

MEETING OF THE BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
BETHEL TOWN HALL
September 2, 2025

Present: Mayor Carl Wilson, Mayor Pro-Temp Barbara Bynum, Commissioner Ferrell Blount, Commissioner Thomas Lilley, Commissioner Tina Staton, and Commissioner Fred Whitehurst

Members of the Board Absent: None

Staff Present: Interim Town Manager, D. Scott Elliott, Attorney, Keen Lassiter, Clerk, Linda Sheppard, and Deputy Clerk, Jalissa Griggs

Call to Order

Mayor Wilson called the meeting to order at 6:00 P.M. Mayor Pro Temp Bynum gave the invocation.

Third grade student, Easton Everette of Bethel School then led the pledge of allegiance.

Commissioner Lilley made a motion to approve the proposed agenda, the motion carried unanimously.

Commissioner Staton made a motion to approve the minutes from the regular monthly meeting on August 5, 2025, the motion carried unanimously.

Public Comments

Linda Wall, a citizen of Bethel, expressed her concerns of the outside appearance of 7459 Main St.

Shami Sahar Al as known as Alex, owner of 7459 Main St. expressed that the outside appearance as well as the exterior lights at 7459 Main St. is being addressed.

Commissioner Lilley asked if the parking lot at 7459 Main St. belonged to Shami Sahar Al or the Bethel Baptist Church and the ownership of the parking lot is unknown at this time.

Public Hearing

Ben Jones with Faltor Consulting described the 2025 Community Development Block Grant Neighborhood Revitalization (CDBG-NR) project and how the funding could assist the town's revitalization needs if funded.

Commissioner Whitehurst asked Ben Jones to explain the meaning of alternate applicants. Alternate applicants would be considered if there was an issue with one of the primary applicant selections. Issues could include the primary applicant deciding not to participate, third party

income verification disqualifies the applicant, etc. If no alternates are submitted with the application, a program amendment would be a lengthy process.

Commissioner Whitehurst asked for clarity on tearing down the home instead of fixing it. Ben Jones responded that there is an option for revitalization, however, typically there are enough houses that need reconstruction first.

Commissioner Whitehurst asked for clarity on what kind of homes would be built. Reconstructed homes will be stick built via contractors selected through an advertised bidding process.

Commissioner Whitehurst asked if Ben Jones had an idea if funding would be awarded. There is no indication of whether or not funding would be awarded. The application is due October 29, 2025 and notification is normally given December 2025.

Commissioner Whitehurst asked who the application is being turned in to by October 29, 2025. The application is a Housing and Urban Development (HUD) federal project and turned into the North Carolina Department of Commerce.

Linda Wall, a citizen of Bethel, asked how to get an application. Mr. Jones responded that a public hearing was held August 5, 2025 to inform the public of applying and receiving applications. Accepting applications now is a little too late for this year's grant application however, the hope is to apply for the same grant again next year.

Commissioner Blount asked who was on the housing selection committee to select the applicants. The committee included, Interim Town Manager, Mayor Wilson, and Bethel citizen, Margaret Witherspoon. Ben Jones acted as a mediator and presented recommendations.

Commissioner Blount asked if the Board would have to confirm the applicants. Mr. Jones responded that yes, the Board would have to confirm the applicants as recommended by the housing selection committee. Interim Town Manager asked if the Board would have to approve specifically the primary applicants and the alternates. The Board would have to approve the grant application as a whole. The Board is welcome to vote specifically on the primary and alternate applicants. Attorney Lassiter recommended that since the committee made recommendations, bringing the applicants before the Board now to vote is acceptable and voting for the application as a whole in October would be acceptable. Interim Town Manager commented that the committee did not make the selections, the committee reviewed the selections brought by Ben Jones as the consultant and is now recommending a list of applicants to the Town Board.

Commissioner Blount expressed concerns of transparency in the selection process.

Commissioner Lilley asked if the Fire Department could demolish the houses via fire to be used as Fire Department training. Ben Jones stated that this could be an option after a contractor was

awarded the job. Interim Town Manager asked whether the program would pay for abating any asbestos and Mr. Jones stated that the program would cover it.

Mayor Pro Temp Bynum asked if it was the same program that furnished four homes recently in Town. Interim Town Manager responded that is not the same program as Pitt County's housing program.

Mayor Wilson opened the public hearing.

Elvis Jones asked if the Town has to contribute to the grant application. Interim Town Manager responded that there is no financial requirement from the Town to complete the application.

As that there was no one else who wished to speak at the public hearing, Mayor Wilson closed the public hearing.

Presentations

Travis Welborn, Water Resources Systems Engineer of Greenville Utilities Commission (GUC) announced that GUC will be conducting a smoke test of the sanitary sewer system in Town on September 15, 2025 and lasting approximately two weeks due to an increase in flow at the pump stations during heavy rains. The smoke will help identify leaks in cross connections. Citizens have or will receive notification of the testing. If a leak is identified at someone's residence, GUC will notify the occupant. Interim Town Manager asked if this test would aid in the stormwater study. The smoke should reveal cross connections, storm sewer, and/or roof drains that tie into the sewer collection system and aid the stormwater study. For any questions, phone number 252-551-1551 was given.

Russell Hill, Pitt County Tax Administrator, discussed tax collections on behalf of the County for the Town of Bethel. He discussed an option for taxpayers to participate in a tax payment plan option rather than paying for taxes in one lump sum (See Attachment A). Commissioner Blount asked about the collection process. Any bill past due, induces enforced collections. However, protected funds cannot be bank attached or garnished at the bank. Per North Carolina General Statutes, after 10 years, the delinquent balance is removed from the tax roll.

Old Business

In order for the Town of Bethel to proceed with developing a CDBG-NR application, a Resolution – Application for Community Development Block Grant Neighborhood Revitalization Funding for the 2025 CDBG-NR Project (See Attachment B), a Town of Bethel CDBG-NR Citizen Participation Plan (See Attachment C), and a Town of Bethel CDBG-NR Housing Selection Committee Bylaws (See Attachment D) is needed. Furthermore, there may be miscellaneous documents that would require the mayor's signature for program administration.

Commissioner Staton made a motion to adopt the Resolution – Application for Community Development Block Grant Neighborhood Revitalization Funding for the 2025 CDBG-NR Project, Town of Bethel CDBG-NR Citizen Participation Plan, and Town of Bethel CDBG-NR Housing Selection Committee Bylaws, motion carried unanimously.

It was noted that the Public Hearings and notice of applying for the CDBG-NR grant application was publicized twice in the local newspaper. Citizens were asked to contact Town Hall to be interviewed for the grant. Ben Jones also scouted homes in the community. Primary applicants include four selections, and alternate applicants include three selections. The committee reviewed Ben Jones' recommendations, and the seven total selections include primary applicants: 254 W Church St. (Lartisha Gaynor), 7295 Main St. (Stephanie Sneed), 7231 Main St. (Andrea and Irving Cabrera), 3822 Maple St. (Christopher English); and alternate applicants: 3745 James St. (Latonya Williams), 3565 Smith St. (Frank Shepard), 225 Ives St. (Ronnie Lawrence).

It was noted that the application development and survey being conducted is at no charge to the Town by Faltor Consulting. Once potentially funded, Faltor Consulting would like to be considered as grant administrator. With time constraints, every household could not be considered, however, those who called and wanted to be considered, would be considered.

Commissioner Blount asked for clarity with the Town's financial obligation. The program 100% funds itself via federal CDBG funds.

Commissioner Staton made a motion to accept primary applicants: 254 W Church St. (Lartisha Gaynor), 7295 Main St. (Stephanie Sneed), 7231 Main St. (Andrea and Irving Cabrera), 3822 Maple St. (Christopher English); and alternate applicants: 3745 James St. (Latonya Williams), 3565 Smith St. (Frank Shepard), 225 Ives St. (Ronnie Lawrence), motion carried unanimously.

Mayor Pro Temp Bynum made a motion to allow the Mayor to sign any miscellaneous documents regarding the CDBG-NR grant application, motion carried unanimously.

New Business

The NC Department of Public Safety (DPS) is requiring that the Town of Bethel adopt its own Flood Damage Prevention Ordinance. This is required in order for the Town to participate in the National Flood Insurance Program (NFIP). The NC-DPS has prepared an ordinance for Town's adoption. At this time, the only reference to flood plain regulations in the Town's Code of Ordinances is found under Subdivision Regulations, Standards of Design. Under Section 152.066(c) it states:

"All subdivisions shall be consistent with the provisions of the county flood damage prevention ordinance and the required public utilities in all subdivisions shall be installed so as to minimize flood damage."

Attachment E is a draft ordinance that pertains specifically to the Town of Bethel.

Commissioner Whitehurst made a motion to adopt the model Flood Damage Prevention Ordinance.

Commissioner Blount recommended tabling the item until it could be further explained.

Commissioner Whitehurst withdrew the motion to adopt the model Flood Damage Prevention Ordinance.

Mayor Pro Temp Bynum made a motion to table the adoption of the model Flood Damage Prevention Ordinance until October 7, 2025 regular meeting, motion carried unanimously.

Interim Town Manager presented two budget amendments:

Budget Amendment - #2 (Attachment F). This amendment is to account for the purchase of the new E-ONE/Freightliner VM8 Pump Tanker. The actual purchase price is \$1,456 less than originally quoted. This occurred when the dealer was asked to update their quote to reflect current calendar dates. This budget amendment shows \$375,092 coming from the Town's Fund Balance and the loan proceeds in the amount of \$150,000. See Attachment G for a copy of the fully executed purchase agreement.

Commissioner Lilley made a motion to approve Budget Amendment 2, motion carried unanimously.

Budget Amendment - #3. This amendment was presented as information only. It was done under the manager's authority in the Town's Budget Ordinance. It moved \$500 from 10-620-1500 (Recreation-Repairs & Maintenance) to 10-630-1500 (Library Repairs & Maintenance) See Attachment H.

Both of these items were discussed and prepared by the Town's outside financial consultant, Beverly Stroud, CPA.

Departmental Reports

Interim Town Manager referenced the public safety report for the month of July 2025 from information provided by the Town of Bethel and the Sheriff's Office (See Attachment I).

The Interim Town Manager gave the financial report for the month of August 2025 (See Attachment J).

Commissioner Lilley made a motion to approve the financial report for the month of August 2025, motion carried unanimously.

Commissioner Staton announced the Hometown Bethel Harvest Festival as well as the Fire Department's Chicken Plate sale will be held September 20, 2025.

It was announced that the next monthly meeting will be held October 7, 2025.

Fire Department

Fire Chief Lilley gave a report of calls for August 2025 (See Attachment K).

Public Works

Greenville Utilities Commission (GUC) and its paving contractor will address two water/sewer locations on Wednesday, September 3, 2025 (Intersection of Main St. and Washington St. and another location on Main St.). These are areas in which the pavement requires reworking due to issues.

