

# Pitt County Planning Department



## Annual Report



**PITT COUNTY  
PLANNING DEPARTMENT  
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**JAMES F. RHODES, AICP  
DIRECTOR**

February, 2005

To All Interested Individuals:

The Pitt County Planning Board and Planning staff proudly present the Pitt County Planning Department's Annual Report for 2004. This report outlines and describes the department's numerous activities and projects, and highlights the department's major accomplishments over the past year. We are especially pleased with the adoption of the multi-jurisdictional Hazard Mitigation Plan on September 27, 2004. The department is extremely proud of progress made on several on-going projects and activities, including the expansion of community development activities resulting from a partnership with the North Carolina Baptist Men. In addition to the department's accomplishments for 2004, the Annual Report provides a listing of the projects and activities to be pursued by the Planning Department in 2005.

To learn more about the Pitt County Planning Department's activities, please contact the Pitt County Planning Department at (252) 902-3250 or visit our website at [www.pittcountync.gov/depts/planning](http://www.pittcountync.gov/depts/planning). Thank you for your interest in planning-related functions of Pitt County.

Sincerely,

James Rhodes, AICP  
Planning Director

# ACKNOWLEDGEMENTS

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## Board of County Commissioners

Eugene James, Chairman	District 2
Mark Owens, Jr., Vice-Chairman	District 4
Glenn Bowen	District 6
Tom Coulson	Districts 3 & 6
Jimmy Garris	District 5
David Hammond	District 1
John Minges	District 3
Randy Royal	Districts 1 & 2
Beth Ward	Districts 4 & 5

## Planning Board

Benjamin Forrest ( <i>former Chair</i> )	District 6
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Jane Barnhill	Districts 1 & 2
Frank Bradham	District 4
William Chapman	District 5
Larry Dilda	Districts 4 & 5
Lyman Hardee, Vice-Chairman	Districts 3 & 6
George Hines	At Large
Jimmy Hughes	District 3
Steve Little	District 2
Bryant Tripp	Districts 1 & 2

### *PAST MEMBER*

Ricky Hines (Nov. 2001-May 2004)

## Board of Adjustment

Naomi Buck, Alternate  
Ed Congleton, Alternate  
Mark Garner  
Annie Holder  
William Moore, Vice-Chairman  
Ephraigm Smith, Chairman  
Aaron Turnage, Jr.

### *PAST MEMBER*

Benjamin Tetterton (May 2001- June 2004)

## Planning Department Staff

James Rhodes, AICP	Director
Beth Buck	Administrative Assistant
Glen Moore	Senior Planner
Eli Johnson, AICP, GISP	Planner III
Stephen Smith, CFM	Planner III
Tracy Cash, GISP	Planner II
Jonas Hill	Planner II
Eric Gooby	Planner II
Seth Laughlin	Planner I
Brandon Burnette	Planning Technician
Sam Morris	Road Sign Coordinator
Lori Hartsfield	Housing Coordinator
Cheryl Rogers	Permit Coordinator
Dee Bland	Permitting Technician
Joyce Cannon	Permitting Technician
Shemika Bell	Permitting Technician
Cori Hines	Student Intern
Faith Stuart	Student Intern
Joe Mangum	Student Intern
Timothy Tresohlavy	Student Intern

## Past Staff Members

Dwane Jones, CPESC	Planner II
Steve Tugwell	Planner II
Justin Washington	Student Intern
Mark Hetrick	Student Intern
Frankie Alt	Student Intern
Brandt Reiner	Student Intern
Emily Vaughn	Student Intern
Ken Vafier	Student Intern
Mike Harrington	Student Intern

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# WHAT IS PITT COUNTY PLANNING?

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The Pitt County Planning Department and Permitting Center is made up of 15 full time employees and six part time employees. These staff members serve a total county population of nearly 140,000, while focusing service delivery toward the approximately 66,000 residents located in the County's planning jurisdiction (see Map 1). Of the County's 656 square miles, approximately 506 square miles are within the County's planning jurisdiction.

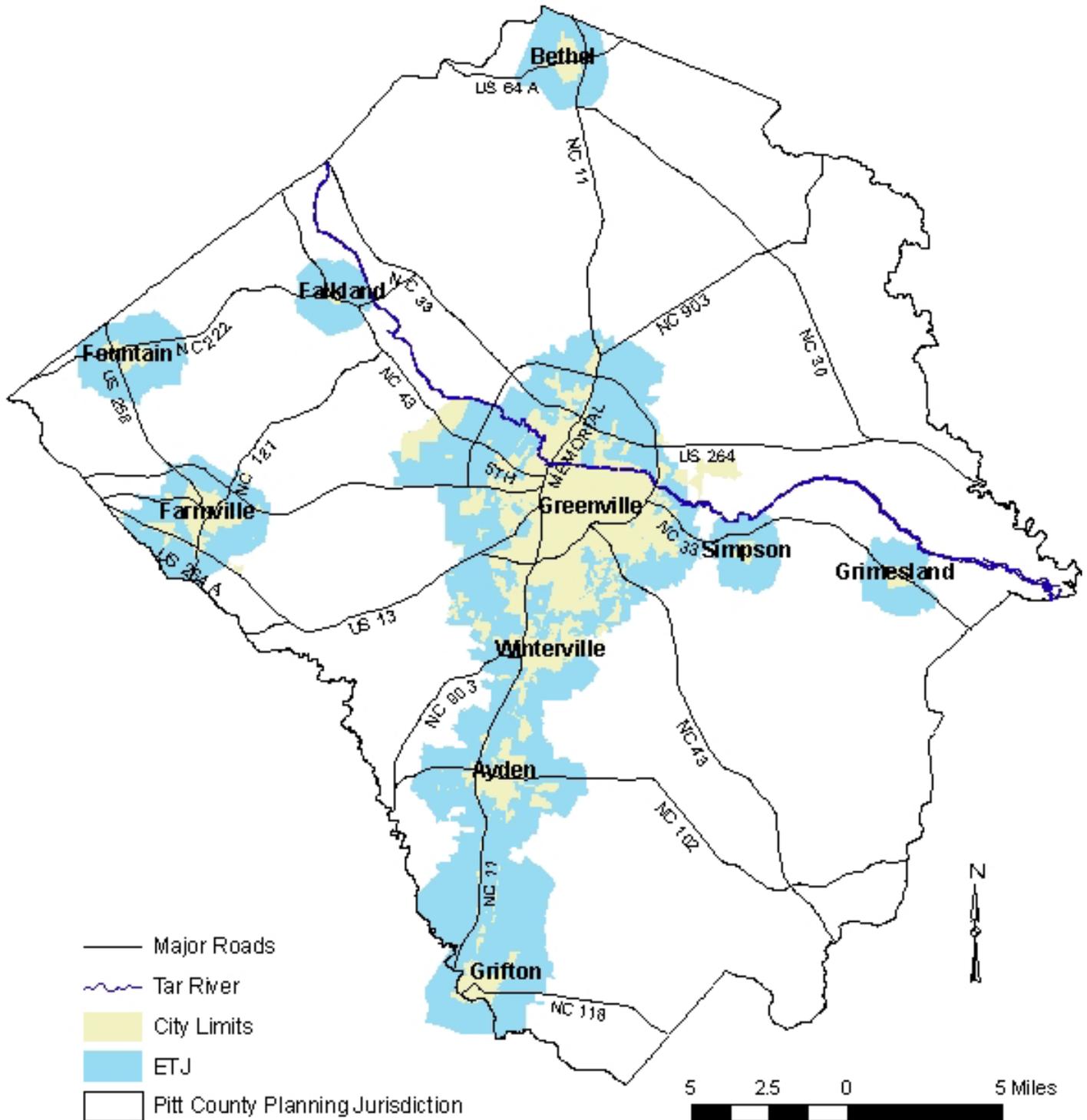
The Planning Department develops and implements plans and policies related to land development to strengthen the long-term sustainability of Pitt County. Major responsibilities include zoning administration, floodplain management, permitting, land subdivision and manufactured home park regulation enforcement, stormwater management and soil erosion and sedimentation control administration. Other projects administered by the department include E-911 address assignment, transportation and recreation planning, population studies and computerized mapping using Geographic Information Systems (GIS) (see Table 1).

The Planning Department also has an active Community Development Program. Through various State and Federal grant programs, and a partnership with the North Carolina Baptist Men, staff assists qualifying low-income homeowners in desperate need of housing rehabilitation or replacement.

Other projects administered by our department include transportation planning, population studies, and computerized mapping using Geographical Information Systems (GIS). All planning permit applications, ordinances, maps and other information are available to the public by contacting the Planning Department at 1717 W. 5<sup>th</sup> Street, Greenville, or on the web at <http://www.pittcountync.gov/depts/planning>.

