



**Dare County Planning Board Virtual Meeting**  
Meeting will be streamed live on YouTube

Dare County Board of Commissioners Meeting Room  
954 Marshall C. Collins Drive  
Manteo, NC 27954

**September 14, 2020**

**Agenda**

- I. Call to order **6:00 PM**
- II. Roll call  
John Finelli, Chairman  
Michael Barr  
Terry Gore II  
David Hines  
Beth Midgett  
David Overton  
Buddy Shelton
- III. Approval of minutes for the August 10, 2020 meeting
- IV. Public Comment  

Public comment may be presented to the Board in advance of the meeting by sending an email to: [dcplanningbd@darenc.com](mailto:dcplanningbd@darenc.com). Emailed public comments will be received by the Board until 4:00 PM on the day of the meeting.
- V. Old Business
  - a. None
- VI. New Business
  - a. Preliminary Plat Review - Payne Estates Section Four – Roanoke Island, NC
- VII. Other Business
  - a. Continued Discussion of the Travel Trailer Park Ordinance
- VIII. Adjournment

## MINUTES OF THE DARE COUNTY PLANNING BOARD MEETING

The Dare County Planning Board held their regularly scheduled meeting on Monday, August 10, 2020. This meeting was held in the Dare County Board of Commissioners meeting room located at the Dare County Administrative Building, 954 Marshall C. Collins Drive, Manteo, NC.

The meeting was streamed live on YouTube at <https://youtu.be/KO5Hx7yaDyY>.

**CALL TO ORDER** 6:00 pm

**MEMBERS PRESENT** John Finelli, Chairman  
Michael Barr Beth Midgett (remotely)  
Terry Gore II David Overton  
David Hines Buddy Shelton

### MEMBERS ABSENT

-None-

### APPROVAL OF MINUTES

There was a correction to the minutes of the August 10, 2020 meeting of the Dare County Planning Board. The correction was made to the last sentence of the second paragraph on page four. The words "and steps" were removed, such that it reads: Chairman Finelli said decks will be included in the 900 square foot requirement. Terry Gore made a motion to approve the minutes as corrected. Buddy Shelton seconded this motion.

Vote: Ayes – Unanimous

### PUBLIC COMMENT

John Robbins, III, of John Robbins Construction and Planning provided email comments to the Board regarding the Travel Trailer Park Ordinance Draft. Mr. Robbins comments were read aloud to the Board by Planning Director, Donna Creef, as requested by Mr. Robbins. A copy of Mr. Robbins comments is available upon request.

### OLD BUSINESS

-None-

### NEW BUSINESS

-None-

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LAND OF BEGINNINGS

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## **OTHER BUSINESS**

### ***Continued Discussion of Travel Trailer Park Ordinance***

Chairman Finelli asked the Board to confirm they had the August draft of the Travel Trailer Park Ordinance (TTPO) in front of them. Chairman Finelli said he wanted to go through the draft page by page but recommends the Board first address the draft's two big issues: (1) Limitations on the size of cabins and alternative units; and (2) the mix within a park.

Chairman Finelli said there is no magic number for cabin size. He said the Board started out with a 400 square foot requirement for camping cabins, which after several discussions evolved to a 900 square foot requirement. The Chairman said it will be up to the Commissioners to decide what the requirement will be but the Board needs to make a recommendation.

Chairman Finelli asked each Board member for their opinion on the size requirement for camping cabins and alternative camping units.

David Hines said when he thinks of a campground he thinks of a smaller scale and thinks 900 square feet may be too much. Mr. Hines said he could get behind 700 square feet.

David Overton thinks 900 square feet is too much and added he is more in agreement with 600 square feet.

Buddy Shelton agrees with Mr. Overton that 600 square feet is a good number and serves the intent of what the Board is trying to do.

Beth Midgett said she agrees with smaller rather than larger and agrees with Mr. Shelton and Mr. Overton that 600 square feet is appropriate.

Michael Barr agrees with 600 square feet but wants to know if that includes decks or will there be an allowance for decks over the 600 square foot requirement. Chairman Finelli asked Mr. Barr what would be his recommendation. Mr. Barr said he is not opposed to 600 and 300.

Terry Gore said the 600 square feet of enclosed area with 300 square feet of decking is probably the best compromise overall.

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Chairman Finelli is in favor of the 600 square foot maximum size on the enclosed area of a cabin or an alternative camping unit. He said he'd like to keep the enclosed area at one number and decks at another; not combine them into one.

Chairman Finelli asked each Board member for their opinion on the size requirement for decking for camping cabins and alternative camping units.

Terry Gore said a ratio keeps sticking in his mind. He said if 49 percent of the enclosed space could be deck space and if you were to build a 500 square foot unit you couldn't have more than 240 square feet of deck spacing because it needs to be proportionate to what you build.

Michael Barr agrees with Mr. Gore the size of the deck should be proportionate to the size of the enclosed space of the camping cabin.

Beth Midgett said the unit should be proportionate to enclosed space versus decking and recommends a one-third ratio. Chairman Finelli clarified if you have 600 feet of enclosed area you could have 200 square feet of decking.

Buddy Shelton thinks it's equally important to have outdoor space as it is to have indoor space. He agrees with having a proportional sized deck to the amount of indoor space. He added that the 900 square foot doesn't bother him as a footprint but the 900 square foot of living area is beyond what he envisions camping to be.

David Overton agrees the size should be proportionate to the size of the structure itself. Chairman Finelli asked Mr. Overton if he had a preference over one-third or one-half. Mr. Overton said he would be more likely to go with one-third than one-half.

David Hines said he is good with 600 and 300 as long as it is in the footprint as Mr. Shelton indicated.

