

**Camden County Planning Board
Regular Meeting
August 24, 2022; 7:00 PM
Board Room in the New Camden County Library
Camden, North Carolina**

MINUTES

The regular meeting of the Camden County Planning board was held on August 24, 2022 in the Board Room in New Camden County Library Camden, North Carolina.

ITEM 1. CALL TO ORDER & WELCOME

The meeting was called to order by Chairman Steven Bradshaw at 7:00 PM. Also Present: Vice-Chairman Nathan Lilley, Board Members Lee Powell and Wayne “Roger” Lambertson. Board Member Ray Albertson was absent. Guest: Jason Mizelle Timmons Group. Staff Present: Planning Director Amber Curling, Permit Clerk Trisha Sabo.

ITEM II. CONSIDERATION OF AGENDA

Motion to Approve the Agenda as Presented

RESULT:	PASSED [4-0]
MOVER:	Nathan Lilley
SECONDER:	Wayne “Roger” Lambertson
AYES:	Steven Bradshaw, Nathan Lilley, Lee Powell, Wayne “Roger” Lambertson
ABSENT:	Ray Albertson

ITEM III. Due to Lack of a Quorum the Meeting of August 17,2022 was Reschedule to August 24,2022

Nathan Lilley called Meeting to Order. Motion to Reschedule Meeting to August 24,2022.

RESULT:	PASSED [3-0]
MOVER:	Wayne “Roger” Lambertson
SECONDER:	Ray Albertson
AYES:	Nathan Lilley, Ray Albertson, Wayne “Roger” Lambertson
ABSENT:	Lee Powell, Steven Bradshaw

ITEM IV. CONSIDERATION OF MINUTES -July 20,2022

Motion to Approve Minutes from July 20,2022 As Written

Steven Bradshaw did want to make sure the updates requested have been made. Updates verified.

RESULT:	PASSED [4-0]
MOVER:	Wayne “Roger” Lambertson
SECONDER:	Nathan Lilley
AYES:	Nathan Lilley, Steven Bradshaw, Lee Powell, Wayne “Roger” Lambertson
ABSENT:	Ray Albertson

ITEM V. OLD BUSINESS

None.

ITEM VI. NEW BUSINESS

1. Sawyer Rezoning Request

Amber Curling described this agenda item and went over the staff report incorporated below the Highlights:

- Waverly Sawyer submitted a Zoning Map Amendment Application. The application is to rezone approximately 1 acre from Highway Commercial (HC) to Neighborhood Residential (NR).
- The Board of Commissioners requested this resubmission after denial of the first submittal of the 10 acres to be changed from Highway Commercial (HC) to Neighborhood Residential (NR).
- Neighborhood meeting was held on April 12,2022. Nobody attended the meeting except staff and applicant.
- The 1 acre is located at 872 NC Hwy 343 N South Mills NC 27976.
- Property is not located in a Core Village or the 1-mile buffer of a core village.
- The area around the property is Farmland and Residential lots.
- The application is to rezone approximately 1 acre from Highway Commercial (HC) to Neighborhood Residential (NR).
- The current Zoning District of the property is Highway Commercial. The Highway Commercial district is applied to lots along the County’s major roadways including NC Hwy 343 N. The intended of this district is for automobile-oriented development, agricultural and institutional uses.
- The proposed Zoning District is Neighborhood Residential (NR) which serves as a transition district from the rural and suburban portions of the County, to village centers and major commercial corridors. The district is intended to accommodate single-family detached homes at moderate densities. Mobile and manufactured homes on individual lots, conservation subdivisions, and agricultural uses are permitted. The district has a 40,000 square foot minimum lot area.
- The surrounding property zoned as Working Lands with a small section of Neighborhood Residential to the North.

- According to the CAMA Land Suitability Plan the property is Moderate Suitability.
- The property is located in Watershed.
- The property is not located with any Wetlands.
- The property is located in Flood Zone X.
- The rezoning is inconsistent with the 2035 Comprehensive Future Land use Plan which shows the property as Rural Preservation.
- The Zoning map amendment request is consistent with the 2012 CAMA Future Land Use Map which shows the property as Low Density residential of 1 to 2 acres or greater.
- Water and Sewer lines are located adjacent to the property along NC Hwy 343 N.
- We have a map to show the distance from Core Village 1-mile buffer.
- The property is served by the South Camden Fire District. The Staff finds that the proposed zoning change will have minimal impact on Schools and Traffic.
- Mr Waverly Sawyer could not attend this meeting due to Health issues.