# PLANNING JURISDICTION

MAP 1: PLANNING JURISDICTIONAL BOUNDARIES



# ORDINANCE ADMINISTRATION

**TABLE 1: ORDINANCE ADMINISTRATION THROUGHOUT PITT COUNTY, NC.**

Ordinance	Jurisdiction									
	Pitt	Ayden	Bethel	Falkland	Farmville	Fountain	Grifton	Grimesland	Simpson	Winterville
Addressing	X	X	X	X	X	X	X	X	X	X
Flood Damage Prevention	X	X	X	X		P	X	X	X	X
Manufactured Home Park	X									
Multi-Family	X									
Sexually Oriented Businesses	X									
Outdoor Advertising Signs	X									
Shooting Range	X									
Soil Erosion and Sedimentation Control	X	X		X				X	X	X
Stormwater Ordinance for Nutrient Control	X									
Subdivision	X			X				X	X	
Water Supply Watershed	X			X						
Zoning	X			X				X	A	

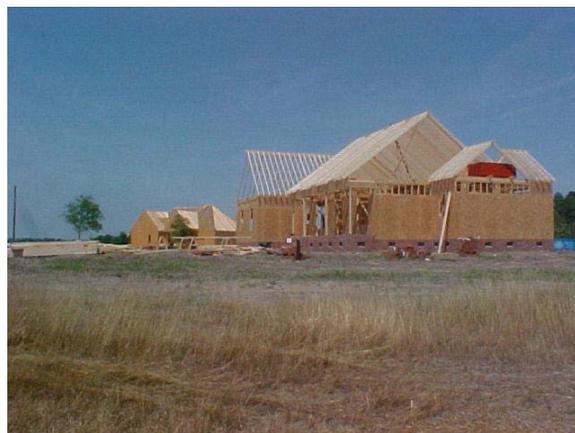
X – Currently enforced by the County.

P – Pending

A – Provided interim assistance in 2004.

# DEVELOPMENT REVIEW

Pitt County has several ordinances that regulate specific types of land uses and/or developments. The Planning Department is responsible for administering these development-specific ordinances, which include the Subdivision Ordinance, Manufactured Home Park Ordinance, and Multifamily Dwelling Ordinance. These ordinances require the submittal of plans to the Planning Department for review. The ordinances provide guidelines that must be addressed by the developer to ensure that public health, safety, and welfare are adequately protected. The Department's review of the plans ensures that each proposed development meets specific standards outlined in the appropriate ordinance.



During 2004, the Pitt County Planning Department reviewed and approved 103 plans (see Table 2). These included preliminary and final plats and construction plans for subdivisions.

**TABLE 2: DEVELOPMENT REVIEW ADMINISTRATION AND ENFORCEMENT**

<b>Plats / Plans</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Tot</b>
Preliminary Plats	3	2	4	3	3	6	13	9	3	2	4	2	<b>54</b>
Construction Plans	1	-	-	2	-	-	1	1	2	1	-	1	<b>9</b>
Final Plats	2	2	6	4	3	3	5	4	2	1	3	5	<b>40</b>
MHP Preliminary Plans	-	-	-	-	-	-	-	-	-	-	-	-	<b>0</b>
MHP Construction Plans	-	-	-	-	-	-	-	-	-	-	-	-	<b>0</b>
MHP As-Built Plan	-	-	-	-	-	-	-	-	-	-	-	-	<b>0</b>
Preliminary Multi- Family Plan	-	-	-	-	-	-	-	-	-	-	-	-	<b>0</b>
As-Built Multi- Family Plan	-	-	-	-	-	-	-	-	-	-	-	-	<b>0</b>
<b>TOTAL</b>	<b>6</b>	<b>4</b>	<b>10</b>	<b>9</b>	<b>6</b>	<b>9</b>	<b>19</b>	<b>14</b>	<b>7</b>	<b>4</b>	<b>7</b>	<b>8</b>	<b>103</b>

MHP = Manufactured Home Park

In response to citizen requests, the Subdivision Ordinance was amended in 2004 to include a family exemption. In June of 2003, the Board of County Commissioners (BCC) directed Planning Staff to develop language allowing such exemptions in Pitt County. This language was voted on in April of 2004, to change the definition of a subdivision to allow family exemptions. The definition of a subdivision is dictated through legislation by the State of North Carolina which means that proposed exemptions must be approved by the North Carolina General Assembly. In May of 2004, the proposed language was sent to the General Assembly and in June of 2004 a bill was passed to include family exemptions in the definition of a subdivision. The family exemption applies to “immediate family” as defined in the ordinance as “direct lineal descendants (children and grandchildren) and direct lineal ascendants (father, mother, grandfather, grandmother).” The Subdivision Ordinance was amended in November 15, 2004, to include the new language.

To assist the Planning Department in maintaining current Geographic Information Systems (GIS) coverages, the Subdivision Ordinance was also amended to include the requirement of digital submittals of final plats. The amended language requires that the “digital version of the plan must be submitted to the Subdivision Administrator on a 3.5 inch floppy disk, CD, or by email.” Planning Department staff can use this digital data to update the locations of new lots, roads, and addresses. This information can then be accessed by the public.

In 2003, the Subdivision Ordinance was amended to require street stub outs to adjacent property. Street stub outs are intended to facilitate future interconnectivity of residential subdivisions where adjacent properties are developed. This interconnectivity can be crucial to emergency vehicles should they take a wrong turn or find a street to be impassible. Interconnectivity is also a benefit for families taking walks or bike rides together, and it allows vehicular traffic to avoid busy thoroughfares. In 2004, the Planning Board required stub out streets in nine subdivisions. Two of those subdivisions are bordered by proposed developments showing connection to the Planning Board’s required stub out streets. When these proposed subdivisions receive final approval, the stub out streets will connect existing subdivisions to new ones, just as the ordinance intends.

# ZONING

The Pitt County Zoning Ordinance was adopted on August 4, 2003, by the Board of County Commissioners, and became effective on November 3, 2003. Planning staff used information gathered from an existing land use survey, the Future Land Use Map of the 2002 Comprehensive Land Use Plan, and existing zoning regulations for the Northwest Planning Area as a basis for the zoning regulations. The primary goal of the Pitt County Zoning Ordinance is to protect property values by encouraging the most appropriate use of land throughout the county, as well as promoting smart and safe development.

The Planning Department is responsible for issuing zoning compliance permits for any new development taking place within Pitt County’s planning jurisdiction, and it also provides zoning administration services for the Town of Falkland and the Town of Grimesland. In addition, Pitt County temporarily assisted the Village of Simpson by issuing zoning compliance permits while the Village Clerk position was vacant. Zoning compliance permits serve to notify property owners and applicants of required setbacks, minimum lot sizes, and any other applicable development standards for proposed developments.

Staff utilizes Tidemark Permitting software to issue and track zoning compliance permits. This permitting system is also used by Environmental Health, Building Inspections, and Emergency Services. It allows for a “one-stop” permitting experience, whereby citizens can receive all development permits in one location. In September 2004, Planning staff opened “The Zone”, which is located in the Permitting Center in the Development Services Building. Prior to issuance of a zoning compliance permit, staff reviews the floodplain information and advises the applicant of any requirements that will be noted on the permit. Upon issuance of the zoning compliance permit, the applicant may proceed with obtaining any other necessary permits without having to leave the Permitting Center. As shown in Table 3, staff issued 898 zoning permits in 2004.

**TABLE: 3 ZONING PERMITS BY CATEGORY**

Permits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	<i>Total</i>
Single-wide Manufactured Homes	8	10	17	17	19	32	10	14	29	22	27	24	229
Double-wide Manufactured Homes	7	12	17	10	18	11	9	10	15	14	13	4	140
Site Built Homes	10	13	35	17	17	18	14	25	17	22	12	8	208
Other Permits	20	22	31	32	33	21	35	20	26	30	36	15	321
<b>Total</b>	45	57	10	76	87	82	68	69	87	88	88	51	<b>898</b>

In addition to issuing zoning compliance permits, Planning staff is also responsible for enforcing the regulations of the Zoning Ordinance and remedying violations. Enforcement typically involves the assessment of civil penalties; however, other tools available to the County include stop work orders, criminal prosecution, injunctions, and court orders. Prior to the assessment of penalties, staff notifies the property owner of the alleged violations and that civil penalties may be assessed. If prompt corrective action is not taken, staff will issue a “Notice of Violation” detailing the nature of the violation and the measures necessary to remedy the violation. In 2004, the Planning Department issued 17 Notices of Violation.

Periodically, the Planning Department receives requests to amend the Official Zoning Map, otherwise known as a “rezoning”. A citizen may apply for a rezoning of property by submitting an application, a survey of the property to be rezoned, and a \$150 application fee. Planning staff reviews the submitted information and consults any plans adopted by the Board of Commissioners (such as the Comprehensive Land Use Plan) in order to develop a staff report and a recommendation to approve or deny the request. Staff presents its recommendation, as well as any other pertinent information, to the Pitt County Planning Board at a regularly scheduled meeting. The Planning Board, in turn, makes a recommendation to approve or deny the request to the Board of County Commissioners for a final decision. Prior to its decision, the Board of County Commissioners holds a public hearing at which adjacent property owners and other citizens are given the opportunity to speak. In 2004, staff received 20 rezoning requests, of which 15 were granted approval by the Board of Commissioners. One request was denied by the Board of Commissioners, two were withdrawn by the applicants, and two are pending further action by the applicant.



