



Dare County Planning Board Meeting

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

September 12, 2022

Agenda

- I. Call to order **6:00 PM**
- II. Roll call
John Finelli, Chairman
Beth Midgett
David Overton
Terry Gore II
Buddy Shelton
David Hines
John DeBoy
- III. Approval of minutes for the July 11, 2022 meeting
- IV. Public Comment
- V. Old Business
 - a. None
- VI. New Business
 - a. Zoning Text Amendment to R-2B, Request to add Pet Crematorium as a Permitted Use, Pam Anderson
 - b. Special Use Permit Application No. 5-2022, Request to add Child Care Facility at Manteo Faith Baptist Church, CIMAMI, LLC, Little School of Fish, 1037 Burnside Rd, Manteo, NC
- VII. Other Business
 - a. None
- VIII. Adjournment

MINUTES OF THE DARE COUNTY PLANNING BOARD MEETING

The Dare County Planning Board held their regularly scheduled meeting on Monday, July 11, 2022. 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.

CALL TO ORDER 6:00 pm

MEMBERS PRESENT John Finelli, Chairman
 Terry Gore II David Hines (Remote)
 Buddy Shelton John DeBoy

MEMBERS ABSENT Beth Midgett David Overton

APPROVAL OF MINUTES

There being no corrections or additions to the minutes of the June 13, 2022 meeting of the Dare County Planning Board, Terry Gore made a motion to approve the minutes as submitted. Buddy Shelton seconded this motion.

Vote: Ayes – Unanimous

PUBLIC COMMENT

Elizabeth Bradley, a Nags Head resident, emailed the Planning Board and the Board of Commissioners comments regarding the Old North End LLC subdivision. A copy is on file with the Planning Board Clerk.

Ramona H. Currie, a Roanoke Island resident, emailed the Planning Board and the Board of Commissioners comments regarding the Old North End LLC subdivision. A copy is on file with the Planning Board Clerk.

OLD BUSINESS

-None-

NEW BUSINESS

Proposed Amendment to Special Use Permit No. 3-2009, Addition of a Building in an Existing Group Development, Liberty Christian Fellowship, Inc., 244 Williams Dr., Colington, NC

John M. DeLucia, P.E., of Albemarle and Associates, Ltd.; Scott Hobbs, Senior Pastor of Liberty Christian Fellowship; and Dave Stormont, Project Manager of Liberty Christian Fellowship were present at the meeting.

Noah Gillam, Planning Director, addressed the Board. He explained that the original Special Use Permit (SUP) was for the construction of eight cabins, two bathhouses, and associated recreational amenities used by the church for the purpose of a summer camp. The applicant is seeking to build a new 15,000 square foot family life center that will be used by the church and summer camp attendees. The building will be two stories and include a gymnasium, dining hall with kitchen, office space, classrooms, and restrooms.

Mr. Gillam noted that the parcel is 632,645 square feet and with existing improvements the new proposed building will be below the 30% lot coverage limitations for the R-2B zoning district.

Mr. Gillam stated that a low density stormwater permit will be required for the project. The site will utilize an existing pond and wooded area on the parcel for stormwater containment and infiltration. Disturbance onsite is less than an acre so a State Erosion Control Permit will not be required.

The site plan was reviewed by the fire marshal and conditions have been added to the draft SUP to address his concerns.

A copy of the original SUP, new site plan, fire marshal comments, and draft SUP were provided to the Board for their review.

The Planning Board discussed the time frame for obtaining building permits. It was decided that a three year time frame would be added as Condition #5 to the draft SUP.

The Planning Board reviewed the draft SUP and deemed the conditions and site plan to be reasonable and appropriate.

This item will be forwarded to the Dare County Board of Commissioners for their consideration and will be subject to quasi-judicial review, which requires sworn testimony and other rules of procedure specific to quasi-judicial items.

OTHER BUSINESS

-None-

ADJOURNMENT

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

Vote: Ayes – Unanimous

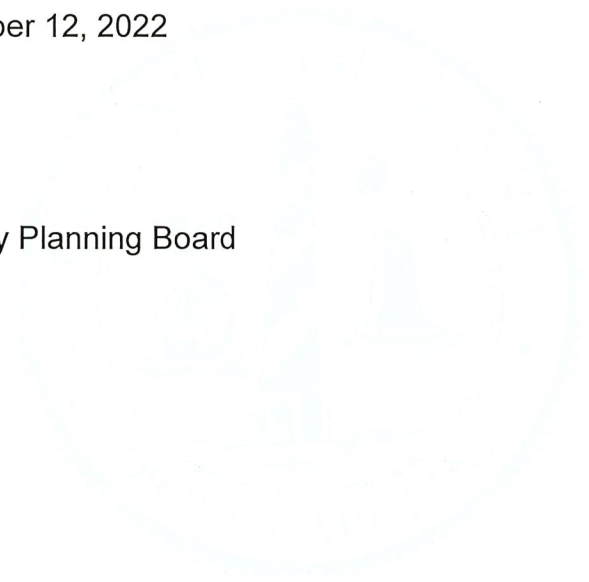
The meeting adjourned at 6:14 p.m.