Recommendations from Rivers & Associates are expected to be brought forth to the Board at the October 7, 2025 regular monthly meeting.

Town Attorney

No report was given.

Closing Remarks

Mayor Pro Temp Bynum asked what the Town could do concerning high grass at residential homes. Interim Town Manager commented that there are two letters currently in use, one for structure repair, and one for high grass. Attorney Lassiter stated other Town's invoke a lien if the grass is not cut and the Town cuts it for them.

Mayor Pro Temp Bynum made a motion to charge \$100 per acre to delinquent unmanicured lots.

Commissioner Blount made a suggestion to do more research and make a formal recommendation at the next regular meeting on October 7, 2025.

Mayor Pro Temp Bynum withdrew the motion to charge \$100 per acre to delinquent unmanicured lots.

Mayor Wilson asked citizens to help keep the Town clean by cleaning up grass clippings from the streets, and he mentioned a Code Enforcer is needed. Mayor Wilson also mentioned keeping the graveyard clean with removing flowers and grave fences.

Commissioner Lilley made a motion to adjourn the meeting at 7:38 pm, the motion carried unanimously.

Mayor, Carl Wilson

ATTEST:

Linda Sheppard, Town Clerk

Date

Bethel Town Hall Meeting September 2, 2025

Important Dates

July 8, 2025 – Tax bills were mailed

September 1, 2025 – Tax bills were due

December 31, 2025 – Signed payment plan must be in place with the Tax Collector Office

January 6, 2026 – 2025 Tax bills are delinquent and enforced collections begin

May 15, 2026 – All payments plans must be completed

Payment Plans Overview

- Pitt County Tax Administration offers payment plans to assist taxpayers who are unable to pay their tax bill in full by September 1st.
- Payment plans are arranged directly through the Tax Collector Office and can be customized based on account status and remaining balance.
- Payment plans do not waive interest or fees but may help prevent other enforced collection actions.
- Accounts with prior payment plan defaults are not eligible for another payment plan.
- Accounts that are paid by escrow are not eligible for a payment plan.

Payment Plans Details

- Payments are due by the 15th of each month.
- Owners will still be subject to debt setoff collections and advertisement in the newspaper for delinquent real estate taxes.
- Failure to honor payment plan agreement will result in automatic removal and enforced collections.

How to request a payment plan

- Call the Pitt County Tax Collector Office at 252-902-3425.

Prepayments

Pitt County Tax Collector also accepts prepayment of taxes.



2025 Payment Plans Now Available

Need Help Paying Your Taxes?

Do you need additional time to pay your 2025 property taxes? The Pitt County Tax Collector Office is here to help! Eligible taxpayers can request a payment plan.

Important Deadlines

- All payment plans must be signed by December 31, 2025.
- All payment plans must be completed by May 15, 2026.
- Payments are due by the 15th of each month.

Who is Eligible?

- Taxpayers with an outstanding Pitt County property tax.
- Taxpayers who have not defaulted on a previous payment plan.

Who is NOT Eligible?

- Anyone who defaulted on a previous payment plan with the Pitt County Tax Collector.
- Anyone who taxes are escrowed.

To request a plan:

Email: pitttaxcollector@pittcountync.gov

Phone: 252-902-3425

In person: 111 S. Washington St.
Greenville, NC 27834



Town of Bethel



Town of Bethel North Carolina



252-818-0891



141 W Railroad St
PO Box 337
Bethel, NC 27812



www.bethelnc.org

ATTACHMENT B

RESOLUTION FOR THE TOWN OF BETHEL

APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR THE 2025 CDBG NR PROJECT

WHEREAS, the Bethel Board of Commissioners has previously indicated its desire to assist in community development efforts for housing within the community; and,

WHEREAS, the Commissioners have held two public hearings concerning the proposed application for CDBG-NR (Community Development Block Grant Neighborhood Revitalization) funding to benefit LMI (Low and Moderate Income) families with housing needs; and,

WHEREAS, the Commissioners wish the Town to pursue a formal application for CDBG-NR funding to benefit LMI families with housing needs; and

WHEREAS, the Commissioners certify it will meet all federal regulatory and statutory requirements of the State of North Carolina Community Development Block Grant Program.

NOW, THEREFORE BE IT RESOLVED, by the Town's Board of Commissioners that the Town is authorized to submit a formal application to the North Carolina Department of Commerce for approval of a Community Development Block Grant to benefit LMI families with housing needs.

Adopted this the 2nd day of September, 2025 in Bethel, North Carolina.

Carl Wilson, Mayor

ATTEST:

Town Manager

ATTACHMENT C

TOWN OF BETHEL CDBG-NR CITIZEN PARTICIPATION PLAN

This plan describes how The Town of Bethel will involve citizens in the planning, implementation and assessment of the Community Development Block Grant (CDBG) program. The funds must be used for projects which benefit low and moderate-income persons and aids in the elimination and prevention of slums and blight. The program is intended to assist governments in understanding neighborhood improvement programs. The regulations give ultimate responsibility for the design and implementation of the program to local elected officials and require that citizens be given an opportunity to serve in a key advisory role to these elected officials.

SCOPE OF CITIZEN PARTICIPATION

Citizens will be involved in all stages of the CDBG program, including program implementation, assessment of performance and design of changes in the Citizen Participation Plan. There will be three (3) general mechanisms for their involvement:

1. To serve as an advisory committee to the project;
2. To attend or hold public hearings or community meetings; and
3. To provide individual citizen efforts in the form of comments, complaints or inquiries submitted directly to the Program Administrators or designated Town official.

PROGRAM IMPLEMENTATION

Citizen participation in program implementation will occur primarily through consultation with the Town. The Town will be asked to review and comment on specific guidelines for approved projects. They will also meet to review any program amendments, budget revisions and program modifications. All such changes will be discussed with the Town and their comments considered prior to taking action. If program amendments require approval from the North Carolina Department of Commerce, a public hearing shall be held specifically on the amendment. Citizens may also be involved in implementation of projects specifically requiring citizen participation, such as self-help projects. Their roles will be defined as the project develops. Technical assistance will be available as needed.

PROGRAM ASSESSMENT

As a part of the orientation to the program offered at the public hearing, citizens will be invited to submit comments on all aspects of program performance through the program year. Comments should be submitted in writing to the Town Administrator. He or she will respond in writing within ten (10) days. If the response is unsatisfactory, the complainant should write directly to the Mayor. He or she shall respond within ten (10) days.

If the citizen is still dissatisfied, he/she should write to the NC Department of Commerce, Rural Economic Development Division/State CDBG Program, 4346 Mail Service Center, Raleigh, NC 27699-4346, Attention: Citizen Participation Matter. Program staff will also be available during normal business hours to respond to any citizen inquiries or complaints at 919-814-4663

VIRTUAL HEARINGS

During a declaration of a state of emergency by the Governor or General Assembly, and if a local unit of general government is concerned about significant public health risks that may result from holding an in-person public hearings, the local unit of general government may undertake a virtual public hearing (alone, or in concert with an in-person hearing) if:

- It allows questions in real time, with answers coming directly from the elected representatives to all "attendees." Therefore, members of the public must be entitled to participate and address the governing body during any telephonic or video-conference meeting.
- The governing body must post a written notice that gives the public a way to participate remotely, such as a toll-free dial-in number, and that includes an electronic copy of any agenda packet that officials will consider at the meeting.
- As with an in-person hearing, the grantee must select a virtual hearing method or platform that provides accessibility for persons with disabilities and limited English proficiency (LEP) to the greatest extent possible. These accommodations must be free to these populations.
- A governing body must provide the public with access to a recording of any telephonic or videoconference meeting.
- The local unit of government must document its efforts and the reason for them.
- Additional specific communication requirements and requirements for conducting remote meetings can be found in Article 1A of Chapter 166A and Article 33C of Chapter 143 of the General Statutes.

TECHNICAL ASSISTANCE

Technical Assistance will be provided to citizen organizations and groups of low/moderate income persons or target area residents upon request to the Town of Bethel. Such assistance will support citizen efforts to develop proposals, define policy and organize for the implementation of the program. It is expected that such assistance will be provided directly to the Town in response to their request. Assistance could be provided in the form of local presentations, informational handouts, research of a specific issue, or other short-term efforts.

PUBLIC INFORMATION

The Town of Bethel will also undertake public information efforts to promote citizen participation. These efforts will include the following:

1. Public Notice of all Public Hearings will be published in the non-legal section of the local newspaper at least ten (10) days before the scheduled hearing. These notices will indicate the date, time, location and topics to be considered.
2. Orientation Information will be provided at the first public hearing. The Program Administrator(s) will make a presentation which covers: (a) the total amount of CDBG funds available and the competitive basis for award; (b) the range of eligible activities; (c) the planning process and the schedule of meetings and hearings; (d) the role of citizens in the program and (e) a summary of other program requirements, such as the environmental policies, fair housing provisions and contracting procedures.
3. A Public File containing program documentation will be available for review at the Town Hall during normal business hours. Included will be copies of the Application, Environmental Review Record, the Citizen Participation Plan and the Annual Performance Report. Other program documents are also available for citizen review on request at the Town Hall consistent with applicable State and local laws regarding personal privacy and obligations of confidentiality.
4. Public Hearings an interpreter will be provided for all non-English speaking individuals and/or deaf individuals.

ADOPTED, this the 2nd day of September, 2025.

Mayor

Town of Bethel

Attest: Town Manager

Town of Bethel



Town of Bethel North Carolina

252-818-0891
141 W Railroad St
PO Box 337
Bethel, NC 27812
www.bethelnc.org

ATTACHMENT D

TOWN OF BETHEL CDBG HOUSING SELECTION COMMITTEE BYLAWS

I. Purpose

The purpose of the Bethel Housing Selection Committee is to make recommendations to the Town on the following:

- a. Recommend which residents are in need of housing assistance.
- b. To review housing grant applications and housing needs.
- c. To make recommendations concerning the items that require citizen input in the grant applications such as which citizens should receive housing assistance, what if any interest should be paid by citizens who receive housing funds and the types of assistance that will be provided.

II. Membership

The Selection Committee membership shall consist of 3 members. Members will be appointed by the manager and shall serve for a term of two years.

III. Officers

Chairman: The Chairman will be elected by the members of the Housing Committee. The Chairman shall decide all points of order and procedure, subject to these bylaws, unless otherwise directed by a majority of the Committee in session at the time. The Chairman shall vote on all matters before the Committee and shall have no extraordinary voting powers in the case of a tie vote.

The Chairman shall preside at all meetings and shall appoint the Chairman of all subcommittees. The Chairman shall be responsible for establishing the agendas for all meetings.

Upon resignation of the Chairman, the Committee shall elect a new Chairman within 90 days to complete the existing term of office.

