



**Town of Belhaven
Board of Aldermen Regular Meeting
Monday, January 9, 2023 – 6 PM
257 W. Pungo Street**

AGENDA

- I. Call to Order – Mayor Ricky Credle
- II. Conflict of Interest Statement: *“Members of the Belhaven Board of Aldermen are advised, hereby, of their duty under the Local Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and further, are instructed to refrain from participating in any matter coming before this Board of Aldermen with respect to which there is a conflict of interest or appearance of such conflict.”*
- III. Invocation & Pledge of Allegiance
- IV. Adoption of Agenda – January 9, 2023
- V. Approval of Minutes – Board of Aldermen Regular Meeting-December 12, 2022
- VI. Public Comments
- VII. Finance Report –Jacki Waldron
 1. Budget Ordinance Amendments
- VIII. Town Manager’s Report – Lynn Davis
- IX. Old Business
- X. New Business
 1. Recommend Speed Limit Reduction on W. Main Street
 2. Adoption of Purchasing Policy
 3. Draft Land Use Zoning Code Presentation
- XI. Closed Session as per G.S. 143-318.11 (6)
- XII. Board members discussion/remarks
- XIII. Adjournment

NEXT MEETING: MONDAY, FEBRUARY 6, 2023



**Town of Belhaven
Board of Aldermen Regular Meeting
Monday, December 12, 2022 – 6PM
257 W. Pungo Street**

6

7

8 The Belhaven Board of Aldermen met on Monday, December 12, 2022 at 6 PM at the
9 Belhaven Civic Center, 257 W. Pungo Street, Belhaven, NC. Board members present were:
10 Mayor Ricky Credle, Mayor Pro Tem Ricky Radcliffe, Aldermen Nathan van Nortwick, Veronica
11 Ward, and Shanika Ebron. Alderman Greg Satterthwaite was absent. There was a quorum
12 present. Administrative staff present were Town Manager Lynn Davis, Finance Director Jacki
13 Waldron, Town Attorney Chad Stoop and Town Clerk Rosemary Johnson. Other staff
14 attending were Police Administrative Specialist Stacey Conner, Sergeant Kayla House and
15 Police Officer Marshall Medlock, along with members of the public. The meeting was called to
16 order at 6:00 PM.

17

18 Mayor Credle read the Conflict of Interest Statement:

19

20 ***“Members of the Belhaven Board of Aldermen are advised, hereby, of their***
21 ***duty under the Local Government Ethics Act to avoid conflicts of interest***
22 ***and the appearance of such conflict and further, are instructed to refrain***
23 ***from participation in any matter coming before this Board of Aldermen with***
24 ***respect to which there is a conflict of interest or appearance of such***
25 ***conflict.”***

26

27 **INVOCATION & PLEDGE OF ALLEGIANCE**

28

29 Mayor Credle asked Deacon Donnell Clark to lead the Invocation and the Pledge of
30 Allegiance.

31

32 **ADOPTION OF AGENDA**

33

34 Mayor Credle asked if there were any changes to tonight’s agenda. Manager Lynn Davis
35 asked to move Item A under Old Business to Item B under New Business. No other changes
36 noted. Mayor Credle requested a motion to adopt the agenda for December 12, 2022 with
37 change noted.

38

39 **A motion was made by Alderman Ward to adopt the December 12, 2022 agenda with**
40 **change noted. The motion was seconded by Alderman Ebron. Alderman van Nortwick;**
41 **Yes, Mayor Pro Tem Radcliffe; Yes. The motion passed 4-0.**

42

43

44

45 **APPROVAL OF MINUTES-BOARD OF ALDERMEN MEETING NOVEMBER 14,**
46 **2022/CLOSED SESSION MINUTES NOVEMBER 14, 2022**

47
48 Mayor Credle asked if there were any corrections or additions to the November 14, 2022
49 Board of Aldermen minutes. Hearing none, Mayor Credle requested a motion to approve the
50 minutes of the November 14, 2022 meeting as written.

51
52 **A motion was made by Mayor Pro Tem Radcliffe to approve the minutes of the**
53 **November 14, 2022 Board of Aldermen meeting as written. The motion was seconded**
54 **by Alderman van Nortwick. Alderman Ward; Yes, Alderman Ebron; Yes. The motion**
55 **passed 5-0.**

56
57 Mayor Credle asked if there were any corrections or additions to the November 14, 2022
58 Closed Session. Hearing none, Mayor Credle requested a motion to approve the minutes of
59 the November 14, 2022 Closed Session meeting as written.

60
61 **A motion was made by Alderman Ward to approve the minutes of the November 14,**
62 **2022 Closed Session as written. The motion was seconded by Alderman Ebron.**
63 **Alderman van Nortwick; Yes, Mayor Pro Tem Radcliffe; Yes. The motion passed 4-0.**

64
65 **PRESENTATIONS**

66
67 Port Officer Appointment: Diana Lambeth

68
69 Carol Roop, Executive Director of the Belhaven Chamber of Commerce announced that Diana
70 Lambeth has been appointed as Port Officer for the Ocean Cruising Club. The appointment is
71 for 5 years. Ms. Lambeth is not compensated for her role; it is a volunteer position. As Port
72 Officer, Ms. Lambeth will be responsible for greeting and providing support to visiting cruisers
73 coming to Belhaven. Ms. Roop stated that her appointment is a big deal, because with Ms.
74 Lambeth's experience as past executive director of the Chamber, she has intimate knowledge
75 of the town's attractions, services, restaurants, etc., so she will be able to promote these
76 amenities to the cruisers in the hope that they will return to Belhaven again and again. The
77 Chamber will be keeping track of boats coming and returning to Belhaven and will give a
78 monthly accounting to the Town.

79
80 Diana thanked the Town employees for making the town attractive during the Christmas
81 parade activities. She stated that she was thankful for her experience as executive director for
82 the Chamber and looks forward to her new duties as Port Officer.

83
84 **PUBLIC COMMENTS**

85
86 Citizens are given the opportunity to voice their opinions, concerns, compliments, etc. about
87 town matters. Each citizen is given 3 minutes to speak. The following public comments were
88 received.

90 Deacon Donnell Clark, 487 Belhaven Square, announced that Eugenia Martin a member of his
91 church and considered by all as the church mother, passed away last week. He said there
92 would be a wake for Ms. Martin on Friday and the funeral will be this Saturday, December 17.
93 He wished everyone a blessed Christmas.

94
95 Dana Brown, 441 Pamlico Street, thanked Chief Kelly for preparing for the last storm the town
96 experienced by promptly placing road closure signage out ahead of the rain. She also thanked
97 the Public Works department for their hard work to make the town ready for the Christmas
98 parade and thanked the Celebrations Committee for their work to make the parade a success.
99 She noted that the parade procession ends prior to reaching Edward Street and said it would
100 be nice if the procession extended a little further up Pamlico Street.

101
102 Don Stark, 371 Edward Street, reported that the Toy Train display received many visitors this
103 past weekend. He commented that the town looked great and folks were enthusiastic about
104 the whole experience. There is no admission to see the trains; however they receive voluntary
105 donations. He noted that all donations that are received by the Toy Trains display are given to
106 the Town for the caboose and the caboose garden. He also spoke to the importance of the
107 logging and railroad history of the town and said that the museum could play a part in
108 promoting the town's history. There is also plans to purchase an informational sign with some
109 of the donations they receive.

