

**Pitt County Board of Commissioners**  
**Greenville, North Carolina**  
**Monday, April 20, 2020 Minutes**

Board of Commissioners met on Monday, April 20, 2020 at 6:00 PM in the Eugene James Auditorium, Pitt County Office Building, 1717 W 5th Street, Greenville, North Carolina.

**Board Members Present:**

Melvin McLawhorn, Chairman

**Board Members Teleconference:**

Tom Coulson, Vice Chairman

Alex Albright, Commissioner

Mike Fitzpatrick, Commissioner

Ann Floyd Huggins, Commissioner

Christopher W. Nunnally, Commissioner

Beth B. Ward, Commissioner

Lauren White, Commissioner

Mary Perkins-Williams, Commissioner

**Staff Present:**

Scott Elliott, County Manager

Janis Gallagher, County Attorney

Kimberly Hines, Clerk to the Board

Mike Taylor, Deputy County Manager, Chief Information Officer

Brian Barnett, Deputy County Manager, Chief Financial Officer

Mike Emory, Public Information Officer

James Rhodes, Planning Director

PJ Andrews, Soil & Water Director

Randy Gentry, Emergency Services Director

Sam Croom, Tax Administrator

Dr. John Silvernail, Public Health Director

**Welcome**

Chairman McLawhorn welcomed everyone to the meeting.

**Call to Order**

**Invocation and Pledge**

Chairman McLawhorn provided the invocation and the pledge.

**Approval of Agenda**

**Motion:**

Motion to approve the agenda.

Motion made by Commissioner Chris W. Nunnally.  
Motion seconded by Commissioner Mike Fitzpatrick.  
Motion passed unanimously.

### **Public Addresses to the Board**

No one spoke.

### **Items for Report**

Public Health Director's COVID-19 Report - Scott Elliott

### **Information Provided with the Agenda**

Dr. John Silvernail will attend to provide an update on the Coronavirus/COVID-19 response.

### **Staff Recommendation**

Report only.

### **Meeting Notes**

Dr. Silvernail presented the following Power Point presentation.

See Appendix 1

Chairman McLawhorn thanked Dr. Silvernail for his presentation. He asked what could be done within the community for those that do not have transportation to get to and from access to healthcare. Dr. Silvernail stated placing services closer to disparity areas in order to improve access would help. He stated he has had conversation with Dr. Lenker, Pitt County School Superintendent in regard to providing school base clinics. He stated sometimes if individuals can't get to the care, the care needs to be taken to them. He asked if Pitt County is ready to lift some of the restrictions (i.e. social distancing, face covering). Dr. Silvernail stated he believes the restrictions will need to remain in place for a period of time.

Vice Chairman Coulson stated one in six people are testing positive for coronavirus. He asked what the others are being treated for. Dr. Silvernail stated there are lots of other viruses that cause respiratory systems. He stated it is also allergy season so a lot of allergy symptoms mimic the coronavirus.

Commissioner White stated she met with Mayor John Moore, the Chief of Police and the Town Manager of Farmville in regard to a possible drive-up testing site in Farmville. Dr. Silvernail stated he is working with North Carolina Chapel Hill and North Carolina DHHS to set up a prevalent study. He stated they could certainly use that pop-up site in Farmville.

Commissioner Nunnally asked how quickly turnarounds of testing are occurring. He asked what is being done behind the scenes to increase testing capacity. Dr. Silvernail stated the waiting list for the Abbott ID machine is 7,000 people. He stated the federal government is steering available devices to hotspot testing areas. He stated the state labs have a turnaround time of about 48-hours

and commercial labs are taking anywhere from 2-3 days or 7-10 days. He stated antibody tests cannot discriminate between the normal antibodies and the COVID specific antibodies. Commissioner Nunnally asked if Public Health will offer sanitary inspections (i.e. best practices) as restaurants open back up. Dr. Silvernail stated statutorily, sanitary inspections are within the governance of Public Health but they would likely need some legislative direction if recommending best practices for COVID-19 but they could not enforce it.

Commissioner Albright asked how the supply chains are holding up and if COVID-19 case data is available based on the municipalities within Pitt County. Dr. Silvernail stated zip code base data has not been released for fear of indirectly identifying individuals. He stated most of the things they need they have been able to access. He stated personal protection equipment (PPE's) have been the hardest to stock.

Commissioner Perkins-Williams asked how many individuals have requested testing but been denied. Dr. Silvernail stated they refer individuals seeking testing across the medical system. He stated he does not have a count of people that have been referred. She asked if the County has provided guidance to nursing homes and group homes. Dr. Silvernail stated they are regulated by the State. She asked if Pitt County returned to semi-normality schedule, if COVID-19 testing is available to test all students, staff and parents should the schools reopening. Dr. Silvernail stated there is not enough capacity to test everyone that walked into the schools.

Commissioner White stated discussion needs to be held in regard to opening the economy.

Vice Chairman Coulson stated he concurs with Commissioner White. He stated he would like Pitt County to petition the Governor to exempt Pitt County from his extending deadline. He stated Pitt County can place their own guidelines and restrictions. He stated being too cautious is going to force our economy into a depression.

Commissioner Perkins-Williams stated the families that have low immune systems and asthma should remain home. She stated they should not be forced outside the realm of their comfort zone.

Census 2020 - [James Rhodes](#)

### **Information Provided with the Agenda**

Planning staff will provide the latest information concerning Census 2020 promotional activities and response rates.

### **Staff Recommendation**

None - For informational purpose only.

### **Meeting Notes**

Mr. Rhodes stated April 1st has come and gone and that was census day 2020. He presented the following Power Point presentation.

See Appendix 2

Commissioner Perkins-Williams stated most of the Bethel community has P.O. Boxes and limited access to the internet.

Commissioner Floyd Huggins stated her neighbor did not receive a mailed form and she has a physical mailing address.

Commissioner Nunnally asked if owners of rental property of unoccupied homes need to respond. Mr. Rhodes stated no.

Waterway Snagging Projects Update - PJ Andrews

**Information Provided with the Agenda**

PJ Andrews, Soil & Water Director, will be updating the board on the Snagging Projects.

**Staff Recommendation**

Report only.

**Meeting Notes**

Mr. Andrews presented the following Power Point presentation.

See Appendix 3

Monthly Financial Report for General Fund and Solid Waste Fund as of March 31, 2020 - Brian Barnett

**Information Provided with the Agenda**

Attached is the Monthly Financial Report for county general and solid waste operating funds, as of March 31, 2020. Activity reported reflects 9 months (75.00%) of Fiscal Year 2019-2020.

**General Fund**

For year-to-date totals through February 2020, general operating fund actual revenues have been collected at a rate of 78.2% of anticipated revenues. The County has spent 72.2% of budgeted general operating fund expenditures. Revenues have been collected slightly lower as a percentage of those collected in the prior year, while expenditures have been spent at a slightly higher percentage of budget than the prior year. Expenditures over revenues are higher this January compared to prior year, due to the purchase of the Warren Farm Property. As of March 31, there is not sufficient data to start the process of assessing the effects of COVID-19 on General Fund revenues.

**Solid Waste**

As of March 31, 2020, solid waste enterprise operating fund actual revenues have been collected at a rate of 81.66% of anticipated revenues. Solid Waste has spent 68.38% of budgeted solid waste operating expenditures.

**Staff Recommendation**

Approve March 2020 Monthly Financial Report as presented.

See Appendix 4

### **Manager's Comments**

Concur with staff recommendation to approve Financial Reports.

### **Meeting Notes**

Mr. Barnett stated for year-to-date totals through February 2020, general operating fund actual revenues have been collected at a rate of 78.2% of anticipated revenues. He stated the County has spent 72.2% of budgeted general operating fund expenditures. He stated revenues have been collected slightly lower as a percentage of those collected in the prior year, while expenditures have been spent at a slightly higher percentage of budget than the prior year. Expenditures over revenues are higher this January compared to prior year, due to the purchase of the Warren Farm Property. He stated as of March 31, there is not sufficient data to start the process of assessing the effects of COVID-19 on General Fund revenues.

He stated as of March 31, 2020, solid waste enterprise operating fund actual revenues have been collected at a rate of 81.66% of anticipated revenues. He stated Solid Waste has spent 68.38% of budgeted solid waste operating expenditures.

Commissioner Nunnally asked if discussion has been held in regard to sales tax collected online and how it will be tracked to the appropriate municipalities. Mr. Barnett stated North Carolina legislation helps to recoup sales tax back to North Carolina. He stated as people shift from instore purchases to online purchases, there's more likelihood that North Carolina will receive the sales tax. He stated that does account for a much smaller portion of the sales tax.

### **Motion:**

Approve March 2020 Monthly Financial Report as presented.

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Lauren White.

Motion passed unanimously.

March 2020 Tax Collection Report - [Sam Croom](#)

### **Information Provided with the Agenda**

The Pitt County fiscal year to date (July 1, 2019 through March 31, 2020) combined collection rate for real and personal property is 98.05%. The rate one year ago for real and personal property was 98.39%. Pitt County Tax Administration continues to pursue all outstanding taxes using the necessary remedies available through the North Carolina General Statutes, including bank attachments, wage garnishments, escheated funds attachments, sheriff levies, rent attachments, the NC Debt Setoff Program, and in rem foreclosure.

### **Staff Recommendation**

To approve the March 2020 Tax Collection Report as presented.

See Appendix 5

### **Manager's Comments**

Concur with staff recommendation to approve Tax Collection Report.

### **Meeting Notes**

Mr. Croom stated the Pitt County fiscal year to date (July 1, 2019 through March 31, 2020) combined collection rate for real and personal property is 98.05%. He stated the rate one year ago for real and personal property was 98.39%. Pitt County Tax Administration continues to pursue all outstanding taxes using the necessary remedies available through the North Carolina General Statutes, including bank attachments, wage garnishments, escheated funds attachments, sheriff levies, rent attachments, the NC Debt Setoff Program, and in rem foreclosure.

### **Motion:**

To approve the March 2020 Tax Collection Report as presented.

Motion made by Commissioner Mike Fitzpatrick.

Motion seconded by Commissioner Lauren White.

Motion passed unanimously.

Manager's Report - Scott Elliott

### **Information Provided with the Agenda**

Next Meeting Dates:

May 4, 2020 at 9:00 a.m.

May 18, 2020 at 6:00 p.m.

Budget Workshops - June 2nd, 3rd and 4th - Ag Center - 8:00 a.m. - 12:00 noon

Additional Budget Workshops - June 8-12th, 2020

Update on Strategic Plan Consultant

WNCT Rebroadcast: Little Girl Called a Hero

### **Staff Recommendation**

Report Only.

### **Meeting Notes**

Mr. Elliott reminded the Board of the next meeting dates of May 4, 2020 at 9:00 a.m. and May 18, 2020 at 6:00 p.m. He stated depending on social distance restrictions we may or may not be back to a normal meeting setting.

Mr. Elliott stated budget workshops will be pushed back thirty days being held June 2nd, 3rd and 4th at the Ag Center beginning at 8:00 a.m. He stated additional budget workshops could be held June 8-12th, 2020.

Mr. Elliott stated a request for qualifications (RFQ) has been issued for the strategic plan consultant and the item will be brought back at a future meeting. He stated the cost of the consultant is approximately \$80,000. He suggested tapping into the \$100,000 set aside for economic development.

Mr. Elliott stated WNCT recently broadcast a news article entitled 'Little Girl Called a Hero'. A short video clip of this article was shared at this time. Chairman McLawhorn stated he appreciates the good news item.

Vice Chairman Coulson asked why \$80,000 is being spent on a consultant for the strategic plan. He stated it should be able to be done internally. Mr. Elliott stated the skillset or expertise needed is not inhouse. Vice Chairman Coulson stated he believes \$80,000 is excessive. Mr. Elliott stated a full presentation will be brought back to the Board before hiring the consultant.

Mr. Elliott stated the Pitt County Development Commission held a workshop/orientation for their new members last week. He stated one of the items of discussion was the Interlocal Agreement (established 1999) with the City of Greenville. He stated the agreement references two members of the Pitt County Development Commission being nominated by city council. He stated since that time, the Pitt County Development Commission has amended their bylaws to reference one member of the Pitt County Development Commission nominated by city council. Mr. Elliott asked the Board if they would like this item brought back for discussion. He stated this request is being brought forth after coming up in a recent workshop of the Pitt County Development Commission. Vice Chairman Coulson stated he would like to see the item brought back.

Mr. Elliott stated the National Association of Counties held a 5 p.m. conference call today regarding a COVID-19 response package. He stated the package does not include relief for local governments; however, they are lobbying revenue for county government.

### **Items for Consent**

Approval of Minutes - [Kimberly Hines](#)

### **Information Provided with the Agenda**

Minutes from the March 9, 2020 (regular meeting) have been prepared for the Board's consideration.

### **Staff Recommendation**

Motion to approve minutes.

### **Manager's Comments**

Concur with staff recommendation to approve Minutes.

### **Motion:**

Motion to approve minutes.

Motion made by Vice-Chair Tom Coulson.

Motion seconded by Commissioner Mike Fitzpatrick.

Motion passed unanimously.

Budget Amendment - Animal Services - PetCo Grant - \$12,500 (No County Funds) - Michele Whaley

**Information Provided with the Agenda**

Budget amendment is to recognize funds received from Petco Foundation to help fund to support lifesaving efforts by providing spay/neuter vouchers and rabies vaccinations for low income families in Pitt County and vouchers for those not living in poverty but still not able to afford spay/neuter for their pets in Pitt County.

**Staff Recommendation**

Approve budget amendment as submitted.

See Appendix 6

**Manager's Comments**

Concur with recommendation to approve budget amendment.

**Motion:**

Approve budget amendment as submitted.

Motion made by Vice-Chair Tom Coulson.

Motion seconded by Commissioner Mike Fitzpatrick.

Motion passed unanimously.

Budget Amendment - Register of Deeds Computer Upgrades (\$5,800) - Lisa Nichols, Brian Barnett

**Information Provided with the Agenda**

The Register of Deeds is requesting to appropriate Register of Deeds Restricted Fund Balance to convert computers from Windows 7 to Windows 10. Windows 7 will no longer have the required security updates needed to run Register of Deeds software. During the March 9, 2020 Board of Commissioners' Meeting, the Register of Deeds asked to appropriate \$16,000. During the process of order converting the computers from Windows 7 to Windows 10, the Register of Deeds determined the need for an additional \$5,800 to complete the project. Appropriating an additional \$5,800 of Register of Deeds Restricted Fund Balance will not have a negative effect on the Register of Deed's fund balance.

**Staff Recommendation**

Approve budget amendment as submitted.

See Appendix 7

**Manager's Comments**

Concur with recommendation to approve budget amendment.

**Motion:**

Approve budget amendment as submitted.

Motion made by Vice-Chair Tom Coulson.  
Motion seconded by Commissioner Mike Fitzpatrick.  
Motion passed unanimously.

Budget Amendment- Public Health - Diabetes Recognition Program (DSME) - \$11,284 (No County Funds) - John Silvernail

**Information Provided with the Agenda**

Recognize additional funds from program revenues and grant proceeds for the Diabetes Prevention Program located within the Pitt County Public Health Department.

**Staff Recommendation**

Approve as Presented

See Appendix 8

**Manager's Comments**

Concur with recommendation to approve budget amendment.

**Motion:**

Approve as Presented  
Motion made by Vice-Chair Tom Coulson.  
Motion seconded by Commissioner Mike Fitzpatrick.  
Motion passed unanimously.

Budget Amendment - Animal Shelter Scholarship - \$700 (No County Funds) - Michele Whaley

**Information Provided with the Agenda**

Animal Services received a \$700 scholarship from Maddies Fund for the Animal Services Director to attend the American Pets Alive Conference that was held Feb 28, 2020 through March 1, 2020 in Austin, TX. The funds were used to offset costs associated with travel expenses. The County has received the scholarship finding as a reimbursement for travel cost.

**Staff Recommendation**

Approve budget amendment as submitted.

See Appendix 9

**Manager's Comments**

Concur with recommendation to approve budget amendment.

**Motion:**

Approve budget amendment as submitted.  
Motion made by Vice-Chair Tom Coulson.  
Motion seconded by Commissioner Mike Fitzpatrick.  
Motion passed unanimously.

Budget Amendment - Planning - 2020 Emergency Solutions Grant (ESG) - \$6,720 Supplemental Award for COVID-19 (No County Funds) - James Rhodes

**Information Provided with the Agenda**

The Pitt County Planning Department has received \$6,720 in Emergency Solutions Grant funding to supplement the existing \$61,140 grant award and \$25,000 General Fund match previously budgeted. These funds are to be used during the COVID-19 pandemic to help homeless individuals and families regain stable housing in a short period of time.

**Staff Recommendation**

Approve the attached Budget Amendment to accept the ESG supplement award of \$6,720.  
See Appendix 10

**Manager's Comments**

Concur with recommendation to approve budget amendment.

**Motion:**

Approve the attached Budget Amendment to accept the ESG supplement award of \$6,720.  
Motion made by Vice-Chair Tom Coulson.  
Motion seconded by Commissioner Mike Fitzpatrick.  
Motion passed unanimously.

Budget Amendment - Social Services - GUC Neighbor to Neighbor Program- \$21,738 - (No County Funds) - Jan Elliott

**Information Provided with the Agenda**

The Department of Social Services has received a donation from Greenville Utilities' Neighbor to Neighbor fuel assistance program. These funds will be used by the Department to provide heating and cooling assistance to clients of the Department who are also customers of Greenville Utilities. These funds supplement the other fuel assistance funds and provide assistance to clients who are ineligible for other assistance or when other funds are exhausted.

The Department is requesting a budget amendment to increase the expenditure and revenue line items by \$21,738. No County funds are requested.

**Staff Recommendation**

Staff recommends the approval of the attached budget amendment to increase revenues and expenditures in the Neighbor to Neighbor program.

See Appendix 11

**Manager's Comments**

Concur with recommendation to approve budget amendment.

**Motion:**

Staff recommends the approval of the attached budget amendment to increase revenues and expenditures in the Neighbor to Neighbor program.

Motion made by Vice-Chair Tom Coulson.  
Motion seconded by Commissioner Mike Fitzpatrick.  
Motion passed unanimously.

Budget Amendment- Public Health- COVID-19 Crisis Response \$133,699 (No County Funds) -  
John Silvernail

**Information Provided with the Agenda**

Agreement Addendum 619 COVID-19 Crisis Response is to support governmental public health emergency response to COVID-19. This funding is intended for state, local, territorial and tribal health departments to carry out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications and other preparedness and response activities.

**Staff Recommendation**

Approve as Presented

**Manager's Comments**

Concur with staff recommendation to approve budget amendment.

**Motion:**

Approve as Presented  
Motion made by Vice-Chair Tom Coulson.  
Motion seconded by Commissioner Mike Fitzpatrick.  
Motion passed unanimously.

Budget Amendment- Pitt Minority Diabetes Prevention Program \$2,027 (No County Funds) -  
John Silvernail

**Information Provided with the Agenda**

Minority Diabetes Prevention Program is a regional program that supports diabetes prevention in a thirteen-county region of NC. Funding for MDPP is from the NC Office of Minority Health and Health Disparities. This program uses evidence-based diabetes prevention programming targeting African Americans, Hispanics/Latinos and American Indians. Pitt MDPP program is based in Pitt County and received additional funds for incentives for participants.

**Staff Recommendation**

Approve as Presented

See Appendix 12

**Manager's Comments**

Concur with staff recommendation to approve budget amendment.

**Motion:**

Approve as Presented  
Motion made by Vice-Chair Tom Coulson.  
Motion seconded by Commissioner Mike Fitzpatrick.

Motion passed unanimously.

Budget Amendment - Public Health - Smile Safari– Delta Dental Foundation \$4,000 - (No Additional County Funds) - John Silvernail

**Information Provided with the Agenda**

Public Health’s Smile Safari Mobile Dental Unit is a recipient of a grant from the Delta Dental Foundation. The Delta Dental Foundation (DDF) has provided financial support to nonprofit organizations to help fund dental education and programs designed to promote children’s oral health, especially to those in underserved areas. The funds will be used to purchase a Cavitron Select, which is dental equipment that is designed for patient comfort. This equipment allows each adjustment without turning from the patient.

**Staff Recommendation**

Approve as presented.

See Appendix 13

**Manager's Comments**

Concur with recommendation to approve budget amendment.

**Motion:**

Approve as presented.

Motion made by Vice-Chair Tom Coulson.

Motion seconded by Commissioner Mike Fitzpatrick.

Motion passed unanimously.

North Carolina Department of Transportation (NCDOT) Requests for Addition to State Maintained Secondary Road System - James Rhodes

**Information Provided with the Agenda**

Along with letters from NCDOT, are petitions requesting the addition of several roads to the State Maintained Secondary Road System. Also included are resolutions for your endorsement, as well as copies of the NCDOT Investigation Reports and maps illustrating the location of the following roads.

- Northgate Walk Drive in Northgate Walk Subdivision
- Alton Village Drive in Alton Village Subdivision
- High Place Court in Alton Village Subdivision
- Gilman Court in Alton Village Subdivision
- Bell Arthur Crossing Drive in Bell Arthur Crossing Subdivision
- Steinbrook Drive in Steinbrook Subdivision
- Casey Brooke Court in Steinbrook Subdivision
- Brandy Brook Drive in Brandy Creek South Subdivision
- Justin Lane in Brandy Creek South Subdivision

**Staff Recommendation**

Motion to endorse the Resolutions.

See Appendix 14

**Manager's Comments**

Concur with recommendation to approve NCDOT request to add subdivision streets to secondary road maintenance system.

**Motion:**

Motion to endorse the Resolutions.

Motion made by Vice-Chair Tom Coulson.

Motion seconded by Commissioner Mike Fitzpatrick.

Motion passed unanimously.

Sheriff's Office - Preventing Firearms Violence Against Partners through Targeted and Directed Law Enforcement Interventions Grant Application - \$175,000 (No County Funds) - John Guard

**Information Provided with the Agenda**

The Sheriff's Office will partner with East Carolina University as a subrecipient of grant funds for a Preventing Firearms Violence Against Partners project. If East Carolina University is awarded grant funding then the Sheriff's Office will be a subrecipient of \$175,000 over a three-year period in overtime reimbursement for deputies to work grant specific activities. East Carolina University will serve as the grantee applicant. There is no match requirement for these funds.

**Staff Recommendation**

To accept staff's recommendation to partner with ECU for the grant funds.

**Manager's Comments**

Concur with recommendation to approve Sheriff's Office participation with ECU grant as a subrecipient.

**Motion:**

To accept staff's recommendation to partner with ECU for the grant funds.

Motion made by Vice-Chair Tom Coulson.

Motion seconded by Commissioner Mike Fitzpatrick.

Motion passed unanimously.

Tax Administration Adjustment Refunds - Sam Croom

**Information Provided with the Agenda**

Refunds of \$100 or more from the period of March 1, 2020 through March 31, 2020, created by adjustment or other property valuation change or correction are submitted for approval by the Pitt County Board of Commissioners in accordance with NCGS 105-38. The attached report details releases and refunds for the period listed. Refunds total \$1,757.63, including \$155.84 processed in NCPTS and \$1,601.79 processed in NCVTS.

**Staff Recommendation**

To approve the refunds as presented, and direct staff to prepare the refunds.

See Appendix 15

**Manager's Comments**

Concur with recommendation to approve Tax Administration Tax Refunds.

**Motion:**

To approve the refunds as presented, and direct staff to prepare the refunds.

Motion made by Vice-Chair Tom Coulson.

Motion seconded by Commissioner Mike Fitzpatrick.

Motion passed unanimously.

Approval to Apply for Pet Foster Care Stimulus Grant - Michele Whaley

**Information Provided with the Agenda**

Maddies Fund is offering up to \$2500 in grant funds for a Pet Foster Care Stimulus Grant due to the COVID-19 Pandemic. This grant is designed to assist the Animal Shelter in providing best care for animals placed in foster care as well as to help manage the population by using foster care homes.

**Staff Recommendation**

Approval for Pitt County Animal Services Director to apply for these funds.

**Manager's Comments**

Concur with staff recommendation to apply for Pet Foster Care Stimulus grant funds.

**Motion:**

Approval for Pitt County Animal Services Director to apply for these funds.

Motion made by Vice-Chair Tom Coulson.

Motion seconded by Commissioner Mike Fitzpatrick.

Motion passed unanimously.

**Items for Discussion**

NACo Professional Development Academy - Travel/Training Exception Request - Scott Elliott

**Information Provided with the Agenda**

According to the Board's travel and training policy, special trainings and additional workshops may be taken at the expense of each individual Commissioner unless prior approval is received by majority vote of the Board of Commissioners, giving due consideration to available budgeted funds, the cost and location of the conference, the conference agenda and any other considerations related to the request.

Commissioner Perkins-Williams is seeking permission to attend a 12-week online program through NACO with content provided by industry leading executives. The curriculum provides best practices in leadership, organizational development and change management, negotiation

and collaboration, effective business communication, and how to deliver increased value from high performance county management. The course runs April 20th - July 24th. Pitt County's \$1,500 First Participant Scholarship is available, leaving the out of pocket enrollment fee at \$495.

Per Commissioner Perkins-Williams request, this is being brought before the Board for consideration.

### **Staff Recommendation**

Discuss request for participation in NACo's Professional Development Academy.

See Appendix 16

### **Meeting Notes**

Mr. Elliott stated the NACo Professional Development Academy was announced at the NACo Legislative Conference. He stated the course runs April 20th - July 24th. Pitt County's \$1,500 First Participant Scholarship is available, leaving the out of pocket enrollment fee at \$495. Per Commissioner Perkins-Williams request, this is being brought before the Board for consideration.

### **Motion:**

Discuss request for participation in NACo's Professional Development Academy.

Motion made by Commissioner Mike Fitzpatrick.

Motion seconded by Vice-Chair Tom Coulson.

Motion passed

Vote Record:

Beth B. Ward Yes

Tom Coulson Yes

Melvin McLawhorn Yes

Mary Perkins-Williams Yes

Ann Floyd Huggins Yes

Alex Albright Yes

Mike Fitzpatrick Yes

Chris W. Nunnally Yes

Lauren White No

Voting Totals:

Yes: 8 No: 1

### **Items for Decision**

E.R. Lewis Construction Company - Minor Design Modification to Conditional Use Permit (Sand Mine) - James Rhodes

### **Information Provided with the Agenda**

The Pitt County Planning Department is in receipt of a request from E.R. Lewis Construction Company requesting a minor design modification to a previously approved site plan and Conditional Use Permit for a sand mine. The subject property is identified as Parcel Number 52335, owned by E.R. Lewis Construction Company, Inc. This property is located on the southern side of US 264 East, east of its intersection with SR 1534 (Old Pactolus Road).

A Conditional Use Permit for the sand mine was approved by the Board on December 21, 2015. As per the approved site plan, a 100' unexcavated buffer is provided along the perimeter of the site and includes a berm and vegetative buffer for screening purposes along US 264 East. The applicant is requesting a minor design modification to the previously approved Conditional Use Permit and site plan to remove the berm and utilize only the vegetative buffer for screening purposes. As per the Pitt County Zoning Ordinance, mining operations shall be screened by a vegetative buffer in accordance with Section 10(H) of the Zoning Ordinance which requires a combination of trees and shrubs. Berms are an acceptable alternative screening method, but are not specifically required for mining operations. The vegetative screening proposed by the applicant will exceed the amount required by Section 10(H) and will provide more than adequate screening for the mining operation.

As per Section 3.(S.)2. of the Zoning Ordinance, minor design modifications or changes in permits are those that have no substantial impact on neighboring properties, the general public, or those intended to occupy the development. Such modifications are permissible with the approval of the permit-issuing board and may be obtained without a formal application, public hearing, or payment of any additional fee. Planning staff finds that the proposed modification to the approved site plan is a minor modification and will have no substantial impact on the neighboring properties or general public. Staff also finds the request is consistent with the requirements of the Zoning Ordinance and recommends approval of the request.

Attached is a written request from Mr. Bryan Fagundus of ARK Consulting Group on behalf of E.R. Lewis Construction Company (Attachment 1), a copy of the approval letter and order by the Board following the December 21, 2015 meeting (Attachment 2), a copy of the previously approved site plan (Attachment 3), and a copy of the revised site plan showing the proposed modification (Attachment 4).

#### **Staff Recommendation**

Approve the request by E.R. Lewis Construction Company for a minor design modification to their previously approved site plan and Conditional Use Permit.

#### **Meeting Notes**

Mr. Rhodes presented the following Power Point presentation.

See Appendix 17

Mr. Bryan Fagundus of ARK Consulting Group was in attendance, via telephone, to answer any questions or concerns.

#### **Motion:**

Approve the request by E.R. Lewis Construction Company for a minor design modification to their previously approved site plan and Conditional Use Permit.

Motion made by Commissioner Mike Fitzpatrick.

Motion seconded by Commissioner Chris W. Nunnally.

Motion passed unanimously.

Reappointment to the Sheppard Memorial Library Board of Trustees - Scott Elliott

### **Information Provided with the Agenda**

Greg Needham, Sheppard Memorial Library Director, is recommending Ms. Terry Atkinson be reappointed to the Sheppard Memorial Library Board of Trustees. If reappointed, Ms. Atkinson will serve another full term that expires May 31, 2023.

### **Staff Recommendation**

Motion to reappoint Ms. Terry Atkinson to the Sheppard Memorial Library Board of Trustees.

See Appendix 18

### **Motion:**

Motion to reappoint Ms. Terry Atkinson to the Sheppard Memorial Library Board of Trustees.

Motion made by Commissioner Lauren White.

Motion seconded by Commissioner Ann Floyd Huggins.

Motion passed unanimously.

### **Closed Session**

Closed Session for N.C.G.S. 143-318.11(a)(3) Attorney Client Privilege & 143-318.11 (a)(1)

Closed Session Minutes - Janis Gallagher

### **Information Provided with the Agenda**

It is suggested that this Board go into closed session pursuant to North Carolina General Statute 143-318.11(a)(3) Attorney Client Privilege to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body and G.S. 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

### **Staff Recommendation**

Move to go into closed session pursuant to North Carolina General Statute 143-318.11(a)(3) Attorney Client Privilege to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body and G.S. 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

### **Motion:**

Move to go into closed session pursuant to North Carolina General Statute 143-318.11(a)(3)

Attorney Client Privilege to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body and G.S. 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes. *Burney & Burney Construction Company, Inc. vs. Pitt County and Developers Surety and Indemnity Company.*

Motion made by Vice-Chair Tom Coulson.  
Motion seconded by Commissioner Lauren White.  
Motion passed unanimously.

**Motion:**

Motion to return to open session.  
Motion made by Commissioner Lauren White.  
Motion seconded by Commissioner Beth B. Ward.  
Motion passed unanimously.

**Motion:**

Motion to authorize the Chairman to enter into a settlement agreement accepting \$750,000 from Developers Surety and Indemnity Company.