Vice-Chairman: A Vice-Chairman shall be elected by the Committee from among its members in the same manner as the Chairman and shall be eligible for re-election.

He/she shall serve as acting Chairman in the absence of the Chairman, and at such time he/she shall have the same powers and duties as the Chairman.

IV. Attendance at Meetings

Should a Committee member fail to attend three (3) consecutive regularly scheduled meetings, the Chairman shall contact the member to determine their interest in continuing to serve on the Committee. Should there be no reasonable excuse for such absences, the Chairman, with the concurrence of the Committee present at a regular meeting, may recommend to the Board of Commissioners that a vacancy be declared and that the vacant position be filled.

- V. Voting: All members of the Committee shall vote on every issue that requires this procedure except that a member of the Committee shall be excused from voting on matters involving direct personal or financial interest. In the event that Committee member abstains from voting for reasons other than direct personal or financial interest, the abstention shall be ruled by the Chairman as an affirmative vote. A tie vote of those present shall cause the motion to fail.

VI. Meetings

- A. Regular Meetings: Regular meetings of the Committee shall be held on a date and time which shall be approved by the majority of the members.
- B. Special Meetings: Special meetings of the Housing Committee shall be held at a time and place designated by the officer calling the same and shall be called by the Chairman or Vice-Chairman. Notice thereof shall be given to all members not less than forty-eight hours in advance.
- C. Cancellation of Meetings: Whenever there is no business for the Committee, the Chairman may dispense with a regular meeting by giving notice to all the members not less than seventy-two hours in advance.
- D. Quorum: A quorum shall consist of a majority of the Committee membership.
- E. Conduct of Meetings: Committee meetings and its subcommittees shall be governed by Robert's Rules of Order.

AMENDMENTS

These bylaws may be amended at any time by an affirmative vote of a majority of the members of the Committee. The proposed amendment must have been presented in written form to the Committee members at least seven (7) working days prior to the date of the meeting at which such action is to be taken.

ADOPTED BY THE TOWN COUNCIL OF BETHEL:

Carl Wilson, Mayor

September 2, 2025
Date

ATTACHMENT E

FLOOD DAMAGE PREVENTION ORDINANCE Town of Bethel, NC – Community # 370546

Section 1. Statutory Authorization

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

Therefore, the Board of Commissioners of the Town of Bethel, North Carolina, does ordain as follows:

Section 2. Finding of Fact

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

Section 3. Statement of Purpose

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

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

Section 4. Objectives

The objectives of this Ordinance are to:

- A. Protect human life, safety, and health;
- B. Minimize expenditure of public money for costly flood control projects;

- C. Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- D. Minimize prolonged business losses and interruptions;
- E. Minimize damage to public facilities and utilities (i.e. water and gas mains, electric, telephone, cable and sewer lines, streets, and bridges) that are located in flood prone areas;
- F. Minimize damage to private and public property due to flooding;
- G. Make flood insurance available to the community through the National Flood Insurance Program;
- H. Maintain the natural and beneficial functions of floodplains;
- I. Help maintain a stable tax base by providing for the sound use and development of flood prone areas; and
- J. Ensure that potential buyers are aware that property is in a Special Flood Hazard Area.

Section 5. Definitions

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

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

Addition (to an existing building): An extension or increase in the floor area or height of a building or structure.

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

Appeal: A request for a review of the Floodplain Administrator's interpretation of any provision of this Ordinance.

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

Area of Special Flood Hazard: see *Special Flood Hazard Area (SFHA)*

Area of Future-Conditions Flood Hazard: The land area that would be inundated by the 1-percent-annual-chance (100- year) flood based on future-conditions hydrology.

Base Flood: The flood having a one (1) percent chance of being equaled or exceeded in any given year.

Base Flood Elevation (BFE): A determination of the water surface elevations of the base flood as published in the Flood Insurance Study. When the BFE has not been provided in a Special Flood Hazard

Area, it may be obtained from engineering studies available from a Federal, State, or other source using FEMA approved engineering methodologies. This elevation, when combined with the Freeboard, establishes the Regulatory Flood Protection Elevation.

Basement: Any area of the building having its floor subgrade (below ground level) on all sides.

Building: see *Structure*

Chemical Storage Facility: A building, portion of a building, or exterior area adjacent to a building used for the storage of any chemical or chemically reactive products.

Design Flood: See "Regulatory Flood Protection Elevation."

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

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

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

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

Elevated Building: A non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

Encroachment: The advance or infringement of uses, fill, excavation, buildings, structures or development into a floodplain, which may impede or alter the flow capacity of a floodplain.

Existing building and existing structure: Any building and/or structure for which the "start of construction" commenced before January 2, 2004, the effective date of the initial FIRM.

Existing Manufactured Home Park or Manufactured Home Subdivision: A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) was completed before January 2, 2004, the initial effective date of the floodplain management regulations adopted by the community.

Flood or Flooding: A general and temporary condition of partial or complete inundation of normally dry land areas from:

- A. The overflow of inland or tidal waters; and/or
- B. The unusual and rapid accumulation or runoff of surface waters from any source.

Flood Boundary and Floodway Map (FBFM): An official map of a community, issued by the Federal Emergency Management Agency, on which the Special Flood Hazard Areas and the floodways are delineated. This official map is a supplement to and shall be used in conjunction with the Flood Insurance Rate Map (FIRM).

Flood Hazard Boundary Map (FHBM): An official map of a community, issued by the Federal Emergency Management Agency, where the boundaries of the Special Flood Hazard Areas have been defined as Zone A.

Flood Insurance: The insurance coverage provided under the National Flood Insurance Program.

Flood Insurance Rate Map (FIRM): An official map of a community, issued by the Federal Emergency Management Agency, on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated.

Flood Insurance Study (FIS): An examination, evaluation, and determination of flood hazards, corresponding water surface elevations (if appropriate), flood hazard risk zones, and other flood data in a community issued by the Federal Emergency Management Agency. The Flood Insurance Study report includes Flood Insurance Rate Maps (FIRMs) and Flood Boundary and Floodway Maps (FBFMs), if published.

Flood Prone Area: see *Floodplain*

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

Floodplain: Any land area susceptible to being inundated by water from any source.

Floodplain Administrator: The individual appointed to administer and enforce the Floodplain Management Regulations.

Floodplain Development Permit: Any type of permit that is required in conformance with the provisions of this Ordinance, prior to the commencement of any development activity.

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

Floodplain Management Regulations: This Ordinance and other zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances, and other applications of police power. This term describes Federal, State or local regulations, in any combination thereof, which provide standards for preventing and reducing flood loss and damage.

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

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

Floodway: the channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without

cumulatively increasing the water surface elevation more than one (1) foot.

Floodway encroachment analysis: An engineering analysis of the impact that a proposed encroachment into a floodway or non-encroachment area is expected to have on the floodway boundaries and flood levels during the occurrence of the base flood discharge. The evaluation shall be prepared by a qualified North Carolina licensed engineer using standard engineering methods and models.

Freeboard: The height added to the Base Flood Elevation (BFE) to account for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, blockage of bridge openings, and the hydrological effect of urbanization of the watershed. The Base Flood Elevation (BFE) plus the freeboard establishes the Regulatory Flood Protection Elevation.

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

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

Highest Adjacent Grade (HAG): The highest natural elevation of the ground surface, prior to construction, immediately next to the proposed walls of the structure.

Historic Structure: Any structure that is:

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

Certified Local Government (CLG) Programs are approved by the US Department of the Interior in cooperation with the North Carolina Department of Cultural Resources through the State Historic Preservation Officer as having met the requirements of the National Historic Preservation Act of 1966 as amended in 1980.

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

- A. Letter of Map Amendment (LOMA): An official amendment, by letter, to an effective National Flood Insurance Program map. A LOMA is based on technical data showing that a property had been inadvertently mapped as being in the floodplain but is actually on natural high ground above the base flood elevation. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.
- B. Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.

- C. Letter of Map Revision Based on Fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the BFE and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.
- D. Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

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

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

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

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

Manufactured Home: A structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term Manufactured Home does not include a Recreational Vehicle.

Manufactured Home Park or Subdivision: A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

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

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

New Construction: Structures for which the "start of construction" commenced on or after January 2, 2004, the effective date of the initial floodplain management regulations and includes any subsequent improvements to such structures.

Nonconforming Building or Development: Any legally existing building or development which fails to comply with the current provisions of this Ordinance.

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

Post-FIRM: Construction or other development for which the "start of construction" occurred on or after January 2, 2004, the effective date of the initial Flood Insurance Rate Map.

Pre-FIRM: Construction or other development for which the "start of construction" occurred before January 2, 2004, the effective date of the initial Flood Insurance Rate Map.

Principally Above Ground: At least 51% of the actual cash value of the structure is above ground.

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

Recreational Vehicle (RV): A vehicle, which is:

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

(For the purpose of this ordinance, "Tiny Homes/Houses" and Park Models that do not meet the items listed above are not considered Recreational Vehicles and should meet the standards of and be permitted as Residential Structures.)

Reference Level: The top of the lowest floor for structures within Special Flood Hazard Areas designated as Zone AH, AE, A, A99 or AO.

Regulatory Flood Protection Elevation (RFPE): means the "Base Flood Elevation" plus the "Freeboard". In Special Flood Hazard Areas where Base Flood Elevations (BFEs) have been determined, this elevation shall be the BFE plus two (2) feet of freeboard. In Special Flood Hazard Areas where no BFE has been established, this elevation shall be at least two (2) feet above the highest adjacent grade.

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

Repetitive Loss: Flood-related damage sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damage occurred.

Riverine: Relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

Salvage Yard: Any non-residential property used for the storage, collection, and/or recycling of any type of equipment, and including but not limited to vehicles, appliances and related machinery.

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

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

Special Flood Hazard Area (SFHA): The land in the floodplain subject to a one percent (1%) or greater chance of being flooded in any given year, as determined in Section 7 of this Ordinance.

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

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

Substantial Damage: Damage of any origin sustained by a structure during any one-year period whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. Substantial damage also means flood-related damage sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damage occurred. See definition of **Substantial Improvement**.

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

- A. Any correction of existing violations of State or community health, sanitary, or safety code specifications which have been identified by the community code enforcement official and which are the minimum necessary to assure safe living conditions; or
- B. Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure and the alteration is approved by variance issued pursuant to Section 18 of this ordinance.

Technical Bulletin and Technical Fact Sheet: A FEMA publication that provides guidance concerning the building performance standards of the NFIP, which are contained in Title 44 of the U.S. Code of Federal Regulations at Section 60.3. The bulletins and fact sheets are intended for use primarily by State and local officials responsible for interpreting and enforcing NFIP regulations and by members of the

development community, such as design professionals and builders. New bulletins, as well as updates of existing bulletins, are issued periodically as needed. The bulletins do not create regulations; rather they provide specific guidance for complying with the minimum requirements of existing NFIP regulations.

