



Edenton Town Council
Special Meeting
&
Committee Meetings
January 27th, 2025
6:00 p.m.

Council Chambers, 504 S. Broad Street

*Meeting will be held in the Council Chambers, 504 S. Broad Street. Remote Video Access Available via
<https://us02web.zoom.us/j/2524822155?pwd=TONFUEJ0MXlnV3B2UFA1SOR0ajgzUT09>*

Meeting ID: 252 482 2155 Passcode: 458434

Dial in Option: 301-715-8592 (Meeting ID & Password same)

AGENDA

I. Special Meeting

- A. Public Hearing – Case No. MSUP 25-01: A Major Special Use Permit Application from Chowan County ABC Board to do a minor subdivision at 516 Virginia Road (PIN 7805-00-36-9161)
1. Presentation of Staff Reports
 2. Presentation from Applicant
 3. Public Hearing: please limit comments to 3 minutes
 4. Town Council Questions/Answers & Deliberation
 5. Town Council Consideration of Major SUP Application for minor subdivision
 - i. *Will not endanger the public health or safety;*
 - ii. *Will not injure the value of adjoining or abutting property;*
 - iii. *Will be in harmony with the area in which it is located;*
 - iv. *Will be in conformity with the Land Use Plan, thoroughfare plan, or other plan officially adopted by the Town Council;*
 - v. *Major SUP final approval.*
- B. Public Hearing – Case No. RZ 25-01: A rezoning application from Herritese, LLC, requesting to rezone a portion of the property located at 110 Whitemon Lane, from SC, Shopping Center to CH, Commercial Highway. (PIN 780500554610)
1. Presentation of Staff Reports
 2. Presentation from Applicant
 3. Public Hearing: please limit comments to 3 minutes
 4. Town Council Questions/Answers & Deliberation
 5. Town Council Consideration of Rezoning Application
 - i. *Will not endanger the public health or safety;*
 - ii. *Will not injure the value of adjoining or abutting property;*
 - iii. *Will be in harmony with the area in which it is located;*
 - iv. *Will be in conformity with the Land Use Plan, thoroughfare plan, or other plan officially adopted by the Town Council;*
 - v. *Rezoning final approval.*

- C. Public Hearing - Case No. TA 24-01: A text amendment to the Unified Development Ordinance (UDO) amending Article XII, Density and Dimensional Regulations, Minimum Lot Size in the RA, Residential Agriculture to one (1) acre and Minimum Lot Widths in the RA, Residential Agriculture to 200 feet
 - 1. Presentation of Staff Reports
 - 2. Public Hearing: please limit comments to 3 minutes
 - 3. Town Council Questions/Answers & Deliberation
 - 4. Council Consideration of Text Amendment

- D. Public Hearing - Economic Development Funding Allocation – Project Teapot
 - 1. Staff Report – Corey Gooden/Ches Chesson
 - 2. Public Hearing: please limit comments to 3 minutes
 - 3. Town Council Questions/Answers & Deliberation
 - 4. Council Consideration of Economic Development Funding Allocation

- E. Memorial Bench Request – Colonial Park

- F. Work Authorization No. 20-03 – Northeastern Regional Airport Runway 1-19 Pavement & Lighting – Corey Gooden

- G. Budget Amendment – Runway 1-19 Paving & Lighting Grant – Corey Gooden

II. Committee Meetings

- A. Administrative Committee
 - 1. Customer Service Policy Update – Section 3 - Service Order Dates

III. Closed Session

- A. To consult with the Town Attorney and thus preserve the attorney-client privilege regarding a pending lawsuit in File 22-CVS-98 Chowan County Superior Court *United Daughters of the Confederacy v. Town of Edenton*. NCGS 143.318.11(3)

- B. To consult with the Town Attorney and preserve the attorney-client privilege regarding a pending lawsuit in File 25-CV000004-200 Chowan County Superior Court *John Shannon v. Town of Edenton*. NCGS 143-318-11 (a)(3)



EDENTON PLANNING & COMMUNITY DEVELOPMENT
P.O. Box 300, Edenton, NC 27932
400 South Broad Street, Edenton, NC 27932
PHONE 252-482-2155 FAX 252-482-7377

January 13, 2024

Dear Property Owner:

You are hereby advised that the Edenton Town Council will hold a public hearing on **Monday, January 27, 2025 at 6:00 p.m. in Town Council Chambers located at 504 South Broad Street.**

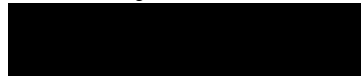
The purpose of the meeting is to consider the following applications.

- Case No. MSUP 25-01: A Major Special Use Permit Application from Chowan County ABC Board to do a minor subdivision at 516 Virginia Road (PIN 7805-00-36-9161).
- Case No. RZ 25-01: A rezoning application from Herritese, LLC, requesting to rezone a portion of the property located at 110 Whitemon Lane, from SC, Shopping Center to CH, Commercial Highway. (PIN 780500554610)

You are receiving this letter because one of the applications listed above is concerning property adjacent to or within one hundred feet of property owned by you.

The applications and maps are available for review at the Edenton Planning Office located at 400 South Broad Street. If you have any questions regarding this matter, please call me at (252) 482-2155 or e-mail me at dewayne.wheaton@edenton.nc.gov.

Sincerely,



Dewayne Wheaton
Assistant Town Manager/Planner
Town of Edenton



**TOWN OF EDENTON
PLANNING DEPARTMENT
P.O. Box 300, Edenton, NC 27932
400 S. Broad Street, Edenton, NC 27932
PHONE 252-482-5618 FAX 252-482-5697**

LEGAL NOTICE

The Town of Edenton Town Council will hold a public meeting on Monday, January 27, 2025 at 6:00 p.m. in Town Council Chambers to review and consider the following:

- Case No. MSUP 25-01: A Major Special Use Permit Application from Chowan County ABC Board to do a minor subdivision at 516 Virginia Road (PIN 7805-00-36-9161).
- Case No. RZ 25-01: A rezoning application from Herritese, LLC, requesting to rezone a portion of the property located at 110 Whitemon Lane, from SC, Shopping Center to CH, Commercial Highway. (PIN 780500554610)

The application is available for review at the Edenton Planning Office located at 400 South Broad Street.

Dewayne Whealton
Assistant Town Manager/Planner
Town of Edenton

THE DAILY ADVANCE
January 15, 2025

THE CHOWAN HERALD
January 25, 2025

Please bill to:
Town of Edenton Account # 100354



**TOWN OF EDENTON
PLANNING DEPARTMENT
P.O. Box 300, Edenton, NC 27932
400 S. Broad Street, Edenton, NC 27932
PHONE 252-482-5618 FAX 252-482-5697**

LEGAL NOTICE

The Town of Edenton Town Council will hold a public meeting on Monday, January 27, 2025 at 6:00 p.m. in Town Council Chambers to review and consider the following:

- Case No. MSUP 25-01: A Major Special Use Permit Application from Chowan County ABC Board to do a minor subdivision at 516 Virginia Road (PIN 7805-00-36-9161).
- Case No. RZ 25-01: A rezoning application from Herritese, LLC, requesting to rezone a portion of the property located at 110 Whitemon Lane, from SC, Shopping Center to CH, Commercial Highway. (PIN 780500554610)

The application is available for review at the Edenton Planning Office located at 400 South Broad Street.

Dewayne Whealton
Assistant Town Manager/Planner
Town of Edenton

THE DAILY ADVANCE
January 22, 2025

Please bill to:
Town of Edenton Account # 100354



EDENTON PLANNING & COMMUNITY DEVELOPMENT

**P.O. Box 300, Edenton, NC 27932
400 South Broad Street, Edenton, NC 27932
PHONE 252-482-2155**

Edenton Planning Board
January 6, 2025
6:00 PM
Town Council Chambers

Meeting was called to order.

Mr. Whealton called roll.

Mr. Partin, Ms. Kelly, Mr. Toppin, Mr. Willis (via Zoom), and Mr. Naylor (via Zoom) were present.

Mr. Partin asks for a motion to approve the minutes.

Ms. Kelly makes motion.

Mr. Toppin seconds.

All in favor.

Mr. Partin asks for a motion to approve the agenda.

Mr. Toppin makes a motion.

Mr. Willis seconds.

All in favor.

Mr. Partin called for new business.

Case No. MSUP 25-01: A Major Special Use Permit Application from Chowan County ABC Board to do a minor subdivision at 516 Virginia Road (PIN 7805-00-36-9161).

Mr. Whealton gives the staff report.

Mr. Lew Waters, manager, is present.

Mr. Toppin makes a motion to approve the application and send to town council.

Ms. Fraser seconds.

All in favor.

Case No. RZ 25-01: A rezoning application from Herritese, LLC, requesting to rezone a portion of the property located at 110 Whitemon Lane, from SC, Shopping Center to CH, Commercial Highway. (PIN 780500554610)

Mr. Whealton gives the staff report.

Mr. Brad Mercer is present, via Zoom, to answer any questions.

Mr. Toppin makes a motion to approve the application and send to town council.

Ms. Fraser seconds.

All in favor.

Case No. TA 25-01: A text amendment to the Unified Development Ordinance amending Article X, Permissible Uses Article XI, Supplementary Use Regulations to add Accessory Dwelling Units as a permissible use in the R-5, R-10, R-14, R-20, R-40, and RA Zoning Districts and to establish supplemental use regulations governing Private Accessory Dwelling Units in Article XI, Section 11.42.

Mr. Whealton gives the staff report.

Mr. Partin opens it to public comment.

Ms. Butler discusses the need for accessory dwelling units to have a definition, the Mill Village needs to be exempt from the ordinance because it is not allowable in the covenants, and to ask an expert about the use of ADU's in the historic district. She recommends speaking to Robert Leith, Executive Director of the Barker House.

Ms. Heidi Ross discusses affordable housing and that it might increase the price of housing.

Mr. Partin asks if the board needed to discuss further or if they would like to table the text amendment for further research.

Mr. Whealton states that tabling the text amendment is appropriate and would allow for more time to answer the questions and concerns of the public.

Mr. Toppin makes a motion to table the text amendment for further discussion.

Ms. Kelly seconds.

All in favor.

Mr. Partin moves on to Items Considered Timely and Important.

No further business, meeting adjourned.



FOR PLANNING DEPARTMENT USE ONLY: Conditional Use Request No.: <u>25-01</u> Date Application Received: _____ Fee Paid: <u>\$300.00</u> Date of Planning Board Meeting to consider request: _____

MAJOR SPECIAL USE PERMIT APPLICATION

Town of Edenton, North Carolina

OWNERSHIP INFORMATION:

Applicant: Chowan County ABC Board / Low Waters Phone No.: [REDACTED]

Applicant's Address: 516 Virginia Rd
Edenton, NC 27932

Email: _____

Property Owner: Chowan County ABC Board Phone No.: 252-370-3146

Owner's Address: 1328 N Broad St
Edenton NC 27932

Email: _____

Tax Parcel No.: 7805-00-36-9161

Location of Property: 516 Virginia Rd, Edenton NC 27932

Is the property located in the Historic District? Yes _____ No X

Size of Property: 3.57 acres Street Frontage: 232ft

MAJOR SPECIAL USE REQUEST:

Existing Zoning: CH

Current Land Use of Property: Commercial Use

Current Land Uses on abutting properties: _____
Commercial, Insurance, restaurant, hotel

Statement of the Nature of the Proposed Use: _____
Split land into 2 parcels. Back parcel will remain the same zoning.
Building will be used for a warehouse plumbing company

Gross floor area: _____ Number of Employees: _____

Attach the following:

1. A letter explaining your intentions in detail.
2. Plot plan or survey of the property.
3. Scaled drawings showing existing situation, proposed situation, parking accommodations, landscaping/buffering, and any additional information needed by the Planning Staff according to the UDO.