Respectfully Submitted,

Andrea DiLenge
Planning Board Clerk

APPROVED: September 12, 2022

John Finelli
Chairman, Dare County Planning Board





County of Dare

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

August 16, 2022

MEMORANDUM

TO: DARE COUNTY PLANNING BOARD

FROM: Noah H Gillam, Planning Director *NHG*

RE: Text Amendment to the R-2B to allow for Pet Crematoriums

Pam Anderson has submitted a zoning text amendment request to amend the R-2B zoning district. Ms. Anderson is seeking the addition of pet crematoriums to list of uses offered in the areas zoned R-2B. The R-2B district applies to portions of Colington, and is intended to encourage the development of moderate density residential neighborhoods, to serve as a transition zone between low-density areas and more intensely developed areas, and provide a setting for a limited number of business uses associated with a coastal village location. Any text amendment to the R-2B district would apply to all lands zoned R-2B.

The R-2B is primarily a residential zoning district that offers some business/commercial uses including real estate offices, resident businesses, child care centers, and pet grooming and kennel facilities. I have included a copy of the R-2B regulations for the Board's review. The applicant currently operates a pet grooming and kennel facility located at 208 Williams Drive in Colington. For the proposed text amendment it is my recommendation that pet crematoriums be added as an accessory use to pet grooming and kennel facilities. The Board can also choose to add it as a stand-alone use.

The 2009 Dare County Land Use Plan includes two policies under Commercial Development heading that are pertinent to this proposed text amendment. A copy of this information is attached with the staff memorandum. LUC #5 encourages the continued existence of locally- owned businesses in unincorporated Dare County. LUC#6 addresses the scope of commercial development and the use of gross floor area limitations to manage the size of commercial development. This proposed text amendment does not seem incompatible with policies listed.

In researching pet crematoriums there does not appear to be any North Carolina State regulations on pet crematoriums. However certain incinerators maybe required to obtain a North Carolina Air Quality Permit. For the Boards discussion on conditions to add to the use I think the board should considered setbacks from residential dwellings, the need for the incinerator to be contained inside a building, and the need for the operator to obtain a certificate through one of North Carolina's approved cremation certification programs (NFDA or CANA). Attached is draft language for the board's discussion, the language can be expanded on or omitted.

SECTION 22-22.2 - R-2B ALTERNATIVE MEDIUM DENSITY RESIDENTIAL DISTRICT

The following regulations shall apply to the R-2B alternative medium density residential district:

(a) Intent. The R-2B district is intended to encourage the development of moderate density residential neighborhoods, to serve as a transition zone between low-density areas and more intensely developed areas, and provide a setting for a limited number of business uses associated with a coastal village location.

(b) **Permitted uses.** The following uses, and no other uses, shall be permitted by right:

- (1) Detached single-family dwellings.
- (2) Duplexes.
- (3) Customary accessory uses.
- (4) Mobile homes; provided that:

(a) They are placed on foundations and anchored according to the North Carolina State Building Code for mobile homes in a hurricane State.

(b) The requirements of the building inspector regarding skirting material and skirting area are complied with.

(5) Minor mobile home parks, according to the standards of the Dare County Mobile Home Park Ordinance.

(6) Crab shedding operations.

(7) County owned or leased facilities.

(8) Wind turbines for use in conjunction with a residential dwelling to be located on the same site subject to the following conditions:

(a) The minimum lot size - 10 acres.

(b) The maximum height of the wind turbine including the blades shall not exceed 50 feet.

(c) The wind turbine shall be located a minimum of 50 feet from all property lines.

(d) The wind turbine shall be used to provide electrical power for one residential dwelling and its associated accessory structures on the site. (Adopted 10-19-15)

(9) Accessory dwelling unit according to the provisions of Section 22-58.6 of this code. (Adopted 10-15-2018)

(c) **Special uses.** The following uses are permitted subject to the requirements of this district and additional regulations and requirements imposed by the Board of Commissioners as provided in Article IX of this chapter:

(1) Churches and cemeteries.

(2) Fire stations, schools and other public buildings.

(3) Home occupations.

(4) Private clubs, including boat launching areas, golf courses, tennis courts, community centers, libraries, picnic areas, beach clubs and concessions integral thereto; provided that no open commercial activity and that no sign other than a directional sign is allowed.

- (5) Public and private utility facilities.
 - (6) Public and private parks and playgrounds.
 - (7) Bed and breakfast homes provided that:
 - a. There are no more than 3 units in a home.
 - b. It is owner occupied.
 - (8) Campgrounds.
 - (9) Fish houses and dockage.
 - (10) Real Estate Offices.
 - (11) Resident business provided that:
 - a. Family member(s) resides on premises plus one other non-resident employee.
 - b. Merchandise produced on or off the premises may be sold at the business.
 - c. The total square footage designated as the resident business may not exceed 40% of the total floor area of the home. The business area may be located within the confines of the home or in an accessory building located on the same property provided the 40% maximum area is not exceeded.
 - d. One indirectly lighted sign; each side not to exceed four square feet may be installed.
 - e. Parking requirements Section 22-56 for the proposed use shall be applied.
 - (12) Family child care homes as defined in Section 22-2 and subject to the provisions of Section 22-29.1. (Amended 5-16-11)
 - (13) Child care facilities which are an accessory use of an existing or proposed church, public school, or other public building.
 - (14) Major mobile home parks, according to the standards of the Dare County Mobile Home Park Ordinance.
 - (15) Pet grooming and kennel facilities.
 - (16) Residential child care centers subject to authorization as Permit for Special Exception according to Section 22-29.1. (Amended on 4-7-08)
 - (17) Educational housing projects subject to the provisions of Section 22-58.8.
 - (18) Special use subdivisions subject to the provisions of Section 22-58.9.
- (d) Dimensional requirements:
- (1) Minimum lot size:
 - a. Single-family lots served by a private well and an on-site septic tank/drain field system: 20,000 contiguous square feet of soil not classified as a coastal wetland.