It should be noted that Technical Bulletins and Technical Fact Sheets provide guidance on the minimum requirements of the NFIP regulations. State or community requirements that exceed those of the NFIP take precedence. Design professionals should contact the community officials to determine whether more restrictive State or local regulations apply to the building or site in question. All applicable standards of the State or local building code must also be met for any building in a flood hazard area.

Temperature Controlled: Having the temperature regulated by a heating and/or cooling system, built-in or appliance.

Variance: A grant of relief from the requirements of this Ordinance.

Violation: The failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Section 15 through Section 25 is presumed to be in violation until such time as that documentation is provided.

Water Surface Elevation (WSE): The height, in relation to NAVD 1988 or subsequent datum, of floods of various magnitudes and frequencies in the floodplains of riverine areas.

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

Section 6. Lands to Which this Ordinance Applies

This Ordinance shall apply to all Special Flood Hazard Areas within the jurisdiction, including Extra-Territorial Jurisdictions (ETJs), as allowed by law, of the Town of Bethel.

Section 7. Basis for Establishing the Special Flood Hazard Areas

The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its Flood Insurance Study (FIS) dated June 19, 2020 for Pitt County and associated Digital Flood Insurance Rate Maps (DFIRM) panels, including any digital data developed as part of the FIS, which are adopted by reference and declared a part of this ordinance, and all revisions thereto. Future revisions to the FIS and DFIRM panels that do not change flood hazard data within the jurisdictional authority of the Town of Bethel are also adopted by reference and declared a part of this ordinance.

Section 8. Establishment of Floodplain Development Permit

A Floodplain Development Permit shall be required in conformance with the provisions of this Ordinance prior to the commencement of any development activities within Special Flood Hazard Areas determined in accordance with the provisions of Section 7 of this Ordinance.

Section 9. Compliance

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

Section 10. Abrogation and Greater Restrictions

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

Section 11. Interpretation

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

- A. Considered as minimum requirements;
- B. Liberally construed in favor of the governing body; and
- C. Deemed neither to limit nor repeal any other powers granted under State statutes.

Section 12. Warning and Disclaimer of Liability

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

Section 13. Penalties for Violation

Violation of the provisions of this Ordinance or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions, shall constitute a Class 1 misdemeanor pursuant to NC G.S. § 143-215.58. Any person who violates this Ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$100.00 or imprisoned for not more than thirty (30) days, or both. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent the Town of Bethel from taking such other lawful action as is necessary to prevent or remedy any violation.

Section 14. Designation of Floodplain Administrator

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

Section 15. Floodplain Development Application, Permit and Certification Requirements

- A. *Application Requirements.* Application for a Floodplain Development Permit shall be made to the Floodplain Administrator prior to any development activities located within Special Flood Hazard Areas. The following items shall be presented to the Floodplain Administrator to apply for a floodplain development permit:
 - 1. A plot plan drawn to scale which shall include, but shall not be limited to, the following specific details of the proposed floodplain development:
 - a. The nature, location, dimensions, and elevations of the area of development/disturbance; existing and proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities, and other development;

- b. The boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map as determined in Section 7, or a statement that the entire lot is within the Special Flood Hazard Area;
 - c. Flood zone(s) designation of the proposed development area as determined on the FIRM or other flood map as determined in Section 7;
 - d. The boundary of the floodway(s) or non-encroachment area(s) as determined in Section 7;
 - e. The Base Flood Elevation (BFE) where provided as set forth in Section 7, Section 16, or Section 21; and
 - f. The old and new location of any watercourse that will be altered or relocated as a result of proposed development.
2. Proposed elevation, and method thereof, of all development within a Special Flood Hazard Area including but not limited to:
 - a. Elevation in relation to NAVD 1988, or subsequent datum, of the proposed reference level (including basement) of all structures;
 - b. Elevation in relation to NAVD 1988, or subsequent datum, to which any non-residential structure in Zone A, AE, AH, AO, and A99 will be floodproofed; and
 - c. Elevation in relation to NAVD 1988, or subsequent datum, to which any proposed utility systems will be elevated or floodproofed.
3. If floodproofing, a Floodproofing Certificate (FEMA Form FF-206-FY-22-153) with supporting data, an operational plan, and an inspection and maintenance plan that include, but are not limited to, installation, exercise, and maintenance of floodproofing measures.
4. A Foundation Plan, drawn to scale, which shall include details of the proposed foundation system to ensure all provisions of this Ordinance are met. These details include but are not limited to:
 - a. The proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/piers/piles/shear walls); and
 - b. Openings to facilitate automatic equalization of hydrostatic flood forces on walls in accordance with Section 20(D)(4) when solid foundation perimeter walls are used.
5. Usage details of any enclosed areas below the lowest floor.
6. Plans and/or details for the protection of public utilities and facilities such as sewer, gas, electrical, and water systems to be located and constructed to minimize flood damage.
7. Certification that all other Local, State and Federal permits required prior to floodplain development permit issuance have been received.
8. Documentation for placement of Recreational Vehicles and/or Temporary Structures, when applicable, to ensure that the provisions of Section 20(F) and Section 20(G) of this Ordinance are met.
9. A description of proposed watercourse alteration or relocation, when applicable, including an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map

(if not shown on plot plan) showing the location of the proposed watercourse alteration or relocation.

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

1. A complete description of all the development to be permitted under the floodplain development permit. (e.g. house, garage, pool, septic, bulkhead, cabana, pier, bridge, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials, etc.).
2. The Special Flood Hazard Area determination for the proposed development in accordance with available data specified in Section 7.
3. The Regulatory Flood Protection Elevation required for the reference level and all attendant utilities.
4. The Regulatory Flood Protection Elevation required for the protection of all public utilities.
5. All certification submittal requirements with timelines.
6. A statement that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse, unless the requirements of Section 23 (A) have been met.
7. The flood openings requirements.
8. Limitations of below BFE enclosure uses (if applicable). (i.e., parking, building access and limited storage only).
9. A statement, that all materials below BFE/RFPE must be flood resistant materials.

C. *Certification Requirements*

1. *Elevation Certificates*

- a. An Elevation Certificate (FEMA Form FF-206-FY-22-152) is required after the reference level is established. Within seven (7) calendar days of establishment of the reference level elevation, it shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to NAVD1988, or subsequent datum. Any work done within the seven (7) day calendar period and prior to submission of the certification shall be at the permit holder's risk. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further work being permitted to proceed. Failure to submit the certification or failure to make required corrections shall be cause to issue a stop-work order for the project.
- b. A final as-built Elevation Certificate (FEMA Form FF-206-FY-22-152) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy. The Finished Construction Elevation Certificate certifier shall provide at least 2 photographs showing

the front and rear of the building taken within 90 days from the date of certification. The photographs must be taken with views confirming the building description and diagram number provided in Section A. To the extent possible, these photographs should show the entire building including foundation. If the building has split-level or multi-level areas, provide at least 2 additional photographs showing side views of the building. In addition, when applicable, provide a photograph of the foundation showing a representative example of the flood openings or vents. All photographs must be in color and measure at least 3" x 3". Digital photographs are acceptable.

2. *Floodproofing Certificate*

- a) If non-residential floodproofing is used to meet the Regulatory Flood Protection Elevation requirements, a Floodproofing Certificate (FEMA Form FF-206-FY-22-153), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988, or subsequent datum. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to permit approval. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.
 - b) A final Finished Construction Floodproofing Certificate (FEMA Form FF-206-FY-22-153), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the issuance of a Certificate of Compliance/Occupancy. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988, or subsequent datum. Floodproofing certificate shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to Certificate of Occupancy. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to deny a Certificate of Compliance/Occupancy.
3. If a manufactured home is placed within Zone A, AE, AH, AO, or A99 and the elevation of the chassis is more than 36 inches in height above grade, an engineered foundation certification is required in accordance with the provisions of Section 20(C)(2).
 4. If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; a professional engineer's certified report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map showing the location of the proposed watercourse alteration or relocation shall all be submitted by the permit applicant prior to issuance of a floodplain development permit.
 5. *Certification Exemptions.* The following structures, if located within Zone A, AE, AH, AO, or A99, are exempt from the elevation/floodproofing certification requirements specified in Section 15(C):

- a. Recreational Vehicles meeting requirements of Section 20(F);
- b. Temporary Structures meeting requirements of Section 20(G); and
- c. Accessory Structures less than 150 square feet or \$5000 or less and meeting requirements of Section 20(H).

D. *Determinations for existing buildings and structures.*

For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:

- a. Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;
- b. Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;
- c. Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and
- d. Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the NC Building Code and this ordinance is required.

Section 16. Duties and Responsibilities of the Floodplain Administrator

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

- A. Review all floodplain development applications and issue permits for all proposed development within Special Flood Hazard Areas to assure that the requirements of this Ordinance have been satisfied.
- B. Review all proposed development within Special Flood Hazard Areas to assure that all necessary Local, State and Federal permits have been received, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- C. Notify adjacent communities and the North Carolina Department of Public Safety, Division of Emergency Management, State Coordinator for the National Flood Insurance Program prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA).
- D. Assure that maintenance is provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is maintained.
- E. Prevent encroachments into floodways and non-encroachment areas unless the certification and flood hazard reduction provisions of Section 23 are met.