110
111 Town Clerk Rosemary Johnson stated that a thank you note was received from the family of
112 Nat van Nortwick and she read the note to the council. Mr. van Nortwick passed away in
113 November and was the husband of former Finance Officer Mimi van Nortwick and the father of
114 Alderman Nathan van Nortwick.

115
116 This concluded Public Comments.

117
118 **FINANCE REPORT/BUDGET ORDINANCE AMENDMENTS**

119
120 Jacki Waldron presented the following budget ordinance amendment:

121
122 **FY2023 Budget Ordinance Amendment #4**

123
124 A short-term budget ordinance amendment to amend the General Fund and the Electric Fund
125 was presented for approval. These budget amendments are to formalize changes in
126 expenditures authorized and/or directed during the fiscal year 2022-2023 by the Governing
127 Board. This budget ordinance amendment was presented and approved at the November
128 meeting, but Finance Officer Waldron stated that she was re-presenting the amendment for
129 approval due to an incorrect general ledger account # on the first amendment.

130
131 **A motion was made by Alderman van Norwick to approve the revised FY2023 Budget**
132 **Ordinance as presented. The motion was seconded by Alderman Ward. Alderman**
133 **Ebron; Yes, Mayor Pro Tem Radcliffe; Yes. The motion passed 4-0.**

134

135 ***A copy of the "FY 2023 Budget Ordinance, Amendment #4" is herein attached as Exhibit A and***
136 ***incorporated by reference.***

137
138 Financial Report

139
140 Finance Officer Waldron reviewed the financials for the month ended November 30, 2022.
141 She noted that line items for the convenience fee for debit/credit card transactions,
142 adjustments for increase in fuel prices and fire department capital overlay were included in the
143 report.
144

145 ***A copy of the "Financial Report as of November 30, 2022" is herein attached as Exhibit B and***
146 ***incorporated by reference.***

147
148 This concluded the financial report.
149

150 **TOWN MANAGER'S REPORT**

151
152 Complaints about the Railroad Crossing

153
154 Manager Davis stated that she has received numerous complaints about the condition of the
155 railroad crossing in town, especially the crossing that runs alongside the Speedway located on
156 the corner of Main and Hwy 264. She has reached out to NC Dept. of Transportation
157 (NCDOT) about repairs to the asphalt in and around the railroad track and they will be coming
158 sometime this month to take a look. She noted that the crossing located at the Speedway is
159 privately owned, so NCDOT is unable to do repairs to that section of the railroad crossing.
160 Numerous attempts have been made to reach the owner of the property, but no contact has
161 been made. Stacey Conner spoke up and said that she thought that the property has been
162 sold to someone else. Manager Davis will look into this.
163

164 Power Line Pole Cleanup/Stoplight at Pamlico/Main

165
166 In an effort to see what needs to be done to clean up the overloaded utility poles at the
167 intersection, Manager Davis contacted NC DOT about the stoplight to see what assistance
168 they can provide. They made a site visit and have recommended a 4-way stop using signs
169 rather than lights. There is no recommendation on that change, but it has been suggested.
170

171 Online Collection Services

172
173 Collection of old utility bills owed using the Online collection system was approved by the
174 council several months ago. Staff has now been through the training and will be reviewing
175 customer accounts and sending that information with the hope of collection activity in early
176 2023.
177

178 Manager Davis thanked everyone involved in the Christmas activities in town this past
179 weekend. There was a lot of positive feedback and none of that would be possible without
180 volunteers who make these things happen.

181
182 This concluded Manager Davis' report for November.

183
184 **NEW BUSINESS**

185
186
187 **2023 MEETING SCHEDULE**

188
189 Town Clerk Johnson presented the 2023 Board of Aldermen meeting schedule. The Board of
190 Aldermen normally meet the second Monday of every month. Ms. Johnson noted two
191 proposed changes for the schedule in 2023. In February, Manager Davis has a conflict on
192 February 13, so February 6 or February 20 was proposed for the February meeting. In April,
193 the normally scheduled meeting is April 10, which is Easter Monday. April 10 or April 11 was
194 proposed for the April meeting. After some discussion, the council decided to hold the
195 February meeting on February 6 (the first Monday) and hold the April meeting on its regularly
196 scheduled date of April 10. Mayor Credle requested a motion to approve the 2023 meeting
197 schedule with the changes as noted.

198
199 **A motion was made by Alderman Ward to approve the 2023 Meeting Schedule with the**
200 **changes as noted. The motion was seconded by Alderman Ebron. Alderman van**
201 **Nortwick; Yes, Mayor Pro Tem Radcliffe; Yes. The motion passed 4-0.**

202
203 *A copy of the "2023 Meeting Schedule (with changes)" is herein attached as Exhibit C and*
204 *incorporated by reference.*

205
206 **NEW BELHAVEN POLICE DEPARTMENT PROGRAM: EARLY WARNING SYSTEM**

207
208 Ms. Stacey Conner, Police Administrative Specialist made a presentation tonight about
209 changes taking place in state law focusing on citizen complaints and law enforcement. She
210 explained that Senate Bill 300 was introduced in the NC Senate back in March 2021, was
211 passed in May 2021, ratified by the House in August 2021 and signed into law by the Governor
212 in September 2021 with the intended purpose of increasing protections, training and oversight
213 for state and local law enforcement officers. Many areas of the law went into effect the day of
214 signing, but the section titled Early Warning System went into effect on December 1, 2021.
215 Law enforcement was given until January 1, 2023 to be compliant with this section now known
216 as NC G.S. 17A-10. The purpose of the Early Warning System is to track signs of officer
217 misconduct and to identify, remediate, and prevent incidents of misconduct and use of
218 excessive force through a confidential process.

219
220 The Belhaven Police Department has had an unofficial Early Warning System in place since
221 April 2011. The former Police Chief, Fred Clingenpeel, had enacted policies that created a
222 database and citizen complaint forms. With the signing of SB 300, this form and the policy are
223 being updated as are many others to show the law changes. The Police Department has

224 adopted this tracking system with the use of an Excel spreadsheet. Ms. Conner noted that
225 most citizen complaints are made to council members; so she is requesting that the council
226 refer these citizens to the police department so that they can fill out an official complaint form
227 and the complaint can be tracked. If citizens do not wish to come to the police department,
228 they can call or email BPAdmin@townofbelhaven.com and a complaint form will be mailed or
229 emailed to them. The form will also be available on the Town's website. Once the complaint is
230 received, a complaint number will be assigned and the case will be investigated by either the
231 supervisor or an independent party. Once the investigation is complete, the complainant will
232 be notified of the outcome and given further instructions if they are not in agreement with the
233 outcome. This will all be kept in the officer's files and also maintained in their accreditation file.

234
235 On November 30, 2022, Ms. Conner spoke with Karen Ashley, the NC Law Enforcement
236 Accreditation Program Manager. She invited the Belhaven PD to participate in the NC
237 Accreditation Program which will open in March. The costs for early participants is free. She
238 also recommended that the PD invest in the Power DMS, a policy management software that
239 allows for updates and maintenance of policies, and assures that staff will read the policies
240 when updated. The software will also assist with the accreditation process. The cost of the
241 DMS software for accreditation is \$1,050 a year and the policy section is \$4,500 a year; with a
242 \$2,000 onboarding fee.