The Unified Development Ordinance (UDO) defines a Major Special Use Permit as a permit issued by the Town Council that authorizes the recipient to make use of property in accordance with the requirements of the UDO as well as any additional requirements imposed by the Town Council. In order to grant a Major Special Use Permit, the Town Council must make the required findings of fact contained in Article IV, Section 9 of the UDO. The applicant shall submit the following Statement of Justification, presenting factual information supporting each and all of the required findings as they relate to the proposed conditional use.

STATEMENTS OF JUSTIFICATION:

Finding 1.

The proposed use or development will not materially endanger the public health, safety, or welfare:

STATEMENT BY APPLICANT: Not aware of any hard this would cause

Finding 2.

The proposed use or development will not substantially injure the value of adjoining or abutting property:

STATEMENT BY APPLICANT: _____
Not aware of any harm with would cause to any abutting property owners

Finding 3.

The proposed use or development will be in harmony with the area in which it is to be located:

STATEMENT BY APPLICANT: _____
The property is under contract and will be used as an office and warehouse for a plumbing company

Finding 4.

The proposed use or development will be in general conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the council:

STATEMENT BY APPLICANT: _____
The use of this property will conform with the surrounding businesses

I certify that all of the information presented by the undersigned in this application is accurate to the best of my knowledge, information and belief. I authorize the Town of Edenton to place a sign on the property in question for the purpose of altering the general public of my request, to be placed on the property no less than seven (7) days prior to the meeting. I have clearly identified my property for the location of said sign.

APPLICANT: [Redacted]
Chowan ABC Board/Lew Waters

12/4/2024
Date

State of North Carolina
Chowan County

I, Patricia B. Respess a Notary Public for Washington County, North Carolina, do hereby certify that Lew Waters personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, the 4th day of December 2024

[Redacted]
Notary Public

My Commission Expires: 2-21, 2026

I am the owner of the subject property and I hereby authorize the applicant to appear with my consent before the Town of Edenton Board of Adjustment in order to ask for a Special Use Permit at the aforementioned location. I understand that if the Special Use Permit is granted it is permanent and runs with the land. I authorize the Town of Edenton to advertise and present this matter in my name as the owner of the property.

OWNER: [Redacted]
Chowan County ABC Board/Lew Waters

12/4/2024
Date

State of North Carolina
Chowan County

I, Patricia B. Respess a Notary Public for Washington County, North Carolina, do hereby certify that Lew Waters personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, the 4th day of December 2024

[Redacted]
Notary Public

My Commission Expires: 2-21, 2026

Suggested Considerations:

Finding 1.

- a. Traffic conditions in the vicinity including the effect of additional traffic on streets and at intersections.
- b. The effect of the proposed use on surrounding properties including possible conflicts and how these will be addressed.
- c. The projected benefits of the community.

Finding 2.

- a. The compatibility of the proposed use with all surrounding uses.
- b. The provisions of buffering, landscaping to help protect property values.

Finding 3.

- a. The compatibility of the proposed plan with the existing environment of surrounding- areas.

Finding 4.

- a. Conformity with the Land Use Plan, Thoroughfare Plan, Official Zoning Map, etc.
- b. Will the proposed use meet the requirements of the Unified Development Ordinance (UDO)?
- c. Will the proposed use be designed to meet all existing Town Codes and Policies as well as North Carolina State Building Codes?

The following are all of the adjoining property owners adjacent to both side and rear, and the property in front of (across the street from) the property seeking a special use permit:

**ADJOINING PROPERTY OWNERS
(WITHIN 100 FEET OF PROPOSED USE)**

NAME	CURRENT MAILING ADDRESS	TAX PIN #
1. Chowan County Farm Bureau	PO Box 269 Edenton, NC 27932	7805-00-36-7032
2. GWC District Residential c/o George Calomiris	1112 16th St. NC Washington, DC 20015	7805-00-45-0615
3. Edenton Hospitality Group LLC	510B South Main St Blacksburg, VA 24060	7805-00-45-1896
4. Carter Lumber Ptnrp of Indiana	601 Tallmadge Rd Kent, OH 44240	7805-00-46-4211
5. John Wesley Rollins	5706 Colter Ct Virginia Beach, VA 23462-3207	7805-00-46-3640
6. Cornwallace White Jr.	1510 Weaver Dr. Augusta, GA 30909	7805-00-47-1576
7. White Brothers, LLC	PO Box 628 Edenton, NC 27932	7805-00-35-5327
8.		
9.		
10.		
11.		
12.		

Instructions for filing an application for a Major Special Use Permit

1. An applicant for a conditional use must complete the application in full. This application will not be processed unless all information requested is provided.
2. The completed application shall be accompanied by the \$300.00 filing fee, a plot of the property, a scaled and/or engineered or landscape architect sealed drawing showing existing situation, proposed situation, parking accommodations, and

STAFF REPORT

To: Edenton Town Council
Date: January 6, 2025
Case: Major SUP 25-01
Prepared By: Dewayne Whealton, Assistant Town Manager

GENERAL INFORMATION

Applicant: Chowan County ABC Board
Lew Waters
516 Virginia Road
Edenton, NC 27932
252-370-3146

Property Owner: Same as applicant

Requested Action: Minor Subdivision in the CH, Commercial Highway zoning district.

Tax PIN #s: 7805-00-36-9161

Location: 516 Virginia Road

Size: 3.57 acres

Zoning: CH, Commercial Highway

Existing Land Use: Vacant Building, previously a funeral home and temporary court house.

Surrounding Land Use & Zoning:

North- Undeveloped woodland, R-20 residential

South- Developed Commercial, CH Commercial Highway

East- Developed Commercial, CH Commercial Highway

West- Developed Commercial, CH Commercial Highway

Existing Land Use Classification: Plan Goals & Objectives.

- The existing and land use classification for 516 Virginia Road is “Commercial.”
- The 2018 Edenton-Chowan Land Use Plan denotes the following Town of Edenton Land Use & Development Concerns:
 1. Encourage Population Growth;
 2. Promote Economic Development;
 3. Provide Recreation and Open Space; and
 4. Foster Housing Choice.

Further, the 2018 Edenton-Chowan Land Use Plan gives a specific goal statements with regard to the Promotion of Economic Development:

GOAL E-1: Develop and implement strategies to promote “three generations of population growth” in the Town that builds on existing resources and efforts to attract a retiree population and expands these efforts to include attracting new millennial and midcareer professional residents.

GOAL E-2: Promote the establishment of a broad range of new commercial uses in the Town, both in the downtown core and on the periphery near the Highway 17 (new Interstate 87) interchanges, with particular emphasis on grocery stores and restaurants.

GOAL E-3: Develop a strategy for expanding entrepreneurship opportunities in and around

downtown Edenton.

GOAL E-4: Develop a strategy for expanding job opportunities in the healthcare, tourism, and vocational training sectors.

GOAL E-5: Ensure that the Town's development ordinance is conducive to emerging economic trends, such as telecommuting and cottage industry entrepreneurship.

Provide Recreation and Open Space:

GOAL E-6: Increase the mileage of bicycle and walking trails in the Town, particularly in waterfront areas.

GOAL E-7: Improve existing recreational facilities to offer a broader range of high-quality recreation amenities in the Town in a cost-effective manner.

The most applicable goal statements are GOAL E-1, GOAL E-2, GOAL E-3, and GOAL E-4.

The 2018 Land Use Plan identifies the following policy objectives related to these goals:

POLICY E-1: The Town will encourage the location of businesses, residential development, and service providers that serve retirees while also creating jobs for younger residents (including medical offices, health care specialists, upscale dining, and leisure activities).

GOAL E-2: Promote the establishment of a broad range of new commercial uses in the Town, both in the downtown core and on the periphery near the Highway 17 (new Interstate 87) interchanges, with particular emphasis on grocery stores and restaurants.

POLICY E-3: The Town of Edenton encourages new commercial uses to locate in any commercial area within the Town. In particular, the development of grocery stores and restaurants are encouraged.

POLICY E-4: The Town encourages entrepreneurship and the opening of new locally-owned businesses, particularly retail establishments and restaurants.

Zoning History: None

Applicable Regulations: Unified Development Ordinance: Article IV Permits & Final Plat Approval, Article IX Zoning Districts and Zoning Maps, Article X Permissible Uses and Permissible Use Table, Article XI Supplementary Use Regulations;

SPECIAL INFORMATION

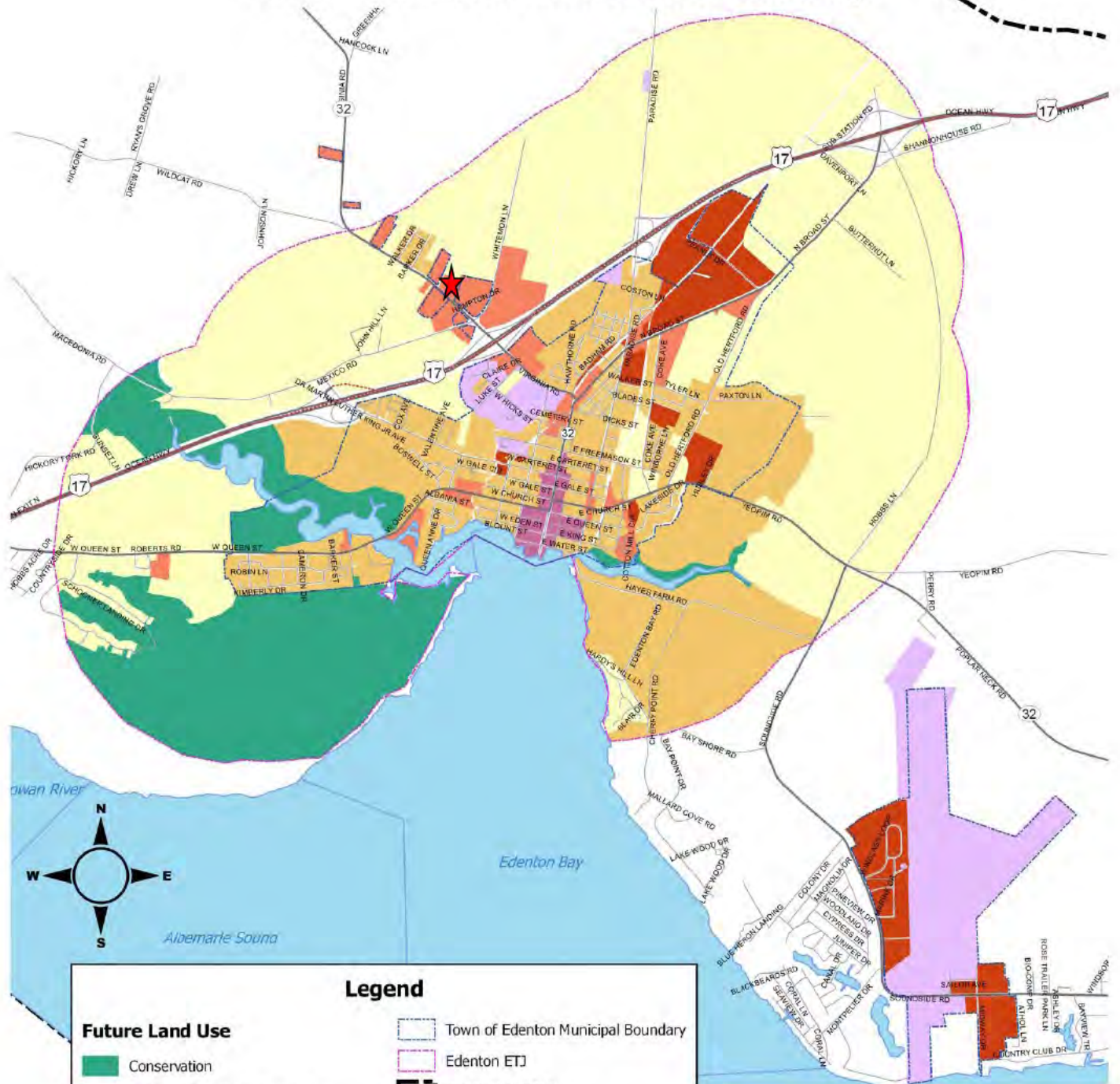
Public Utilities: Property is inside the Town Corporate Limits, municipal water and sewer services are available.