Chairman Finelli said he doesn't have a preference but if he had to pin it down he'd go with one-third but is also okay with one-half.

The Planning Board voted on the proportion of the decking size requirement for camping cabins and alternative camping units.

Vote: One-third - 3 - Shelton, Overton, Midgett  
One-half - 4 - Gore, Barr, Hines, Finelli

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The Board discussed a requirement for adjoining camping cabins and deck space. The Board agreed that a developer can adjoin two units by a deck but not more than two units.

The Chairman confirmed the Board agrees no more than 600 square feet maximum of enclosed space. Decking will be allowed up to fifty percent of the enclosed space size. A 600 square foot unit will be allowed 300 square foot of deck not including the stairs. Two units may have decks adjoined.

The Board discussed the mix within a park and whether a developer can build a park full of camping cabins and/or alternative camping units or if a percentage of the park will be for travel trailers.

David Hines said developers should have the option to decide what works best for the parcel and land. He said camping has evolved and we should be a little open-minded to it regardless of our personal opinions of what camping should be.

David Overton said 60 percent travel trailers and 40 percent camping cabins comes to mind.

Buddy Shelton said 50 percent travel trailers and 50 percent camping cabins because this is a Travel Trailer Park Ordinance.

Beth Midgett said she is ok with a 60 to 40 percent mix or even a 50 to 50 percent mix and agrees with Buddy Shelton that this is a Travel Trailer Park Ordinance.

Michael Barr said he is good with a 50 to 50 percent mix.

Terry Gore believes a developer or owner should be able to do whatever percentage they feel is best for their unique piece of property for their unique clientele. Mr. Gore said he is in agreement with David Hines on this issue.

Chairman Finelli explained this is a Travel Trailer Park Ordinance but it is also a campground ordinance. He added he does not see anything negative about having all cabins and he does not think it would drive travel trailer parks out of business. He further stated he is okay with having all cabins if that is what a developer wants to do.

Chairman Finelli said based on comments of the Board there are four members who favor a 50 percent travel trailer mix to 50 percent camping cabins. Three members are okay with 100 percent camping cabins or alternative camping units.

Donna Creef asked the Board if the language for 100 percent camping cabins and alternative camping units should be taken out of the ordinance. Chairman Finelli suggested it be taken out because that is what the majority of the Board has stated.

The Board discussed lot coverage for camping cabins. Buddy Shelton asked if there is a 50 to 50 split between travel trailers and camping cabins then there will be a 60 percent lot coverage requirement. Donna Creef said yes, it is considered a commercial use. Mr. Shelton asked if a park full of camping cabins would have 30 percent lot coverage like residential structures. Donna Creef stated that is how it is drafted in the ordinance.

The Board discussed a time limit requirement for campgrounds. Beth Midgett said there is an 89 day restriction on vacation rentals. Beyond 89 days you turn into a full time rental and are no longer considered a vacation rental. Donna Creef added that is State Law. Terry Gore said one of the key differences between being a long term rental or an over 90 day rental versus an 89 day or less rental is permanency of address. Mr. Gore added you cannot declare your vacation rental as a permanent address, you cannot have mail sent there and you cannot put that on a driver's license. You have to have a separate full-time residence. He said that should apply here as well. The Chairman said there appears to be consensus there should be a limit. Terry Gore said he likes 89 days. Beth Midgett says 89 days is commensurate with vacation rentals. Donna Creef agrees that is what the language needs to be.

Ms. Creef will add language to the TTPO draft stating occupancy of any units that are located in an approved campground shall be occupied consistent with the North Carolina Vacation Rental Act.

Donna Creef recommended one last draft copy of the TTPO be presented to the Board for discussion at the next Planning Board meeting.

The Planning Board indicated consensus with having one more final discussion of the TTPO draft at the Planning Board meeting dated September 14, 2020.

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LAND OF BEGINNINGS

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The Board discussed safety measures of camping cabins and alternative camping units. Beth Midgett is concerned about the safety of camping cabins and alternative camping units during storms. She would like to know if there can be an enhanced warning system for campgrounds. Donna Creef said Staff reached out to the North Carolina Department of Insurance after a request from KOA was received for adding eco-tents. Ms. Creef said wind codes need to apply to camping cabins and alternative camping units and they need to demonstrate compliance. Ms. Creef added it may be appropriate for a site specific review at a Conditional Use Permit (CUP) to have the developer provide an emergency operations plan for their campground especially if it's a campground that features eco-tents.

The Board discussed housing for managers and employees. Chairman Finelli said the current draft allows for one unit for the park manager. The Chairman added that additional housing for employees may be allowed at the CUP level. Buddy Shelton and Beth Midgett agree. Donna Creef said she will write language that gives flexibility to address staff housing during a site review process.

#### **ADJOURNMENT**

There being no further business before the Dare County Planning Board, a motion to adjourn was made by Terry Gore and seconded by Buddy Shelton.

Vote: Ayes – Unanimous

The meeting adjourned at 7:37 p.m.

Respectfully Submitted,

Andrea DiLenge  
Planning Board Clerk

APPROVED: September 14, 2020

John Finelli  
Chairman, Dare County Planning Board

**DRAFT**




## County of Dare

P.O. Box 1000 | Manteo, North Carolina 27954 | 252.475.5000

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September 2, 2020

### MEMORANDUM

TO: Dare County Planning Board  
FROM: Donna Creef, Planning Director   
RE: Joyce Payne Bell Subdivision

Earlier this year, the Planning Board approved a seven-lot division for Joyce Payne Bell on Roanoke Island. Ms. Bell has submitted another preliminary plat that adds an eighth lot to the division. The proposed lot has frontage on Payne Rd, a State-maintained road. The lot is 25,198 square feet in area, well in excess of the required minimum lot size. There are two existing structures depicted on the lot but the use of the structures is not noted. The structures are within the principal use setbacks of the R-2 zoning district.

