



**Board of Commissioners
Agenda Packet**

July 1, 2019

Work Session

5:00 PM School Capacities

6:00 PM Call to Order

A) Invocation & Pledge of Allegiance

B) Approval of Agenda

Public Comment

Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.

Commissioner's Report**County Manager's Report-Amended****Public Hearings**

- A) **PB 19-12 Currituck County - Height:** Request an amendment to the Unified Development Ordinance, Chapter 3. Zoning Districts, Section 3.5.9., to increase the maximum building height from 35' to 65' in the Heavy Industrial (HI) zoning district.

Old Business

- A) **Agenda Order of Business-An Ordinance of the Currituck County Board of Commissioners Amending Section 2-65 of the Currituck County, North Carolina Code of Ordinances.**

New Business

- A) **Historic Boat Museum - Recommendation of Bid Award**
- B) **Resolution Authorizing the Upset Bid Process for the Sale of .48 acres of County Owned Property located in Jarvisburg, NC, Parcel ID#010900001100000**
- C) **Approval of Commissioner Travel: Lodging for Commissioner Beaumont to Attend the Southeast Tourism Society Congressional Summit in Washington, DC June 11-13.**
- D) **Consent Agenda**
1. Approval Of Minutes-June 17, 2019
 2. Minutes-Board of Equalization and Review
 3. Budget Amendments
 4. Surplus Resolution-IT Department
 5. Approval of Job Description-Accountant
 6. Salary Classification Chart-Revised
 7. Master Fee Schedule

8. Department of Social Services-Consideration for Approval of Records Disposal

Adjourn



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2527)

Agenda Item Title

5:00 PM School Capacities

Brief Description of Agenda Item:

Board Action Requested

Discussion

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2513)

Agenda Item Title

PB 19-12 Currituck County - Height:

Brief Description of Agenda Item:

Request an amendment to the Unified Development Ordinance, Chapter 3. Zoning Districts, Section 3.5.9., to increase the maximum building height from 35' to 65' in the Heavy Industrial (HI) zoning district.

Board Action Requested

Action

Person Submitting Agenda Item

Donna Voliva,

Presenter of Agenda Item

Laurie LoCicero


Currituck County

Planning and Community Development Department
 Planning and Zoning Division
 153 Courthouse Road Suite 110
 Currituck NC 27929
 252-232-3055 Fax 252-232302

To: Board of Commissioners

From: Planning Staff

Date: June 25, 2019

Subject: PB 19-12 Currituck County – Height Text Amendment

Request

The proposed text amendment submitted by Currituck County is to increase the maximum structure height in the Heavy Industrial (HI) zoning district from 35' to 65'.

Current UDO Language

The UDO limits all structures to a 35' maximum height across all zoning districts. The structure height is measured from average established (finished) grade adjoining the building to the highest point of the roof surface of:

- A flat roof;
- The deck line of a mansard roof; and,
- The mean height level between eaves and ridge of a gable, hip, cone, gambrel, and shed roof.

The UDO also allows for increases in the maximum height when the development is located in specified zoning districts (MXR, GB, LB, LI, HI, and planned development districts) and integrates sustainable development practices (energy conservation, LEED certification, water conservation and quality protection, building configuration). The current language along with the incentives for sustainable development practices would not achieve the 65' maximum height proposed in this request.

The UDO community compatibility standards cap the building height when located adjacent to, across the street from, or within 100 feet of a property containing an existing single family dwelling.

Background

Maximum structure heights are established to promote a sense of scale with other uses in the area. As the county's industrial areas attract new and emerging business and types of businesses, building design could be critical to sustain development in industrial zoned areas. The requested increase provides building design flexibility, accommodates more intense

industrial land uses within a structure, and allows for areas of enclosed equipment, or appurtenances that require additional height.

Comparison

Jurisdiction	Maximum Height Summary
Camden County	Heavy Industrial District: 50'
Pasquotank County	I-1 District: 56' I-2 District: 400' (airship building)
Dare County	35'- 40' depending on use type
Perquimans County	Heavy Industrial District: 35' - 50' depending on adjacent land use
Isle of Wight (VA)	GI District: 100' with increased setback above 35' (1' to 1')
Pittsboro	M (1-2) Districts: 50'
Onslow County	Industrial District: 85' with adequate fire protection

Text Amendment Review Standards

The advisability of amending the text of the UDO is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny the proposed text amendment, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the proposed text amendment:

1. Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
3. Is required by changed conditions;
4. Addresses a demonstrated community need;
5. Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
6. Would result in a logical and orderly development pattern; and
7. Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

Staff Recommendation

The 2006 Land Use Plan does not directly address specific policies or objectives regarding structure height; but, the plan does provide policies, goals, and objectives that encourage compatibility between uses. The compatibility between land uses has an indirect association with structure height. The plan establishes Ten Land Use and Development Goals some of which relate to compatibility including:

- Goal 5: To diversify the County's economic base, to include environmentally compatible businesses and industries that reach beyond the tourist-based economy.
- Goal 10: To properly distribute development forms in accordance with the suitability of land, infrastructure available and the compatibility of surrounding land uses.

Also, Appendix H of the 2006 Land Use Plan provides an infrastructure analysis that addresses the densities and intensities for maximum build out and maintains a 35' maximum height limitation for all land use classifications and sub-districts.

The UDO requires industrial uses that are adjacent to or within 100' of a single family dwelling to not exceed 35' and incorporate transitional standards in the building design. In addition to compatibility between uses, it may be important to address the scale of the structure in relation to the property. The board may consider an increased setback for structures above 35'. Typically, the increased setback would be an additional one foot setback for every one foot the structure exceeds 35'.

Staff recommends approval of the request with the incorporation of an increased setback for structures above 35' (1' for every 1' above 35', provided adequate fire protection can be achieved, community compatibility standards are maintained, and the following suggested Statement of Consistency and Reasonableness as recommended by staff is adopted:

The requested text amendment is consistent with the goals, objectives, and policies of the 2006 Land Use Plan including:

- Goal 10: To properly distribute development forms in accordance with the suitability of land, infrastructure available and the compatibility of surrounding land uses.

The request is reasonable and in the public interest because:

1. It maintains the purpose and intent of the HI zoning district and improves building design flexibility for new industry located in the county; and,
2. An increased setback along with community compatibility standards ensures efficient development within the county and improves compatibility among land uses.

Planning Board Recommendation – June 11, 2019

The Planning Board recommends approval of the request with the increased setback for structures above 35' (1' for every 1' above 35', provided adequate fire protection can be achieved, community compatibility standards are maintained, and the suggested Statement of Consistency and Reasonableness recommended by staff is adopted.

Discussion:

Donna Voliva, Assistant Planning Director, presented the staff report and explained structure height rules of measurement, compatibility standards when located within 100 feet of a property containing an existing single family dwelling. Ms. Voliva showed images illustrating the staff's recommendation of an increased setback for structures above 35' when located beside single family dwellings. She gave comparison data from other counties that are close or similar to Currituck County. Ms. Voliva said the Unified Development Ordinance (UDO) currently limits all structures to a 35' maximum height across all zoning districts and this limit has been set for many years. Ms. Voliva explained the review standards and said the 2006 Land Use Plan does not directly address specific policies for structure height, but the plan establishes land use and development goals which relate to the compatibility. These are Goal 5, to diversify the County's economic base and Goal 10, to properly distribute development forms in accordance with the suitability of land, infrastructure available and compatibility of surrounding land uses. Staff recommends approval of the request with the incorporation of an increased setback for

structures above 35'. The increased setback would be 1' for every 1' above 35' if fire protection can be achieved, community compatibility standards are maintained and the Statement of Consistency and Reasonableness as recommended by staff is adopted.

Chairman Ballance asked board members if they had any questions for staff. Mr. Bass asked how many Heavy Industrial (HI) zoning districts were currently in Currituck County. Ms. Voliva named several business located in the HI zoning district and gave their locations. Ms. Krause asked if any of those businesses were currently at 65' and Ms. Voliva said there were none.

There were no public present to speak.

Chairman Ballance asked for a motion. Mr. Doll motioned to approve. Chairman Balance clarified Mr. Doll's motion to approve the Currituck height limit request as written and then to include a 1' to 1' setback above 35' provided adequate fire protection can be achieved, community compatibility standards are maintained, and the following suggested Statement of Consistency and Reasonableness as recommended by staff is adopted: The request is consistent with the 2006 Land Use Plan and in the reasonable public interest. Mr. Doll agreed to this motion. Mr. Bass seconded the motion and the motion carried unanimously.

RESULT: RECOMMENDED APPROVAL [UNANIMOUS] Next: 7/1/2019 6:00 PM

AYES: C. Shay Ballance, Chairman, Garry Owens, Vice Chairman, K. Bryan Bass, Board Member, David Doll, Board Member, Juanita S Krause, Board Member

ABSENT: Anamarie Hilgendorf, Board Member, J. Timothy Thomas, Board Member



**PB 19-12 CURRITUCK COUNTY
TEXT AMENDMENT
BOARD OF COMMISSIONERS
JULY 1, 2019**

Currituck County requests an amendment to the Unified Development Ordinance, Chapter 3, Zoning Districts, to increase the maximum building height from 35' to 65'.

BE IT ORDAINED by the Board of Commissioners of the County of Currituck, North Carolina that the Unified Development Ordinance of the County of Currituck be amended as follows:

Item 1: That Chapter 3 is amended by deleting the following strikethrough language and adding the bold and underlined language in Section 3.5.9.:

3.5.9. Heavy Industrial (HI) District

F. DIMENSIONAL STANDARDS			
Max Gross Density (du/ac)	N/A	Min. Major Arterial Street Setback (ft) [4]	50
Max. FAR (%)	0.40	Min. Side Setback (ft)	15
Min. Lot Area (sf ft)	80,000	Min. Rear Setback (ft)	25
Max. Lot Area (acres)	N/A	Min. Agricultural Setback (ft) [5]	50
Min. Lot Width, Interior Lot (ft)	125 [1]	Min. Accessory Use Setback (ft)	20
Min. Lot Width, Corner Lot (ft)	135 1	Min. Driveway/Parking Setback (ft)	10
Max. Lot Depth (ft)	[2]	Min Fill Setback from all Lot Lines (ft)	10
Max. Lot Coverage (%)	65	Min. Wetland/Riparian Buffer (ft) [5]	30
Min. Front Setback (ft)	20 2	Max. Building Height (ft) [6]	35 <u>65</u>
Min. Corner Side Setback (ft) [3]	20 3	Min. Spacing Between Buildings (ft)	10
[1] All lots shall maintain a minimum street frontage of 35 feet		[4] Metal siding is prohibited on building facades facing major arterial streets	
[2] Lot depth shall not exceed four times the lot width		[5] Applied to major subdivisions platted after January 1, 2013 and site plans on lots 10 acres in area and greater	
[3] Driveways shall provide access from street with less traffic		[6] Some site features are exempted from height limits	

Item 2: Staff suggested Statement of Consistency and Reasonableness:

The requested zoning text amendment is consistent with the 2006 Land Use Plan because:

- An increased setback incorporated into the proposed text amendment would properly distribute development forms in accordance with the suitability of land, infrastructure available and the compatibility of surrounding land uses. (Goal 10)

The request is reasonable and in the public interest because:

- It maintains the purpose and intent of the HI zoning district and improves building design flexibility for new industry located in the county; and,
- An increased setback along with community compatibility standards ensure efficient development within the county and improves compatibility among land uses.