Public Services: The property is located within the Town, protection services provided by Edenton Police Department.

Transportation: The subject property is located within the Virginia Road Commercial Corridor, on an NCDOT highway.

Physical Characteristics: An existing commercial structure (originally a funeral home) and a metal building in the rear.

Town of Edenton Future Land Use Map



Legend

Conservation	Town of Edenton Municipal Boundary
Public, Office, & Institutional	Edenton ETJ
Low Density Residential	County Boundary
Medium/High Density Residential	Future I-87 Alignment (Approx.)
Downtown Mixed Use	Water
Commercial	
Industrial	

1:50,000

0 0.5 1 1.5 2 miles

DISCLAIMER: This map is intended for planning purposes only, and should not be used to establish legal title, boundary lines, location of improvement or utilities, or existing land use. This map is subject to change.

COPYRIGHT 2018 Chowan County, Town of Edenton, and CodeWright Planners, LLC



**Chowan County
Town of Edenton
Joint Land
Use Plan**



All applicable regulations of the Unified Development Ordinance and all staff concerns that are applicable to this development have been identified. Please consider the following conditions:

1. All necessary traffic improvements; utility installations and connections (electric, water & sewer built to Town standard); and drainage/storm-water detention improvements shall be installed by (and all associated and required fees borne by) the developer.
2. Storm water / drainage shall meet any required NCDEQ regulations.
3. All details/improvements (including but not limited to façade, signage, infrastructure, sidewalks, landscaping, street-lighting) shall be installed/constructed according to UDO requirements.

Staff does find the proposed use to be in conformity with the Edenton-Chowan Land Use Plan, and offers the following consistency statement for the Council's consideration (in 2017, the General Assembly amended NCGS to require that governing bodies adopt a plan consistency statement with all zoning decisions):

“Whereas the Council of the Town of Edenton has considered the application for a Major Special Use Permit from Chowan County ABC Board, for a minor subdivision in the CH zoning district, and finds that the Major Special Use Permit, if granted, will not endanger the public health or safety, will not injure the value of adjoining or abutting property, will be in harmony with the area in which it is located, and is warranted to achieve and consistent with the purposes of the Land Use Plan, as explained by, but not limited to, the following goals and policies of the Land Use Plan:

POLICY E-1: The Town will encourage the location of businesses, residential development, and service providers that serve retirees while also creating jobs for younger residents (including medical offices, health care specialists, upscale dining, and leisure activities).

GOAL E-2: Promote the establishment of a broad range of new commercial uses in the Town, both in the downtown core and on the periphery near the Highway 17 (new Interstate 87) interchanges, with particular emphasis on grocery stores and restaurants.

POLICY E-3: The Town of Edenton encourages new commercial uses to locate in any commercial area within the Town. In particular, the development of grocery stores and restaurants are encouraged.

POLICY E-4: The Town encourages entrepreneurship and the opening of new locally-owned businesses, particularly retail establishments and restaurants.



FOR PLANNING DEPARTMENT USE ONLY:
Rezoning Request No.: 25-01
Date Application Received: _____
Fee Paid: \$300.00
Date of Planning Board Meeting to consider request: _____

REZONING APPLICATION

Town of Edenton, North Carolina

OWNERSHIP INFORMATION:

Applicant: Herritese, LLC Phone No.: [REDACTED]

Email Address: [REDACTED]

Applicant's Address: 335 N. Queen St., Kinston, NC 28501

Property Owner: Edenton Development Co II, LLC Phone No.: [REDACTED]

Email Address: [REDACTED]

Owner's Address: 3920 Magazine St, New Orleans, LA 70115

Tax Parcel No.: 780500554610 (approx. 4.5 acre portion)

ZONING REQUEST:

Existing Zoning: SC Requested Zoning: CH

If the requested zoning is to a Conditional Use District, explain in detail (if known) the proposed uses.

PROPERTY INFORMATION:

Size (sq. ft. or acres): approx 4.5 acres Street Frontage: 260'

Location of Property: 110 Whitman Ln - NE Intersecting of Virginia Rd & Whitman Ln

Is the property located in the Historic District? Yes No

Current Land Use of Property: Vacant / Agricultural

Current Land Uses on abutting properties: Vacant / Agricultural

Statement of the Nature of the Proposed Use: Quick Serve Restaurant + Fuel

Legal Description (Metes & Bounds Description and survey or map):
An approximate 4.5 acre portion of Chowan County Tax Parcel #
780500554010

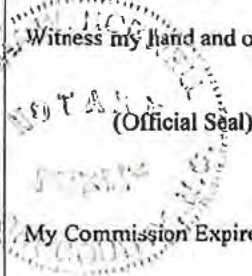
APPLICANT: 


12/11/24
Date

State of North Carolina
Lenoir County

I, Donna W Rodwell, a Notary Public for Lenoir County, North Carolina, do hereby certify that Brad Mercer personally appeared before me this day and acknowledged the due execution of the foregoing instrument..

Witness my hand and official seal, the 12th day of Dec 2024.

 (Official Seal)


Notary Public

My Commission Expires: 02/19, 2027

**ADJOINING PROPERTY OWNERS
(WITHIN 100 FEET OF PROPOSED USE)**

NAME	CURRENT MAILING ADDRESS	TAX PIN #
1.	Parrish Farms Inc	780500760337
2.	Parrish	780500565943
3.	AACE Holdings, LLC	780500453570
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12.		
<u>Instructions for filing a Rezoning Application</u>		

1. A petitioner for a zoning change must complete this application in full. This application will not be processed unless all information requested is provided.

2. The completed application shall be accompanied by the \$300.00 filing fee, plus \$1.00 per notified property owner and any additional information as needed by the Planning Director, Building Inspector, and Town Officials.
3. The applicant, or his duly authorized agent, shall submit to the Planning & Inspections Office, the required number of copies of the petition with a list of all adjoining property owners within 100 feet of the proposed special use, with the current mailing address of each adjacent property owner and one (1) set stamped addressed envelopes of all those to whom notice of public hearing must be sent (adjacent property owners within 100 feet).
4. Completed applications must be filed with the Planning & Inspections Office located at 300 South Broad Street no later than 5:00 p.m. thirty (30) days prior to the Planning Board meeting. The Planning Board meets on the 1st Monday of the month on an as needed basis.
5. An accurate map drawn to scale indicating the location of the property in relation to existing roads, and abutting properties shall be submitted with this application. The map shall clearly indicate the location of existing structures or land uses on the property in relation to all property lines.
6. The application must be signed by the applicant and/or owner, or by authorized agent of the property in question.
7. Public meetings are held on the 1st Monday of the Month at 6:00 p.m. in the Town Council Meeting Room located at 500 South Broad Street. The Planning Board shall make a recommendation to the Town Council on all rezonings. The Town Council meets on the 2nd Tuesday of the Month at 6:00 p.m. in the Town Council Meeting Room and is the approving authority for all rezonings.

Any application submitted by someone other than the property owner must be accompanied by a notarized statement indicating that the property owner is aware of the proposed rezoning.

FOR ADDITIONAL INFORMATION
CALL THE PLANNING & INSPECTIONS OFFICE
(252) 482-2155

AFFIDAVIT

State of LOUISIANA

Parish of ORLEANS

Before me, the undersigned Notary, Melissa Schindler, on this 12th day of December 2024, personally appeared Gordon H. Kolb, Jr. known to me to be a credible person and of lawful age, who being by me first duly sworn on his oath, deposes and says:

Edenton Development Company II, LLC is aware of the Rezoning Application submitted by Herritage, LLC for the property located at 110 Whitemon Lane, NE Intersection of Virginia Road and Whitemon, Parcel ID 780500554610 in Edenton, North Carolina. We do not object to the rezoning of the 4.5 Acres as depicted on the plat attached to the Rezoning Application from Shopping Center (SC) to Commercial Highway (CH).

[Redacted Signature]

Gordon H. Kolb, Jr

Authorized Manager
Edenton Development Company II, LLC
3920 Magazine Street
New Orleans, LA 70115

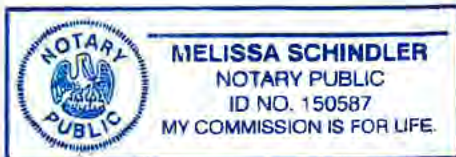
Subscribed and sworn to before me, this 12th day of December 2024.

Melissa Schindler
[Redacted Signature]

Melissa Schindler

Notary ID 150587

My commission expires upon death



STAFF REPORT

To: Edenton Town Council
Date: January 27, 2025
Case: RZ 25-01
Prepared By: Dewayne Whealton, Assistant Town Manager

GENERAL INFORMATION

Applicant: Herritese, LLC
335 N. Queen Street
Kinston, NC 28501

Property Owner: Edenton Development Company II, LLC

Requested Action: Rezoning approximately 4.5 acres from SC, Shopping Center to CH, Highway Commercial

Tax PIN #s: 780500554610

Location: 110 Whitemon Lane

Size: 45.49 acres with only approximately 4.5 acres requesting the be rezoned.

Zoning: SC, Shopping Center

Existing Land Use: Undeveloped Farmland

Surrounding Land Use & Zoning:

North- Undeveloped Farmland zoned SC, Shopping Center

South- Developed, CH, Commercial, State Employees Credit Union

East- Developed, Hwy. 17 and CH, Commercial Food Lion Shopping Center.

West- Developed, CH, Commercial Feyer Ford.

Existing Zoning & Land Use Classification:

SC, Shopping Center

- The SC District is designed to accommodate well planned shopping centers serving the community and regional marketplace. The major objectives of this district are to (1) encourage attractive and orderly shopping center development, (2) promote unified site design, pedestrian circulation and traffic control within the shopping center complex, (3) provide opportunities for coordinated transportation planning for ingress and egress, and (4) promote urban design and corridor landscape improvements which are compatible with the Town's comprehensive planning goals.
- The minimum lot size is 5 acres.
- The minimum lot width is 200'.
- Lot coverage is limited to 60% and building heights are limited to 50 feet.