I recommend approval of the preliminary plat.





## County of Dare

P.O. Box 1000 | Manteo, North Carolina 27954 | 252.475.5000

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September 2, 2020

### MEMORANDUM

TO: Dare County Planning Board

FROM: Donna Creef 

RE: TTP/Campground Ordinance Amendments

Attached is the latest version of the TTP/Campground Ordinance with revisions from the August Planning Board meeting. I have deleted the strikethrough text for better flow. The latest changes are in red text as discussed last month.

1. The definition of all-weather surface has been deleted. The ROADS standards require gravel improved roads so I deleted this to avoid any inconsistency.
2. Section 160.22 General Standards – (O) I added some language about retail sales and laundry facilities.
3. Section 160.22 General Standards (W) a reference to the NC Vacation Rental Act has been added as instructed by the Planning Board last month. It was the consensus of the Board to include some occupancy restriction. The VRA uses 90-days as the benchmark to be considered as vacation rental.
4. Revised Section 160.24 Additional Standards for Camping Cabins, Alternative Camping Units and Camping Tents to reflect last month's discussion on the size limitations for these units.
5. Section 160-26 Roads to reference NCDOT standards for cul-de-sacs and turnarounds.
6. Section 160.32 Camping Spaces at Commercial Sites –As currently drafted travel trailer sites and alternative camping units can be featured at commercial sites. Camping cabins are not allowed as part of a commercial development. My recollection is that we intentional omitted camping cabins but I want to confirm this at the September meeting. We did not discuss this section at all last month.
7. I added Section 160.51 about the need for Park owners to notify Park guests if an evacuation order is orderrd by Dare County. It is impractical to expect Park

owners to notify guests of every impending thunderstorm or tornado threat. I understand and agree with the logic but at some point folks need to be accountable for their own safety.

Hopefully, these latest revisions capture the intent of the Planning Board's discussions to this point. I feel the draft ordinance updates our regulations to reflect market trends and hopefully a recommendation for approval will be forthcoming at the September meeting.

Chapter 160 TRAVEL TRAILER PARKS and CAMPGROUNDS

GENERAL PROVISIONS

160.01. Permits

It shall be unlawful for any person to develop, construct, alter or extend any travel trailer or campground within the unincorporated area of the County of Dare unless he/she holds a valid permit issued by Dare County.

160.02 Applicability

This Ordinance shall apply to all areas of unincorporated Dare County in those zoning districts where travel trailer parks and campgrounds are authorized according to the Dare County Zoning Ordinance. The terms campground and travel trailer park are used interchangeably in this ordinance and the Dare County Zoning Ordinance.

160.03 Use of Major Recreational Equipment

Major recreational equipment parked or stored on residential property or in any location other than an approved travel trailer park or campground shall not be used for living, sleeping, or housekeeping purposes. This does not preclude the parking or storage of such equipment on one's own property while not in use. Major recreational equipment is defined as including boats and boat trailers, pickup campers or coaches designed to be mounted on motor vehicles, motorized dwellings, tent trailers, travel trailers and recreational vehicles (RVs).

160.04 Definitions (Amended 7—20—92; 5-21-2012)

*TRAVEL TRAILER.* A self-propelled vehicle or structure, or a structure which is or may be situated upon or hauled by the body of a self-propelled vehicle, which contains sleeping or kitchen quarters or both sleeping and kitchen quarters. The definition shall include the terms camper, camping vehicle, and recreational vehicle.

*TRAVEL TRAILER PARK AND/OR CAMPGROUND.* A parcel (or contiguous parcels) of land which has been so designated, improved, and/or used so that it contains 2 or more sites or spaces available to the general public for rent and the placement thereon of travel trailers, camping cabins, alternative camping units or camping tents for occupancy. For the purposes of this ordinance, a travel trailer park and campground shall be hereinafter referred to as PARK. PARKS may be comprised of a mix of travel trailers, camping cabins, alternative camping units and camping tents.

*ENTRANCE LANDING.* – Structure including stairs or stairway used for the purpose of access to a travel trailer. Such landings shall not be constructed with walls and/or a roof or enclosed in any fashion other than handrails, lattice work, and/or pickets around the landing area. Entrance landings shall not exceed 100 square feet in area and shall not be permanently attached to the travel trailer. (5-21-2012)

*PERMANENTLY ATTACHED ADDITIONS.* Structural improvements that are bolted, strapped, or otherwise directly connected to a travel trailer. The Dare County Building Inspectors shall be responsible for making determinations on what constitutes “permanently attached addition”. (5-21-2012)

~~*ALL WEATHER SURFACE.* A level of roadway improvement other than soil that has been graded, compacted and maintained in such a manner that it provides reliable vehicular access in any weather conditions.~~

*CAMPING CABIN* A structure constructed according to the North Carolina residential code that is intended to be located in a PARK. Such cabins shall be compliant with the Dare County Flood Damage Prevention Ordinance. Camping cabins may or may not include restroom and/or kitchen facilities. Such units shall be used as temporary quarters or shelter during periods of recreation, vacation, leisure time or travel and shall not be used for permanent living quarters.