Single-family lots served by a central water supply and an on-site septic tank\drain field system: 15,000 contiguous square feet of soil not classified as a coastal wetland.

Single-family lots served by a central water supply and a central wastewater disposal system: 15,000 contiguous square feet of soil not classified as a coastal wetland.

b. Duplex lots if served by a private well regardless of wastewater disposal method: 20,000 square feet.

Duplex lots if served by central water regardless of wastewater disposal method: 15,000 square feet. (Amended 10-15-2018)

c. Resident business: 30,000 contiguous square feet of soil not classified as a coastal wetland.

(2) Minimum lot width: 75 feet measured at the building setback line.

(3) Minimum front yard: 25 feet.

(4) Minimum side yard: 10 feet. An additional 10-foot side yard setback adjacent to the street is required for a corner lot.

(5) Minimum rear yard: 20 feet.

(6) Maximum allowable lot coverage by principal use and all accessory structures and uses:

a. For all residential uses including home occupations, bed and breakfast homes, and resident businesses: 30%.

b. For all other uses: 50%.

(7) Height limitation: 35 feet.

(Adopted by the Dare County Board of Commissioners on June 16, 1997)

(Am. Ord. passed 9-16-2019; Am. Ord. passed 6-21-2021)

Commercial Development

As noted in the previous section, residential development is the preferred pattern of development for unincorporated Dare County. However, some commercial development is necessary to provide goods and services to the local residents and our seasonal visitors. One objective established for commercial development is that such development should reflect the Outer Banks coastal heritage. In the Planning Board discussions of this issue, various alternatives were addressed and it was noted that this objective will be difficult to implement. Most often building design standards are used to establish architectural features, façade, and paint schemes. Reaching a consensus of appropriate building design standards is difficult and often faced with opposition from the business community. The importance of aesthetics as a quality of life issue and our continued appeal to seasonal visitors was stressed by the Planning Board in writing the policies for this topic.

One objective identified for this management topic was to keep commercial development on a neighborhood scale and of a scope that is not designed to attract regional markets. In 2003, the Dare County Board of Commissioners adopted gross floor limitations for the commercial zoning districts in unincorporated areas of the County. The zoning maps for Mann Harbor and Wanchese also included gross floor area limitations. In 2007, a gross floor area limitation was also adopted by the Board of Commissioners for the unzoned areas of Dare County. These gross floor area limitations should assist with the objective of neighborhood commercial development, not commercial development for regional markets.

The Planning Board also noted that the 2003 policy encouraging the continued existence of locally owned businesses should be included in the 2009 update. Many of the locally owned businesses have been in operation for many years, and in some instances, before zoning regulations were adopted by Dare County. Some of the businesses may have been rendered non-conforming with the overlay of zoning regulations. Amendments to the Zoning Ordinance to address the non-conforming status of older, existing businesses should be considered to ensure the replacement or repair of non-conforming commercial structures in support of the policy for locally-owned businesses. The eclectic nature of the businesses in unincorporated Dare County, especially along the Highway 12 corridor on Hatteras Island, is part of the appeal of the Outer Banks. Creating a favorable environment for the business community will assist with the continued success of the small neighborhood shops and stores in existence today.

Another potential tool identified during the LUP update process to implement the County's objectives is amendment of the Zoning Ordinance to limit drive-thru window service at restaurants and food service businesses. Most franchise food service businesses, especially the fast-food industry, rely on drive-thru window service. An amendment to eliminate this option for food service establishments

would provide an additional layer of protection for the unincorporated areas from franchise businesses that often employ unoriginal, generic, or replicated corporate building designs that are inconsistent with the traditional architecture of the Outer Banks. In addition to the incompatibility of these franchise restaurants with existing coastal village atmosphere, there are secondary impacts such as trash, lines of waiting vehicles, and a decrease in the appeal of the neighborhood that accompany these commercial developments.

The first section of the LUP noted that the needs of the permanent population and the seasonal population vary in terms of what commercial services and goods are desired. Many of the commercial businesses in Dare County are solely focused on the provision of souvenirs and tourist-related goods to the visiting population. The proliferation of these tourist-oriented businesses was identified by a vast majority of the respondents to the Citizen Involvement Poll as an important issue of concern. This concern was also voiced at all of the public input workshops held at the beginning of the update process in 2007. Other jurisdictions have adopted building design standards to address concerns about the aesthetics of these tourist-oriented retail operations. Building design standards do not address the profusion of such retail establishments. The legality of targeting one segment of the retail market and how to do so was identified as an implementation strategy by the Planning Board. Although it may prove extremely difficult to craft an ordinance aimed at tourist-related businesses, there was a strong consensus among the Planning Board that such efforts were worthy of study and research.

Policy LUC #5

Dare County encourages the continued existence and development of locally-owned businesses in unincorporated Dare County.

Implementation Strategy:

1. Inventory of older existing commercial businesses and consideration of zoning amendments to ensure their replacement or repair in the event of damage from a natural disaster. (2011)

Policy LUC #6

Commercial development should be designed to meet the needs of Dare County's unincorporated villages and not to serve as regional commercial centers. The gross floor area limitations of the Dare County Zoning Ordinance and other applicable land use codes shall be used as a tool to manage the footprint of commercial structures. The goal is to manage the size of the commercial structures, which serves as a disincentive for regional commercial centers for location in villages.