Item 3: The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

Item 4: This ordinance amendment shall be in effect from and after the _____ day of _____, 2019.

Board of Commissioners' Chairman
Attest:

Leeann Walton
Clerk to the Board

DATE ADOPTED: _____
MOTION TO ADOPT BY COMMISSIONER: _____
SECONDED BY COMMISSIONER: _____
VOTE: _____AYES _____NAYS _____
.....

PLANNING BOARD DATE: 6/11/19
PLANNING BOARD RECOMMENDATION: Approved
VOTE: 5 AYES 0 NAYS
ADVERTISEMENT DATE OF PUBLIC HEARING: 6/19/19 & 6/26/19
BOARD OF COMMISSIONERS PUBLIC HEARING: 7/1/19
BOARD OF COMMISSIONERS ACTION: _____
POSTED IN UNIFIED DEVELOPMENT ORDINANCE: _____
AMENDMENT NUMBER: _____



Text Amendment Application

OFFICIAL USE ONLY: PB 19-12
 Case Number: _____
 Date Filed: _____
 Gate Keeper: _____
 Amount Paid: _____

Contact Information

APPLICANT:

Name: Currituck County
 Address: 153 Courthouse Road
Currituck, NC 27929
 Telephone: 252-232-2075
 E-Mail Address: _____

Request

I, the undersigned, do hereby make application to change the Currituck County UDO as herein requested.

Amend Chapter(s) 3 Section(s) 3.5.9.F. as follows:

Change the maximum building height in the Heavy Industrial (HI) zoning district from 35' to ^{45'}

*Request may be attached on separate paper if needed.

Petitioner

5-2-19
 Date



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2514)

Agenda Item Title

Agenda Order of Business-An Ordinance of the Currituck County Board of Commissioners Amending Section 2-65 of the Currituck County, North Carolina Code of Ordinances.

Brief Description of Agenda Item:

Ordinance amendment to change the order of business on Board of Commissioners meeting agendas. The County Manager's Report will be moved to follow the Commissioner's Report.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Donald (Ike) I. McRee Jr

**AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF
COMMISSIONERS AMENDING SECTION 2-65 OF THE CURRITUCK
COUNTY, NORTH CAROLINA CODE OF ORDINANCES PROVIDING FOR
THE LOCATION OF COUNTY MANAGER'S REPORT ON THE AGENDA**

WHEREAS, pursuant to N.C. Gen. Stat. §153A-71 a board of commissioners may adopt its own rules of procedure in keeping with the size and nature of the board and in the spirit of generally accepted principles of parliamentary procedure.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners for the County of Currituck, North Carolina as follows:

PART I. Sec. 2-65 of the Code of Ordinances, Currituck County, North Carolina is rewritten to read as follows

Sec. 2-65. - Order of business.

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

- (1) Call to order;
- (2) Invocation and pledge of allegiance;
- (3) Approval of agenda;
- (4) Public comment;
- (5) Commissioner reports;
- (6) ~~Administrative reports~~ County manager's report;
- (7) ~~Public hearings~~ Administrative reports;
- (8) ~~Old business~~ Public hearings;
- (9) ~~New business~~ Old business;
- (10) ~~Board appointments~~ New business;
- (11) ~~Consent agenda~~ Board appointments;
- (12) ~~Approval of minutes~~ Consent agenda;
- (13) ~~County manager's report~~ Approval of minutes;
- (14) Adjournment.

Without objection, the chair may call items in any order most convenient for the dispatch of business.

PART II. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

PART III. This ordinance is effective immediately upon adoption.

ADOPTED this 1st day of July, 2019.

Bob White, Chairman
Board of Commissioners

ATTEST:

Leeann Walton
Clerk to the Board

APPROVED AS TO FORM:

Donald I. McRee, Jr.
County Attorney

Date adopted: _____

Motion to adopt by Commissioner _____

Second by Commissioner _____

Vote: _____ AYES _____ NAYS

S:\Legal\Ordinances\



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2525)

Agenda Item Title

Historic Boat Museum - Recommendation of Bid Award

Brief Description of Agenda Item:

Planning Board Recommendation:

A bid opening was held on May 22nd for the Boat Museum project. Two bids were received from the following contractors: Sussex Development Corporation and A.R. Chesson Construction Company, Inc (bid tabulation attached). The low bidder was Sussex Development Corporation with a total bid including alternates of \$3,213,029.49. Staff recommends award of the project to Sussex Development Corporation, and authorize the County Manager to execute contract.

Board Action Requested

Action

Person Submitting Agenda Item

Michelle Perry, Assistant County Engineer

Presenter of Agenda Item

Ben Stikeleather

BOAT MUSEUM AT HISTORIC COROLLA PARK

5/23/2019

Bid Opening May 9th at 1:00 pm

BIDDER	LICENSE #	TOTAL BASE BID (BLDG & SITE)	LINE ITEM #1 MULTIPURPOSE ROOM	LINE ITEM #2 TOTAL SITEWORK BASE BID	BUILDING BASE BID	BUILDING ALTERNATE #1 (GL. GARAGE DOOR)	BUILDING ALTERNATE #2 (MP CABINETS)	SITEWORK ADDITIVE BID ITEM #1	SITEWORK ADDITIVE BID ITEM #2	SITEWORK ADDITIVE BID ITEM #3	SITEWORK ADDITIVE BID ITEM #4
Sussex Development Corporation	47542	\$ 3,188,006.85	\$ 32,399.82	\$ 384,626.97	\$ 2,803,379.88	\$ 5,700.51	\$ 9,518.77	\$ 2,579.42	\$ 1,354.19	\$ 815.71	\$ 5,054.04
A. R. Chesson Construction Co., Inc.	13540	\$ 3,224,865.00	\$ 97,000.00	\$ 371,406.00	\$ 2,853,459.00	\$ 9,900.00	\$ 5,589.00	\$ 2,700.00	\$ 1,400.00	\$ 4,400.00	\$ 240,200.00

WRITTEN AMOUNT
DIFFERS BY 0.33 CENTS
FROM NUMBER AMT.
WRITTEN AMOUNT USED

SITE BID WORKSHEET

5/23/2019

BIDDER	TOTAL BASE BID (BLDG & SITE)	SITEWORK BASE BID ITEM #1			SITEWORK BASE BID ITEM #2			SITEWORK BASE BID ITEM #3 (SUM)	TOTAL SITE WORK BASE BID (SUM)	ADDITTTVE SITE WORK BID ITEM #1					ADD SITEWORK BID ITEM #3 (SUM)		ADD SITEWORK BID ITEM #4 (SUM)	PREBID SITE WORK BID ITEM #5 (LF)	
		BLANK A (CY)	BLANK B (CY)	BLANK C (SUM)	BLANK A (SUM)	BLANK B (PER TEST PIT)	BLANK C (SUM)			BLANK D (CY)	BLANK E (SUM)	BLANK F (SUM)	BLANK A (SY)	BLANK B (SUM)	BLANK A (TON)	BLANK B (SUM)			
Sussex Development Corporation	\$ 3,188,006.85	\$ 32.25	\$ 32.25	\$ 81,428.20	\$ 293,275.87	\$ 537.48	\$ 1,612.44	\$ 31.79	\$ 3,178.50	\$ 298,066.81	\$ 5,131.96	\$ 384,626.97	\$ 25.79	\$ 2,579.42	\$ 67.71	\$ 1,354.19	\$ 815.71	\$ 5,054.04	\$ 28.88
A.R. Chesson Construction Co., Inc.	\$ 3,224,865.00	\$ 30.00	\$ 30.00	\$ 75,750.00	\$ 250,003.00	\$ 500.00	\$ 1,500.00	\$ 30.00	\$ 3,000.00	\$ 254,503.00	\$ 41,155.00	\$ 371,406.00	\$ 27.00	\$ 2,700.00	\$ 70.00	\$ 1,400.00	\$ 4,400.00	\$ 240,200.00	\$ 30.00
												SUM SHOULD TOTAL \$371,408 FOR \$2.00 DIFFERENCE							



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2528)

Agenda Item Title

Resolution Authorizing the Upset Bid Process for the Sale of .48 acres of County Owned Property located in Jarvisburg, NC, Parcel ID#010900001100000

Brief Description of Agenda Item:

The County has received a bid in the amount of \$900 for a county-owned piece of land, Parcel ID# 010900001100000. The property consists of .48 acres located in Jarvisburg in the vicinity of Colonial Beach and Darden Road. A cashier's check in the amount of \$100 has been received, which represents more than the required 5% deposit. The Board is being asked to authorize the sale of the property and initiate the Upset Bid process.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF
COMMISSIONERS AUTHORIZING DISPOSAL OF REAL PROPERTY
PURSUANT TO N.C. GEN. STAT. §160A-269**

WHEREAS, the County of Currituck is the owner of real property located within Poplar Branch (Mainland) Township, Jarvisburg, Currituck County, North Carolina; and

WHEREAS, the property, consisting of an individual lot, is described as .48 acres, Winslow Western One/Half, Parcel ID #010900001100000 ; and,

WHEREAS, N.C. GEN. STAT. §160A-269 permits the County to sell property by upset bid after receipt of an offer for the property; and

WHEREAS, the County has received an offer to purchase the property described above, in the amount of \$900.00 as submitted by J.E. Simpson and Antonio L. Simpson, Grandy, North Carolina; and

WHEREAS, J.E. Simpson and Antonio L. Simpson have paid the statutorily required five percent (5%) deposit for the property.