*ALTERNATIVE CAMPING UNIT.* A camping unit constructed of canvas or other similar materials to be located in a PARK. Such units shall be constructed for compliance with any applicable sections of the North Carolina building code and the Dare County Flood Damage Prevention Ordinance. Alternative camping units may or may not include restroom and kitchen facilities. Such units shall be used as temporary quarters or shelter during periods of recreation, vacation, leisure time or travel and shall not be used for permanent living quarters. The term alternative camping unit includes terms such as yurts, eco-tents or other similar names.

*CAMPING TENT.* A temporary shelter constructed of canvas, fabric, plastic, or other similar materials supported and sustained by a pole(s) and/or guy lines. Camping tents shall be used for temporary quarters or shelter during periods of recreation, vacation, leisure time or travel and shall not be used for permanent living quarters and/or occupied by the same person or person for more than 30 consecutive days.

*CAMPING SPACE* – a designated space designed for the parking of a travel trailer or for the location of a camper cabin, alternative camping unit or a camping tent.

*ENCLOSED AREA* – An area that is fully contained or surrounded by rigid or solid walls that are connected to and covered by a roof.

*UNENCLOSED AREA* An area that is not contained or surrounded by rigid or solid walls. Unenclosed areas may be covered by a roof and may have partial walls constructed of pickets, lattice work, boards or other similar materials. Insect screening may be used in conjunction with partial walls in unenclosed areas. Windows or glass coverings shall not be allowed in unenclosed areas.

#### *PROCEDURES FOR APPROVAL*

##### 160.15 Preliminary Approval

- (A) Any proposed PARK shall be subject to review by the Planning Board unless the Dare County Zoning Ordinance specifies the PARK shall be subject to conditional use permit review. If so, the procedures for review as a conditional use permit shall be followed with submittal of the preliminary site plan for review by the Planning Board and approval of the preliminary site plan by the Board of Commissioners.
- (B) Submission and Contents The applicant shall submit to the Planning Board, at least fifteen (15) days prior to a regularly scheduled meeting of the Planning Board, ten (10) print copies and one (1) digital copy of a site plan of the proposed PARK prepared by a professional engineer or land surveyor currently licensed or

registered by the North Carolina State Board of Registration for Professional Engineers and Land Surveyors containing the following information:

- (1) A vicinity map of the proposed PARK showing its location in relation to neighboring tracts, subdivisions, roads, and waterways;
- (2) The boundaries of the entire tract and the portion of the tract to be developed;
- (3) The total acreage to be developed;
- (4) The existing and proposed uses of the land within the PARK and the existing uses of adjoining lands including names of owners of adjoining lands;
- (5) The proposed street layout with pavement and right-of-way width, site layout and size of sites;
- (6) The name, address, and telephone number of the owner and, if applicable, a written and acknowledged statement of the owner designating the applicant or other person to act as his agent for the submission of plats;
- (7) The name of the proposed PARK;
- (8) Streets and lots of adjacent developed or platted properties;
- (9) Title Block containing:
  - (a) Property designation
  - (b) Name of Owners
  - (c) Location (including township, county and state)
  - (d) Date or dates survey was conducted and plat prepared
  - (e) A scale of drawing in feet per inch listed in words or figures
  - (f) Name, address, registration number and seal of the land surveyor and/or professional engineer
- (10) Corporate limits, township boundaries, county lines if on the tract
- (11) The names, titles, firm association, addresses and telephone numbers of all owners, developers, mortgagees, planners, architects, landscape architects, and engineers responsible for the PARK.
- (12) North arrow and orientation
- (13) Boundary lines of the tract, fully dimensioned by lengths and bearings, and the location of existing boundary lines of adjoining lands
- (14) Minimum building setback lines, front, side and rear as applied to the entire parcel.
- (15) The zoning classifications of the tract and adjoining properties .

(16) Existing buildings or other structures, water courses, bridges, culverts, storm drains, both on the proposed PARK and adjoining lands.

(17) Proposed campsites and dimensions numbered consecutively throughout the PARK

(18) Wooded areas, marshes, swamps, mean high tide line, vegetation line, primary and other dunes, ponds or lakes, streams or streambeds and any other natural features affecting the site.

(19) Flood hazard, floodway and floodway fringe areas and regulatory flood elevation data if available

(20) The following data concerning streets:

(a) Proposed streets

(b) Existing and platted streets on adjoining properties and in *the* proposed PARK

(c) Rights-of-way, location and dimensions including width of the proposed improved area

(d) Approximate grades and linear footage of roads

(e) Design engineering data for all corners and curves

(f) Typical street cross sections

(g) Street names – such names shall not conflict with other existing street names in unincorporated Dare County. Street name signs shall be erected in the PARK by the PARK owner.

(21) The location and dimensions of all (if applicable):

(a) Utility and other easements

(b) Riding trails, pedestrian and/or bicycle paths

(c) Parks and recreation areas with specific type indicated

(d) Areas to be dedicated to or reserved for public use

(22) The plans for utility layouts including:

(a) Wastewater systems

(b) Stormwater management systems or improvements

(c) Water distribution lines

(d) Electric, gas, telephone, cable or other utility services

(e) Illustrative connections to existing systems, line sizes, the location of fire hydrants, blowoffs, manholes, force mains and gate valves, etc.

(f) Plans for individual water supply and sewage disposal systems.

(23) Site calculations including:

(a) Acreage in total tract including any wetland areas

(b) Total number of camping spaces

(c) Size of smallest space in the PARK.