- F. Obtain actual elevation (in relation to NAVD 1988, or subsequent datum) of the reference level (including basement) and all attendant utilities of all new and substantially improved structures, in accordance with the provisions of Section 15(C).
- G. Obtain actual elevation (in relation to NAVD 1988, or subsequent datum) to which all new and substantially improved structures and utilities have been floodproofed, in accordance with the provisions of Section 15(C).
- H. Obtain actual elevation (in relation to NAVD 1988, or subsequent datum) of all public utilities in accordance with the provisions of Section 15(C).
- I. When floodproofing is utilized for a particular structure, obtain certifications from a registered professional engineer or architect in accordance with the provisions of Section 15(C) and Section 20(B).
- J. Where interpretation is needed as to the exact location of boundaries of the Special Flood Hazard Areas, floodways, or non-encroachment areas (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this Ordinance.
- K. When Base Flood Elevation (BFE) data has not been provided in accordance with the provisions of Section 7, obtain, review, and reasonably utilize any BFE data, along with floodway data or non-encroachment area data available from a Federal, State, or other source, including data developed pursuant to Section 21(B)(2), in order to administer the provisions of this Ordinance.
- L. When Base Flood Elevation (BFE) data is provided but no floodway or non-encroachment area data has been provided in accordance with the provisions of Section 7, obtain, review, and reasonably utilize any floodway data or non-encroachment area data available from a Federal, State, or other source in order to administer the provisions of this Ordinance.
- M. When the lowest floor and the lowest adjacent grade of a structure or the lowest ground elevation of a parcel in a Special Flood Hazard Area is above the Base Flood Elevation (BFE), advise the property owner of the option to apply for a Letter of Map Amendment (LOMA) from FEMA. Maintain a copy of the LOMA issued by FEMA in the floodplain development permit file.
- N. Permanently maintain all records that pertain to the administration of this Ordinance and make these records available for public inspection, recognizing that such information may be subject to the Privacy Act of 1974, as amended.
- O. Make on-site inspections of work in progress. As the work pursuant to a floodplain development permit progresses, the Floodplain Administrator shall make as many inspections of the work as may be necessary to ensure that the work is being done according to the provisions of the local ordinance and the terms of the permit. In exercising this power, the Floodplain Administrator has a right, upon presentation of proper credentials, to enter on any premises within the jurisdiction of the community at any reasonable hour for the purposes of inspection or other enforcement action.
- P. Issue stop-work orders as required. Whenever a building or part thereof is being constructed, reconstructed, altered, or repaired in violation of this Ordinance, the Floodplain Administrator may order the work to be immediately stopped. The stop-work order shall be in writing and directed to the person doing or in charge of the work. The stop-work order shall state the specific work to be stopped, the specific reason(s) for the stoppage, and the condition(s) under which the work may be resumed. Violation of a stop-work order constitutes a misdemeanor.
- Q. Revoke floodplain development permits as required. The Floodplain Administrator may revoke and require the return of the floodplain development permit by notifying the permit holder in writing stating the reason(s) for the revocation. Permits shall be revoked for any substantial departure

from the approved application, plans, and specifications; for refusal or failure to comply with the requirements of State or local laws; or for false statements or misrepresentations made in securing the permit. Any floodplain development permit mistakenly issued in violation of an applicable State or local law may also be revoked.

- R. Make periodic inspections throughout the Special Flood Hazard Areas within the jurisdiction of the community. The Floodplain Administrator and each member of his or her inspections department shall have a right, upon presentation of proper credentials, to enter on any premises within the territorial jurisdiction of the department at any reasonable hour for the purposes of inspection or other enforcement action.
- S. Conduct the following actions when damage occurs to residential and/or non-residential structures:
 - i. Determine whether the damaged structure is located within the SFHA;
 - ii. Conduct damage assessments for those damaged structures located within the SFHA;
 - iii. Determine whether the damaged structure is substantially damaged pursuant to Section 15(D); and
 - iv. Make a reasonable attempt to notify owner(s) of the development requirements for substantial damage and obtaining building / floodplain development permit prior to repair, rehabilitation, or reconstruction.
- T. Follow through with corrective procedures of Section 17.
- U. Review, provide input, and make recommendations for variance requests.
- V. Maintain a current map repository to include, but not limited to, historical and effective FIS Report, historical and effective FIRM, and other official flood maps and studies adopted in accordance with the provisions of Section 7 of this Ordinance, including any revisions thereto including Letters of Map Change, issued by FEMA. Notify State and FEMA of mapping needs.
- W. Coordinate revisions to FIS reports and FIRMs, including Letters of Map Revision Based on Fill (LOMR-Fs) and Letters of Map Revision (LOMRs).

Section 17. Corrective Procedures

- A. *Violations to be Corrected:* When the Floodplain Administrator finds violations of applicable State and local laws, it shall be his or her duty to notify the owner or occupant of the building of the violation. The owner or occupant shall immediately remedy each of the violations of law cited in such notification.
- B. *Actions in Event of Failure to Take Corrective Action:* If the owner of a building or property shall fail to take prompt corrective action, the Floodplain Administrator shall give the owner written notice, by certified or registered mail to the owner's last known address or by personal service, stating:
 - 1. That the building or property is in violation of the Floodplain Management Regulations;
 - 2. That a hearing will be held before the Floodplain Administrator at a designated place and time, not later than ten (10) days after the date of the notice, at which time the owner shall be entitled to be heard in person or by counsel and to present arguments and evidence pertaining to the matter; and

3. That following the hearing, the Floodplain Administrator may issue an order to alter, vacate, or demolish the building; or to remove fill as applicable.
- C. *Order to Take Corrective Action:* If, upon a hearing held pursuant to the notice prescribed above, the Floodplain Administrator shall find that the building or development is in violation of the Flood Damage Prevention Ordinance, he or she shall issue an order in writing to the owner, requiring the owner to remedy the violation within a specified time period, not less than sixty (60) calendar days, nor more than one hundred twenty (120) calendar days. Where the Floodplain Administrator finds that there is imminent danger to life or other property, he or she may order that corrective action be taken in such lesser period as may be feasible.
- D. *Appeal:* Any owner who has received an order to take corrective action may appeal the order to the local elected governing body by giving notice of appeal in writing to the Floodplain Administrator and the clerk within ten (10) days following issuance of the final order. In the absence of an appeal, the order of the Floodplain Administrator shall be final. The local governing body shall hear an appeal within a reasonable time and may affirm, modify and affirm, or revoke the order.
- E. *Failure to Comply with Order:* If the owner of a building or property fails to comply with an order to take corrective action for which no appeal has been made or fails to comply with an order of the governing body following an appeal, the owner shall be guilty of a Class 1 misdemeanor pursuant to NC G.S. § 143-215.58 and shall be punished at the discretion of the court.

Section 18. Variance Procedures

- A. The Bethel Board of Commissioners as established by the Town of Bethel, hereinafter referred to as the Appeal Board, shall hear and decide requests for variances from the requirements of this Ordinance. The Pitt County Planning Department shall serve as staff support to the Town of Bethel regarding variance requests.
- B. Any person aggrieved by the decision of the Appeal Board may appeal such decision to the Court, as provided in Chapter 7A of the North Carolina General Statutes.
- C. *Variances may be issued for*
 1. The repair or rehabilitation of historic structures upon the determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and that the variance is the minimum necessary to preserve the historic character and design of the structure;
 2. Functionally dependent facilities if determined to meet the definition as stated in Section 5 of this Ordinance, provided provisions of Section 18(1) ((2), (3) and (5) have been satisfied, and such facilities are protected by methods that minimize flood damages during the base flood and create no additional threats to public safety; or
 3. Any other type of development, provided it meets the requirements of this Section.
- D. In passing upon variances, the Appeal Board shall consider all technical evaluations, all relevant factors, all standards specified in other Sections of this Ordinance, and:
 1. The danger that materials may be swept onto other lands to the injury of others;
 2. The danger to life and property due to flooding or erosion damage;

3. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
 4. The importance of the services provided by the proposed facility to the community;
 5. The necessity to the facility of a waterfront location as defined under Section 5 of this Ordinance as a functionally dependent facility, where applicable;
 6. The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
 7. The compatibility of the proposed use with existing and anticipated development;
 8. The relationship of the proposed use to the Comprehensive Plan and Floodplain Management Program for that area;
 9. The safety of access to the property in times of flood for ordinary and emergency vehicles;
 10. The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
 11. The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.
- E. A written report addressing each of the above factors shall be submitted with the application for a variance.
- F. Upon consideration of the factors listed above and the purposes of this Ordinance, the Appeal Board may attach such conditions to the granting of variances as it deems necessary to further the purposes and objectives of this Ordinance.
- G. Any applicant to whom a variance is granted shall be given written notice specifying the difference between the Base Flood Elevation (BFE) and the elevation to which the structure is to be built and that such construction below the BFE increases risks to life and property, and that the issuance of a variance to construct a structure below the BFE will result in increased premium rates for flood insurance up to \$25 per \$100 of insurance coverage. Such notification shall be maintained with a record of all variance actions, including justification for their issuance.
- H. The Floodplain Administrator shall maintain the records of all appeal actions and report any variances to the Federal Emergency Management Agency and the State of North Carolina upon request.
- I. *Conditions for Variances*
1. Variances shall not be issued when the variance will make the structure in violation of other Federal, State, or local laws, regulations, or ordinances.
 2. Variances shall not be issued within any designated floodway or non-encroachment area if the variance would result in any increase in flood levels during the base flood discharge.
 3. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
 4. Variances shall only be issued prior to development permit approval.
 5. Variances shall only be issued upon:

- a. A showing of good and sufficient cause;
 - b. A determination that failure to grant the variance would result in exceptional hardship; and
 - c. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, or extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- J. A variance may be issued for solid waste disposal facilities or sites, hazardous waste management facilities, salvage yards, and chemical storage facilities that are located in Special Flood Hazard Areas provided that all of the following conditions are met.
- 1. The use serves a critical need in the community.
 - 2. No feasible location exists for the use outside the Special Flood Hazard Area.
 - 3. The reference level of any structure is elevated or floodproofed to at least the Regulatory Flood Protection Elevation.
 - 4. The use complies with all other applicable Federal, State and local laws.
 - 5. The Town of Bethel has notified the Secretary of the North Carolina Department of Public Safety of its intention to grant a variance at least thirty (30) calendar days prior to granting the variance.

Section 19. Provisions for Flood Hazard Reduction – General Standards

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

- A. All new construction and substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse, and lateral movement of the structure.
- B. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
- C. All new construction and substantial improvements shall be constructed by methods and practices that minimize flood damages.
- D. All new Electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding to the Regulatory Flood Protection Elevation. These include, but are not limited to, HVAC equipment, water softener units, bath/kitchen fixtures, ductwork (cross over ductwork is excluded and must meet the BFE only by definition of RFPE), electric/gas meter panels/boxes, utility/cable boxes, hot water heaters, and electric outlets/switches.
 - (a) Replacements part of a substantial improvement, electrical, heating, ventilation, plumbing, air conditioning equipment, and other service equipment shall also meet the above provisions.
 - (b) Replacements that are for maintenance and not part of a substantial improvement, may be installed at the original location provided the addition and/or improvements only comply with the standards for new construction consistent with the code and requirements for the original structure.

- E. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system.
- F. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into flood waters.
- G. On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.
- H. Nothing in this Ordinance shall prevent the repair, reconstruction, or replacement of a building or structure existing on the effective date of this Ordinance and located totally or partially within the floodway, non-encroachment area, or stream setback, provided there is no additional encroachment below the Regulatory Flood Protection Elevation in the floodway, non-encroachment area, or stream setback, and provided that such repair, reconstruction, or replacement meets all of the other requirements of this Ordinance.
- I. New solid waste disposal facilities and sites, hazardous waste management facilities, salvage yards, and chemical storage facilities shall not be permitted, except by variance as specified in Section 18(J). A structure or tank for chemical or fuel storage incidental to an allowed use or to the operation of a water treatment plant or wastewater treatment facility may be located in a Special Flood Hazard Area only if the structure or tank is either elevated or floodproofed to at least the Regulatory Flood Protection Elevation and certified in accordance with the provisions of Section 15(C).
- J. All subdivision proposals and other development proposals shall be consistent with the need to minimize flood damage.
- K. All subdivision proposals and other development proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.
- L. All subdivision proposals and other development proposals shall have adequate drainage provided to reduce exposure to flood hazards.
- M. All subdivision proposals and other development proposals shall have received all necessary permits from those governmental agencies for which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- N. When a structure is partially located in a Special Flood Hazard Area, the entire structure shall meet the requirements for new construction and substantial improvements.
- O. When a structure is located in multiple flood hazard zones or in a flood hazard risk zone with multiple base flood elevations, the provisions for the more restrictive flood hazard risk zone and the highest Base Flood Elevation (BFE) shall apply.