# STORMWATER MANAGEMENT

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During 2000, the Environmental Management Commission (EMC) adopted a set of non-point source rules under the Tar-Pamlico Nutrient Sensitive Waters Strategy. One component of these rules addresses stormwater runoff in urbanized areas of the basin. The rules established certain requirements for local programs based on the nutrient strategy's goal of reducing nitrogen and phosphorus loadings to the estuary by 30% from the 1991 levels. Pitt County is one of five counties required to implement the program, along with six municipalities located within the Tar-Pamlico basin.



To assist with the development of the County's local ordinance, the Board of County Commissioners appointed the Tar-Pamlico Stormwater Advisory Committee in July 2003. The Stormwater Advisory Committee recommendations included countywide implementation of the Stormwater Program. This included a countywide requirement to control nitrogen, and a



phosphorus component for the Tar-Pamlico River Basin (which is located in the upper 60% of Pitt County). The Tar-Pamlico Stormwater Advisory Committee also recommended retaining both regional and jurisdiction-wide approaches in the Pitt County Stormwater Program. The Committee recommended a permanent maintenance program for best management practices in which homeowner associations would be created to handle maintenance responsibilities within residential developments, while the landowners would be

responsible for non-residential activities. Also, the committee expressed its desire for the county to obtain delegated authority for administration and enforcement of the Riparian Buffer Protection Program. For purposes of the approaching deadline, this aspect was postponed until after review of final ordinance by the Division of Water Quality. And finally, the Tar-Pamlico Stormwater Advisory Committee recommended that the Board of County Commissioners create a fee schedule for administration and enforcement of the stormwater program.

After holding a public hearing on the proposed regulations on December 15, 2003, the Board authorized Planning staff to submit the draft ordinance to the Division of Water Quality for review. Due to outstanding review comments following two reviews by Division of Water Quality staff, Planning staff opted to alter a model ordinance made available in June 2004 using the Stormwater Advisory Committee's recommendations. Because of delays in review of the local government ordinances by the State, the implementation date was postponed from August 13, 2004, until the end of September, 2004.

On September 9, 2004, Planning staff made the final edits and resubmitted the draft documents to the Division of Water Quality for approval. A public hearing to adopt the stormwater documents was held on September 22, 2004. The Board of County Commissioners voted 8-1 in

favor of adopting the documents. Since the vote was not unanimous, a second reading was scheduled for October 11, 2004. At this meeting, the Board voted unanimously to adopt the stormwater ordinance, plan, appendices and fee schedule with an effective date of October 11, 2004. All subdivisions, and new non-residential structures which disturb over a half acre are required to comply with these regulations. Therefore the subdivision review process has been modified to include the requirements of the stormwater ordinance.

## **Pactolus Stormwater Wetland**

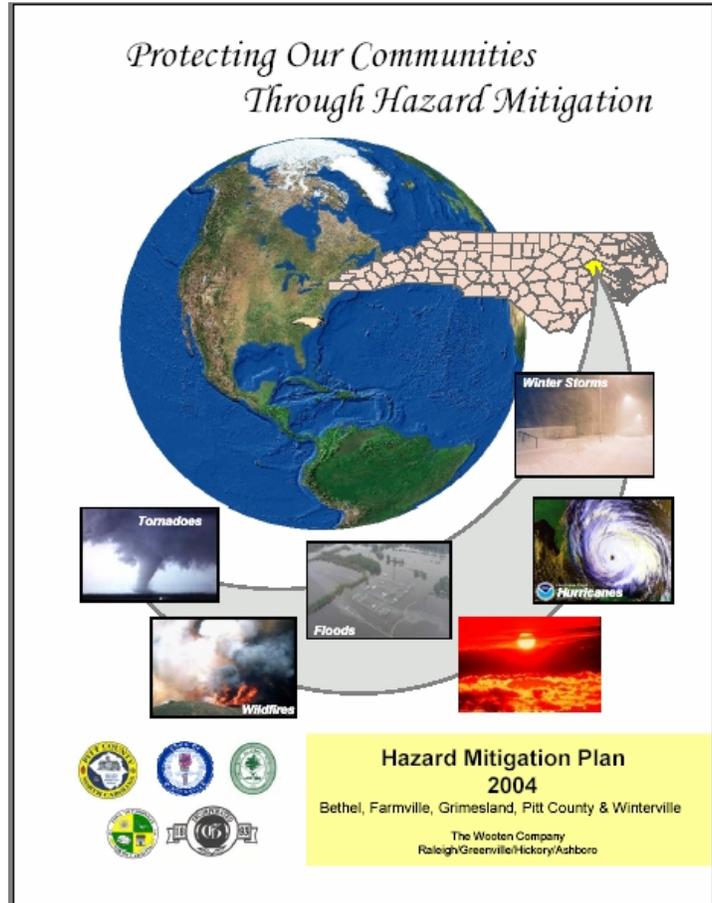
In May 2004 Pitt County was awarded a grant from the Albemarle-Pamlico National Estuary Program (APNEP) for the purchase of approximately 0.25 acre of land to construct a stormwater wetland. The wetland will filter runoff from the Pactolus Elementary School site before it enters Grindle Creek. The total amount awarded was \$31,200, which includes land acquisition, design and construction of stormwater wetland, educational signage, and monitoring equipment for school students. The stormwater wetland will be beneficial to the County and its citizens by providing educational opportunities for students and the development community, and aid in improving water quality in the Tar-Pamlico River Basin. This project will also help the County meet the educational requirements of the Tar-Pamlico Stormwater Rule and serve as a retrofit site required under the rule. Planning staff plans on acquiring the property on which the stormwater wetland is to be constructed in early 2005.



# HAZARD MITIGATION PLAN

In December 2003, Pitt County was awarded a planning grant to update its 2000 Hazard Mitigation Plan. The County extended an invitation to municipalities within the County to participate in the update and to expand the scope of the plan to a Multi-Jurisdictional Hazard Mitigation Plan. The towns of Bethel, Farmville, Grimesland, and Winterville chose to participate in the planning process. The result was a more comprehensive countywide approach to hazard mitigation planning.

The primary reason for developing a Hazard Mitigation Plan is to reduce a community's exposure to natural hazards by taking proactive, pre-disaster planning steps to limit development in hazard sensitive areas, particularly floodplain or flood hazard areas. The second reason is to comply with the hazard mitigation planning requirements established by the Federal Emergency Management Agency (FEMA) and the NC General Assembly and implemented through the NC Division of Emergency Management. In recent years, the frequency and impact of natural disasters has increased not because natural hazards occur more frequently but because more people are choosing to live and work in locations that put them and their property at risk.



The planning process was overseen by the Pitt County Multi-Jurisdictional Hazard Mitigation Planning Team which met regularly during the planning process. The Team also identified other interested parties who were invited to participate in planning meetings and regularly updated the Pitt County Planning Board throughout the planning process.

The Pitt County Multi-jurisdictional Hazard Mitigation Plan was adopted by Pitt County on September 27, 2004. Some of the major mitigation strategies and activities include ensuring that mobile/manufactured homes are installed and secured properly, adopting an ordinance that provides for enforcement of Tar-Pamlico River Basin Stormwater Rules, creating a greenways plan that will expand the City of Greenville's Greenways Plan, developing an early warning system and working with local real estate agencies to ensure that buyers are aware when a property is exposed to potential flood damage.

# FLOOD DAMAGE PREVENTION

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Nearly 25% of Pitt County is located within flood prone areas. Because of this, most property owners within the 100-year floodplain, as established by the Federal Emergency Management Agency (FEMA), participate in the National Flood Insurance Program.

FEMA requires all jurisdictions participating in the National Flood Insurance Program (NFIP) to administer a Flood Damage Prevention Ordinance. Pitt County has been participating in the NFIP since 1983. The Pitt County Flood Damage Prevention Ordinance was first adopted by the County Commissioners on August 18, 1980, and is administered by the Pitt County Planning Department. Through the use of this ordinance, Pitt County strives to:

- Protect human life and health,
- Minimize expenditure of public money for costly flood control projects,
- Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public,
- Minimize prolonged business interruptions,
- Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in floodplains,
- Help maintain a stable tax base by providing for the sound use and development of floodprone areas in such a manner as to minimize flood blight areas, and,
- Insure that potential homebuyers are notified that property is in a flood area.

The Pitt County Planning Department also administers its Flood Damage Prevention Ordinance in Ayden, Bethel, Falkland, Grifton, Grimesland, Simpson, and Winterville.

## COMMUNITY RATING SYSTEM

The NFIP's Community Rating System (CRS) was implemented in 1990 as a program for recognizing and encouraging community floodplain management activities that exceed the minimum National Flood Insurance Program (NFIP) standards.

