



CITY OF
ELIZABETH CITY
HARBOR OF HOSPITALITY *North Carolina*

TO: Mayor and Members of the City Council
FROM: City of Elizabeth City
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Administration

Please join us in congratulating Deputy City Clerk Doris Walton for graduating from the UNC School of Government's prestigious Clerks Certification Institute! The Clerks Certification Institute (CCI), which runs for 20 days over a year, provides instruction in subjects involving the core responsibilities of municipal and county clerks. The topics covered include the open meetings law, the public records law, ordinance authority and adoption, local government board procedures, agenda preparation, meeting minutes, public notices, oaths of office, quasi-judicial proceedings, and many others. Successful completion of the CCI satisfies the education requirements specified by the International Institute of Municipal Clerks for designation as a Certified Municipal Clerk (CMC). It also satisfies the education requirements for designation by the NC Association of Municipal Clerks as an NC Certified Municipal Clerk (NCCMC) and for designation by the NC Association of County Clerks as an NC Certified County Clerk (NCCCC). Completion of this certification makes Mrs. Walton eligible to apply for her NCCMC in the coming 2021 cycle.

Community Development Department

On Tuesday, the Board of Adjustment held its regularly scheduled meeting to consider two cases. The first was for a renewal of a Special Use Permit to continue the operation of a rooming house on North Road Street. During the meeting, staff presented an overview of the use permit and conditions that have evolved over the years. The permit was granted its annual renewal. The second item heard was a Special Use Permit for the operation of a wine bar to be located at 512 East Main Street, the site of the old Overman and Stevenson Pharmacy. The Planning Commission heard this request during their September meeting and recommended approval. The Board of Adjustment granted approval for the wine bar.

The Planning Commission will be holding its regularly scheduled meeting on November 3rd. There are three cases on the agenda. They will be reviewing a text amendment for the operation of food truck. They will also be reviewing a text amendment for proposed modifications to the design standards for Automobile Repair Services. The last item on the agenda will be the review of the preliminary plat for Stockbridge at Tanglewood Phases 3 and 4. These phases contain 178 single family lots. The Planning Commission will make recommendations on these cases to the City Council for their final decision.

Parks & Recreation Department / Senior Center

The Fall Downtown Waterfront Market will be holding a special Halloween market next Saturday, October 31st at Mariners' Wharf Park. The market will run from 9:00 a.m. to 1:00 p.m., and will include a wide array of vendors. Bring the kids with you! There will be pumpkin painting set up to keep them busy while you shop away. Fresh local honey, homemade barbecue sauces, produce, handmade candles, handmade jewelry, custom iron works, clothes, and so much more will be for sale at the market. If you need more information on the Fall Downtown Waterfront Market call Stacy Williams at 252-339-4092. See you next Saturday!

After a successful month of operating under restricted hours and by appointment only, the ECPC Senior Center is happy to announce that we will be expanding our services and hours for the month of November. Beginning November 2nd, the Senior Center will operate Monday through Thursday, 6:00 a.m. to 7:00 p.m., and Fridays 6:00 a.m. to 5:00 p.m. Mask mandates, capacity restrictions, and temperature/COVID screenings will still be required. We look forward to serving our senior community and are excited to offer the wide variety of services and activities that we have planned. If you are interested in seeing all the ECPC Senior Center has to offer call 252-335-4323 or send an email to seniorcenter@cityofec.com. We look forward to seeing you at the Center!

Link to calendar:

https://www.cityofec.com/vertical/sites/%7B81CF1C17-216A-4959-BE57-0B405379B891%7D/uploads/October_Calendar_2020.pdf

On Friday, October 30th, join us for the annual Arbor Day celebration at Coast Guard Park. Traditionally, Arbor Day is celebrated in April; however, this is the best time of the year to plant a tree. Please feel free to join us at 9:00 a.m. for a proclamation honoring the day, as well as the planting of two Maple trees.

Parks and Recreation welcomed Sean Clark as their new Director on Tuesday. Director Clark joins us from the City of Hampton Parks and Recreation. Mr. Clark is excited about his new role in working with the community and our citizens of all ages. Please watch for new and exciting changes, events, and opportunities from the department.

Public Utilities Department

Over the past few weeks, several employees tested for various water and sewer certifications. I'm pleased to report the following certifications were obtained: Raymond Staten – Land Application and William Parker – Collections I. Both the Water and Wastewater Treatment Plants utilize land application and the Collection System is a Grade III system. We encourage all water and sewer operators to continue their education and certifications to advance and have a successful career in the water and sewer field. Congratulations and Great Job!

UPCOMING EVENTS

The City Council of the City of Elizabeth City will meet in Regular Session on Monday, October 26, 2020, beginning at 7:00 p.m. Due to the ongoing pandemic, this meeting will not be open to the public; however, it will be live streamed on the City's website at www.cityofec.com as well as on Channel 11. Any member of the public who wishes to have their comments heard by the Council may submit them to the City Clerk at aonley@cityofec.com to have them read into the record. The Clerk will accept comments until 6:45 p.m. on Monday, October 26th. Please remember to include your name and address.