Steven Bradshaw questioned the request was for the parcel with house only.

Amber Curling validated yes.

Steven Bradshaw asked for other questions. Then asked for a motion.

Nathan Lilley made the motion to rezone the 1acre parcel from Highway Commercial (HC) to Neighborhood Residential (NR).

RESULT:	APPROVED [4-0]
MOVER:	Nathan Lilley
SECONDER:	Wayne “Roger” Lambertson
NAYES:	Nathan Lilley, Steven Bradshaw, Lee Powell, Wayne “Roger” Lambertson
ABSENT:	Ray Albertson

STAFF REPORT

UDO# 2022-08-10 Zoning Map Amendment for Sawyer Property on HWY 343 N

Project Information:

File Reference: 2022-08-10
Project Name: N/A
PIN: 01-8907-00-43-8620-0000
Applicant: Waverly M. Sawyer
Address: 117 Havenwood Drive
Camden, NC, 27921
Phone: 252-202-2882
Email: waverly702@gmail.com

Agent for Applicant: same as above
Address: same as above

Current Owner of Record: Waverly M. Sawyer and
Linda B. Sawyer

Meeting Dates:

April 12, 2022
August 17, 2022

Neighborhood Meeting
Planning Board Meeting

Application Received: August 10, 2022
By: Amber Curling, Planning

Application Fee paid: Waived

Completeness of Application: Application is generally complete

Documents received upon filing of application or otherwise included:

- A.** Rezoning Application
- B.** Deed
- C.** GIS Aerial, Current zoning, Comprehensive Plan Future Land Use and CAMA Land Use Plan Suitability Maps
- D.** Neighborhood Meeting Comments
- E.** Zoning Comparison: Highway Commercial (HC) to Neighborhood Residential (NR)

Request: Waverly Sawyer is requesting a Zoning Map Amendment per Article 151.2.3.30 of the Unified Development Ordinance for approximately 1 plus acres from Highway Commercial (HC) to Neighborhood Residential (NR) zoning district.

Location Description: The 1-acre parcel is located at 872 NC Hwy 343 N. The parcel ID for 872 Hwy 343 N is 01-8907-00-43-8620-0000. The parcel is located in South Mills Township.

Rezoning from Highway Commercial Zoning District (151.3.6.5):

The Highway Commercial district is applied to lots along the County's major roadways (e.g., US 158, US 17, NC 34, and NC 343) and is intended for automobile-oriented commercial development as well as large floorplate commercial uses and uses that require or generate truck traffic. The district also accommodates agricultural and institutional uses as well as higher density residential uses with a special use permit. New development in the HC district is grouped and configured to ensure regular lateral vehicular and pedestrian access along major transportation routes as a means of establishing a well-connected transportation system. New development is configured to maintain high visual quality along the major roadway, or is fully screened from view. Sufficient spacing and screening is included along lot lines shared with adjacent residential zoning districts to ensure compatibility. New commercial and multi-family developments in the district are subject to the design standards in Article 151.5 Development Standards.

Rezoning to Neighborhood Residential Zoning District (151.3.5.5)

The Neighborhood Residential (NR) district serves as a transition district from the rural and suburban portions of the County to areas proximate to village centers and major commercial corridors. The district is intended to accommodate single-family detached homes in a neighborhood setting at moderate densities. Mobile and manufactured homes on individual lots, conservation subdivisions, and agricultural uses are limited in order to preserve the district's neighborhood character. Manufactured homes are not allowed on lots within 5,280 linear feet of a village center boundary. The district's 40,000-square-foot minimum lot area may be reduced when lots are within one mile of a designated village center boundary and served by public sewer. District regulations discourage uses that interfere with the development of residential neighborhoods or that are detrimental to the district's single-family detached neighborhood character.

SITE DATA

	Size of Lots:	Approximately 1 plus acre
Flood Zone:	X	
Zoning District(s):	Highway Commercial (HC)	
	Existing Land Uses:	Residential

Adjacent Zoning & Uses:

	Northeast	Northwest	Southwest	Southeast
Zoning	Working Lands (WL)	Highway Commercial (HC)	Working Lands (WL)	Working Lands (WL)

Use	Farmland	Farmland	Farmland Residential Lot	Farmland
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Proposed Use(s) – The proposed use is residential.