Motion made by Commissioner Mike Fitzpatrick.  
Motion seconded by Commissioner Lauren White.

Motion passed

Vote Record:

Beth B. Ward Yes  
Tom Coulson Yes  
Melvin McLawhorn Yes  
Mary Perkins-Williams No  
Ann Floyd Huggins Yes  
Alex Albright Yes  
Mike Fitzpatrick Yes  
Chris W. Nunnally Yes  
Lauren White Yes

Voting Totals:

Yes: 8 No: 1

**Motion:**

Motion to approve the closed session content from March 9, 2020.

Motion made by Commissioner Lauren White.  
Motion seconded by Commissioner Ann Floyd Huggins.  
Motion passed unanimously.

**Commissioners' Comments/Committee Reports**

Commissioner Floyd Huggins spoke about the bipartisan effort going before the Senate

allocating \$29.5 billion for cities and counties in order to rebuild the economy. She stated she called Senator Burr's office to offer her support of the effort. She encouraged the board to support the endeavor as well. Mr. Elliott clarified that the current package does not include relief for local governments; however, NACo is lobbying for revenues for county government.

Commissioner Nunnally thanked the Public Information Office as well as other county staff for keeping the public informed and the Commissioners well connected during this time. He also thanked the citizens for their help in remaining home. He encouraged citizens to look after each other by wearing face coverings.

Commissioner Ward thanked the citizens for their efforts toward staying home and lowering the curve.

Commissioner White stated this is the year to cut every expenditure from the budget. She stated taxpayers are hurting and the county needs to lessen the burden. She stated it is time to get a phased approach in place to allow businesses to reopen.

Commissioner Perkins-Williams encouraged citizens to stay safe and be well.

Vice Chairman Coulson stated a local plan needs to be prepared and Pitt County needs to be exempt from any extended deadlines enforced by the Governor.

Chairman McLawhorn thanked follow board members for their efforts and response to COVID-19. He thanked essential employees as well.

## **Adjourn**

### **Motion:**

Motion to adjourn the meeting at 8:50 p.m.

Motion made by Vice-Chair Tom Coulson.

Motion seconded by Commissioner Lauren White.

Motion passed

Vote Record:

Beth B. Ward Yes

Tom Coulson Yes

Melvin McLawhorn Yes

Mary Perkins-Williams Yes

Ann Floyd Huggins Yes

Alex Albright Yes

Mike Fitzpatrick No

Chris W. Nunnally No

Lauren White Yes

Voting Totals:

Yes: 7 No: 2

Respectfully Submitted,

Kimberly W. Hines  
Clerk to the Board

Appendix 1

Public Health Director's COVID-19 Report



# Pitt County COVID-19 Update

**John L. Silvernail, MD, MPH**  
**Pitt County Public Health Director**  
**April 20, 2020**



# Introduction

## History of COVID-19 in Pitt County

- The first case of COVID-19 in Pitt County was confirmed on March 19th, 2020
- Believed to be travel related, as were the next 12-14 cases
- Since then we have seen daily growth in our case counts
- We have had 2 laboratory confirmed deaths
- Public concern, in regard to the infection, remains high



# COVID-19 Update

## Presentation Overview

- Introduction
- Pitt County Health Department Operations
- COVID-19 Care and Testing
- COVID-19 Numbers
- COVID-19 Data Trends

**Main Location** — 201 Government Circle Greenville, NC 27834 • 252-902-2300 • [www.PittCountyNC.gov/PCHD](http://www.PittCountyNC.gov/PCHD)  
**Environmental Health** — 1825 Hospital Drive Greenville, NC 27834 • 252-902-3200 • [www.PittCountyNC.gov/EHD](http://www.PittCountyNC.gov/EHD)



**HEALTH  
DEPARTMENT  
OPERATIONS**



# Department Operations

## Mandated Services

- Mandated Services
- All mandated services continue to be provided with modifications where able
- Clinical Services are provided in person, via telehealth, and blended (part telehealth / part in person)
- WIC/ Nutrition Services





## Department Operations

### Mandated Services *(cont.)*

- Provided via telephone or virtual platform where able
- Some in person services still being offered
- Many modifications to this program by the federal government
- Personal Health Outreach Services
- All being delivered by telephone or virtual platform

**Main Location** — 201 Government Circle Greenville, NC 27834 • 252-902-2300 • [www.PittCountyNC.gov/PCHD](http://www.PittCountyNC.gov/PCHD)  
**Environmental Health** — 1825 Hospital Drive Greenville, NC 27834 • 252-902-3200 • [www.PittCountyNC.gov/EHD](http://www.PittCountyNC.gov/EHD)



## Department Response

### Health Education Staff

- Manning our COVID-19 hotlines
- Hotlines are reached through the PCHD telephone number
- 252-902-2300
- Can accommodate up to 4 callers at one time
- Average call volume is now about 20 calls per day
- Peak call volume 80, averaged 30 calls per day until last week

**Main Location** — 201 Government Circle Greenville, NC 27834 • 252-902-2300 • [www.PittCountyNC.gov/PCHD](http://www.PittCountyNC.gov/PCHD)  
**Environmental Health** — 1825 Hospital Drive Greenville, NC 27834 • 252-902-3200 • [www.PittCountyNC.gov/EHD](http://www.PittCountyNC.gov/EHD)



## Department Response

### **Communicable Disease (CD) Staff**

- Track and validate all reported positive cases
- Interview positive cases (contact tracing done as appropriate)
- Create and update PCHD COVID-19 database
- Track and validate all laboratory confirmed deaths
- Enter cases in NCEDSS
- Share data as per agreements

**Main Location** — 201 Government Circle Greenville, NC 27834 • 252-902-2300 • [www.PittCountyNC.gov/PCHD](http://www.PittCountyNC.gov/PCHD)  
**Environmental Health** — 1825 Hospital Drive Greenville, NC 27834 • 252-902-3200 • [www.PittCountyNC.gov/EHD](http://www.PittCountyNC.gov/EHD)



## Department Response

### Deputy Director (Amy Hattem)

- Overseeing operation of PCHD Hotlines
- Managing PCHD website / providing information to PIO
- Assisting Health Director with written / verbal media prep.
- Authored or coauthored multiple press releases on response
- Responding to multiple daily emails from the public
- Continues to oversee non-COVID related education work



## Department Response

### Public Health Director

- Meeting with PCHD Management Team three times per week
- Liaison to local providers and healthcare systems
- Liaison to government officials at all levels
- Leading twice weekly media sessions with response partners
- Participating in weekly Multiagency Coordination Call (MAC)
- Working with other county agencies on questions

Continue 



## Department Response

### **Public Health Director (cont.)**

- Met with local businesses / employees (including County) to decrease fear regarding COVID-19 in the workplace
- Participating in weekly EMS agency call with Pitt County EMS Director, Jim McArthur and Dr. Robert Portela, Pitt County EMS Medical Director
- Reviewing cases with CD staff (multiple times per day)
- Began publishing “recovered” cases effective 4/13/2020



**COVID-19  
TESTING  
& CARE**

## COVID-19 Testing & Care

- A written report was included in your packets
- Three large Pitt County medical practices are providing COVID-19 care and “Drive Up” testing
- ECU Physicians (open to anyone)
- Physicians East (must have previously been seen by the practice)





## Testing & Care

### **COVID-19 Testing & Care** *(cont.)*

- VIDANT Medical Group (must be an established patient)
- Some urgent care centers and private practices are also providing COVID-19 care and testing
- PCHD has provided "Drive Up" testing in special circumstances and as part of contact investigations

**Main Location** — 201 Government Circle Greenville, NC 27834 • 252-902-2300 • [www.PittCountyNC.gov/PCHD](http://www.PittCountyNC.gov/PCHD)  
**Environmental Health** — 1825 Hospital Drive Greenville, NC 27834 • 252-902-3200 • [www.PittCountyNC.gov/EHD](http://www.PittCountyNC.gov/EHD)

## **Acute Testing**

Acute Testing involves 2 parts:

- Collection, generally a nasopharyngeal swab
  - Some tests can use a nasal swab, oropharyngeal swab, or saliva as the sample
- Analysis by a qualified laboratory
  - Real Time Polymerase Chain Reaction RT-PCR

## The “5-minute test” • Abbott’s ID NOW

- Positive results in as little as 5 minutes
- Full negative results in 15 minutes
- Point of Service Molecular, RT-PCR
- Existing system adapted for COVID-19 testing
- Demoed and liked system at my last position for Flu / Strep
- Literature provided in your packets





# COVID-19 DATA



## COVID-19 Data

### 4/20/2020 AM counts

- Total tested: 672
- Positive: 92
- Negative: 511
- Pending: 69

## Health Disparities

- Calculations based on Friday 4/17/2020 morning data run
- Total cases: 84
- Cases among African Americans : 40 (47.6%)
- Black males 18 cases (21.4% of total cases)
- Black females 22 cases (26.2% of total cases)
- Balance of cases listed as "white / non-Hispanic" or "unknown"



## COVID-19 Data

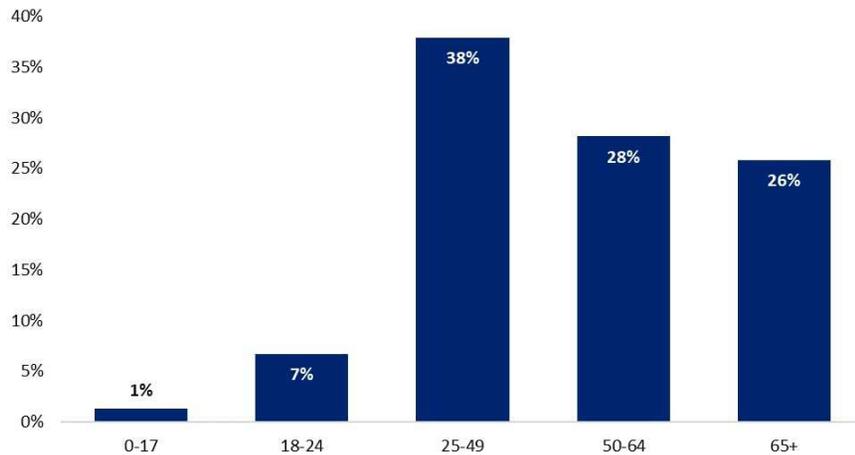
### Statewide Data

African American laboratory confirmed cases (4/18/2020 AM)

- 1,769 cases (39%)
- 52 deaths (36%)

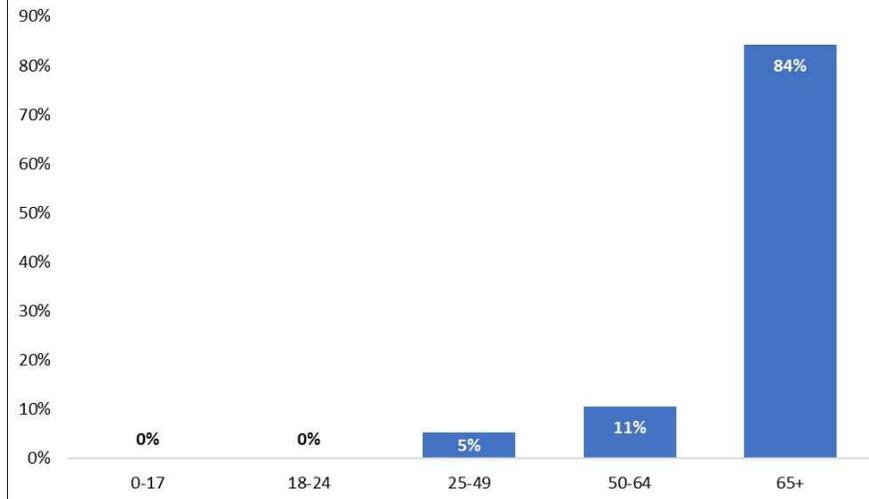
Statewide Data: as of 4/18/2020 AM

Laboratory-Confirmed Cases by Age



\*Age is missing for 5 Laboratory-Confirmed Cases

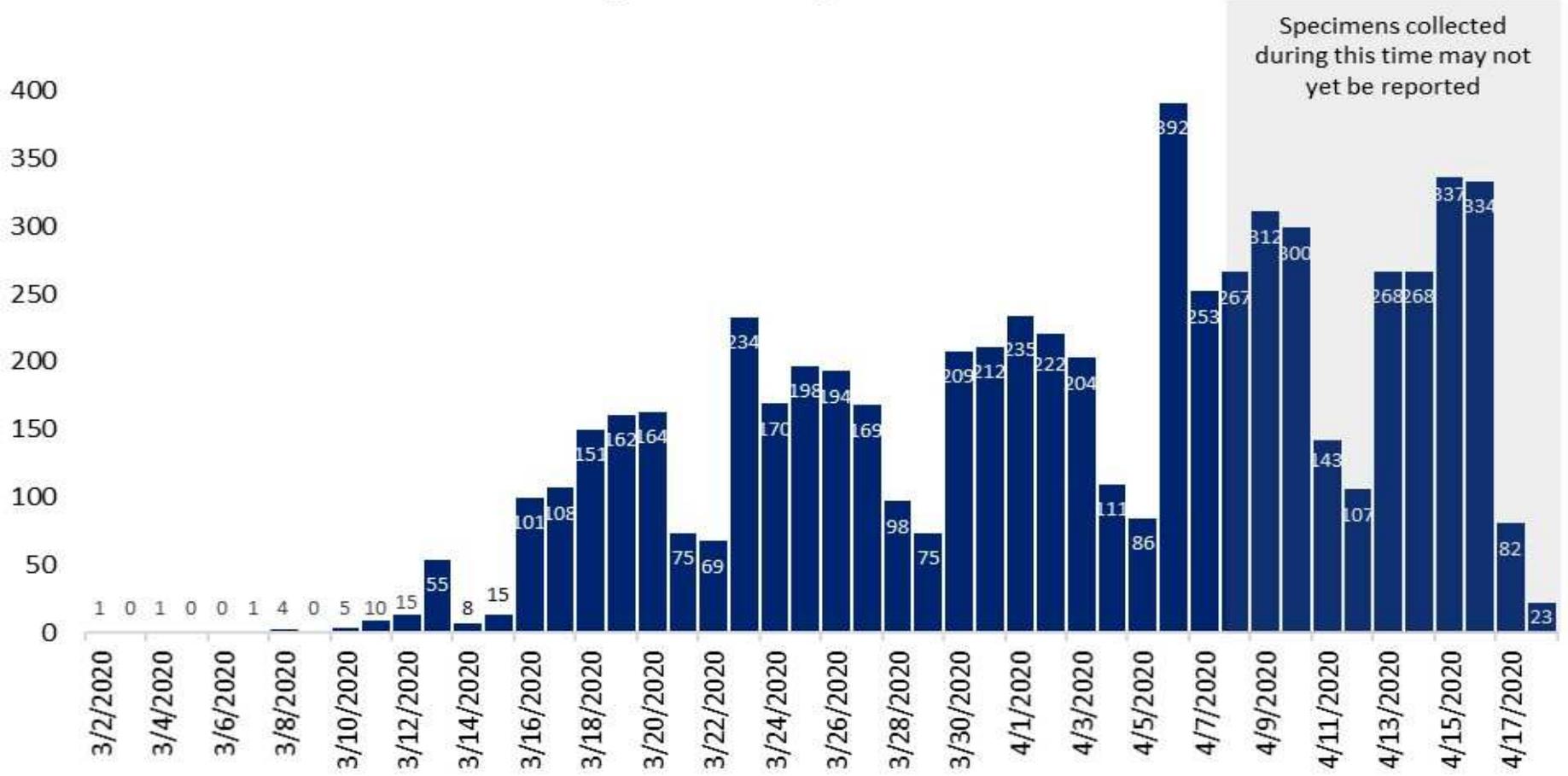
COVID-19 Deaths by Age





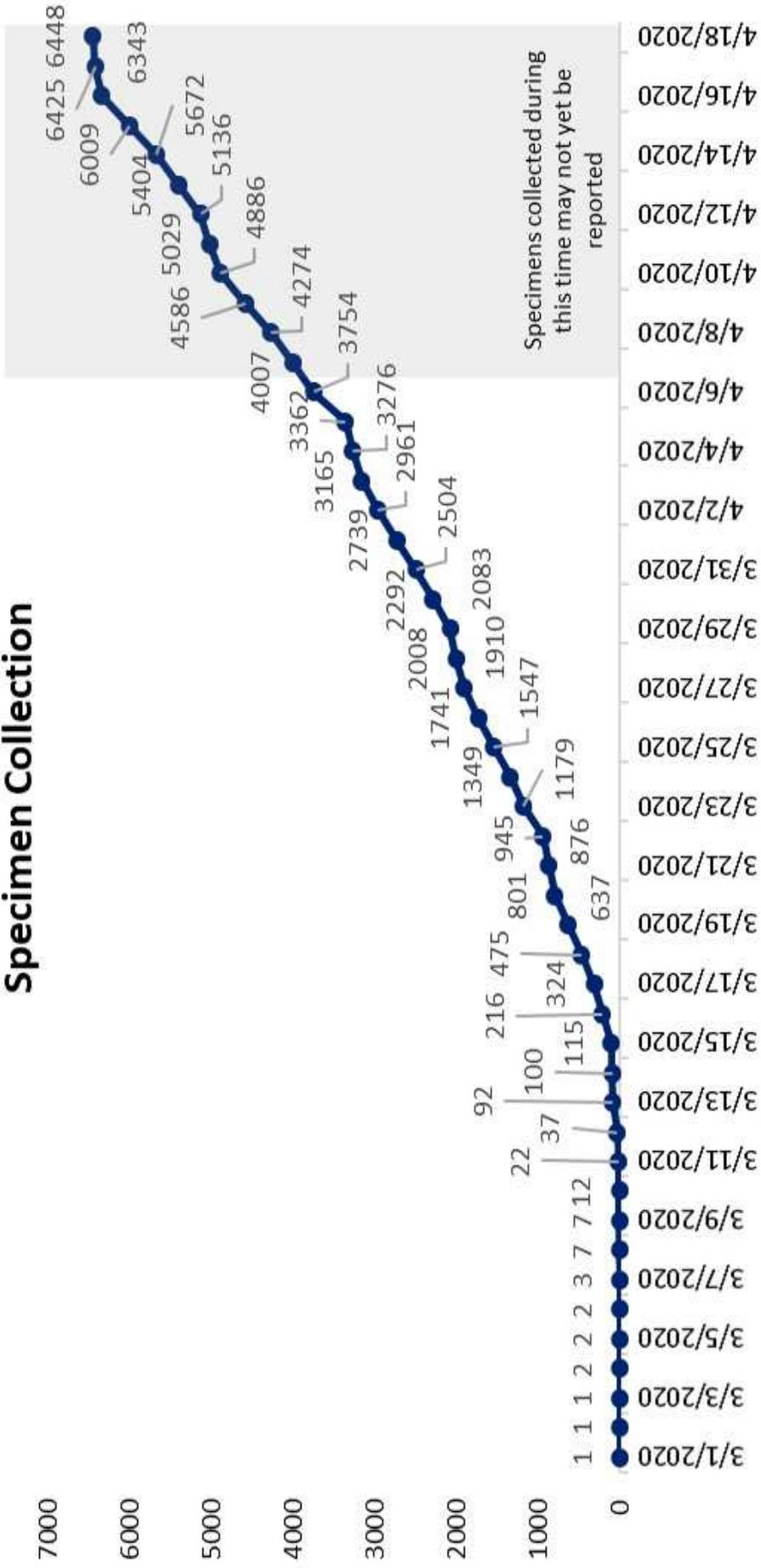
# DATA TRENDS

## COVID-19 By Date of Specimen Collection



\*45 cases are missing specimen collection date

## Cumulative Total Number of COVID-19 Cases by Date of Specimen Collection



\*45 cases are missing specimen collection date



## COVID-19 Data Trends

### Pitt County: Percent Positive

- 4/8 = 21.57%
- 4/9 = 18.21%
- 4/14 = 19.8%
- 4/15 = 20.0%
- 4/16 = 18.3%
- 4/17 = 17.3%
- 4/20 = 15.3%



**QUESTIONS,  
COMMENTS,  
DISCUSSION**



**THANK YOU  
FOR YOUR  
ATTENTION!!**

Appendix 2

Census 2020



# Census 2020 Update

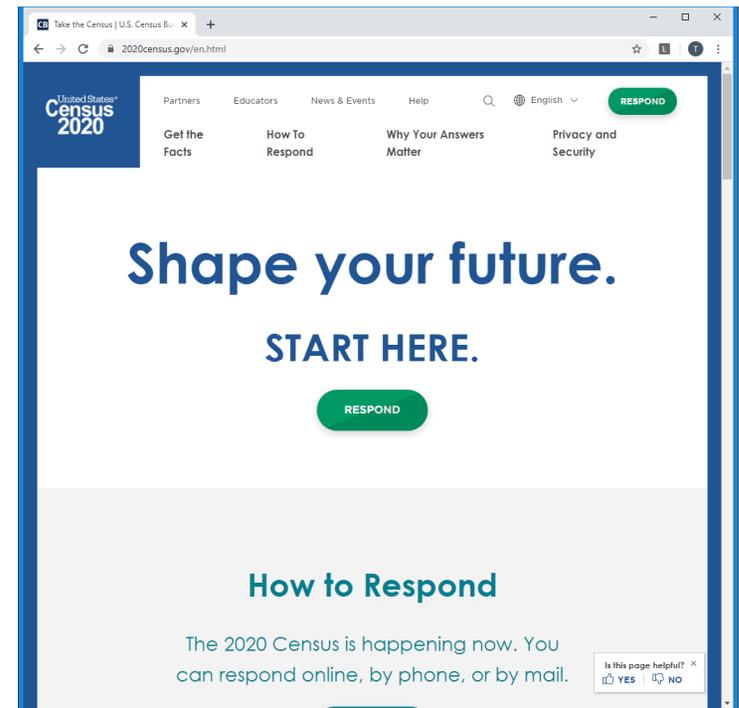
James Rhodes, AICP  
Planning Director  
April 20, 2020

## 2020 Census Operational Adjustments Due to COVID-19

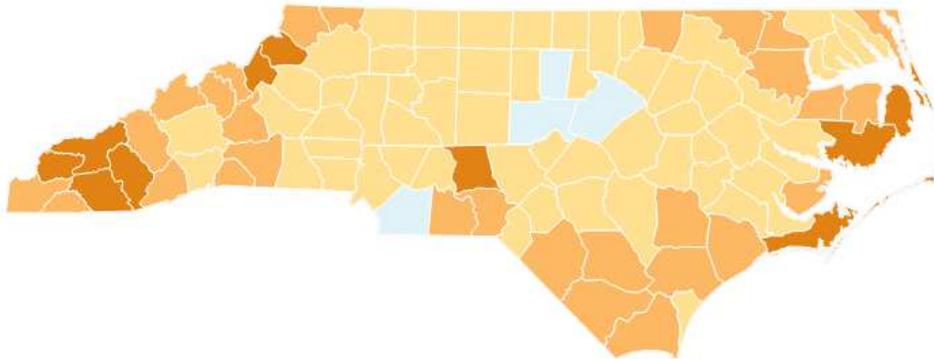
- Census will incorporate the most current guidance from authorities to ensure the health and safety of staff and the public
- Field activities will resume after June 1, 2020

- **RESPOND NOW**

- [www.2020census.gov](http://www.2020census.gov)
- Click the 
- Enter your Physical Address to begin
- 10 Questions/10 Minutes



- Census 2020 Response Rate**  
 – (As of 4/20/2020)



Self-Response Rate (%)

0-15	16-30	31-40	41-50	51-56	57-62	63-68	69-74	75-85	86-100
------	-------	-------	-------	-------	-------	-------	-------	-------	--------

Location	Response Rate
National	50.5
North Carolina	46.6
Pitt County	45.1
Ayden	42.3
Bethel	23.4
Falkland	7.5
Farmville	46.8
Fountain	15.9
Greenville	42.8
Grifton	40.3
Grimesland	35.8
Simpson	23.5
Winterville	58.1

- **Census 2020 Complete Count Committee**



Visit us on the Web @ [www.pittcountync.gov/census2020](http://www.pittcountync.gov/census2020)

Appendix 3

Waterway Snagging Projects Update



# Waterway Snagging Projects Update

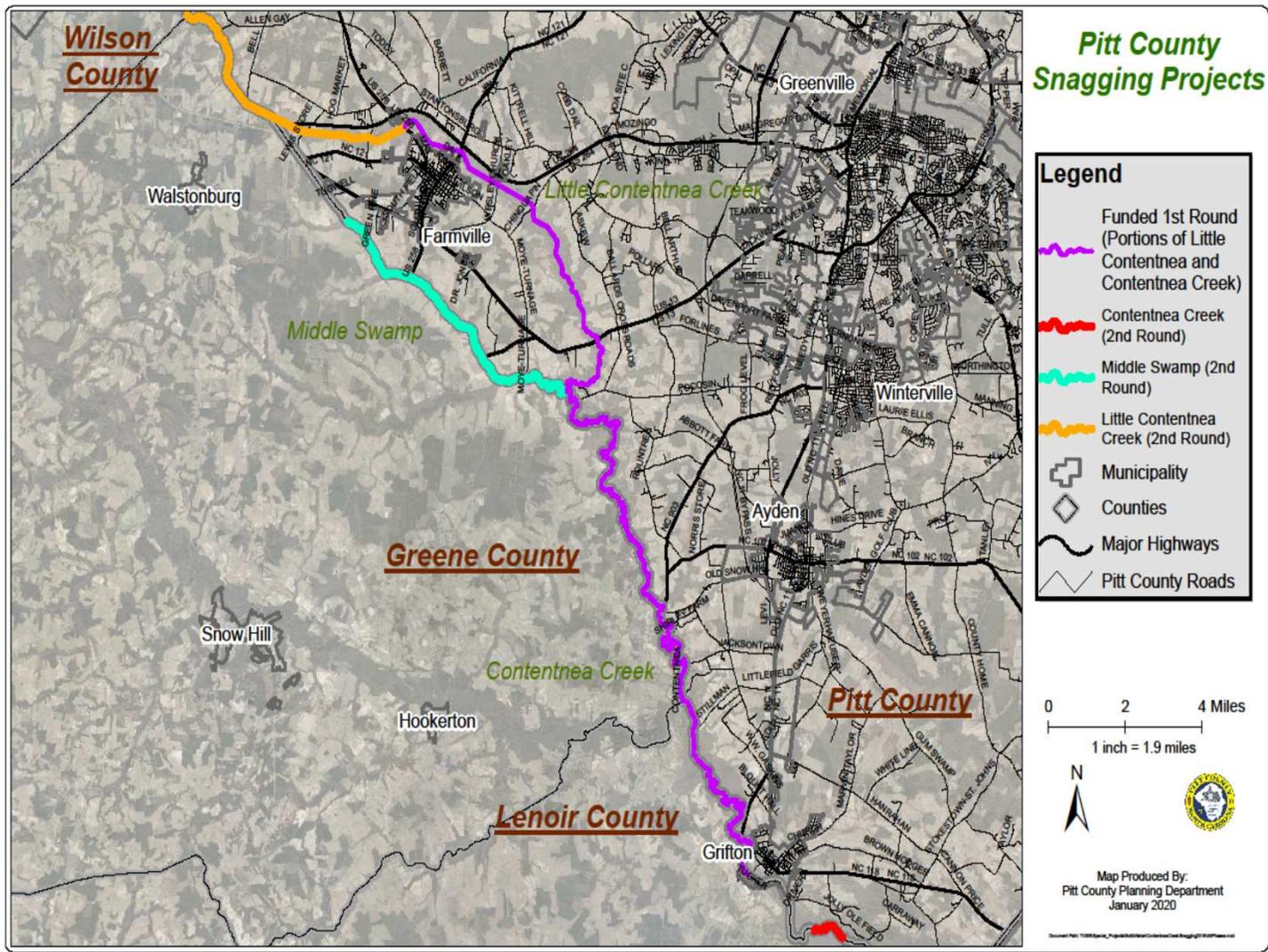
PJ Andrews  
Director, Pitt Soil & Water  
April 20, 2020



## Debris Removal Project Update

### **Little Contentnea / Contentnea Creek**

- Original allocation - Hurricane Matthew Grant of \$561,162
  - Original project consisted of 33 miles
- Received additional funding in October 2019 of \$293,360
- Total allocation of \$854,522
  - Final project consists of 50 plus miles
- 38.5 miles have been completed



**Wilson County**

Walstonburg

Farmville

Middle Swamp

Little Contentnea Creek

Greenville

**Greene County**

Snow Hill

Hookerton

Contentnea Creek

**Pitt County**

Grifton

**Lenoir County**

Winterville

Ayden



Map Produced By:  
Pitt County Planning Department  
January 2020

Source: File: 100802020\_ProposedWaterResourceManagementPlanMapBook.mxd



## Debris Removal Project Update

### **Conetoe/Otter Creek Debris Removal Project**

- January 2020 - Pitt County was awarded \$172,622
  - Allows for 14.5 miles to be cleaned north of the river
  - The request for proposals has been completed
  - Work will begin soon
- Funding was allocated by the State Legislature to the Division of Soil and Water Conservation. (USDA)