(d) The names and location of any property or buildings within the proposed PARK or within any contiguous property that is located on the U.S. Department of Interior's National Register of Historic Places

(e) Sufficient engineering data to determine readily and reproduce on the ground every straight or curved lines, street line, lot lines, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles, and tangent distance for the center line or curved property lines that are not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute

(f) The accurate locations and descriptions of all monuments, elevations, markers, and control points

(g) Topographic map when it is determined by the planning board that one is needed, with contour intervals and scale as determined by the planning board

(h) Boundaries of all Areas of Environmental Concern designated in accordance with the Coastal Area Management Act of 1974

(24) If the PARK is to be developed in phases, the boundaries of each phase and the sequence in which each is to be developed

(25) An inventory and evaluation of the soil and water resources within the proposed PARK

**(C)** Review

(1) Review by Other Agencies. A copy of the preliminary site plan shall be submitted to the district highway engineer, the county health director and to other appropriate agencies to assure coordination with the North Carolina Coastal Management Program and offices of the County for their review and recommendations.

(2) Review by Planning Board

(a) After considering any report and/or recommendations received in addition to any comments which the applicant may have, the Planning Board shall approve or disapprove the preliminary site plan. If the Planning Board disapproves the preliminary site plan, the reasons for such action shall be stated, and recommendations made on the basis of which the proposed PARK could be approved.

(b) Once the Planning Board has approved the preliminary site plan, work to install the infrastructure and other park improvements may begin. Any necessary building permits shall be obtained from the Dare County Building Inspector.

(c) For those PARKS subject to conditional use permit review, the review procedures set forth in the Dare County Zoning Ordinance shall be followed. Work to install the infrastructure and other park improvements may begin after conditional use approval is granted by the Board of Commissioners. Any necessary building permits shall be obtained from the Dare County Building Inspector.

#### 160.16. Final Approval

(A) Preparation of Final Site Plan and Installation of Improvements. Prior to approval of a final site plan, the applicant shall install all the improvements as approved on the preliminary site plan. No final site plan will be accepted for review unless accompanied by a statement signed by the applicant certifying that all of the provisions of this Ordinance have been complied with and that all of the required improvements have been installed.

(B) *Submission of the final site plan.*

- (1) Upon completion of all improvements, the applicant shall submit the final site plan to the Dare County Planning Director for review.
- (2) The final plat for the PARK shall be submitted not more than 12 months after the date on which the preliminary site plan was approved by Dare County; otherwise approval of the preliminary site plan shall expire and be null and void.
- (3) The Planning Board may grant an additional 12 months for the installation of improvements and submission of the final site plan if the PARK owner applies for such extension in writing before the expiration of the initial period and has begun to install the required improvements.
- (4) Five copies of the final site plan shall be submitted to the Dare County Planning Director for review and final approval.
- (5) The final site plan shall be prepared by a land surveyor or professional engineer currently licensed and registered in the State of North Carolina by the North Carolina State Board of Registration for Professional Engineers and Land Surveyors.
- (6) If the final site plan is disapproved by the Planning Director, the reasons for such disapproval shall be stated in writing, specifying the provisions of this ordinance with which the final site plan does not comply. If the final site plan is disapproved the applicant may make such changes as will bring the final site plan into compliance and resubmit for reconsideration by the Planning Director as if it were an original submission of a final site plan. The Planning Director may recommend the final site plan be submitted to the Planning Board for review and approval if the final site plan is inconsistent with the approved preliminary site plan.

(G) Once the final site plan has been approved by the Planning Director, the PARK may operate as approved by Dare County.



160.17 Certification.

The following signed and acknowledged certificates or required portions thereof shall appear on all copies of the final plat:

Certificate of Ownership

I hereby certify that I am the owner of the property shown and described hereon, which is located in the unincorporated jurisdiction of the County of Dare and that I hereby adopt this plan for a Travel Trailer Park and Campground with my free consent and agree to the operate the Park according to the provisions of the Dare County Travel Trailer Park/Campground Ordinance and the approved site plan for the Park.

\_\_\_\_\_  
DATE OWNERS

I, \_\_\_\_\_, hereby certify that personally appeared before me this day and acknowledged the due execution of this certificate. Witness my hand and official seal this the \_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
Signature

Official Seal

State of North Carolina Dare County

I, \_\_\_\_\_, certify that this map was (drawn by me) (drawn under my supervision) from (an actual survey made by me) (an actual survey made under my supervision) (deed description recorded in Book \_\_\_\_\_, Page \_\_\_\_\_, Book \_\_\_\_\_ Page \_\_\_\_\_, etc.) (other); that the ratio of precision as calculated by latitudes and departure is 1: \_\_\_\_\_; that the boundaries not surveyed are shown as broken lines plotted from information found in Book \_\_\_\_\_, Page \_\_\_\_\_; that this map was prepared in accordance with G.S. 47— 30, as amended; and that the prescribed reference points have been properly placed. Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ 20

Certificate of Approval

I hereby certify that the PARK shown hereon has been found to comply with the relevant portions of the Travel Trailer Park and Campground Ordinance of the County of Dare and that this site plan has been approved by Dare County.

\_\_\_\_\_  
Date Dare County Planning Director

*STANDARDS*

160.20. Development Standards (See Section 160.32 for development standards for camping spaces in conjunction with other commercial uses.)

Each PARK shall comply with the design standards of this ordinance as minimums and shall contain the improvements specified which shall be installed and paid for by the applicant. Land shall be dedicated or reserved as required.

160.21 Reference Points:

Prior to the approval of the final plat, permanent reference points shall have been placed in accordance with section 39-32.1 et seq. of the General Statutes of North Carolina. At least one corner of the PARK shall be designated by course and distance (tie) from a readily discernible reference marker. Each PARK shall be adequately staked to show the boundaries of the lot with stakes not less than three feet long and driven into the ground not less than two feet.

160.22. General Standards for all PARKS:

(A) The design and development of a PARK shall preserve the natural terrain, natural drainage, existing topsoil, trees and natural vegetation to the maximum extent possible.