Section 20. Provisions for Flood Hazard Reduction – Specific Standards

In all Special Flood Hazard Areas where Base Flood Elevation (BFE) data has been provided, as set forth in Section 7 or Section 21, the following provisions, in addition to the provisions of Section 19, are required:

- A. *Residential Construction.* New construction and substantial improvement of any residential structure (including manufactured homes) shall have the reference level, including basement, elevated

no lower than the Regulatory Flood Protection Elevation, as defined in Section 5 of this Ordinance.

B. *Non-Residential Construction.* New construction and substantial improvement of any commercial, industrial, or other non-residential structure shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation, as defined in Section 5 of this Ordinance. Structures located in Zones A, AE, AH, AO, A99 may be floodproofed to the Regulatory Flood Protection Elevation in lieu of elevation provided that all areas of the structure, together with attendant utility and sanitary facilities, below the Regulatory Flood Protection Elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. For AO Zones, the floodproofing elevation shall be in accordance with Section 24B. A registered professional engineer or architect shall certify that the floodproofing standards of this subsection are satisfied. Such certification shall be provided to the Floodplain Administrator as set forth in Section 15(C), along with the operational plan and the inspection and maintenance plan.

C. *Manufactured Homes.*

1. New and replacement manufactured homes shall be elevated so that the reference level of the manufactured home is no lower than the Regulatory Flood Protection Elevation, as defined in Section 5 of this Ordinance.
2. Manufactured homes shall be securely anchored to an adequately anchored foundation to resist flotation, collapse, and lateral movement, either by certified engineered foundation system, or in accordance with the most current edition of the State of North Carolina Regulations for Manufactured Homes adopted by the Commissioner of Insurance pursuant to NCGS 143-143.15. Additionally, when the elevation would be met by an elevation of the chassis thirty-six (36) inches or less above the grade at the site, the chassis shall be supported by reinforced piers or engineered foundation. When the elevation of the chassis is above thirty-six (36) inches in height, an engineering certification is required.
3. All enclosures or skirting below the lowest floor shall meet the requirements of Section 20(D).
4. An evacuation plan must be developed for evacuation of all residents of all new, substantially improved or substantially damaged manufactured home parks or subdivisions located within flood prone areas. This plan shall be filed with and approved by the Floodplain Administrator and the local Emergency Management Coordinator.

D. *Elevated Buildings.* Fully enclosed area, of new construction and substantially improved structures, which is below the lowest floor:

1. Shall not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator). The interior portion of such enclosed area shall not be finished or partitioned into separate rooms, except to enclose storage areas;
2. Shall not be temperature-controlled or conditioned;
3. Shall be constructed entirely of flood resistant materials at least to the Regulatory Flood Protection Elevation; and

4. Shall include flood openings to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet or exceed the following minimum design criteria:
 - a. A minimum of two flood openings on different sides of each enclosed area subject to flooding;
 - b. The total net area of all flood openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding;
 - c. If a building has more than one enclosed area, each enclosed area must have flood openings to allow floodwaters to automatically enter and exit;
 - d. The bottom of all required flood openings shall be no higher than one (1) foot above the adjacent grade;
 - e. Flood openings may be equipped with screens, louvers, or other coverings or devices, provided they permit the automatic flow of floodwaters in both directions; and
 - f. Enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require flood openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires flood openings as outlined above.

E. Additions/Improvements

1. Additions and/or improvements to pre-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:
 - a. Not a substantial improvement, the addition and/or improvements must be designed to minimize flood damages and must not be any more non-conforming than the existing structure.
 - b. A substantial improvement, with modifications/rehabilitations/improvements to the existing structure or the common wall is structurally modified more than installing a doorway, both the existing structure and the addition must comply with the standards for new construction.
2. Additions to pre-FIRM or post-FIRM structures that are a substantial improvement with no modifications/rehabilitations/improvements to the existing structure other than a standard door in the common wall, shall require only the addition to comply with the standards for new construction.
3. Additions and/or improvements to post-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:
 - a. Not a substantial improvement, the addition and/or improvements only must comply with the standards for new construction.
 - b. A substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.
4. Any combination of repair, reconstruction, rehabilitation, addition or improvement of a building or structure taking place during a one (1) year period, the cumulative cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started must comply with the standards for new construction. For each building or structure,

the one (1) year period begins on the date of the first improvement or repair of that building or structure subsequent to the effective date of this ordinance. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. The requirement does not, however, include either:

- a. Any project for improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assume safe living conditions.
- b. Any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure.

F. *Recreational Vehicles.* Recreational vehicles shall either:

1. Temporary Placement

- a. Be on site for fewer than 180 consecutive days; or
- b. Be fully licensed and ready for highway use. (A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities, and has no permanently attached additions.)

2. Permanent Placement. Recreational vehicles that do not meet the limitations of Temporary Placement shall meet all the requirements for new construction.

G. *Temporary Non-Residential Structures.* Prior to the issuance of a floodplain development permit for a temporary structure, the applicant must submit to the Floodplain Administrator a plan for the removal of such structure(s) in the event of a hurricane, flash flood or other type of flood warning notification. The following information shall be submitted in writing to the Floodplain Administrator for review and written approval:

1. A specified time period for which the temporary use will be permitted. Time specified may not exceed three (3) months, renewable up to one (1) year;
2. The name, address, and phone number of the individual responsible for the removal of the temporary structure;
3. The time frame prior to the event at which a structure will be removed (i.e., minimum of 72 hours before landfall of a hurricane or immediately upon flood warning notification);
4. A copy of the contract or other suitable instrument with the entity responsible for physical removal of the structure; and
5. Designation, accompanied by documentation, of a location outside the Special Flood Hazard Area, to which the temporary structure will be moved.

H. *Accessory Structures.* When accessory structures (sheds, detached garages, etc.) are to be placed within a Special Flood Hazard Area, the following criteria shall be met:

1. Accessory structures shall not be used for human habitation (including working, sleeping, living, cooking or restroom areas);
2. Accessory structures shall not be temperature-controlled;

3. Accessory structures shall be designed to have low flood damage potential;
4. Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;
5. Accessory structures shall be firmly anchored in accordance with the provisions of Section 19-A;
6. All service facilities such as electrical shall be installed in accordance with the provisions of Section 19(D); and
7. Flood openings to facilitate automatic equalization of hydrostatic flood forces shall be provided below Regulatory Flood Protection Elevation in conformance with the provisions of Section 20(D)(4).

An accessory structure with a footprint less than 150 square feet or that is a minimal investment of \$5000 or less and satisfies the criteria outlined above is not required to meet the elevation or floodproofing standards of Section 20(B). Elevation or floodproofing certifications are required for all other accessory structures in accordance with Section 15(C).

I. *Tanks.* When gas and liquid storage tanks are to be placed within a Special Flood Hazard Area, the following criteria shall be met:

1. Underground tanks. Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty;
2. Above-ground tanks, elevated. Above-ground tanks in flood hazard areas shall be elevated to or above the Regulatory Flood Protection Elevation on a supporting structure that is designed to prevent flotation, collapse or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area;
3. Above-ground tanks, not elevated. Above-ground tanks that do not meet the elevation requirements of Section 20(B)(2) of this ordinance shall be permitted in flood hazard areas provided the tanks are designed, constructed, installed, and anchored to resist all flood-related and other loads, including the effects of buoyancy, during conditions of the design flood and without release of contents in the floodwaters or infiltration by floodwaters into the tanks. Tanks shall be designed, constructed, installed, and anchored to resist the potential buoyant and other flood forces acting on an empty tank during design flood conditions.
4. Tank inlets and vents. Tank inlets, fill openings, outlets and vents shall be:
 - a. At or above the Regulatory Flood Protection Elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and
 - b. Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.

J. *Other Development*

1. Fences in regulated floodways and NEAs that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of

Section 23 of this ordinance.

2. Retaining walls, sidewalks and driveways in regulated floodways and NEAs. Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of Section 23 of this Ordinance.
3. Roads and watercourse crossings in regulated floodways and NEAs. Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall meet the limitations of Section 23 of this Ordinance.
4. Commercial storage facilities are not considered "limited storage" as noted in this ordinance and shall be protected to the Regulatory Flood Protection Elevation as required for commercial structures.

Section 21. Standards for Floodplains Without Established Base Flood Elevations

Within the Special Flood Hazard Areas designated as Approximate Zone A and established in Section 7, where no Base Flood Elevation (BFE) data has been provided by FEMA, the following provisions, in addition to the provisions of Section 19 and 20, shall apply:

- A. No encroachments, including fill, new construction, substantial improvements or new development shall be permitted within a distance of twenty (20) feet each side from top of bank or five times the width of the stream, whichever is greater, unless certification with supporting technical data by a registered professional engineer is provided demonstrating that such encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- B. The BFE used in determining the Regulatory Flood Protection Elevation shall be determined based on the following criteria:
 1. When Base Flood Elevation (BFE) data is available from other sources, all new construction and substantial improvements within such areas shall also comply with all applicable provisions of this Ordinance and shall be elevated or floodproofed in accordance with standards in Section 19 and Section 20.
 2. When floodway or non-encroachment data is available from a Federal, State, or other source, all new construction and substantial improvements within floodway and non-encroachment areas shall also comply with the requirements of Section 20 and Section 23.
 3. All subdivision, manufactured home park and other development proposals shall provide Base Flood Elevation (BFE) data if development is greater than five (5) acres or has more than fifty (50) lots/manufactured home sites. Such Base Flood Elevation (BFE) data shall be adopted by reference in accordance with Section 7 and utilized in implementing this Ordinance.
 4. When Base Flood Elevation (BFE) data is not available from a Federal, State, or other source as outlined above, the reference level shall be elevated or floodproofed (nonresidential) to or above the Regulatory Flood Protection Elevation, as defined in Section 5. All other applicable provisions of Section 20 shall also apply.

Section 22. Standards for Riverine Floodplains With Base Flood Elevations but Without Established Floodways or Non-Encroachment Areas

Along rivers and streams where Base Flood Elevation (BFE) data is provided by FEMA or is available from another source but neither floodway nor non-encroachment areas are identified for a Special Flood

Hazard Area on the FIRM or in the FIS report, the following requirements shall apply to all development within such areas:

- A. Standards of Section 19 and Section 20; and
- B. Until a regulatory floodway or non-encroachment area is designated, no encroachments, including fill, new construction, substantial improvements, or other development, shall be permitted unless certification with supporting technical data by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point within the community.