NOW THEREFORE BE IT RESOLVED by the County of Currituck Board of Commissioners that:

Section 1. The Board of Commissioners authorizes sale of the property described above through the upset bid procedure set forth in N.C. Gen. Stat. §160A–269.

Section 2. The Clerk to the Board of Commissioners shall cause notice of the proposed sale to be published. The notice shall describe the property and the amount of the offer, and shall state the terms established by this resolution under which the offer may be upset.

Section 3. Any person may submit an upset bid to the Office of the Clerk to the Board of Commissioners within ten (10) days after the notice of sale is published. Once a qualifying higher bid has been received, that bid will become the new offer.

Section 4. If a qualifying higher bid is received, the Clerk to the Board of Commissioners shall cause a notice of upset bid to be published, and shall continue to do so until a ten (10) day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the Board of Commissioners.

Section 5. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first \$1,000.00 of that offer and five percent (5%) of the remainder of that offer.

Section 6. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier's check, or certified check. The County will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The county will return the deposit of the final high bidder at closing.

Section 7. The terms of the final sale are that:

- a. The Board of Commissioners must approve the final high offer before the sale is closed, which it will do within thirty (30) days after the final upset bid period has passed; and
- b. The buyer must pay with cash at the time of closing.

Section 8. The County reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

Section 9. If no qualifying upset bid is received after the initial public notice, the offer set forth above is hereby accepted. The appropriate County officials are authorized to execute the instruments necessary to convey the property by special warranty deed to J.E. Simpson and Antonio L. Simpson.

ADOPTED this 1st day of July, 2019.

ATTEST

COUNTY OF CURRITUCK

Leeann Walton
Clerk to the Board of Commissioners

Bob White, Chairman
Board of Commissioners



Attachment: Simpson Upset Bid-Map Image (Upset Bid Resolution-.48 Acres, Jarvisburg, NC)

Attachment: Upset Bid-Simpson Overhead (Upset Bid Resolution-.48 Acres, Jarvisburg, NC)

To Whom It May Concern:

J.E. and Antonio Simpson are interested in the purchase of a parcel id. 010900001100000. We are putting 100.00 towards the county of Currituck property. We would like to place a bid of 900.00.

Sincerely,

J.E. Simpson

Antonio L. Simpson

727-482-7835

je.simpson@macuniversity.edu

STATE EMPLOYEES' CREDIT UNION 00165 Barco	CASHIER'S CHECK	028686
PAY TO THE ORDER OF	CURRITUCK COUNTY	DATE: June 20, 2019 66-77042531
****	ONE HUNDRED DOLLARS AND 00 CENTS	\$*****100.00
REMITTER: J E SIMPSON		VOID AFTER 180 DAYS
MEMO: PROPERTY		 AUTHORIZED SIGNATURE
Parcel ID 0109 000 0110 0000		

⑈028686⑈ ⑆253177049⑆08619916510⑈



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2526)

Agenda Item Title

Approval of Commissioner Travel: Lodging for Commissioner Beaumont to Attend the Southeast Tourism Society Congressional Summit in Washington, DC June 11-13.

Brief Description of Agenda Item:

Official action of the Board for approval of payment for Commissioner Beaumont, per Commissioner Out of County Travel Policy adopted September 4, 2018. Commissioner Beaumont was unable to attend.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item



CROWNE PLAZA®

WASHINGTON NATL AIRPORT

06-13-19

Tameron Kugler	Folio No. :	Room No. : 1003
153 Courthouse Rd Ste 101	A/R Number :	Arrival : 06-11-19
Currituck 27929-9716	Group Code : CSS	Departure : 06-13-19
United States	Company : Southeast Tourism Society	Conf. No. : 21520550
	Membership No. : PC 240860620	Rate Code :
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
06-11-19	*Accommodation	179.00	
06-11-19	State Tax - 6%	10.74	
06-11-19	Occupancy Tax - 7.25 %	12.98	
06-12-19	*Accommodation	179.00	
06-12-19	State Tax - 6%	10.74	
06-12-19	Occupancy Tax - 7.25 %	12.98	
06-13-19	Visa		405.44
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews . We look forward to welcoming you back soon.		Total	405.44
		Balance	0.00

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Guest Signature: _____

COUNTY OF CURRITUCK
 I hereby certify that the above goods and services have been received and are in good order except other use stated.

 6/14/2019 15412-514000 \$ 405.44
 Date Account Code

Crowne Plaza Washington National Airport
 1480 Crystal Drive
 Arlington, VA 22202
 Telephone:(703)416-1600 Fax:(703)416-1615



**CURRITUCK COUNTY
NORTH CAROLINA**

June 17, 2019

Minutes – Regular Meeting of the Board of Commissioners

SPECIAL MEETING

1. 5:00-5:30 PM Board of Equalization and Review

The Currituck County Board of Commissioners met at 5:00 PM in a Special Meeting to sit as the Board of Equalization and Review. Mr. Tracy Sample, Tax Administrator, was present to open the meeting and perform the swearing in of new Commissioners. There were no appeals and the meeting of the Board of Equalization and Review adjourned at 5:30 PM.

6:00 PM CALL TO ORDER

The Currituck County Board of Commissioners held its regular meeting at 6:00 PM in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina.

Attendee Name	Title	Status	Arrived
Bob White	Chairman	Present	
Mike H. Payment	Vice Chairman	Present	
Paul M. Beaumont	Commissioner	Absent	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	

Chairman White called the meeting to order.

A) Invocation & Pledge of Allegiance-Reverend Eric Rainwater, Currituck Bible Baptist Church

Reverend Rainwater did not attend. Sergeant N. Buddy Capps of the Currituck County Sheriff's Department offered the Invocation and led the Pledge of Allegiance.

B) Approval of Agenda

Commissioner Payment proposed the agenda amendments to move the County Manager's Report after the Commissioner's Report and to add Closed Session discussion items pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney in order to preserve the attorney-client privilege and pursuant to G.S. 143-318.11(a)(6) to discuss a personnel matter.

Communication: Minutes for June 17, 2019 (Approval Of Minutes-June 17, 2019)

Commissioner McCord moved for approval and the motion was seconded by Commissioner Mary Etheridge. The motion carried.

Approved agenda:

Special Meeting

5:00-5:30 PM Board of Equalization and Review

6:00 PM Call to Order

- A) Invocation & Pledge of Allegiance-Reverend Eric Rainwater, Currituck Bible Baptist Church
- B) Approval of Agenda

Public Comment

Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.

Commissioner's Report

County Manager's Report-Agenda was amended-Item was moved to follow Commissioner's Report

Public Hearings

- A) **PB 19-11 Complete Auto Credit:** Marc Sisino has requested an Automobile Sales Use Permit for property located at 1383 Caratoke Highway, Moyock, Tax Map 23, Parcel 10, Moyock Township.

New Business

- A) **Consideration and Action: PB 13-12 Moyock Commons, Phase 1:** Request for a two year extension of the preliminary plat/use permit for a 55 lot residential subdivision located on the westerly terminus of Moyock Commons Drive, behind the Food Lion Shopping Center, Tax Map 15, Parcel 79, Moyock Township.
- B) **Agenda Order of Business-An Ordinance of the Currituck County Board of Commissioners Amending Section 2-65 of the Currituck County, North Carolina Code of Ordinances.**
- C) **Consent Agenda**
 - 1. Approval Of Minutes for June 3, 2019
 - 2. Budget Amendments

3. Resolution Authorizing the County of Currituck to Provide for the Defense of a Civil Action Brought Against Daniel F. Scanlon, II in his Official and Individual Capacity as County Manager
4. Surplus Resolution and Authorization for Sergeant Randall S. Jones to Purchase Duty Weapon Upon Retirement
5. Resolution Approving the Exhibition, Use and Discharge of Pyrotechnics at Eagle Creek Golf Course, Moyock, North Carolina.
6. Petition to NCDOT for Road Addition-Holly Ridge Drive, Moyock

Closed Session

Closed session pursuant to G.S. 143-318.11(a)(5) to establish or instruct county staff concerning the position to be taken by or on behalf of the county in negotiating the material terms of a contract for the acquisition of real property by purchase or exchange owned by Panther Landing, LLC, and located at 101 Panther Landing Road at the Western corner of Tulls Creek Road and Panther Landing Road, to be used for any public purpose. Agenda was Amended to include: pursuant to G.S. 143-318.11(a)(6) to discuss a personnel matter and pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and to preserve the attorney-client privilege in pending matters entitled Corolla Civic Association, et al. v. Currituck County, et al., and Schneirla v. Currituck County.

Adjourn

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kevin E. McCord, Commissioner
SECONDER:	Mary "Kitty" Etheridge, Commissioner
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
ABSENT:	Paul M. Beaumont, Commissioner

PUBLIC COMMENT

Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.

Chairman White opened the Public Comment period. No one was signed up nor wished to speak and the Public Comment period was closed.

COMMISSIONER'S REPORT

Chairman White encouraged citizens to attend his State of the County presentation, June 18th at The Pointe Golf Club. He recognized all of the service workers for their efforts to support

our Outer Banks businesses and communities. Chairman White acknowledged Commissioner Beaumont's absence.

Commissioner Payment offered his thanks to first responders, discussed of the increase in the number of accidents on the highway, and asked that everyone be safe and careful on the roadway. He encouraged citizens to get out and vote and announced early voting starts Wednesday and Election Day is July 9.

Commissioner McCord discussed the fatal accident on Highway 158 earlier in the day and offered his condolences to the families. He acknowledged all emergency responders and encouraged safe driving. He said he enjoyed spending a day off in Corolla and will be working beach duty in his capacity as a Sheriff's Sergeant as a way to get more involved in the community. Recognizing Move Over-Slow Down month, Commissioner McCord reminded drivers to move over if emergency vehicles are on the roadside.

Commissioner J. Owen Etheridge attended fifth grade graduation ceremonies at Moyock and Shawboro elementary schools. He also attended Currituck County High School graduation and said he was impressed with the number of honor students. He recognized Commissioner Jarvis, who gave the keynote address to the graduates. He announced his attendance at the grand reopening of Pilgrimage Church in Moyock and suggested the county compile a map to promote historic and cultural tourism.