243
244 **BOARD MEMBERS DISCUSSION/COMMENTS**

245
246 Mayor Credle thanked town management for giving the employees a bonus this year. He
247 commented that the town looked good this past weekend and thanked the volunteers and the
248 Celebrations Committee for their hard work on the parade and the Festival of Trees. He noted
249 that all of the town's small businesses were open and had plenty of business. He suggested
250 that Manager Davis send out a survey to citizens living from Pamlico to Water Street to gather
251 suggestions for improvement of traffic movement.

252
253 **ADJOURNMENT**

254
255 With no further business, the motion was adjourned at 6:50 pm.

256
257 Approved this the _____ day of _____, 2022

258
259
260 _____
261 Ricky Credle, Mayor, Town of Belhaven

262 **ATTEST:**

263
264
265 _____
266 Rosemary Johnson, Town Clerk, Town of Belhaven

Meeting Date: January 9, 2023 NEW BUSINESS

Agenda Item: Recommend Speed Limit Reduction on West Main Street

Background Information:

The Belhaven Police Department is recommending a reduction in the speed limit from the Highway 99 & Main Street intersection westward to the town limits to 35 miles per hour. This recommendation is in keeping with the posted limits on other portions of Main Street.

Chief Kelly has been in correspondence with NCDOT about a possible reduction in speed. NCDOT agrees with the recommendation given the fact this is also a school zone. NCDOT will need a resolution passed by the Town in order to enact the speed limit reduction.

Staff Recommendation:

Motion to adopt a resolution to reduce the speed limit from 45 mph to 35 mph between the western town limits on Main Street to the intersection of Highway 99.

Cost of Implementation:

Motion: _____ 2nd: _____

Approved or Denied: _____ Date: _____

Sec. 73.03. - Schedule III. Speed limits.

- (a) As provided in G.S. 20-141(b)(1), no person may drive a vehicle on a street or in a public vehicular area in excess of 35 miles per hour unless a different speed is established by this chapter.
- (b) Whenever a speed limit has been established and appropriate traffic-control devices have been installed in accordance with subsection (c) of this section, no person may operate a vehicle on any street in excess of the posted speed.
- (c) The following speed limits shall be applicable to the following streets as indicated and the Administrator shall install appropriate traffic-control devices clearly indicating the established speed limit.

(1) 20 miles per hour:

Street	Location
Pamlico	From Front Street (Water Street) to Main Street

(2) 25 miles per hour:

Street	Location
Allen	Water Street north to Pungo Street
Bay	Railroad Street west to Lee Street
Bay	Riverview Street east to Lamont Street
Bay	Union Street east to Edward Street
Bay	California Street west to the end of street
Broad	Main Street north to Pungo Street
California	Main Street north to Pantego Street
Cedar	Main Street north to Latham Street
Cemetery	Main Street north to Pantego Street
Croatan	Pungo Street north to Edward Street
Cuthrell	Lamont Street east to East Street
Duke	Washington Street east to Railroad Street
East	Latham Street north to Pantego Street
Edward	Water Street north/northwest to Pamlico Street
Front (Water)	Haslin Street to Riverview Street
George	Washington Street east to Railroad Street
Gum	Lee Street east to Old County Road
Harbinger	Main Street north to Pantego Street
Haslin	Water Street north to Main Street
Haslin Street	Old County Road south to the end of street
Heber	Riverview Street east to Lamont Street
King	Main Street north to Duke Street
Lamont	Main Street north to Pantego Street
Latham	Cedar Street east to East Street

Lee	Main Street north to Gum Street
Magnolia	Water Street north to Main Street
Main	Railroad Street east to Tooley Street
Mill	Main Street north to Old County Road
Old County Road	From Harbinger Street northeast to U.S. 264 Business (Pamlico Street)
Palm	Pantego Street east to the end of street
Pamlico	Main Street north to Bay Street
Pantego	Cemetery Road east to Old County Road
Pantego	Lee Street east to East Street
Pantego Street	North Elm to Old County Road
Pine	Pantego Street north to Old County Road
Pungo	U.S. 264 east to Quidley Lane
Pungo	Cedar Street east to Lamont Street
Pungo	Union Street east to Cedar Street
Pungo	Cemetery Road east to California Street
Pungo	Railroad Street west to end of street
Quidley Lane	Main Street north to Old County Road
Railroad	Main Street north to Duke Street
Riverview	Water Street north to Pantego Street
Tooley	Main Street north to Pantego Street
Union	Pungo Street north to Old County Road
US 264	From a point 1,500 feet west of the intersection with NC 99, eastward to a point 500 feet west of the intersection with NC99 (Pungo Christian Academy School Zone in effect from 30 minutes before to 30 minutes after school begins and ends on school days only)
Washington	Main Street north to Duke Street

(3) 30 miles per hour: (Reserved).

(4) 35 miles per hour:

Street	Location
Main	From the inter-section of N.C. <u>92</u> and U.S. 264 east to Railroad Street
N.C. <u>92</u>	From the city limits to the city limits on U.S. 264
Pamlico	Bay Street north to the city limits

(5) 40 miles per hour: (Reserved).

(6) 45 miles per hour:

Street	Location
Main	City limits east to the intersection of N.C. <u>92</u> and U.S. 264

(7) 50 miles per hour: (Reserved).

(8) 55 miles per hour: (Reserved).

(Prior Code, §§ 6-19, 6-20; Code 1979, ch. 7, sched. III; Ord. of 3-2-1981; Ord. of 2-7-2000)

Cross reference— Penalty, see § 70.99.

Meeting Date: January 9, 2023 **NEW BUSINESS**

Agenda Item: Adoption of Purchasing Policy

Background Information:

A purchasing policy has been proposed to clearly state the procedures for all types of purchasing done by the town. This policy includes limits, purchase order requirements, vendor requirements, and more. The proposed policy is an adaptation of policies from other local governments and includes language specific to North Carolina general statutes.

Staff Recommendation:

Adopt the Purchasing Policy to become effective immediately.

Cost of Implementation:

Motion: _____ 2nd: _____

Approved or Denied: _____ Date: _____

1. Overview

This purchasing policy is intended for use as a guide to the Town of Belhaven's purchasing methods and practice. When used properly, the policies and procedures established herein will enable the Town to obtain needed goods and services efficiently and economically. The goal of this policy is to give structure to the procurement methods and to set guidelines for the Town departments. The understanding and cooperation of all employees is essential for the Town to maximize the value of each dollar spent. While this policy does not answer all procurement related questions, it does provide a solid foundation for the Town procurement methods.