Under the CRS, flood insurance premium rates are adjusted to reflect the reduced flood risk resulting from community activities that meet the three goals of the CRS: (1) reduce flood losses; (2) facilitate accurate insurance rating; and (3) promote the awareness of flood insurance. There are ten CRS classes: class 1 requires the most credit points and gives the largest premium reduction; class 10 receives no premium reduction. The CRS recognizes 18 creditable activities, organized under four categories numbered 300 through 600: Public Information, Mapping and Regulations, Flood Damage Reduction, and Flood Preparedness.

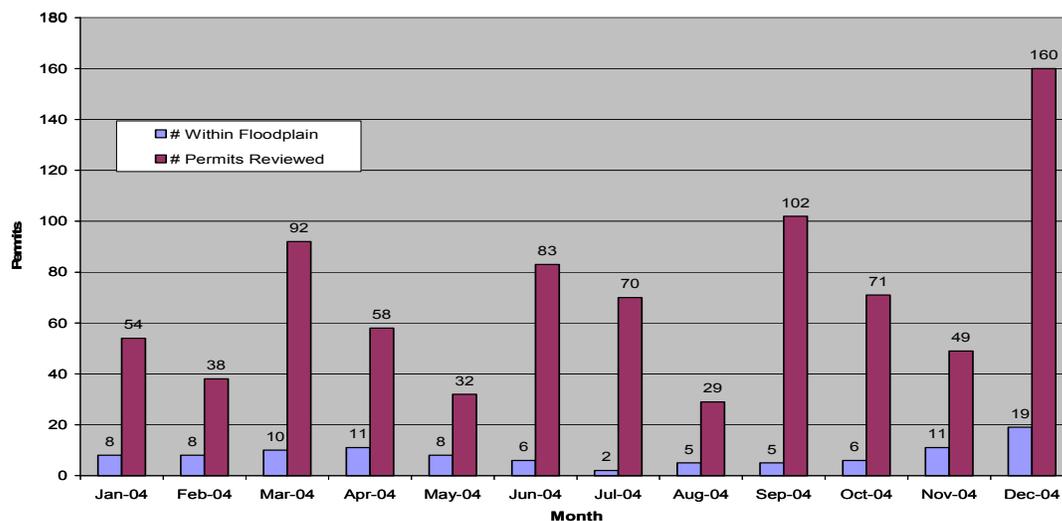


Pitt County became a Class 8 CRS community effective October 1, 2004. By being a Class 8 community, Pitt County citizens that purchase or renew an NFIP policy beginning October 1 will receive a 10% discount in their insurance premium. These increased savings are a tangible result of the voluntary activities Pitt County has implemented.

## Floodplain Permitting

Pitt County Planning staff includes a Certified Floodplain Manager (CFM) who, through the administration of floodplain regulations, reviews all septic system permit application and determines the floodplain designation of the requested site. Chart 1 shows the number of permits reviewed each month during 2004 and those permits for properties located within the 100-year floodplain. There was a total of 838 floodplain permits reviewed during 2004.

**CHART 1: FLOODPLAIN PERMITS FOR 2004**



## Buyout Property Leasing

According to the Hazard Mitigation Grant Program agreement, the 288 acres of flood damaged property acquired by Pitt County following Hurricane Floyd must remain as open space. In an effort to reduce maintenance costs of this land, the County Commissioners agreed to offer these properties to interested citizens for personal use. To comply with HMGP requirements, all property must remain under public ownership, but may be leased for acceptable uses and maintenance. These properties may occupy many uses so long as no permanent structure is erected on-site and other federal provisions are met.

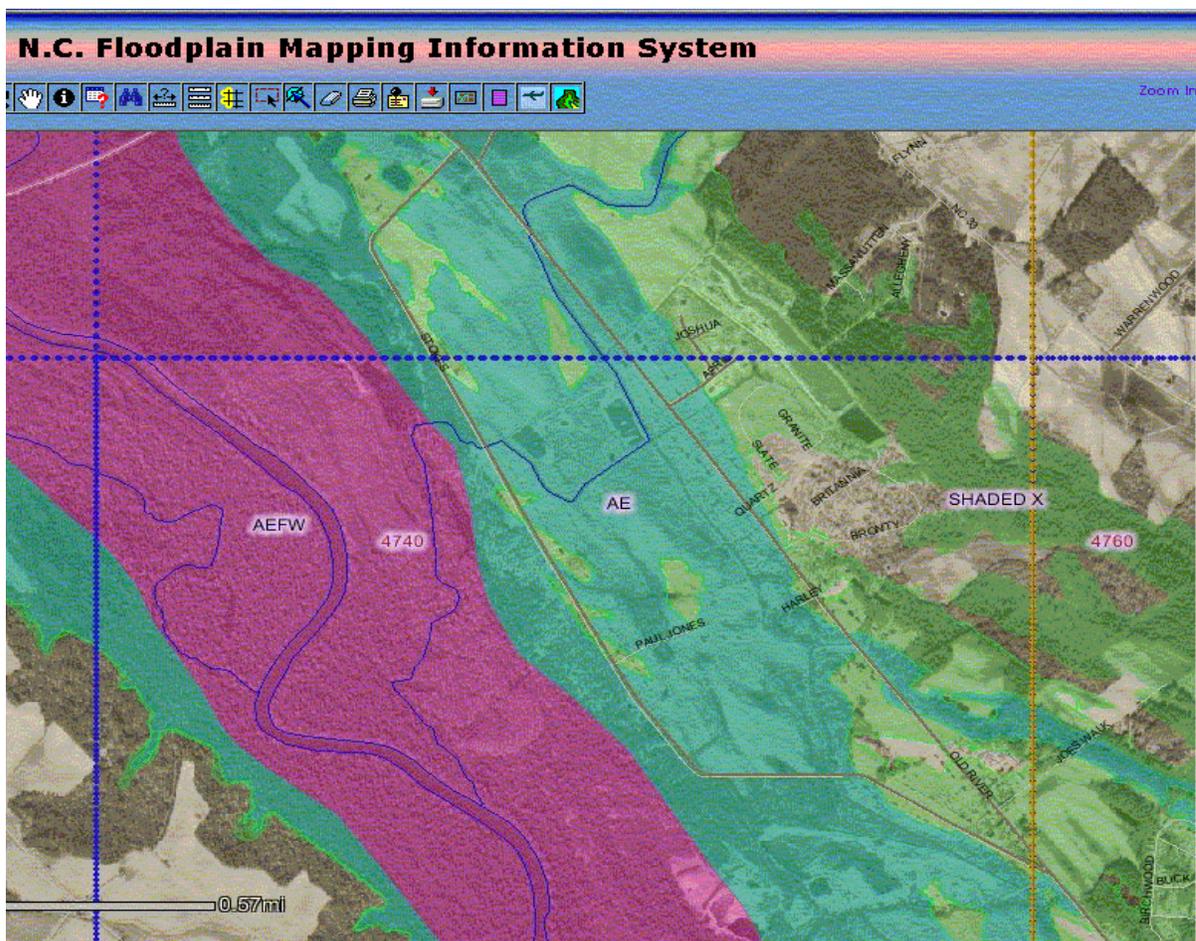
A total of 65 properties have been leased or are being held for County use, accounting for 193 of the 288 acres acquired. Additionally, five properties have been deeded to municipalities for upkeep.

# FLOOD HAZARD MAPPING

Advancements in technology and increased federal funding have revolutionized Floodplain Administration for Eastern North Carolina. In April of 2003, FEMA, in conjunction with the State of North Carolina, released preliminary copies of updated Federal Insurance Rate Maps (FIRM's) and a Flood Insurance Study (FIS) Report for those flood prone areas within the Neuse River Basin. This release followed the 2002 release of preliminary maps for the Tar-Pamlico River Basin.

On June 23 and 24 of 2003, Pitt County and the City of Greenville co-hosted two public forums, one at Pitt Community College and one at Sheppard Memorial Library, to explain the changes to the updated FIRMs for those areas within the Neuse River Basin. The meetings included a presentation by the North Carolina Floodplain Mapping Program, copies of the new maps, and a demonstration of the North Carolina Floodplain Mapping Information System, a website used to distribute floodplain information. The website, [www.ncfloodmaps.com](http://www.ncfloodmaps.com) contains information about floodplains and the floodplain mapping program, and allows the public to download FIRMs, FIS Reports, and other available digital floodplain data.

The final updated FIRM's and FIS Report for Pitt County and its municipalities became effective on January 2, 2004.



# SOIL EROSION AND SEDIMENTATION CONTROL

In 1973, the North Carolina state-wide Sedimentation Pollution Act was signed into law. This act requires that land-disturbing activities comply with certain erosion and sediment control guidelines. Pitt County requested and received delegation of authority to administer a local program the following year. The Pitt County Soil Erosion and Sedimentation Control Ordinance (SESC) regulates certain land-disturbing activities to control accelerated erosion rates and sedimentation of public water courses in order to prevent the degradation of water quality, and environmental damage to lakes, watercourses, and other public and private property.