History of property:

Ordinance No. 2019-10-01 rezoned a total of 10 acres which included the 1 plus acre parcel from Working Lands to Highway Commercial. The purpose of this rezoning was due to existing business and future plan. The 1-acre site was previously used as a business, but is currently residential use.

Goal when Reviewing of Zoning Regulations in accordance with the Camden County Land Use Plans is to make sure the project is designed to:

- to lessen congestion in the streets;
- to secure safety from fire, panic, and other dangers;
- to promote health and the general welfare;
- to provide adequate light and air;
- to prevent the overcrowding of land;
- to avoid undue concentration of population; and
- to facilitate the adequate provision of transportation, water, sewage, schools, parks and other public requirements

INFRASTRUCTURE & COMMUNITY FACILITIES

Water: Water lines are located adjacent to property along Hwy 343 N

Sewer: Sewer line located adjacent to property along Hwy 343 N

Fire District: South Mills Fire District

Schools: Proposed rezoning may have an impact on Schools

Traffic : Proposed rezoning may have on traffic

CONSISTENCY with PLANS and MAPS

CAMA Land Use Plan Policies & Objectives:

Consistent ☐

Inconsistent ☒

The CAMA Land Use Plan was adopted by the Camden County Board of Commissioners on April 4, 2005. The proposed zoning change is inconsistent in that the CAMA Future Land Use Map has the property identified as Low Density Residential (on lots 1 acre or greater). Neighborhood Residential (NR) zoning permits a minimum lot area of 40,000 square feet, which is less than 1 acre.

2035 Comprehensive Plan

Consistent ☐

Inconsistent ☒

The County's Comprehensive Future Land Use Map (Adopted 2012) shows the parcel to be Rural Preservation. Rural Preservation promotes the continued use of working lands and protection of environmentally sensitive

lands from more intense development. The Plan also states Rural Preservation to be very low residential use with a maximum density of one dwelling unit per 5-acres. The Neighborhood Residential (NR) zoning permits a minimum lot size of 40,000 square feet, which is less than 1-acre in area.

Comprehensive Transportation Plan

Consistent ☒ Inconsistent ☐

Property abuts NC Hwy 343 N

Other Plans officially adopted by the Board of Commissioners

N/A

SPECIFIC CAMA LAND USE QUESTIONS FOR THE PLANNING BOARD TO CONSIDER:

1. Does Camden County need more land in the zoning class requested?

Yes ☒ No ☐

Reasoning: In the appropriate location Neighborhood Residential (NR) zoning district works well.
Neighborhood Residential 3.08% Camden 1.69% South Mills 2.47% Courthouse 5.97% Shiloh

2. Is there other land in the county that would be more appropriate for the proposed uses?

Yes ☒ No ☐

Reasoning: There is other land in the County which is currently zoned as Neighborhood Residential (NR) or which could be rezoned as such and not be in conflict with the CAMA Future Land Use Plan or the 2035 Comprehensive Plan.

3. Is the request in accordance with the Camden County land use plan?

Yes ☐ No ☒

Reasoning: The request is not in accordance with the Comprehensive and CAMA Future land use plans. The Zoning Comparison included in the package identifies specific uses for each zoning district.

4. Will the request have serious impact on traffic circulation, parking space, sewer and water services, other utilities?

Yes ☐ No ☒

Reasoning: The proposed zoning uses should not have an impact on all public services. The use will change from commercial to residential.

5. Will the request have an impact on other county services, including police protection, fire protection or the school system?

Yes ☒ No ☒

Reasoning: The proposed zoning uses should not have an impact on all public services.

6. Is there a good possibility that the request, as proposed, will result in lessening the enjoyment or use of adjacent properties?

Yes ☐ No ☒

Reasoning: All permitted uses in the requested zoning classification should not lessen the enjoyment or use of any adjacent properties.

7. Will the request, as proposed cause serious noise, odors, light, activity, or unusual disturbances?

Yes ☐ No ☒

Reasoning: All uses permitted in the requested zoning classification should not cause any serious noise, odors, light activity, or unusual disturbances.

8. Does the request raise serious legal questions such as spot zoning, hardship, violation of precedents, or need for this type of use?