DRAFT

Draft Language for Proposed Text Amendment to the R-2B Zoning District

(c) Special Uses

(15) Pet grooming and kennel facilities, a pet crematory may be offered as associated use provided that:

- a. the parcel of land is greater than xx,000 sqft.
- b. the crematory is xx ft. from a residential dwelling
- c. the incinerator shall be contained inside a building
- d. a licensed/certified crematory operator shall be on staff
- e. cremation services shall be limited to domesticated animals, livestock shall not be permitted
- f. all applicable Local, State and Federal laws and rules are in compliance and that all applicable licenses and permits are obtained and a copy is provided to the Planning Department.

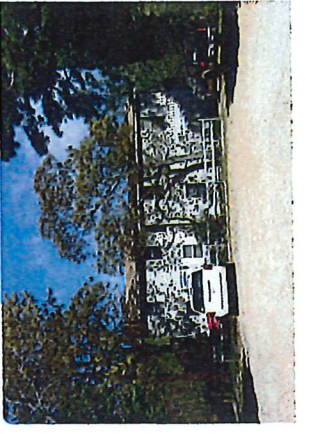
Language for stand-alone use

(c) Special Uses

(19) pet crematory provided that:

- a. the parcel of land is greater than xx,000 sqft
- b. the crematory is xx ft. from a residential dwelling
- c. the incinerator shall be contained inside a building
- d. a licensed/certified crematory operator shall be on staff
- e. cremation services shall be limited to domesticated animals, livestock shall not be permitted
- f. all applicable local, State and Federal laws and rules are in compliance and that all applicable licenses and permits are obtained and a copy is provided to the Planning Department.

DRAFT



Tax District: Colington
 Subdivision: Williams Colington Estate
 Lot BLK-Sec: Lot A Blk: Sec:
 Property Use: Multi-use
 Building Type: Residential 1 Family
 Year Built: 1984

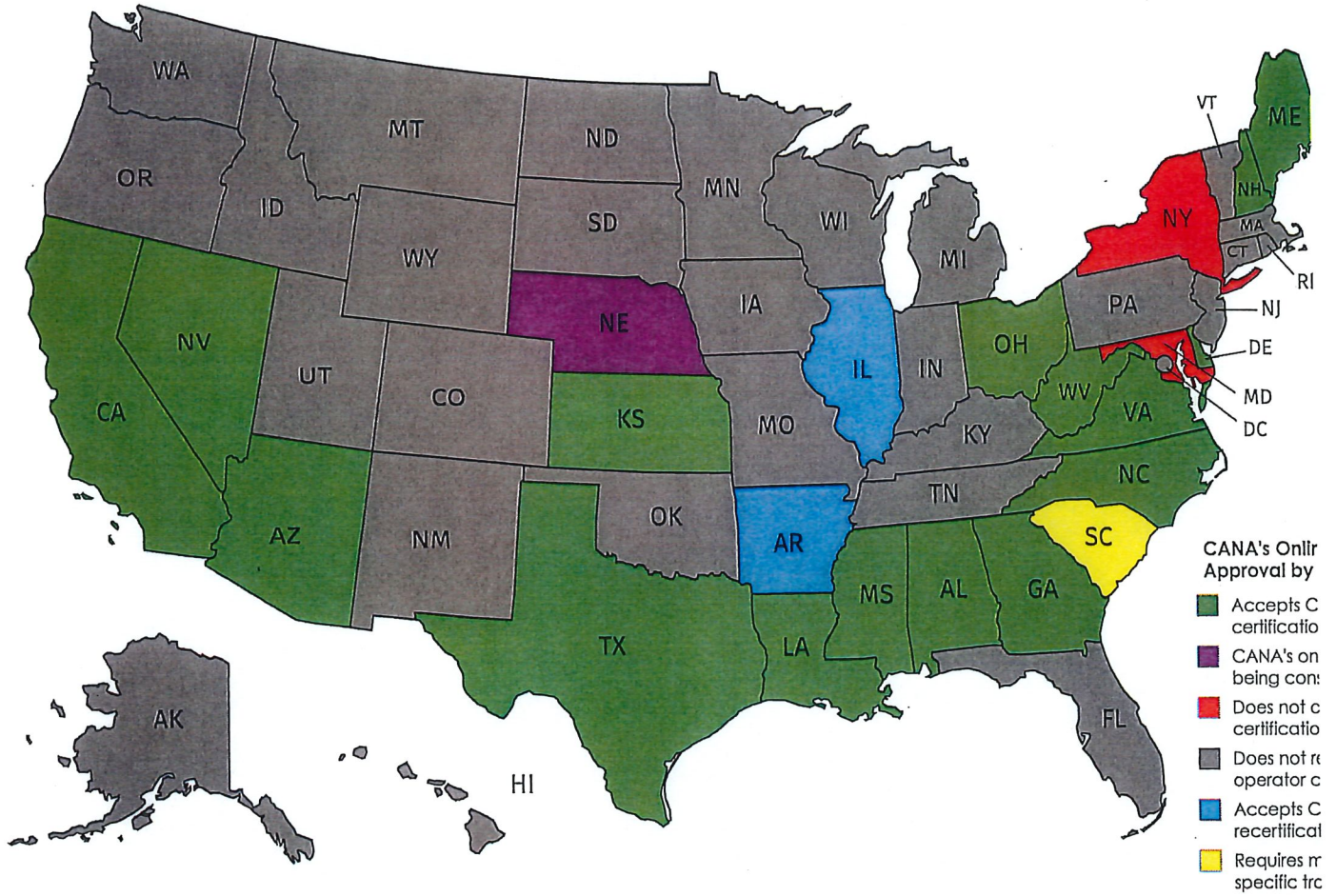
Owners: Angelos, Carol Ann -Primary
 Owner
 Building Value: \$255,700
 Land Value: \$212,500
 Misc Value: \$14,400
 Total Value: \$482,600

208 Williams DR
 Colington NC, 27948
 Parcel: 018789000
 Pin: 987310461996

This map is prepared from data used for the inventory of the real property for tax purposes. Primary information sources such as recorded deeds, plats, wills, and other primary public records should be consulted for verification of the information contained in this map.