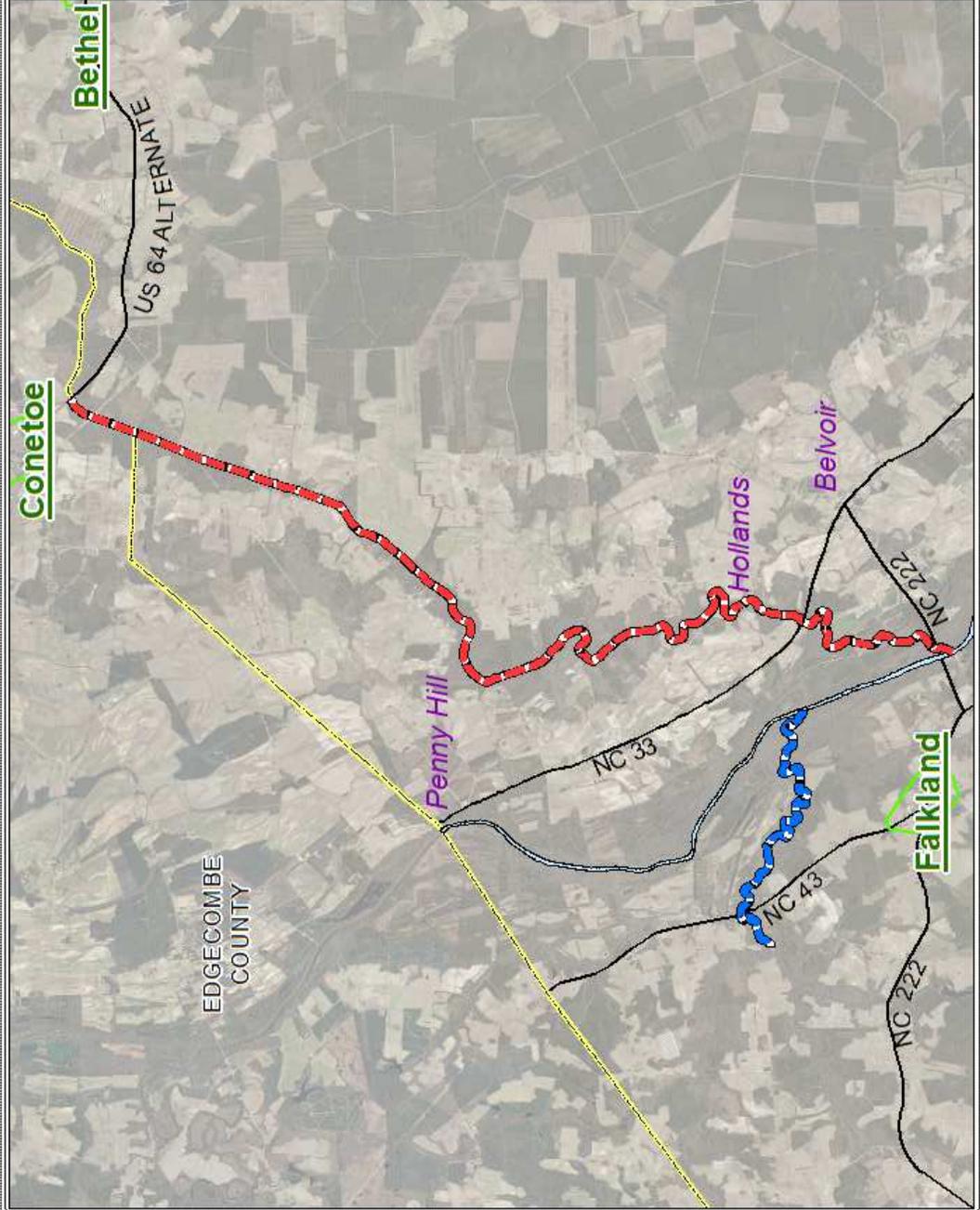
**Pitt County  
Conetoe &  
Otter Creek  
Snagging Project  
(Approximately  
14.5 Miles)**

**Legend**

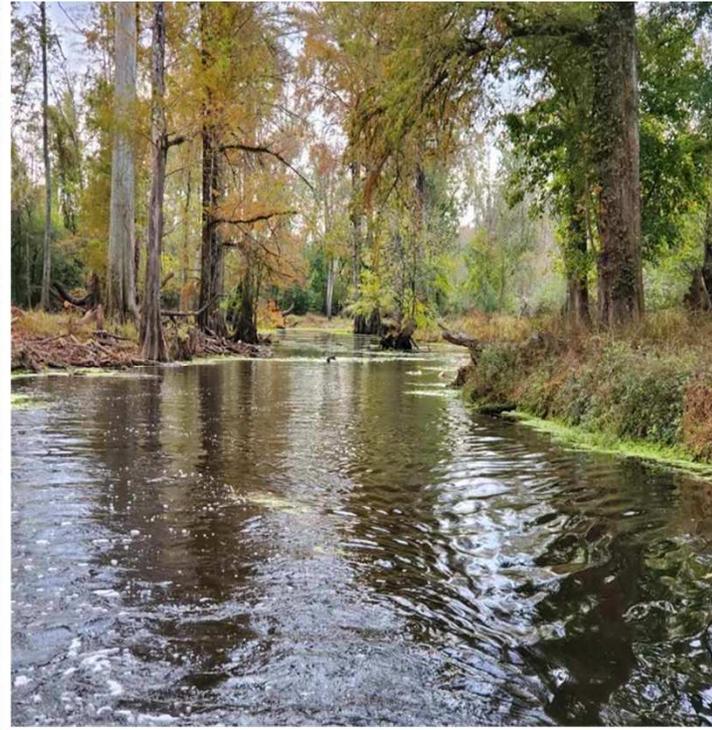
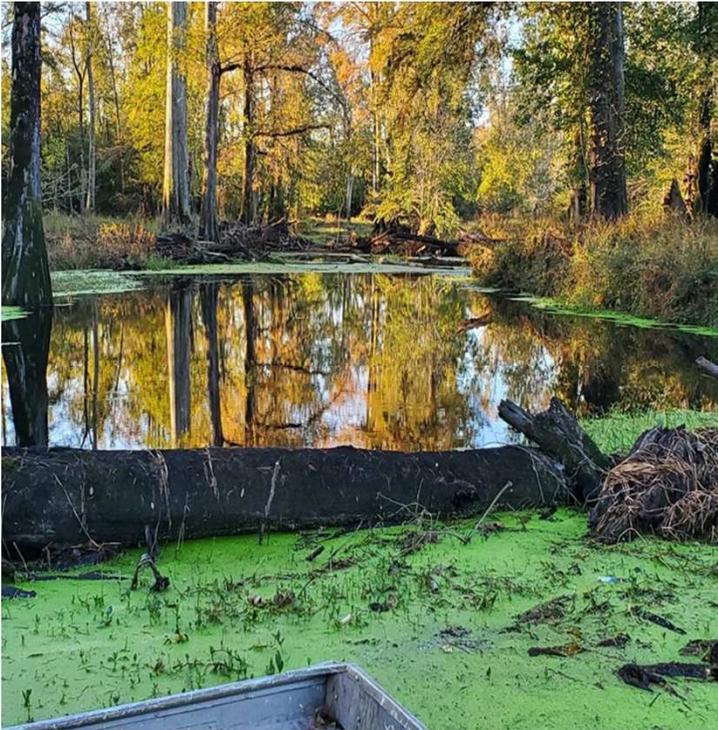
-  Conetoe Creek (11 Miles)
-  Otter Creek (3.5 Miles)
-  Tar River
-  Municipalities
-  Counties
-  Highways



Map Produced By:  
Pitt County Planning Department  
April 2020

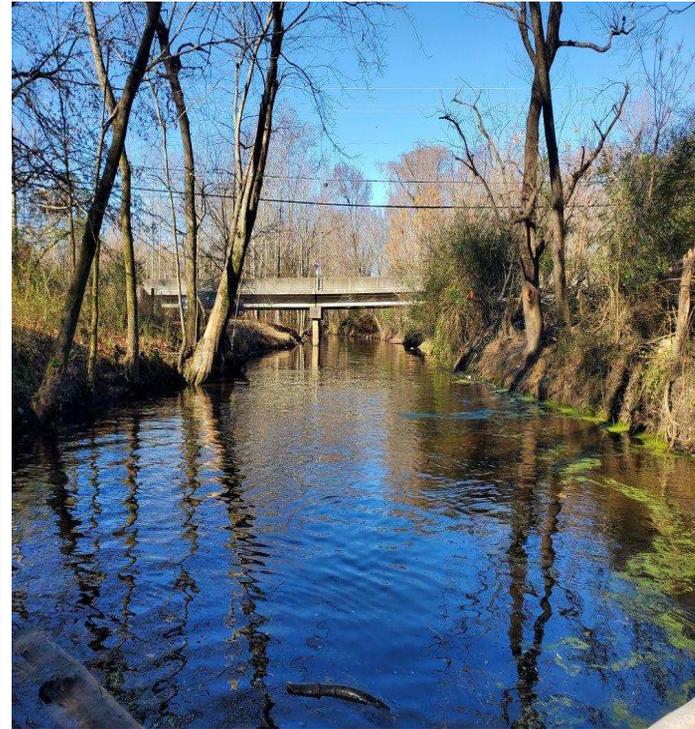




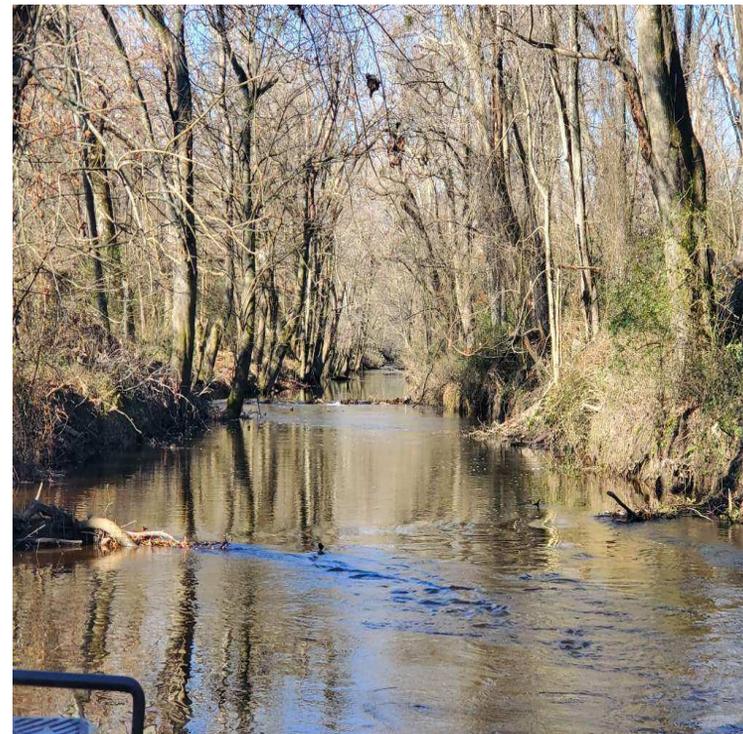
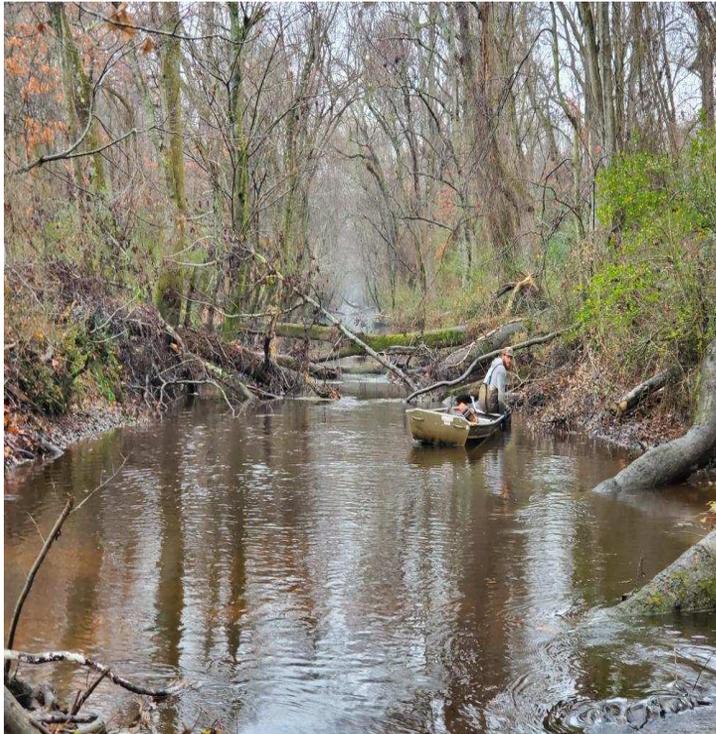




## NC 121 Bridge

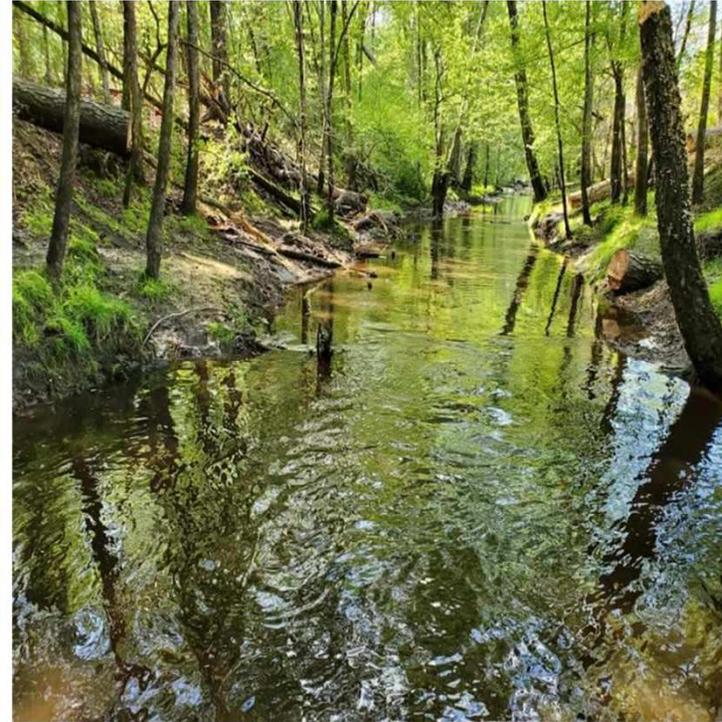


403 Government Circle Suite 4 Greenville, NC 27834 • 252-902-1746 • [www.PittCountyNC.gov/SWCD](http://www.PittCountyNC.gov/SWCD)

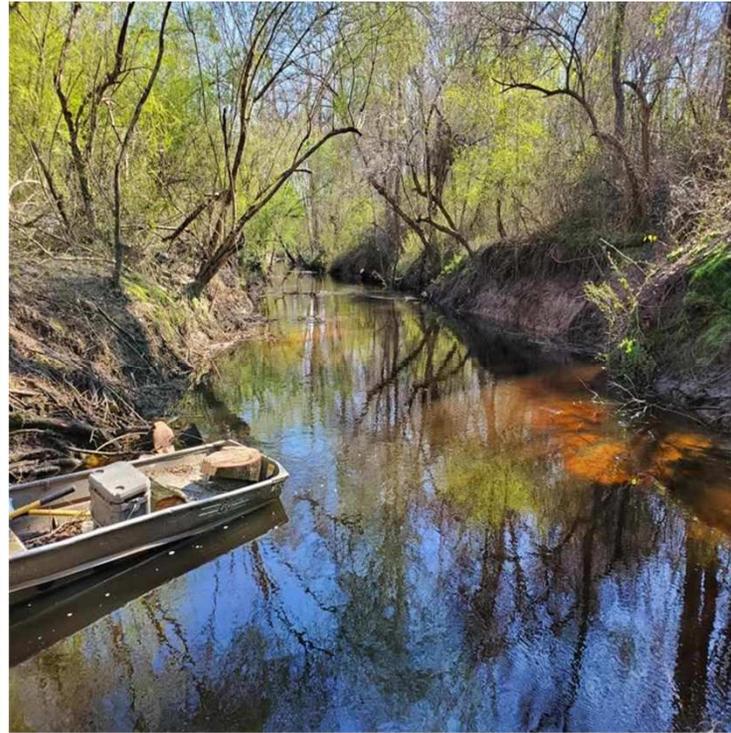




## Highway 258 / Edward May Road



403 Government Circle Suite 4 Greenville, NC 27834 • 252-902-1746 • [www.PittCountyNC.gov/SWCD](http://www.PittCountyNC.gov/SWCD)





## Contact Information

Pitt County Soil and Water Conservation  
403 Government Circle, Suite 4  
Greenville, NC 27834  
252-902-1746  
[www.pittcountync.gov](http://www.pittcountync.gov)

403 Government Circle Suite 4 Greenville, NC 27834 • 252-902-1746 • [www.PittCountyNC.gov/SWCD](http://www.PittCountyNC.gov/SWCD)

Appendix 4

Monthly Financial Report for General Fund and Solid  
Waste Fund as of March 31, 2020

## PITT COUNTY - SOLID WASTE FUND - MONTHLY FINANCIAL REPORT

FISCAL 2019-2020 REVENUES - Period 9 (75.00%)										FISCAL YEAR 2018-2019		
ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	YTD ACTUAL	\$\$ Diff	% Diff
TOTAL REVENUES			\$ (10,750,842.00)	\$ -	\$ (10,750,842.00)	\$ (8,778,720.72)	\$ -	\$ (1,972,121.28)	81.66%	\$ (8,483,603.11)	\$ 295,117.61	3.48%

FISCAL 2019-2020 EXPENDITURES - Period 9 (75.00%)										FISCAL YEAR 2018-2019		
ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	YTD ACTUAL	\$\$ Diff	% Diff
TOTAL EXPENDITURES			\$ 10,750,842.00	\$ -	\$ 10,750,842.00	\$ 7,351,872.92	\$ -	\$ 3,398,969.08	68.38%	\$ 7,916,780.84	\$ 564,907.92	7.14%

BUDGET VS ACTUAL			
	REVISED BUDGET	YEAR TO DATE	%
REVENUES	\$ (10,750,842.00)	\$ (8,778,720.72)	81.66%
EXPENDITURES	\$ 10,750,842.00	\$ 7,351,872.92	68.38%

EARNINGS/(LOSS)	Fiscal Year 2019-20	Fiscal Year 2018-19
	ACTUALS	ACTUALS
REVENUES	\$ (8,778,720.72)	\$ (8,483,603.11)
EXPENDITURES	\$ 7,351,872.92	\$ 7,916,780.84
RATIO	119.4%	107.2%

COUNTY OF PITT  
GENERAL FUND  
MONTHLY FINANCIAL REPORT  
as of March 31, 2020

	FY 2020 Revised Budget	FY 2020 Month-To-Date	FY 2020 Year-To-Date	% of Budget	FY 2019 Revised Budget	FY 2019 Year-To-Date	% of Budget
<b>REVENUES</b>							
General Government							
Taxes - Ad Valorem	94,430,317	1,670,657.29	91,055,310.54	96.4%	89,324,259	85,400,887.45	95.6%
Taxes - Other	20,681,822	3,612,307.17	11,883,551.79	57.5%	19,773,999	11,000,610.22	55.6%
Intergovernmental - Unrestricted	300,000	-	-	0.0%	300,000	-	0.0%
Intergovernmental - Restricted	582,200	90,798.40	620,447.70	106.6%	536,250	472,776.98	88.2%
Permits & Fees	2,142,750	279,869.76	1,752,065.29	81.8%	2,137,694	1,634,414.71	76.5%
Sales & Services	5,525,497	558,543.89	4,453,649.28	80.6%	5,156,077	3,898,983.06	75.6%
Other Revenues	15,759,643	273,608.74	5,171,746.53	32.8%	9,880,533	4,887,125.71	49.5%
Public Health	11,864,223	870,140.95	8,438,594.39	71.1%	11,796,907	7,998,060.34	67.8%
DSS	31,749,661	983,100.85	19,753,514.58	62.2%	29,419,941	16,979,365.41	57.7%
Court Facility	388,926	34,710.77	311,168.25	80.0%	328,336	230,130.20	70.1%
Mental Health	663,500	46,674.50	465,676.08	70.2%	648,500	491,294.53	75.8%
<b>Total Revenues</b>	<b>184,088,539</b>	<b>8,420,412.32</b>	<b>143,905,724.43</b>	<b>78.2%</b>	<b>169,302,496</b>	<b>132,993,648.61</b>	<b>78.6%</b>

<b>EXPENDITURES</b>							
General Government							
Governing Board	250,040	23,118.00	186,626.61	74.6%	246,832	194,788.96	78.9%
County Manager	525,213	44,123.22	403,906.83	76.9%	486,504	372,229.97	76.5%
Financial Services	869,702	68,958.93	644,599.37	74.1%	825,309	576,501.50	69.9%
Tax Administration	2,704,498	191,063.47	1,861,257.94	68.8%	2,534,134	1,738,663.32	68.6%
Legal	589,532	45,290.39	451,417.53	76.6%	571,603	431,532.58	75.5%
Elections	1,025,912	155,943.63	802,659.94	78.2%	703,513	604,848.12	86.0%
Register of Deeds	659,506	47,354.32	490,876.54	74.4%	700,435	450,807.33	64.4%
Public Information	236,296	17,769.15	162,834.19	68.9%	212,891	161,367.32	75.8%
Human Resources	668,506	48,093.67	491,559.63	73.5%	628,042	460,263.89	73.3%
Imaging Svcs/Mail Room	160,993	11,701.68	121,999.77	75.8%	149,955	115,895.34	77.3%
MIS	3,120,258	440,091.59	2,842,348.18	91.1%	3,009,022	2,195,857.18	73.0%
GIS	421,783	54,580.67	364,316.27	86.4%	413,170	332,161.30	80.4%
Buildings & Grounds	2,440,782	173,239.02	1,614,964.29	66.2%	2,381,597	1,601,897.43	67.3%
Housekeeping	380,588	31,205.12	280,893.01	73.8%	366,000	275,566.76	75.3%
Sheriff	14,918,819	1,032,495.93	10,312,780.06	69.1%	14,123,236	10,348,520.17	73.3%
Detention Center	15,963,745	1,153,208.21	11,730,033.46	73.5%	15,082,963	11,073,456.70	73.4%
Jail Health Services	2,200,732	172,712.24	1,514,467.46	68.8%	2,161,717	1,423,384.26	65.8%
Jail Inmate Coordinator	63,366	4,825.12	48,870.39	77.1%	60,754	46,834.42	77.1%
School Security	916,166	60,341.54	628,214.34	68.6%	930,850	410,888.04	44.1%
Emergency Management	898,714	41,981.63	566,353.38	63.0%	967,264	634,436.21	65.6%
Communications	2,173,481	137,638.25	1,688,761.02	77.7%	2,046,153	1,550,910.69	75.8%
Planning - E911	128,673	17,089.65	105,644.79	82.1%	113,569	109,673.06	96.6%
Animal Services	971,264	71,495.45	638,535.70	65.7%	884,028	592,465.64	67.0%
Inspections	453,398	32,582.16	329,520.16	72.7%	436,690	328,749.15	75.3%
Medical Examiner	195,000	23,850.00	149,140.00	76.5%	175,000	130,590.00	74.6%
Other Public Safety	303,250	23,716.01	188,200.26	62.1%	305,250	145,002.27	47.5%
Transportation	4,500	372.00	3,496.80	77.7%	4,500	3,459.60	76.9%
Planning	927,225	65,357.98	639,936.26	69.0%	863,599	614,381.65	71.1%

COUNTY OF PITT  
GENERAL FUND  
MONTHLY FINANCIAL REPORT  
as of March 31, 2020

	FY 2020 Revised Budget	FY 2020 Month-To-Date	FY 2020 Year-To-Date	% of Budget	FY 2019 Revised Budget	FY 2019 Year-To-Date	% of Budget
Other Economic Development	231,075	-	228,757.94	99.0%	231,075	226,717.13	98.1%
Engineering	129,906	11,666.38	100,707.86	77.5%	123,467	93,217.38	75.5%
Cooperative Extension	361,911	27,146.19	231,767.44	64.0%	326,191	180,963.65	55.5%
Soil & Water	314,663	23,508.71	231,153.89	73.5%	292,024	217,160.94	74.4%
Farmers' Market	46,523	3,493.29	36,058.32	77.5%	48,601	31,184.31	64.2%
Non-Departmental	6,821,739	208,715.83	5,763,800.14	84.5%	1,896,135	1,398,758.97	73.8%
Other Human Services	267,017	20,126.00	206,634.00	77.4%	272,013	214,074.00	78.7%
Veterans' Services	208,443	15,445.06	157,296.19	75.5%	191,846	149,892.21	78.1%
Pitt County Schools	41,905,920	3,380,493.33	30,924,439.97	73.8%	40,550,269	30,247,701.78	74.6%
Pitt Community College	6,094,738	499,561.50	4,546,053.50	74.6%	5,988,438	4,466,328.53	74.6%
Cultural & Recreational	721,819	2,000.00	543,362.00	75.3%	669,194	516,895.00	77.2%
Recreation	99,505	8,894.97	44,595.10	44.8%	68,730	51,496.99	74.9%
Interfund Transfer	27,937,928	225,994.00	20,716,158.00	74.2%	24,920,825	18,237,191.00	73.2%
Contingency	109,100	-	-	0.0%	145,424	-	0.0%
<b>General Government</b>	<b>139,422,229</b>	<b>8,617,244.29</b>	<b>102,994,998.53</b>	<b>73.9%</b>	<b>127,108,812</b>	<b>92,956,714.75</b>	<b>73.1%</b>
<b>Public Health</b>	<b>11,864,223</b>	<b>890,944.46</b>	<b>8,013,868.43</b>	<b>67.5%</b>	<b>11,796,907</b>	<b>7,982,512.99</b>	<b>67.7%</b>
<b>DSS</b>	<b>31,749,661</b>	<b>2,071,612.84</b>	<b>21,178,338.34</b>	<b>66.7%</b>	<b>29,419,941</b>	<b>20,582,378.50</b>	<b>70.0%</b>
<b>Court Facility</b>	<b>388,926</b>	<b>29,728.45</b>	<b>301,338.50</b>	<b>77.5%</b>	<b>328,336</b>	<b>252,989.83</b>	<b>77.1%</b>
<b>Mental Health</b>	<b>663,500</b>	<b>46,174.50</b>	<b>461,795.47</b>	<b>69.6%</b>	<b>648,500</b>	<b>494,723.63</b>	<b>76.3%</b>
<b>Total Expenditures</b>	<b>184,088,539</b>	<b>11,655,704.54</b>	<b>132,950,339.27</b>	<b>72.2%</b>	<b>169,302,496</b>	<b>122,269,319.70</b>	<b>72.2%</b>

Difference 10,955,385.16

10,724,328.91

Notes:

1. YTD Mar 31, 2020 represents 75.00% of fiscal year completed
2. General Fund (GF) Fund Balance (FB) @ June 30, 2019  
     Total FB = \$42,805,182  
     Available FB = \$28,911,583  
     Available FB as % of GF Expenditures = 19.57%
3. Total GF FB appropriated for FY 20 = \$4,000,000
4. MTD Expenditures includes March interfund transfers.
5. YTD Expenditures include encumbrances.

Contingency

Original Budget	100,000
	(4,872) Housekeeping Contract Adjustment
	(25,000) Farmville Library Capital Project
	(2,000) Property Appraisal
	(15,000) Bethel Senior Center
	(4,350) District Attorney Office Furniture
	(2,396) DSS Annex Building
Available	46,382

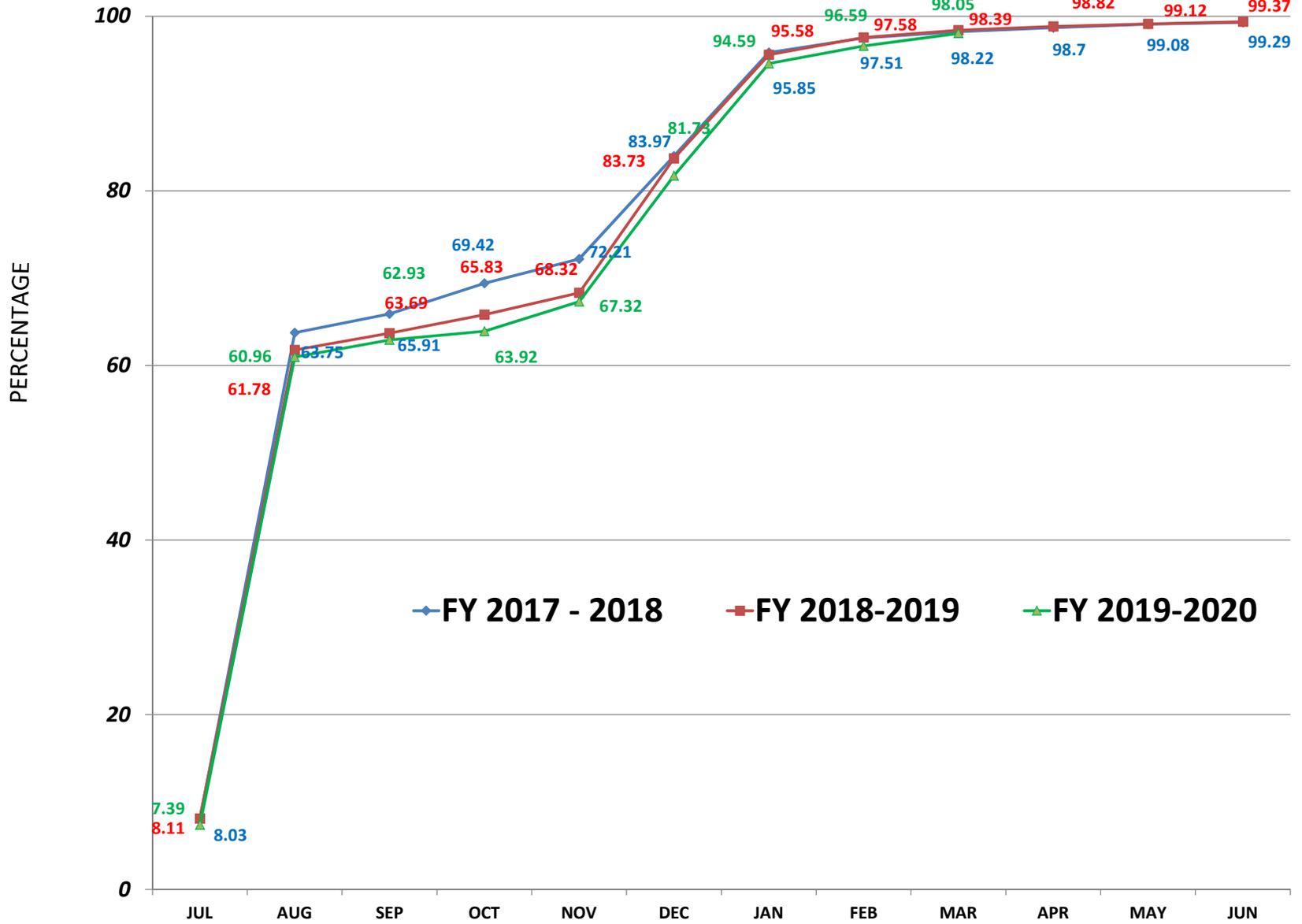
Grant Match

General Grant Match	50,000
	(2,500) CPPI/TNR
	(174) JCPC Transfer for Furniture
Available	47,326