Yes ☐ No ☒

Reasoning: There does not appear to be any serious legal concerns related to spot zoning, hardship, or violation or precedents.

9. Does the request impact any CAMA Areas of Environmental Concern?

Yes ☐ No ☒

Reasoning: The request does not impact a CAMA Area of Environmental Concern.

Summary

The proposed zoning map amendment is consistent with the 2005 CAMA Future Land Use Plan which has the property identified as Low Density Residential (on 1-2 acre lots).

The proposed zoning map amendment is inconsistent with the 2012 County's Comprehensive Future Land Use Map which has the property identified as Rural Preservation (on 5 plus acre lots).

2. Orange Pumpkin LLC

Amber Curling described this agenda item and went over the staff report incorporated below the Highlights:

- Application for a Zoning Map Amendment for 97 acres from Rural Residential (RR) to Suburban Residential (SR). Application package is generally complete.
- A Neighborhood Meeting was held on May 11, 2022. Nobody attended the meeting except staff and applicant.
- The 97acre parcel is located at 242 Keeter Barn Road in South Mills. The parcel contains 2 residential home sites. The property is not located in a Core Village and is just on the 1 mil buffer of a core village.
- The area around the property is Woods, Farmland and Residential lots.
- Rural Residential Purpose Statement (Article 151.3.5.3) The Rural Residential (RR) district is established to accommodate low density residential neighborhoods on lots near bona fide farms and agricultural areas in the rural portion of the County. The district is intended to accommodate residential development in ways that will not interfere with agricultural

activity or negatively impact the rural character of the County. One of the primary tools for character protection is conservation subdivisions which minimize the visibility of new residential development from adjacent roadways.

- Suburban Residential district is the County's primary district for suburban residential neighborhoods located along primary roadways, shoreline areas and in location bordering rural areas. The district has a one acre minimum lot area requirement.
- The surrounding property are zoned as Suburban Residential (SR) and Rural Residential (RR).
- According to The CAMA Land Suitability Plan the property is mostly very high in land suitability and small part Moderate Suitability.
- The property is not located in a Watershed. Not Located within any Wetlands.
- The property is located in Flood Zone X.
- The rezoning is consistent with the 2035 Comprehensive Future Land Use Plan which shows the property as Low Density 1 Dwelling Per Acre.
- The zoning map amendment request is consistent with the 2012 CAMA Future Land Use Map which shows the property as Low Density Residential of 1 to 2 acres or greater.
- Suburban Residential minimum traditional lot size is 1 acre.
- Water lines are located adjacent to the property along Keeter Barn Road.
- The property is served by the South Mills Fire District. Staff finds that the proposed zoning change will have an impact on Schools and Traffic. An Impact analysis is required at development stage.
- Amber Curling do you have any questions for me?
- Wayne "Roger" Lambertson asked a question about the 2 land use plans.
- South Mills Water Association is not allowing new connections.
- Jason Mizelle is stating just a rezoning request at this time.
- Nathan Lilley is looking at the lack of resources. The rezoning would allow more lots.
- Steven Bradshaw concern is the road. Steve stated this meets the criteria for the direction we want to build. The resources should not hold back development.
- Board Members discuss the Future Land Use Plans.

Nathan Lilley made a motion to Recommend Denial of Rezoning request and keep as is.

RESULT:	PASSED [3-1]
MOVER:	Nathan Lilley
SECONDER:	Wayne "Roger" Lambertson
AYES:	Nathan Lilley, Lee Powell, Wayne "Roger" Lambertson
NAYES:	Steven Bradshaw
ABSENT:	Ray Albertson

STAFF REPORT

UDO 2022-06-07 Zoning Map Amendment

PROJECT INFORMATION

File Reference: 2022-06-007
Project Name: Keeter Barn Rd Project
PIN: 01.7080.00.55.5061.0000

Applicant: Orange Pumpkin LLC
Address: 2505 NS Boca Raton Blvd
Boca Raton, Florida 33431

Phone: 757-773-6851
Email: tommyj777@outlook.com

Agent for Applicant: Same as Applicant
Address:

Phone:
Fax:
Email:

Current Owner of Record: Applicant

Meeting Dates:
May 11, 2022 at 6 pm Neighborhood Meeting
August 17, 2022 at 7pm Planning Board Meeting