Under the Pitt County ordinance, land disturbances of one (1) acre or more require the submittal, review and approval of a soil erosion and sedimentation control plan *prior* to initiation of land disturbing activities. The Pitt County Planning Department utilizes the Technical Review Committee (TRC) to ensure comprehensive compliance with appropriate agencies, such as the NCDOT, Emergency Services, Environmental Health and other contributing technical departments. As part of the ordinance, Planning staff conducts site inspections to ensure compliance throughout all phases of construction. Table 4 below provides a summary of the program's activities in 2004.

**TABLE 4: LOCAL EROSION AND SEDIMENT CONTROL PROGRAM (2004)**

Sediment Control Projects	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New Projects Reviewed	4	2	2	6	2	4	3	5	2	2	2	0	34
Site Inspections	20	23	77	37	59	36	63	64	38	63	49	54	583
Notices of Violation Issued	10	8	2	7	3	1	1	6	2	0	0	0	40
<b>Total Disturbed Area (Acres)</b>	<b>33</b>	<b>5</b>	<b>12</b>	<b>22</b>	<b>34</b>	<b>74</b>	<b>32</b>	<b>34</b>	<b>13</b>	<b>6</b>	<b>9</b>	<b>0</b>	<b>274</b>

Inter-local agreements between Pitt County and five (5) local municipalities have increased the jurisdictional area (Map 2) for the SESC program to 83% of the entire county. Municipalities that fall under the Pitt County Soil Erosion and Sedimentation Control Ordinance include Ayden, Falkland, Grimesland, Simpson, and Winterville.

# Soil Erosion and Sedimentation Control Jurisdiction

Map 2: Soil Erosion & Sedimentation  
Control Jurisdictional Boundaries



Information Source: Pitt County Planning Department

# DRAINAGE MAINTENANCE

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Members of the Pitt County Planning Department staff provide technical assistance in response to individual drainage issues. Poor drainage in Pitt County is, in part, due to a general lack of topography, and frequent heavy storm-events. Periodic drainage issues are further compounded by the recurrent construction of beaver dams along streams in Pitt County. The American Beaver (*Castor Canadensis*) constructs these dams of woodland debris in order to slow water flow, thereby increasing wetland area for the purposes of establishing a suitable and safe habitat.



The increased wetland ecosystem created by beaver activity is in many ways beneficial to the ‘human environment’, allowing for erosion mitigation, reducing sediment loading to watercourses, and increasing groundwater recharge, however the flooding impact on county roads and private property has grown in frequency and severity. This financial cost is experienced by all levels of government from City, County, State

and even Federal in the form of constant repair and maintenance of infrastructure, education of affected parties, administration of management programs, and prevention efforts.

To adequately address this particular aspect of our drainage issues, Pitt County has joined with the US Department of Agriculture’s Wildlife Services (USDA) Beaver Management Assistance Program (BMAP) in order to provide the best management practices on an individual basis.

## Beaver Management Assistance Program

Pitt County is one of 40 counties in North Carolina that currently participates in the BMAP, which is a cost-share program administered by the USDA. An essential component of this program is education of affected landowners as to their individual ‘best management strategies’ for mitigating beaver damage, which includes the benefits and costs of removing beaver dams, installing mitigation equipment, or other alternative methods on-site.

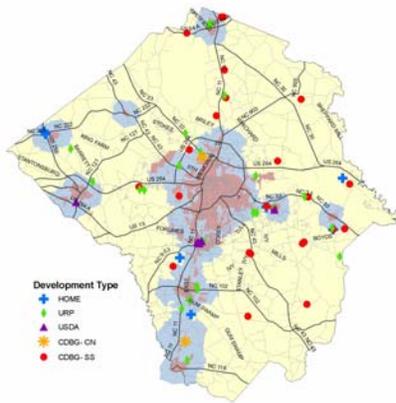
In the 14-month period between March 2003 and June 2004, the BMAP has prevented the loss or damage of an estimated **\$3.5 million** dollars to Pitt County resources (timber, crops, roads, ditches and bridges). Our representative from the USDA, Mr. Albert Little, has been involved in more than 86 projects around Pitt County over the same 14-month period, removing 67 beaver dams in the process. Mr. Little’s work has benefited 48 adjacent landowners, including 11 different NC Department of Transportation (NCDOT) sites.



The American Beaver (*Castor canadensis*).

# HOUSING PROGRAMS

In mid 2003, Pitt County received Community Development Block Grant (CDBG) Scattered Site and Supplemental funds for the rehabilitation of five homes and the replacement of six homes owned by low-to-moderate income households and located within the County’s planning jurisdiction. Funds are provided by the US Department of Housing and Urban Development, through the North Carolina Division of Community Assistance. The County was also successful in securing a Capacity Building Grant which provided funds to hire a Housing Coordinator in 2003. The County is partnering with NC Baptist Men/Grifton Mission Ministries on a new innovative project to replace substandard homes using volunteer labor. Thereby, site built homes can be constructed for approximately half the cost.



On October 21, 2004, Pitt County and NC Baptist Men dedicated the First Replacement Home through a Volunteer-based Housing Initiative with North Carolina Baptist Men. The Community Development Project was funded by the NC Department of Commerce through Community Development Block Grant and Capacity Building Programs and a result of an initiative started by Governor Easley to “Build Back Eastern, North Carolina”.

In addition to the CBDG-funded activities, Pitt County completed three rehabilitation projects through Home Investment Partnership Program (HOME) funds in 2004.

The program was created by the National Affordable Housing Act of 1990 to assist counties and towns in the rehabilitation and creation of affordable housing for low-income residents. The Pitt County Consortium includes Pitt County, City of Greenville, Town of Ayden, Town of Bethel, Town of Farmville, Town of Grifton and Town of Winterville.

During 2004, Pitt County’s Community Development program (CD) was awarded grants from North Carolina Housing Finance – Urgent Repair Program. The grant allowed CD to offer emergency repairs to 22 homes up to \$3,500 each with Grifton Mission Ministries performing all the labor. CD also received a grant from United States Department of Agricultural (USDA) for repair to 7 homes of senior citizen residents up to \$7,500 each, with labor being provided by Grifton Mission Ministries.

	Homes to Serve	Completed
<b>CDBG</b>	10	2
<b>HOME</b>	10	4
<b>USDA</b>	7	7
<b>URP</b>	22	0

Housing Coordinator, Lori Hartsfield earned certifications from UNC Institute of Government – Community Development Academy, North Carolina Human Relations Commission – Fair Housing, and Completed Track One of Professional Housing Rehabilitation Association of North Carolina (PHRANC).

# GEOGRAPHICAL INFORMATION SYSTEMS

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## E-911 ADDRESSING

Throughout 2004, planning staff updated and maintained Pitt County's E-911 database. Pitt County Planning staff is responsible for handling questions and the assignment of new addresses on a day-to-day basis. An addressing hotline is utilized for general inquiries from the public regarding addressing in Pitt County.

Over 2,400 County street signs were maintained by the County's Road Sign Coordinator, and 215 new signs were installed during 2004. Street signage is checked monthly throughout the county and replaced as needed by the Road Sign Coordinator due to normal wear and tear, theft, vandalism and vehicular accidents.

The Planning Department continued to identify and seek the removal of road signage not in compliance with the County's Addressing Ordinance. Planning Department staff required county residents to remove personal signs that resembled official, county-approved signs. These noncompliant road signs cause confusion to emergency services personnel and other citizens when attempting to locate a particular address. There were 41 noncompliant signs removed throughout the county in 2004.



Since the completion of the E-911 addressing project for greater Pitt County and the nine municipalities within it, planning staff has been working on an effort to verify every addressable structure in the E-911 addressing database within unincorporated Pitt County. The first phase of the project, *Project E-SAVE* (E-911 System Address Verification & Enforcement), completed in 2004 was the development of an audit-type database and Geographic Information System (GIS) mapping component and the establishment of a pilot area.

Addressing staff in the Planning Department has drafted amendments to the Addressing Ordinance. The last update to the addressing ordinance was on April 1, 1996. Since that time, nine municipalities have adopted our ordinance and requested the county administer the E-911 addressing system within their jurisdictions. There are now over 37,000 address records in the Planning Department's addressing database. Various situations have arisen that require further clarification and update of the existing ordinance so that all those that live, work and travel in Pitt County may benefit from the Enhanced 911 Addressing System. Municipalities and other affected agencies were notified of the proposed amendments and provided with a draft addressing ordinance for review. The proposed ordinance changes were presented and adopted during the January 10, 2005, Board of County Commissioners meeting.

## GIS MAPPING

The Planning Department utilizes Geographic Information Systems (GIS) to create and maintain map layers or files of Pitt County. GIS programs such as ArcInfo, ArcView, ArcExplorer, ArcIMS and ArcGIS are the software programs being utilized for mapping and analysis. In addition to producing and updating maps, the Department has access to aerial imagery for detailed analysis of Pitt County for various projects.