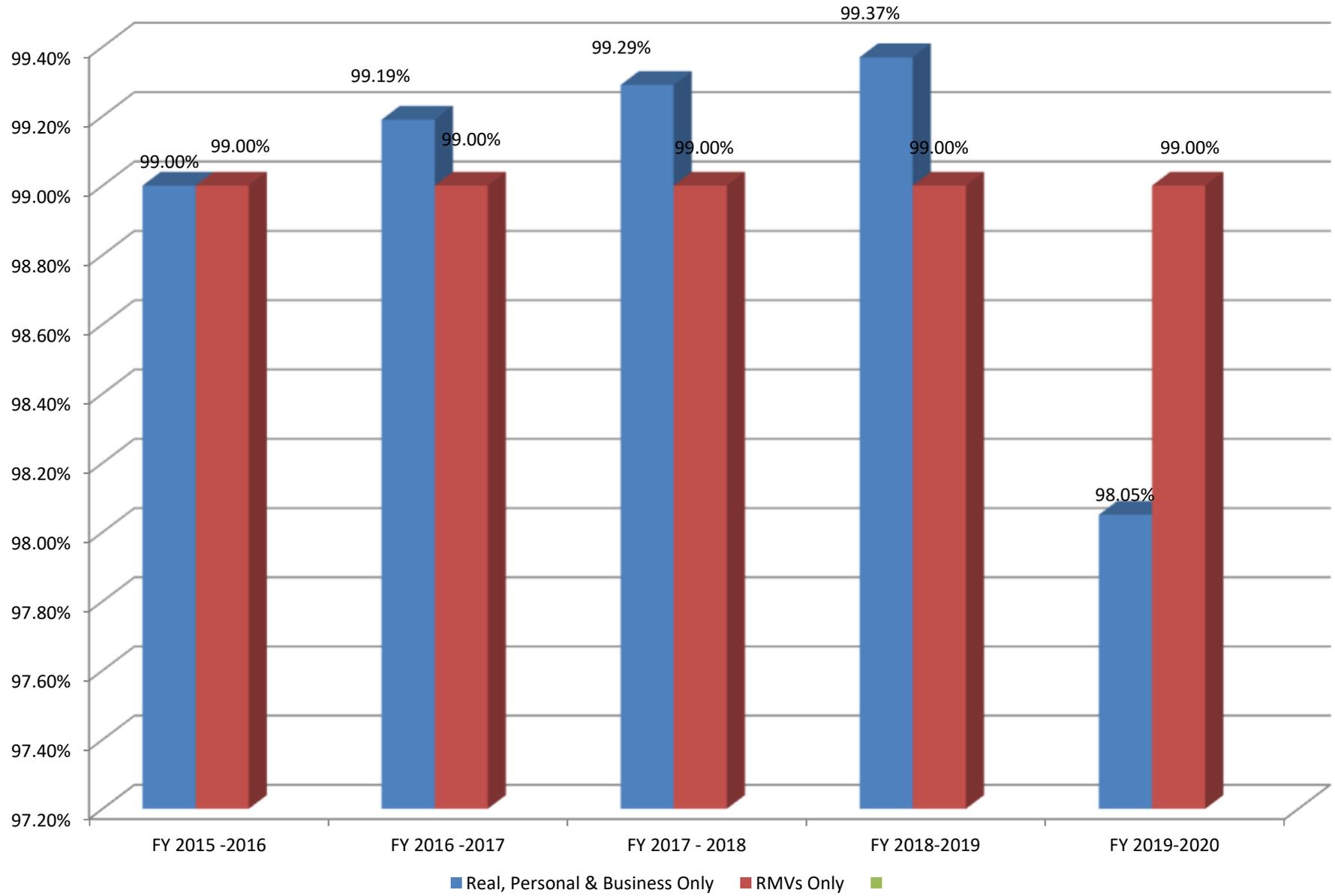
Appendix 5

**March 2020 Tax Collection Report**

REAL AND PERSONAL PROPERTY TAX COLLECTION RATES: FISCAL YEAR TO DATE (FYTD) BY MONTH



# PITT COUNTY PROPERTY TAX COLLECTION RATES BY FISCAL YEAR





## MARCH 2020 TAX COLLECTION REPORT

### 1. CURRENT FISCAL YEAR (FY) NET TAX LEVY - PRINCIPAL

	CURRENT FYTD	FYTD 18-19	DIFFERENCE	PERCENTAGE DIFFERENCE
Fiscal year to date (FYTD) net tax levy for real and personal property:	\$85,942,679.07	\$80,653,841.64	\$5,288,837.43	<b>6.56% increase</b>

### 2. COUNTY TAX AND FEE COLLECTIONS -- CURRENT FISCAL YEAR ONLY

	CURRENT	ONE YEAR AGO	DIFFERENCE	PERCENTAGE DIFFERENCE
Pitt current year taxes and fees collected during the current month:	\$870,593.96	\$868,352.37	\$2,241.59	<b>0.26% increase</b>

### 3. COUNTY TAX AND FEE COLLECTIONS -- ALL COLLECTIBLE YEARS

	CURRENT	ONE YEAR AGO	DIFFERENCE	PERCENTAGE DIFFERENCE
Current month collections of Pitt taxes and fees (all collectible years):	\$960,237.61	\$940,422.87	\$19,814.74	<b>2.11% increase</b>

### 4. TAX COLLECTION RATE - REAL AND PERSONAL PROPERTY

<u>FY 19-20:</u>	<b>98.05%</b>	<u>FY 18-19:</u>	98.39%	<u>DIFFERENCE</u>	
				<b>-0.34%</b>	<b>decrease</b>

### 5. PITT COUNTY PROPERTY TAXES AND FEES FISCAL YEAR TO DATE COLLECTIONS

TAX YEAR	COLLECTED	COLLECTED RATE	UNCOLLECTED	UNCOLLECTED RATE
<b>2019:</b>	\$90,201,179.74	97.89%	\$1,936,727.12	2.11%
<i>Prior Year Taxes:</i>	\$605,870.52	99.79%	\$1,547,026.17	0.21%

### 6. PITT COUNTY PROPERTY TAXES RECEIVED THROUGH COLLECTIONS ACTIONS FYTD

	FYTD 19-20	FYTD 18-19	DIFFERENCE	PERCENTAGE
<b>Bank Attachments</b>	\$841,657.83	\$1,125,291.84	-\$283,634.01	-25.21%
<b>Wage Garnishments</b>	\$519,618.13	\$577,595.19	-\$57,977.06	-10.04%
<b>Rent Attachments</b>	\$352,503.75	\$422,413.82	-\$69,910.07	-16.55%
<b>Sheriff Levy</b>	\$79,399.97	\$266,172.13	-\$186,772.16	-70.17%
<b>Escheated funds</b>	\$399,765.88	\$689,360.16	-\$289,594.28	-42.01%
<b>Final notices</b>	\$1,898,201.86	\$1,704,888.22	\$193,313.64	11.34%
<b>Foreclosure warning</b>	\$478,653.73	\$519,357.68	-\$40,703.95	-7.84%
<b>Payment plans</b>	\$1,242,537.72	\$1,115,476.23	\$127,061.49	11.39%
<b>Called Citizens</b>	\$1,018,204.10	\$521,876.60	\$496,327.50	95.10%
<b>Manager/Paralegal</b>	\$999,694.54	\$117,064.26	\$882,630.28	753.97%
<b>TOTAL</b>	<b>\$7,830,237.51</b>	<b>\$7,059,496.13</b>	<b>\$770,741.38</b>	<b>10.92%</b>

### 7. NC DEBT SETOFF PROGRAM FUNDS RECEIVED FYTD

	FY 19-20:	FY 18-19:	DIFFERENCE	PERCENTAGE
	\$72,028.54	\$76,920.85	(\$4,892.31)	-6.36% decrease

### 8. OCCUPANCY TAX COLLECTIONS RECEIVED FYTD

	FY 19-20:	FY 18-19:	DIFFERENCE	PERCENTAGE
	\$1,825,755.18	\$1,853,914.82	(\$28,159.64)	-1.52% decrease

### 9. SHORT TERM RENTAL/LEASED MOTOR VEHICLE GROSS RECEIPTS TAX IN LIEU OF VEHICLE PROPERTY TAX

	FYTD 19-20	FYTD 18-19	DIFFERENCE	PERCENT DIFFERENCE
<b>FYTD Pitt County tax:</b>	\$142,494.57	\$138,847.05	\$3,647.52	<b>2.63% increase</b>
<b>FYTD Greenville tax:</b>	\$129,917.71	\$126,380.00	\$3,537.71	<b>2.80% increase</b>
<b>FYTD TOTAL TAX:</b>	\$272,412.28	\$265,227.05	\$7,185.23	<b>2.71% increase</b>

### 10. SHORT TERM RENTAL/LEASED HEAVY EQUIPMENT GROSS RECEIPTS TAX REPORTED QUARTERLY

REPORTED QUARTERLY PER NC STATUTES. No report until April 2020

### 11. PITT COUNTY NET VEHICLE REVENUE FROM TAG & TAX TOGETHER

	FYTD 19-20	FYTD 18-19	DIFFERENCE	PERCENT DIFFERENCE
<b>MONTHLY NET VEHICLE PROPERTY TAX COLLECTIONS:</b>	\$886,963.56	\$7,635,220.45	\$6,897,027.38	<b>11% increase</b>

Per NC Dept. of Revenue NCVTS tax collection percentages reported to NC counties is 99%.

Appendix 6

**Budget Amendment - Animal Services - PetCo Grant  
- \$12,500 (No County Funds)**



Appendix 7

Budget Amendment - Register of Deeds Computer  
Upgrades (\$5,800)



Appendix 8

**Budget Amendment- Public Health - Diabetes  
Recognition Program (DSME) - \$11,284 (No County  
Funds)**

# PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: Public Health  
 FY Budget: 2019-2020

Date of Request: 4.6.20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
<b>REVENUES</b>	153199-436500	Medicaid		597
	153199-484000	Cont Donation		10,687
<b>EXPENDITURES</b>	155199-531705	GCA Incentives	11,284	
<b>TOTAL</b>			<b>BALANCES</b>	

Net Effect to Budget: None

Department Justification: Diabetes Prevention Program  
 These funds will be allocated to purchasing incentives for the upcoming year and storage.

APPROVAL	SIGNATURE	DATE
<b>Deputy County Manager – CFO</b>		
<b>Budget Administrator</b>		
<b>County Manager</b>	Required for transfers between Personal Services, Operating & Capital Accounts	
<b>Human Resources</b>	Required for actions involving Personal Services Accounts	
<b>Board of County Commissioners</b>	Agenda Item # _____ Meeting Date _____ Reference # _____	
<b>Creates Adjustment to a Fund Transfer Account</b> <input type="checkbox"/>		

Appendix 9

Budget Amendment - Animal Shelter Scholarship -  
\$700 (No County Funds)



Appendix 10

**Budget Amendment - Planning - 2020 Emergency  
Solutions Grant (ESG) - \$6,720 Supplemental Award  
for COVID-19 (No County Funds)**

# PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

**Department:** Planning - Emergency Solutions Grant 2020  
**FY Budget:** 19-20

**Date of Request:** 4/20/20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
<b>REVENUES</b>	243859 426400	Federal Categorical		6,720
<b>EXPENDITURES</b>	245859 512000	Salaries	1,932	
	245859 518100	FICA Taxes	151	
	245859 518200	Retirement	185	
	245859 518201	401K Retirement	115	
	245859 518400	Life Insurance	4	
	245859 540002	Shelter Operations	4,333	
<b>TOTAL</b>			<b>BALANCES</b>	

**Net Effect to Budget:** \$6,720

**Department Justification: (Please provide detailed explanation)**

Budget amendment is to recognize additional funding received for the Emergency Solutions Grant to assist the homeless citizens of Pitt County during the COVID-19 Pandemic.

APPROVAL	SIGNATURE	DATE
<b>Deputy County Manager – CFO</b>		
<b>Budget Administrator</b>		
<b>County Manager</b>	Required for transfers between Personal Services, Operating & Capital Accounts	
<b>Human Resources</b>	Required for actions involving Personal Services Accounts	
<b>Board of County Commissioners</b>	Agenda Item # _____ Meeting Date _____ Reference # _____	
<b>Creates Adjustment to a Fund Transfer Account</b> <input checked="" type="checkbox"/>		

Appendix 11

Budget Amendment - Social Services - GUC  
Neighbor To Neighbor Program- \$21,738 - (No  
County Funds)

# PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: Social Services  
 FY Budget: 19/20

Date of Request: 4/20/20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
<b>REVENUES</b>	162800-484003	CONTRIBUTIONS-GUC		21,738
	ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
<b>EXPENDITURES</b>	165488-560504	GUC -ENERGY	21,738	
<b>TOTAL</b>			<b>BALANCES</b>	

**Net Effect to Budget:** 21,738

**Department Justification: (Please provide detailed explanation)**

The funds will be used to assist eligible Pitt County citizens with utility costs.

APPROVAL	SIGNATURE	DATE
<b>Deputy County Manager – CFO</b>		
<b>Budget Administrator</b>		
<b>County Manager</b>		
<b>Human Resources</b>		
<b>Board of County Commissioners</b>	Agenda Item # _____ Meeting Date _____ Reference # _____	
<b>Creates Adjustment to a Fund Transfer Account</b> <input type="checkbox"/>		

Appendix 12

**Budget Amendment- Pitt Minority Diabetes  
Prevention Program \$2,027 (No County Funds)**

# PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: Public Health  
 FY Budget: 2019-2020

Date of Request: 4.20.20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
<b>REVENUES</b>	153120-436500	DHHS Funds		2,027
	ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
<b>EXPENDITURES</b>	155120-531705	GCA Incentives	2,027	
<b>TOTAL</b>			<b>BALANCES</b>	

Net Effect to Budget: None

Department Justification: Regional MDPP - Minority Diabetes Prevention Program increased Pitt MDPP funds for this FY19-20. These funds will be allocated to purchasing incentives to increase participation.

APPROVAL	SIGNATURE	DATE
<b>Deputy County Manager – CFO</b>		
<b>Budget Administrator</b>		
<b>County Manager</b>	Required for transfers between Personal Services, Operating & Capital Accounts	
<b>Human Resources</b>	Required for actions involving Personal Services Accounts	
<b>Board of County Commissioners</b>	Agenda Item # _____ Meeting Date _____ Reference # _____	
Creates Adjustment to a Fund Transfer Account <input type="checkbox"/>		

Appendix 13

**Budget Amendment - Public Health - Smile Safari—  
Delta Dental Foundation \$4,000 -(No Additional  
County Funds)**



March 13, 2020

Mrs. Marsha Hall  
Pitt County Health Department  
201 Government Circle  
Greenville, NC 27834

Dear Mrs. Hall,

Congratulations!

On behalf of the Delta Dental Foundation (DDF), an affiliate of Michigan, Ohio, Indiana and North Carolina, I am pleased to inform you that your organization was among those selected to receive a 2020 Smiles for Kids Grant.

We received a large number of proposals again this year and were extremely impressed with the quality and scope of your proposal. A check in the amount of \$4,000 is enclosed.

In an effort to measure the impact that the DDF grants are having on the communities we serve, you will be asked to complete a short funding report within one year of receiving this grant. The information you provide will help the DDF to become more strategic in our giving efforts. An electronic copy of the reporting form can be found on our website at [www.deltadentalinc.com/DDF](http://www.deltadentalinc.com/DDF).

Keep in mind that we love to hear your stories! Please share narratives from those that were positively impacted by this program. **We will be asking for this information on your final report along with media such as photos, press clippings and videos.**

We commend your dedication to the improvement of oral health and are very proud to support your efforts through our Smiles for Kids Grant program.

Sincerely,

A handwritten signature in black ink, appearing to read "H. Seabury", written over a light blue horizontal line.

Holli Seabury, EdD  
Executive Director, Delta Dental Foundation

Enclosures

4100 Okemos Road • Okemos, MI 48864 • 517-347-5333

[www.deltadentalmi.com](http://www.deltadentalmi.com) • [www.deltadentaloh.com](http://www.deltadentaloh.com) • [www.deltadentalin.com](http://www.deltadentalin.com) • [www.deltadentalinc.com](http://www.deltadentalinc.com)

A 501(c) 3 non-profit corporation affiliated with Delta Dental of Michigan, Ohio, Indiana, and North Carolina



Appendix 14

North Carolina Department of Transportation  
(NCDOT) Requests for Addition to State Maintained  
Secondary Road System



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

3/11/20

Mr. Scott Elliott  
County Manager  
1717 W. 5<sup>th</sup> Street  
Greenville, NC 27834

Subject: Petition to add Alton Village Dr, High Place Ct, and Gilman Ct in Alton Village Subdivision

Dear Mr. Elliott,

Attached is a Petition Form SR-1, Resolution Form SR-2, Road Investigation Form SR-4 and a Subdivision Map for the subject streets. Please ask the County Commissioners to review this request and complete and return the Resolution Form SR-2 if they concur.

Please notify our office at (252) 623-5300 if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Jordan Evans".

Jordan S. Evans,  
Engineering Technician III

CC: File

North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition



**ROADWAY INFORMATION:** (Please Print/Type)

County: Pitt Road Name: Alton Village Drive  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Alton Village Length (miles): 0.34

Number of occupied homes having street frontage: 15 Located (miles): 0.36

miles N  S  E  W  of the intersection of Route NC Hwy 33 and Route NCSR 1755.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Alton Village in  
Pitt County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: Mike Baldwin (Baldwin Design Consultants, PA) Phone Number: 252-756-1390

Street Address: 1700-D East Arlington Blvd, Greenville, NC 27858

Mailing Address: Same as above

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
Jeffrey S. Aldridge, Mgr. (Developer, SAMT, LLC)	P.O. Box 123, Greenville, NC 27835	252-756-3500

**INSTRUCTIONS FOR COMPLETING PETITION:**

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

**FOR NCDOT USE ONLY:** Please check the appropriate block

- Rural Road   
  Subdivision platted prior to October 1, 1975   
  Subdivision platted after September 30, 1975

**REQUIREMENTS FOR ADDITION**

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
High Place Court	9	368 lf	Gilman Court	5	228 lf

**North Carolina Department of Transportation  
Division of Highways  
Request for Addition to State Maintained Secondary Road System**

North Carolina

County:   Pitt  

Road Description:   Alton Village Drive, High Place Court, Gilman Court according to the attached plat map.  

---

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of   Pitt   requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of   Pitt   that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of   Pitt   at a meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

WITNESS my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Official Seal**

Clerk, Board of Commissioners  
County: \_\_\_\_\_

**PLEASE NOTE:**

**Forward direct with request to the Division Engineer, Division of Highways**

**North Carolina Department of Transportation  
Division of Highways  
Secondary Road Addition Investigation Report**

County: Pitt Co. File No: \_\_\_\_\_ Date: 6/27/19  
Township: Grimesland Div. File No: \_\_\_\_\_ Div. No: 02

Local Name: Alton Village Drive  
High Place Court, Gilman Court Subdivision Name: Alton Village  
Surface  
Length: .33, .07, .05 Mi Width: 20' Type: Asphalt PVMT Condition: Good  
Surface Base  
Thickness \_\_\_\_\_ Base Type Stone Thickness \_\_\_\_\_

\*Bridges Yes \_\_\_ No X \* Pipe > 48" Yes \_\_\_ No X \*Retaining Walls Within Right of Way Yes \_\_\_ No X

**\* If Yes -Include Bridge Maintenance Investigation Report**

Is this a subdivision street subject to the construction requirements for such streets? Yes

Recording Date: 10/15/2007 Book: 69 Page: 43-44

Number of homes having entrances into road: 29 Full-Time Homes

Other uses having entrances into road: N/A, Future Development

Right-of-Way Width: 60-ft. If right-of-way is below the desired width, give reasons under "Remarks and Recommendations."

Is petition (SR-1) attached? Yes

Is the County Commissioners Approval (SR-2) attached? Yes If not, why not? \_\_\_\_\_

Is a map attached indicating information for reference in locating road by the Planning Department? Yes

Cost to place in acceptable maintenance condition: Total Cost: \$ N/A

Grade, drain, stabilize: \$ N/A Drainage: \$ N/A Other: \$ N/A

Remarks and Recommendations: Roads meets minimum housing and constructions requirements for addition as a paved subdivision streets. Recommend Addition.

Submitted by: \_\_\_\_\_ DISTRICT ENGINEER Reviewed and Approved: \_\_\_\_\_ DIVISION ENGINEER

Reviewed and Approved

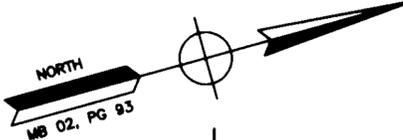
BOARD OF TRANSPORTATION MEMBER: \_\_\_\_\_

	Do not write in this space- For Use by Secondary Roads Unit
	Petition #

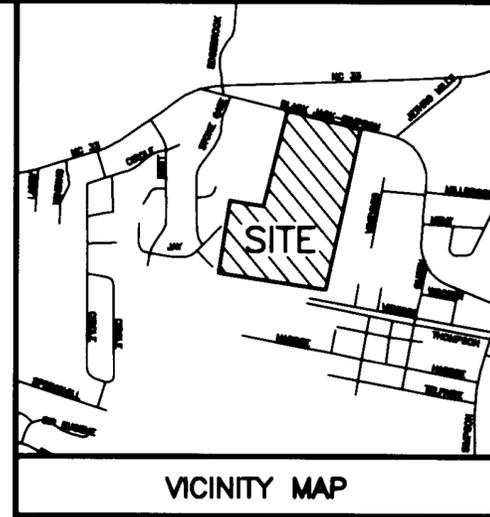
**SITE DATA**

TOTAL AREA IN TRACT . . . . . 27.484 ACRES  
 NUMBER OF LOTS CREATED . . . . . 29  
 LINEAR FEET IN STREETS . . . . . 2,391 LF  
 AREA IN OPEN SPACE . . . . . 0

ZONED AR  
 AGRICULTURAL/WOODED  
 ANNE M. BROWN  
 DB 2128, PG 873



Doc ID: 001526020002 Type: CRP  
 Recorded: 10/15/2007 at 11:23:02 AM  
 Fee Amt: \$42.00 Page 1 of 2  
 Pitt County, NC  
 Judy J. Tart Register of Deeds  
 BK 69 PG 43-44



VICINITY MAP

**CURVE TABLE**

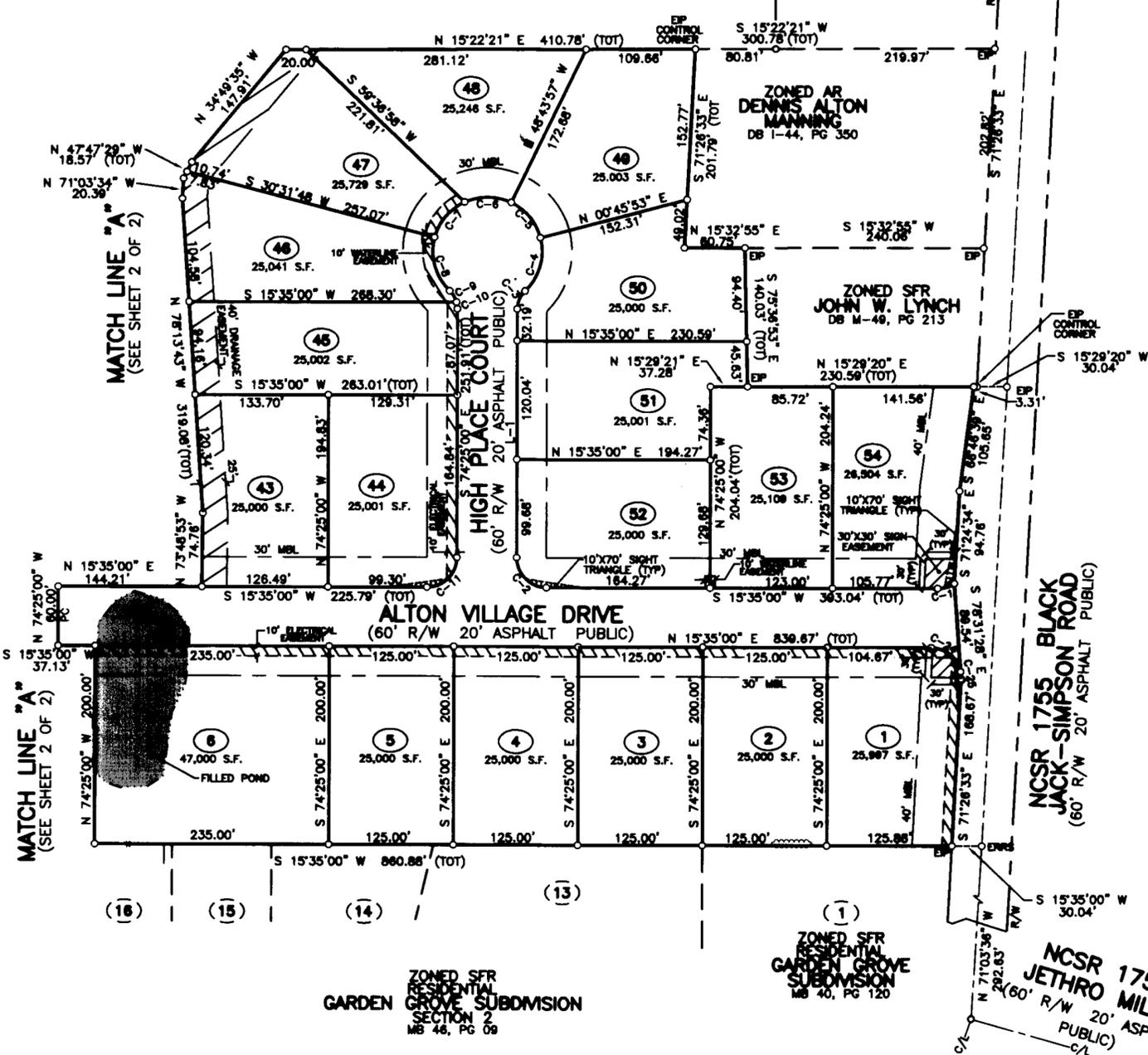
CURVE	RADIUS	CHORD	CH. BEARING
C-1	30.00'	17.55'	S 01°25'21"E
C-2	30.00'	42.43'	S 80°35'00"W
C-3	25.00'	18.78'	N 51°07'58"W
C-4	55.00'	58.15'	N 58°32'32"W
C-5	55.00'	48.00'	S 88°00'58"W
C-6	55.00'	48.81'	S 16°04'58"W
C-7	55.00'	48.81'	S 34°17'08"E
C-8	55.00'	58.25'	N 89°48'23"E
C-9	25.00'	13.18'	N 74°18'59"E
C-10	25.00'	8.94'	S 82°23'58"E
C-11	30.00'	42.43'	S 29°25'00"E
C-24	30.00'	38.00'	N 54°58'19"E
C-25	30.00'	7.40'	S 78°31'28"E

**CALL TABLE**

L-1 N 74°25'00" W 251.91'(TOT)

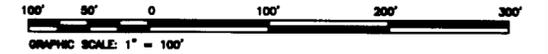
**LEGEND**

- R/W = RIGHT-OF-WAY
- MBL = MINIMUM BUILDING LINE
- EIP = EXISTING IRON PIPE
- PC = POINT OF CURVATURE
- SPKN = SET PARKER KALON NAIL
- SIP = SET IRON PIPE
- R = RADIUS
- CH = CHORD
- NPS = NO POINT SET
- C/L = CENTERLINE
- = NOT TO SCALE
- ERRS = EXISTING RAILROAD SPIKE



**NOTES**

1. ALL AREAS CALCULATED BY COORDINATE GEOMETRY.
2. THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARDOUS AREA AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY. REF: FIRM 3720560600J, FIRM 3720560700J, FIRM 3720561600J & FIRM 3720561700J, DATED JANUARY 2, 2004.
3. THIS MAP IS A SURVEY THAT CREATES A SUBDIVISION OF LAND WITHIN A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.
4. THIS SITE IS LOCATED IN THE SIMPSON FIRE DISTRICT.
5. THE NEAREST FIRE STATION IS .8± MILES AWAY IN SIMPSON, NC.
6. WATER SUPPLY TO BE PROVIDED BY EASTERN PINES WATER CORP.
7. SEWAGE DISPOSAL TO BE PROVIDED BY INDIVIDUAL LOT SEPTIC TANK SYSTEMS.
8. THE NEAREST FIRE HYDRANT IS LOCATED 0.3± MILES AWAY.
9. THIS SITE IS IN THE VILLAGE OF SIMPSON ETJ.
10. IRON PIPES SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED.
11. ELECTRIC SUPPLIED BY GREENVILLE UTILITIES COMMISSION.



STATE OF NORTH CAROLINA  
 COUNTY OF PITT  
 I, Matthew E. Spier, REVIEW OFFICER OF PITT COUNTY, CERTIFY THAT THE MAP OR PLAN TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.  
 DATE 10/15/07  
Matthew E. Spier  
 REVIEW OFFICER

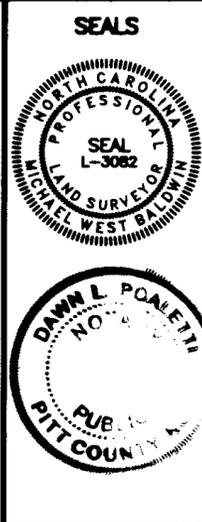
PARCEL #73855

CLOSURE CHECK LOT	
CHECKED: BAW	DATE: 08/05/07

SHEET 1 OF 2

**CERTIFICATE**  
 THIS IS TO CERTIFY THAT THIS MAP WAS DRAWN UNDER MY DIRECTION AND SUPERVISION FROM AN ACTUAL FIELD LAND SURVEY PERFORMED UNDER MY DIRECTION AND SUPERVISION THAT THE ERROR OF CLOSURE AS CALCULATED BY LATITUDES AND DEPARTURES IS 1:10,000, THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS DASHED LINE; THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.  
 WITNESS MY HAND AND SEAL THIS 14th DAY OF AUGUST, 2007.  
Michael West Baldwin  
 MICHAEL WEST BALDWIN, PLS L-3082

NORTH CAROLINA, PITT COUNTY  
 I, A NOTARY PUBLIC OF THE COUNTY AND STATE AFORESAID, CERTIFY THAT MICHAEL WEST BALDWIN, A PROFESSIONAL LAND SURVEYOR, PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT.  
 WITNESS MY HAND AND SEAL THIS 14th DAY OF AUGUST, 2007.  
Dawn L. Poaletti  
 NOTARY PUBLIC  
 MY COMMISSION EXPIRES: 03/28/2009



**CERTIFICATE OF OWNERSHIP AND DEDICATION**  
 I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED BY THIS PLAN AND THAT I (WE) HEREBY ADOPT THIS SUBDIVISION PLAN WITH MY (OUR) FREE CONSENT; ESTABLISH ALL LOTS, EASEMENTS, SETBACKS, AND OTHER ASPECTS OF THE SUBDIVISION; AND DEDICATE ALL STREETS, WALKS, PARKS, AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.  
 DATE 10-3-07  
Ronald Smith  
 OWNER

SWORN AND SUBSCRIBED BEFORE ME THIS 3rd DAY OF October, 2007.  
Dawn L. Poaletti  
 NOTARY PUBLIC  
 MY COMMISSION EXPIRES 03/28/09

**CERTIFICATE OF APPROVAL FOR RECORDING**  
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAN SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS FOR PITT COUNTY, N.C. AND IS APPROVED FOR RECORDING IN THE OFFICE OF THE PITT COUNTY REGISTER OF DEEDS.  
 DATE October 15, 2006  
Matthew E. Spier  
 PITT COUNTY SUBDIVISION ADMINISTRATOR

**STREET MAINTENANCE DISCLOSURE**  
 MAINTENANCE OF THE PUBLIC STREETS SHOWN ON THIS PLAN ARE INTENDED TO BE THE RESPONSIBILITY OF THE NC DEPARTMENT OF TRANSPORTATION. PROVIDED THAT ALL REQUIREMENTS FOR ACCEPTANCE ARE MET, UNTIL SUCH TIME AS NC DOT ACCEPTS THE STREETS, I WILL PROVIDE FOR NECESSARY MAINTENANCE. (NOTE: THIS STATEMENT SHALL NOT SERVE AS A SUBSTITUTE FOR ANY OTHER STATUTORY DISCLOSURE REQUIREMENTS.)  
Ronald Smith  
 OWNER

**CERTIFICATE OF APPROVAL AND ACCEPTANCE OF DEDICATION**  
 I CERTIFY THAT PITT COUNTY HAS APPROVED THIS PLAN AND ANY NEW PUBLIC STREETS, EASEMENTS, RIGHT-OF-WAY, AND PARKS SHOWN HEREON, BUT ASSUMES NO RESPONSIBILITY TO OPEN OR MAINTAIN THE SAME. (N.B. THE COUNTY HAS NO AUTHORITY TO MAINTAIN STREETS.)  
 DATE 10/15, 2006  
Matthew E. Spier  
 PITT COUNTY MANAGER

**DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS**  
 PROPOSED SUBDIVISION ROAD DESIGN STANDARD CERTIFICATION  
 APPROVED Matthew E. Spier  
 DATE 10-9-07

**FINAL PLAT**

*Alton Village*

SECTION ONE  
 REFERENCE: DEED BOOK 2231, PAGE 747 OF THE PITT COUNTY REGISTRY.