The goals of the Town purchasing program are as follows:

1. To comply with all legal and ethical requirements of public purchasing and procurement.
2. To assure vendors that impartial and equal treatment is afforded to all who conduct business with the Town.
3. To receive maximum value for money spent by awarding purchase orders to the lowest responsible, responsive bidder, taking into consideration quality, performance, support delivery schedule, previous performance, business location, and other relevant factors.
4. To provide Town departments the required goods and services in a timely manner in the proper quantity and quality while providing necessary information to the Town Finance Office.
5. To professionally administer the search for sources of supplies, the development of new sources, the selection of suppliers, negotiations, commitments, follow-ups, and adjustments.
6. To promote healthy business relationships through informed and fair purchasing practices in support of ethical standards.
7. To maximize the standardization of products used by all departments to minimize stock levels and obtain better prices for necessary goods and services.

If the procedures and guideline established in this policy are followed, each department will be capable of managing, controlling, and planning available resources to meet present and future needs while helping the Town accomplish its goals. Any questions or concerns about this policy or the established procedures should be directed to the Town Finance department.

This policy is effective immediately following Town Board adoption and supersedes all previous purchasing or procurement instructions or directives. Existing Town Purchase Order policies shall hereby be considered addendums to this policy.

2. Purpose

I. Local Buying

It is desired of the Town of Belhaven to contract with vendors within the Town whenever possible. The Town has a responsibility to its citizens and local businesses; however, the Town must ensure taxpayer money is spent with prudence. The Town

does not make purchasing decisions based exclusively on the location of vendor; however, every effort will be made to encourage qualified local vendors and suppliers to compete for Town business.

II. Planning

It is imperative that all Town departments take time to properly plan purchases. Purchasing plans should be made for goods and services to be purchased in both the near and distant future; thereby minimizing small orders and last-minute purchases. Planning is of the highest importance to the Town; proper planning reduces unnecessary clerical and supervisory time costs associated with the procurement process.

III. Quality

Quality of product and customer service are as important as price when considering goods and services for purchase; it is the duty of the requesting department to secure the most cost-effective goods or services that will meet but not exceed the requirements for which the goods or services are intended. In some instances, the lowest price does not necessarily mean the lowest cost. A higher price, higher quality product may save the Town from excess expenses in the future. The requesting department should take this into consideration when making a purchase.

IV. Authorization

Department Heads have been delegated the authority to approve purchases made under \$500. Department heads should only authorize purchases for necessary goods when proper documentation is provided, and funds are available to make the purchase. The Department Head or their designee must authorize each invoice with a signature and date before forwarding to the Finance Office for payment. This authorization verifies that the goods and or services have been received, the budgeted funds are available, and the invoice has been coded to the proper account number.

3. Scope

Purchasing Procedure

- Purchases less than \$500 do not require a Requisition or a Purchase Order and may be made upon approval of the department head. These purchases may be made by utilizing the assigned credit card or by check.
- Purchases above \$500 are subject to the Town Purchase order and contract policies.
- Before a purchase over \$500 can be made, a Department Head must receive a quote with the following information on the requisition:
 - Vendor name
 - List of items
 - Location of service
 - Date of delivery or service
 - Amount of items

- The requisition will be submitted to the Finance Department who will then issue a Purchase order, The Department Head will give the Vendor the Purchase Order Number when placing the order.
- Emergency Orders can be made after hours; however, Department Head is responsible for making Finance Department aware of Emergency on the next Business day.

Purchases between \$30,000 and \$89,999.00

In accordance with NCGS 143-129, purchases of goods and/or construction in this range must be obtained through information bids or state contracts. Departments are responsible for working with the Town Manager and the Finance Officer to send a request for quote (RFQ) and allowing vendors sufficient time to respond to the request based on the complexity of the request. RFQs in the informal bid range may or may not be advertised to the public. A minimum of three (3) vendors, if available, will receive the RFQ. Every effort will be made to obtain at least three (3) quotes.

Quotes in the informal bid range may be submitted through U.S. Mail, email, fax, or hand delivery. No verbal quotes are acceptable in the informal bid price range. All purchases in the informal bid range are subject to established contract authority. In this range, a no bid may be accepted as a bid. A minimum of three informal bids are to be scanned, submitted, and attached to the purchase requisition prior to the purchase; after the purchase order is issued and approved, a purchase may be made.

In accordance with NCGS 143-64.31, procurement of applicable engineering services above \$50,000 must be obtained through the Mini-Brooks act process or state contracts. Requirements for the services sought must be "announced" in an RFQ (request of qualifications). Quotes for services rendered may not be solicited throughout this process. The award must be given to the most qualified respondent, based on demonstrated qualifications and competence. A "fair and reasonable fee" may be negotiated between the Town and the vendor after the award has been given. Services estimated to cost less than \$50,000 may be exempted from this process by the Town Manager in accordance with the Mini-Brooks act exemption process outlined in NCGS 143-64.32. All contracts subject to this section above \$15,000 must receive Board approval to be awarded.

All other purchases within the established threshold are subject to existing contract authority.

- Purchases above \$90,000 in Goods or \$500,000 in Construction
Purchases in this range must be obtained through formal bids. Departments are responsible for sending a request for quote (RFQ) and will allow vendors sufficient time to respond to the request based on the complexity of the request. Every effort will be made to obtain at least three (3) bids. A newspaper advertisement must run at least seven (7) days prior to the bid opening. Written bids in the range must be submitted in a sealed envelope and must be opened at a public bid opening.

Purchases in the formal range require Board approval. In accordance with N.C.G.S. 143-129, invitation for formal bids will be used for purchases of \$90,000 and greater (\$500,000 and greater for construction and repairs). This will include advertising in the local newspaper and/or other advertising media as deemed appropriate and receiving sealed bids. The supporting documentation and all bids received are to be scanned and submitted with/attached to the purchase requisition prior to purchase; after the purchase order is issued and approved, a purchase may be made.

Vendor Selection

- Vendors will be selected on a competitive basis. Formal bids will be solicited by the requesting department. Bid awards, purchase orders and/or contracts will be issued to the lowest, responsive, responsible bidder. The Town of Belhaven will not use vendors who have been debarred by Federal, State, or Local Governments.
- Town employees are prohibited from soliciting or accepting any rebate, money, costly entertainment, gift, or gratuity (except for mementos and novelties of nominal value) from any person, company, firm, or corporation to which any purchase order or contract is or might be awarded. The Town will not tolerate circumstances that produce, or reasonably appear to produce, conflicts between the personal interests of an employee and the interests of the Town. Accordingly, the Town may terminate, at no charge to the Town, any purchase order contract if it is found that substantial gifts or gratuities were offered to a Town employee. The Town may also take disciplinary action, including dismissal, against a Town employee who solicits or accepts gifts or gratuities of any value whatsoever.

Special Procurement Procedures

- Blanket Purchase Orders, also known as standing orders are used when the same goods are ordered on a recurring basis over a specified period, such as an entire year. Department Heads can request a Blanket Purchase Order.
- Emergency Orders can be made after hours; however, Department Head is responsible for making Finance Department aware of Emergency on the next Business day.
- Sole Source of Supply
In the event there is only one vendor capable of providing a particular good or service, the competitive pricing procedures outlined in this manual may be waived by the Town Manager or Finance Officer. Whenever a Department Head decides to purchase goods from a sole source, he/she shall provide a written explanation as to why only one company or individual can provide the goods required. The provisions of N.C.G.S. 143-129 will be followed requiring Board approval for sole source exception for all purchases made at or above statutory levels.
- Single Brand Convenience
The Town recognizes in certain scenarios it is efficient to purchase items from a single provider rather than a variety of vendors. In such cases, exceptions may be made to standard purchasing procedure. The purchaser should note reasons buying from a certain

vendor will be more efficient in the long run and attach such documentation to each requisition.