Application Received: 6/8/2022
By: Amber Curling, Planning

Application Fee paid: \$1520.00 Ck# 1105

Completeness of Application: Application is generally complete

Documents received upon filing of application or otherwise included: (All Documents in Pkg)

- F.** Rezoning Application
- G.** Deed
- H.** Maps
- I.** Neighborhood Meeting Comments
- J.** Zoning Comparison between Rural Residential to Suburban Residential

REQUEST: Orange Pumpkin LLC is requesting a Zoning Map Amendment per Article 151.2.3.30 of the Unified Development Ordinance for a parcel on Keeter Barn Rd from Rural Residential to Suburban Residential.

Property Location: The 97-acre parcel is located at 242 Keeter Barn Rd in the South Mills Township. The parcel contains 2 residential home sites. The parcel ID is 01-7080-00-55-5061.0000.

Rezoning from Rural Residential Zoning District:
Rural Residential (RR) Purpose Statement (Article 151.3.5.3)

The Rural Residential (RR) district is established to accommodate low density residential neighborhoods and supporting uses on lots near bona fide farms and agricultural areas in the rural portion of the County. The district is intended to accommodate residential development in ways that will not interfere with agricultural activity or negatively impact the rural character of the County. One of the primary tools for character protection is the requirement to configure residential subdivisions of more than five lots as conservation subdivisions. The conservation subdivision approach seeks to minimize the visibility of new residential development from adjacent roadways through proper placement and screening. The district accommodates several differing agricultural uses and single-family detached homes. It also allows supporting uses like educational facilities, parks, public safety facilities, and utilities. District regulations discourage uses that interfere with the development of residential dwellings or that are detrimental to the rural nature of the district.

Zoning Map Amendment to Suburban Residential Zoning District:
Suburban Residential (SR) Purpose Statement (Article 151.3.5.5)

The Suburban Residential (SR) district is the County’s primary district for suburban residential neighborhoods located along primary roadways, shoreline areas, and in locations bordering rural areas. The district has a one-acre minimum lot area requirement, which is the basic threshold size for lots with on-site wastewater systems. Use of the conservation subdivision configuration is optional for residential subdivisions. While the district allows single-family detached homes, mobile homes on individual lots are prohibited. Nonconforming mobile homes may remain but may not be expanded or replaced with another mobile home. The district accommodates equestrian uses, utilities, as well as various neighborhood-supporting institutional uses such as parks, schools, and public safety facilities. District regulations discourage uses that interfere with the development of residential neighborhoods or that are detrimental to the suburban nature of the district.

SITE DATA

	Size of Lot:	Approximately 97 acres
Flood Zone:	X	
Zoning District(s):	Rural Residential	
	Existing Land Uses:	Farm Land, Woods, and Two Residential Home Sites
	Adjacent Property Uses:	Residential Lots, Woods, and Farmland

3. Meadows at North River Crossing – Major Subdivision

Amber Curling described this agenda item and went over the staff report incorporated below the Highlights:

- Jason Mizelle with Timmons Group is representing WH Chesapeake LLC, who is requesting an approval for a 23 lot preliminary plat application for the Meadows at North River Crossing Major Subdivision. The tow parcels consist of 28.57 acres located on the West side of Sandy Hook Road and on the North side o Ditch Bank Road. The parcel is within but not located in the Core Village or the 1 mile buffer. The parcels are located in Shiloh Township.
- Application package is generally complete includes the Preliminary Plat Application, The Preliminary Plan, the Deed, the Neighborhood Meeting Results and Development Impact Analysis.
- The Neighborhood Meeting was held on March 2, 2022. A few inquires occurred. Jason Mizelle from Timmons discussed details with the adjacent homeowners and no apparent concerns.
- The TRC Meeting will held on August 31,2022 at 10am.
- The zoning is Neighborhood Residential (NR).The surrounding zoning districts are Work Lands (WL).
- Most acres are in Very Hight in Suitability but we have a few acres in Moderate.
- Not located in the Wetlands, not in a Watershed and No areas of environmental concern. Located in Flood Zone X.
- It drains towards Run Swamp Canal a Stormwater Management Plan will be designed and approved prior to Construction.
- The CAMA Plan Future Land Use Maps has area designated as moderate Density Residential. So, it is consistent.
- The County's Comprehensive Future Land Use Map shows the property as One to Two Acres Rural Residential. Neighborhood Residential(NR) permits a minimum lot area of 40,000 square feet which is less than 1 acre. So, that is inconsistent.
- South Mills Water and Camden County Sewer borders the property.
- The property is being used as farmland. The surrounding uses are Residential lots and Woods. The property is served by the South Camden Fire District.
- TRC meeting has not been held due to staffing issues. Resources will be disapproval factor.
- School overcapacity. On September 16, 2019 a report by Kahn demonstrated schools were either over capacity or a t capacity. Development has continued. The Proposed development statistically will generate more students.
- Sheriff's Office is concerned about the public health and safety. In the Technical review Comments the Sheriff's office disapproved the subdivision due to lack of funding to support the additional call volume.
- Recommendations of TRC will be reported to BOC
- Dedication or payment of Land for Public Parks Required
- If no question for me(Amber Curling) would like to let the representative for the applicant Jason Mizelle with Timmons Group.
- Steven Bradshaw and Nathan Lilley question and answers session with Jason Mizelle about Drainage Design.
- Nathan Lilley did state that the neighborhood plan is great and everything seems to be compliant but he will still have to vote NO for Lack of Resources.