GRIMESLAND TOWNSHIP, PITT COUNTY, NORTH CAROLINA

OWNER: **SAMT, LLC**  
 ADDRESS: 226 COMMERCE STREET GREENVILLE, NC 27858  
 PHONE: (252) 756-3500

<b>Baldwin and ASSOCIATES</b> ENGINEERING, LAND SURVEYING AND PLANNING 1015 CONFERENCE DRIVE GREENVILLE, NC 27858 (252) 756-1390	SURVEYED: DF	APPROVED: MWB
	DRAWN: SCB	DATE: 08/14/2007
	CHECKED: MWB	SCALE: 1" = 100'

**CURVE TABLE**

CURVE	RADIUS	CHORD	CH. BEARING
C-12	200.00'	30.00'	S 19°53'04"W
C-13	200.00'	153.80'	S 46°48'04"W
C-14	30.00'	42.43'	N 88°38'01"W
C-15	55.00'	78.88'	N 67°17'47"W
C-16	55.00'	70.28'	S 28°21'35"W
C-17	55.00'	87.18'	S 50°58'54"E
C-18	25.00'	27.85'	S 54°38'17"E
C-19	30.00'	40.33'	S 21°34'46"W
C-20	280.00'	212.44'	S 39°41'47"W
C-21	200.00'	180.87'	N 42°28'00"E
C-22	280.00'	80.45'	N 80°28'58"E
C-23	280.00'	180.54'	N 33°34'00"E

**CALL TABLE**

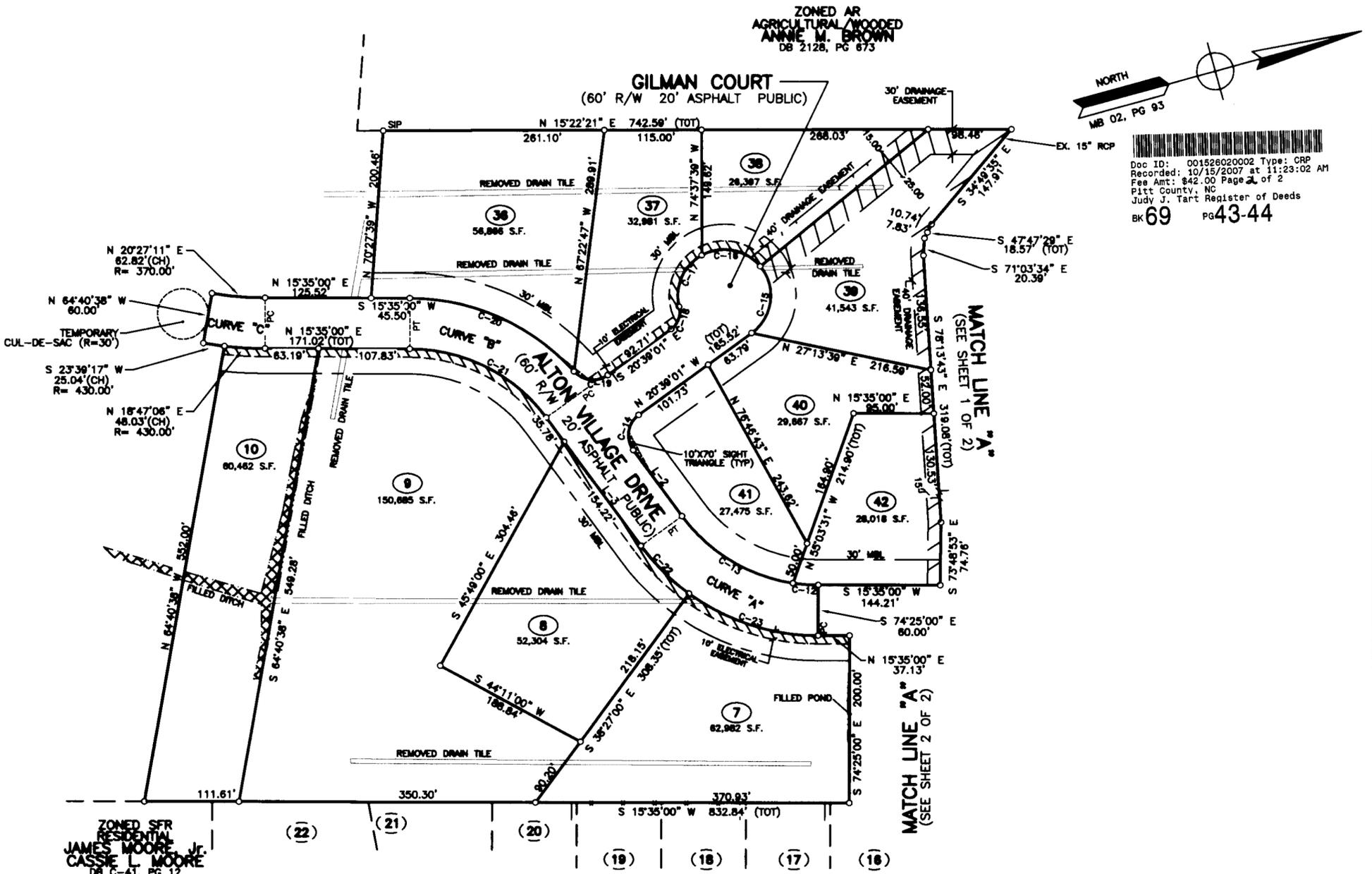
L-2	S 89°20'58" W	88.00'
L-3	N 89°20'58" E	190.00'(TOT)

**C/L CURVE DATA**

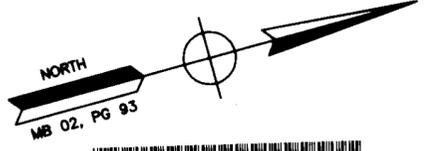
CURVE "A"	CURVE "B"
R= 230.00'	R= 230.00'
Δ = 53°45'58"	Δ = 53°45'58"
L= 215.83'	L= 215.83'
T= 116.80'	T= 116.80'
CH= S 42°28'00" W	CH= S 42°28'00" W
208.00'	208.00'

**CURVE "C"**

R= 400.00'
Δ = 08°44'22"
L= 88.77'
T= 34.08'
CH= S 20°27'11" W
67.91'



ZONED AR  
AGRICULTURAL/WOODED  
ANNIE M. BROWN  
DB 2128, PG 873



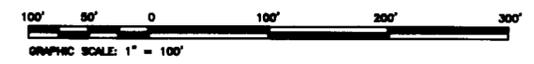
Doc ID: 00152602002 Type: CRP  
Recorded: 10/15/2007 at 11:23:02 AM  
Fee Amt: \$42.00 Page 2 of 2  
Pitt County, NC  
Judy J. Tart Register of Deeds  
BK 69 PG 43-44

ZONED AR  
DENNIS ALTON  
MANNING  
DB 1-44, PG 350

ZONED SFR  
RESIDENTIAL  
JAMES MOORE, JR.  
CASSIE L. MOORE  
DB C-41, PG 12

ZONED SFR  
RESIDENTIAL  
GARDEN GROVE SUBDIVISION  
SECTION 2  
MB 48, PG 08

STATE OF NORTH CAROLINA  
COUNTY OF PITT  
I, Matthew E. Spicer, REVIEW  
OFFICER OF PITT COUNTY, CERTIFY THAT THE  
MAP OR PLAT TO WHICH THIS CERTIFICATION  
IS AFFIXED MEETS ALL STATUTORY REQUIRE-  
MENTS FOR RECORDING.  
DATE 10/15/07  
Matthew E. Spicer  
REVIEW OFFICER



SHEET 2 OF 2 PARCEL #73855

**CERTIFICATE**  
THIS IS TO CERTIFY THAT THIS MAP WAS DRAWN UNDER MY DIRECTION AND SUPERVISION FROM AN ACTUAL FIELD SURVEY PERFORMED UNDER MY DIRECTION AND SUPERVISION THAT THE ERROR OF CLOSURE AS CALCULATED BY LATITUDES AND DEPARTURES IS 1:10,000, THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS DASHED LINE; THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.  
WITNESS MY HAND AND SEAL THIS 14th DAY OF AUGUST, 2007.  
[Signature]  
MICHAEL WEST BALDWIN, PLS L-3082  
  
NORTH CAROLINA, PITT COUNTY  
I, A NOTARY PUBLIC OF THE COUNTY AND STATE AFORESAID, CERTIFY THAT MICHAEL WEST BALDWIN, A PROFESSIONAL LAND SURVEYOR, PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT.  
WITNESS MY HAND AND SEAL THIS 14th DAY OF AUGUST, 2007.  
[Signature]  
NOTARY PUBLIC  
MY COMMISSION EXPIRES: 03/28/09

**SEALS**

**CERTIFICATE OF OWNERSHIP AND DEDICATION**  
I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED BY THIS PLAT AND THAT I (WE) HEREBY ADOPT THIS SUBDIVISION PLAN WITH MY (OUR) FREE CONSENT; ESTABLISH ALL LOTS, EASEMENTS, SETBACKS, AND OTHER ASPECTS OF THE SUBDIVISION; AND DEDICATE ALL STREETS, WALKS, PARKS, AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.  
DATE 10-3-07  
OWNER [Signature]  
  
OWNER \_\_\_\_\_  
  
SWORN AND SUBSCRIBED BEFORE ME THIS 3rd DAY OF Oct, 2007.  
[Signature]  
NOTARY PUBLIC  
MY COMMISSION EXPIRES 03/28/09

**CERTIFICATE OF APPROVAL FOR RECORDING**  
I, HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS FOR PITT COUNTY, N.C. AND IS APPROVED FOR RECORDING IN THE OFFICE OF THE PITT COUNTY REGISTER OF DEEDS.  
DATE October 15, 2008  
[Signature]  
PITT COUNTY SUBDIVISION ADMINISTRATOR  
  
**STREET MAINTENANCE DISCLOSURE**  
MAINTENANCE OF THE PUBLIC STREETS SHOWN ON THIS PLAT ARE INTENDED TO BE THE RESPONSIBILITY OF THE NC DEPARTMENT OF TRANSPORTATION. PROVIDED THAT ALL REQUIREMENTS FOR ACCEPTANCE ARE MET. UNTIL SUCH TIME AS NC DOT ACCEPTS THE STREETS, I WILL PROVIDE FOR NECESSARY MAINTENANCE. (NOTE: THIS STATEMENT SHALL NOT SERVE AS A SUBSTITUTE FOR ANY OTHER STATUTORY DISCLOSURE REQUIREMENTS.)  
OWNER [Signature]

**CERTIFICATE OF APPROVAL AND ACCEPTANCE OF DEDICATION**  
I CERTIFY THAT PITT COUNTY HAS APPROVED THIS PLAT AND ANY NEW PUBLIC STREETS, EASEMENTS, RIGHT-OF-WAY, AND PARKS SHOWN HEREON, BUT ASSUMES NO RESPONSIBILITY TO OPEN OR MAINTAIN THE SAME. (N.B. THE COUNTY HAS NO AUTHORITY TO MAINTAIN STREETS.)  
DATE 10/15, 2008  
[Signature]  
PITT COUNTY MANAGER  
  
**DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS**  
PROPOSED SUBDIVISION ROAD DESIGN STANDARD CERTIFICATION  
APPROVED [Signature]  
DATE 10-9-07

**FINAL PLAT**  
Alton Village  
SECTION ONE  
REFERENCE: DEED BOOK 2231, PAGE 747 OF THE PITT COUNTY REGISTRY.  
GRIMESLAND TOWNSHIP, PITT COUNTY, NORTH CAROLINA  
OWNER: **SAMT, LLC**  
ADDRESS: 226 COMMERCE STREET GREENVILLE, NC 27858  
PHONE: (252) 756-3500  
  
Baldwin and ASSOCIATES  
ENGINEERING, LAND SURVEYING AND PLANNING  
1015 CONFERENCE DRIVE GREENVILLE, NC 27858 (252) 756-1390  
SURVEYED: DF APPROVED: MWB  
DRAWN: SCB DATE: 08/14/2007  
CHECKED: MWB SCALE: 1" = 100'



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

3/12/20

Mr. Scott Elliott  
County Manager  
1717 W. 5<sup>th</sup> Street  
Greenville, NC 27834

Subject: Petition to add Bell Arthur Crossing Drive in Bell Arthur Crossing Subdivision

Dear Mr. Elliott,

Attached is a Petition Form SR-1, Resolution Form SR-2, Road Investigation Form SR-4 and a Subdivision Map for the subject streets. Please ask the County Commissioners to review this request and complete and return the Resolution Form SR-2 if they concur.

Please notify our office at (252) 623-5300 if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Jordan Evans".

Jordan S. Evans,  
Engineering Technician III

CC: File

**North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition**

**ROADWAY INFORMATION:** (Please Print/Type)

County: Pitt Road Name: Bell Arthur Crossing Drive  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Bell Arthur Crossing, Section 2 Length (miles): 0.071

Number of occupied homes having street frontage: 9 Located (miles): 0.072

miles N  S  E  W  of the intersection of Route NCSR 1206 and Route NCSR 1208.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Bell Arthur Crossing, Section 2 in Pitt County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: Mike Baldwin (Baldwin Design Consultants, PA) Phone Number: 252-756-1390

Street Address: 1700-D East Arlington Blvd, Greenville, NC 27858

Mailing Address: Same as above

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
<u>Don Edmonson, Manager</u>	<u>P.O. Box 307, Winterville, NC 28590</u>	<u>252-321-9904</u>
<u>(Developer, Edmonson Construction Company of Greenville, LLC)</u>		

**INSTRUCTIONS FOR COMPLETING PETITION:**

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

**FOR NCDOT USE ONLY:** Please check the appropriate block

Rural Road     Subdivision platted prior to October 1, 1975     Subdivision platted after September 30, 1975

**REQUIREMENTS FOR ADDITION**

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
Bell Arthur Crossing Drive	9	376 lf			

**North Carolina Department of Transportation  
Division of Highways  
Request for Addition to State Maintained Secondary Road System**

North Carolina

County:   Pitt  

Road Description:   Bell Arthur Crossing  

---

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of   Pitt   requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of   Pitt   that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of   Pitt   at a meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

WITNESS my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Official Seal**

Clerk, Board of Commissioners  
County: \_\_\_\_\_

**PLEASE NOTE:**

**Forward direct with request to the Division Engineer, Division of Highways**

**North Carolina Department of Transportation  
Division of Highways  
Secondary Road Addition Investigation Report**

County: Pitt Co. File No: \_\_\_\_\_ Date: 3/11/20  
Township: Arthur Div. File No: \_\_\_\_\_ Div. No: 02

Local Name: Bell Arthur Crossing Drive Subdivision Name: Bell Arthur Crossing  
Surface  
Length: .07 mi Width: 26 ft. BC-BC Type: Asphalt PVMT Condition: Good  
Surface Base  
Thickness \_\_\_\_\_ in Base Type Stone Thickness \_\_\_\_\_ in

\*Bridges Yes \_\_\_\_\_ No X \* Pipe > 48" Yes \_\_\_\_\_ No X \*Retaining Walls Within Right of Way Yes \_\_\_\_\_ No X

**\* If Yes -Include Bridge Maintenance Investigation Report**

Is this a subdivision street subject to the construction requirements for such streets? Yes

Recording Date: 3/21/12 Book: 75 Page: 129

Number of homes having entrances into road: 9 Full-Time Homes

Other uses having entrances into road: N/A

Right-of-Way Width: 50-ft. If right-of-way is below the desired width, give reasons under "Remarks and Recommendations."

Is petition (SR-1) attached? Yes

Is the County Commissioners Approval (SR-2) attached? Yes If not, why not? \_\_\_\_\_

Is a map attached indicating information for reference in locating road by the Planning Department? Yes

Cost to place in acceptable maintenance condition: Total Cost: \$ N/A

Grade, drain, stabilize: \$ N/A Drainage: \$ N/A Other: \$ N/A

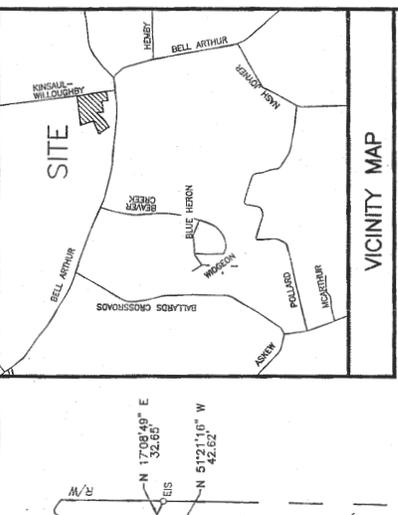
Remarks and Recommendations: Roads meets minimum housing and constructions requirements for addition as a paved subdivision streets. Recommend Addition.

Submitted by: \_\_\_\_\_ Reviewed and Approved: \_\_\_\_\_  
DISTRICT ENGINEER DIVISION ENGINEER

Reviewed and Approved

BOARD OF TRANSPORTATION MEMBER: \_\_\_\_\_

	Do not write in this space- For Use by Secondary Roads Unit
	Petition #

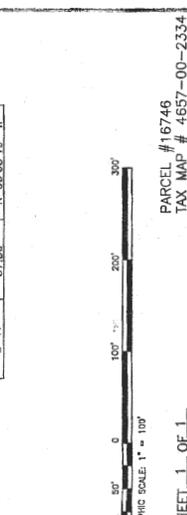


**CURVE TABLE**

CURVE	RADIUS	CHORD	CH BEARING
C-1	55.00'	2.00'	S 89°52'19" W
C-2	55.00'	26.00'	S 85°35'57" W
C-3	55.00'	55.00'	S 85°35'57" W
C-3A	55.00'	11.16'	S 22°03'50" E
C-4	55.00'	33.08'	S 45°23'35" E
C-5	55.00'	47.93'	S 80°44'05" E
C-6	55.00'	51.68'	N 37°24'37" E
C-7	25.00'	11.08'	N 22°12'29" E
C-8	25.00'	21.09'	N 82°58'10" E

**LINE TABLE**

LINE	LENGTH	BEARING
L-1	70.42'	S 01°24'49" W
L-2	71.00'	S 14°50'24" E
L-3	38.18'	N 01°52'42" E
L-4	18.85'	N 81°01'06" E
L-5	72.50'	N 09°44'47" W
L-6	25.00'	N 63°35'44" W
L-7	35.93'	S 89°44'42" E
L-8	45.84'	N 85°44'42" E
L-9	35.28'	S 01°11'11" W
L-10	55.83'	S 60°08'37" W
L-11	65.93'	S 78°39'45" W
L-12	10.00'	N 10°56'15" W
L-13	64.56'	N 60°08'37" E
L-14	76.85'	N 01°11'11" E
L-15	37.97'	N 78°00'50" E
L-16	14.57'	N 05°05'19" W
L-17	57.50'	N 05°05'19" W



GRAPHIC SCALE: 1" = 100'

SHEET 1 OF 1

PARCEL # 16746  
TAX MAP # 4657-00-2334

**SITE DATA**

TOTAL AREA IN TRACT . . . . . 9.710 ACRES

NUMBER OF LOTS CREATED . . . . . 11

LINEAR FEET IN STREETS . . . . . 376 LF

AREA IN OPEN SPACE . . . . . 0

ZONING CLASSIFICATION . . . . . RR

**NOTES**

1. ALL AREAS CALCULATED BY COORDINATE GEOMETRY.
2. THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARDOUS AREA AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY.
3. THIS PROPERTY IS LOCATED IN THE RED OAK FIRE DISTRICT.
4. THE NEAREST FIRE HYDRANT IS LOCATED +/- 515 FT EAST OF THE SUBJECT PROPERTY.
5. SEWAGE DISPOSAL BEYOND THE DEPARTMENT OF LAND WITHIN AN AREA OF LAND WITHIN A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.
6. THIS PROPERTY IS LOCATED APPROXIMATELY 3 MILES WEST OF RED OAK.
7. THE NEAREST WATER SUPPLY IS LOCATED +/- 1.5 MILES WEST OF THE SUBJECT PROPERTY.
8. WATER TO BE SUPPLIED BY BELL ARTHUR WATER CORPORATION.
9. ELECTRIC SUPPLY PROVIDED BY GREENVILLE UTILITIES CORPORATION.
10. IRON PIPES TO BE SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED.

**LEGEND**

R/W = RIGHT-OF-WAY  
PP = POWER POLE  
GYE = GYE WIRE  
MEL = MINIMUM BUILDING LINE  
EIS = EXISTING IRON STAKE  
SIP = SET IRON PIPE  
EP = EXISTING IRON PIPE  
CH = CHORD  
R/P = RADIUS POINT SET  
C = CENTERLINE

**ADA FLOWERS KINSAUL**  
ESTATE FILE 91-198

**ADA FLOWERS KINSAUL**  
ESTATE FILE 91-198

**AD MCARTHUR FARMS LLC**  
DEED BOOK 93A, PAGE 301

**FRANK B. DAVID IV**  
**and wife CAROL R. DAVID**  
DEED BOOK 1542, PAGE 58

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DEED BOOK 93A, PAGE 301

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**and wife CAROL R. DAVID**  
DEED BOOK 1542, PAGE 58

**AD MCARTHUR FARMS LLC**  
DEED BOOK 93A, PAGE 301

**FRANK B. DAVID IV**  
**and wife CAROL R. DAVID**  
DEED BOOK 1542, PAGE 58

**AD MCARTHUR FARMS LLC**  
DEED BOOK 93A, PAGE 301

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DEED BOOK 93A, PAGE 301

**FRANK B. DAVID IV**  
**and wife CAROL R. DAVID**  
DEED BOOK 1542, PAGE 58

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

I, **AD MCARTHUR FARMS LLC**, the owner of the above described property, do hereby certify that the above described property is being dedicated to the public use as shown on the attached plat and that the same is being dedicated to the public use as shown on the attached plat and that the same is being dedicated to the public use as shown on the attached plat.

DATE: **3/1/2012**

BY: *Matthew J. Spivey*  
NOTARY PUBLIC

MY COMMISSION EXPIRES: **02/28/14**

**CERTIFICATE OF APPROVAL AND ACCEPTANCE OF DEDICATION**

I, **FRANK B. DAVID IV and wife CAROL R. DAVID**, the owner of the above described property, do hereby certify that the above described property is being dedicated to the public use as shown on the attached plat and that the same is being dedicated to the public use as shown on the attached plat.

DATE: **3/1/2012**

BY: *Frank B. David IV*  
NOTARY PUBLIC

MY COMMISSION EXPIRES: **02/28/14**

**CERTIFICATE OF RECORDING**

I, **AD MCARTHUR FARMS LLC**, the owner of the above described property, do hereby certify that the above described property is being dedicated to the public use as shown on the attached plat and that the same is being dedicated to the public use as shown on the attached plat.

DATE: **3/1/2012**

BY: *Matthew J. Spivey*  
NOTARY PUBLIC

MY COMMISSION EXPIRES: **02/28/14**

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

I, **AD MCARTHUR FARMS LLC**, the owner of the above described property, do hereby certify that the above described property is being dedicated to the public use as shown on the attached plat and that the same is being dedicated to the public use as shown on the attached plat.

DATE: **3/1/2012**

BY: *Matthew J. Spivey*  
NOTARY PUBLIC

MY COMMISSION EXPIRES: **02/28/14**

**CERTIFICATE**

THIS IS TO CERTIFY THAT THIS MAP WAS DRAWN UNDER MY DIRECTION AND SUPERVISION FROM AN ACTUAL FIELD SURVEY AND THAT THE SAME IS ACCURATE AND CORRECT AND THAT THE SAME IS BEING DEDICATED TO THE PUBLIC USE AS SHOWN ON THE ATTACHED PLAT AND THAT THE SAME IS BEING DEDICATED TO THE PUBLIC USE AS SHOWN ON THE ATTACHED PLAT.

DATE: **3/1/2012**

BY: *Matthew J. Spivey*  
NOTARY PUBLIC

MY COMMISSION EXPIRES: **02/28/14**

**AD MCARTHUR FARMS LLC**  
DEED BOOK 93A, PAGE 301

**FRANK B. DAVID IV**  
**and wife CAROL R. DAVID**  
DEED BOOK 1542, PAGE 58



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

3/12/20

Mr. Scott Elliott  
County Manager  
1717 W. 5<sup>th</sup> Street  
Greenville, NC 27834

Subject: Petition to add Brandy Brook Dr. and Justin Ln. in Brandy Creek South Subdivision

Dear Mr. Elliott,

Attached is a Petition Form SR-1, Resolution Form SR-2, Road Investigation Form SR-4 and a Subdivision Map for the subject streets. Please ask the County Commissioners to review this request and complete and return the Resolution Form SR-2 if they concur.

Please notify our office at (252) 623-5300 if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Jordan S. Evans".

Jordan S. Evans,  
Engineering Technician III

CC: File

North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition

**ROADWAY INFORMATION:** (Please Print/Type)

County: Pitt Road Name: Brandy Brook Dr. & Justin Ln  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Brandy Creek South Length (miles): .18 miles total  
Number of occupied homes having street frontage: 14 Located (miles): .4 miles  
miles N  S  E  W  of the intersection of Route 1726 and Route 2507.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Brandy Creek South in Pitt County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: Lundon Weaver *For Bill Clark Homes* Phone Number: 252-814-1481  
Street Address: 200 E. Arlington Blvd Greenville NC 27858  
Mailing Address: " "

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>

**INSTRUCTIONS FOR COMPLETING PETITION:**

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

**FOR NCDOT USE ONLY:** Please check the appropriate block

- Rural Road   
  Subdivision platted prior to October 1, 1975   
  Subdivision platted after September 30, 1975

**REQUIREMENTS FOR ADDITION**

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
Brandy Brook Dr	8	620ft			
Justin Ln	5	300ft			

**North Carolina Department of Transportation  
Division of Highways  
Request for Addition to State Maintained Secondary Road System**

North Carolina

County:   Pitt  

Road Description:   Brandy Brook Drive, Justin Lane  

---

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of   Pitt   requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of   Pitt   that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of   Pitt   at a meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

WITNESS my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Official Seal**

Clerk, Board of Commissioners  
County: \_\_\_\_\_

**PLEASE NOTE:**

**Forward direct with request to the Division Engineer, Division of Highways**

**North Carolina Department of Transportation  
Division of Highways  
Secondary Road Addition Investigation Report**

County: Pitt Co. File No: \_\_\_\_\_ Date: 3/12/20  
 Township: Chicod Div. File No: \_\_\_\_\_ Div. No: 02

Local Name: Brandy Brook Drive Subdivision Name: Brandy Creek South  
Justin Lane  
 Length: .12 mi, .06 mi Width: 26 ft. BC-BC Surface Type: S9.5A PVMT Condition: Good  
 Surface Base  
 Thickness 1.5 in Base Type CABC Thickness 6 in

\*Bridges Yes \_\_\_ No X \* Pipe > 48" Yes \_\_\_ No X \*Retaining Walls Within Right of Way Yes \_\_\_ No X

**\* If Yes -Include Bridge Maintenance Investigation Report**

Is this a subdivision street subject to the construction requirements for such streets? Yes

Recording Date: 10/17/17 Book: 82 Page: 56

Number of homes having entrances into road: 14 Full-Time Homes

Other uses having entrances into road: N/A

Right-of-Way Width: 50-ft. If right-of-way is below the desired width, give reasons under "Remarks and Recommendations."

Is petition (SR-1) attached? Yes

Is the County Commissioners Approval (SR-2) attached? Yes If not, why not? \_\_\_\_\_

Is a map attached indicating information for reference in locating road by the Planning Department? Yes

Cost to place in acceptable maintenance condition: Total Cost: \$ N/A

Grade, drain, stabilize: \$ N/A Drainage: \$ N/A Other: \$ N/A

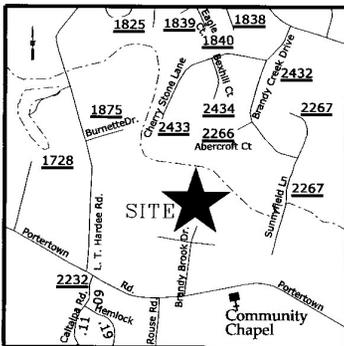
Remarks and Recommendations: Roads meets minimum housing and constructions requirements for addition as a paved subdivision streets. Recommend Addition.