- **State contract**
All Departments may use the State of North Carolina Department of Administration Purchase and Contract Division whenever possible for procurement of capital and non-capital items. It shall be the responsibility of Department Heads to familiarize themselves with this purchasing method and to check for needed goods and services which are available through this resource at a lower cost than many other vendors offer. This system expedites the purchase of goods, offers pricing compatible with quotes received from formal and informal bids, and satisfies North Carolina General statutes. Examples of goods on State Contract are law enforcement vehicles, office furniture, copiers, janitorial supplies, copier paper, light bulbs, etc. Contact the Finance Office with questions regarding goods on State Contract.
- **Piggybacking**
Department heads may use the piggybacking process whenever necessary to purchase apparatus, supplies, materials, and equipment. Contracts in the informal range can be used as a tool to solicit additional bids. In these cases, the established Town contract authority will apply. For purchases of \$30,000 and above, the provisions of N.C.G.S 143-129 will be followed.
- **Professional Services**
Normal competitive procedures are difficult to use in securing professional services such as attorneys, planners and other professionals who, in keeping with the standards of their discipline, will not enter a competitive bidding process. When an agreement between a professional service company and the Town is established, a purchase order with the proposed amount shall be issued to satisfy accounting and statutory requirements. Purchases from professionals shall otherwise follow N.C.G.S. 143-64.31 and 64.32.
- **Service Contracts**
All service contracts for which the contractor will perform work while on Town property, must be accompanied by a standard contract form. The contract must follow all signature procedures and contain all necessary insurance and payment options. The completed and signed contract must be signed by the Town Manager, pre-audited by the Finance Director, and filed in the office of the Town clerk. The executed contract should be scanned and attached to the department requisition that is forwarded to the Finance Department. The Town will not enter into contractual agreements that are subject to automatic renewal and will attempt to structure contracts to coincide with the fiscal year. Contracts authorized by the Town Board through direct award or budget authorization may be executed by the Town Manager. Subsequent orders changing the original contract, which do not exceed the approved cost of the contract, will be executed by the Town Manager.

The Board must approve all contracts that meet the following criteria:

^ Contracts for goods above \$10,000 and services above \$15,000

^ Contracts exceeding budgetary approval, which require a budget amendment

^ Contracts suggesting a significant policy change as determined by the Town Manager

- Informal Bid Process

The Town Manager can authorize the purchase of goods up to \$10,000 and Services up to \$15,000 without approval from the Board, as long as it is in the approved Budget. Every effort will be made to obtain three (3) bids. The bids can be verbal however, every effort should be made to obtain the bid in writing.

- Vendors with Town Accounts

The Town should have accounts with certain vendors where possible to expediate the purchasing process for frequently needed minor items. Proper purchasing should be followed, and only authorized purchases should be charged to Town accounts.

Delivery and Performance

A completed and accepted purchase order by the parties concerned must produce the intended results or objectives before it can be considered a successful or completed purchase. The terms and conditions must clearly define the delivery and performance requirements of the services, supplies, or equipment.

^ Some purchase orders may list several items. It is possible the vendor may complete timely delivery on some items, which is referred to as "partial delivery". Upon receipt of a partial delivery, photocopy the purchase order; attach a copy of signed delivery receipt and forward to the Finance Office along with the vendor invoice indicating which lines of the purchase order are to be paid.

^ If a vendor fails to meet any requirements of the specifications or terms and conditions of the contract or purchase order, the vendor can be cited for non-performance. The seriousness of nonperformance will be evaluated based upon the circumstances of each violation.

Inspection and Testing

Life and safety as well as successful operation of expensive equipment and supplies may depend upon how well a purchased item meets design and performance specifications. Goods and materials should be checked at the time of receipt of damage or defects. The inspection shall include assuring goods comply with the specifications. If damage is found or the goods fail to comply with the specifications, the items shall be rejected as outlined below:

- Rejection

To protect the Town's rights in the event of rejection, for whatever reason, the vendor shall be informed immediately. Reasons for the rejection must be documented in memo form, attached to a copy of the purchase order, and forwarded to the Finance Office in a timely manner.

- Damaged Goods

One of the major reasons for immediately inspecting the goods or materials upon receipt is to detect any visible damage. It is necessary that all damage including evidence of concealed damage shall be documented by memo, attached to a copy of the purchase order, forwarded to the Finance Office, reported to the vendor as soon as possible, and the vendor should be informed about the damaged goods. Damaged goods will not be accepted by the Town.

- **Latent Defects**

Latent defects may be the result of damage in transit or failure of the manufacturer to conform to specifications. Consequently, it is often difficult to fix responsibility for the defective material. If specific liability for the defect cannot be determined between the carrier, the vendor, or the manufacturer, the Town may file a claim against all parties. A memo attached to a copy of the purchase order must be forwarded to the Finance Office.

Vendor Relations

Good vendor relations are valuable business assets established through mutual confidence and satisfactory business communication between buyer and seller. An important contribution toward promoting and preserving these relations is a clear understanding of the method of contract between buyer and seller. Any conflicts which may arise should be reported to the Finance Office.

Sale of Town Property

All Real Property owned by the Town of Belhaven must be declared surplus by the Board of Aldermen before it can be sold. N.C.G.S. 160A-(265-280) should be referenced before the sale of any Real property owned by the Town to ensure state statutes are properly followed.

Town Credit Cards

Town credit cards have been assigned to department heads to provide a flexible and efficient way to make small purchases. Credit cards empower the cardholder to acquire necessary materials to conduct business and/or deliver services in a more convenient and expeditious manner. Town credit cards should not be used to procure items or services not directly related to Town business. Town credit cards cannot be used to purchase fuel for Town vehicles (except when traveling in an area where the fleet cards are not accepted).

^ Director Responsibilities

No purchases over \$500 shall be made using the Town credit card system without a purchase order or Manager approval. Credit cards assigned to directors have credit limits set by the Town Manager. If a director needs to make a purchase above the available credit limit, the director should consult with the Finance Officer before making a transaction. The following rules apply to all Town-issued credit cards:

1. The purchase card that each cardholder receives shall only be used by the cardholder or their designee. No other person is authorized to use this card. The

cardholder is responsible for all purchases charged to their card, even if a designee has been assigned.

2. The total value of a transaction shall not exceed a cardholder's single purchase limit. Payment for a purchase shall not be split into multiple transactions to stay within the single purchase limit.
3. The cardholder is responsible for maintaining receipts of all card transactions and submitting all receipts to the Finance Officer at the end of each month. Receipts are required for all purchases. Failure to submit receipts in a timely manner may result in the cardholder losing the privilege of using a Town credit card.
4. Credit cards may be used for lodging and for training/professional activities.

^ Receipts and receipt Submission

Receipts should be collected and kept for all transactions. If a detailed receipt is not obtained from the vendor, a detailed list of what was purchased will be required with the receipt. Repeated lost or missing receipts may result in a cardholder losing the privileges associated with a Town credit card. A detailed receipt should be provided for all purchases.