Staff provided government, private and non-profit organizations and citizens with detailed GIS maps and information upon request. Government agencies such as Pitt County Schools, Pitt County Economic Development Commission, Pitt County Sheriff Office, Pitt County Environmental Health, Pitt County Inspections, and other agencies are supplied with maps from the Planning Department. Pitt County creates maps for the Safe Communities Coalition's CRASH project, which pinpoints automobile crashes in Pitt County so that adequate safety measures may be implemented. Other maps produced for review by the public include, but are not limited to, zoning maps, floodplain maps, existing infrastructure maps, Sheriff Patrol maps, Board of County Commissioner District maps and others.

## Geography Awareness Week & GIS Day

November 17, 2004 was GIS Day. This day is set aside for activities that promote awareness about how GIS (Geographic Information Systems) affects our everyday life. The week surrounding GIS Day was designated as Geography Awareness week by National Geographic. The focus of Geography Awareness Week is to teach K-12 students about the importance of geography and their physical surroundings. As part of this movement, on November 17, department staff participated in preschool story hour at Sheppard Memorial Library. The story time was structured around geography and making children aware of their surroundings. The theme this year was "Treasure Maps" which focused on teaching the children about reading a simple map to hunt for treasures. The children were introduced to simple map components including the north arrow, the legend and addresses. As part of the course of travel, the children were also introduced to natural features such as rivers, wooded areas, beaver dams mountains and swamps.



## GIS CERTIFICATION

Staff members Eli Johnson and Tracy Cash earned the designation of Certified GIS Professional (GISP) from the GIS Certification Institute on April 25, 2004. The certification process requires education, experience and participation in the field of GIS. "The purpose of the GIS Certification Institute is to provide those professionals who work in the field of geographic information systems with a formal process that will:

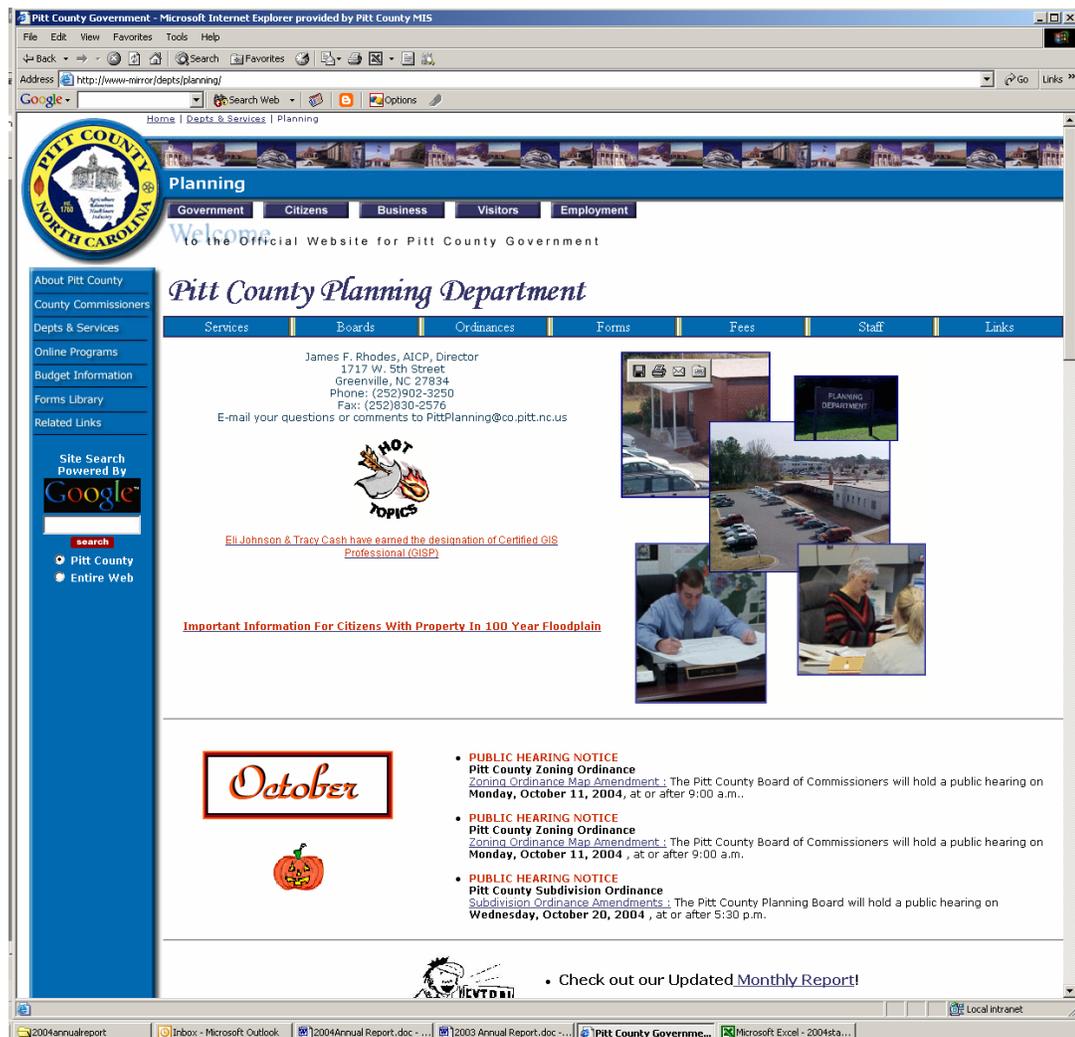
- Allow them to be recognized by their colleagues and peers for having demonstrated exemplary professional practice and integrity in the field
- Establish and maintain high standards of both professional practice and ethical conduct
- Encourage aspiring GIS professionals to work towards certification for the purpose of professional development and advancement
- Encourage established GIS professionals to continue to hone their professional skills and ethical performance even as GIS technology changes."



*Eli Johnson & Tracy Cash have earned the designation of Certified GIS Professional (GISP) from the GIS Certification Institute.*

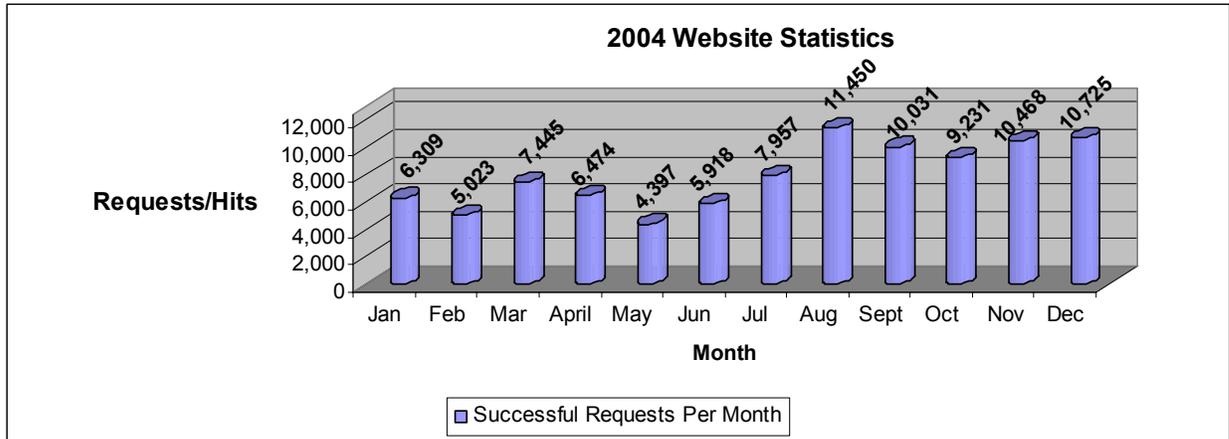
# DEVELOPMENT OF PLANNING WEBSITE

The departmental website continues to be a useful tool for Pitt County's officials, citizens, land developers and others. The site, located at <http://www.pittcountync.gov/depts/planning>, allows citizens to access information such as ordinances, fee schedules, staff information, and links to different Boards and Committees. Links are provided to stormwater management, floodplain administration information and Department of Transportation updates, among others. Facts and data on Pitt County are also available from the site. A Staff Organizational Chart allows citizens to determine which members of the department can assist them. Sections of the website include areas for the general public to purchase available maps, schedules of public hearings, holiday schedules for the department, as well as a list of awards that the department has received. The website is continuously updated with information from the Pitt County Planning Department. During 2004, the Pitt County government website received a new look. The Planning Department's website now features the new look.