CREMATION ASSOCIATION OF NORTH AMERICA



Carolina Pet Services

About Us Page

We built the foundation of our company on a simple philosophy: "Exceed expectations, with dignity, respect and understanding on a personal level." By taking the time with each client to explain our services, our procedures and the options available to them, we instill confidence and comfort in what we do. We can never forget that the service aspect of our business is so very important and as a result, we strive to accommodate every need. We understand that dealing with the loss of a pet is a painful experience and that this process is an important part of accepting that loss.

Certification

Although the State of NC does not require certification or regulate Pet Crematories, Steve feels that it is important enough in his operation for him to receive this training and certification through other means. By acquiring the certification as a Crematory Operator, Steve demonstrates his professionalism and his commitment to the proper aftercare of your pet.

We follow the International Association of Pet Cemeteries and Crematories 'Code of Ethics and Standards'. This sets us apart from other providers and ensures that your pet receives the utmost care and respect throughout the cremation process and that proper protocol is always followed.

Code of Ethics

As a business owner and operator of a pet cremation facility, we accept the following Code of Ethics developed by the International Association of Pet Cemeteries and Crematories.

We believe that in all of our business dealings the following to be fair and equitable principles and practices and we subscribe thereto:

1. We pledge to uphold the highest standard, always striving to raise the level of the profession.
2. We will perform all services in a dignified manner showing the compassion, sympathetic understanding, and genuine concern required.
3. We will respect the confidence of every family served.
4. We will never mix ashes, misrepresent an individual cremation, or return to the owner anything more or less than their pet's ashes.
5. We will not pay any commission, remuneration or gratuity to others for referrals, contacts or business.
6. We will not use any method of advertising, sales presentation or persuasion which conceals, evades, or mis-states a material fact.
7. We will comply with all federal, state and local laws.
8. We will maintain our own individual price policy.
9. We will maintain adequate financial and service records.




County of Dare

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

September 1, 2022

MEMORANDUM

TO: DARE COUNTY PLANNING BOARD

FROM: Noah H Gillam, Planning Director 

RE: Proposed Child Care Facility at Manteo Faith Baptist Church

A Special Use Permit application has been submitted by Elizabeth Shifflett for a proposed child care facility at the Manteo Faith Baptist Church. The property is located at 1037 Burnside Rd and is identified on the Dare County Tax Records as parcel 024643001. The property is zoned RS-8 and child care facilities as an accessory use of an existing church, school, or other public building are permitted subject to special use permit review.

The applicant is proposing to operate four days a week, Monday-Thursday for no more than four hours a day. Operating on this schedule allows the applicant to provide child care services without licensing requirements from the State of North Carolina. When operating a licensed child care center the state requires a ratio of students to staff based on the children's age, and places a cap on the number of students allowed to be supervised. Although not licensed the applicant is basing their structure on these requirements, and is proposing to have two staff members and maximum of 25 students. Conditions have been added to the draft SUP to reflect these limits.

The applicant has met with the Dare County Fire Marshal and staff from the church to determine what areas of the church meet the code requirements for a child care facility and have determined that the fellowship hall meets all requirements of the fire code and NC Building Code. All child care activities shall be limited to the fellowship hall and the fenced outdoor area. The existing parking for the church shall serve as the parking area and pickup/drop off for the child care facility.

A draft SUP is attached to this memo for the boards review.

DRAFT



Special Use Permit No. #5-2022

Dare County Sections 22-19, 22-65, & 22-70

Application of: Elizabeth Shifflett D/B/A The Little School of Fish Child Care

On October xx, 2022 the Dare County Board of Commissioners considered the application of the Petitioner above named which application is on file with the Dare County Planning Department, and the Board finds as follows:

1. That the written application of Petitioner with attachments has been duly submitted to the Dare County Planning Department as required by Section 22-65 of the Dare County Code (hereinafter referred to as "Code");
2. That the application substantially complies with the requirements of the Code in that it requests uses permitted by special use permit under the Code subject to the quasi-judicial procedures set forth in Section 22-70, including; Child care facilities, which are an accessory use of an existing or proposed church, school, or other public building
3. The subject property is zoned RS-8. This property is identified on the Dare County tax records as PARCEL 024643001 and located in the Manteo Out Tax District.
4. That the Dare County Board of Commissioners is empowered under sections of the Code set out above to approve special uses and apply reasonable and appropriate conditions;
5. That the notice procedures of Section 22-72 of the Code have been implemented in the review of this Special Use Permit;
6. That upon the evidence received, the testimony presented, and the submitted written record, there are sufficient facts to support the issuance of this Special Use Permit according to the following terms and conditions:

DRAFT

DRAFT

SPECIAL USE: A child care facility as an accessory use at the Manteo Faith Baptist Church located at 1037 Burnside Rd, in Manteo, NC.