Proposed Land Use Classification: "Commercial"

Proposed Zoning & Land Use Classification:

CH, Highway Commercial

- The CH District is established as a district in which to accommodate highway-oriented retail and commercial service businesses which generally have as their market area the entire town and surrounding area. The major objectives of this district are to (i) encourage planned commercial and office parks; (ii) discourage small lot development on major highways; (iii) encourage vehicular access from service drives and other local commercial streets rather than directly from arterial streets; and (iv)

provide a location for major shopping facilities and land uses requiring large outdoor spaces.

- The minimum lot size is 30,000 sf.
- The minimum lot width is 100’.
- Lot coverage is limited to 60% and building heights are limited to 50 feet.

Existing Land Use Classification: Commercial

Future Land Use Map Classification: Plans, Goals, and Objectives

The 2018 Edenton-Chowan Land Use Plan, Future Land Use Map classifies this area as “Commercial” The Land Use Plan defines these areas as follows:

Areas classified as Commercial occupy just over three percent of the Town’s planning jurisdiction, and are concentrated along Virginia Road (NC 32), US 17, and North Broad Street. These areas are anticipated to accommodate some of the more intensive land uses found in the Town’s planning jurisdiction. Commercial areas may be used for a wide variety of retail and commercial services uses where adequate public utilities and streets are available or can be upgraded to support the intensity of development encouraged in this classification.

Commercial designated areas are compatible with the SC (Shopping Center), CH (Highway Commercial), and CN (Neighborhood Commercial) zoning districts. Densities of uses in this classification will vary depending on the underlying zoning district. The minimum lot size is five acres in the SC district and 30,000 square feet in the CH district. There is no minimum lot size in the CN district. Lot coverage is generally not restricted except that shopping centers and superstores (retail uses with gross floor areas of greater than 25,000 square feet) cannot exceed a maximum floor area ratio of 0.30. Lot coverage is, however, limited to 50 percent in areas located within a Highway Corridor Overlay district. Building heights are limited to 50 feet. Generally, the intensity of commercial development is expected to average one to two commercial establishments per acre of land area.

Zoning History: None on record.
Applicable Regulations: Unified Development Ordinance: Article XX, Amendments; Article IX, Zoning Districts and Zoning Map; Article XII, Density and Dimensional Regulations

SPECIAL INFORMATION

Public Utilities: Property within the Town Corporate Limits, municipal water and sewer services are available.
Public Services: The property is located within the Town Corporate Limits, protection services provided by Edenton Police Department.
Transportation: The subject property has approximately 1,500 feet of frontage on Whitemon Lane and 425 feet on Virginia Road.
Physical Characteristics: Vacant Land.

ANALYSIS

The request is to rezone the aforementioned parcels from SC, Shopping Center to CH, Highway Commercial. The applicant seeks this rezoning to for the purpose of a quick service restaurant (QSR) and gas station. The property is currently zoned SC and although it allows for QSRs and gas stations with a MSUP, it does not allow for parcels less than five acres. Also, the intended uses do not fit the UDO’s definition of a Shopping Center.

This rezoning request may be considered appropriate, given the compatibility of surrounding commercial properties and the intended purpose of the parcel. The proposed rezoning classification CH does not alter the predominant existing land use pattern in the surrounding area.

The Future Land Use map contained within the 2018 Edenton-Chowan Land Use Plan depicts generalized

patterns of anticipated future land use. It is not intended to be used for site-specific land planning. The Future Land Use Map illustrates a typical pattern of use for a general area and not the specific use of an individual parcel.

The potential rezoning of this parcel to CH is consistent with the Future Land Use Map designation of this and neighboring properties as “Commercial” areas.

Stated again, the proposed rezoning results in *no change* to either the existing or future land use classification for these properties.

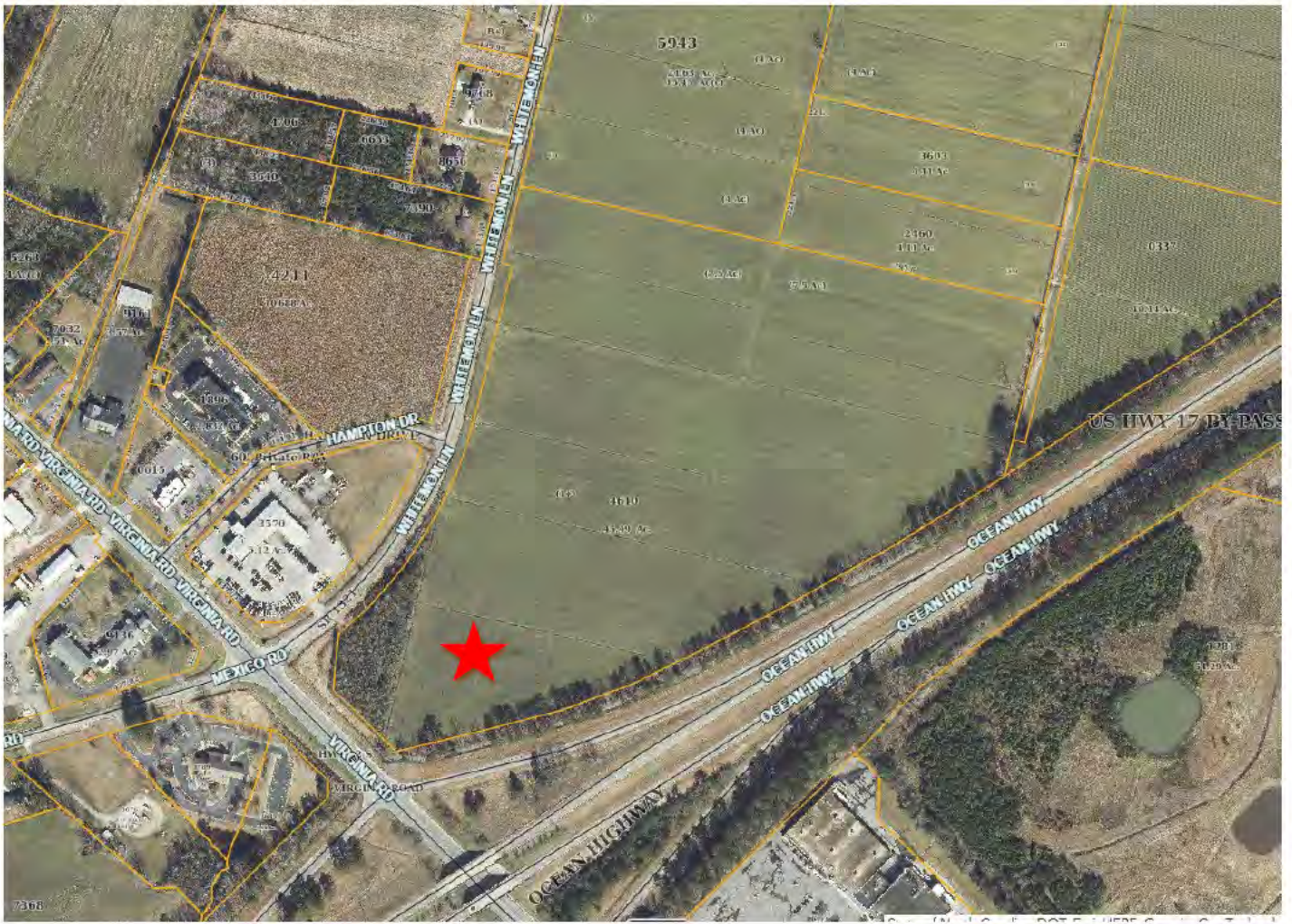
Please be aware that rezoning the subject property will permit all uses permissible in the CH, Commercial, as listed in the Town of Edenton’s Unified Development Ordinance Article X, Section 10.10 Table of Permissible Uses.

If granted the rezoning request, the property owners will *continue* to have to comply with *all* of the regulations included within the Town of Edenton’s Unified Development Ordinance.

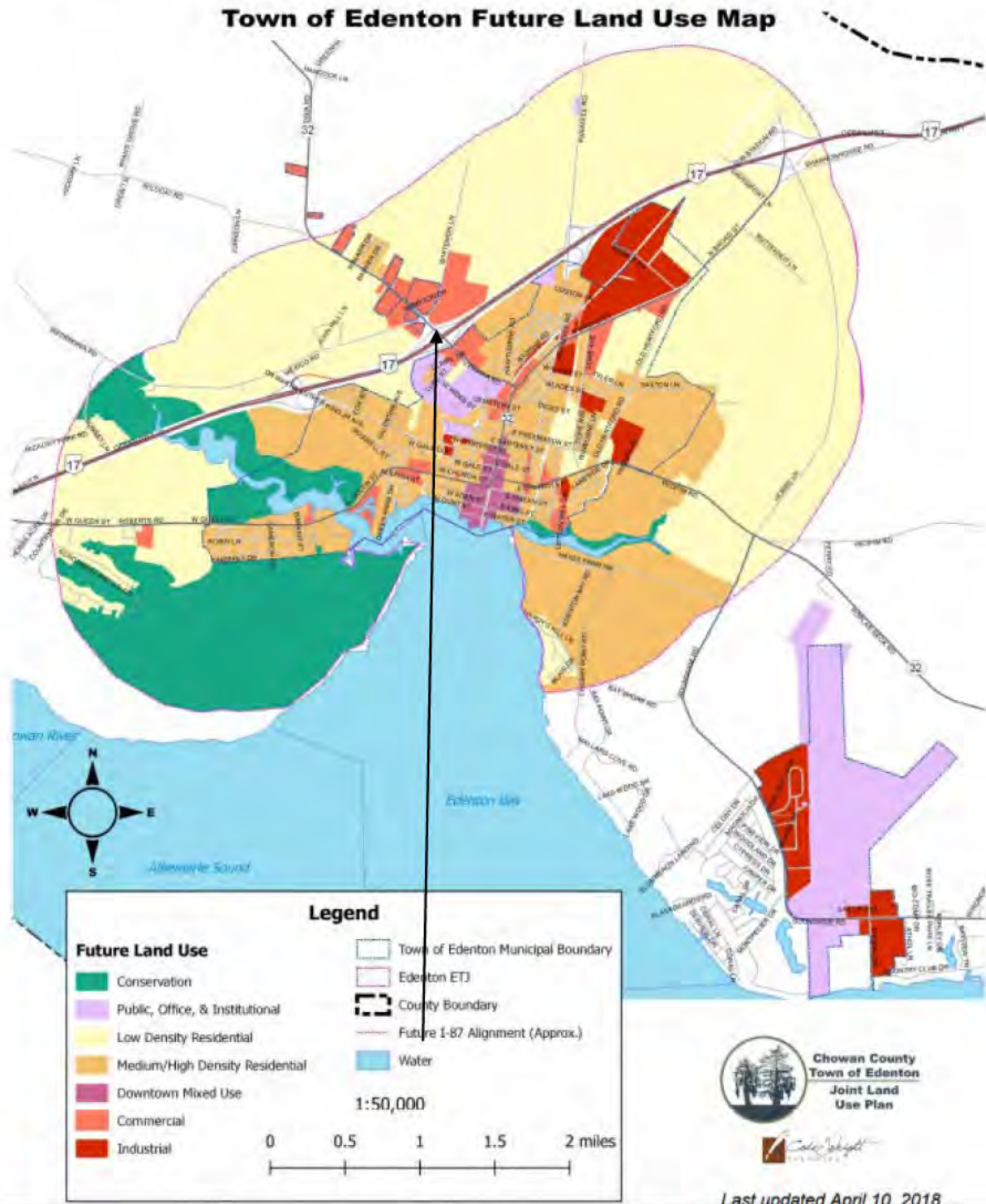
Current Zoning Map



Current Aerial Map



Future Land Use Map



The Future Land Use Map designates the parcel at 110 Whitemon Lane as Commercial.

