplies                   | 5,000.00         | (335.00) | 4,665.00         |
| 69-9100-356  | 911 - Maintenance Agreement-Edge One Recorder | 5,600.00         | 335.00   | 5,935.00         |
| <b>911</b>   |   | <b>10,600.00</b> | <b>-</b> | <b>10,600.00</b> |

**Justification:**

This transfer is to move monies within the 911 Budget to pay for the maintenance agreement on the 911 Recorder. Edge One was bought out by WSI Technologies and at renewal, the price increased above the amount originally budgeted.

Budget Officer's Initials CP

Approval Date: 12/16/24

Initials: MD  
Batch #: 2025-044  
Date: 12/16/2024

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2025 - 045**

**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer

**Date:** December 20, 2024

**RE:** Board of Elections/Sheriff/Detention/Transport

Please authorize the finance officer to make the following budgetary adjustments:

| Account Code              | Description                              | Old                 | + or (-)    | New                 |
|---------------------------|--|---------------------|-------------|---------------------|
| 10-4170-140               | Board of Elections - Workmans Comp       | 509.00              | (1.00)      | 508.00              |
| 10-4170-040               | Board of Elections - Longevity           | 1,282.00            | 1.00        | 1,283.00            |
| <b>Board of Elections</b> |  |                     |             |                     |
| 10-4310-010               | Sheriff - Salaries & Wages - Regular     | 862,049.00          | (1,900.00)  | 860,149.00          |
| 10-4310-031               | Sheriff - Salaries & Wages - Overtime    | 6,705.00            | 1,900.00    | 8,605.00            |
| <b>Sheriff</b>            |  |                     |             |                     |
| 10-4320-010               | Detention - Salaries & Wages - Regular   | 422,629.00          | (25,000.00) | 397,629.00          |
| 10-4320-030               | Detention - Salaries & Wages - Overtime  | 55,500.00           | 25,000.00   | 80,500.00           |
| <b>Detention</b>          |  |                     |             |                     |
| 37-4376-040               | Transport - Salaries & Wages - Part-time | 15,000.00           | (5,000.00)  | 10,000.00           |
| 37-4376-030               | Transport - Salaries & Wages - Overtime  | 17,346.00           | 5,000.00    | 22,346.00           |
| <b>Transport</b>          |  |                     |             |                     |
|                           |  | <b>1,381,020.00</b> | <b>-</b>    | <b>1,381,020.00</b> |

**Justification:**

This transfer is to move monies within the Board of Elections, Sheriff, Detention, and Transport Budgets. For Elections, this is to cover the shortfall in the longevity line due to rounding down instead of up when budgeting. For Sheriff, Detention and Transport, this is to cover the additional funds needed in the Overtime lines of these departments due to staffing shortages.

**Budget Officer's Initials** CSF

**Approval Date:** 12/20/24

|                  |                   |
|------------------|-------------------|
| <b>Initials:</b> | <u>MD</u>         |
| <b>Batch #:</b>  | <u>2025-045</u>   |
| <b>Date:</b>     | <u>12/20/2024</u> |



Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2025 - 046**

**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer

**Date:** December 20, 2024

**RE:** SS Admin

Please authorize the finance officer to make the following budgetary adjustments:

| Account Code    | Description                                 | Old              | + or (-)   | New              |
|-----------------|---|------------------|------------|------------------|
| 10-5310-310     | SS Admin - Travel                           | 11,000.00        | (4,000.00) | 7,000.00         |
| 10-5310-250     | SS Admin - Maintenance & Repair - Vehicle   | 10,000.00        | 4,000.00   | 14,000.00        |
| 10-5310-340     | SS Admin - Postage                          | 10,500.00        | (2,000.00) | 8,500.00         |
| 10-5310-350     | SS Admin - Maintenance & Repair - Building  | 15,000.00        | 2,000.00   | 17,000.00        |
| 10-5310-610     | SS Admin - Vendor Fees                      | 13,000.00        | (3,000.00) | 10,000.00        |
| 10-5310-351     | SS Admin - Repair & Maintenance - Equipment | 5,000.00         | 1,000.00   | 6,000.00         |
| 10-5310-260     | SS Admin - Departmental Supplies            | 35,000.00        | 2,000.00   | 37,000.00        |
| <b>SS Admin</b> |   | <b>99,500.00</b> | <b>-</b>   | <b>99,500.00</b> |

**Justification:**

This transfer is to increase expenditure lines for Vehicle Maintenance, Building Maintenance, and Equipment Maintenance as well as Departmental Supplies. With the construction/renovations completed at the end of fiscal year 2024, we were unable to purchase the furniture for the Family Visitation Room as well as some of the Supervisor's Offices until this fiscal year. In conjunction, the cost of the laptops and equipment budgeted early in 2024 for purchase this fiscal year have seen increases in cost that exceeded the estimates used to create the budget. As a result, we are in need of additional funds in the departmental supply line to continue to buy papertowels, toilet paper, ink cartridges and cleaning supplies. Also, in anticipation that we will need funds to fix the Jeep Compass O2 Eval Sensors/Box, we will need additional funds in the Vehicle Repair Line. Also, there are some final building repairs and equipment repairs needed. Since the hurricane is impacting travel for meetings, we have funds in the travel line that can be transferred to this line to continue to maintain the agency. All lines are reimbursed at the same rate therefore this transfer is not budget impactful.