CONDITIONS:

1. All Child care activities shall only occur in the church fellowship hall and in the fenced in area adjacent to the church. If the applicant or the church intends for the child care service to use other areas of the church an inspection by the Dare County Fire Marshal and Dare County Building Inspector shall be conducted and approval issued to ensure the area meets the requirements of all applicable North Carolina Codes and Regulations.
2. Child Care services maybe provided Monday-Friday, and for no more than four hours per day.
3. There shall be a staff to student ratio of 1:10 at all times and a maximum of 25 students supervised at a time.
4. All outdoor activities shall occur in the fenced in area adjacent to the church and under supervision of staff.
5. Dare County Planning Department and Dare County Fire Marshal officials shall be allowed to inspect the child care facility periodically to ensure compliance with North Carolina Codes and Regulations and the conditions of this Special Use Permit.
6. No changes or deviation from the terms and conditions of the special use approval shall be made until written approval of the proposed changes or deviations has been obtained from Dare County. The quasi-judicial procedures set forth in the Code shall be followed for the review and approval of major modifications. Minor modifications as established in Section 22-70 of the Code may be authorized administratively by the Planning Director.
7. A violation of this Permit shall be a violation of the Code and the special use may be revoked by the Board of Commissioners. Special use approval shall be revoked for any substantial departure from the approved application, plans, or specifications; for refusal or failure to comply with the requirements of any development regulation or any State law delegated to Dare County for enforcement purposes; or for false statements or misrepresentations made in securing special use approval. The same process for approval of a special use permit, including notice and hearing, shall be followed in the revocation of a special use permit.
8. All other terms and provisions of the Dare County Zoning Ordinance shall remain in full force and effect except as herein specifically permitted otherwise;

This xxth day of October 2022

DRAFT

DRAFT

SEAL:

COUNTY OF DARE

By: _____
Robert L Woodard Sr.
Dare County Board of Commissioners

ATTEST:

By: _____
Cheryl Anby
Clerk to the Board

THIS PERMIT AND THE CONDITIONS HEREIN ARE ACCEPTED

By: _____
Elizabeth Shifflet
The Little School of Fish

APPROVED AS TO LEGAL FORM

By: _____
Robert L Outten
County Attorney

DRAFT

The following requirements apply to both centers and homes.

Transportation

Child care centers or family child care homes providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratio must be maintained.

Records

Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills practiced with safe evacuation of children must also be maintained.

Discipline

Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all family child care homes and centers. Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in discipline policy must be shared with parents in writing before going into effect. Religious-sponsored programs which notify the Division of Child Development that corporal punishment is part of their religious training are exempt from that part of the law.

Parental Rights

- Parents have the right to enter a family child care home or center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

The law and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child care resource and referral agencies can provide help in choosing quality care. Check the telephone directory or talk with a child care provider to see if there is a child care resource and referral agency in your community. For more information about quality child care, parents can call 1-800-CHOOSE-1 or visit the Resources in Child Care website at: www.ncchildcare.net. For more information on the law and rules, contact the Division of Child Development at 919-662-4499 or 1-800-859-0829, or visit our homepage at: <http://www.ncchildcare.net>.

Reviewing Files

A public file is maintained in the Division's main office in Raleigh for every center or family child care home. These files can be

- viewed during work hours;
- requested via the Division's web site at www.ncchildcare.net; or,
- requested by contacting the Division at 1-800-859-0829.

How to Report a Problem

North Carolina law requires staff from the Division of Child Development to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be fined up to \$1,000 and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development at 919-662-4499 or 1-800-859-0829.

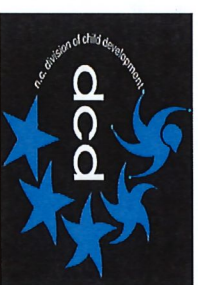
Child Abuse or Neglect

Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned. **North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services.** In addition, any person can call the Division of Child Development at 919-662-4499 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith.

Summary: North Carolina Child Care Law and Rules

Division of Child Development
North Carolina Department of
Health and Human Services
319 Chapanoke Road
Raleigh, NC 27603

April 2003



The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

10,000 copies of this brochure were printed at a cost of \$.042 per brochure

What Is Child Care?

The law defines child care as:

- three or more unrelated children under 13 years of age
- receiving care from a non-relative
- on a regular basis, of at least once a week
- for more than four hours per day but less than 24 hours.

It is only when all of these conditions exist that regulation is required. The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development. The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110.

The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

Star Rated Licenses

Centers and homes that are meeting the minimum licensing requirements will receive a one star license. Programs that choose to voluntarily meet higher standards can apply for a two through five star license. The number of stars a program earns is based upon the education levels their staff meet, the history of their compliance with licensing requirements, and the program standards met by the program.

Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, and an additional three school age children. This includes preschoolers living in the home but the provider's own school-age children are not counted (Individuals caring for one or two children are exempt from being licensed.) Licenses are issued to family child care home providers who meet the following requirements:

- Home providers who received a license on or after January 1, 1998 must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.

- He or she must undergo a criminal records background check.

- As of March 1998, all household members over age 15 who are present in new family child care homes when children are in care must also undergo a criminal records background check.

- All family child care home providers must have training in child development and CPR each year. They must also have first aid training every three years. All family child care homes must meet basic health and safety standards. Providers must maintain verification of children's immunization and health status. They must provide age-appropriate toys and activities, as well as nutritious meals and snacks for the children in care.

Child Care Centers

Licensing as a center is required when six or more children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose not to be licensed. Programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Licensed centers must meet requirements in the following areas.