Section 23. Floodways and Non-Encroachment Areas

Areas designated as floodways or non-encroachment areas are located within the Special Flood Hazard Areas established in Section 7. The floodways and non-encroachment areas are extremely hazardous areas due to the velocity of floodwaters that have erosion potential and carry debris and potential projectiles. The following provisions, in addition to standards outlined in Section 19 and Section 20, shall apply to all development within such areas:

- A. No encroachments, including fill, new construction, substantial improvements and other developments shall be permitted unless:
 - 1. It is demonstrated that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood, based on hydrologic and hydraulic analyses performed in accordance with standard engineering practice and presented to the Floodplain Administrator prior to issuance of floodplain development permit, or
 - 2. A Conditional Letter of Map Revision (CLOMR) has been approved by FEMA. A Letter of Map Revision (LOMR) must also be obtained upon completion of the proposed encroachment.
- B. If Section 23(A) is satisfied, all development shall comply with all applicable flood hazard reduction provisions of this Ordinance.
- C. No manufactured homes shall be permitted, except replacement manufactured homes in an existing manufactured home park or subdivision, provided the following provisions are met:
 - 1. The anchoring and the elevation standards of Section 20(C); and
 - 2. The no encroachment standard of Section 23(A).

Section 24. Standards for Areas of Shallow Flooding (Zone AO)

Located within the Special Flood Hazard Areas established in Section 7 are areas designated as shallow flooding areas. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. In addition to Sections 19 and 20, all new construction and substantial improvements shall meet the following requirements:

- A. The reference level shall be elevated at least as high as the depth number specified on the Flood Insurance Rate Map (FIRM), in feet, plus a freeboard of two feet, above the highest adjacent grade; or at least two feet above the highest adjacent grade if no depth number is specified.
- B. Non-residential structures may, in lieu of elevation, be floodproofed to the same level as required in Section 24 A, so that the structure, together with attendant utility and sanitary facilities, below

that level shall be watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Certification is required in accordance with Section 15C and Section 20B.

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

Section 25. Standards for Areas of Shallow Flooding (Zone AH)

Located within the Special Flood Hazard Areas established in Section 7, are areas designated as shallow flooding areas. These areas are subject to inundation by 1-percent-annual-chance shallow flooding (usually areas of ponding) where average depths are one (1) to three (3) feet. Base Flood Elevations are derived from detailed hydraulic analyses shown in this zone. In addition to Sections 19 and 20, all new construction and substantial improvements shall meet the following requirements:

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

Section 26. Legal Status Provisions

- A. *Effect on rights and liabilities under the existing Flood Damage Prevention Ordinance*

This Ordinance in part comes forward by re-enactment of some of the provisions of the Flood Damage Prevention Ordinance enacted January 2, 2004, as amended, and it is not the intention to repeal but rather to re-enact and continue to enforce without interruption of such existing provisions, so that all rights and liabilities that have accrued thereunder are reserved and may be enforced. The enactment of this Ordinance shall not affect any action, suit or proceeding instituted or pending. All provisions of the Flood Damage Prevention Ordinance of the Town of Bethel enacted on January 2, 2004, as amended, which are not reenacted herein are repealed.

The initial Pitt County Flood Damage Prevention Ordinance was enacted on August 18, 1980.

- B. *Effect upon outstanding Floodplain Development Permits*

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

- C. *Severability*

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

- D. *Effective Date*

This ordinance shall become effective the 2nd day of September, 2025.

- E. *Adoption Certification*

I hereby certify that this is a true and correct copy of the Flood Damage Prevention Ordinance as adopted by the Board of Commissioners of the Town of Bethel, North Carolina, on the 2nd day of September, 2025.

WITNESS my hand and the official seal of the Town of Bethel, this the 2nd day of September, 2025.

Carl Wilson, Mayor

Attest:

Linda Shepherd, Town Clerk

ATTACHMENT F

TOWN OF BETHEL

LINE ITEM TRANSFER/BUDGET AMENDMENT

Date: 9/2/2025

Amendment # 2

Department: FIRE

LINE ITEM TRANSFER					
FROM			TO		
Account Name	Acct #	Amount	Account Name	Acct #	Amount
Total		\$ -	Total		\$ -

BUDGET AMENDMENT					
REVENUES			EXPENDITURES		
Account Name	Acct #	Amount	Account Name	Acct #	Amount
Fund Balance Appropriated	10-399-0000	\$ 375,092.00	Capital Outlay-Fire	10-530-7000	\$ 525,092.00
Proceeds from Loan	10-395-0000	\$ 150,000.00			
Total		\$ 525,092.00	Total		\$ 525,092.00

Explanation: To appropriate \$375,092 fund balance and \$150,000 loan to purchase fire truck \$525,092

July 2000

ATTACHMENT G



AGREEMENT

This agreement is made between
Fire Connections Inc.
2520 N. Wesleyan Blvd.
Rocky Mount, NC 27804 (The Company) and

Town of Bethel (Buyer)
PO Box 308
Bethel, NC 27812

The Company agrees to sell, and the Buyer agrees to purchase the fire apparatus and equipment described in the Company's Proposal and Specifications attached hereto and hereby incorporated herein, all in accordance with the terms and conditions of this Agreement.

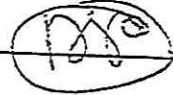
The Apparatus is described as:

[1] E-ONE/Freightliner VM8 Pump Tanker Q141060

The Apparatus shall be delivered to Bethel Fire Dept. Bethel, NC approximately 365 calendar days after all prebuild changes are complete, as stated in our quotation documentation. It is agreed that such delivery is subject to delays caused by strikes, inability to obtain materials, chassis shortage and other causes beyond the control of the Company. Any special requirement regarding delivery date shall be submitted in writing with the contract.

Buyer agrees to pay a Purchase Price of:

\$ 525,092.00 Truck Price

✓  _____

Unless otherwise specified, this Purchase Price is exclusive of all Federal, State or local taxes of any nature. Any such applicable taxes will be added to the purchase price and paid by the Company; provided, however, if the Buyer claims exemptions from any tax, Buyer agrees to furnish the applicable exemption certificate to the Company and to hold

the Company harmless from any damage which result from the Company ultimately having any such tax assessed against it.

Late additions of equipment or modifications to the vehicle that delay the delivery of the vehicle may require submission of a separate purchase order or contract at the discretion of the sales manager.

The fire apparatus built on the Freightliner commercial chassis may be subject to a surcharge or price increase. Any surcharge or increase applied from time of contract execution until the truck delivery will be the sole responsibility of the purchaser. If the purchaser chooses to cancel this contract due to a commercial chassis manufacturer surcharge or price increase, any contract cancellation penalty fee will be the sole responsibility of the purchaser.

✓ Agreement  Initials

The buyer agrees that the terms of payment shall be 100% once contractual obligation has been met. Fire Connections will notify the customer five days in advance once the contractual obligation has been met so that payment can be remitted. In the event the customer does not meet the payment after the 5 day payment notification then all accrued interest will be responsibility of the customer. Customer add-ons that are above and beyond the contract (i.e. Shelving allowance) are not considered contractual and will not hinder payment.

✓ Agreement  Initials

Any changes to the payment terms specified herein must be in writing and signed by an authorized representative of each of the parties hereto. The Buyer agrees that the Company reserves the right to assess finance charges for late or unremitted payments. Additionally, Buyer agrees that the Company reserves the right to receive reimbursement from the Buyer for any collection fees resulting from attempts to collect any payments made in arrears and any amounts remaining unpaid.

The customer is responsible for all accrued interest past the 21st day providing that all contractual obligations are met by E-ONE / Fire Connections, Inc. All items in addition to what is specified to be provided in the contract will not be considered part of the contractual agreement therefore will not delay interest accrual. The 21 days starts when the unit arrives at the Fire Connections facility.

✓ Initial Acceptance 

The lien holder listed on the Manufacturer's Statement of Origin shall be: (if applicable) _____



The Company and Buyer agree that the Manufacturer's Certificate of Original (MSO) shall remain with the Company until the Purchase Price is paid in full. The Buyer further agrees that the Apparatus will not be placed in active service until the Full Purchase Price has been paid to the Company. The vehicle shall not be placed in service until full payment has been received.

In the event of the default by the Buyer, the Company has the right to take possession of the Apparatus and all payments made by the Buyer shall be applied as rent for use of the Apparatus until the date of retaking by the Company.

Each new item of the Apparatus is warranted against defects in material and workmanship, for a period noted in the Company Proposal to the original user/purchaser, all in accordance with the Manufacturers pre-printed Statement of Warranty which is either attached to the Agreement or has otherwise been delivered to the Buyer. Buyer hereby acknowledges receipt of the Manufacturer's pre-printed Statement of Warranty and understands same.

If a Used Apparatus, all items of the Apparatus are sold "As-Is" without any warranty by the Company. These warranties are in lieu of all other warranties expressed or implied, including without limitation any implied warranties of merchantability and fitness for a particular purpose.

For communications regarding this Agreement, the parties to the Agreement designate

✓ Scott Elliott, Interim Town Manager as representative of the Buyer whose phone Number is (252) 818 - 0891, and Travis Mayo as representative of the Company whose Phone number is 1-877-358-3473.

This Agreement, including its attachments and exhibits, constitute the entire understanding between the parties relating to the subject matter contained herein and merges all prior discussions and agreements. No agent or representative of the Company has authority to make any representations, statements, warranties, or agreements not herein expressed and all modifications or amendments of this Agreement, including its attachments and exhibits, must be in writing signed by an authorized representative of each of the parties hereto.

This Agreement shall not constitute a valid and binding obligation of the Company until accepted in writing by an officer of the Company at its offices. If requested by the Company, the Buyer shall furnish a satisfactory written opinion of the Buyer's attorney that the Buyer has the power to make the Agreement, that the individual signing is

authorized to sign on behalf of the Buyer, and that this Agreement is a valid, legal and enforceable obligation of the Buyer.

IN WITNESS WHEREOF, the Company and the Buyer have caused this Agreement to be executed by their duly authorized representative as of the date set forth by each.

Buyer

Fire Connections, Inc.

✓ Town of Bethel, NC
Buying Entity Name

Robert C Rogers
Truck Sales Representative

✓ Scott Elliott
Signature

[Signature]
Signature

* Interim Town Manager
Title

Sales
Title

✓ 8-20-25
Date

8-8-2025
Date

* As approved by the Bethel
Town Board of Commissioners
on August 5, 2025.