**Budget Officer's Initials** CBP

**Approval Date:** 12/20/24

|                  |                   |
|------------------|-------------------|
| <b>Initials:</b> | <u>m</u>          |
| <b>Batch #:</b>  | <u>2025-046</u>   |
| <b>Date:</b>     | <u>12/20/2024</u> |

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
**Date:** December 20, 2024  
**RE:** SS Admin

**BT #: 2025 - 047**

Please authorize the finance officer to make the following budgetary adjustments:

| Account Code    | Description                    | Old               | + or (-)    | New               |
|-----------------|--------------------------------|-------------------|-------------|-------------------|
| 10-5310-181     | SS Admin - Group Insurance     | 479,344.00        | (20,000.00) | 459,344.00        |
| 10-5310-600     | SS Admin - Contracted Services | 207,620.00        | 20,000.00   | 227,620.00        |
| <b>SS Admin</b> |                                | <b>686,964.00</b> | <b>-</b>    | <b>686,964.00</b> |

**Justification:**

This transfer request is to increase expenditure line for Contracted Services. Due to the amount of vacancies in the Child Protective Services Units, we are using contracted workers with experience to cover the multiple cases we have. With 30+/- children in custody and that many more in investigations, our staff cannot cover all the demands of the unit. Currently we have one full time investigator, and two permanency planning workers. We have not been successful in filling the open social worker positions in several months. Without the contracted staff, our agency would not be able to fulfill protection of children services requirements. As a result, our expenditure lines for these contracted services are in need of additional funding to be able to maintain the requirements of the state and the caseloads in general. We are asking to move funds from salary lines that are being underspent due to vacancies to the contracted services lines to allow for continued coverage. Both lines are reimbursed at approximately 50% and are not budget impactful.

**Budget Officer's Initials** CDP

**Approval Date:** 12/20/24

|                  |                   |
|------------------|-------------------|
| <b>Initials:</b> | <u>CDP</u>        |
| <b>Batch #:</b>  | <u>2025-047</u>   |
| <b>Date:</b>     | <u>12/20/2024</u> |

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2025 - 048**

**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer

**Date:** December 20, 2024

**RE:** OPIOID Settlement Funds

Please authorize the finance officer to make the following budgetary adjustments:

| Account Code                   | Description                        | Old              | + or (-) | New              |
|--------------------------------|------------------------------------|------------------|----------|------------------|
| 50-9990-000                    | Contingency                        | 31,560.00        | (2.00)   | 31,558.00        |
| 50-4200-001                    | Strategy 7 - Naloxone Distribution | 10,615.00        | 1.00     | 10,616.00        |
| 50-4200-002                    | Strategy 9 - Harm Reduction SSP    | 10,615.00        | 1.00     | 10,616.00        |
| <b>OPIOID Settlement Funds</b> |                                    | <b>52,790.00</b> | <b>-</b> | <b>52,790.00</b> |

**Justification:**

This transfer is to move monies within the OPIOID Settlement Fund from the Contingency line to the Strategy 7 Naloxone and Strategy 9 Harm Reduction lines. When budgeting, the pennies were rounded down instead of up leaving these lines short.

**Budget Officer's Initials** CBP

**Approval Date:** 12/20/24

|                  |                   |
|------------------|-------------------|
| <b>Initials:</b> | <u>CBP</u>        |
| <b>Batch #:</b>  | <u>2025-048</u>   |
| <b>Date:</b>     | <u>12/20/2024</u> |

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2025 - 048**

**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer

**Date:** December 20, 2024

**RE:** OPIOID Settlement Funds

Please authorize the finance officer to make the following budgetary adjustments:

| Account Code                   | Description                        | Old              | + or (-) | New              |
|--------------------------------|------------------------------------|------------------|----------|------------------|
| 50-9990-000                    | Contingency                        | 31,560.00        | (2.00)   | 31,558.00        |
| 50-4200-001                    | Strategy 7 - Naloxone Distribution | 10,615.00        | 1.00     | 10,616.00        |
| 50-4200-002                    | Strategy 9 - Harm Reduction SSP    | 10,615.00        | 1.00     | 10,616.00        |
| <b>OPIOID Settlement Funds</b> |                                    | <b>52,790.00</b> | <b>-</b> | <b>52,790.00</b> |

**Justification:**

This transfer is to move monies within the OPIOID Settlement Fund from the Contingency line to the Strategy 7 Naloxone and Strategy 9 Harm Reduction lines. When budgeting, the pennies were rounded down instead of up leaving these lines short.