Submitted by: \_\_\_\_\_ Reviewed and Approved: \_\_\_\_\_  
 DISTRICT ENGINEER DIVISION ENGINEER

Reviewed and Approved

BOARD OF TRANSPORTATION MEMBER: \_\_\_\_\_

	Do not write in this space- For Use by Secondary Roads Unit          Petition #
--	---



**VICINITY MAP**  
NOT TO SCALE

**CURVE DATA**

CURVE C1	CURVE C2	LEGEND:
R = 30.00' Δ = 89°57'20" L = 17.10' CH = N61°32'14"E 42.41'	R = 30.00' Δ = 75°31'35" L = 32.95' CH = S30°43'26"E 30.62'	EIP - EXISTING IRON PIPE R/W - RIGHT-OF-WAY R - RADIUS L - LENGTH CH - CHORD PC - POINT OF CURVATURE PT - POINT OF TANGENCY NIS - NEW IRON STAKE MBL - MINIMUM BUILDING LINE EIR - EXISTING IRON ROD NPS - NO PRIME SET CL - CENTERLINE PL - PROPERTY LINE EIS - EXISTING IRON STAKE
R = 30.00' Δ = 74°18'03" L = 17.10' CH = S30°06'45"E 42.41'	R = 55.00' Δ = 87°18'30" L = 84.08' CH = N68°56'37"E 76.13'	
R = 55.00' Δ = 49°21'34" L = 47.58' CH = N00°28'11"E 45.83'	R = 55.00' Δ = 44°16'24" L = 42.20' CH = N67°20'52"W 41.45'	
R = 30.00' Δ = 90°02'12" L = 47.14' CH = N25°57'46"W 42.44'	R = 205.00' Δ = 139°18'11" L = 70.26' CH = N31°22'40"E 69.92'	
R = 30.00' Δ = 85°50'37" L = 14.35' CH = N84°07'27"E 40.86'	R = 55.00' Δ = 38°48'09" L = 37.25' CH = S72°50'58"E 36.54'	
R = 55.00' Δ = 89°57'12" L = 86.35' CH = N45°16'21"E 77.15'	R = 55.00' Δ = 50°33'36" L = 46.68' CH = N24°58'25"W 43.48'	
R = 55.00' Δ = 57°24'23" L = 55.11' CH = N16°56'44"W 52.83'	R = 255.00' Δ = 139°08'11" L = 85.17' CH = S31°30'44"W 84.18'	
R = 55.00' Δ = 57°24'23" L = 55.11' CH = N16°56'44"W 52.83'	R = 255.00' Δ = 139°08'11" L = 85.17' CH = S31°30'44"W 84.18'	
R = 55.00' Δ = 57°24'23" L = 55.11' CH = N16°56'44"W 52.83'	R = 255.00' Δ = 139°08'11" L = 85.17' CH = S31°30'44"W 84.18'	

**CERTIFICATE OF ACCURACY**

I, **HOWARD O. BARNUM**, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL FIELD SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 3209, PAGE 294, OR FROM BOOKS REFERENCED HEREON); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK 3209, PAGE 294, OR AS REFERENCED HEREON; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:11,498; THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

I FURTHER CERTIFY PURSUANT TO G.S. 47-30 (F(1)(1)(i)), THAT THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

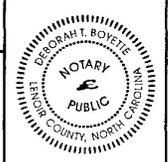
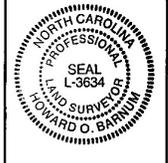
WITNESS MY ORIGINAL SIGNATURE AND SEAL THIS 4<sup>th</sup> DAY OF Oct, 2017

SIGNED: *Howard O. Barnum*  
PROFESSIONAL LAND SURVEYOR No. L-3634

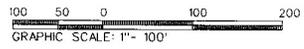
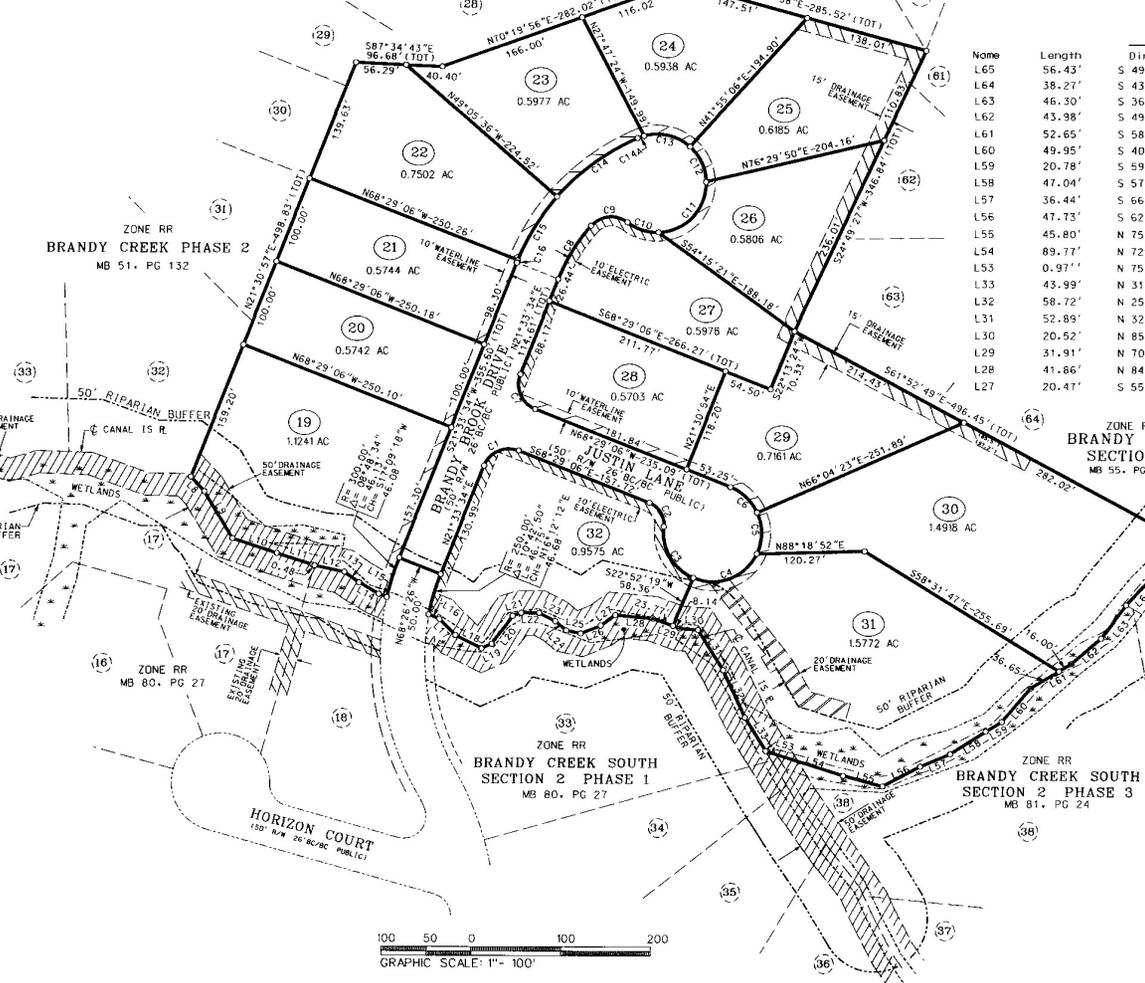
**REVIEW OFFICER'S CERTIFICATE**

I, *Chris Lawson* REVIEW OFFICER OF PITT COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

DATE: 10/17/17



Doc ID: 01894590001 Type: CRP  
Recorded: 10/17/2017 at 02:43:19 PM  
Fee Amt: \$21.00 Page 1 of 1  
Pitt County, NC  
Lisa P. Nichols REG OF DEEDS  
BK 82 PG 56



**SITE DATA**

NUMBER OF LOTS CREATED.....	14
TOTAL AREA IN TRACT.....	12.5949 AC
LINEAR FEET IN STREETS.....	826 LF
ACREAGE IN RESERVED OR OPEN SPACE.....	0 AC
ZONING.....	RR

Name	Length	Direction	Name	Length	Direction
L65	56.43'	S 49°21'39" W	L26	23.97'	S 68°05'22" W
L64	38.27'	S 43°19'21" W	L25	16.70'	N 78°08'21" W
L63	46.30'	S 36°33'07" W	L24	15.93'	N 49°46'59" W
L62	43.98'	S 49°34'25" W	L23	19.77'	S 63°19'20" W
L61	52.65'	S 58°44'51" W	L22	20.09'	N 89°57'36" W
L60	49.95'	S 40°22'14" W	L21	10.09'	S 72°16'45" W
L59	20.78'	S 59°25'56" W	L20	39.38'	S 37°16'54" W
L58	47.04'	S 57°12'36" W	L19	12.35'	S 65°12'04" W
L57	36.44'	S 66°46'42" W	L18	32.79'	N 63°31'21" W
L56	47.73'	S 62°07'16" W	L17	25.49'	N 44°28'54" W
L55	45.80'	N 75°03'50" W	L16	12.81'	N 67°16'31" W
L54	89.77'	N 72°28'36" W	L15	9.81'	N 68°21'33" W
L53	0.971'	N 75°16'18" W	L14	25.26'	N 60°02'15" W
L33	43.99'	N 31°53'43" W	L13	20.38'	S 54°48'18" W
L32	58.72'	N 25°14'09" W	L12	34.77'	N 77°48'17" W
L31	52.89'	S 32°00'43" W	L11	43.99'	N 72°16'03" W
L30	20.52'	N 85°50'29" W	L10	52.27'	N 71°39'21" W
L29	31.91'	N 70°16'24" W	L9	61.16'	N 30°54'20" W
L28	41.86'	N 84°55'23" W	L8	22.21'	N 42°48'59" W
L27	20.47'	N 55°10'24" W			

- NOTES:**
- ALL AREAS CALCULATED BY COORDINATE GEOMETRY.
  - IRON STAKES SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED; NO POINTS SET IN CANALS.
  - THIS PROPERTY IS LOCATED IN THE EASTERN PINES FIRE DISTRICT.
  - ELECTRICAL SUPPLY TO BE PROVIDED BY GREENVILLE UTILITIES COMMISSION.
  - WATER SUPPLY TO BE PROVIDED BY EASTERN PINES WATER CORPORATION.
  - SANITARY SEWER SERVICE TO BE PROVIDED BY INDIVIDUAL LOT SEPTIC TANK SYSTEMS AS APPROVED BY THE PITT COUNTY ENVIRONMENTAL HEALTH DEPARTMENT.
  - THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY THE NATIONAL FLOOD INSURANCE PROGRAM. FIRM 37205G0600J, DATED 1-2-04.
  - MINIMUM BUILDING LINES:  
30' FRONT  
10' REAR  
10' SIDE

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

I (WE) CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED BY THIS PLAT AND THAT I (WE) HEREBY ADOPT THIS SUBDIVISION PLAN WITH MY (OUR) FREE CONSENT; ESTABLISH ALL LOTS, EASEMENTS, SETBACKS, AND OTHER ASPECTS OF THE SUBDIVISION; AND DEDICATE ALL STREETS, WALKS, PARKS, AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE: Oct. 4, 2017  
*Kathryn Smith*  
 OWNER  
*Daniel Koch*  
 OWNER

OWNER: **LENOIR**  
NORTH CAROLINA, PITT COUNTY  
I, A NOTARY PUBLIC OF THE COUNTY AND STATE AFORESAID, CERTIFY THAT THE OWNER(S) LISTED ABOVE PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT, WITNESS MY HAND AND OFFICIAL STAMP OR SEAL, THIS 4<sup>th</sup> DAY OF **OCTOBER**, 2017.

*Deborah T. Boyette*  
NOTARY PUBLIC  
MY COMMISSION EXPIRES 9-25-22

**CERTIFICATE OF RECORDING**

I CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF PITT COUNTY, NORTH CAROLINA AND IS APPROVED FOR RECORDING BY THE PITT COUNTY REGISTER OF DEEDS.

DATE: *October 16*, 2017  
*[Signature]*  
 PITT COUNTY SUBDIVISION ADMINISTRATOR

**CERTIFICATE OF ACCEPTANCE OF DEDICATION**

I CERTIFY THAT PITT COUNTY HAS APPROVED THIS PLAT AND ANY NEW PUBLIC STREETS, EASEMENTS RIGHTS-OF-WAY, AND PARKS SHOWN HEREON BUT ASSUMES NO RESPONSIBILITY TO OPEN OR MAINTAIN THE SAME. (N.B. THE COUNTY HAS NO AUTHORITY TO MAINTAIN STREETS.)

DATE: 10-17-17  
*D. Scott Elliott*  
 PITT COUNTY MANAGER

**CERTIFICATE OF PUBLIC STREET DESIGN APPROVAL**

I HEREBY CERTIFY THAT THE DESIGN OF THE PROPOSED SUBDIVISION STREET(S) SHOWN ON THIS PLAT COMPLIES WITH THE CURRENT MINIMUM CONSTRUCTION STANDARDS FOR SUBDIVISION ROADS OF THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS.

DATE: **October 10, 2017**  
*Mary Beth Houston*  
 DISTRICT ENGINEER

**STREET MAINTENANCE DISCLOSURE**

MAINTENANCE OF THE PUBLIC STREET(S) SHOWN ON THIS PLAT IS (ARE) INTENDED TO BE THE RESPONSIBILITY OF THE N.C. DEPARTMENT OF TRANSPORTATION. PROVIDED THAT ALL REQUIREMENTS FOR ACCEPTANCE ARE MET UNTIL SUCH TIME AS N.C. DOT ACCEPTS THE STREET(S). I (WE) WILL PROVIDE FOR NECESSARY MAINTENANCE (NOTE: THIS STATEMENT SHALL NOT SERVE AS SUBSTITUTE FOR ANY OTHER STATUTORY DISCLOSURE REQUIREMENTS).

*Kathryn Smith / Daniel Koch*  
 OWNER(S)

PARCEL NO. 21283  
**MAP FOR RECORD**

**BRANDY CREEK SOUTH SECTION 2 PHASE 2**

REFERENCE: DEED BOOK 3209, PAGE 294 AND MAP BOOK 69, PAGE 4 OF THE PITT COUNTY REGISTRY

CHICOD TOWNSHIP, PITT COUNTY, NC

OWNER: **BILL CLARK HOMES OF GREENVILLE, LLC**  
 ADDRESS: 200 E. ARLINGTON BLVD. SUITE 100 GREENVILLE, NC 27858  
 PHONE: (252) 317-0940

DATE: SEPT. 27, 2016 | DRAWN BY: *[Signature]* | CHECKED BY: *[Signature]*

**STROUD ENGINEERING, P.A.**  
 107 COMMERCE STREET SUITE B GREENVILLE, NC 27858  
 (252) 756-9352 LICENSE NO. C-0647



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

3/11/20

Mr. Scott Elliott  
County Manager  
1717 W. 5<sup>th</sup> Street  
Greenville, NC 27834

Subject: Petition to add Northgate Walk Dr. in Northgate Walk Subdivision

Dear Mr. Elliott,

Attached is a Petition Form SR-1, Resolution Form SR-2, Road Investigation Form SR-4 and a Subdivision Map for the subject streets. Please ask the County Commissioners to review this request and complete and return the Resolution Form SR-2 if they concur.

Please notify our office at (252) 623-5300 if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Jordan S. Evans".

Jordan S. Evans,  
Engineering Technician III

CC: File

**North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition**

**ROADWAY INFORMATION:** (Please Print/Type)

County: Pitt Road Name: Northgate Walk Drive  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Northgate Walk Section I, Phase II & Ph. I Length (miles): 0.15 +/-Mile

Number of occupied homes having street frontage: 18 Located (miles): 0.2 Mile

miles N  S  E  W  of the intersection of Route 1243 and Route 1200  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Northgate Walk in Pitt County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Signature</u> <del>Telephone</del>
April Nicole Stepps	7333 Stantonsburg Road Farmville, NC 27828	x April Nicole Stepps
Gina W. Wooten	3023 Northgate Walk Drive Farmville, NC 27828	Gina W. Wooten Whitehurst
Shelton Walker	1345 Stantonsburg Road Farmville, NC 27828	
Kayla Dunlow	Farmville, NC 27828	Kayla Shelton
Lindsey Elliott	3031 Northgate Walk Drive Farmville, NC 27828	x Lindsey Elliott

\* See attachment





**North Carolina Department of Transportation  
Division of Highways  
Request for Addition to State Maintained Secondary Road System**

North Carolina

County:   Pitt  

Road Description:   Northgate Walk Dr.  

---

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of   Pitt   requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of   Pitt   that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of   Pitt   at a meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

WITNESS my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Official Seal**

Clerk, Board of Commissioners  
County: \_\_\_\_\_

**PLEASE NOTE:**

**Forward direct with request to the Division Engineer, Division of Highways**

**North Carolina Department of Transportation  
Division of Highways  
Secondary Road Addition Investigation Report**

County: Pitt Co. File No: \_\_\_\_\_ Date: 3/11/20  
Township: Farmville Div. File No: \_\_\_\_\_ Div. No: 02

Local Name: Northgate Walk Dr. Subdivision Name: Northgate Walk  
Surface  
Length: .15 Mi Width: 20 ft. Type: RI-2 PVMT Condition: Fair  
Surface Base  
Thickness 1.78 in Base Type ABC Thickness 6 in

\*Bridges Yes \_\_\_ No X \* Pipe > 48" Yes \_\_\_ No X \*Retaining Walls Within Right of Way Yes \_\_\_ No X

**\* If Yes -Include Bridge Maintenance Investigation Report**

Is this a subdivision street subject to the construction requirements for such streets? Yes

Recording Date: 6/7/95 Book: 45 Page: 104

Number of homes having entrances into road: 18 Full-Time Homes

Other uses having entrances into road: N/A

Right-of-Way Width: 60-ft. If right-of-way is below the desired width, give reasons under "Remarks and Recommendations."

Is petition (SR-1) attached? Yes

Is the County Commissioners Approval (SR-2) attached? Yes If not, why not? \_\_\_\_\_

Is a map attached indicating information for reference in locating road by the Planning Department? Yes

Cost to place in acceptable maintenance condition: Total Cost: \$ N/A

Grade, drain, stabilize: \$ N/A Drainage: \$ N/A Other: \$ N/A

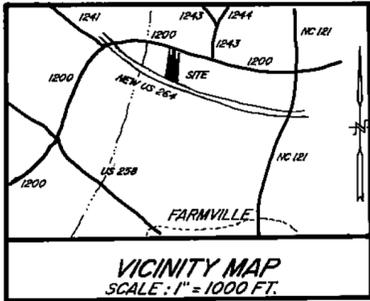
Remarks and Recommendations: Roads meets minimum housing and constructions requirements for addition as a paved subdivision streets. Recommend Addition.

Submitted by: \_\_\_\_\_ Reviewed and Approved: \_\_\_\_\_  
DISTRICT ENGINEER DIVISION ENGINEER

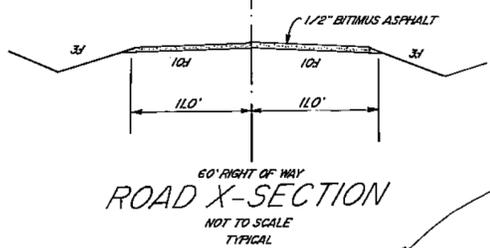
Reviewed and Approved

BOARD OF TRANSPORTATION MEMBER: \_\_\_\_\_

	Do not write in this space- For Use by Secondary Roads Unit
	Petition #



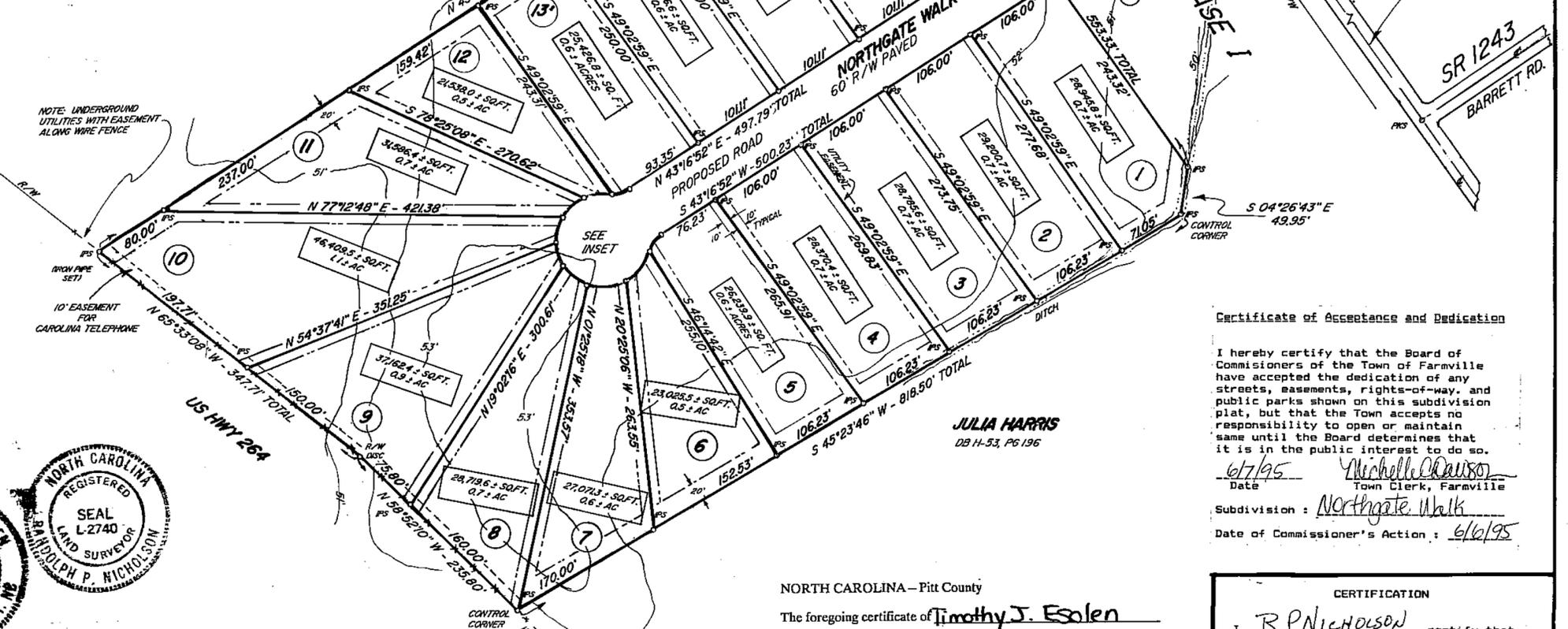
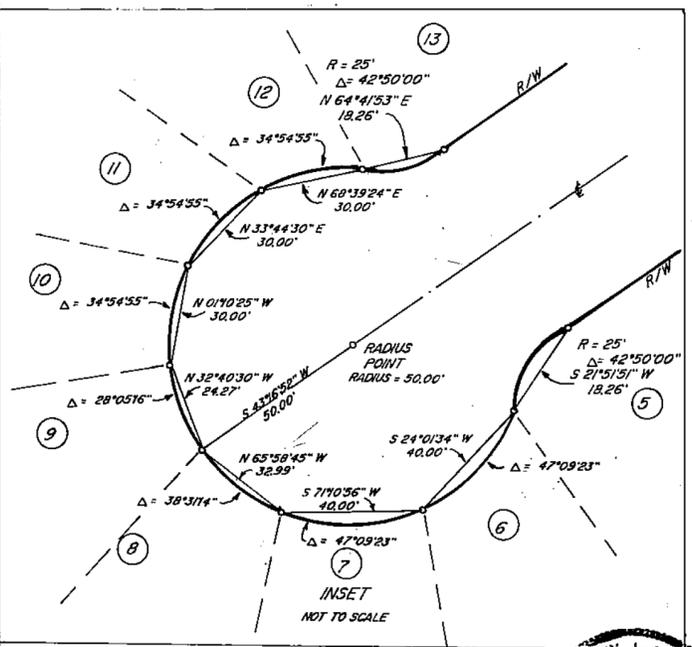
**REFERENCES**  
 MAP BY ROANOKE LAND SURVEYING  
 ENTITLED: WIBEDI, INC., BRAXTON FARM  
 DATED: NOV. 21, 1994  
 CONTOUR INTERVAL = 2'  
 MAP BY ROANOKE LAND SURVEYING  
 ENTITLED: BRAXTON AGRES, (SECTION I, PHASE I)  
 DATED: JAN. 18, 1995



**NOTES**  
 SUBJECT TO ALL R/W'S, EASEMENTS,  
 ZONING REGS., AND/OR RESTRICTIVE  
 COVENANTS OF RECORD AND NOT  
 SHOWN HEREON.  
 NOT IN A FLOOD HAZARD ZONE.  
 NO ENCROACHMENTS.  
 UNDERGROUND UTILITY LOCATIONS ARE  
 APPROXIMATE AND TO BE VERIFIED BY CONTRACTOR.  
 ALL AREAS INSIDE INDIVIDUAL LOTS  
 WERE CALCULATED BY DMD.  
 CONTOUR INTERVALS = ONE FOOT  
 ZONED RA-20

**NOTES**  
 SETBACKS FRONT = 30'  
 SIDE = 12' (22' ON CORNER LOT)  
 REAR = 20% OF MEAN LOT WIDTH

BUILDING LOCATION TO BE AT A PLACE  
 WHERE THERE IS 80' MINIMUM LOT WIDTH.  
**WIBEDI INC.**  
 DB 543, PG 243



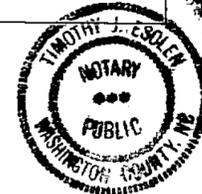
**Certificate of Acceptance and Dedication**

I hereby certify that the Board of Commissioners of the Town of Farmville has accepted the dedication of any streets, easements, rights-of-way, and public parks shown on this subdivision plat, but that the Town accepts no responsibility to open or maintain same until the Board determines that it is in the public interest to do so.

Date: 6/7/95  
 Signature: Michelle Dawson  
 Title: Town Clerk, Farmville  
 Subdivision: Northgate Walk  
 Date of Commissioner's Action: 6/6/95

**JULIA HARRIS**  
 DB 11-53, PG 196

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



**OWNERSHIP AND DEDICATION**

I (we) certify that I am (we are) the owner(s) of the property shown and described by this plat and that I (we) hereby adopt this subdivision plan with my (our) free consent; establish all lots, easements, setbacks, and other aspects of the subdivision; and dedicate all streets, walks, parks, and other open spaces to public or private use as noted.

Signature: James P. Biffles  
 Date: 3-27-1995

NORTH CAROLINA, PITT COUNTY  
 I, a notary public of the county and state aforesaid, certify that the owner(s) listed above personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this 27 day of March, 1995.

Stamp of: R. P. Nicholson  
 Notary Public  
 My commission expires 6-27-96

**Certificate of Approval by Town Board**

I hereby certify that the Town Commissioners of Farmville, N.C. has approved this plat for recording in the office of the Pitt County Register of Deeds.

Signature: Michelle Dawson  
 Title: Town Clerk

**NORTH CAROLINA - Pitt County**

The foregoing certificate of Timothy J. Eslen a notary public is certified to be correct.

Filed for registration this 7 day of June 1995, at 2:38 o'clock P.M.

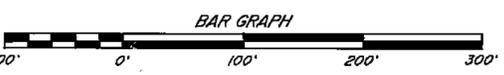
Signature: Annie G. Holder  
 Title: Register of Deeds  
 Deputy Register of Deeds  
 PITT CO. REG. OF DEEDS

**Certificate of Approval by Planning Board**

The Farmville Planning Board hereby accepts and approves the final plat for Northgate Walk Subdivision.

Signature: David L. Taylor Jr.  
 Title: Chairman, Farmville Planning Board

DATE	SUBJECT
4-7-95	REDESIGNED LOTS 6 - 12
4/24/1995	FINAL PLAN
5-1-95	NAME CHANGE: SUBDIV. AND ROAD



FINAL PLAN FOR:

**NORTHGATE WALK  
 SECTION I, PHASE II  
 FARMVILLE TWP. - PITT CO., NC**

OWNERS: B & B ENTERPRISES  
 ADDRESS: PO BOX 7108, GREENVILLE, NC 27835  
 PHONE: (919) 752-8159

<b>ROANOKE LAND SURVEYING</b> R.R. BOX 1188 WILLIAMSTON, NC GREENVILLE (HWY 15) P.O. (919) 756-8879 (919) 890-1115	SURVEYED: RN	APPROVED: RN
	DRAWN: RN	DATE: MARCH 27, 1995
	CHECKED: RN	SCALE: 1" = 100 FT.

**CERTIFICATION**

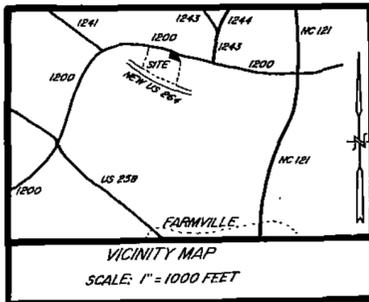
I, R. P. Nicholson, certify that under my direction and supervision this map was drawn from an actual field survey made by RPN, that the ratio of precision as calculated by latitudes and departures is 1 : 10000 and that the boundaries not surveyed are shown as broken lines plotted from deed information; that this map was prepared in accordance with GS 47-30 as amended. Witness my hand and seal this 27 day of March, 1995.  
 Signed: Randolph P. Nicholson  
 Registration Number: 62740

**NORTH CAROLINA, Washington COUNTY**

I, a Notary Public of the County and State aforesaid, certify that Randolph P. Nicholson, a registered land surveyor, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this 27 day of March, 1995.  
 Notary Public: David L. Taylor Jr.  
 My commission expires Sept 4 1996.