(B) All PARKS shall contain at least two acres of contiguous area.- This two acre minimum shall not include any coastal or freshwater wetland areas.

(C) PARKS may be comprised of all travel trailers or may feature a mix of travel trailers, camping cabins, alternative camping units and camping tent sites. The preliminary and the final site plan shall identify the proposed use of each space or camping area. If a PARK is proposed to feature other camping units than travel trailers, a minimum of 50% of all camping spaces shall be designated and used as travel trailer spaces.

(D) All PARKS shall have utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage.

(E) All development, improvements, structures, and utilities shall comply with the applicable Areas of Environmental Concern (AEC) Standards and any other rules promulgated pursuant to the Coastal Area Management Act of 1974.

(F) Where deemed necessary by the Planning Board, a pedestrian walk may be required to provide convenient access to a public area such as a park or school, to a water area, or to areas such as shopping centers, religious or transportation facilities.

(G) PARKS shall be considered commercial land uses and the maximum overall lot coverage of impervious surfaces shall be 60% of the total parcel acreage excluding freshwater and coastal wetland areas unless a different lot coverage limitation for travel trailer parks/campgrounds is established by the applicable zoning district regulations for the site.

- (H) Camping spaces shall be located a minimum of ten (10) feet from any property line of the overall PARK boundaries.
- (I) Each camping space shall be properly graded to obtain a reasonably flat site and to provide adequate drainage away from the space.
- (J) No camping space shall have direct vehicular access to a public road.
- (K) The PARK shall be developed with proper drainage ditches. All banks shall be sloped and seeded.
- (L) When the park has more than one direct access to a public road, each access shall not be less than three hundred (300) feet apart or closer than three hundred (300) feet to a public road intersection unless topographical conditions or unusual site conditions demand otherwise.
- (M) The PARK shall have a buffer strip adjacent to the park boundary extending along the entire perimeter of the park. The planting strip shall not be a portion of any lot, road, or private drive. The buffer strip shall consist of a planted strip of land at least five (5) feet in width composed of indigenous deciduous and/or evergreen trees, spaced not more than ten (10) feet apart, and not less than one (1) row of indigenous dense shrubs, spaced not more than five (5) feet apart and five (5) feet or more in height after one growing season, which shall be planted and maintained in a healthy, growing condition by the property owner.
- (N) The PARK shall provide all utilities required by this section.
- (O) Each PARK shall have a central structure or structures that will provide separate toilet and shower facilities for both sexes. **Concession areas with retail sales and laundry facilities may be provided in the PARK for PARK guests.**
- (P) Where electrical service is used, the installation and use of such facilities shall conform with all applicable codes.
- (Q) Mobile homes in Travel Trailer/Campgrounds. It shall be unlawful for a person to occupy, park or store a mobile home in a PARK.
- (R) Residential structures may be located within the PARK for use as employee housing for an on-site PARK manager and other employees. Employee housing units shall be located in a designated area in the PARK and identified on the preliminary and final site plan. The total number of employee housing units shall not exceed the overall number of employees. Travel trailers and alternative camping units shall not be used for employee housing.
- (T) Sales of travel trailers and/or camping vehicles in a PARK on a commercial basis shall be unlawful.
- (U) Sales of travel trailer spaces shall be unlawful within a PARK.
- (V) Travel trailers/recreational vehicles placed on sites within a Special Flood Hazard Area shall either:
- (1) Be on site for fewer than 180 consecutive days,
  - (2) Be fully licensed and ready for highway use, or

(3) Meet all the requirements for new construction, including anchoring and elevation requirements of the Dare County Flood Damage Prevention Ordinance.

A travel trailer/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 security devices, and has no permanently attached additions.

Entrance landings as defined in this ordinance shall be allowed.

**(W) The length of occupancy of any travel trailer, camper cabin, alternative camping unit and/or camping tent shall be consistent with the North Carolina Vacation Rental Act as established in NCGS 42A.**

(X) Ownership of camping spaces shall be retained by the PARK owners. Camping cabins and alternative camping units shall not be individually conveyed or sold in fee simple title, as condominiums or for interval ownership. Camping units shall be used as temporary quarters or shelter during periods of recreation, vacation, leisure time or travel and shall not be used for permanent living quarters.

#### 160.23 Configuration of Camping Spaces

Camping spaces may be constructed with a fixed site layout with individual camping spaces configured in a linear layout based on a minimum camping space area or camping spaces may be constructed with a freeform layout with camping spaces configured in a non-linear layout whereby camping spaces are separated by a minimum distance. A combination of the two formats may be used with the PARK boundaries.

##### (A) Fixed configuration

1. Each camping space shall consist of a minimum area of fifteen hundred (1500) square feet with a minimum width of 30 feet with side space lines at right angles or radial to street lines. Each camping space shall be designated on the ground by markers or monuments. Each camping space shall be identified on the preliminary and final site plans.
2. No more than one (1) travel trailer, camping cabin or alternative camping unit may be parked or placed on any one camping space. A minimum of one 10' x 20' parking space for a motor vehicle shall be located and identified within each camping space. Internal access roads shall not be blocked by motor vehicles or travel trailers.
3. Each camping space that will be utilized by a travel trailer shall be improved with a surface material such as gravel or concrete to provide a stabilized area for travel trailers. Impervious surfaces shall be counted as lot coverage.

##### (B) Freeform configuration

1. Camping spaces may be configured to allow flexibility in siting of camping spaces without the minimum area of 1500 square feet applied to each camping space. In lieu of the minimum camping space area, a maximum density of 28 camping spaces per one (1) acre of land shall be applied to free

form camping areas. Density of freeform camping areas shall be adjusted based on this 28-space limitation for areas less than one acre that are designated for freeform camping spaces within the PARK boundaries.