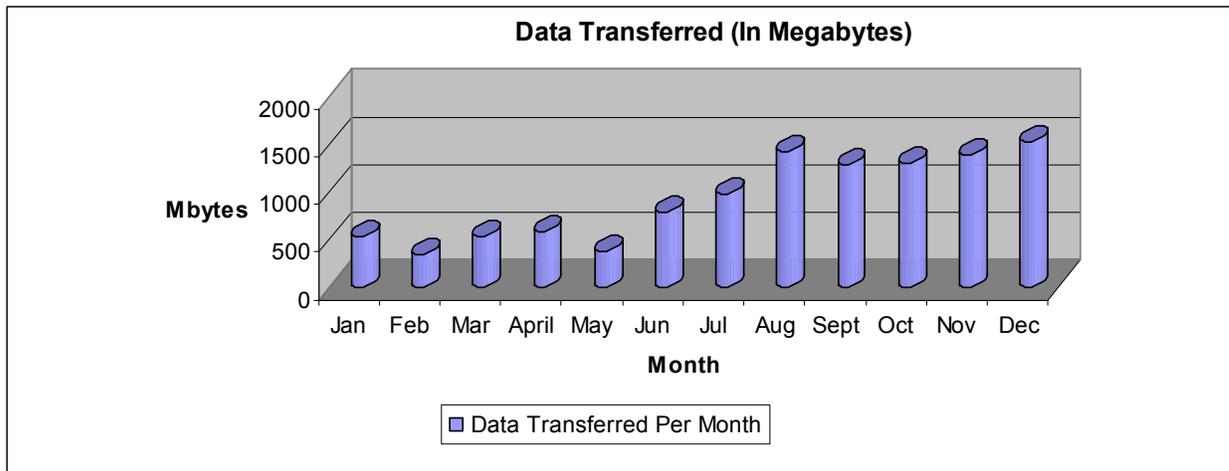


The departmental website averages over 260 visits a day and nearly 7,952 visits a month, peaking at 11,450 visits in August. Downloaded information or data transferred in 2004 totaled 11.1 Gigabytes. This number reflects the number of ordinances, plans and reports downloaded from the web, hence, saving the public a trip to the Planning offices. These statistics are used to identify specific areas of interest to the public and are used to expand on topics that citizens are most concerned about.

**Chart 2: Planning Department 2004 Website Statistics**



**Chart 3: Planning Department Website Data Transferred (In Megabytes)**

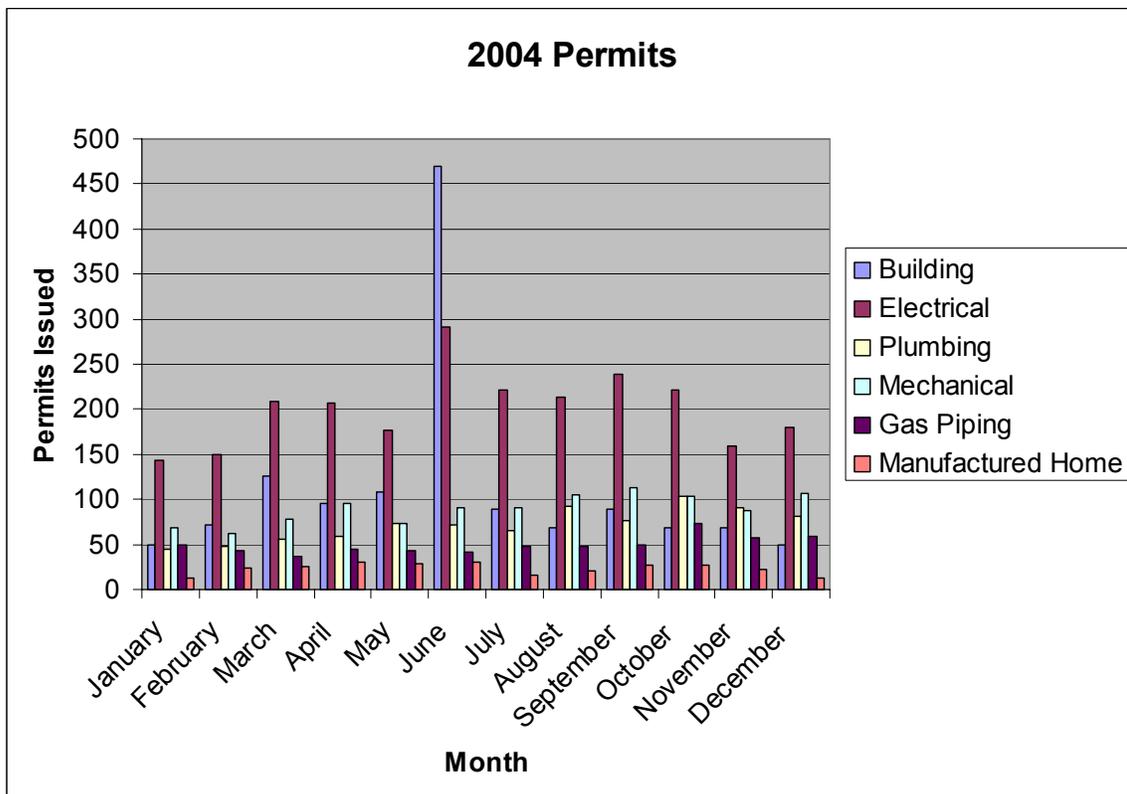


# COORDINATED PERMITTING

The Pitt County Permitting Center was established in March 2003 in an effort to streamline the permitting process and improve customer service. In September 2003, a new software package was implemented which allows for the coordination of permits throughout multiple departments. The overall concept of the permitting center is to allow the citizens of Pitt County a “one-stop” location to obtain permits for proposed development. In September 2004, planning staff issuing zoning permits and assisting with E-911 addressing began operating in the Permitting Center, further enhancing the “one-stop” process. In 2004, the Pitt County Permitting Center issued a total of 6577 permits. For more information on the Permitting Center, please call 252-902-3150.



**Chart 4: 2004 Permits Issued in Pitt County**



# TRANSPORTATION PLANNING

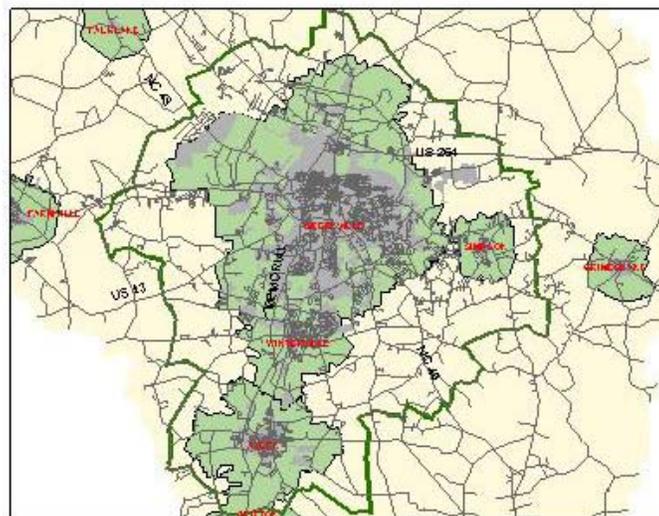
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## Greenville Urban Area Metropolitan Planning Organization (GUAMPO)

The Greenville Urban Area Metropolitan Planning Organization (GUAMPO) is a transportation policy-making organization made up of representatives from local government and transportation authorities. Planning staff continued to serve on the Technical Coordinating Committee for the GUAMPO in 2004. Federal highway and transit statutes require, as a condition for spending federal highway or transit funds in urbanized areas, the designation of MPO's which have responsibility for planning, programming and coordination of federal highway and transit investments. Based on results of the 2000 Census, the Greenville Urban Area grew such that the Town of Ayden and Village of Simpson were invited to become members of the GUAMPO. In October of 2004, both the Town of Ayden and the Village of Simpson became voting members of the GUAMPO. Map 3 shows the new GUAMPO boundary.

In 2004, the GUAMPO updated its Thoroughfare Plan. The thoroughfare plan includes recommendations to meet current and future transportation needs. This thoroughfare plan encompasses the Greenville Urban Area. A working group consisting of staff from the City of Greenville, Town of Winterville, Town of Ayden, Village of Simpson, Pitt County, and NCDOT met from August 2003 to January 2004 to develop this draft thoroughfare plan. In March and April, the draft thoroughfare plan was unveiled to local planning boards and the general public at public meetings held throughout the urban area. Public comments and ideas were solicited throughout the public involvement process. After revising the plan based on the comments and ideas received, the local boards were asked to review and endorse the revised plan with MPO and NCDOT adoption in late 2004. Staff will utilize the information collected for the MPO Thoroughfare Plan as part of the update of the County's Thoroughfare Plan during the next year.

**Map 3: Greenville Urban Area Metropolitan Planning Organization Boundary**



## Mid-East Rural Planning Organization (RPO)

In 2004, Planning staff continued to serve on the Technical Coordinating Committee for the Mid-East Rural Planning Organization, which covers Pitt, Beaufort, and Martin counties. Rural Planning Organizations were created by the NC Department of Transportation to complement the Metropolitan Planning Organizations. RPO's are meant to provide its members a unified voice in transportation planning efforts in the rural areas of the state. Functions of the RPO include developing long-range local and regional transportation plans; providing a forum for public participation in the transportation planning process; and developing and prioritizing suggestions for transportation projects for the Transportation Improvement Program (TIP). During 2004, the TCC developed a worksheet for prioritizing TIP projects within the RPO. The purpose of this worksheet is to facilitate a means of ranking projects within the RPO. Major impacts will be rated using a numeric rating system. The impacts taken into consideration include mandated environmental, high crash rate/safety, economic benefits, number of counties/municipalities effected, financial support, access management, current level of service, access to medical facilities/schools, existing land use regulations and infrastructure. The TCC also formed a subcommittee to look at developing an access management plan. The committee began meeting in October and hopes to have a model plan developed by early 2005. The purpose of this plan is to promote safe and efficient travel within the region by minimizing disruptive and potentially hazardous traffic conflicts.