**NORTH CAROLINA, PITT COUNTY - The foregoing**

certificate of Timothy J. Eslen is certified to be correct. Filed for registration this 19 day of June, 1995, at 2:38 o'clock P.M.  
 Register of Deeds  
 Deputy Register of Deeds



AREA BY DMD TOTAL  
90,000.0 ± SQ. FT.  
2.1 ± ACRES

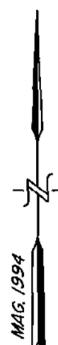
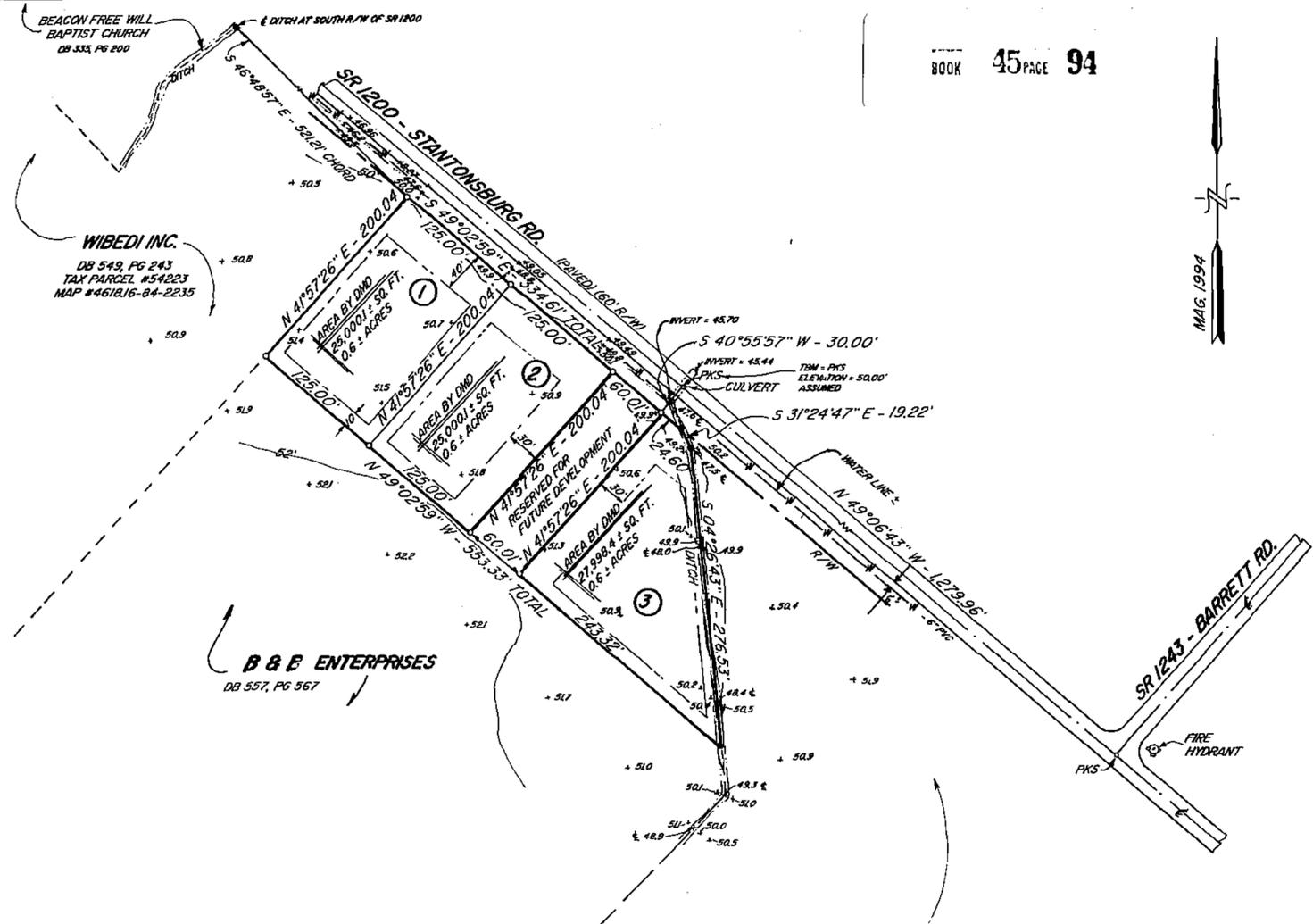
REFERENCES  
MAP BY ROANOKE LAND SURVEYING  
ENTITLED: WIBEDI INC, BRAXTON FARM  
DATED: NOVEMBER 21, 1994  
CONTOUR INTERVAL = 2'

LEGEND

R/W RIGHT OF WAY  
CL CENTERLINE  
DB DEED BOOK  
PG PAGE  
SQ. FT. SQUARE FEET  
EDGE OF DITCH  
IRON ROD SET  
PKS PK NAIL SET  
ELEVATION IN FEET  
DITCH

NOTES

SUBJECT TO ALL R/W'S, EASEMENTS, ZONING REGS,  
AND OR RESTRICTIVE COVENANTS OF RECORD AND  
NOT SHOWN HEREON.  
NOT IN A FLOOD HAZARD AREA.  
NO ENCROACHMENTS.  
LOCATION AND SIZES OF UTILITIES ARE  
APPROXIMATE. SHOULD BE VERIFIED IN  
FIELD BY CONTRACTOR.



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



FINAL PLAN FOR:

### NORTH GATE WALK

FARMVILLE TWP. - PITT CO., NC

OWNERS: B & E ENTERPRISES

ADDRESS: PO BOX 7108, GREENVILLE, NC 27835

PHONE: (919) 752-8159

ROANOKE LAND SURVEYING P.O. BOX 1198 WILLIAMSTON, NC GREENVILLE (N/INTS) PH. (919) 752-8270 (N/9) 820-1115	SURVEYED: RPN DRAWN: TJE CHECKED: RPN	APPROVED: RPN DATE: JANUARY 18, 1995 SCALE: 1"=100 FT.
---	---	--

Ownership and dedication:

"I (We) certify that I am (we are) the owner(s) of the property shown and described by this plat and that I (we) hereby adopt this subdivision plan with my (our) free consent; establish all lots, easements, setbacks, and other aspects of this subdivision; and dedicate all streets, walks, parks, and other open spaces to public or private use as noted.

[Signature]  
North Carolina, PITT County

I, a notary public of the county and state aforesaid, certify that the owner(s) listed above personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this 18th day of January, 1995.

Stamp or Seal: [Notary Seal]

[Signature]  
Notary Public  
My Commission expires 6-26-95

Certificate of Acceptance and Dedication

I hereby certify that the Board of Commissioners of the Town of Farmville have accepted the dedication of any streets, easements, rights-of-way, and public parks shown on this subdivision plat, but that the Town accepts no responsibility to open or maintain same until the Board determines that it is in the public interest to do so.

Date: 4-10-95  
Town Clerk, Farmville: Michelle [Signature]

Subdivision: Braxton Farm

Date of Commissioner's Action: 4-4-95

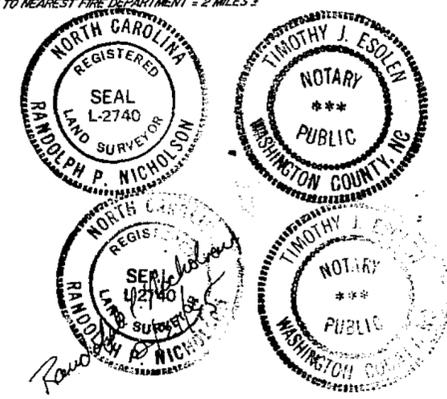
Certificate of Approval by Town Board

I hereby certify that the Town Commissioners of Farmville, N.C. has approved this plat for recording in the office of the Pitt County Register of Deeds.

Michelle [Signature]  
Town Clerk

REVISIONS

DATE	SUBJECT
2-20-95	WATER LINE LOCATION
5/1/95	NAME



Certificate of Approval by Planning Board

The Farmville Planning Board hereby accepts and approves the final plat for Braxton Farm Subdivision.

[Signature]  
Chairman, Farmville Planning Board

NORTH CAROLINA--Pitt County

The foregoing certificate of Timothy J. Esolen a notary public is certified to be correct.

Filed for registration this the 25 day of May 1995, at 10:48 o'clock A.M.

ANNE G. HOLDER, Register of Deeds  
By [Signature] Deputy Register of Deeds

CERTIFICATION

I, RANDOLPH P. NICHOLSON, CERTIFY THAT UNDER MY DIRECTION AND SUPERVISION THIS MAP WAS DRAWN FROM AN ACTUAL FIELD SURVEY MADE BY ME, THAT THE RATIO OF PRECISION AS CALCULATED BY LATITUDES AND DEPARTURES IS 1/10,000 ± THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM DEED INFORMATION; THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH GS 47-30 AS AMENDED. WITNESS MY HAND AND SEAL THIS 21 DAY OF MAY, A.D. 1995.

SIGNED: [Signature]  
REGISTRATION NUMBER L-2740

NORTH CAROLINA, WASHINGTON COUNTY  
I, a Notary Public of the County and State aforesaid, certify that RANDOLPH P. NICHOLSON, a registered land surveyor, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this 18th day of January, 1995.

Notary Public [Signature]  
My Commission expires 9-4-96

NORTH CAROLINA, PITT COUNTY--The foregoing certificate of   is certified to be correct. Filed for registration this   day of  , 19 , at   o'clock   M.

By   Deputy Register of Deeds

1.1891 Map Book 112 Done Bill 001 ... V.2442.11



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

3/12/20

Mr. Scott Elliott  
County Manager  
1717 W. 5<sup>th</sup> Street  
Greenville, NC 27834

Subject: Petition to add Steinbrook Dr and Casey Brooke Ct in Steinbrook Subdivision

Dear Mr. Elliott,

Attached is a Petition Form SR-1, Resolution Form SR-2, Road Investigation Form SR-4 and a Subdivision Map for the subject streets. Please ask the County Commissioners to review this request and complete and return the Resolution Form SR-2 if they concur.

Please notify our office at (252) 623-5300 if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Jordan S. Evans".

Jordan S. Evans,  
Engineering Technician III

CC: File

North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition

**ROADWAY INFORMATION:** (Please Print/Type)

County: Pitt Road Name: Steinbrook Dr. & Casey Brooke Ct  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Stein Brook Length (miles): .41 miles Total

Number of occupied homes having street frontage: 15 Located (miles): .5 miles

miles N  S  E  W  of the intersection of Route 1726 and Route 1732.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Steinbrook in Pitt County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: Landa Weaver for Bill Clark Homes Phone Number: 252-814-1481  
Street Address: 200 E Arlington Blvd Greenville NC 27858  
Mailing Address: " "

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>

**INSTRUCTIONS FOR COMPLETING PETITION:**

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

**FOR NCDOT USE ONLY:** Please check the appropriate block

- Rural Road   
  Subdivision platted prior to October 1, 1975   
  Subdivision platted after September 30, 1975

**REQUIREMENTS FOR ADDITION**

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
Casey Brooke Ct	8	900ft			
Stein brook Dr	7	1270ft			

**North Carolina Department of Transportation  
Division of Highways  
Request for Addition to State Maintained Secondary Road System**

North Carolina

County:   Pitt  

Road Description:   Steinbrook Drive, Casey Brooke Court  

---

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of   Pitt   requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of   Pitt   that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of   Pitt   at a meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

WITNESS my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Official Seal**

Clerk, Board of Commissioners

County: \_\_\_\_\_

**PLEASE NOTE:**

**Forward direct with request to the Division Engineer, Division of Highways**

**North Carolina Department of Transportation  
Division of Highways  
Secondary Road Addition Investigation Report**

County: Pitt Co. File No: \_\_\_\_\_ Date: 3/12/20  
 Township: Chicod Div. File No: \_\_\_\_\_ Div. No: 02

Local Name: Steinbrook Drive Subdivision Name: Steinbrook  
Casey Brook Court  
 Length: .24 mi, .17 mi Width: 20 ft. Surface Type: Asphalt PVMT Condition: Good  
 Surface Base  
 Thickness 1.5 in Base Type CABC Thickness 8 in

\*Bridges Yes \_\_\_ No X \* Pipe > 48" Yes \_\_\_ No X \*Retaining Walls Within Right of Way Yes \_\_\_ No X

**\* If Yes -Include Bridge Maintenance Investigation Report**

Is this a subdivision street subject to the construction requirements for such streets? Yes

Recording Date: 3/21/08 Book: 70 Page: 33-34

Number of homes having entrances into road: 15 Full-Time Homes

Other uses having entrances into road: N/A

Right-of-Way Width: 60-ft. If right-of-way is below the desired width, give reasons under "Remarks and Recommendations."

Is petition (SR-1) attached? Yes

Is the County Commissioners Approval (SR-2) attached? Yes If not, why not? \_\_\_\_\_

Is a map attached indicating information for reference in locating road by the Planning Department? Yes

Cost to place in acceptable maintenance condition: Total Cost: \$ N/A

Grade, drain, stabilize: \$ N/A Drainage: \$ N/A Other: \$ N/A

Remarks and Recommendations: Roads meets minimum housing and constructions requirements for addition as a paved subdivision streets. Recommend Addition.

Submitted by: \_\_\_\_\_ Reviewed and Approved: \_\_\_\_\_  
 DISTRICT ENGINEER DIVISION ENGINEER

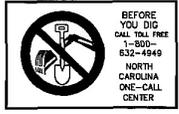
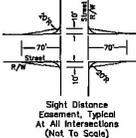
Reviewed and Approved

BOARD OF TRANSPORTATION MEMBER: \_\_\_\_\_

	Do not write in this space- For Use by Secondary Roads Unit
	Petition #

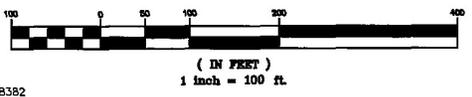
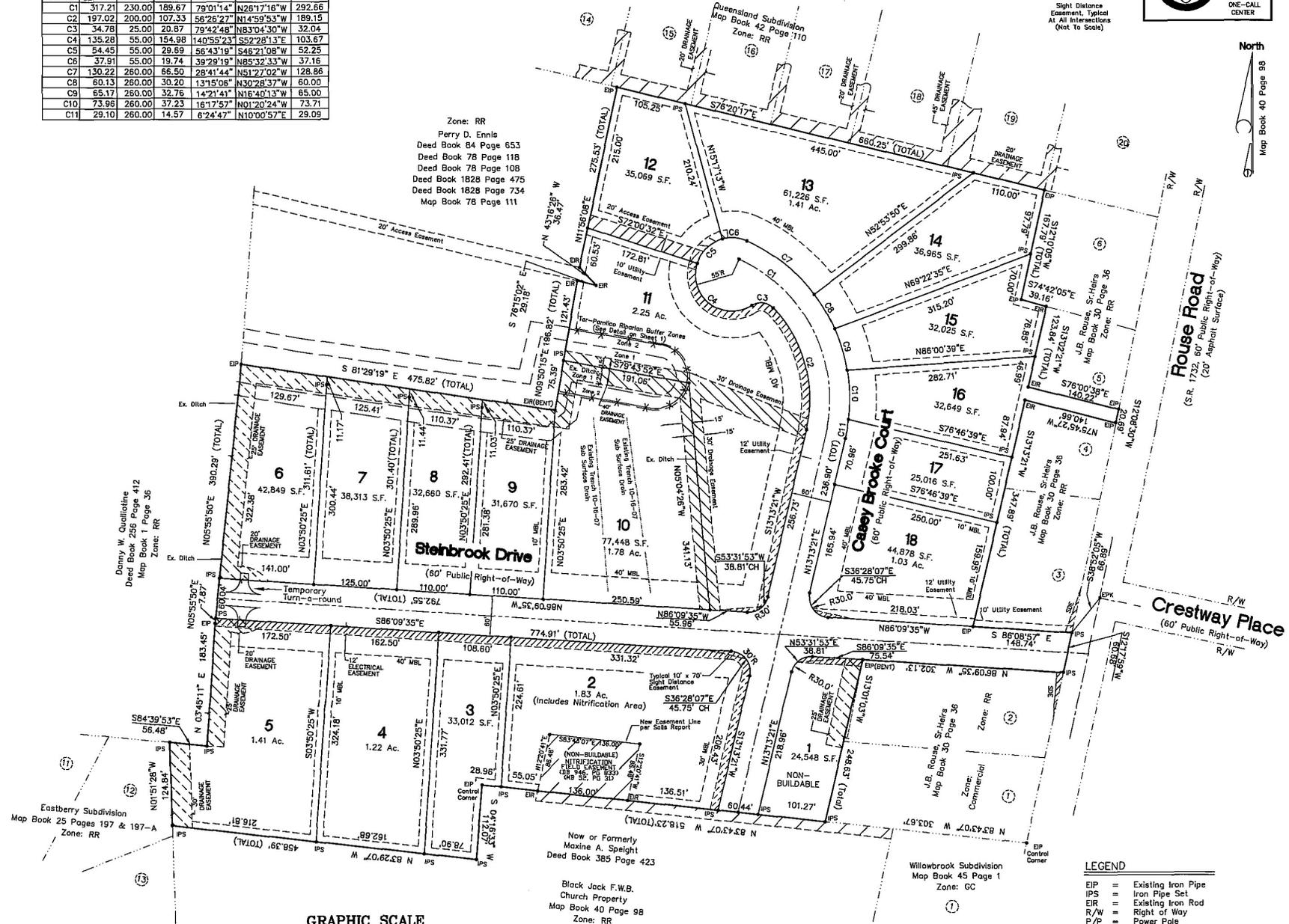
CURVE	LENGTH	RADIUS	TANGENT	DELTA	BEARING	CHORD
C1	317.21	230.00	189.67	79°01'14"	N26°17'16"W	292.66
C2	197.02	200.00	107.33	56°26'27"	N14°59'53"W	189.15
C3	34.78	25.00	20.87	79°42'48"	N83°04'30"W	32.04
C4	135.28	55.00	154.98	140°55'23"	S82°28'13"E	103.67
C5	54.45	55.00	29.69	56°43'19"	S46°21'08"W	52.25
C6	37.91	55.00	19.74	39°29'19"	N85°32'33"W	37.16
C7	130.22	260.00	66.50	28°41'44"	N51°27'02"W	128.86
C8	60.13	260.00	30.20	13°15'08"	N30°28'37"W	60.00
C9	65.17	260.00	32.76	14°21'41"	N18°40'13"W	65.00
C10	73.96	260.00	37.23	16°17'57"	N10°20'24"W	73.71
C11	29.10	260.00	14.57	6°24'47"	N10°00'57"E	29.09

Doc ID: 004992110002 Type: GIP  
 Recorded: 03/31/2008 at 14:37:13 PM  
 Fee Amt: \$42.00 Page 2 of 2  
 Pitt County, NC  
 Clerk J. Tarr Register of Deeds  
 BK 70 Pg 33-34



BEFORE YOU DIG CALL TOLL FREE 1-800-832-4849 NORTH CAROLINA ONE-CALL CENTER

**MACK GAY ASSOCIATES, P.A.**  
 Consulting Engineers Land Planners Surveyors  
 1687 WOODRUFF ROAD  
 ROCKY MOUNT, NORTH CAROLINA 27804  
 TELEPHONE: (252) 446-3017 FAX: (252) 446-7715



- LEGEND**
- EIP = Existing Iron Pipe
  - IPS = Iron Pipe Set
  - EP = Existing Iron Rod
  - R/W = Right of Way
  - P/P = Power Pole
  - PKS = P.K. Nail Set
  - EIA = Existing Iron Axle
  - EPK = Existing P.K. Nail
  - = Overhead Utility Lines
  - = Iron Pipe Set (Unless Otherwise Noted)
  - MBL = Minimum Building Line

Tax PIN Number - 5805-09-8382  
 Parcel Number - 19409

**Final Plat**  
**STEINBROOK SUBDIVISION**  
 Rouse Road (S.R. 1732), Chicod Township,  
 Greenville, Pitt County, North Carolina

DRAFTSMAN: DEM  
 SCALE: 1" = 100'  
 DATE: March 17, 2008  
 FILE: P060204 KF

Certificate of Accuracy

I, G. Roy Wilson, Professional Land Surveyor, certify that this map was drawn under my supervision from an actual field survey made under my supervision (from Deed Description recorded in Book 1940, Page 484-485) That the boundaries not surveyed are shown as broken lines plotted from information found in Book 1940, Page 484-485: That the ratio of precision as calculated by latitudes and departures is 1:10,000+ and this plot was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, license number and seal this 17th day of March 2008.

G. Roy Wilson, Professional Land Surveyor L-3541

North Carolina  
Nash County

I, a Notary Public of Nash County, do hereby certify that G. Roy Wilson, Professional Land Surveyor, personally appeared before me this day and acknowledged the due execution of the foregoing certificate.

Witness my hand and seal this 17th day of March 2008. My commission expires 4-27-2010. Steven L. Rini, Notary Public, Nash County, NC, Expires 09-27-2010.

Approval Of Public Street Design

I hereby certify that the design of the proposed subdivision street(s) shown on this plat complies with the current minimum construction standards for subdivision roads of the North Carolina Department of Transportation, division of highways.

District Engineer, 3/24/08 Date

Ownership and Maintenance Disclosure Statement

Maintenance of the public street(s) shown on this plat is (are) intended to be the responsibility of the N.C. Department of Transportation, provided that all requirements for acceptance are met. Until such time as N.C.D.O.T. accepts the street(s), I (we) will provide for necessary maintenance. (Note: This statement shall not serve as a substitute for any other accepts the street(s), I (we) will provide for necessary maintenance.

Real Estate Development of NC, LLC, Robert Coggins, Manager, 3-18-08 Date

County Acceptance of Dedication

I certify that Pitt County has approved this plat and any new public streets, easements, rights-of-way, and parks shown hereon, but assumes no responsibility to open or maintain the same.

Pitt County Manager, 3/31/08 Date

State of North Carolina

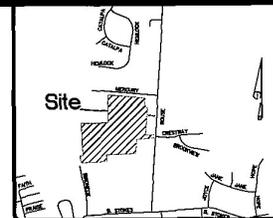
I, Matthew E. Spicer, Review Officer of Pitt County certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

MARCH 28, 2008 Date, Matthew E. Spicer Review Officer

Certificate of Purpose of Plat

This survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.

3-17-2008 Date, G. Roy Wilson Professional Land Surveyor Number L-3541



Site, Vicinity Map - Not to Scale

Doc ID: 004592110002 Type: CRP, Recorded: 03/31/2008 at 12:27:13 PM, Fee Amt: \$42.00 Page 1 of 2, Pitt County, NC, Register of Deeds, Judy J. Tart, BK 70 PG 33-34

SEE SHEET 2 OF 2 FOR MAP DRAWING



MACK GAY ASSOCIATES, P.A. Consulting Engineers Land Planners Surveyors, 1667 WOODRUFF ROAD, ROCKY MOUNT, NORTH CAROLINA 27804, TELEPHONE: (252) 446-3017 FAX: (252) 446-7715

Site Information

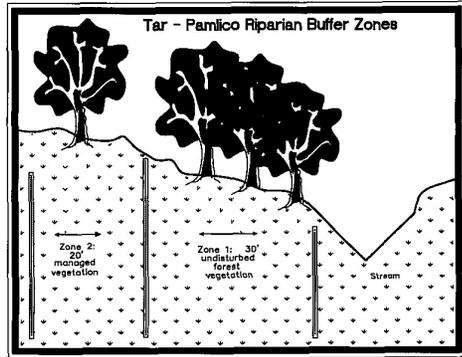
Table with 2 columns: Property characteristic and Value. Includes Tract Area (22.42 Acres), No. of Lots (18), Minimum Lot Size (25,000 SF), Minimum Frontage at MBL (100' 40' on Cul-De-Sac), Linear Feet of Streets (2176'), Tax PIN Number (5605-09-8382), Zone (RR), and Parcel Number (19409).

Being a portion of the property described in Deed Book 1940, Page 484-485, Map Book 63, Page 6; Pitt County Registry

Table with 2 columns: Minimum Setback Requirements and Owner/Developer. Includes Front (40'), Side (10'), Rear (10'), Side Street (30'), and contact info for Robert Coggins, c/o Real Estate Development of NC, LLC.

Site Notes

- Individual Septic Systems to be utilized. Water service to be provided by Eastern Pines Water Corporation.
- Site is not located within the 100 Year Flood Plain per FEMA map 3720 560400 J, dated Jan. 2, 2004. Flood Zone: X.
- Fire District: Eastern Pines.



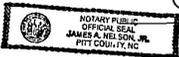
GRAPHIC SCALE



( IN FEET ) 1 inch = 100 ft.

Final Plat STEINBROOK SUBDIVISION Parcel Number = 19409 Rouse Road (S.R. 1732), Chicod Township Greenville, Pitt County, North Carolina

DRAFTSMAN: DEM SCALE: 1" = 100' DATE: March 17, 2008 FILE: P060204 KF



Appendix 15

**Tax Administration Adjustment Refunds**



**Pitt County Board of Commissioners meeting, Monday April 20, 2020**

<b>NCPTS Refunds for Board approval</b>			
<b>Refund Payee</b>	<b>Bill</b>	<b>Source</b>	<b>Refund Amount</b>
Silvestre Aguilar	0000658093-2016-2016-0000-00	IND	\$ 50.00
Melvin Albritton	0000251861-2020-2020-0000-00	IND	\$ 105.84
	<b>NCPTS refunds total</b>		<b>\$ 155.84</b>

<b>NCVTS Refunds for Board approval</b>			
<b>Refund Payee</b>	<b>Bill</b>	<b>Source</b>	<b>Refund amount</b>
Calvin King	0034531448-2019-2019-0000-00	RMV	\$ 117.56
Larry Smart	0016219454-2019-2019-0000-00	RMV	\$ 168.26
Garfield Thomas	0042264925-2018-2018-0000-00	RMV	\$ 247.48
Daisy Burris	0050530891-2019-2019-0000-00	RMV	\$ 131.34
Jacob Isenhour	0051439833-2019-2019-0000-00	RMV	\$ 234.56
Ashby Jordan	0042242651-2018-2018-0000-00	RMV	\$ 121.76
Aimee Rodriguez	0051928369-2019-2019-0000-00	RMV	\$ 131.09
JBR properties of Greenville	0045413373-2018-2018-0000-00	RMV	\$ 195.54
Veronica Vizuet	0049999876-2019-2019-0000-00	RMV	\$ 110.91
Douglas Utter	0039439061-2019-2019-0000-00	RMV	\$ 143.29
	<b>NCVTS refunds total</b>		<b>\$ 1,601.79</b>

Appendix 16

NACo Professional Development Academy -  
Travel/Training Exception Request

This is a 12-week online program with content provided by industry leading executives. The curriculum provides best practices in leadership, organizational development and change management, negotiation and collaboration, effective business communication, and how to deliver increased value from high performance county management.

### Course 1: Leadership Mindset & Positive Engagement

This course provides insights from members of the program's National Leadership Board on the ways leaders shift their mindset from being excellent individual contributors to becoming highly effective leaders. The course also focuses on increasing empowerment and engagement to achieve individual, team and enterprise success. The second half of this course demonstrates how leaders enable "positively deviant" performance and engender positive culture and communication.

### Course 2: Leading Effective Change

The emphasis of this course is to prepare participants to engage in change initiated by others and to drive effective change as an active change agent. This course illustrates three facets of organizational change, including planning, executing and sustaining successful change. A balance of theoretical and pragmatic insights allows participants to understand the strategic, financial or market-based reasons for change and drive toward breakthrough results.

### Course 3: Communication and Collaboration

Participants learn and practice the skills needed to improve the quality of interpersonal communication in a variety of contexts. Participants will learn how to effectively speak the language of business and convey information across diverse stakeholder groups, as well as break down silos between business divisions to drive better decision making. Each participant will understand effective communication as it relates to leading others, managing conflict, providing and receiving feedback, and negotiating with the Mutual Gains Approach.

### Course 4: Leading High Performance Teams

This closing course focuses on measures, metrics, and practices used across the enterprise to achieve high performance. Participants learn that business results – values and benefits – may differ from one company to the next and even from department to department within a single company, but the consistent variable is It's All About People.

#### COURSE 1: April 20<sup>th</sup> – May 15<sup>th</sup>

- Module 1: Your Leadership Mindset
- Module 2: Your Potential as a Positive Leader
- Module 3: Positive Leadership and Your Team: Empowerment & Engagement
- Module 4: Leadership Rules and Your Oath

#### COURSE 2: May 18<sup>th</sup> – June 19<sup>th</sup>

- Module 1: The Process of Change: Planning
- Break Week: May 25<sup>th</sup> – May 29<sup>th</sup>
- Module 2: The Process of Change: Executing
- Module 3: The Process of Change: Sustaining
- Module 4: Leadership Rules and Your Oath

#### COURSE 3: June 22<sup>nd</sup> – July 17<sup>th</sup>

- Module 1: Speaking the Language of Business
- Break Week: June 29<sup>th</sup> – July 3<sup>rd</sup>
- Module 2: Positive Communications
- Module 3: Mutual Gains Approach

#### COURSE 4: July 20<sup>th</sup> – July 24<sup>th</sup>

- Module 1: It's All About People
- Graduation: July 24<sup>th</sup>



"Many frontline managers are exactly the people we cannot afford to lose. The NACo High Performance County Leadership Academy helps to retain these vital employees and helps enable them to be better leaders."

Matt Chase, Executive Director, NACo



Appendix 17

**E.R. Lewis Construction Company - Minor Design  
Modification to Conditional Use Permit (Sand Mine)**

**Rogers, Ben**

---

**From:** Bryan Fagundus <Bryan@arkconsultinggroup.com>  
**Sent:** Monday, January 27, 2020 3:39 PM  
**To:** Rogers, Ben  
**Subject:** Hart Mine

Ben,

Per our phone conversation this afternoon, ER Lewis Construction Company would like to entertain a minor modification to the conditional use plan for the Hart Mine to eliminate the perimeter screening berm and use vegetation to accomplish the screen.

Please advise as we discussed on the screening requirements we need to be aware of as we look at the plan modification.

Thanks,  
Bryan

Bryan C. Fagundus, PE (NC, VA)  
Principal

Ark Consulting Group, PLLC  
2755-B Charles Blvd.  
Greenville, NC 27858  
[www.arkconsultinggroup.com](http://www.arkconsultinggroup.com)  
252.565.1024 (Direct Office Line)  
252.558.0888 (Office) Ext. 102  
252.714.4033 (Mobile)  
[bryan@arkconsultinggroup.com](mailto:bryan@arkconsultinggroup.com)

If you have received this confidential message in error, please destroy it and any attachments without reading, printing, copying or forwarding it. Please let us know of the error immediately so that we can prevent it from happening again. You may reply directly to the sender of this message. Neither the name of Ark Consulting Group, PLLC or its representative, nor transmission of this email from Ark Consulting Group, PLLC, shall be considered an electronic signature unless specifically stated otherwise in this email. Thank you.



**PITT COUNTY  
PLANNING DEPARTMENT  
DEVELOPMENT SERVICES BUILDING  
1717 W. 5<sup>TH</sup> STREET  
GREENVILLE, NORTH CAROLINA 27834-1696  
TELEPHONE: (252) 902-3250  
FAX: (252) 830-2576**

**JAMES F. RHODES, AICP  
DIRECTOR**

December 22, 2015

E.R. Lewis Construction Company, Inc.  
Attn: Harvey Lewis  
P.O. Box 565  
Greenville, NC 27835

**FILE**

Dear Sir:

At its regularly scheduled meeting on December 21, 2015, the Pitt County Board of Commissioners reviewed your request to be granted a Conditional Use Permit to allow a mining operation. After holding a public hearing, the Board voted to approve the request. The subject property is identified by the Tax Assessor's Office as Parcel Number 52335 and is located on the southern side of US 264 East, east of its intersection with SR 1534 (Old Pactolus Road).

In addition, the Board granted a two (2) year vested right for the proposed development plan. As per Section 3.(V.) of the Pitt County Zoning Ordinance, the vested right confers upon you, the landowner, the right to undertake and complete the development and use of the property as delineated in the site-specific development plan, and precludes any zoning action by the County which would change, alter, impair, prevent, diminish, or otherwise delay the development or use of the property as set forth in the site-specific development plan. The vested right shall run with the land and shall remain valid until December 21, 2017. The conditional use permit shall expire if the use has not commenced at the end of the two year vesting period.

The Board of Commissioners may extend for a period up to six months the date when the Conditional Use Permit would otherwise expire if it concludes that (i) the permit has not yet expired, (ii) the permit recipient has proceeded with due diligence and in good faith, and (iii) conditions have not changed so substantially as to warrant a new application. Successive extensions may be granted for periods up to six months upon the same findings. All such extensions may be granted without resort to the formal processes and fees required for a new permit.

The Zoning Administrator shall periodically inspect the use and maintenance of the subject property to ensure continued compliance with the Zoning Ordinance, the approved petition and site plan, and any conditions attached by the Board of Commissioners to approval of the petition.

Attached is the official order from the Pitt County Board of Commissioners. Please be advised that you must obtain a zoning permit from the Pitt County Planning Department prior to the construction of any improvements.

Please feel free to contact the Pitt County Planning Department at 252-902-3250 if you have any questions.