Receipts for each month should be submitted to the Finance Office and attached to their corresponding expense report at the start of the next month.

Unauthorized purchases

Certain items should not be purchased by Town employees. Any of the following items listed below have been deemed inappropriate for purchase by Town employees:

- Personal purchases
- A single purchase that exceeds the cardholder's single purchase limit
- Cash Advances
- Gift cards, must be authorized in advance and only with Town Manager or Finance Director approval
- Alcoholic beverages
- Purchase of in-room movies during a hotel stay while on Town Business

Consequences of Improper Use

A cardholder who makes unauthorized purchase or carelessly uses a Town credit card will be liable to the Town of Belhaven for the total dollar amount of such purchases plus any administrative fees charged by the bank or card company in connection with the misuse. The cardholder's employment may also be terminated and will be subject to legal action. Cardholders are expected to obtain the best prices available on purchases. Purchase of an item above market prices where the vendor gives the employee any form of a gift, bonus, or premium whether in the form of cash or merchandise is considered a kickback, is illegal, and can result in disciplinary action up to and including termination of employment and lawful prosecution. Town policy strictly forbids anything in exchange for making a purchase.

Fringe Benefits

Any item purchased for an employee must be valid business expense and not considered wages to the individual. Clothing, non-monetary awards, meals, travel, and other items may be considered wages depending on the circumstances. All awards and purchases that are considered wages to an employee will be processed through payroll and will be subject to all applicable taxes. Please contact the Finance Department with any questions. Any award of cash or cash equivalents must be pre-approved by the Town Manager.

Implementation

The Town Manager and Finance Officer shall adopt procedures to track all purchases, bids, and other programs outlined within this policy including those purchases involving ARP/CLSFRP funds. The Town Manager and Finance Officer are charged with overseeing or delegating the management responsibilities of each section outlined in this policy.

Meeting Date: January 9, 2023 NEW BUSINESS

Agenda Item: DRAFT Land Use Zoning Code Presentation

Background Information:

The appointed Planning Board has worked for over a year to craft a draft land use zoning code that looks toward future development in Belhaven. The State passed GS 160D pertaining to land use regulation. All local governments had to adopt new language the meet these requirements.

The result is a document that is more easily interpreted by the general public, it is forward thinking, and creates a framework for future land use decisions.

A public hearing prior to adoption is scheduled for February 6 at 6PM. A public workshop will also be held on Thursday, January 19 from 4:30 to 6:30PM at the Civic Center.

Staff Recommendation:

Review this proposed replacement document, speak with constituents in your area, make any recommendations prior to Feb. 6 for the public hearing.

Cost of Implementation:

Motion: _____ 2nd: _____

Approved or Denied: _____ Date: _____

What is the same?

- Maintain the commercial overlay district on Pantego Street between Pamlico and Lee Streets.
- Mobile homes are allowed in Belhaven.
- Flood zone regulations do not change.
- Setbacks in all zones remain the same.
- Minimum lot size remains at 5,000 sq. ft.
- When the ordinance is passed, all uses as of that date will be grandfathered. However, alterations or changes must meet new regulations.
- No building or impervious surface may cover more than 50% of any lot

What is different?

- Minor modifications to permits are allowed to be approved by staff rather than board hearing.
- Use types have been simplified to include a broad spectrum of uses. For instance, rather than listing shoe store, hardware store, dress shop, all fall under the Retail Sales use.
- Some uses have been switched from permitted to special use and vice versa.
- Accessory dwelling units (ADU) are defined and allowed in certain instances.
- Chapters are organized in a different, easier to follow, order.
- Focus on keeping residential areas primarily residential.
- Fencing materials include vinyl fencing.
- Campers, RVs and motorhomes are explicitly prohibited.
- Accessory buildings shall not be constructed until construction of the principal building has begun.
- Provides timeline for cessation of nonconforming use to continue after discontinued use.
- Sign regulations have been simplified.

Zoning map proposed changes.

- Reducing the residential mobile home (R5M) footprint east of Pamlico Street, increasing the residential (R5) district footprint.
- Renaming/re-classifying waterfront residential agriculture zoned property to residential agriculture water (RAW) with different requirements.

160D Required Language

- Conditional uses are now referred to as Special Uses.

Careful review is recommended:

Page 18 – Regulations

Page 30 – Requirements for some special uses

COMMERCIAL OVERLAY DISTRICT

current - permitted

Accessory uses;
Dwellings, mobile home.
Dwellings, single-family;

current - special use

Barber shops, beauty shops, nail salons and spas;
Bed and breakfasts, tourist homes or boardinghouses;
Churches and related uses;
Clothiers, seamstresses, and retail clothing sales;
Convenience stores, retail sales;
Dry cleaning and laundry services;
Home occupations;
Public utility stations/substations;
Residential family child care homes;
Shoe repairs and sales;
Snack bars;
Youth activities.

proposed - permitted

Accessory uses;
Dwellings, single-family.

proposed - special use

Barber shops, beauty shops, nail salons and spas;
Bed and breakfasts, tourist homes or boarding houses;
Churches and related uses;
Retail sales;
Dry cleaning and laundry services;
Home occupations;
Public Utility
Residential family child care homes;
Youth activities.

GENERAL BUSINESS

current - permitted

Accessory use building;
Alcoholic Beverage Control store;
Amusement arcade.
Antique store;
Apartment unit, only on the second and/or third floor of principal buildings containing a permitted or conditional use;
Appliance sales;
Bakery shop;
Bank, finance and loan company;
Billiard parlor;
Book store;
Bus station;
Camera shop;
Candy store;
Coin laundry;
Condominium;
Convenience store;

proposed - permitted

Accessory uses;
Bank, savings and loan, financial activities;
Barber shops, beauty shops, nail salons and spas;
Bed and breakfast, tourist homes, or boarding houses;
Clinics;
Cultural or Community Facility;
Dry cleaning and laundry service;
Dwelling, upper-story, above ground floor non-residential
Dwelling, multi-family residential;
Fire stations;
Food sales, retail;
Professional offices;
Public recreational facilities;
Restaurants;
Retail Sales;
Youth activities.

Use Comparison

1/9/2023

Department store;
Drug store;
Dry cleaning and laundry pickup station;
Dry goods store;
Eating and drinking establishment;
Establishment for the installation and servicing of the following: air conditioning, electrical service, flooring, heating, interior decorating, painting, plumbing, roofing, tiling, and ventilating, with all materials stored entirely in buildings enclosed on all sides or within such walls or fences, supplemented by planting;
Fire station;
Flower shop;
Food store;
Furniture and appliance sales;
Gift shop;
Hardware store;
Hobby shop;
Jewelry store;
Manufacturing of articles to be sold on-site or off-site;
Office for professional and business activities;
Parking lot;
Personal service establishment, such as barber and beauty shop;
Post office;
Principal use sign, if meeting the requirements of section 152.093;
Public building and uses;
Public infrastructure facilities; e.g., pumping stations, transformer banks, water tanks, drainage improvements and the like;
Retail sale;
Shoe and boot sales and/or repair;
Sporting goods store;
Taxi stand limited to five taxis;
Theater when housed in a permanent structure;
Wholesale business;

current - special use

Auto and truck sales and repair;
Automobile service station, provided that no principal or accessory building shall be located within 50 feet of a residential use or district and that there shall be no storage of abandoned cars, and that no portion of a service station building, equipment, or gas pumps shall be nearer than 25 feet to any right-of-way;

proposed - special use

Churches and related uses;
Colleges, universities and related facilities;

Beach bingo;
 Church;
 Funeral home.
 Hospital, clinic, health center;
Light manufacturing businesses (see section 152.243);
 Public utility facility;
 Seafood market;

Day care centers, kindergartens, and childcare facilities;
 Dwelling, single-family;
 Hospitals;
 Hotels and motels;
 Lodges;
 Nursery (plants);
 Parking lots (commercial);
 Public Utilities;
 School, business or commercial; School, trade or vocational;
 School, elementary or secondary and related uses;
 Shopping centers;
 Temporary storage unit;
 Wholesale operations, not otherwise listed.