**Budget Officer's Initials** CBP

**Approval Date:** 12/20/24

|                  |                   |
|------------------|-------------------|
| <b>Initials:</b> | <u>CBP</u>        |
| <b>Batch #:</b>  | <u>2025-048</u>   |
| <b>Date:</b>     | <u>12/20/2024</u> |

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2025- 050**

**From:** Curtis Potter, County Manager  
Missy Dixon, *Finance Officer*

**Date:** January 6, 2025

**RE:** Sheriff/Senior Center/Social Services/Projects and Grants Fund

Please authorize the finance officer to make the following budgetary adjustments:

| Account Code                | Description                                | Old              | + or (-) | New              |
|-----------------------------|--|------------------|----------|------------------|
| 10-3540-020                 | Gun Permits Discretionary - County Portion | (1,535.00)       | (210.00) | (1,745.00)       |
| 10-4310-611                 | Gun Permits Discretionary - County Portion | 50,000.00        | 210.00   | 50,210.00        |
| 10-3540-030                 | Gun Permits-State Portion                  | (1,770.00)       | (250.00) | (2,020.00)       |
| 10-4310-612                 | Gun Permits-State Portion                  | 2,780.00         | 250.00   | 3,030.00         |
| 10-3540-040                 | Finger Printing                            | (435.00)         | (70.00)  | (505.00)         |
| 10-4310-613                 | Finger Printing                            | 7,347.00         | 70.00    | 7,417.00         |
| <b>Sheriff</b>              |  |                  |          |                  |
| 10-3509-010                 | Senior Center Trips                        | (8,014.00)       | (618.75) | (8,632.75)       |
| 10-5150-380                 | Senior Center Trips                        | 8,014.00         | 618.75   | 8,632.75         |
| 10-3509-020                 | Senior Center Donations                    | (2,593.00)       | (49.34)  | (2,642.34)       |
| 10-5150-650                 | Senior Center Donations                    | 2,841.00         | 49.34    | 2,890.34         |
| <b>Senior Center</b>        |  |                  |          |                  |
| 10-3500-081                 | DSS Community Donations-Christmas          | (1,995.00)       | (648.00) | (2,643.00)       |
| 10-5310-258                 | DSS Community Donations-Christmas          | 2,978.00         | 648.00   | 3,626.00         |
| <b>SS Admin</b>             |  |                  |          |                  |
| 58-3290-000                 | Interest Earned                            | (2,880.26)       | (690.08) | (3,570.34)       |
| 58-4100-001                 | Expenditure of Interest Earned             | 15,511.07        | 690.08   | 16,201.15        |
| <b>Projects/Grants Fund</b> |  |                  |          |                  |
| <b>Balanced:</b>            |  | <b>70,248.81</b> | <b>-</b> | <b>70,248.81</b> |

**Justification:**

This amendment will put into budget additional revenues received in the following departments: Sheriff - gun permitting and finger printing, Senior Center - trip monies and donations, Social Services - donations received for Christmas, and the Projects and Grants Fund for interest earned.

**Approval Date:** \_\_\_\_\_

**Bd. Clerk's Init:** \_\_\_\_\_

**Initials:**

**Batch #:**

**Date:**

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2025- 051**

**From:** Curtis Potter, County Manager  
 Missy Dixon, *Finance Officer*

**Date:** January 6, 2025

**RE:** School Capital Outlay

Please authorize the finance officer to make the following budgetary adjustments:

| Account Code                 | Description                          | Old               | + or (-)     | New               |
|------------------------------|--------------------------------------|-------------------|--------------|-------------------|
| 21-3230-402                  | Truist PK-12 Financing-Earned Income | ( 135,723.01)     | ( 24,207.10) | ( 159,930.11)     |
| 21-5912-701                  | Truist PK-12 Financing-Earned Income | 621,218.75        | 24,207.10    | 645,425.85        |
| <b>School Capital Outlay</b> |                                      |                   |              |                   |
| <b>Balanced:</b>             |                                      | <b>485,495.74</b> | <b>-</b>     | <b>485,495.74</b> |

**Justification:**

This amendment will put into budget additional revenues received as Earned Income (Interest) on our remaining loan balance for the PK12 School.