RECOMMENDATION

Staff has determined that the application from the Herritese, LLC for a Zoning Map Amendment (Rezoning) is complete, and that it is compatible with the 2018 Edenton-Chowan Land Use Plan, in that the rezoning would result in no in-consistency with the existing and future land use classifications of “Commercial” for the subject property; and that it meets the requirements of the Town of Edenton Unified Development Ordinance, detailed in Article XX, *Amendments*.

The Town of Edenton Planning Board reviewed the application at their January 6, 2025 meeting, and unanimously recommended approval.

*SOME NOTES on PROCEDURE from Article XX, Amendments, Section 20.4:

Section 20.5 Town Council Statement.

(a) Plan Consistency. When adopting or rejecting any zoning text or map amendment, the Town Council shall approve a brief statement describing whether its action is consistent or inconsistent with an adopted comprehensive plan. The requirement for a plan consistency statement may also be met by a clear indication in the minutes of the Town Council that at the time of action on the amendment the Board was aware of and considered the Planning Board's recommendations and any relevant portions of an adopted comprehensive plan. If a zoning map amendment is adopted and the action was deemed inconsistent with the adopted plan, the zoning amendment shall have the effect of also amending any future land use map in the approved plan, and no additional application or fee for a plan amendment shall be required. A plan amendment and a zoning amendment may be considered concurrently. The plan consistency amendment is not subject to judicial review. If a zoning map amendment qualifies as a "large scale rezoning" under Section 20.2(b), the Town Council statement describing plan consistency may address the overall rezoning and describe how the analysis and policies in the relevant adopted plans were considered in the action taken.

(b) Additional Reasonableness Statement for Rezonings. When adopting or rejecting any petition for a zoning map amendment, a statement analyzing the reasonableness of the proposed rezoning shall be approved by the Town Council. This statement of reasonableness may consider, among other factors, *(i) the size, physical condition, and other attributes of the area proposed to be rezoned, (ii) the benefits and detriments to the landowners, the neighbors, and the surrounding community, (iii) the relationship between the current actual and permissible development on the tract and adjoining areas and the development that would be permissible under the proposed amendment, (iv) why the action taken is in the public interest; and (v) any changed conditions warranting the amendment.* If a zoning map amendment qualifies as a "large-scale rezoning" under Section 20.2(b), the Town Council statement on reasonableness may address the overall rezoning.

(c) Single Statement Permissible. *The statement of reasonableness and the plan consistency statement required by this section may be approved as a single statement.*



APPLICATION FOR TEXT AMENDMENT OF TOWN OF EDENTON UNIFIED DEVELOPMENT ORDINANCE

FOR PLANNING DEPARTMENT USE ONLY:

TA Request No.: 24-01

Date Application Received: 10-23-24

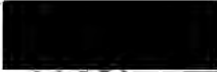
Fee Paid: (\$300.00)

Date of Planning Board Meeting to consider request: 12-2-24

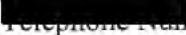
To: Town Planning Board & Town Council


I (We) Caroline Small do hereby respectfully make application and request the Planning Board and Town Council to amend the Town of Edenton Unified Development Ordinance as described as follows:

Use Types	Reference-Section	Addition/Removal
<u>Single-Family residence</u>	<u>12.1 Minimum Lot Size in RA</u>	<u>Change from 5 acres to 1 ac</u>
_____	_____	_____
_____	_____	_____


Signature of Applicant

105 Hobbs Lane, Edenton NC 27932
Address


Telephone Number


Email address



EDENTON PLANNING & COMMUNITY DEVELOPMENT

P.O. Box 300, Edenton, NC 27932
400 South Broad Street, Edenton, NC 27932
PHONE 252-482-2155

Edenton Planning Board
December 2, 2024
6:00 PM
Town Council Chambers

Meeting was called to order.

Mr. Whealton called roll.

Mr. Partin, Mr. Naylor, Mr. Willis, and Ms. Fraser Kelly were present.

Mr. Partin asks for a motion to approve the minutes.

Mr. Naylor makes motion.

Mr. Willis seconds.

All in favor.

Mr. Partin called for new business.

Case No. TA 24-01: A text amendment to the Unified Development Ordinance (UDO) amending Article XII, Density and Dimensional Regulations, Minimum Lot Size and Square Feet in the RA, Residential Agriculture to one (1) acre, and Minimum Lot Widths in the RA, Residential Agriculture to 200 feet.

Mr. Whealton gives the staff report. He states that he has done research into other municipalities and counties and cannot find in any situation that land zoned as Residential Agriculture, RA has a minimum lot size of 5 acres, and that most are somewhere in the vicinity of 1 acre. He states that even though the land is zoned RA, all the residential lots in the immediate vicinity are less than 5 acres.

Ms. Caroline Small and Wanda Small (landowner) presents the application.

Ms. Wanda Small states that she owns a small farm and wishes to subdivide a one acre parcel next to her house, so her daughter, Caroline Small, can build a house. She states that the remaining farm will remain operational.

Mr. Willis makes a motion to recommend to council a text amendment to include that the Residential Agriculture zoning district can have a minimum lot size of one acre if the lot borders a state or town-maintained road and used for residential purposes as allowed in the permissible use table.

Mr. Naylor seconds.

All in favor.

Mr. Partin moves on to Items Considered Timely and Important.

The Board discusses upcoming projects.

No further business, meeting adjourned.



TOWN OF EDENTON
PLANNING DEPARTMENT
P.O. Box 300, Edenton, NC 27932
400 S. Broad Street, Edenton, NC 27932
PHONE 252-482-5618 FAX 252-482-5697

LEGAL NOTICE

The Town of Edenton Town Council will hold a public meeting on Tuesday, January 14, 2025 at 6:00 p.m. in Town Council Chambers to review and consider the following:

1. Case No. TA 24-01: A text amendment to the Unified Development Ordinance (UDO) amending Article XII, Density and Dimensional Regulations, Minimum Lot Size in the RA, Residential Agriculture to one (1) acre and Minimum Lot Widths in the RA, Residential Agriculture to 200 feet.

The application is available for review at the Edenton Planning Office located at 400 South Broad Street.

Dewayne Whealton
Assistant Town Manager/Planner
Town of Edenton

THE CHOWAN HERALD

December 28, 2024

January 11, 2025

Please bill to:
Town of Edenton Account # 100354

STAFF REPORT

To: Edenton Town Council
Date: January 14, 2025
Case: Text Amendment 24-01
Prepared by: Dewayne Whealton, Assistant Town Manager, Planning Director

Applicable Regulations: Unified Development Ordinance: Article XII Density and Dimensional Regulations, and Article XX Amendments.

The Planning Board recommends to council a text amendment to include in the Town's Unified Development Ordinance, Article XII-Density and Dimensional Regulations, that the Residential Agriculture zoning district can have a minimum lot size of one acre and a minimum lot width of 200 feet, if the lot borders a state or town-maintained road and is used for residential purposes as allowed in Article X-Permissible Uses.

GENERAL INFORMATION

1. **Requested Action:** Review and make recommendation to Town Council on the proposed text amendment to the Unified Development Ordinance (UDO) amending Article XII, Density and Dimensional Regulations, **Section 12.1**, *Minimum Lot Size*, to allow Minimum Lot Size in the Residential Agriculture Zone to 1-acre, **Section 12.2**, *Residential Density*, to allow RA zone minimum square feet as 1-acre, and **Section 12.3**, *Minimum Lot Widths* in the RA zone to 200 feet. Also, Article IX Zoning District and Zoning Map, Section 9.1(b) Residential Districts Established.

Attached to this staff report, you will find an application for a text amendment from Caroline Small, who would like to subdivide family farmland to build a single-family residence.

Currently the UDO does not allow lot sizes and square feet in the Residential Agriculture, RA district to be under 5-acres, or lot widths to be less than 250 feet.

Article IX of the Town's UDO, *Zoning Districts and Maps*, defines the RA, Residential Agriculture district as "as a district in which the principal use of land is for very low-density, single-family residential and agricultural purposes (1 dwelling unit per 5 acres). The regulations of this district are intended to protect prime agricultural land, as defined by the Soil Conservation Service, from an influx of users likely to render it undesirable for farms and low-density residential development."

The requested action would result in the following amendments to the Town's Unified Development Ordinance (UDO):

Amend - Article XII Density and Dimensional Regulations, Section 12.1 Minimum Lot Size.

Under 12.1 Minimum Lot Widths, change the RA Zone from 5 acres to 1 acre and under Section 12.3 Minimum Lot Widths, change the RA Zone from 250 feet to 200 feet.

ARTICLE 12. DENSITY AND DIMENSIONAL REGULATIONS

Section 12.1 Minimum Lot Size.

(a) Subject to the provisions of Sections 12.7 (Cluster Subdivisions) and 12.8 (Architecturally Integrated Subdivisions), all lots in the following zones shall have at least the amount of square footage indicated in the following table:

Zone	Minimum Square Feet
RA	5 Acres
R-40	40,000 (<i>Amended 5/12/92</i>)
R-20	20,000
R-14	14,000
R-10	10,000
R-5	5,000
CD	No Minimum
CH	30,000 (<i>Amended 3/99</i>)
CN	No Minimum
MA	No Minimum (Except for residential uses; 20,000 sq. ft. min.) (<i>Amended 2/12/91</i>)
IW	No Minimum
OS	No Minimum
SC	5-acres (<i>Amended 3/99</i>)

Amend - Article XII Density and Dimensional Regulations, Section 12.2 Residential Density.

Under 12.2 Residential Density, change the RA zone from 5-acres to 1-acre for minimum square feet.

Section 12.2 Residential Density.

(a) Subject to subsection (b) and the provisions of Sections 12.7 (Cluster Subdivisions) and 12.8 (Architecturally Integrated Subdivisions), every lot developed for residential purposes shall have the number of square feet per dwelling unit indicated in the following table. In determining the number of dwelling units permissible on a tract of land, fractions shall be rounded to the nearest whole number.

Zone	Minimum Square Feet
RA	5 acres
R-40	40,000 plus 40,000 for the 2nd unit and 40,000 for each additional unit after 2 units (<i>Amended 5/12/92</i>)
R-20	20,000
R-14	14,000 plus 7,000 for the 2nd unit and 3,000 for each additional unit after 2 units
R-10	10,000 plus 5,000 for the 2nd unit and 3,000 for each additional unit after 2 units
R-5	5,000 plus 2,500 for the 2nd unit and 3,000 for each additional unit after 2 units
CD	Same as R-5
CH	Same as R-5
CN	Same as R-5
MA	Same as R-5
OS	Same as R-5

Amend - Article XII Density and Dimensional Regulations, Section 12.1 Minimum Lot Size.

Under Section 12.3 Minimum Lot Widths, change the RA Zone from 250 feet to 200 feet.

Section 12.3 Minimum Lot Widths.

(a) No lot may be created that is so narrow or otherwise so irregularly shaped that it would be impracticable to construct on it a building that:

- (1) Could be used for purposes that are permissible in that zoning district, and
- (2) Could satisfy any applicable setback requirements for that district.