RESIDENTIAL

current - permitted

Accessory buildings to residential uses, provided that no accessory building shall be rented or occupied for gain;
Home occupations, provided they meet requirements as stated in section 152.243;
 Modular homes, provided they have a shingle roof, permanent foundation with vents and architectural compatibility;
 Private residential swimming pool calculated in lot coverage.
 Private swimming pools;
 Public infrastructure facilities; e.g., pumping stations, transformer banks, water tanks, drainage improvement, and the like;
 Single-family residences, excluding mobile homes, on individual lots;

proposed - permitted

Accessory use;
 Dwelling, single-family
 Accessory Dwelling Unit (ADU).

current - special use

Bed and breakfast inns;
 Churches and similar places of worship;
Home occupations not meeting stated requirements in section 152.243;
 Lodges.
 Public parks and picnic areas;
 Tourist homes;
 Two-family homes, minimum lot size: 10,000 square feet;

proposed - special use

Bed and breakfast, tourist homes, or boarding houses;
 Churches and related uses;
 Home occupations;
 Public utility facilities;
 Short Term Rental;
 Lodge.

RESIDENTIAL MOBILE HOME

current - permitted

proposed - permitted

Use Comparison

Accessory buildings to residential uses, provided that no accessory buildings shall be rented or occupied for gain.
 Home occupations, provided they meet the requirements.
 Modular homes;
 Multifamily dwellings;
 Private swimming pools.
 Public infrastructure facilities; e.g., pumping stations, transformer banks, water tanks, drainage improvements, and the like.
 Single-family dwellings, including Class A and B manufactured homes;
 Two-family dwellings;

current - special use

Cemeteries;
 Churches;
 Funeral homes;
Home occupations not meeting stated requirements in section 152.243.
 Kindergartens or nurseries;
 Manufactured/mobile home parks containing Class B manufactured homes, provided that the parks are in compliance with sections 152.255 and 152.256;
 Nursing homes, lot size requirements: (Reserved);
 Private swimming pools;
 Public or private schools having curricula approximately the same as ordinarily given in public schools, including gymnasiums and assembly halls in conjunction therewith;
 Public parks and outdoor recreational facilities;
 Rooming houses or boardinghouses;
 Tourist homes;

proposed - special use

Bed and breakfast;
 Cemeteries;
 Churches and related uses;
 Day care centers, kindergartens, and childcare facilities;
 Funeral homes and mortuaries;
 Public recreational facilities;

MARINE BUSINESS

current - permitted

Accessory use buildings;
 City owned and leased facilities;
 Condominiums;
 Hotels;
 Marinas;
 Marine supplies;
 Multifamily housing.

proposed - permitted

Accessory uses;
 Marine supply sales;
 Public recreational facilities;
 Public utility facilities;
 Restaurants;
 Wharves, docks, and piers,
 Yacht clubs and marinas.

Use Comparison

1/9/2023

Public infrastructure facilities; e.g., pumping stations, transformer banks, water tanks, drainage improvements, and the like;
Recreational facilities;
Restaurants;
Retail sales;
Tourist homes;
Wharves, docks, and piers;

current - special use

Bed and breakfast inns;
Boat and motor display sales;
Boatyards including boat building and repair;
Daycare centers;
Food stores;
Fuel storage sales;
Planned Unit Developments (PUDs) subject to the requirements set forth in section 152.243
Public utility lines;
Retail car sales;
Seafood processing for human consumption only;
Seafood sales, wholesale and retail;
Single-family dwellings.
Site-built dwellings;

proposed - special use

Bed and breakfast inn or tourist home;
Boatyards including boat building and repairs;
Boat and motor display and sales;
Churches and related uses;
Colleges, universities and related uses;
Dwellings, single-family;
Dwellings, two-family;
Dwellings, multi-family;
Retail sales;
Hotels;
Marine Fuel storage and sales;
Cultural or community facility;
Planned Unit Development (PUD);
Short Term Rental;
Youth Activities
Accessory Dwelling unit (ADU).

HIGHWAY BUSINESS

current - permitted

ABC store;
Accessory use building;
Ambulance service;
Automobile and truck sales;
Automobile laundry;
Boat works;
Cabinet making shop;
Condominium.
Convenience store;
Farm equipment and machinery;

proposed - permitted

Accessory use;
Ambulance service;
Animal medical care (no kennels);
Banks, savings and loans financial activities;
Barber shops, beauty shops, nail salons and spas;
Bed and breakfast, tourist homes, or boarding houses;
Boat and accessory sales and service;
Building supplies;
Bus terminals;
Professional Services;

Use Comparison

1/9/2023

Food and grocery store;
Frozen food locker and grocery store;
Gasoline station and repair garage, provided that the gasoline service station's pump islands are at least 25 feet from the right-of-way line of abutting streets, and that the service station building is set back a distance of at least 35 feet from the right-of-way line of the abutting street.
Grain and feed supply establishment;
Hotel and motel;
Ice storage;
Indoor recreation area;
Laundry, dyeing and cleaning establishment;
Mini-storage facility;
Monument works;
Motor parts and equipment sales;
Parking lot;
Personal service establishment; e.g., barber shops, beauty shops, tanning beds, weight loss centers and the like;
Principal use signs, if meeting the requirements of section 152.093;
Printing establishment;
Professional office;
Public infrastructure facilities; e.g., pumping stations, transformer banks, water tanks, drainage improvements, and the like;
Restaurant;
Retail sale of garden materials and supplies, hardware and building materials and supplies. Areas devoted to display, sales or storage of these materials and supplies shall be entirely within a screened enclosure;
Retail sales;
Sale and service of appliances;
Shoe and boot sales and/or repairs;
Trailer and mobile home sales;
Upholstering establishment;
current - special use
Animal hospital, provided that the hospital shall have a minimum area of 15,000 square feet (see section 152.243). No animal storage shall be permitted within 100 feet of any pre-existing residential use as measured from any point on any property line.
Church;

Churches and related use;
Clubs or lodges (civic or fraternal)

Clinic;

Cultural or community facility;
Dry cleaning and laundry service;
Fabrication shops;
Farm machinery and supply (sales and service);
Fire stations;
Funeral homes and mortuaries;
Hotels, motels;
Mobile home sales;
Nursery (plants);
Public recreational facilities;
Parking lots;
Private recreation facility;
Restaurants
Retail Store;
School, business or commercial;

School, trade or vocational;

Shopping centers;
Sign, principle use;
Storage warehouse;
Vehicle services – minor;
Youth Activities.

proposed - special use

Industrial sales and repair of equipment;

Commercial storage, flammable fluids and gases;

Daycare center/pre-school.
 Hospital, clinic, health center, nursing and rest home;
Light industrial uses (see section 152.243);
 Mall and shopping center;
 Private club or lodge;
 School;
 Sports bar,
 Wholesale storage of gas and oil products;

Convalescent homes;
 Day care centers, kindergartens, and childcare facilities;
 Hospitals;
 Pool halls and sports bars;
 Processing establishments;
 Public utility facilities;
 Retail sales not otherwise listed;
 Vehicle services – major;
 Wholesale operations not otherwise listed.