Sincerely,



Eric T. Gooby, AICP, CZO  
Planner III

Cc: James Rhodes, Planning Director  
Janis Gallagher, Pitt County Attorney  
Jordan Smith, Assistant County Attorney  
Mark Nottingham, Pitt County Planning

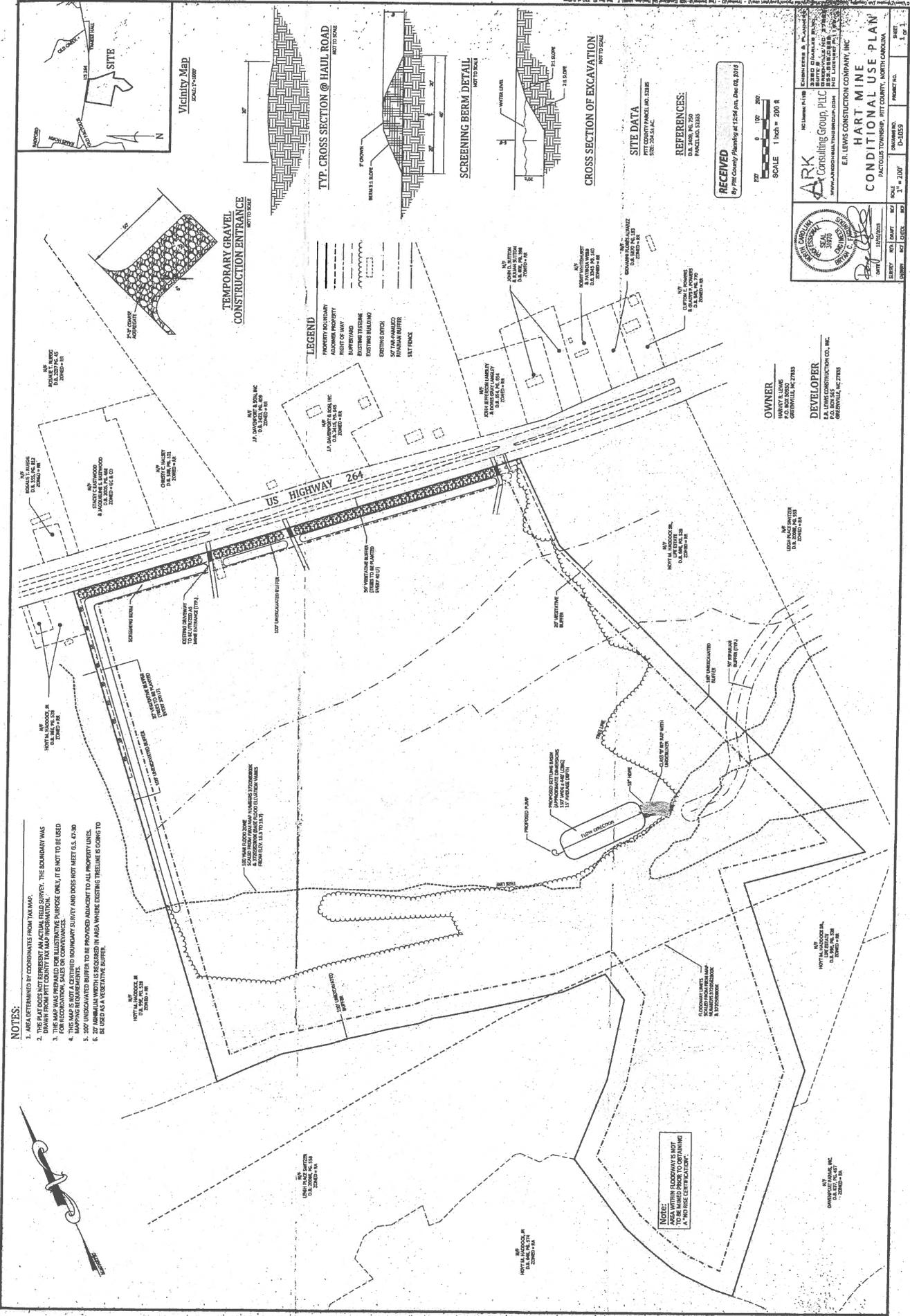


**PITT COUNTY  
PLANNING DEPARTMENT  
DEVELOPMENT SERVICES BUILDING  
1717 W. 5<sup>TH</sup> STREET  
GREENVILLE, NORTH CAROLINA 27834-1696  
TELEPHONE: (252) 902-3250  
FAX: (252) 830-2576**

**JAMES F. RHODES, AICP  
DIRECTOR**

**Pitt County Board of Commissioners Conclusions of Law:**

1. Parcel Number 52335 is within the jurisdiction of Pitt County and the Board of Commissioners.
2. The application is complete.
3. The Board of Commissioners find the following to be true:
  - (a) The proposed development will not endanger the public health or safety;
  - (b) The proposed development will not injure the value of adjoining property owners;
  - (c) The proposed development will be in harmony with the area in which it is located;
  - (d) The proposed development will be in conformity with the land use plan, thoroughfare plan, and any other plan officially adopted by the Board of Commissioners.
4. The Board of Commissioners approve the Conditional Use Permit request for a mining operation with development standards as required in Section 8.(CCC.) of the Pitt County Zoning Ordinance, and the following additional conditions:
  - Consult with NCDOT to determine the appropriate location for vehicular access along US 264 East, and provide a revised site plan that indicates the new driveway locations.
5. The Board of Commissioners approve the petition for a two (2) year vested right as per Section 3.(V.) of the Pitt County Zoning Ordinance, and the Conditional Use Permit and site-specific development plan shall remain valid until December 21, 2017.



- NOTES:**
1. AREA DETERMINED BY COORDINATES FROM TAX MAP.
  2. BOUNDARY LINES ARE NOT REPRESENTED AN ACTUAL FIELD SURVEY. THE BOUNDARY WAS DETERMINED FROM TAX MAPS AND IS NOT TO BE USED FOR RECORDATION, SALES OR CONVEYANCES.
  3. THIS MAP WAS PREPARED FOR ILLUSTRATIVE PURPOSE ONLY. IT IS NOT TO BE USED FOR RECORDATION, SALES OR CONVEYANCES.
  4. ALL DISTANCES ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
  5. 100' UNDEVELOPED BUFFER TO BE PROVIDED ADJACENT TO ALL PROPERTY LINES.
  6. 20' MINIMUM WIDTH IS REQUIRED IN AND WHERE EXISTING TRENCH IS GOING TO BE USED AS A VEGETATIVE BUFFER.

Note:  
AREA WITHIN FLOODWAY IS NOT TO BE BUILT PRIOR TO OBTAINING A FLOODWAY CONSTRUCTION PERMIT.

**RECEIVED**  
Pitt County Planning at 12:54 pm, Dec 06, 2015

**ARK**  
Consulting Group, PLLC  
1000 W. 100th St., Suite 100  
Greenville, NC 27834  
www.arkconsulting.com

**E.P. LEWIS CONSTRUCTION COMPANY, INC.**  
HART MINE  
CONDITIONAL USE PLAN  
PAC 160A, 160B  
PAC 160A, 160B  
PAC 160A, 160B  
PAC 160A, 160B

**OWNER:**  
HART MINE  
12345 W. 100th St.  
Greenville, NC 27834

**DEVELOPER:**  
E.P. LEWIS CONSTRUCTION CO., INC.  
12345 W. 100th St.  
Greenville, NC 27834

**SCALE:** 1" = 200'

**PROJECT NO.:** D-1059

**SHEET:** 1 OF 1

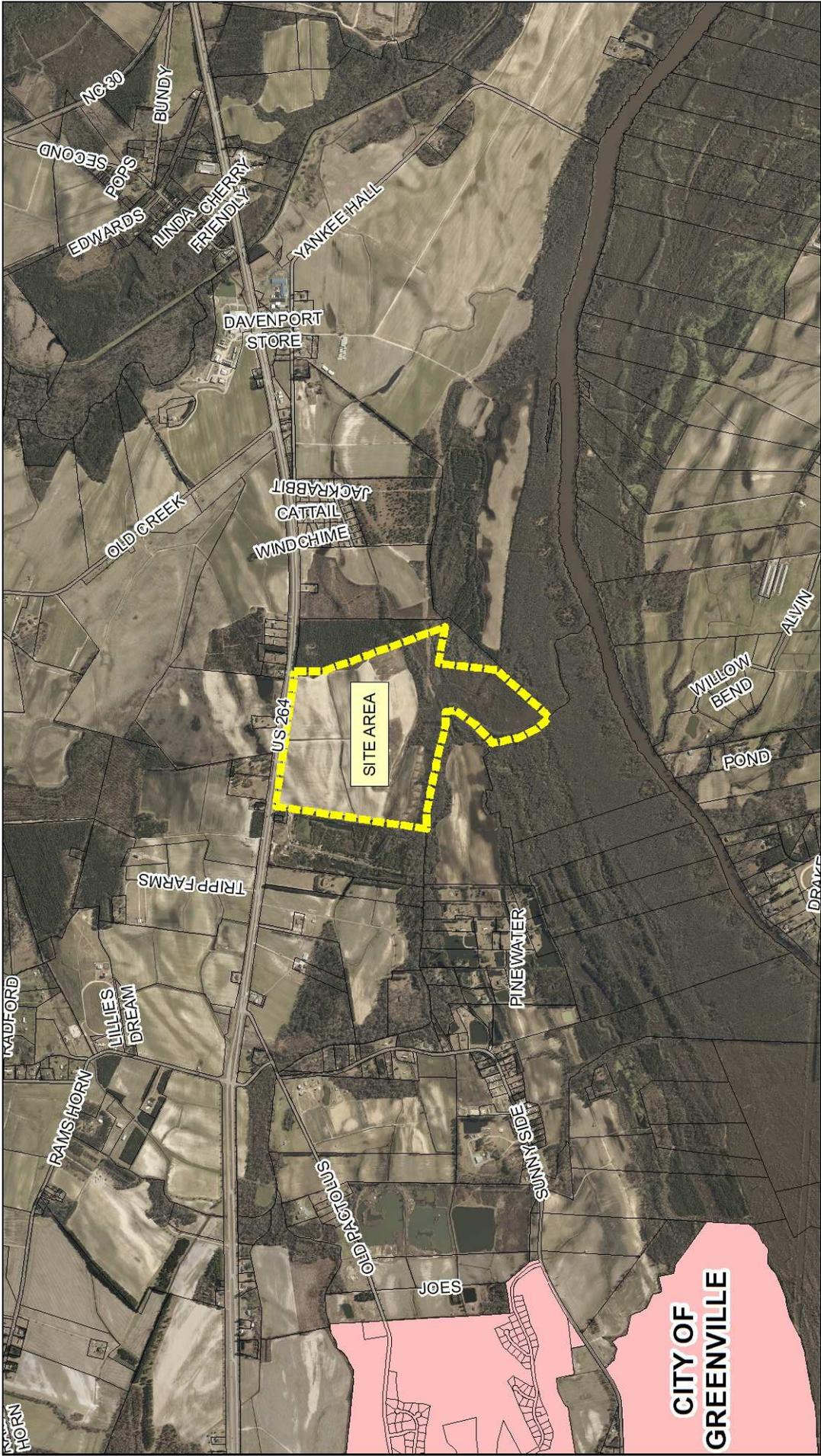




# **E.R. Lewis Construction Minor Design Modification to Conditional Use Permit**

James Rhodes, AICP  
Planning Director  
April 20, 2020

- Request by E.R. Lewis Construction Co. for a minor design modification to a previously approved site plan and Conditional Use Permit for a sand mine.
- The subject property is identified as Parcel Number 52335, and is located on the southern side of US 264 East, east of its intersection with SR 1534 (Old Pactolus Road).



NC 30

BUNDY

EDWARDS  
LINDA CHERRY  
FRIENDLY

YANKEE HALL

DAVENPORT  
STORE

OLD CREEK

JACK RABBIT  
CATTAIL  
WINDCHIME

US 264

SITE AREA

WILLOW  
BEND

ALVIN

POND

TRIPP FARMS

PINE WATER

RAMS HORN

LILLIES  
DREAM

MADFORD

OLD RAGULUS

JOES

SUNNY SIDE

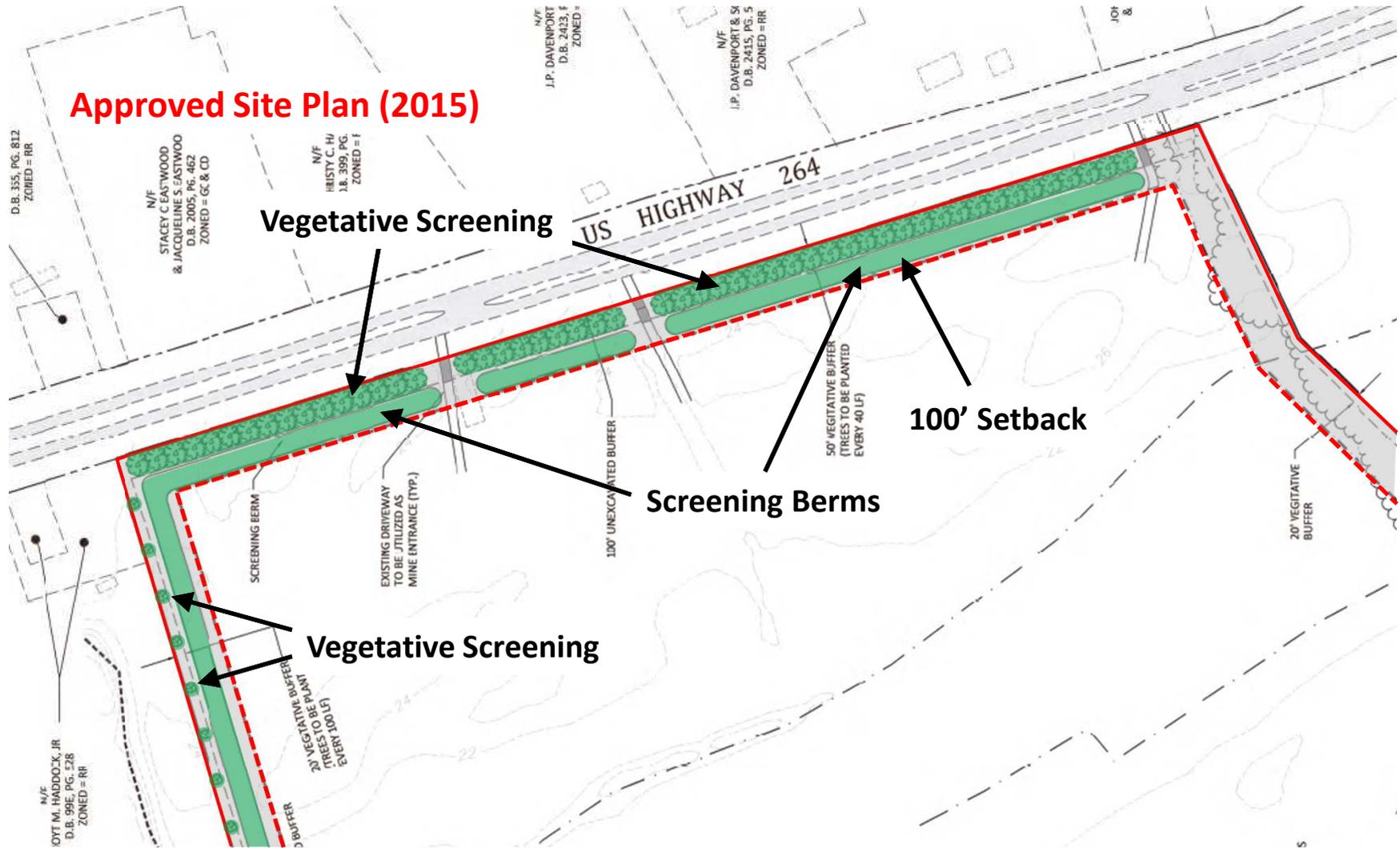
CITY OF  
GREENVILLE

- Minor design modifications or changes in permits are those that have ***no substantial*** impact on neighboring properties, general public, or those intended to occupy the development.
- Permissible with the approval of the permit-issuing board and does not require formal application, public hearing, or additional fees.

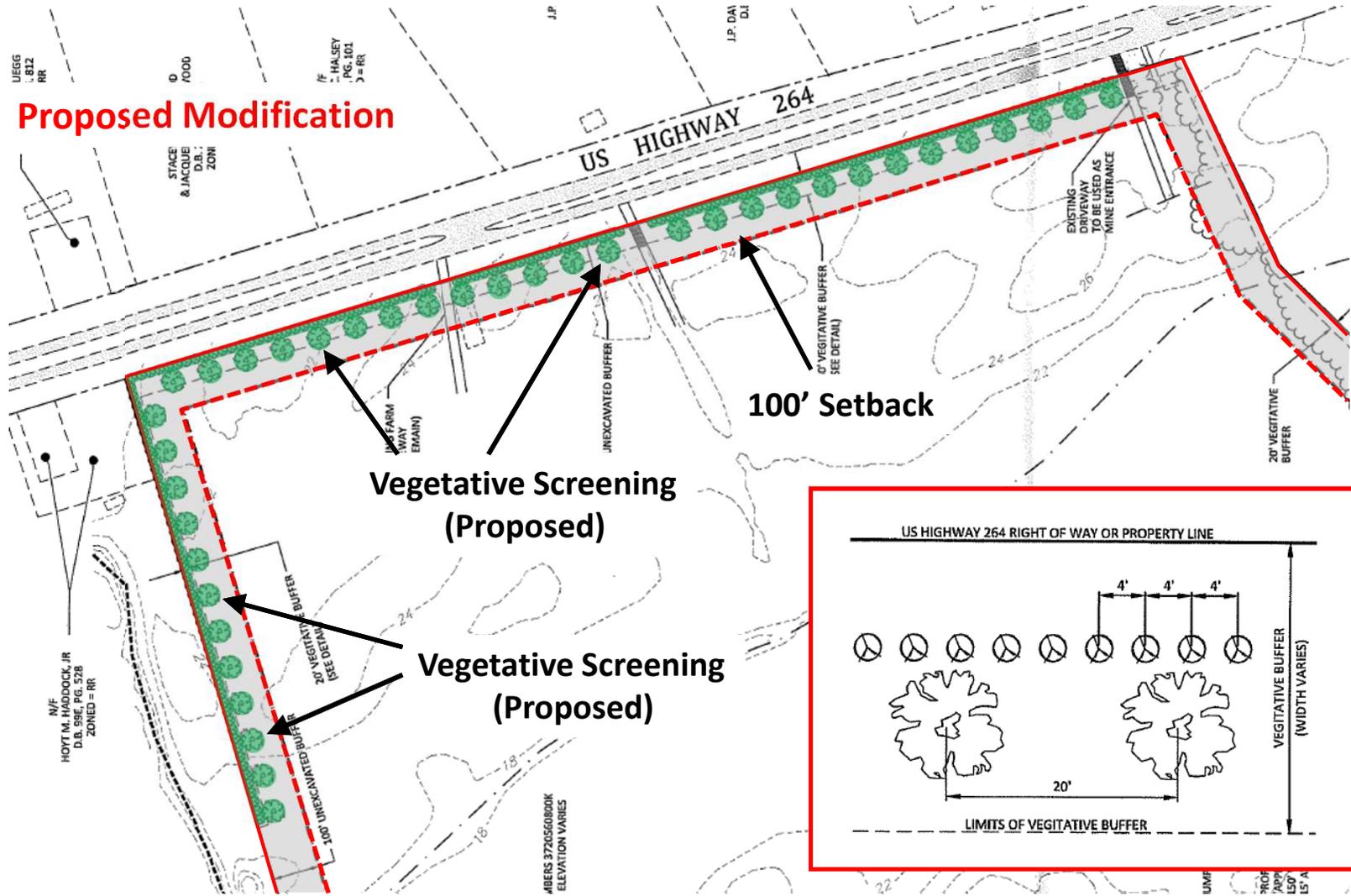
- CUP was approved by the Board on December 21, 2015.
- Approved site plan requires 100' unexcavated buffer along the perimeter of the site, including a berm and vegetative buffer for screening purposes along US 264 East.
- Proposal is to modify the approved site plan to remove the berm and utilize only the vegetative buffer for screening.

- As per the Zoning Ordinance, mining operations shall be screened by a vegetative buffer in accordance with Section 10(H), which requires a combination of trees and shrubs.
- Berms are an acceptable alternative screening method for mining operations, but are not specifically required.
- The screening proposed by the applicant will exceed the amount required by Section 10(H) and will provide more than adequate screening for the mining operation.

**Approved Site Plan (2015)**



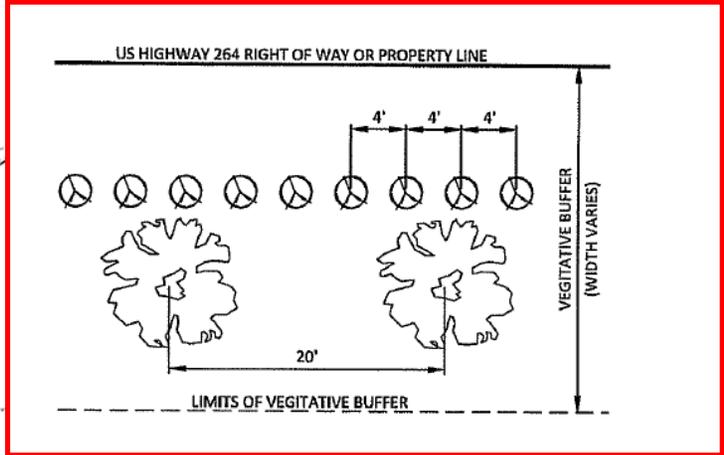
# Proposed Modification



Vegetative Screening (Proposed)

100' Setback

Vegetative Screening (Proposed)



- Planning staff finds that the proposed modification to the approved site plan is a *minor* modification and will have *no substantial* impact on the neighboring properties or general public.
- Staff finds the request is consistent with the requirements of the Zoning Ordinance and recommends **approval** of the request.

Appendix 18

Reappointment to the Sheppard Memorial Library  
Board of Trustees

# *Applicant Interest Listing*

## *Sheppard Memorial Library Board Trustees*

**Chenele Coleman-Sellers**  
 1092 Worthington Road  
 Winterville NC 28590

Day Phone: (252) 258-0644  
 Evening Phone:  
 Fax: (919) 237-1957  
 E-mail: chenele1128@gmail.com

Gender: F  
 Race: African  
 District: 6  
 Priority:

Applied for this board on: 5/19/2016

Application received/updated: 07/06/2017

Applicant's Attributes: District 6  
 County Planning Jurisdiction  
 South of the River  
 VolAg Southeast

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)

	<b>Organization</b>	<b>Description</b>	<b>Date(s)</b>
Education	ECPI University	AAS	
Education	Eastern High School		
Experience	Community Non-profits & Farms	Medical Asst, Customer Service, & Pu	
Experience	Department of Veteran Affairs	MSA	
Volunteer/Prof. Associations	Alliance Medical Ministry		
Volunteer/Prof. Associations	Veteran Affairs		

Boards Assigned To

Home and Community Care Block Grant Committee	10/3/2016 to 10/3/2019
Person over 60 years of age	

**Robert Corbett**  
 3879 Bell Road  
 P.O. Box 61  
 Fountain NC 27829

Day Phone: (252) 749-4421  
 Evening Phone:  
 Fax:  
 E-mail: rcorbett27829@gmail.com

Gender: M  
 Race: White  
 District: 4  
 Priority:

Applied for this board on: 1/29/2016

Application received/updated: 01/29/2016

# *Applicant Interest Listing*

Applicant's Attributes: Fountain ETJ  
 South of the River  
 VolAg Southwest  
 District 4

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>		
Organization	Description	Date(s)
Education	Farmville High School	
Experience	Tobacco Processing	40+ yrs
Experience	Standard Commerical Tobacco	22+ yrs
Experience	Imperial Tobacco	18+ yrs
Experience	NC National Guard	
Volunteer/Prof. Associations	Fountain Wellness Ctr Board	
Volunteer/Prof. Associations	Rural Fire Board	
Volunteer/Prof. Associations	Meals on Wheels	
Volunteer/Prof. Associations	Past Fireman	

<u>Boards Assigned To</u>		
Fire District Commission		12/31/2019 to 12/31/2021
Fountain FD		

**Sheridan Jones**

1104 N. Overlook Drive  
 Greenville NC 27858

Day Phone:  
 Evening Phone:  
 Fax:  
 E-mail:

Gender: M  
 Race: White  
 District: 5  
 Priority: 4

Applied for this board on: 4/10/2002

Application received/updated: 05/21/2003

Applicant's Attributes: District 5  
 Environmentalist  
 Greenville City Limits

# *Applicant Interest Listing*

South of the River

VolAg Southeast

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	Organization	Description	Date(s)
Education	ECU	Masters and PhD	
Education	Your College of PA	BA	
Experience	US Coast Guard Auxillary		
Experience	Purchasing Agent	Quality Built Construction	
Volunteer/Prof. Associations	Cub Scouts		
Volunteer/Prof. Associations	CM Eppes PTA	Treasurer/Vice-President	
Volunteer/Prof. Associations	Greenville Little League	Coach	
Volunteer/Prof. Associations	Volunteer Fireman	Vice-Commander	
Volunteer/Prof. Associations	Coastal Resource Management Pr		

<u>Boards Assigned To</u>	
Industrial Revenue & Pollution Control Authority	3/15/2004 to 3/15/2007

**Kristoffer Rixon**

400 Cooper Street  
Winterville NC 28590

Day Phone: (518) 570-5801

Evening Phone:

Fax:

E-mail: kristofferrixon@gmail.com

Gender: M

Race: White

District: 6

Priority:

Applied for this board on: 2/11/2019

Application received/updated: 02/11/2019

Applicant's Attributes: South of the River

VolAg Southeast

Winterville City Limits

District 6

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	Organization	Description	Date(s)

## *Applicant Interest Listing*

	<u>Organization</u>	<u>Description</u>	<u>Date(s)</u>
Education	East Carolina University	Bachelor of Arts, Psychology	
Education	South Central High School	Diploma	
Experience	YouNow Inc	Trust and Safety Specialist	
Experience	ECU Dept. of Sociology	Graduate Assistant	
Volunteer/Prof. Associations	The Trevor Project	Volunteer Crisis Counselor	

### Mark Sanders

1996 Hyde Drive

Apt 1

Greenville NC 27858

Day Phone:

Evening Phone: (252) 558-3563

Fax:

E-mail: markmsanders@gmail.com

Gender: M

Race: White

District: 5

Priority:

Applied for this board on: 8/13/2013

Application received/updated: 03/15/2019

Applicant's Attributes: VolAg Southeast

South of the River

Greenville City Limits

### Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)

	<u>Organization</u>	<u>Description</u>	<u>Date(s)</u>
	GovtG		
Education	UNC - Chapel Hill	MS - Library Science	
Education	Pennsylvania State University	MA - Spanish	
Education	UNC-Ashville	Bachelors - Spanish	
Education	Enka High School	High School Diploma	
Experience	Joyner Library	Head of Reference	12/07 - 01/11
Experience	Joyner Library	Assistant Director for Public Services	2/11 to present
Volunteer/Prof. Associations	CLIPP Committee	Member	2011 - Present
Volunteer/Prof. Associations	Management Practices Committe	Member	2012 - present
Volunteer/Prof. Associations	Building for College & Universit	Member	2012 - present

## *Applicant Interest Listing*

**Carole Wilson**

1080 Allen Road, Apt. 1-E  
Greenville NC 27834

Day Phone: (252) 328-2475  
Evening Phone: (910) 262-1454  
Fax:  
E-mail: wilsoncaro17@ecu.edu

Gender: F  
Race: White  
District: 4  
Priority:

Applied for this board on: 10/24/2018

Application received/updated: 10/24/2018

Applicant's Attributes: VolAg Southwest  
Greenville City Limits  
South of the River  
District 4

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	<b>Organization</b>	<b>Description</b>	<b>Date(s)</b>
Education	East Carolina University	MBA Graduate Certification - Conflict	
Education	East Carolina University	Alcohol Rehabilitation Certification	
Education	East Carolina University	Psychology Minor	
Education	East Carolina University	BS - Child Development & Family Rel	
Education	John T Hoggard High		
Experience	East Carolina University	Director of Systems Coord. UNCW	
Volunteer/Prof. Associations	Caregiver for Elderly Parent		2002-current
Volunteer/Prof. Associations	Alterative Dispute Resolution Bo	Treasurer	2010-2015

<u>Boards Assigned To</u>		
Animal Services Advisory Board		2/4/2019 to 2/4/2021
At large		

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## *Board Members*

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<i>Seat</i>	<i>Name</i>	<i>Applicant District</i>	<i>First Appt.</i>	<i>Appt Date</i>	<i>Exp Date</i>	<i>Yrs Served (To Date)</i>	<i>Yrs Served (At Term End)</i>
<b>Sheppard Memorial Library Board Trustees</b>							
2	Atkinson, Terry S	6	10/14/2019	10/14/2019	5/31/2020	0.48	0.63
1	Roberson, Veronica W	5	5/22/2017	5/22/2017	3/31/2020	2.88	2.86
3	Stroud, Tracy	5	3/2/2018	3/2/2018	3/2/2021	2.10	3.00
4	White, Lauren S	6	1/13/2020	1/13/2020	12/31/2020	0.23	0.97
	Chairman Appointment						

## Singleton, Janna

---

**To:** Greg Needham  
**Subject:** RE: Upcoming Expiration on the Sheppard Memorial Library Board

---

**From:** Greg Needham <[gneedham@sheppardlibrary.org](mailto:gneedham@sheppardlibrary.org)>  
**Sent:** Friday, April 3, 2020 5:05 PM  
**To:** Singleton, Janna <[janna.singleton@pittcountync.gov](mailto:janna.singleton@pittcountync.gov)>  
**Cc:** Hines, Kimberly <[kimberly.hines@pittcountync.gov](mailto:kimberly.hines@pittcountync.gov)>; White, Lauren <[lauren.white@pittcountync.gov](mailto:lauren.white@pittcountync.gov)>; Greg Needham <[gneedham@sheppardlibrary.org](mailto:gneedham@sheppardlibrary.org)>  
**Subject:** RE: Upcoming Expiration on the Sheppard Memorial Library Board

Good afternoon Janna,

I checked with Terry Atkinson, and I am delighted to report that she is eager to continue to serve on the Library Board of Trustees. I highly recommend Terry for service, as her expertise as a literacy professor at ECU makes her a terrific asset to the Board! She was present for the January Library Board meeting, directly after her appointment to fill Colonel Hinton's unexpired term. She was not able to be present at the recent March meeting, because she was self-isolating due to the COVID19 pandemic after her son flew home from Canada. Please let us know the results when her reappointment goes before the Commissioners.

Thanks very much!

Best,

Greg

**Greg Needham**  
**Director of Libraries**  
**Sheppard Memorial Library**  
**530 Evans Street**  
**Greenville, NC 27858**  
**252-329-4585 office**  
**252-341-6521 cell**  
**252-329-4255 fax**