(b) Without limiting the generality of the foregoing standard, the following minimum lot widths are recommended and are deemed presumptively to satisfy the standard set forth in subsection (a). The lot width shall be measured along a straight line connecting the points at which a line that demarcates the required setback from the street intersects with lot boundary lines at opposite sides of the lot.

Zone	Lot Width
RA	250'
R-40	150' plus 150' for each additional unit (except on curve or cul-de-sac - 75') (Amended 5/12/92)
R-20	100'
R-14	90' plus 10' for each additional unit
R-10	80' plus 20' for 2nd unit and 10' for each additional unit
R-5	50' plus 30' for 2nd unit and 10' for each additional unit
CD	Same as R-5 for residential units
CH	100' (Amended 3/99)
CN	Same as R-5 for residential units
MA	Same as R-20 (Amended 2/09/93)
IW	Same as R-5 for residential units

Amend – Article IX Zoning District and Zoning Map, Section 9.1 Residential Districts Established

ARTICLE 9. ZONING DISTRICTS AND ZONING MAP

Part I. Zoning Districts

Section 9.1 Residential Districts Established.

(a) The following residential districts are hereby established: RA, R-20, R-14, R-10, and R-5. Each of these districts is designed and intended to secure for the persons who reside there a comfortable, healthy, safe, and pleasant environment in which to live, sheltered from incompatible and disruptive activities that properly belong in nonresidential districts. Other objectives of some of these districts are explained in the remainder of this section.

(b) The RA District is established as a district in which the principal use of land is for very low-density, single-family residential and agricultural purposes (1 dwelling unit per 5 acres). The regulations of this district are intended to protect prime agricultural land, as defined by the Soil Conservation Service, from an influx of users likely to render it undesirable for farms and low-density residential development.

(b) The RA District is established as a district in which the principal use of land is for very low-density, single-family residential and agricultural purposes (1 dwelling unit per 5 1 acre). The regulations of this

~~district are intended to protect prime agricultural land, as defined by the Soil Conservation Service, from an influx of users likely to render it undesirable for farms and low density residential development.~~

ANALYSIS

The proposed text amendment to the Unified Development Ordinance (UDO) amending Article XII, Density and Dimensional Regulations, is requested by Caroline Small.

The proposed amended language is suggested to be inserted into the existing language of Article XII, Density and Dimensional Regulations, Section 12.1, Minimum Lot Size, Section 12.2 Residential Density, and Section 12.3 Minimum Lot Widths. Also, Article IX Zoning District and Zoning Map, Section 9.1 Residential Districts Established

RECOMMENDATION

Staff recommends approval of the proposed text amendment based on review of Article XX, Amendments, Article XII, and it being similar in other jurisdictions.

Planning Board Action

Requested Action: This is a formal request for consideration by the Planning Board. The Planning Board's recommendation will be forwarded to the Edenton Town Council for consideration at their January meeting date.

NOTE: Article XX, Amendments, Section 20.4, Planning Board Review and Comments states:

“When conducting a review of proposed zoning text or map amendments pursuant to this section, the Planning Board shall advise and comment on whether the proposed action is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The Planning Board shall provide a written recommendation to the Town Council that addresses plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the Town Council.”

Examples

Chowan County

RA is equal to county's A1 zoning district.

Table 6-1 Table of Density and Dimensional Requirements

Requirement	Zoning Districts										
	R5	R15	R25	RMH25	R40	A1	B1	B2	B3	I1	I2
Minimum Lot Area (sq. ft.)											
Single-family dwelling	5,000	15,000	25,000	25,000	40,000	40,000	5,000	5,000	5,000	N/A	N/A
Two-family dwelling	9,100	N/A	32,500	32,500	N/A	N/A	9,100	9,100	9,100	N/A	N/A
Multifamily dwelling											
1 st dwelling unit	5,000	N/A	N/A	N/A	N/A	N/A	5,000	5,000	5,000	N/A	N/A
2 nd dwelling unit	4,100	N/A	N/A	N/A	N/A	N/A	4,100	4,100	4,100	N/A	N/A
Each additional dwelling unit	4,100	N/A	N/A	N/A	N/A	N/A	4,100	4,100	4,100	N/A	N/A

Perquimans County

SECTION 704. AREA, YARD and HEIGHT REQUIREMENTS TABLE (page 1 of 4)

DISTRICT	MINIMUM LOT SIZE			MINIMUM YARD SETBACKS			MAXIMUM BUILDING HEIGHT <small>See exception at Section 703</small>
	SIZE	WIDTH	DEPTH	PRIMARY FRONT	INTERIOR SIDE	REAR	
RA	43,000 sq. ft. <small>See exceptions at Note 2 and Section 701</small>	125 feet	150 feet	30 feet <small>See Exceptions at Note 2 and Section 702</small>	15 feet	30 feet	35 feet
	Corner Lots Abutting Side Street:				25 feet		<i>See Note 3</i>
	Accessory Structures: From Street Right-of-way:				10 feet	10 feet	
HA	43,000 sq. ft.	125 feet	150 feet	30 feet	15 feet	30 feet	35 feet
	Corner Lots Abutting Side Street:				25 feet		<i>See Note 3</i>
	Accessory Structures: From Street Right-of-way:				10 feet	10 feet	

Davie County

§ 155.140 RESIDENTIAL-AGRICULTURAL DISTRICT (R-A).

(B) *Dimensional requirements.*

(1) *Lot size.* Thirty thousand square feet shall be the minimum lot area per dwelling unit or any other alternative as described in § [155.142](#).

Washington, NC

Dimensional Standards—Residential Districts							
	RA20	R155	R95	R65	RMF	RMH	RHD
Lot							
Min. size, single-family (sq. ft.)	20,000	15,000	9,000	6,000	6,000	5,000	6,000
Min. size, two-family attached (sq. ft.)	N/A	15,000	9,000	9,000	9,000	7,500	9,000

Elizabeth City, NC

Table 9-4-1 Table of Density and Dimensional Requirements Residential Districts

	Districts					
	R-6	R-8	R-10	R-15	AD	RMH
Minimum Lot Size (Sq. Ft.)						
Single-Family Dwelling	6,000	8,000	10,000	15,000	6,000	6,000
Manufactured Home Lot	—	—	—	—	—	43,560
Manufactured Home Park	—	—	—	—	—	43,560
Two-Family Dwelling	9,000	12,000	—	—	9,000	9,000
1st Multi-family Dwelling Unit	43,560	—	—	—	6,000	—
Each Additional Multi-family Dwelling Unit	3,500	—	—	—	2,000	—
Permissible Nonresidential Use	6,000	8,000	10,000	25,000	6,000	6,000

Greenville, NC

SEC. 9-4-94 SCHEDULE OF DEVELOPMENT STANDARDS BY ZONING DISTRICT.

(A) *RA-20 District.*

(1) Lot area (net).

- (a) Single-family, without public water: 20,000 square feet.
- (b) Single-family, with public water: 10,000 square feet.
- (c) Two-family attached, without public water: 25,000 square feet.

Hertford, NC

Section 2-1 Zoning Districts

For the purpose of this ordinance, the Town of Hertford, North Carolina and its extraterritorial area is hereby divided into the following zoning districts:

- 2-1.1 RA, Residential Agricultural - The purpose of this district is to create an area in which residential and agricultural uses can be compatibly mixed where water and sewer are not available or where development of low density is desired. Single family residences and agricultural uses are allowed with a minimum lot area of 20,000 square feet.
- 2-1.2 R10, Single Family Residential - The purpose of this district is to maintain a minimum lot size of ten thousand (10,000) square feet and to allow for single family dwellings and other such uses which would not be detrimental in protecting the property value and the established character of this district from the depreciating effects of more intensive uses.
- 2-1.3 R-8, Residential District - The purpose of this district is to provide for a compatible mixture of single-family, two-family, and multi-family dwellings on lots with a minimum area of eight thousand (8,000) square feet in neighborhoods of medium

ECONOMIC DEVELOPMENT APPROPRIATION AGREEMENT

This ECONOMIC DEVELOPMENT APPROPRIATION AGREEMENT (this “Agreement”) made and entered into this the __ day of January, 2025 (the “Effective Date”), by and between the Town of Edenton, North Carolina, a North Carolina municipal corporation (the “Town”), and Destination Downtown Edenton, Inc. d/b/a Main Street Edenton, a North Carolina nonprofit corporation (“Main Street”);

WITNESSETH:

WHEREAS, North Carolina General Statute § 158-7.1(a) authorizes the Town to make appropriations for economic development purposes; and

WHEREAS, North Carolina General Statute § 160A-20.1(a) authorizes the Town to contract with and appropriate money to a corporation to carry out any public purpose that the Town is authorized by law to perform; and

WHEREAS, the Town Council of the Town desires that the Town make appropriations for economic development purposes, and that Main Street be employed to undertake such activities on behalf of the Town; and

WHEREAS, Main Street desires to cause the (a) acquisition, renovation and equipping by Main Street (or an affiliated or related entity) of an approximately 21,000 square foot building located at 211 S. Broad Street in the Town, and (b) construction of a parking deck expected to be located on North Court Street in the Town (collectively, the “Project”); and

WHEREAS, Main Street (or an affiliated or related entity) expects to lease all or a portion of the Project to commercial and retail tenants that will create jobs for residents of the Town; and

WHEREAS, Main Street has secured a reservation of new markets tax credits (“NMTC”) from The Innovate Fund, LLC (“TIF”) in the amount of \$7,000,000 to finance a portion of the costs of the Project, and expects to obtain additional sources of public and private capital to finance the Project; and

WHEREAS, the Town Council has held a public hearing on the appropriation to be made under this Agreement after proper notice thereof as required by North Carolina General Statute § 158-7.1(c);

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Town and Main Street agree as follows:

1. Pursuant to North Carolina General Statutes § 158-7.1(a) and § 160A-20.1(a), the Town hereby appropriates to Main Street an amount not to exceed \$289,500 (the “Appropriation Amount”) and Main Street agrees to accept the Appropriation Amount from the Town in accordance with the terms of this Agreement.
2. Main Street shall use the proceeds of the Appropriation Amount to pay (a) design and pre-development costs relating to the Project, (b) the NMTC reservation fee

required by TIF and (c) other preliminary fees and expenditures relating to the Project disclosed in writing to the Town (collectively, the “Authorized Purposes”). As of the Effective Date, the Appropriation Amount is expected to be expended for the Authorized Purposes and in the amounts set forth on Exhibit A attached hereto. Main Street shall not spend the proceeds of the Appropriation Amount for any purpose other than the Authorized Purposes without the prior written consent of the Town Manager and the Finance Officer of the Town.

3. To obtain a disbursement of all or a portion of the Appropriation Amount, Main shall make a written request in a form satisfactory to the Town (i) stating (a) the amount of the Appropriation Amount to be disbursed and (b) that the costs or expenses to be paid with the proceeds of the Appropriation Amount constitute Authorized Purposes and (ii) attaching invoices reflecting costs or expenses incurred by Main Street. Upon the receipt of such written request, the Town shall disburse the request portion of the Appropriation Amount to an account designated in writing by Main Street to the Town.
4. Promptly upon the request of the Town Manager, Main Street shall advise the Town Manager of the status of the Project and the expected progress of the financing and construction of the Project.
5. Main Street shall keep accurate, thorough, and detailed records of the expenditures of the proceeds of the Appropriation Amount, and provide such records to the Town as soon as possible upon request by the Town. Main Street shall cooperate fully with the Town’s auditors in their annual examination of Town expenditures to the extent requested by the Town or its auditors.
6. This Agreement may be amended only by a written instrument executed by the Town and Main Street.
7. This Agreement shall be governed in accordance with the laws of the State of North Carolina.