Commissioner Jarvis thanked Commissioner J. Owen Etheridge for his positive comments about her graduation keynote address. She recognized the accomplishments and offered congratulations to this year's graduates.

COUNTY MANAGER'S REPORT

Ben Stikeleather, Assistant County Manager, in recognition of two recent medical emergencies on the beach, expressed appreciation to both Corolla beach rescue and Corolla Fire and Emergency Medical Services for their exemplary service and lifesaving skill. He announced reading programs are available throughout the summer and encouraged people to contact the library for details.

PUBLIC HEARINGS

A. PB 19-11 Complete Auto Credit:

APPLICATION SUMMARY	
Property Owner: Tiffany Richardson	Applicant: Marc Sisino
Case Number: PB 19-11	Application Type: Use Permit
Parcel Identification Number: 0023-000-0010-0000	Existing Use: Automobile sales
Land Use Plan Classification: Rural	Parcel Size (Acres): 1.58
Moyock Small Area Plan, Future Land Use Plan Classification: Rural	
Request: Use Permit for Auto Sales in GB	Zoning: General Business

SURROUNDING PARCELS		
	Land Use	Zoning
North	Office Strip	General Business
South	Vacant	Heavy Industrial
East	Vacant	Heavy Industrial
West	Solar Array	Heavy Industrial

It is our plan to develop an automobile dealership that will provide good reliable transportation to people with less than perfect credit. The dealership will be aesthetically and personally welcoming to all members of the community. The business will look to assist the community by being civically engaged, supportive of community programs (with an emphasis on youth sports), and being philanthropically minded. We will also look to create jobs and employ residents of Currituck County.

A use permit for automobile sales was issued to the subject property in 2013 but the use was never established. By Unified Development Ordinance, use permits expire if the use is not established within two years of the approval date. The applicant is requesting a new use permit for automobile sales and has submitted a concurrent application for a minor site plan. The conceptual plan is similar to the one approved in 2013. Improvements will be made to the parking and display areas. The landscaping will be upgraded in accordance with the UDO. All vehicles will be parked in the approved display areas. Display areas will be screened with a Type A buffer yard.

INFRASTRUCTURE	
Water	Public
Sewer	Septic
Landscaping	Will meet current ordinance requirements

RECOMMENDATIONS
TECHNICAL REVIEW COMMITTEE

The Technical Review Committee recommends **adoption** of the use permit subject to the following conditions of approval:

1. The application complies with all applicable review standards of the UDO provided the following outstanding items are addressed:
 - a. ***Type A landscaping buffers are required between the street and all display areas.***
2. The conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands include:
 - a. ***The property shall be developed in accordance with an approved minor site plan.***
 - b. ***Outdoor storage of vehicles shall occur only within the approved display areas.***

USE PERMIT REVIEW STANDARDS
A use permit shall be approved on a finding that the applicant demonstrates the proposed use will meet the below requirements. It is staff's opinion that the evidence in the record, prepared in absence of testimony presented at a public hearing, supports the preliminary findings.

The use will not endanger the public health or safety.

Preliminary Applicant Findings:

1. There will be no endangerment of public health or safety. As this property has had very limited use in recent years, cleaning up and using the property as a retail location will be a health and safety improvement by keeping the property cleaner and eliminating an area that could lend itself to trespassing and vandalism.

The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.

Preliminary Applicant Findings:

1. The location is directly across from Summit Farms Solar Farm and in between vacant property (Heavy Industrial Zone) and a strip office center. Diagonally across the street there is an auto repair use and a recycling yard. The proposed use will improve the local area and increase property values. Instead of a rundown property, it will be attractive and bustling with business.

The use will be in conformity with the Land Use Plan or other officially adopted plans.

Preliminary Staff Findings:

1. The 2006 land Use Plan classifies this site as Rural within the Moyock Subarea.

The proposed use is in keeping with the policies of the plan, including Policies ED1 and ED4

2. The Moyock Small Area Plan Classifies the site as Rural.
The proposed use is in keeping with the policies of the plan, including Policy BI3

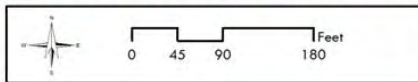
The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

Preliminary Staff Findings:

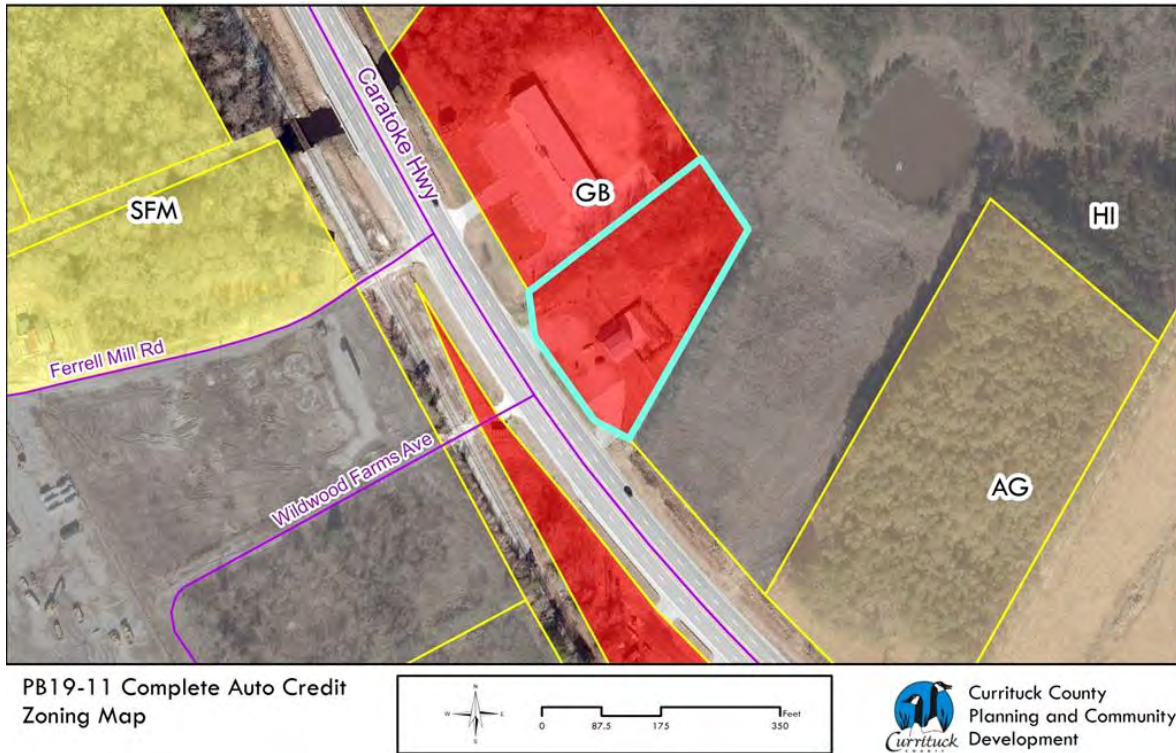
1. There will be no effect on the school system. Currituck County has adequate public facilities to serve this use.



PB 19-11 Complete Auto Credit
Automobile Sales - Use Permit
Aerial



Currituck County
Planning and
Community Development



Parties were sworn in prior to providing testimony. Planning and Community Development Director, Laurie LoCicero, gave a brief review of the application which had been continued

from the May 20, 2019, Board meeting.

Chairman White opened the hearing and sworn testimony was provided by James Innes of Moyock, owner of a commercial property just north of the applicant's location. He expressed concern that landscaping to be installed would make it difficult for his clients to safely enter or exit his property. The vehicles were moved back when requested by Mr. Innes, and he wants to ensure a clear sight line remains.

Ms. LoCicero described the Type A buffer required for the site, and noted staff can work a plan that will keep the site line open. She displayed photos at the location that had been taken earlier in the day.

Additional testimony was provided by the applicant, Marc Sisino. He relayed his efforts to clean up and relocate vehicles to demonstrate how the site will look when meeting the site plan requirements. He responded to Commissioner questions regarding vehicle placement. There was discussion of the need to convert the building on the property from residential to commercial and bring it into compliance with commercial standards.

Ike McRee, County Attorney, confirmed a time frame could be set for the applicant to meet commercial building standards. Mr. Sisino said he has not been told what needs to be done to the building but believes ninety days is reasonable to complete any repairs. Commissioner Jarvis asked about septic repair, and Mr. Sisino said the septic was permitted for residential, and he doesn't believe a commercial use would require additional upgrades.

Kenneth Sisino, the applicant's father, testified that a new septic tank was installed about five years ago and discussed renovations done to the property for residential purposes.

After discussion the hearing was closed by Chairman White.

Commissioner McCord moved to approve PB 19-11 use permit with staff recommendations because the applicant has demonstrated the proposed use meets the use permit review standards of the Unified Development Ordinance (UDO). Suggested conditions including staff recommendations:

- Ninety (90) days to complete having the building to commercial standards as required by the UDO and to get a certificate of occupancy
- Trees can be moved to keep the twenty-five (25) foot area of visibility for the line of sight. The twenty-five foot site line will be measured from the curb
- Improvements will be made to the parking and display areas in accordance with the approved minor site plan
- Landscaping will be upgraded in accordance to the UDO with the exception of the trees being moved out of the twenty-five foot sight area
- Display areas will be screened with a Type A buffer, also keeping the twenty-five foot area
- Outdoor storage of vehicles shall occur only within the approved display areas

The use will not endanger the public health or safety, as this property has had very

limited use in recent years, cleaning up and using the property as a retail location will be a health and safety improvement by keeping the property clean; it will eliminate an area that could lend itself to trespassing and vandalism.

The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located: The proposed use will improve the local area and increase property values. Instead of a rundown property, it will be attractive and bustling with business.

The use will be in conformity with the Land Use Plan (LUP) or other officially adopted plans: The 2006 LUP classifies this site as Rural within the Moyock Subarea-

- Policy ED1-New and expanding industries and businesses should be especially encouraged that
 - 1) Diversify the local economy
 - 2) Train and utilize a more highly skilled labor force and
 - 3) Are compatible with the environmental quality and natural amenity-based economy of Currituck County
- Policy ED4-In addition to the recruitment and expansion of major new industries, the considerable value of small business start-ups, expansions and spin-offs shall also be recognized

The use will not exceed the county's ability to provide adequate public facilities: The proposed use will have no impact on schools and the county has the ability to provide adequate public facilities to the business.

