

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: _____ 12.

Date of Request: August 26, 2008

Date Request Received: August 26, 2008

Board Meeting Date Requested: September 2, 2008

Board Meeting Date Assigned: September 2, 2008

Short Title: Approval For County Staff To Perform Building Inspections For The Town Of Atkinson.

- Request Status:**
- Request is proceeding to Board of Commissioners
 - More information is needed – see attached
 - Request on hold – no further information needed
 - Other:

Background: The Town of Atkinson is requesting the County Commissioners to allow County staff permit technicians and inspectors to perform building permit intakes, issue building permits and conduct inspections for the Town. The Town will be responsible for providing an approved zoning permit to be attached to all building permit applications. The Town did not specify a duration for the requested service but the inspections and permitting staff will be able to handle the increased workload for the foreseeable future. The Town current inspector will complete all active projects and our County staff will take over on new projects.

(Administrative Use Only)

Specific Action Requested: Approve request for County staff to perform building permit intake, issue building permits and conduct inspections for the Town of Atkinson.

CONTRACT TYPE

- Renewal
- For Service(s)
- Intergovernmental – County as Grantee
 - Federal Grantor
 - State Grantor
 - Grant or
- County as Grantor
 - County Funds
 - Other Funds:
- Revision
- For Equipment

Requested by: Patrick Davenport
Department: Planning Department
Title: Director
Contact Phone: 910.259.1529
Contact Fax: 910.259.1295

PURCHASING Budgeted Item: Yes No
Date Rec'd: Reviewed and Approved
 Comments on Reverse

Date Sent:

Signed:

ATTORNEY Reviewed and Approved
Date Rec'd: Legal Problem(s)
 Comments on Reverse

Date Sent:

Signed:

FINANCE Sufficient Funds Available
Date Rec'd: Not Available
 Budget Amendment Necessary
 Budgeted Amendment is Attached
 Comments on Reverse

Date Sent:

Signed:

CLERK Signature(s) Required:
 Board Chairman/County Manager
 Other:

Date Rec'd Approved by Board: Yes No
At meeting on

MANAGER'S RECOMMENDATION:

Respectfully recommend approval on a temporary basis; recommendation to provide services on a permanent basis is subject to further discussion and input from the Board of Commissioners and further discussion with the Town.

RB
Initials

RESOLUTION: NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that the County's building inspections office be authorized to issue building permits and perform building inspections for the Town of Atkinson on a temporary basis beginning September 3, 2008. The County Manager is authorized to implement provision of the services, and coordinate implementation with the Town.

ADMENDENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Williams ___ Tate ___ Blanchard ___ Brown ___ Rivenbark ___

James David Williams, Jr., Chairman _____
Date

ATTEST _____
Date

TOWN OF ATKINSON

P.O. Box 160
200 North Town Hall Avenue
Atkinson, N.C. 28421
Phone (910) 283-7341 • Fax (910) 283-7341

August 25, 2008

Pender County Manager
PO Box 5
Burgaw, NC 28425

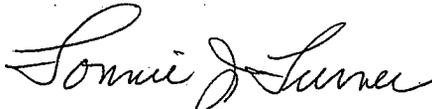
Dear Sir:

On behalf of the Town of Atkinson, I would like to request that the Pender County Inspections Office take over all building inspections for the Town, beginning September 1, 2008. As you know anyone applying for a permit from your office must have first obtained a zoning permit from our Planning & Zoning Board.

At this time there are several projects ongoing within the Town and we would request that Billy Rivenbark, our current inspector, be allowed to complete these projects.

We would like to thank you for your cooperation in this matter and if you have any other questions, please do not hesitate to contact me.

Sincerely:



Lonnie J. Turner
Mayor
TOWN OF ATKINSON

LJT/lc