[Signature page follows]

IN WITNESS WHEREOF, this Agreement has been executed as of the Effective Date by the duly authorized representatives of the Town and Main Street.

TOWN OF EDENTON, NORTH
CAROLINA

ATTEST:

Tammy Woodley, Deputy Town Clerk

By: _____
Corey Gooden, Town Manager

DOWNTOWN DESTINATION EDENTON
INC. D/B/A MAIN STREET EDENTON

By: _____
Burton Swain, Chairperson

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Virginia Smith, Town Finance Officer

EXHIBIT A

Anticipated Expenditures of Appropriation Amount

Authorized Purpose	<u>Amount of Expenditure</u>
TIF – NMTC Reservation Fee	\$24,500.00
211 S. Broad Street – Design and Pre-Construction	\$100,000.00
Parking Deck – Design and Pre-Construction	\$100,000.00
Legal Fees / Closing Costs (including 211 S. Broad Street Purchase Agreement and MatterPort)	\$65,000.00

Memorial Bench for Aiden Chase Radke

May 17th 2017– May 23, 2024



On behalf of the Radke Family

Aiden is the Son of Melissa (former Chowan County Tax Administrator) and Chris (former Engineer for The Town of Edenton Fire Department)

Friends and Family would like to have a place here in Chowan County to go and honor Aiden, a place to cherish memories and a tribute to the little boy who had an infectious smile, a caring heart at just the tender age of 7.

Aiden lost his life in a drowning accident, but went on to be a hero to 4 other families as an organ donor.

Aiden spent most of his 7 years here in Chowan County, he loved the park just as much as he loved his sunglasses and hats.



The Radke Family would like the same style bench, that is also located in Colonial Park in memory of SGT. F.M PARKER RET, as pictured.



1st choice for location would be South Side of Colonial Park, just on the other side of the playground.



2nd location would be opposite side of SGT. F.M PARKER RET,
South West side of Colonial Park.



Due to the significant funds needed , Friends and Family of the Radke family will donate and or raise those funds to cover the cost of the memorial bench.

We would like to have this project completed by Aiden's 1st Heavenly Anniversary of May 23, 2025

NORTHEASTERN REGIONAL AIRPORT

**WORK AUTHORIZATION FOR PROFESSIONAL SERVICES
Talbert & Bright, Inc.**

June 26, 2024

**Work Authorization No. 20-03 (Amendment No. 2)
Runway 1-19 Pavement and Lighting Rehabilitation (Design)
TBI Project No. 2402-2003 (Amendment No. 2)**

**WBS No. 36237.15.16.1
Funding Source: NPE
EBS Project Request No.: 4280 (RW Pavement Rehab)**

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services. The Master Contract expiration date is September 23, 2024.

Description of Work Authorized

The Engineer shall provide additional professional services associated with the Runway 1-19 Pavement and Lighting Rehabilitation (Design) project at Northeastern Regional Airport. As part of the Talbert & Bright work authorization 2402-2003, Project Formulation, Grant Administration and Management, and Design and Bidding Services and related subconsultant services were included for the Runway 1-19 Pavement and Lighting Rehabilitation to be constructed at Northeastern Regional Airport.

While the intent was to award a single contract for the pavement and lighting rehabilitation work, in an effort to accommodate available funding, the Runway 1-19 Pavement and Lighting Rehabilitation project was split into two separate projects, one for the pavement rehabilitation and one for the lighting rehabilitation. The project name referenced at the top of this work authorization references the original project name when the pavement and lighting scopes were to be constructed together to remain consistent with the existing grant description. Construction documents for the Runway Lighting Rehabilitation have been completed by the Engineer, which includes removal of the paved runway shoulders, and was bid in May 2024. This work authorization will include tasks related to the pavement rehabilitation scope only and will include additional Professional Services for Project Formulation, Grant Administration and Management, and Design services. The additional work will include revisions to safety and phasing plans, grading plans, typical sections, erosion control plans, and other plan sheets. The Safety Plans, Phasing Plans, Grading Plans, and all other plan sheets will be revised to reflect the onsite conditions when the project will be bid (the Runway Lighting Rehabilitation project is anticipated to be completed prior to start of the Runway Pavement Rehabilitation). Additionally, the original Runway Pavement Rehabilitation construction documents were set up anticipating the completion of a Parallel Taxiway project prior to start of the pavement rehabilitation work. With the Parallel Taxiway project being delayed, the Engineer will be required to review construction sequence, regrade transition and tie-in locations at runway/taxiway intersections, and reflect true existing conditions of the taxiway infrastructure. All taxiway pavements affected by this project inside the Runway Object Free Area will be incorporated into this project to reduce future impact to air operations. The work tasks shown in the manhour estimates include the proposed modifications to the current plans, specifications, reports, and other documents required to address the required changes.

The proposed plan list shown provides a complete listing of drawings anticipated to be required. The scope of professional services will generally be as described below, and in the attached Work Hour Estimate.

The Project Formulation Services for this project include development of a work scope and work authorization. All items will be coordinated with the Sponsor and NCDOA.

Grant Administration and Management Phase Services will include preparing a modification to WBS 36237.15.16.1 to add the costs included in this work authorization. Services will include preparing necessary grant modification paperwork and coordinating with the Sponsor, coordinating online grant activities with the Sponsor and NCDOT Division of Aviation, and grant administration assistance during the design phase to include preparation of reimbursement requests, quarterly reports and final grant closeout documentation as indicated in AV-103 Checklist.

Construction bid documents will include development of updated safety and phasing plans, updated existing conditions and demolition plans, updated paving and grading plans, updated erosion control plans, updated pavement marking plans, updated taxiway lighting plans, and other necessary plan document updates. Bid documents will also include any updates to project specifications based on the FAA Standards for Specifying Construction of Airports, FAA AC 150/5370-10H.

Design will be performed in accordance with the following FAA Advisory Circulars and other state/local/federal design standards:

- FAA AC 150/5300-13A Airport Design
- FAA AC 150/5320-6G Airport Pavement Design and Evaluation
- FAA AC 150/5340-1M Standards for Airport Markings
- FAA AC 150/5340-30J Design and Installation Details for Airport Visual Aids
- FAA AC 150/5370-2G Operational Safety on Airports During Construction
- FAA AC 150/5370-10H Standards for Specifying Construction of Airports
- Other Advisory Circulars will be utilized as we determine applicable during the design phase of the project.

In addition, the FAA 7460 "Notice of Construction on Airports", FAA "Construction Safety and Phasing Plan" (CSPP) and Checklist, will be modified and updated as required.

Design Phase Deliverables to be provided to the Airport and NCDOA under the Work Authorization 2402-2003 will include:

- 90% Design Submittal - Plan Sheets, Technical Specifications, Contract Documents, Engineer's Report, and Opinion of Probable Construction Cost revised in accordance with this Work Authorization.
- Final Bid Documents – Plans and Specifications revised in accordance with this Work Authorization.
- Sealed Engineer's Report with Addendum after bidding completed revised in accordance with this Work Authorization.
- Itemized Opinion of Probable Construction Cost.
- CSPP including checklist revised in accordance with this Work Authorization.
- FAA 7460 Submission and FAA Determination once received revised in accordance with this Work Authorization.

Deliverables will be submitted in accordance with the AV-100 checklist (dated October 2020).

Time Schedule:

90% Updated Design Submittal 60 calendar days from NTP
Updated Permit Documents 75 calendar days from NTP
Final Drawing Set Ready for Bidding Submittal 90 calendar days from NTP

The Engineer shall proceed when the Grant Execution and Notice to Proceed is issued by the NCDOA, unless otherwise directed by the Sponsor.

Cost of Services: The method of payment for the Project Formulation, Additional Grant Administration and Management, and Additional Design Services shall be lump sum in accordance with Section V of the Contract.

Cost Summary

Project Formulation (Lump Sum)	\$4,280.00
Additional Grant Administration and Management (Lump Sum)	\$2,370.00
Additional Design Services (Lump Sum)	\$51,570.00
Total	\$58,220.00

Agreed as to scope of services, time schedule and budget:

Approved:



For the Town of Edenton



For Talbert & Bright, Inc.



Witness



Witness

11/21/2024

Date

11/4/2024

Date

Work Hour Estimate
 Runway 1-19 Pavement and Lighting Rehabilitation (Design)
 Northeastern Regional Airport
 June 2024
 TBI No. 2402-2003 (Amendment No. 2)

Description		Prin	PM	E3	A3
Project Formulation					
1	Prepare Work Scope, Work Authorization Amendment, and Coordinate with Airport and NCDOA.	1	8	3	1
2	Update Program Budget as Required by NCDOA.	0	1	2	0
3	Develop Preliminary Opinion of Probable Cost for Project. Coordinate with Owner and NCDOA.	1	2	3	0
Work Hour Total		2	11	8	1

Labor Expenses

Classification	Rate	Estimated Manhours	Estimated Cost
Principal	\$ 91.00	2	\$182.00
Project Manager	\$ 65.00	11	\$715.00
Engineer III	\$ 52.00	8	\$416.00
Admin III	\$ 26.00	1	\$26.00
Subtotal - Labor Expenses (Without Multiplier)		22	\$1,339.00
State Audited Overhead Rates	Overhead Rate:	187.01%	+
	Overhead Subtotal:		\$2,504.06
			\$3,843.06
	Profit:	11.00%	+
	Capital Costs:	0.26%	+
Subtotal - Labor Expenses			\$4,275.05

Total - Project Formulation

Lump Sum \$4,275.05
 Use **\$4,280.00**

Work Hour Estimate
 Runway 1-19 Pavement and Lighting Rehabilitation (Design)
 Northeastern Regional Airport
 June 2024
 TBI No. 2402-2003 (Amendment No. 2)