**Approval Date:** \_\_\_\_\_

**Bd. Clerk's Init:** \_\_\_\_\_

**Initials:**

**Batch #:**

**Date:**

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2025- 052**

**From:** Curtis Potter, County Manager  
Missy Dixon, *Finance Officer*

**Date:** January 6, 2025

**RE:** GF Fund Balance/Contingency/Elections/Detention

Please authorize the finance officer to make the following budgetary adjustments:

| Account Code                 | Description                                | Old                 | + or (-)    | New                 |
|------------------------------|--|---------------------|-------------|---------------------|
| 10-3990-000                  | Appropriated Fund Balance-GF               | (818,767.12)        | (11,625.00) | (830,392.12)        |
| 10-4320-605                  | Contracted Services-Detention Center Study | -                   | 11,625.00   | 11,625.00           |
| <b>GF/Detention</b>          |  |                     |             |                     |
| 10-9990-000                  | Contingency                                | 28,293.00           | (533.00)    | 27,760.00           |
| 10-4170-031                  | Elections - Salaries & Wages-Overtime      | 7,021.00            | 533.00      | 7,554.00            |
| <b>Contingency/Elections</b> |  |                     |             |                     |
| <b>Balanced:</b>             |  | <b>(783,453.12)</b> | <b>-</b>    | <b>(783,453.12)</b> |

**Justification:**

This amendment is being done to increase the appropriated fund balance to cover the cost to participate in the Detention Center Study that the Board agreed to participate in at the December Meeting. It will also transfer monies from the Contingency line to Elections to cover an overage in the Overtime line due to the time required by staff to oversee the hand to eye count and recounts required by the State Board of Elections associated with the NC Supreme Court Associate Justice Seat 6.

**Approval Date:** \_\_\_\_\_

**Bd. Clerk's Init:** \_\_\_\_\_

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Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2025- 053**

**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer

**Date:** January 6, 2025

**RE:** General Fund/School Capital Outlay

Please authorize the finance officer to make the following budgetary adjustments:

| Account Code                              | Description  | Old               | + or (-)        | New               |
|---|--|-------------------|-----------------|-------------------|
| 10-3990-000                               | Appropriated Fund Balance - GF                     | ( 830,392.12)     | ( 1,000,000.00) | ( 1,830,392.12)   |
| 10-9800-986                               | Transfer to Wash Co Schools Cap Outlay             | 700,000.00        | 1,000,000.00    | 1,700,000.00      |
| 21-3980-000                               | Transfer from General Fund                         | ( 700,000.00)     | ( 1,000,000.00) | ( 1,700,000.00)   |
| 21-8000-600                               | Designated for Future Appropriation-BOE Cap Outlay | 1,167,041.00      | 1,000,000.00    | 2,167,041.00      |
| <b>General Fund/School Capital Outlay</b> |  |                   |                 |                   |
| <b>Balanced:</b>                          |  | <b>336,648.88</b> | <b>-</b>        | <b>336,648.88</b> |

**Justification:**

This amendment is being done to allocate General Fund Fund Balance to Fund 21 School Capital Outlay as an additional County contribution loaned to the PK12 School Project to cover projected annual debt service shortfalls.

**Approval Date:** \_\_\_\_\_

**Bd. Clerk's Init:** \_\_\_\_\_

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Commissioner Spruill asked about the typewritten entry on BT# 2025-045. Ms. Dixon stated she did have to use a typewriter to add the entry because the total did not carry over. He also had a question about overtime in Detention. Ms. Dixon said they are short-staffed. They currently have 4 positions open.

Commissioner Johnson asked how often inspections happen in Detention. Mr. Potter said quite often. Ms. Bennett noted the last one was on October 23, 2024.

**Commissioner Johnson made a motion to approve the budget transfers/ amendments as presented. Commissioner Spruill seconded; motion carried unanimously.**

**OTHER ITEMS BY COMMISSIONERS OR STAFF:**

- EMTOC Design/Timeline Update –Mr. Jason Squires, ACM stated that they have a mtg on 1/9 to go over the final design of the building with the Dept. Heads who will be housed in that building along with various other Dept. Heads who may have an interest in the facility. He has a few fluid dates for other meetings that have not been decided on yet. He hopes to have more information for the Budget Workshop.
- Mr. Potter said he will be having a meeting soon with the Sheriff's Office to discuss pay rates in an effort to help with recruitment.
- Mr. Potter discussed the FY26 Budget Workshop. The consensus was to have the meeting next Wednesday, January 15, 2025. The meeting will start at 9:00 AM and carry over to January 16, 2025.

**Commissioner Keyes made a motion to go into Closed Session pursuant to NCGS§143-318.11(a)(3) (attorney-client privilege), and NCGS §143-318.11(a)(6) (personnel). Commissioner Spruill seconded; motion carried unanimously.**

**Commissioner Keyes made a motion to recess the meeting to January 15, 2025 @ 9:00 AM. Commissioner Spruill seconded; motion carried unanimously.**

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Julie J. Bennett, NCMCC, MMC  
Clerk to the Board

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Carol V. Phelps  
Chair