2. Camping units within freeform camping areas shall be separated from other camping units or other structures within the PARK by a minimum of 15 feet. This separation shall be measured from the footprint of a camping unit to the footprint of any adjoining camping unit or other structures in the PARK. Each freeform camping space shall be designated on the preliminary and final site plans with the separation measurements from other camping units, PARK boundaries, and other structures included on the site plan. Tent guy lines shall be excluded from the footprint area of separation.

3. A minimum of one 10' x 20' parking space for a motor vehicle shall be located and identified for each freeform camping space. Internal access roads shall not be blocked by motor vehicles or travel trailers.

4. Each camping space that will be utilized by a travel trailer shall be improved with a surface material such as gravel or concrete to provide a stabilized area for travel trailers. Impervious surfaces shall be counted as lot coverage.

160.24 Additional Standards for Camping Cabins, Alternative Camping Units and Camping Tents.

(1) Camping cabins and alternative camping units shall be constructed according to North Carolina State residential codes, the Dare County Flood Damage Prevention Ordinance and all other applicable federal, state and local regulations.

(2) Camping cabins and alternative camping units shall not exceed 600 square feet of enclosed area. The square footage of decks and unenclosed areas shall not exceed 50% of the square footage of a camping cabin but in no instance shall the square footage of decks and unenclosed areas exceed a maximum of 300 square feet. Steps, stairs, and stairways shall not be included in the square footage of the unenclosed areas.

(3) A maximum of two camping cabins and alternative camping units may be connected by unenclosed areas according to the square footage limitations of subsection (2) of this section and the units shall be separated by a minimum of fifteen (15) feet.

(4) Camping cabins and alternative camping units may contain sleeping, restroom and kitchen facilities.

(5). Areas for camping tents may be dedicated within the boundaries of any PARK and should be delineated on the preliminary and final site plans. Such areas shall be used for camping tents only. Camping tents shall be used for temporary quarters or shelter during periods of recreation, vacation, leisure time or travel and shall not be used for permanent living quarters and/or shall not be occupied for 30 consecutive days or more.

#### 160.25 Suitability of Land

Areas that have been used for the disposal of solid waste shall not be used for a PARK lots until the disposal of solid waste has been discontinued for at least ten years and then only if tests by the County Health Department, a structural engineer and a soils expert determine that the land is suitable for the purpose proposed.

#### 160.26 Roads and Access

- (A) Internal access roads shall be used to provide access to all camping sites.
- (B) Internal access roads shall be a minimum width of twenty (20) feet for two-way traffic. In some instances, one-way streets, twelve (12) feet in width, may be authorized by Dare County to access amenity areas or camping spaces where maneuverability of travel trailers or recreational vehicles is not compromised by the decreased road width.
- (C) Internal access roads are encouraged to be of a circular design to allow maneuverability of travel trailers and other recreational vehicles using the PARK. **The design of any cul-de-sac or turnaround area shall be consistent with North Carolina Department of Transportation standards.**
- (D) Internal access roads shall be improved with eight inches of ABC or STBC type 3 base course materials. Recycled asphalt or asphalt millings may be used but if used, then such material shall be considered an impervious surface and counted as lot coverage.
- (E) Internal access roads shall be maintained by the PARK owner.

#### 160.27 Storm Water Drainage System

A stormwater management plan prepared by a licensed North Carolina engineer shall be submitted in conjunction with the site plan for any proposed PARK. Design criteria used for the stormwater plan shall be consistent with those used by the State of North Carolina for development activities in coastal counties but at a minimum shall be designed to capture and retain a 10-year 24-hour storm event. The design criteria shall be identified in the plan and appropriate on-site improvements to address stormwater conditions shall be installed as part of the preliminary plat approval.

#### 160.28 Park Name

The name of the ~~Travel Trailer~~ Park shall not duplicate nor closely approximate the name of an existing subdivision or travel trailer park/campground within Dare County.

#### 160.29. Solid Waste Collection

Solid waste containers shall be provided on site and shall be identified on the preliminary and final site plans submitted to the Planning Board. The location of solid waste containers and the appropriate number required for each PARK shall be subject to review and approval by the Dare County Public Works Department. A copy of the preliminary site plan shall be provided to the Public Works Department as part of the Planning Board review process. Solid waste containers shall be placed on the site prior to final plat review and approval.

### 160.30. Water and Wastewater Systems

(A) PARKS not connected to municipal or county water and/or sanitary sewer systems must have a suitable source of water supply and sanitary sewage disposal, which complies with the regulations of the Dare County Health Department and with the applicable laws of North Carolina and is approved by the County Health Department.

(B) Each PARK shall provide a sewage dumping station approved by the County Health Department.

(C). Individual utility connections for sites may be provided in addition to service buildings. The provision of individual utility connections do not alleviate the need to provide permanent service facilities as specified below:

(D) One (1) flush toilet, one shower and one lavatory for each sex per every twenty approved camp spaces provided that camping cabins and alternative camping units that include individual restroom facilities in the unit shall be counted at 50% in the fixture-to camping space ratio calculation.

(E) All toilet, shower, lavatory and laundry facilities shall be provided and maintained in a clean, sanitary condition and kept in good repair at all times. They shall be safely and adequately lighted. Facilities shall be easily accessible and conveniently located.

(F) All toilet, urinals, shower, lavatory and laundry room facilities shall be constructed according to North Carolina building codes and the Dare County Flood Damage Prevention Ordinance.