The motion was seconded by Commissioner Payment. The motion carried.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kevin E. McCord, Commissioner
SECONDER:	Mike H. Payment, Vice Chairman
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
ABSENT:	Paul M. Beaumont, Commissioner

NEW BUSINESS

- A. Consideration and Action: PB 13-12 Moyock Commons, Phase 1: Request for a two year extension of the preliminary plat/use permit for a 55 lot residential subdivision located on the westerly terminus of Moyock Commons Drive, behind the Food Lion Shopping Center, Tax Map 15, Parcel 79, Moyock Township.**

Planning and Community Development Director, Laurie LoCicero, reviewed the request for an extension of the Use Permit for Moyock Commons, Phase I, Moyock, due to the applicant's inability to apply for a sewer permit. Assistant County Manager, Ben Stikeleather, explained the county's challenges with the sewer plant.

Commissioner J. Owen Etheridge moved to grant the extension. The motion was seconded by Commissioner Mary Etheridge. The motion carried.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	J. Owen Etheridge, Commissioner
SECONDER:	Mary "Kitty" Etheridge, Commissioner
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
ABSENT:	Paul M. Beaumont, Commissioner

B. Agenda Order of Business-An Ordinance of the Currituck County Board of Commissioners Amending Section 2-65 of the Currituck County, North Carolina Code of Ordinances.

County Attorney, Ike McRee, reviewed the ordinance to amend the Board's Rules of Procedure and move the County Manager's Report within the agenda order of items. Mr. McRee explained since all Commissioners were not present a second reading would be required should the ordinance pass its first reading.

Commissioner Mary Etheridge moved for approval and the motion was seconded by Commissioner J. Owen Etheridge. The motion carried.

RESULT:	ORDINANCE PASSED FIRST READING [UNANIMOUS] Next: 7/1/2019 6:00 PM
MOVER:	Mary "Kitty" Etheridge, Commissioner
SECONDER:	J. Owen Etheridge, Commissioner
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
ABSENT:	Paul M. Beaumont, Commissioner

C) Consent Agenda

Commissioner Payment moved for approval of the Consent Agenda. Commissioner Mary Etheridge seconded the motion. The motion carried.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mike H. Payment, Vice Chairman
SECONDER:	Mary "Kitty" Etheridge, Commissioner
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
ABSENT:	Paul M. Beaumont, Commissioner

1) Approval Of Minutes for June 3, 2019

1. Minutes for June 3, 2019

2. Budget Amendments

Account Number	Account Description	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
62828-587067	T T - Mainland Central Sewer	\$ 3,000	
62390-499900	Appropriated Retained Earnings		\$ 3,000
64390-495067	T F - Mainland Central Sewer		\$ 3,500
64848-561900	Administration	\$ 3,500	
65858-587067	T T - Mainland Central Sewer	\$ 2,200	
65390-499900	Appropriated Retained Earnings		\$ 2,200
67390-495062	T F - Newtown Road Sewer		\$ 3,000
67390-495065	T F - Maple Commerce Park Sewer		\$ 2,200
67390-495068	T F - Walnut Island Sewer		\$ 86,000
67878-587064	T T - Maple Commerce Park Sewer	\$ 3,500	
67878-588000	Contingency	\$ 87,700	
68868-587067	T T - Mainland Central Sewer	\$ 86,000	
68390-499900	Appropriated Retained Earnings		\$ 86,000
		<u>\$ 185,900</u>	<u>\$ 185,900</u>
Explanation:	Newtown Road Sewer (62828); Maple Commerce Park Sewer (64848); Moyock Commons Sewer (65858); Mainland Central Sewer (67878); Walnut Island Sewer (68868) - Transfer cash balances from the County sewer funds on mainland Currituck to the Mainland Central Sewer fund to merge assets of the mainland sewers and close out the residual funds.		
Net Budget Effect:	Newtown Road Sewer Fund (62) - Decreased by \$3,000.		
	Maple Commerce Park Sewer Fund (64) - Increased by \$3,500.		
	Moyock Commons Sewer Fund (65) - Decreased by \$2,200.		
	Mainland Central Sewer Fund (67) - Increased by \$87,700.		
	Walnut Island Sewer Fund (68) - Decreased by \$86,000.		

Communication: Minutes for June 17, 2019 (Approval Of Minutes-June 17, 2019)

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10510-503000	Salaries - Part-time	\$ 1,125	
10510-532001	Canine Supplies	\$ 750	
10510-503500	Temporary Services		\$ 1,125
10510-554000	Insurance & Bonds		\$ 305
10510-531000	Fuel		\$ 445
10775-511000	Telephone & Postage	\$ 100	
10775-506000	Insurance Expense		\$ 100
10795-511010	Data Transmission	\$ 175	
10795-511010	Insurance Expense		\$ 175
10650-514000	Travel	\$ 300	
10650-514500	Training & Education	\$ 200	
10650-511000	Telephone & Postage		\$ 500
10415-514000	Travel	\$ 1,000	
10415-553000	Dues & Subscriptions		\$ 1,000
10511-514000	Travel	\$ 1,000	
10511-531000	Fuel	\$ 500	
10511-506000	Insurance Expense		\$ 1,500
10460-516400	Equipment Maintenance	\$ 1,000	
10460-506000	Insurance Expense		\$ 1,000
10606-531000	Fuel	\$ 300	
10606-506000	Insurance Expense		\$ 300
10530-533900	Ambulance Supplies	\$ 500	
10530-511000	Telephone & Postage		\$ 500
10445-545000	Employee Assistance	\$ 1,000	
10445-506000	Insurance Expense		\$ 1,000
10796-545000	Contract Services	\$ 200	
10796-506000	Insurance Expense		\$ 200
10440-553000	Dues & Subscriptions	\$ 40	
10440-561000	Professional Services	\$ 2,000	
10440-506000	Insurance Expense		\$ 300
10440-545000	Contract Services		\$ 1,740
61818-531000	Fuel	\$ 3,000	
61818-532000	Supplies	\$ 500	
61818-506000	Insurance Expense		\$ 500
61818-516000	Repairs & Maintenance		\$ 3,000
63838-545900	Tire Disposal	\$ 3,500	
63838-545600	Site Work		\$ 3,500
		\$ 17,190	\$ 17,190
Explanation:	Various Departments - Transfers for operations for the remainder of this fiscal year.		
Net Budget Effect:	Operating Fund (10) - No change.		
	Mainland Water Fund (61) - No change.		
	Solid Waste Fund (63) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
	Restitution	\$ 2,400	
	JCPC Administration		\$ 2,400
		\$ 2,400	\$ 2,400
Explanation: Juvenile Crime Prevention Council (10794) - Transfer funds from the JCPC Council to the Restitution program for additional client programming. This has been approved by the JCPC Council and the NC Department of Public Safety.			
Net Budget Effect: Operating Fund (10) - No change.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
67878-513000	Utilities	\$ 11,000	
67878-514000	Travel	\$ 150	
67878-533800	Chemicals	\$ 15,000	
67878-588000	Contingency		\$ 26,150
		\$ 26,150	\$ 26,150
Explanation: Mainland Central Sewer (67878) - Transfer funds for mainland sewer operations.			
Net Budget Effect: Mainland Central Sewer (67) - No change.			

3. Resolution Authorizing the County of Currituck to Provide for the Defense of a Civil Action Brought Against Daniel F. Scanlon, II in his Official and Individual Capacity as County Manager

RESOLUTION AUTHORIZING THE COUNTY OF CURRITUCK TO PROVIDE FOR THE DEFENSE OF A CIVIL ACTION BROUGHT AGAINST DANIEL F. SCANLON, II IN HIS OFFICIAL AND INDIVIDUAL CAPACITY AS COUNTY MANAGER

WHEREAS, N. C. Gen. Stat. §160A-167 provides that a county may provide for the defense of any civil action or proceeding brought against a county officer or employee either in the official or individual capacity, or both, of the county officer or employee on account of any act allegedly done or omission allegedly made in the scope and course of the employment or duty of the county officer or employee; and

WHEREAS, the County of Currituck is informed that a civil action is pending entitled in part "Corolla Civic Association, et al. v. Currituck County, North Carolina, et. al., File No. 19-CVS-171" naming as defendant County Manager Daniel F. Scanlon, in his individual and official capacities on account of acts allegedly done or omissions allegedly made in the scope and course of his employment and duties as a County of Currituck officer and employee; and

WHEREAS, it is appropriate that the County of Currituck provide defense to the pending civil action for Daniel F. Scanlon, II as an officer and employee of the County of Currituck.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for the County of Currituck, North Carolina, that:

Section 1. The County of Currituck shall provide for the defense of Daniel F. Scanlon, II in the civil action entitled in part "Corolla Civic Association, et al. v. Currituck County, North Carolina, et. al., File No. 19-CVS-171".

Section 2. Daniel F. Scanlon, II may be provided defense by the County Attorney, other legal counsel retained by the county or legal counsel retained by the insurance provider for the County of Currituck.

Section 3. This resolution is effective upon adoption.

ADOPTED the 17th day of June, 2019.

Bob White, Chairman
Board of Commissioners

ATTEST:

Leeann Walton,

[COUNTY SEAL]

4. Surplus Resolution and Authorization for Sergeant Randall S. Jones to Purchase Duty Weapon Upon Retirement

WHEREAS, the Board of Commissioners of Currituck County, North Carolina, during its regular meeting held on June 17, 2019, authorized the following property listed below be declared surplus and disposed of; and

WHEREAS, Sheriff Beickert has requested that upon the retirement of Sergeant Randall S. Jones that his duty weapon, a Glock 22 handgun, Serial #PVF942, be given to him. Mr. Jones has made the request to purchase same upon his retirement.

ADOPTED, this the 17th day of June, 2019.

Bob White, Chairman

ATTEST:

(SEAL)

Clerk to the Board

5. Resolution Approving the Exhibition, Use and Discharge of Pyrotechnics at Eagle Creek Golf Course, Moyock, North Carolina.