Staff

The administrator of a child care center must be at least 21, and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must have training in child development each year and must undergo a criminal records background check.

Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for licensure are shown below.

| Age | Teacher : Child Ratio | Maximum Group Size |
|--------------|-----------------------|--------------------|
| 0-12 months | 1:5 | 10 |
| 12-24 months | 1:6 | 12 |
| 2 years old | 1:10 | 20 |
| 3 years old | 1:15 | 25 |
| 4 years old | 1:20 | 25 |
| School age | 1:25 | 25 |

Small centers in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.

Space and Equipment

To meet licensing requirements, there must be at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well-maintained, and age-appropriate. Outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

Curriculum

The Division of Child Development does not promote or require any specific curriculum over another. Child care programs choose the type of curriculum appropriate for the ages of the children enrolled. Activity plans must be available to parents and must show a balance of active and quiet activities. Rooms must be arranged to encourage children to explore and use materials on their own.

Health and Safety

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed programs to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) and must have space and time provided for rest.



County of Dare

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

SPECIAL USE PERMIT APPLICATION

Date: 7/19/22 Application No. _____

Property Owner/Petitioner: Elizabeth Shifflett

Address: PO Box 223 Manteo, NC 27954

Telephone: (540)241-3113 Email: mbcgrad2006@hotmail.com

Review Fee Paid: _____

Project Description: We would like to have a morning play based preschooler group meeting Monday - Thursday mornings 9am - noon. We will congregate at Faith Baptist Church. We are not paying rent on a leased space.

Property Description: Manteo Faith Baptist Church, Burnside Rd. Payne Estate

| Lot | Phase/Section | Block | Subdivision |
|--------------------------|---------------|-------|-------------|
| Parcel: <u>024643001</u> | | | PIN: _____ |

APPLICATION IS HEREBY made to the Dare County Planning Department for consideration of a Special Use Permit in accordance with the provisions of the Dare County Zoning Ordinance

Section: _____ Special Use: _____

A site plan and other documents as required for review of the special use permit application shall be submitted to the Planning Department with the application. A special use permit application shall not be processed by the Planning Department until such time that all review fees have been paid and all necessary documents have been submitted. Once the application is determined to be complete, the Planning Department shall schedule review of the application as established in Section 22-65 and Section 22-70 of the Zoning Ordinance.

Special use permits are subject to quasi-judicial procedures and an evidentiary hearing before the Dare County Board of Commissioners. The notice procedures of Section 22-72 of the Zoning Ordinance shall be implemented by the Planning Department. Reasonable and appropriate conditions may be applied by the Board of Commissioners as part of the evidentiary hearing process.

Applicant: [Signature] Date: 7/19/22

***Manteo Faith Baptist Church
Post Office Box 5
1037 Burnside Road
Manteo, North Carolina 27954
(252) 473-6214
Heath Benfield, Pastor
manteofaith@gmail.com***

July 19, 2022


To Whom It May Concern,

This letter is to inform and confirm that Manteo Faith Baptist Church has voted on and agreed to let Elizabeth Shiflett use our facilities for a Pre-School starting in September 2022. Please feel free to contact Heath Benfield if you have any questions.

Thank You,

Heath Benfield



From: Elizabeth Shifflett mbcgrad2006@icloud.com 
Subject: Re: Preschool Programs
Date: July 19, 2022 at 11:40 AM
To: Bonnie Brumbeloe bbrumbeloe@darekids.org



Thank you so much!

On Jul 19, 2022, at 11:37 AM, Bonnie Brumbeloe <bbrumbeloe@darekids.org> wrote:

Hi Elizabeth,

I am writing to confirm that preschool programs operating no more than 4 hours a day are not required to be licensed in the state of NC. Please see the information below from the NC Division of Child Development and Early Education the regulatory agency for child care in NC. This information is from their website, <https://ncchildcare.ncdohhs.gov/Home/DCDEE-Sections/Regulatory-Services>.

[Home](#) [DCDEE Sections](#) [Regulatory Services](#)
[COVID-19 in North Carolina for Child Care](#)

Regulated Child Care in NC

Who is regulated by the Division of Child Development and Early Education?

If you are caring for more than two children who aren't related to you for more than four hours a day, you might need to be licensed. If you do not meet any of the exemption scenarios provided below, then you need to apply for a license. The exemptions are:

- Recreational programs operated for less than four consecutive months in a year
- Specialized activities or instruction such as athletics, dance, art, music lessons, horseback riding, gymnastics, or organized clubs for children, such as Boy Scouts, Girl Scouts, 4-H groups, or boys and girls clubs
- Drop-in or short-term care provided while parents participate in activities that are not employment related and where the parents are on the premises or otherwise easily accessible, such as drop-in or short-term care provided in health spas, bowling alleys, shopping malls, resort hotels, or churches

- Public Schools
- Nonpublic schools that are accredited by the Southern Association of Colleges and Schools and that operate a child care facility for less than six and one-half hours per day
- Vacation Bible Schools
- Centers and Homes located on federal property over which the federal government has control (military bases and the Cherokee Indian reservation)
- Cooperative arrangements among parents to provide care for their own children as a convenience rather than for employment
- Any child care program or arrangement consisting of two or more separate components, each of which operates for four hours or less per day with different children attending each component

Although we always encourage licensure, there are currently many unlicensed/unregulated preschool programs in Dare County that operate less than 4 hours a day, mostly in churches. Please feel free to reach out to me if you have any questions or need additional information.