INDUSTRIAL

current - permitted

Airport;
 Assembly of farm products such as granaries and storage bins;
 Automobile sales and service;
 Bag manufacture;
 Bakery plant;
 Boat manufacture and sales;
 Bottling works;
 Building materials storage and sales, including ready-mix concrete;
 Bus garage;
 Cabinet making;
 Carpentry shop;
 Coal yard;
 Cold storage plant;
 Commercial recreation building and facility;
 Contractor's plant or storage yard;
 Dairy products processing and egg sales;
 Dry cleaning and laundry plant;
 Electrical and industrial equipment repair and servicing;
 Farm machinery assembly, repair, and sales;
 Fertilizer sales, bag only;
 Foundry producing iron and steel products;
 Garment manufacture;
 Greenhouse and nursery;
 Grounds and facilities for open-air games and sports;
 Ice plant;
 Industrial equipment machinery repair and servicing;
 Industrial research and educational facilities;

proposed - permitted

Accessory uses;
 Ambulance service;
 Animal medical care (no kennels);
 Bank, savings and loan financial institutions;
 Barber shops, beauty shops, nail salons and spas;
 Boat and accessories (retail sales and service);
 Boat ramp;
 Building supplies;
 Bus terminals;
 Churches and related uses;
 Clinic;
 Convenience stores;
 Fabrication shops (wood, metal, upholstery, boats, and the like);
 Farm machinery and supply (sales and service);
 Fire stations;
 Fishing piers and fish houses;
 Greenhouse operations;
 Hotels, motels;
 Industrial sales and repair of equipment;
 Laboratory (research);
 Mobile home sales;
 Professional Offices;
 Public recreational facilities;
 Parking lots;
 Public utility facilities;
 School, trade or vocational;
 Sign, outdoor advertising;

Use Comparison

1/9/2023

Laboratory for research and testing; Leather goods manufacture; Lumber goods; Machine shop; Machine tool manufacture; Marina;	Sign, principle use; Storage warehouse; Wholesale operations not otherwise listed;
Meat packing plant and the processing of seafood, poultry, vinegar, and yeast; Metal fabrication plant using plate and structural shapes and including boiler or tank works; Off-street parking facilities; Optical and scientific instruments, jewelry and clocks, musical instrument manufacture; Pharmaceutical products manufacture; Principal use signs Printing, publishing, and reproduction establishment; Public utilities; Railroad car repair and manufacture; Railroad freight yard, terminal or classification yard; Repair and servicing of office and household equipment; Service station; Sheet metal shop; Sign manufacture, painting and maintenance; Storage warehouse and yard; Textile manufacture; Venetian blind manufacture; Wholesale and jobbing establishment, including incidental retail outlets for only such merchandise as is handled at wholesale; Woodworking shop, millwork;	
Cemetery; Churches. Drive-in theater and concession stand, subject to buffer requirements; Fertilizer mixing and sales; Grain elevator; Junk and salvage yard; Stone cutting, monument manufacture and sales; Tinsmith shop; Tire recapping and retreading; Welding shop;	<u>proposed - special use</u> Bona fide Farm Purposes; Commercial storage-flammable fluids and gases; Cemeteries; Colleges, universities and related facilities; Communication towers; Funeral homes and mortuaries; Kennels; Retail sales or services, not otherwise listed.

Wholesale storage of gas and oil products;

RESIDENTIAL AGRICULTURAL WATERFRONT

current - permitted

not a current zoning district

proposed - permitted

Accessory uses;
Bona fide farm purposes;
Dwelling, single family;
Accessory Dwelling Unit (ADU).

current - special use

Bed and breakfast, tourist homes, or boarding houses;
Fishing piers;
Home occupations;
Public recreational facilities;
Private recreation facilities;
Restaurant;
Yacht clubs and marinas;
Youth Activities.

RESIDENTIAL AGRICULTURE

current - permitted

Accessory buildings;
Agricultural uses;
Ball fields;
Bulk storage and sales of LP gas;
Circuses, carnivals, and fairs;
Forestry;
Golf courses;
Home occupations meeting requirements as stated in section 152.243;
Open spaces;
Parking lots;
Parks;
Pastures;
Private clubs or lodges;
Private swimming pools.
Public infrastructure facilities; e.g., pumping stations, transformer banks, water tanks, drainage improvements, and the like;

proposed - permitted

Accessory uses;
Bona fide farm purpose;
Dwelling, mobile homes;
Dwelling, single-family.
Accessory dwelling unit (ADU).

Use Comparison

1/9/2023

Public utility distribution lines and poles;
Real estate signs, subject to the requirements of sections 152.090 through 152.093;
Single-family and multifamily dwellings, including Class A and B manufactured homes, having a minimum lot size of 5,000 square feet of usable land. If subsoil conditions dictate, larger lots may be required by the County Health Department;
Tree farms;

current - special use

Boatyards, including boat building and repair.
Cemeteries;
Churches;
Hog raising limited to 20 head or less;
Home occupations not meeting requirements of section 152.243;
Mini-storage buildings;
Mobile home parks, provided that the parks are in compliance with sections 152.255 and 152.256;
Public campgrounds;
Public safety and utility facilities;
Veterinary hospitals/animal clinics/animal boarding;

proposed - special use

Airports;
Ambulance service;
Animal medical care; Kennels;
Bed and breakfast, tourist homes, or boarding houses;
Cemeteries;
Communication towers;
Dairy products (sales and processing);
Fire stations;
Fishing piers and fish houses;
Home occupations;
Nursery and Greenhouse operations;
Public recreational facilities;
Parking lots;
Private recreation facilities;
Public utility facilities;
School, elementary or secondary and related uses;
Signs, outdoor advertising;

WATER USE DISTRICT - NO CHANGES

current - permitted

Private bulkheads and piers which have received a permit under the North Carolina Coastal Area Management Act.
Traditional water activities, such as bathing, fishing and boating.

current - special use

Commercial marinas only in the Marine Business District as regulated by sections 152.165 through 152.171.
Special events, such as boat races, regattas, water-ski shows, boat parades and historic reenactments.

proposed - permitted

Private bulkheads and piers which have received a permit under the North Carolina Coastal Area Management Act.
Traditional water activities, such as bathing, fishing and boating.

proposed - special use

Special events, such as boat races, regattas, water ski shows, boat parades, and historic reenactments.
Commercial marinas only in the Marine Business District as regulated by sections 152.165 through 152.171.