Communication: Minutes for June 17, 2019 (Approval Of Minutes-June 17, 2019)

**RESOLUTION APPROVING THE EXHIBITION, USE AND DISCHARGE OF
PYROTECHNICS AT EAGLE CREEK GOLF COURSE IN MOYOCK, NORTH CAROLINA**

WHEREAS, pursuant to N.C. Gen. Stat. §14-410 and §14-413, a display operator that will exhibit, Use or discharge pyrotechnics at a public exhibition must receive written authority for such public exhibition from the Board of Commissioners for a county; and

WHEREAS, a display operator must provide proof of insurance in the amount of at least \$500,000.00; and

WHEREAS, Wetzel Pyrotechnics, Inc. is under contract with Tim Paasch to provide an exhibition of fireworks in Moyock at property known as Eagle Creek Golf Course, 109A Greenview Rd. in Moyock, North Carolina, on Saturday, July 6, 2019, which will be a public exhibition, and Wetzel Pyrotechnics has provided a certificate of insurance evidencing insurance coverage in an amount in excess of \$500,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for Currituck County, North Carolina, that:

Section 1. Wetzel Pyrotechnics, is authorized to exhibit, use or discharge pyrotechnics for public exhibition at that property known as Eagle Creek in Moyock, 109A Greenview Road, Moyock, North Carolina, 27958, on Saturday, July 6, 2019 at 9:00 PM.

Section 2. This resolution shall be effective upon adoption.

ADOPTED this 17th day of June, 2019.

Bob White, Chairman

ATTEST:

Leeann Walton, Clerk to the Board

6. Petition to NCDOT for Road Addition-Holly Ridge Drive, Moyock

CLOSED SESSION

1. Closed session pursuant to G.S. 143-318.11(a)(5) to establish or instruct county staff concerning the position to be taken by or on behalf of the county in negotiating the material terms of a contract for the acquisition of real property by purchase or exchange owned by Panther Landing, LLC, and located at 101 Panther Landing Road at the Western corner of Tulls Creek Road and Panther Landing Road, to be used for any public purpose. Agenda was Amended to include: pursuant to G.S. 143-318.11(a)(6) to discuss a personnel matter and pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and to preserve the attorney-client privilege in pending matters entitled Corolla Civic Association, et al. v. Currituck County, et al., and Schneirla v. Currituck County.

Chairman White made a motion to enter Closed Session pursuant to G.S. 143-318.11(a)(5) to establish or instruct county staff concerning the position to be taken by or on behalf of the county in negotiating the material terms of a contract for the acquisition of real property by purchase or exchange owned by Panther Landing, LLC, and located at 101 Panther Landing Road, to be used for any public purpose; pursuant to G.S. 143-318.11(a)(6) to discuss a personnel matter and pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and to preserve the attorney-client privilege in pending matters entitled Corolla Civic Association, et al. v. Currituck County, et al., and Schneirla v. Currituck County.

Commissioner Mary Etheridge seconded the motion. The motion carried and the Board of Commissioners entered Closed Session.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bob White, Chairman
SECONDER:	Mary "Kitty" Etheridge, Commissioner
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
ABSENT:	Paul M. Beaumont, Commissioner

ADJOURN

Motion to Adjourn Meeting

There was no further business after returning from Closed Session and Commissioner Mary Etheridge moved for adjournment. The motion was seconded by Commissioner Payment. The motion carried and the meeting of the Board of Commissioners concluded at 7:32 PM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mary "Kitty" Etheridge, Commissioner
SECONDER:	Mike H. Payment, Vice Chairman
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
ABSENT:	Paul M. Beaumont, Commissioner



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2530)

Agenda Item Title

Minutes-Board of Equalization and Review

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item



2019 BOARD OF EQUALIZATION & REVIEW
Minutes
June 17, 2019

The 2019 Board of Equalization & Review was called to order at 5:00pm on Monday June 17, 2019. Board Members J. Owen Etheridge, Mary Etheridge, Selina S. Jarvis, Kevin McCord, Mike Payment and Bob White were in attendance. The Oath of Office was taken by all new members of the Board of Equalization and Review.

No taxpayers appeared before the Board requesting a hearing with respect to the listing or appraisal of the taxpayer’s property or property of others.

The 2019 Board of Equalization and Review adjourned at 5:30pm

ATTEST: 

Tracy Sample, Clerk to the
Board of Equalization and
Review

Chairman, Bob White

Attachment: 2019_ER_MINUTES (Approval of Minutes-Board of Equalization and Review)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2533)

Agenda Item Title

Budget Amendments

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Number

20200001

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 1st day of July 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
57878-545000	Contract Services	\$ 100,000	
57878-561000	Professional Services		\$ 100,000
57878-588000	Contingency	\$ 2,241,603	
57390-495042	T F - Transfer Tax Capital Fund		\$ 2,241,603
		<u>\$ 2,341,603</u>	<u>\$ 2,341,603</u>

Explanation: Mainland Central Sewer Construction (57) - To record budgeted transfer in the multi-year construction fund for Mainland Central Sewer expansion in Moyock and to mobilize a mobile sewer plant to make necessary repairs.

Net Budget Effect: Mainland Central Sewer Fund (57) - Increased by \$2,241,603

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BA-July 1 General Meeting (Budget Amendments)

Number 20200002

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 1st day of July 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
50448-590001	Boat Facility/Corolla Historic Park	\$ 2,550,000	
50390-495015	T F - Occupancy Tax Fund		\$ 2,550,000
		<u>\$ 2,550,000</u>	<u>\$ 2,550,000</u>

Explanation: County Governmental Construction (50) - Increase budget in the Governmental Construction Fund for construction of a boat museum at Historic Corolla Park.

Net Budget Effect: County Governmental Construction Fund (50) - Increased by \$2,550,000.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BA-July 1 General Meeting (Budget Amendments)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2532)

Agenda Item Title

Surplus Resolution-IT Department

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

RESOLUTION

WHEREAS, the Board of Commissioners of Currituck County, North Carolina during its regularly scheduled meeting held on July 1, 2019 authorized the following, pursuant to GS 160A and 270(b), that the property listed below, be sold at auction or given to another governmental entity:

<u>Description</u>	<u>Service Tag/Serial No.</u>	<u>Asset Tag</u>	<u>Item No.</u>
Dell Latitude E6500	B23CBM1	7293	R001
Replay 4 Backup Software for Vmware	NONE	7635	R002
Replay 4 Backup Software for Vmware	NONE	7636	R003
Replay 4 Backup Software for Vmware	NONE	7637	R004
Replay 4 Backup Software for Vmware	NONE	7638	R005
Dell Precision 390 (on shelf in JC storage room)	1XM4SB1	6308	R006
Dell Equallogics PS6000XV SAN (still in rack)	QJWG3H1	7259	R007
Dell Equallogics PS6000XV SAN (still in rack)	2VFCVL1	7301	R008
Dell PowerEdge 1950	BT38QB1	6301	R009
Dell OptiPlex GX520	BFW5VB1	6309	R010
HP 4700dn Laserjet printer from Library	JP8LB48194	6816	R011
Dell OptiPlex GX260 from Library	H35R121	5642	R012
Dell OptiPlex GX260 from Library	9F4XT21	5703 partial	R013
Dell OptiPlex GX260 from Library	6D4XT21	5704B	R014
Dell OptiPlex GX620 from Library	4NT8L81	6048	R015
Dell OptiPlex GX620 from Library	529TK91	6182	R016
Dell OptiPlex GX620 from Library	GWN4S91	6188	R017
Dell Latitude D820 (from Corolla Library)	57SV4D1	6499	R018
Dell Optiplex 745 from Library	47915d1	6500	R019
Dell Optiplex 360 from Library	95TWCK1	7162A-B	R020
Dell Optiplex 360 from Library	95TYCK1	7163A-B	R021
Dell Optiplex 360 from Library	95S4DK1	7164A-B	R022
Dell Latitude D830	4VHBTG1	6917	R023
Dell Latitude D830	5VHBTG1	6918	R024
Dell Latitude D830	7VHBTG1	6919	R025
Dell Latitude D830	9VHBTG1	6921	R026
Dell Latitude D830	CVHBTG1	6923	R027
Dell Latitude D830	DVHBTG1	6924	R028
Dell Latitude D830	JVHBTG1	6927	R029
Dell Latitude D830	1WHBTG1	6928	R030
Dell Latitude D830	4WHBTG1	6930	R031
Dell Latitude D830	3WHBTG1	6929	R032
Voicemail system - OB Satellite office	NONE	3849	R033
Library automation network	NONE	3840	R034
27 Windows XP Pro Licenses	NONE	5829	R035
Cott Register of Deeds software	NONE	5977	R036
Ipad2-32GB	DQTG8TGUDFHY	NONE	R037
Ipad2-16GB	DMQJKA4LDFHW	7691A	R038
Ipad2-16GB	DMQJKBFBDFHW	7691C	R039
Ipad2-16GB	DMQJKSBUDFHW	7691D	R040
Ipad2-16GB	DMQJK92MDFHW	7691G	R041
Ipad2-16GB	DMQJKA8SDFHW	7691B	R042
Sony Handycam w/ case	326786	NONE	R043
Toshiba portabel DVD player	FC108019514	NONE	R044
Revolabs base station	501050032904	6832	R045
Revolabs base station	NONE	6832	R046
Toshiba video cassette recorder	87509958	NONE	R047
Apple Laserwriter printer	NONE	NONE	R048
Skytex Win7 tablet (model: S970-1020)	LC1109T00404	NONE	R049
Dell tablet	NONE	NONE	R050
Dell dock for tablet	NONE	NONE	R051
Samsung 42" plasma display	AK3DHCEQ500121	6880	R052
Celectro Battery	SJ1270	NONE	R053
Panasonic DVD	vn7ca010303r	NONE	R054
Panasonic Editor	k8tc00378	NONE	R055
JVC VHS/DVD	171b0931	6084	R056
JVC VHS/DVD	073c0182	6084	R057
HP 1022 Laserjet	cnbc584ot1g	NONE	R058
Lilliput	1013a73276001	NONE	R059
Sony Camera	111834	NONE	R060
Capdio DVR	4221148	NONE	R061
Revolabs Charging Station	501050026586	6832	R062
Revolabs Charging Station	501050033004	6832	R063
Wireless Mic	501050048758	6832	R064
Wireless Mic	501050048752	6832	R065
Wireless Mic	501050048714	6832	R066
Wireless Mic	501050048708	6832	R067
Wireless Mic	501050048750	6832	R068
Wireless Mic	501050048786	6832	R069
Wireless Mic	501050048748	6832	R070
Wireless Mic	501050048715	6832	R071
Wireless Mic	501050048812	6832	R072
Wireless Mic	501050048711	6832	R073
Wireless Mic	501050048803	6832	R074
Wireless Mic	501050048747	6832	R075
Revolabs XLR Mic Adapter	501050132999	6832	R076
Crestron Control Processor	421429	NONE	R077
Sony Anycast	15271	NONE	R078
Panasonic Palmcorder	NONE	5273	R079
Canopus Analog to Digital Converter	NONE	NONE	R080
Sony Camera	1112429	NONE	R081
Sony Camera Charger	30022138	NONE	R082
Sony Hard Disk Recorder	1111037	NONE	R083
Sony Hard Disk Recorder	1110995	NONE	R084
Set Speakers	7434677	NONE	R085
Set Speakers	7434709	NONE	R086
Microboards Tech Copier	ROPN3000096	NONE	R087

Bob White, Chairman
Currituck County Board of Commissioners

ATTEST:

Leeann Walton
Clerk to the Board

Attachment: ITS Surplus Resolution July 1 2019 (Surplus Resolution-IT Department)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2534)

Agenda Item Title

Approval of Job Description-Accountant

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: ACCOUNTANT FINANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs highly responsible administrative and fiscal control work overseeing management of County funds. Work involves planning, coordinating, and reviewing all aspects of County financial management and administration. Employee is also responsible for preparing financial statements, the annual Comprehensive Annual Finance Report, various other required reports and assisting the County Manager in preparing annual budgets. Reports to the Finance Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans and organizes all operations of the Finance Department; participates in the formulation and implementation of applicable finance policies, including cash management, investment and travel policies; provides general advice, assistance and recommendations to Finance.