# RECREATIONAL PLANNING

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## WALKING TRAILS & ROUTES

The “Walking Trails & Routes in Pitt County” website and CD are resources or tools for citizens, nutritionists, physicians and educators to locate areas in our county that are conducive and convenient for physical activity. This project, which was a collaboration of several organizations including Pitt County Community Schools & Recreation, Pitt County Planning Department, Pitt County Health Department, the Pitt County Physical Activity and Nutrition Coalition, Pitt Partners for Health, Food Literacy Partners and Carol J. Shields, a Health Education Consultant and Trainer, was designed with the health and well-being Pitt County’s citizens in mind. The project stemmed from a brochure which was produced by Pitt County Community Schools and Recreation in cooperation with the Pitt County Cardiovascular Health Program that described existing trails in text. The CD and website includes:

- written descriptions of routes and trails along with distances, characteristics and pictures;
- maps in Adobe Acrobat format for easy printing and consistency;
- general information about walking, including hydration and tips for choosing the right walking shoes and
- useful contacts, resources and links.

This project was designed to become a local, state or perhaps a national model for promoting walking in a community as a means to a healthy lifestyle. As a result of this project, the County has an accurate GIS data layer of the existing trails in Pitt County. This will assist the County in establishing a Greenway Plan that links to some of the existing trails in our communities. Staff member Tracy Cash was instrumental in creating the maps for the CD and website development.

## Coastal Carolina Trail

The proposed Coastal Carolina Trail, once completely developed, will be 30 mile multi-use trail converted from an abandoned rail corridor that once traveled through Beaufort, Pitt, and Martin Counties. Coastal Carolina Trail Committee was formed in 1995 and consists of representatives from the three counties and interested citizens. In 2004, the committee continued to work in acquiring lease agreements from property owners which now own the abandoned rail corridor. These lease agreements were concentrated along a 2.17 mile segment that extends from the crossroad community of Stokes to Carl Morris Road in Pitt County. While members of the committee made substantial progress, there are two additional property owners in which lease agreements must be acquired to complete the first section. The committee plans to obtain the outstanding leases and begin construction on the first segment in the Spring of 2005.



# PITT COUNTY GREENWAYS PLAN 2025

## Greenways

Greenways are linear corridors of open space and land that are either natural, such as along rivers and streams, or human-made, such as abandoned railways and utility corridors. Greenway corridors can range from undeveloped areas of land to areas that include paved or unpaved trails. They can provide vegetated buffers to protect natural habitat, improve water quality and reduce the impacts of flooding in high-risk areas. They allow public access for recreation or bicycle and pedestrian transportation, nature trails, horse riding trails or large areas of preserved natural habitat. Greenways offer



a pleasant, healthy and safe alternative for driving to local schools, parks, libraries, stores or other places that people visit on a regular basis and improve the overall quality of life in an area.

## Pitt County

The Pitt County Comprehensive Land Use Plan of 2002 included a goal for the establishment of greenways in the County and provided the impetus for the development of the county's first greenways plan. The Pitt County Greenway Plan is intended to serve as a guide for the establishment of a countywide network of greenways and trails. This plan is the first greenway plan for Pitt County and it recommends the formation of approximately 96 linear miles of greenway network primarily along some of the major, critical streams and rivers in the County. The rationale of the greenway system is to link people to the County's natural, recreational, cultural and commercial resources.



The draft Pitt County Greenways Plan will be available for adoption in July of 2005.

# STAFF ACTIVITIES AND DEVELOPMENT

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In 2004 our staff participated in various public presentations, conferences and interacted with numerous committees. Listed below are *some* examples of such activities, along with 2004 awards and important accomplishments.

## Individual Staff Awards in 2004

**Lori Hartsfield** – Received the Community Development Certificate from the Institute of Government.

**Eli Johnson and Tracy Cash** – Earned the designation of Certified GIS Professional (GISP) from the GIS Certification Institute.

**Brandon Burnette** – 2004 Marvin Collins Outstanding Planning Award – Outstanding Student Recipient by the North Carolina Chapter of the American Planning Association.

## Major Departmental Accomplishments

Updated Hazard Mitigation Plan

Finalized the Stormwater Management Ordinance for the Tar-Pamlico River Basin

Revised the Subdivision Definition for Family Exemptions

Completed amendments to the Pitt County Subdivision Ordinance

Completed amendments to the Pitt County Zoning Ordinance

Completed revisions to the Pitt County Addressing Ordinance

Established Address Display Enforcement Program

Finalized Walking Trails CD

Added Enhancements to Coordinated Permitting System

Recognized as Class 8 Community by Community Rating System

Developed Paddle Trails Brochure

## Public Presentations and Meetings

Active Community Environments Meeting

ECU Classroom Presentation on floodplain regulations, new floodplain maps, GIS

GIS Day and Geography Awareness Week

FEMA Public Assistance training session

Greenville Homebuilders Association meeting

Greenville Urban Area Metropolitan Planning Organization meetings

League of Women Voters

Multi-jurisdictional Hazard Mitigation Plan meetings

Soil Erosion and Sedimentation Control Local Programs Conference

Stormwater Best Management Practices Academy

Tar-Pamlico Public Review meeting

Thoroughfare Plan Open House

Town of Grimesland Board meetings

Village of Simpson Board meetings

Water Resources Research Institute Seminar

## **Conferences and Workshops Attended**

ArcGIS Training  
Fair Housing Workshop  
Firewise Communities Workshop  
Floodplain Management Training Session  
International Erosion Control Association Conference  
Local Soil Erosion & Sedimentation Programs Workshop  
Metropolitan Planning Organization (MPO) Conference  
North Carolina American Planning Association Annual Conference  
North Carolina Association of Community Development Conference  
North Carolina Association of Floodplain Managers Conference  
North Carolina Department of Transportation Driveway Manual Training  
North Carolina Division of Community Assistance CDBG Conference  
North Carolina Environmental Conference

## **Committee Representation**

Coastal Carolina Trail Committee  
Coordinated Permitting Committee  
GIS Steering Committee  
Greenville Urban Area Bicycle Task Force Steering Committee  
HOME Consortium  
Metropolitan Planning Organization Thoroughfare Committee  
NC Association of Floodplain Managers Board of Directors  
NC Interagency Council for Coordinating Homeless Programs  
Pitt County Continuum of Care for Housing Programs  
Pitt County Safety Committee  
Safe Communities Coalition's CRASH Task Force  
Stormwater Advisory Committee for the City of Greenville  
Tar-Pamlico River Basin Stormwater Committee  
Technical Coordinating Committee (TCC) - Greenville Area MPO and Mid-East RPO  
Unmet Needs Committee  
Pitt County Website Committee

# PITT COUNTY PLANNING IN 2005

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The Pitt County Planning Department facilitated numerous changes during 2004, including the update of the Pitt County Hazard Mitigation Plan, passage and administration of the Tar-Pamlico Stormwater Ordinance, enhancements to the Coordinated Permitting software program, and revisions to the Subdivision Ordinance and Zoning Ordinance. As always, Pitt County Planning Staff seeks to provide better, more efficient service to the public. Below are some the projects that the Department will be working on and continuing during 2005.

## **Major Projects & Activities**

- Tar-Pamlico Stormwater Ordinance Enforcement
- Establish Local Stream Identification Program
- Develop Pachtolus Stormwater Wetland
- Enhancements to Coordinated Permitting System
- Address Display Enforcement Program
- Develop Greenways Plan
- Update of County Thoroughfare Plan

## **Ongoing Staff Activities**

- Development Review
- Zoning Enforcement
- Soil Erosion and Sedimentation Control Administration
- Affordable Housing Administration
- Continuum of Care
- Flood Damage Prevention Regulation Administration
- Maintenance/Lease of HMGP Properties
- Beaver Management Assistance Program
- GIS Coverage Update/Map Production
- GIS Steering Committee
- Maintenance of Countywide Address Database
- Voter District Verification for Board Applicants
- Road Sign Assembly, Installation and Maintenance
- MPO/RPO Technical Coordinating Committees
- Census Data Requests
- Website Maintenance and Enhancements
- Monthly Reports and NCAPA News
- Coastal Carolina Trail Committee
- Safe Communities Coalition/CRASH Maps

## **Other Potential Projects**

NPDES Phase II Stormwater Ordinance	Municipal Address Display Enforcement
Small Area Land Use Plans	Develop Commentary for Development Regulations
Perpetual Drainage Maintenance Committee	