Steven Bradshaw Motion to Approve the Preliminary Plat for Meadows at North River Crossing.

RESULT:	PASSED [3-1]
MOVER:	Steven Bradshaw
SECONDER:	Lee Powell
AYES:	Steven Bradshaw, Lee Powell, Wayne "Roger" Lambertson
NAYES:	Nathan Lilley
ABSENT:	Ray Albertson

STAFF REPORT

UDO 2022-05-038

Preliminary Plat

Meadows at North River Crossing Major Subdivision

PROJECT INFORMATION

File Reference: UDO # 2022-05-038	8-17-2022	Planning Board Meeting
Project Name: The Meadows at North River Crossing Subdivision	Application Received:	5/19/2022
PIN: 03-8965-00-35-9276.0000 03-8965-00-36-8180.0000	By:	Amber Curling, Planning Dept.
Applicant: WH Chesapeake LLC	Application Fee paid:	\$1150.00 Ck# 22120
Address: 508 Baylor Court, Suite B-2 Chesapeake, VA 23320	Stormwater Escrow Fee Paid:	\$6000 CK #22121
Phone: 757-410-9605	Completeness of Application:	Application is generally complete
Email: jon@wetheringtonhomes.com	Documents received upon filing of application or otherwise included:	
Agent for Applicant: Timmons Group	K.	Land Use Application
Address: 1805 west City Dr. Unit E Elizabeth City Nc 27909	L.	Preliminary Plan
Phone: 252-621-5028	M.	Development Impact Statement
Email: Jason.mizelle@timmons.com	N.	Preliminary Drainage Report
	O.	Neighborhood Meeting Results
Current Owner of Record: Applicant		
Meeting Dates:		
3-2-2022		Neighborhood Meeting
Pending		Technical Review Meeting

REQUEST: WH Chesapeake LLC is requesting review of the Preliminary Plat for The Meadows at North River Crossing Major Subdivision per Article 151.2.3.20 of the Unified Development Ordinance. 23 of lots

PROJECT LOCATION: The two parcels consisting of 28.57 acres is located in the Shiloh Township located on the West side of Sandy Hook Rd and on the North side of Ditch Bank Rd. The Parcel ID for the two parcels are 03-8965-00-35-9276.0000 and 03-8965-00-36-8180.0000

ITEM VII. INFORMATION FROM BOARD AND STAFF

None.

ITEM VIII. CONSIDER DATE OF NEXT MEETING

The next meeting is scheduled for September 21, 2022.

ITEM VIII. ADJOURN

Steven Bradshaw made a Motion to adjourn.

RESULT:	PASSED [4-0]
MOVER:	Nathan Lilley
SECONDER:	Lee Powell
AYES:	Steven Bradshaw, Nathan Lilly, Lee Powell, Wayne “Roger” Lambertson
ABSENT:	Ray Albertson

There being no further matters for discussion Chairman Steven Bradshaw adjourned the meeting at 8:00 PM.

ATTEST:

Steven Bradshaw, Chairman
Camden County Planning Board

Patricia Sabo
Permit Clerk