Prepares the annual Comprehensive Annual Financial Report.

Reviews activities of technical accounting personnel and clerical workers, ensuring adherence to established laws, policies, procedures and standards; assists resolving problems as non-routine situations arise.

Assists with the maintenance, control, and analysis of County government fiscal operations; maintains adequate accounting records to document compliance with local, state and federal laws and ordinances; safeguards assets of the County through implementation or acquisition of adequate internal control mechanisms and insurance coverage.

Assists Finance Director to analyze County programs and projects as outlined in budget, performing financial and programmatic reviews; assists in establishing measurable goals and objectives for appraisal standards in County departments, programs, and projects.

Assists in posting and balancing of County ledgers, bi-weekly payroll, monthly and quarterly withholding reports, retirement reports and annual W2 reporting; maintains County purchasing records, prepares financial statements, and other related reports; reviews and approves or denies expenditure requests, and signs checks and pre-audit certificates as appropriate; prepares invoices for services provided to various entities; processes invoices; monitors daily bank deposits and customer credit card transactions; .

Assists Finance Director and County Manager in preparation of annual County budget; aids department heads in preparing budget estimates and in determining costs for new, expanded or reorganized programs; implements approved budget; prepares budget amendments as necessary, making appropriate ledger adjustments and estimating available fund balance.

ACCOUNTANT

Prepares periodic reports of departmental financial condition for review by County Commissioners, indicating receipts, expenditures and encumbrances; attends meetings of County Commissioners and provides information as requested.

Invests idle funds to ensure adequate return on investment while maintaining funds' safety; prepares periodic reports on County investments and securities for presentation to the County Manager and County Commissioners.

Researches and prepares specifications and performance conditions to elicit competitive pricing for a variety of commodities and services, including banking services; reviews and evaluates vendors' proposals to determine compliance with stated specifications and conditions; negotiates, as appropriate, and presents to County Manager recommendations for award of purchase contracts to vendors meeting rates and conditions most favorable to interests of the County; confers with vendors and unsuccessful bidders to facilitate and maintain effective working relationships; develops and documents policies and procedures for seeking competitive bids.

Assists County department heads with financial matters as necessary; answers inquiries and explains policies and procedures of department.

Conducts accounting work on grants received by County, processing adequate records, reimbursements, code reviews, etc., to comply with applicable laws, ordinances and/or requirements of funding agencies.

Assists Finance Director during disasters.

ADDITIONAL JOB FUNCTIONS

Assists County volunteer Fire and Rescue Departments when necessary.

Assumes duties of other finance personnel, as necessary.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Required Qualifications

Education: Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Bachelor's of Accounting or related field.

Experience: At least two (2) years of progressively responsible administrative and management experience.

Other Requirements: Certified Public Accountant or North Carolina Certified Public Finance Officer, Bondable, must complete required FEMA courses for disasters, and must possess a valid driver's license.

Notes: Driving, credit, and criminal history checks required. Selected candidate will also have to complete a post-offer drug-screen.

ACCOUNTANT

Preferred Qualifications

- Five or more years of senior financial management experience in financial policy evaluation and development, general accounting and financial forecasting/reporting and prefer prior government experience at the senior management assistant level, including three years of supervisory experience level.
- Experience and knowledge of North Carolina financial regulations.
- A certification as a Certified Public Accountant (CPA) and/or CGFM or CPFO.
- Experience managing large-scale financial systems, working closely with fiscal services institutions, audit firms and rating/regulatory agencies is necessary.
- Experience communicating on financial matters and developing near and long-term financial strategies is essential. Exceptional communications and management abilities will be called for in this critical executive management position.
- Successful track records leading strategic initiatives and building innovative support systems. Enjoyment of a fast-paced environment that blends entrepreneurial challenges with integrity and accountability.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body to grasp and move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to subordinates and assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, budget summaries, audits, financial statements, accounting journals, purchase orders, etc. Requires the ability to prepare a variety of correspondence, reports, financial statements, budget ordinances, budgets, depreciation schedules, revenue projections, fund balance projections, revenue and expense reports, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Must be able to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

ACCOUNTANT

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to use and interpret various technical and professional languages, including legal and government accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; compute discount, interest, profit and loss, ratio and proportion, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the standard accepted principles and practices of accounting and auditing, including modern County financial administration.

Thorough knowledge of federal, state and County laws, regulations, policies and procedure pertaining to County fiscal operations.

Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Thorough knowledge of the operations of County government, including taxation and other sources of revenue.

Considerable knowledge of modern governmental purchasing principles, practices and procedures.

Considerable knowledge of the methods and procedures used in preparing bid specifications.

Considerable knowledge of the formal and informal bid processes.

Considerable knowledge of contractual terms and conditions, insurance, and bid and performance bonds.

Considerable knowledge of the various grades, quality standards, and sources of supply and price trends for a variety of goods and services.

ACCOUNTANT

General knowledge of the principles of supervision, organization and administration.

Ability to operate common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to implement and maintain standard accounting and control measures for County government.

Ability to apply accounting principles and relevant laws and regulations to the preparation and maintenance of fiscal and accounting records and reports.

Ability to plan and direct an extensive fiscal control system.

Ability to establish and maintain moderately complex records and files, and to prepare reports from such data.

Ability to plan, direct and coordinate the work of technical and clerical subordinates.

Ability to prepare clear and concise reports and to compile and analyze financial statements and reports.

Ability to prepare bid specifications for a variety of equipment and services purchased by the County.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before groups of people.

Ability to exercise tact and courtesy in frequent contact with various County personnel.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 07/01/2019 (BOC)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2535)

Agenda Item Title

Salary Classification Chart-Revised

Brief Description of Agenda Item:

Revised Salary Resolution and Classification Chart budget document to include the new Account position, if position is approved by the BOC.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

**CURRITUCK COUNTY
CLASSIFICATION BY SALARY GRADE
FOR THE FISCAL YEAR ENDING JUNE 30, 2020**

8.D.6.a

SALARY GRADE	SALARY RANGE	CLASSIFICATION
50	\$24,290-\$33,293	Custodian
50.5	\$25,666-\$35,831	Senior Center Assistant Coordinator
51	\$26,261-\$36,053	Maintenance Helper Park Attendant Rural Attendant
52	\$28,232-\$38,852	Accounting Clerk I Animal Care Technician Community Social Services Assistant DSS DCI CP/Clerk Deputy Register of Deeds Library Assistant I Permit Officer I Processing Assistant IV Public Information Assistant IV Recreation Assistant Secretary I Tax Clerk I Visitor Relations Coordinator

Attachment: Classification Chart 07 01 2019 (Salary Classification Chart)

53	\$30,204-\$41,575	Line Maintenance Mechanic Helper Library Assistant II Maintenance/Repair Worker Meter Reader EMT Basic/Firefighter Firefighter EMT/Basic Lineman - Airport Tax Clerk II Utilities Customer Service Representative
53.5	\$30,773-\$42,615	Detention Officer
54	\$32,175-\$44,333	4H Program Assistant Animal Control Officer Assistant Register of Deeds Deputy Director of Elections District Administrator F&C Sciences Associate Income Maintenance Caseworker I Library Associate I Permit Officer II Public Information Assistant V Accounting Clerk II Rural Center Manager Shelter Manager Telecommunicator Trainee Visitor Relations Specialist
54.5	\$32,783-\$45,442	Intake Officer

55	\$34,147-\$47,096	Accounting Clerk III Administrative Assistant I Athletic Grounds Manager Deputy Tax Collector Library Associate II Line Maintenance Mechanic Maintenance/Repair Worker Electrician Maintenance/Repair Worker HVAC Park Superintendent Public Relations Coordinator Recreation Specialist Sales & Marketing Associate Telecommunicator I Tourism Promo & Event Coordinator Utilities Customer Service Supervisor
55.5	\$34,795-\$48,274	Firefighter EMT/Advanced EMT Intermediate/Firefighter
56	\$36,120-49,859	Deputy Trainee Evidence Technician Income Maintenance Caseworker II Permit Officer III Social Worker I Support Technician Telecommunicator II Wastewater ORC Trainee Water Plant Operator Trainee
56.5	\$37,506-\$52,646	Sergeant Detention Officer

57	\$38,091-\$52,617	Administrative Assistant II Building Inspector I Code Enforcement Officer Deputy Sheriff I Human Resources Assistant Maintenance Supervisor Rural Center Director Visitor Center Supervisor Wastewater Operator Water Plant Operator Water Plant Operator/Lab Technician
58	\$40,062-\$55,379	Deputy Sheriff II Income Maintenance Caseworker III Income Maintenance Investigator II Training Officer
59	\$42,034-\$58,139	Accounting Technician Building Inspector II probationary/ FQ Inspect I ** E Body Deputy Sheriff III Development Technician Detective I Firefighter/EMT Paramedic EMT Paramedic/Firefighter Planner I Tax Appraiser