Description		Prin	PM	E3	A3
Additional Design					
1	Review Existing Plan Sheets to Determine Plan Revisions Necessary for the Parallel Taxiway Project (Not Yet Constructed), and with Correct Removed Pavement Limits (Removal Completed on Prior Project), and Taxiway Lighting Modifications	2	8	8	0
2	Coordinate Airfield Operational Requirements for Additional Project Area with the Owner and NCDOA. Coordinate Project Phasing/Scheduling with Owner. Develop Phasing and Construction Sequence for Construction Alternatives Based On Project Scheduling for Runway Rehabilitation and Taxiway Extension.	1	4	8	0
3	Plans				
	• Cover Sheet - Revise	0	0.5	2	0
	• Project Safety Plan and Notes - Revise	0	0.5	2	0
	• Phasing Plans - Phase I (Pavement Removal outside ROFA) - Revise	0	1	3	0
	• Phasing Plans - Phase II (Pavement Removal inside ROFA) - Revise	0	1	3	0
	• Phasing Plans - Phase III (Pavement Rehabilitation) - Revise	0	1	5	0
	• Survey Control Plan - Revise	0	0.5	1	0
	• Existing Conditions and Demolition Plan (Sheet 1 of 6) - Revise	2	1	6	0
	• Existing Conditions and Demolition Plan (Sheet 2 of 6) - Revise	0	0.5	4	0
	• Existing Conditions and Demolition Plan (Sheet 3 of 6) - Revise	0	1	2	0
	• Existing Conditions and Demolition Plan (Sheet 4 of 6) - Revise	0	0.5	3	0
	• Existing Conditions and Demolition Plan (Sheet 5 of 6) - Revise	0	1	3	0
	• Existing Conditions and Demolition Plan (Sheet 6 of 6) - Revise	0	1	2	0
	• Survey Layout, Paving, and Geometry Plan (Sheet 1 of 3) - Revise	0	0.5	1	0
	• Survey Layout, Paving, and Geometry Plan (Sheet 2 of 3) - Revise	0	0.5	1	0
	• Survey Layout, Paving, and Geometry Plan (Sheet 3 of 3) - Revise	0	0.5	3	0
	• Grading and Drainage Plan and Profile (Sheet 1 of 6) - Revise	2	2	6	0
	• Grading and Drainage Plan and Profile (Sheet 2 of 6) - Revise	0	1	4	0
	• Grading and Drainage Plan and Profile (Sheet 3 of 6) - Revise	0	1	6	0
	• Grading and Drainage Plan and Profile (Sheet 4 of 6) - Revise	0	1	4	0
	• Grading and Drainage Plan and Profile (Sheet 5 of 6) - Revise	0	1	4	0
	• Grading and Drainage Plan and Profile (Sheet 6 of 6) - Revise	0	1	6	0
	• Grading and Drainage Plan and Profile (T/W 'A2' and T/W 'A3') - Revise	0	1	2	0
	• Grading and Drainage Plan and Profile (T/W 'D' and 'A4') - Revise	0	1	2	0
	• Typical Sections and Miscellaneous Details (Sheet 1 of 2) - Revise	0.5	0.5	4	0
	• Typical Sections and Miscellaneous Details (Sheet 2 of 2) - Revise	0	0.5	4	0
	• Sedimentation and Erosion Control Plan (Sheet 1 of 6) - Revise	0	1	2	0
	• Sedimentation and Erosion Control Plan (Sheet 2 of 6) - Revise	0	1	2	0
	• Sedimentation and Erosion Control Plan (Sheet 3 of 6) - Revise	0	1	2	0
	• Sedimentation and Erosion Control Plan (Sheet 4 of 6) - Revise	0	1	2	0
	• Sedimentation and Erosion Control Plan (Sheet 5 of 6) - Revise	0	1	2	0
	• Sedimentation and Erosion Control Plan (Sheet 6 of 6) - Revise	0	1	2	0
	• Sedimentation and Erosion Control Details (Sheet 1 of 2) - Revise	1	0.5	1	0
	• Sedimentation and Erosion Control Details (Sheet 2 of 2) - Revise	0	0.5	1	0
	• Marking Plan and Details (Runway Threshold and T/W A1) - Revise	0.5	1	2	0
	• Marking Plan and Details (Sheet 1 of 6) - Revise	0	1	1	0
	• Marking Plan and Details (Sheet 2 of 6) - Revise	0	0.5	1	0
	• Marking Plan and Details (Sheet 3 of 6) - Revise	0	0.5	1	0
	• Marking Plan and Details (Sheet 4 of 6) - Revise	0	1	1	0
	• Marking Plan and Details (Sheet 5 of 6) - Revise	0	1	1	0
	• Marking Plan Details (Sheet 6 of 6) - Revise	0	1	2	0
	• Taxiway 'A1' Lighting Layout and Circuit Plan - New	2	2	4	0
	• Taxiway 'A2' and 'A3' Lighting Layout and Circuit Plan - New	0	2	4	0

Work Hour Estimate
 Runway 1-19 Pavement and Lighting Rehabilitation (Design)
 Northeastern Regional Airport
 June 2024
 TBI No. 2402-2003 (Amendment No. 2)

• Lighting Details Sheet (Sheet 1 of 2)	0	1	3	0
• Lighting Details Sheet (Sheet 2 of 2)	0	1	3	0
• Cross Sections - Runway 1-19 Baseline (Sheet 1 of 5) - Revise	1	0.5	2	0
• Cross Sections - Runway 1-19 Baseline (Sheet 2 of 5) - Revise	0	0.5	2	0
• Cross Sections - Runway 1-19 Baseline (Sheet 3 of 5) - Revise	0	0.5	2	0
• Cross Sections - Runway 1-19 Baseline (Sheet 4 of 5) - Revise	0	0.5	2	0
• Cross Sections - Runway 1-19 Baseline (Sheet 5 of 5) - Revise	0	0.5	2	0
• Cross Sections - Baseline 'A1' and 'A2' - Revise	0	0.5	1	0
• Cross Sections - Baseline 'A3' and 'A4' - Revise	0	0.5	1	0
4 Update Project Specifications Including the Advertisement for Bids, Project Special Provisions, Technical Specifications, Proposal Requirements and Conditions, Bid Forms (Including Alternate Schedules), DBE/MBE/WBE Program Requirements, and Other Federal/State Requirements for Modified Project.	1	6	10	4
5 Revise Construction Safety Phasing Plan (CSPP) and Checklist for New Phasing Plans and Project Limits	0	1	3	0
6 Compute and Revise Final Project Quantities and Prepare Engineer's Opinion of Probable Cost	0	2	6	0
7 Revise and Update Final Engineer's Report for Additional Project Areas and Required Design Modifications.	0	1	4	1
8 Complete Engineering Quality Control Review and Revisions.	2	16	8	2
Work Hour Total	15	82	179	7

Labor Expenses

Classification	Rate	Estimated Manhours	Estimated Cost
Principal	\$ 91.00	15	\$1,365.00
Project Manager	\$ 65.00	82	\$5,297.50
Engineer III	\$ 52.00	179	\$9,308.00
Admin III	\$ 26.00	7	\$182.00
Subtotal - Labor Expenses (Without Multiplier)		283	\$16,152.50
State Audited Overhead Rates	Overhead Rate: 187.01%	+	\$30,206.79
	Overhead Subtotal:		\$46,359.29
	Profit: 11.00%	+	\$5,099.52
	Capital Costs: 0.26%	+	\$42.00
Subtotal - Labor Expenses			\$51,500.81

Direct Expenses

Expense Description	Unit	Unit Rate	Estimated Units	Estimated Cost
Travel to EDE (365 mi. @ 0.67/mi.)	Trips	\$213.00	0	\$0.00
Printing (project correspondence, reports, etc.)	Copies	\$0.04	500	\$20.00
UPS/FedEx Shipping	Packages	\$8.50	6	\$51.00
Subtotal - Direct Expenses				\$71.00

Total - Additional Design Services

Lump Sum \$51,571.81
 Use **\$51,570.00**

TOWN OF EDENTON CAPITAL PROJECT ORDINANCE

AMENDMENT # 4

Date: January 27, 2025

To: Town Council

From: Virginia Smith, *Finance Officer*

Fund: *AIRPORT: SMALL CAPITAL PROJECT FUND*

Fiscal Year: *2023-2024*

Project: Runway 1-19 Pavement & Lighting Rehabilitation Grant # 36237.15.16.1
Work Authorization Approved August 28, 2023

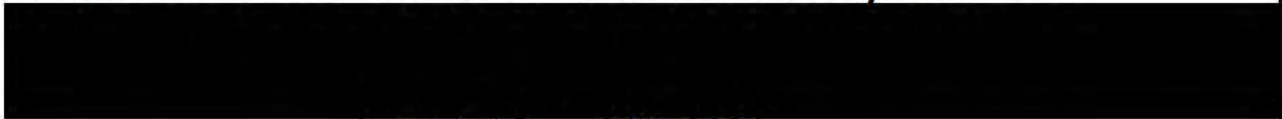
Adopted Feb. 22, 2021 Work Authorization #20-03
Amendment # 1 Sept. 27, 2021 Work Authorization #23-01
Amendment # 2 Sept. 25, 2023 Work Authorization #23-01 (Amend 2)
Amendment # 3 Dec. 12, 2023 Work Authorization #20-03 (Amend 2)

Account #	Account Description	Expense (Inc+/Dec-)	Revenue (Inc+/Dec-)
37-302-000	Proceeds: NC Division of Aviation Grant		\$ 58,220.00
37-402-002	Engineering Services: Project Formulation, Grant Adm & Mgt, Design Svcs	\$ 58,220.00	
	Balanced	\$ 58,220.00	\$ 58,220.00
	Checkpoint	\$ -	

	Council Approval Date	_____	
	Finance Officer	_____	
	Entry #	_____	
	Date	_____	



ADOPTED SEPTEMBER 13, 2016



Amended June 24th, 2024

Town of Edenton Customer Service Policy

Adopted by the Edenton Town Council

September 13, 2016

Amended by the Edenton Town Council

July 12, 2022

Amended by the Edenton Town Council

June 24th 2024

SECTION 1. Purpose

The Town of Edenton (the “Town”) wants to treat its citizens in a fair and nondiscriminatory manner, while recognizing the distinct needs and requirements of each customer. To provide some uniformity of service, the Town has adopted a customer service policy. This most recently adopted version of the Customer Service Policy will serve as a reasonable response to customer needs while meeting the requirements of good business practices for the Town.

The intent of this policy is to provide uniform procedures and policies for utility service provided to utility customers of the Town.

Policy will refer to the most recently adopted version of the Customer Service Policy as being the guiding principle of customer contact. These policies apply to every customer or applicant for utility service. Copies of these policies are available at Town Hall and on the Town’s website at www.townofedenton.com

This policy may be revised, amended, supplemented, or otherwise changed from time to time by action of the Town Council. Customers are encouraged to seek answers to any questions by calling Town Hall or by visiting the Customer Service website at www.townofedenton.com

SECTION 3. Applications for Utility Services

The Town's Customer Service Office is located at Town Hall, 400 South Broad Street. Town Hall is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. Regular service work will be performed from 7:00 a.m. to 3:00 p.m. Monday through Friday, service orders will be completed on Tuesday's and Thursday's except for municipal holidays. Service work for unusual conditions may be arranged at other times upon request.

Emergency restoration work is performed 24 hours a day, seven days a week.

3.1 Each applicant for utility services shall execute an application or agreement for the purchase of utilities and provide the documentation or information required by this Section. The information required will be authentic and complete documentation and/or verification that the applicant is the owner of the property or authorized by the owner of the property to obtain utility service. A licensed realtor or property manager who is acting on behalf of an owner of property may execute a Town of Edenton Utilities Master Property Management Agreement which will allow them to make application for utility services for any and all properties for which they have been retained to manage without requiring the owner of the property to make application. An applicant must be legally competent in order to establish an account with the Town. Whether or not a written application or agreement is executed, any person, by accepting the utilities, agrees to be bound by the applicable schedule of rates and the terms and conditions of this Policy in effect at the time service is received.

- a. Residential Accounts - The Town recognizes a joint application for utility service which allows credit to be established for all parties determined to be financially responsible. Each applicant shall be jointly and severally liable for all utilities supplied to the premises listed on the application. A separate application will be required if more than one connection is requested.

The Federal Privacy Act of 1974 prohibits municipalities from denying "to any individual any right, benefit or privilege provided by law because of such individual's refusal to disclose his or her social security account number." The Town requests a social security card to verify an applicant's identity, to perform a credit check, and to participate in the North Carolina debt setoff program. An applicant is not required to provide the Town with a social security card in order to receive utilities. If an applicant does not provide a