Good luck,

Bonnie

Bonnie Brumbeloe

Early Care & Education Manager

Children & Youth Partnership for Dare County

534 Ananias Dare Street, Manteo, NC 27954

Call or Fax: (252) 441-0614, Line 7

www.darekids.org

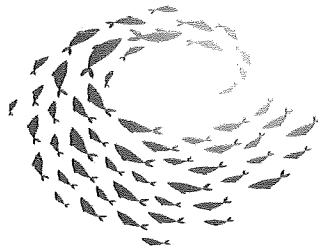
Lead Teacher Introduction

Elizabeth Shifflett: Holds a bachelor's degree in History having spent multiple years in education as well as being a Department of Labor recognized Safety Officer for the last twelve years. She is a mother of three; one college student, one first grader at Manteo Elementary and one up and coming preschooler. In her free time, Elizabeth loves going to the beach and playing or watching sports with her family.

Elizabeth feels called to bring a quality, holistic preschool program to Dare County, an area that is experiencing a critical childcare shortage. She is driven by the fact that existing programs all have long waitlists and babies currently aging into preschool are a special under-socialized population having been born during Covid. She believes positive social connections, play based learning, the arts and natural environments all cultivate a well-rounded citizen and a passion for learning that lasts a lifetime. Elizabeth is passionate about investing in Dare County by providing high quality preschool education to our community members. With a holistic view of health and education, she firmly believes that positive early childhood experiences and positive early associations with education sets children up for a lifelong love of learning and improves health outcomes throughout the lifespan, and an overall healthier community.

Assistant Teacher

Olivia Everette is a Manteo High School graduate who is studying Early Childhood at the College of Albemarle, Manteo. She is a former student athlete, and her energy and enthusiasm will be contagious in the classroom.



THE LITTLE SCHOOL
OF FISH

Mission:

We believe children thrive in a happy, loving, physically, and emotionally safe environment. We will provide a space to allow natural curiosity to motivate learning, natural conflicts to be turned into opportunities for growth becoming lessons in resilience. Our goal is to teach the social and motor skills necessary for successful entrance into kindergarten while developing good citizens and stewards of our natural environment.

Environment:

Keep well organized, easy for kids to know where to put toys away
Beautiful vibrant colors and natural materials
Visually appealing, not overly cluttered, well lit, and natural light
Display ABC's, number line, calendar, daily weather, seasonal art projects, etc.
Area rug for main Circle area
reading nook/area
dress up corner, play kitchen
art area and organized area to display art
music area/bin
puzzles/ wood blocks/ magnet blocks/ puzzles
sensory tables
shape blocks
class stuffed animal / bean bag chair

Outdoor:

Fenced and gated
Safe play structures
outdoor mud kitchen
shaded/covered area
balance bikes
micro scooters
balls
chalk
sandbox- trucks
ideally – small garden

Teach basic health & nutrition-through healthy snacks and movement

Weekly Themes:

Letter of the week
Color of the week
Emotion of the week
Weekly religious instruction- provided by church

Sample Daily Schedule

8:15-8:45:

Teachers arrive and prepare for the day.

8:45am:

Greet parents & students while they hang coats and backpacks.

9:00am:

Close door and begin Welcome Circle (i.e., the welcome/name song, calendar time, checking the snack and helper charts, and introduce the daily center options).

9:15-10am:

Students choose the play centers that they would like to start in and rotate through at their own pace while one teacher floats and the other teacher leads small group Art/manipulatives as one of the centers. *10am: Begin calling the students individually to go to the bathroom & wash their hands.

10-10:30am:

When each child finishes hand washing, they join the others on the carpet for Circle music & movement. There will be a thematic mini lesson of the day with stories while the other teacher prepares snack.

10:30am:

Students eat a healthy snack and then participate in clean up.

11:00am:

We turn off the lights and sing the clean-up song. Students return the toys and books to the shelves. When the room is tidied, they put on their shoes & coats.

11:15am:

Free play outdoors, daily. It is critical to our program and overall health and wellbeing of all. We don't believe in "bad weather," so please dress appropriately for the weather.

11:45am:

Farewell Circle time we practice a literacy or math skill (a letter, or a shape, quick rhyming activity, numbers) and then read a story.

12pm:

Help Students put on their coats & pack backpacks for dismissal.

12-1230pm: Teachers clean up, sanitize, and organize for next day.

*Serving children 2.5 years (AND potty trained) up to kindergarten ready 5year olds.

Policy handbook:

Payment amount and frequency

Expectations for payment, fee for late payment

Fee for picking up child more than 15 minutes late

Need for extra clothing

Fieldtrips

What to do when children are sick

Following Dare County School Calendar/Make up days

Emergency Planning

Understanding of discipline policy:

- Discipline policy - guided by the principle that the core of discipline is to instruct or redirect, not shout, or physically punish
- Believe conflicts between children can be opportunities for growth and best left to solve themselves when possible
- build resiliency and encourage children to continue through a challenge

Application to include:

List of fees and associated cost breakdown, discounts

List of medical conditions, allergies, etc.

Consent for medication administration - Tylenol, Benadryl, sunscreen

Consent for emergency medical treatment, insurance info

emergency contacts

Custody details, who can pick child up, etc.

Waivers

Community Partnership

Bonnie Brumbeloe of Children Youth Partnership (CYP) is mentoring and helping with the appropriate steps necessary to open the preschool.

* Licensing requires 10:1 ration adult to student.

* Unlicensed can be mixed ages of kids
Capped at 25 student per 2 adults.