Accepted for the Corporation by:

[Signature]
Signature

President
Title

8/21/25
Date

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

Scott Elliott 8-20-25
Scott Elliott, Finance Officer

FET EXEMPTION CERTIFICATE

QUOTE 141060	
DEALER NAME: FIRE CONNECTIONS	NAME: Town of Bethel
2520 N WESLEYAN BLVD	ADDRESS: PO Box 308
ROCKY MOUNT NC 27804	Bethel NC, 27812
UNIT TYPE: Commercial VM8 PUMPER	
CHECK ONE: COMMERCIAL CHASSIS X CUSTOM CHASSIS	

The sale is Exempt as:

☐ GVW (Gross Vehicle Weight) is not greater than 33,000 lbs.
Indicate GVWR _____
(Gross Vehicle Weight Rating)

☐ Sales to Dealers Registered for Tax Free Purchases

Dealer's Name _____
Registration # _____ MUST BE COMPLETED
A copy of the Dealer's Form 637 approved by IRS must be on file.

☐ Sale for Export (See Sec. 48.4221-3)
Proof of export Bill of Lading or other documentation must be on file.

☐ Certain U.S. Government Sales approved for tax exemption by Secretary of Treasury.
Approved letter must be obtained from purchaser.

☒ Sales to State and Local Governments, Municipalities or Volunteers (Sec. 4221 (a)(4)).
Purchaser must sign and execute:

I certify that I am ✓ Scott Elliott, Interim Town Manager of ✓ Bethel, NC
Name and Title Purchasing Municipality
and that I am authorized to execute this certificate and that the vehicle described above will be purchased
for the exclusive use of Fire fighting
Purchasing Municipalities

I understand that the exemption from tax in the case of sales of articles under this exemption certificate to State, etc. is limited to the sale of articles purchased for its exclusive use. I understand that the fraudulent use of this certificate for the purpose of securing this exemption will subject me and all parties making such fraudulent use of this certificate to a fine of not more than \$10,000, or to imprisonment for not more than 5 years, or both, together with costs of prosecution.

Signature ✓ Scott Elliott, Interim Town Manager

Address ✓ 141 W. Railroad St. / PO Box 337, Bethel, NC 27812

This certificate applies to Body Chassis X Both

Please attach signed tax form to the quote in portal and submit with purchase order.

FLORIDA SALES & USE TAX FORMS EXEMPTION CERTIFICATE

Q	
DEALER NAME: FIRE CONNECTIONS	NAME: TOWN OF BETHEL
2520 N WESLEYAN BLVD	ADDRESS: PO BOX 308
ROCKY MOUNT NC 27804	BETHEL, NC 27812
UNIT TYPE: COMMERCIAL PUMPER	

The Sale is Exempt as:

€ Sales to U.S. Government, Municipality or Florida Volunteer
(These agencies are exempted from tax under the provision Section 212.08 (6) F.S.
Submit Form DR-14 Consumer's Certificate of Exemption in not U.S. Government)

€ Sales to Florida Dealer for Re-Sale
Dealer's Florida Sales Tax Registration # _____
(Submit copy of annual resale certificate)

☒ Sales to Non-Resident purchaser outside Florida or in state delivery to non-resident dealer or
resale outside Florida - Purchaser should sign and execute affidavit:

Indicate Whether:

€ Non-Resident Purchaser Dealer Sales Tax Registration # _____
€ Non-Resident Dealer State of: _____
Home State Sales Tax No. _____

AFFIDAVIT

Authorized purchaser signatures: Scott Elliott, Interim Town Manager Date: 8-20-25
Name and Title

Notarization

State of: North Carolina

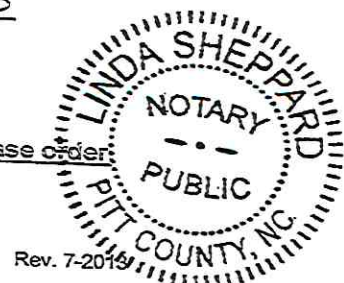
County of: Pitt

Before me, the undersigned, personally appeared the individual whose name and address is shown above, and after being duly sworn certified that he is a) the purchaser of the motor vehicle delivered outside the State of Florida, or b) dealer for re-sale outside of Florida and that the motor vehicle hereon will not be used in Florida under conditions which will subject said motor vehicle to the State of Florida sales or use tax.

Subscribed to and Sworn before me this 20 day of August 20 25

Notary Public Linda Sheppard expires 3-10-29

Please attach signed tax form to the quote in portal and submit with purchase order.



ATTACHMENT H

TOWN OF BETHEL

LINE ITEM TRANSFER/BUDGET AMENDMENT

Date: 9/2/25
Amendment # 3
Department: LIBRARY

LINE ITEM TRANSFER					
FROM			TO		
Account Name	Acct #	Amount	Account Name	Acct #	Amount
Total		\$ -	Total		\$ -

BUDGET AMENDMENT					
REVENUES			EXPENDITURES		
Account Name	Acct #	Amount	Account Name	Acct #	Amount
			Repairs & Maintenance	10-620-1500	\$ (500.00)
			Repairs & Maintenance	10-630-1500	\$ 500.00
Total		\$ -	Total		\$ -

Explanation: To move \$600 from Recreation repairs and maintenance to Library repairs and maintenance

Requested by:

Approved by:

ATTACHMENT I

Town of Bethel
Monthly Crime Statistic July 2025
August 6, 2025

Total Calls For Service N= 106(CAD Data)
Total Incident Reports N= 20

Index Crimes

Violent Crime	May 2025	June 2025	July 2025
Murder	0	0	0
Sexual Assault	0	0	0
Robbery	0	0	0
Assault	2	2	2
Property Crime			
Burglary	0	0	0
Larceny	1	1	1
Auto Theft	0	0	0
Arson	0	0	0

Total Part II Crimes reported N= 17
(Numbers Based on the number of incident reports)

The most common Calls For Service prefomed with in the city of Bethel.

Traffic Complaint Report	0
Traffic Stops	9
Business Checks	199(These are done in addition to calls for service.)
Sex Offender Check	10
Welfare Check	5
Alarm	6
Warrant Service	6
Ride By	6

ATTACHMENT J

Cash Balance Report Period Ending 7/31/2025

Town of Bethel

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Bank 5		SOUTHERN BANK & TRUST Acct#- 5531103060	
	Account		Balance
	10-102-0000 GENERAL FUND CHECKING		\$102,991.76
	63-102-0000 ARP GRANT CHECKING		\$0.00
	64-102-0000 SCIF GRANT FUND CHECKING		-\$1,673.40
	65-102-0000 RTG CASH		-\$28,945.36
		Bank 5	Total:
			\$72,373.00
Bank 6			
	Account		Balance
	10-151-0000 NCCMT INVESTMENTS		\$2,454,570.96
	64-151-0000 NCCMT INVESTMENTS		\$164,525.68
	65-151-0000 NCCMT INVESTMENTS		\$200,000.00
	66-151-0000 NCCMT-STRUCTURE DEMOLITION		\$200,000.00
		Bank 6	Total:
			\$3,019,096.64

Total Cash Balance:	\$3,091,469.64
---------------------	----------------

Budget vs Actual (Summary)

Town of Bethel

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Period Ending 7/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
	1,521,553	0.00	17,808.96	17,808.96	17,808.96	(1,503,744.04)	1%
Revenues Totals:	1,521,553	0.00	17,808.96	17,808.96	17,808.96	(1,503,744.04)	1%
Expenses							
GOVERNING BODY	33,990	0.00	2,626.64	2,626.64	2,626.64	31,363.36	8%
ADMINISTRATION-GF	471,871	223.69	26,989.59	26,989.59	26,989.59	444,657.72	6%
TAX COLLECTION PITT COUNTY	7,500	0.00	0.00	0.00	0.00	7,500.00	
POLICE DEPARTMENT	221,100	0.00	325.95	325.95	325.95	220,774.05	0%
FIRE DEPARTMENT	144,144	2.92	13,156.11	13,156.11	13,156.11	130,984.97	9%
STREET DEPARTMENT	449,374	(22.28)	28,562.33	28,562.33	28,562.33	420,833.95	6%
SANITATION DEPARTMENT	71,400	0.00	0.00	0.00	0.00	71,400.00	
RECREATION DEPARTMENT	16,900	0.00	392.30	392.30	392.30	16,507.70	2%
LIBRARY	26,208	0.00	22,494.18	22,494.18	22,494.18	3,713.82	86%
CEMETERY DEPARTMENT	20,000	0.00	800.00	800.00	800.00	19,200.00	4%
SENIOR CENTER	22,234	0.00	907.58	907.58	907.58	21,326.42	4%
CONTINGENCY	25,000	0.00	0.00	0.00	0.00	25,000.00	
DEBT SERVICE	11,832	0.00	986.00	986.00	986.00	10,846.00	8%
Expenses Totals:	1,521,553	204.33	97,240.68	97,240.68	97,240.68	1,424,107.99	6%
10 GENERAL FUND							
Revenues Over/(Under) Expenses:			(78,431.72)	(78,431.72)	(78,431.72)		

ATTACHMENT K

FIRE DEPARTMENT MONTHLY REPORTS
MONTH OF Aug. 1-31

CALLS:	NUMBER:
WATER FLOWS	
CAR FIRES	
STORM MODES	
BRUSH FIRES	
MOTOR VEHICLE CRASHES	3
HOUSE FIRES	
STRUCTURE FIRES	3
ALARMS	2
ASSIST EMS	
SERVICE CALLS	
OUTSIDE COUNTY FIRES	2
POWER LINES DOWN	
OTHER: _____	
OTHER: _____	

TRAINING HOURS:	TOTAL: 46
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[illegible]

Ms. Jalissa Griggs

We have implemented a new sign order program.. This is new and it may take a minute to get used to. However, this will ensure signs are ordered, billed, made and delivered in a timely efficient manner. With that said, below is how to order them. Please contact me with any questions with this process.

We are updating with changes.. I understand you don't need hardware and installation..

Go to our permitting site @ [Pitt County NC Permitting Portal](#)

1. You will need to setup or register as a user so you can login. It's at the upper right.
2. Once registered/ logged in, then Click on the "Apply" tab/interface..
3. In search bar key in Road Sign and Select Road Sign Order Form
4. Type in "Description" of what you are requesting
5. List the contacts for billing and submission. Our road sign coordinator will be added as well
6. The more info is where you start the sign process
7. Development Name/Location
8. Sign Group 1 is the first intersection you need, enter the street name and type
9. Add row if another blade/cross street is needed
10. Check the stop sign box if a stop sign is needed
11. Continue to sign group 2 for additional intersection

When finished select next Add attachment.. Either add the development plat or OPIS image pdf(for signs outside subdivisions) of the location of sign needed. Note, you cannot proceed until this has been completed

13. Select next
14. Now, review the sign order and choose submit.
15. We will review the order and begin the invoice phase and send you the invoice based on your contact info.