### 160.31 Recreational Amenities

Recreational amenities may be provided in the PARK and shall be identified as common areas on the preliminary and final site plans. Such amenities shall be constructed according to all applicable federal, state, and county ordinances. Ownership of the recreational amenities shall be retained by the PARK owners. The construction of swimming pools at any individual camping space shall be prohibited.

### 160.32 Camping Spaces at Commercial Sites

In areas zoned C-2, C-3, I-1, S-1 and Hwy 345, camping spaces may be developed on a commercial site in conjunction with other commercial uses according to the following provisions:

(A) A minimum of twenty (20) camping spaces shall be provided for travel trailers and alternative camping units only. **CAMPING CABINS?**

(B) The camping spaces shall be developed according to the provisions of Section 160.23 (A) or (B), Camping Area Configuration.

(C) The development of camping spaces at existing commercial sites shall be subject to conditional use permit review and approval.

(D) All camping spaces shall be grouped in one area of the site used exclusively for camping spaces. The camping spaces shall not be interspersed throughout the commercial site. The perimeter of the camping spaces shall be buffered according to Section 160.22 (N) of this ordinance.

(E) Water and wastewater facilities as established in Section 160.30 shall apply however the use of shared facilities may be authorized by the Board of Commissioners on a case by case basis as determined during the conditional use review and approval process.

(F) Ownership of camping spaces shall be retained by the PARK owners. Camping spaces shall not be individually conveyed or sold in fee simple title, as condominiums or for interval ownership. Camping units shall be used as temporary quarters or shelter during periods of recreation, vacation, leisure time or travel and shall not be used for permanent living quarters.

#### 160.33 Year-round Placement of Units in PARK

Travel trailers and other recreational vehicles may be located in a PARK on a year-round basis and shall not be used for permanent dwellings or year-round occupancy by individuals or groups of individuals.

160.34 Temporary Emergency Use of Travel Trailers – The use of travel trailers for temporary housing may be authorized by the Dare County Board of Commissioners during storm recovery and reconstruction.

Emergency use of travel trailers shall not be subject to the provisions of this ordinance.

#### 160.40 NONCONFORMING TRAVEL TRAILER PARKS

All travel trailer parks that existed on or before March 18, 1985 shall be considered to be pre-existing and non-conforming and shall be exempt from the standards of this ordinance except for the following:

(A) Roads — Access and circulation roads shall be of an all-weather surface and shall be maintained on a regular basis to eliminate ruts, potholes, etc. The road maintenance shall be the responsibility of the park owner/operator. The Dare County Planning Department may inspect roads on a regular basis to determine if the roads are at an acceptable level of improvement. If roads are found to be in need of maintenance, the Planning Department shall notify the park owner/operator in writing of the need for road maintenance. The park operator shall have 90 days from receipt of the notice in which to complete the necessary maintenance to bring the roads back to an acceptable level.

(B) Recreational vehicles placed on sites within a Special Flood Hazard Area shall either:

- (1) Be on site for fewer than 180 consecutive days,
- (2) Be fully licensed and ready for highway use, or
- (3) Meet all the requirements for new construction, including anchoring and elevation requirements of Dare County Flood Damage Prevention Ordinance.

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 security devices, and has no permanently attached additions.



Entrance landings as defined in this ordinance shall be allowed. (5-21-2012)

(C) In existing trailer parks where travel trailers are set up with porches, decks, screened rooms, or additions other than the allowable entrance landing, the non-conforming improvements may continue to exist as they did prior to July 20, 1992 until ownership or occupancy of the travel trailer has changed or the non-conforming improvements have been otherwise destroyed provided that such improvements are not permanently attached to a travel trailer by bolting, strapping or some other method. Should there be a change in ownership, occupancy or some other occurrence that results in the loss of the non-conforming improvement, such improvement shall be not reconstructed. It may however be replaced with a 100 square foot entrance landing as defined in this ordinance. (revised 5-21-2012)

(D) Any travel trailer park or campground in existence on ????? 2020 shall be considered a pre-existing PARK and shall not be subject to the provisions of this chapter. However, any existing PARK, if expanded, shall adhere to the revisions to the ordinance as adopted by the Dare County Board of Commissioners on ???? 2020. Any existing park may be modified to include camper cabins, alternative camping units or camping tent sites subject to the provisions of this chapter as adopted by the Dare County Board of Commissioners on ????? 2020.

160.50 Debris Removal (added to ordinance on 5-21-2012)

Dare County will not be responsible for the removal of damaged RVs. Damaged units shall not be placed or abandoned on the right-of-way of any public or private road. Park owners shall be responsible for any debris removal or clean-up costs that may result for storm conditions or other natural disasters that occur. Violations of this section of this ordinance shall be considered to be a violation of Chapter 96 Littering of the Dare County Code of Ordinances and subject to the terms of the chapter.

**160.51 Storm Response Plan (for PARKS developed after insert date of adoption) – Each PARK owner shall develop a storm response plan of appropriate actions that will be taken before, during and after storm events. In the event, evacuation orders are issued by Dare County, the PARK owner shall notify PARK guests of the order.**

160.60 Enforcement and Administration (added to ordinance on 5-21-2012)

Park owners shall be notified in writing of any violations of this ordinance that are identified by the Dare County Planning Department. The written notification shall state the nature of the violation, the identified method of correction of the violation, and the timetable for correction of the violation. Park owners shall be responsible for informing the individual RV owner of any violation and ensuring that the violation is corrected as notified by the Planning Department. Violations of this ordinance shall be subject to the general penalties set forth in Chapter 10.99 of the Dare County Code of Ordinances.