60	\$44,007-\$60,901	*Administrative Officer I *Communications Supervisor Deputy Emergency Management Coordinator EMS Training Officer Fire Training Officer/Recruitment Coordinator Fire Lieutenant *Income Maintenance Supervisor II *Lieutenant Detention Officer Fire Marshal Lieutenant - EMS *Operations Director Risk Manager Social Worker II Water Distribution Supervisor Trainee
60.5	\$44,850-\$62,423	*Senior Center Coordinator
61	\$45,978-\$63,662	Building Inspector III probationary/FQ BI II Creative Director Detective II GIS Specialist GIS Coordinator IT Coordinator Paralegal Planner II Marketing Director Public Information Officer Video Production Specialist

61	\$45,978-\$63,662	Wastewater Supervisor ORC Water Distribution Supervisor Web/AV Specialist
62	\$47,950-\$66,423	*Airport Manager *Contract Purchasing Agent Fiscal and Budget Assistant Sergeant Site Manager/Curator Soil and Stormwater Manager Social Worker III Social Worker Invest/Assess Treatment
63	\$49,920-\$69,182	Building Inspector III FQ *Director of Elections Engineering Technician *Social Work Supervisor II *Water Treatment Plant Supervisor
64	\$51,893-\$71,944	*Accountant *Jail Superintendent Senior Planner
65	\$54,287-\$75,297	*Administrative Assistant/Clerk to Board *Captain - EMS *Fire and EMT Captain *Project Coordinator
66	\$55,837-\$77,467	*Public Utilities Superintendent *Public Works Director *Social Worker Supervisor III *Wastewater Superintendent *Water Superintendent

67	\$57,806-\$80,224	*Chief Building Inspector *Emergency Management Director *Lieutenant - Sheriff *Recreation Director *Social Work Program Manager
68	\$59,778-\$82,984	*Assistant Finance Director *Human Resources Director *IT Director *Tax Administrator
69	\$61,749-\$85,746	
70	\$63,781-\$88,590	
71	\$65,693-\$91,267	*Captain- Sheriff *Chief Deputy - Fire/EMS *Tourism Director
72	\$67,665-\$94,030	*Assistant Planning Director
73	\$69,636-\$96,788	*Assistant Public Services Director/ Assistant County Engineer *Chief Deputy - Sheriff *Economic Development Director
74	\$71,608-\$99,550	
75	\$73,579-\$102,310	*Chief of EMS
76	\$75,552-\$105,071	*Director of Social Services *Finance Director *Public Utilities Director
77	\$77,522-\$107,830	
78	\$79,495-\$110,593	
79	\$81,466-\$113,354	
80	\$83,196-\$115,775	

81	\$85,276-\$129,141	
82	\$87,408-\$132,370	
83	\$89,593-\$135,679	*Assistant County Manager *Planning Director
84	\$91,833-\$139,071	
85	\$94,129-\$142,548	
86	\$96,482-\$146,111	
87	\$98,750-\$149,546	
88	\$99,729-\$151,029	*Senior Planning Director
89	\$102,222-\$154,805	
90	\$104,778-\$158,675	
91	\$107,397-\$162,642	
92	\$109,673-\$166,088	*Public Services Director/County Engineer
93	\$112,415-\$170,240	
94	\$115,225-\$174,496	
95	\$118,106-\$178,859	
96	\$121,059-\$183,330	
97	\$124,085-\$187,913	
98	\$127,187-\$192,611	
99	\$130,367-\$197,426	
100	\$133,626-\$202,362	
101	\$136,967-\$207,421	
102	\$140,391-\$212,607	
103	\$143,901-\$217,922	
104	\$147,498-\$223,370	
105	\$151,186-\$228,954	
106	\$154,965-\$234,678	
107	\$158,839-\$240,545	
108	\$162,810-\$246,559	

109	\$166,881-\$252,723	
110	\$171,053-\$259,041	
111	\$175,318-\$265,501	*Attorney

* indicates exempt status

- Board determined County Manager's salary
- Board determined *Sheriff's salary
- Board determined *Register of Deeds' salary
- Board determined *Attorney's salary

** E Body Grade is Dependent upon State Certification Level



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2536)

Agenda Item Title

Master Fee Schedule

Brief Description of Agenda Item:

Revised Master Fee Schedule to reflect correct fees for Planning and Community Development Department.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

**Currituck County Master
Fee Schedule**

**Rate and Fee Schedule
effective July 1, 2019**

Dept.	Description	Cost				
Airport	Concession Fees - Aviation Maintenance & Repair Services	\$75.00 annual				
Airport	Concession Fees - Based Charter Aircraft Travel Services	5% of booked fee				
Airport	Concession Fees - Banner Towing Operations	\$75.00 annual				
Airport	Concession Fees - Crop Dusting	\$300.00 annual				
Airport	Concession Fees - Flight Lessons two or more Currituck based aircraft	\$75.00 annual				
Airport	Concession Fees- Flight Lessons no Currituck based aircraft	\$300.00 annual	COMMERCIAL			
Airport	Concession Fees- Flight Lessons one Currituck based aircraft	\$150.00 annual				
Airport	Concession Fees- Hang Gliding	\$7,000.00 annual	Annual in Advance			
Airport	Concession Fees - Rental Car Services	\$300.00 annual	Annual w/ 3 yr term			
Airport	Hangar leases, non-commercial	\$2,760.00 annual, payable \$230 per month - Effective 8/1/2013	Monthly	5% Disc	10% Disc	monthly
Airport	Hangars, commercial A-5-T, A-11-T & Office space 2 combined	\$5,796.00 Effective 8/1/2013	\$ 483.00	\$ 5,506	\$ 5,216	\$ 435
Airport	Hangars, commercial C-2, C-3, C-4, C-5	\$6,555.00 Effective 8/1/2013	\$ 546.25	\$ 6,227	\$ 5,900	\$ 492
Airport	Hangars, commercial A-1-T, A-6-T & office space 1 combined	\$5,520.00 Effective 8/1/2013	\$ 460.00	\$ 5,244	\$ 4,968	\$ 414
Airport	Hangars, commercial B-1-C & B-2-C	\$5,520.00 Effective 8/1/2013	\$ 460.00	\$ 5,244	\$ 4,968	\$ 414
Airport	Hangars, commercial C-1	\$7,590.00 Effective 8/1/2013	\$ 632.50	\$ 7,211	\$ 6,831	\$ 569
Airport	Late Fee	\$15.00 lease				
Airport	Tie-down leases	\$10.00 per month				
Animal Services & Control	Adoption Fee- Dog	\$125.00 Discounts up to 50% off at the discretion of the Director and/or Shelter Manager.				
Animal Services & Control	Adoption Fee- Cat	\$75.00				
Animal Services & Control	Reclaim Fee- 1st offense	\$25.00 + \$10.00 a day				
Animal Services & Control	Reclaim Fee- 2nd offense	\$50.00 + \$10.00 a day				
Animal Services & Control	Reclaim Fee- 3rd offense	\$75.00 + \$10.00 a day				
Animal Services & Control	Reclaim Fee- 4th offense	\$100.00 + \$10.00 a day				
Animal Services & Control	Rabies Shot at County Sponsored Rabies Clinics	\$10.00				
CCRC	Facility rental fees					
CCRC	Complete facility rental fee/Exclusive right to grounds	\$500.00 per day.				
CCRC	Picnic Shelter- half day rental	\$25.00 per day/per room (up to 4 hours)				
CCRC	Picnic Shelter- full day rental	\$50.00 per day/per room (up to 8 hours)				
CCRC	Indoor Arena:	\$175.00 per weekend day				
CCRC		\$125.00 per week day				
CCRC	Hourly rental of indoor arena	\$25.00 per hour				
CCRC	Outdoor Arena:	\$125.00 per weekend day				
CCRC		\$100.00 per week day				
CCRC	Hourly rental of outdoor arena	\$25.00 per hour				
CCRC	Park Attendant	\$18.00 per hour - nights/weekends/holidays				
CCRC	Stall Rental:					
CCRC	Overnight, no event	\$35.00 per nights				
CCRC	With event	\$15.00 day stall				
CCRC		\$25.00 2 day show				
CCRC		\$30.00 3 day show				
CCRC	Shavings must be used with any stall rental. No one can stall a horse without shavings.					
CCRC	Shavings	\$7.50 per bag				
CCRC	RV/Camper Hook-up	\$25.00 per night				
CCRC	Vendor Hook-up	\$25.00 per day				
CCRC	Admission Fees - Non-County Event	10% of ticket sales for all non-County events.				
CCRC	Technology fee	\$50.00 Includes wifi, phone, copier, fax access				
CCRC	Returned check/credit card/eft fee	\$25.00				
Communications	CD: 911 Data	\$25.00				
Communications	911 Incident Report/911 Transcripts	\$1.00 per page				

Attachment: Master Fee Jul 1 2019 (Master Fee Schedule-Revised)

Community Development	Central Permitting Fees:	Residential	Commercial
Community Development	New construction and additions	\$0.30 per sf	\$0.35 per sf
Community Development	Alterations	\$0.15 per sf	\$0.12 per sf
Community Development	Cell Tower Evaluation		\$1,000 minimum; actual cost for more complex evaluations
Community Development	Chimney/Woodstove	\$35.00	\$50
Community Development	Decks	\$0.30 per sf	\$0.35 per sf
Community Development	Dune decks and walkways	\$0.30 per sf	\$0.35 per sf
Community Development	Demolition	\$35.00	\$75
Community Development	Detached Buildings	\$0.15 per sf	\$0.15 per sf
Community Development	Farm Building	N/A	\$0.35 per sf
Community Development	Fuel Pumps	N/A	\$50 per pump
Community Development	Gas (Propane/Natural)	\$50.00	\$100
Community Development	HVAC changeout (includes all trade permits)	\$35.00	\$50
Community Development	Insulation (new)	\$50.00	\$100
Community Development	Insulation (alteration)	\$25.00	\$50
Community Development	Metal Carport, pre-manufactured	Greater than 400 sq ft \$50	\$100
Community Development	Mobile Homes	\$0.20 per sf	N/A
Community Development	Modulars	\$0.25 per sf	\$0.30 per sf
Community Development	P M E (New)	\$50 each	\$100 each/per suite
Community Development	P M E (Alterations)	\$25 each	\$50each/ per suite
Community Development	Roofing (sheathing replacement)	\$50.00	\$50
Community Development	Roofing (shingles only)	Greater than 15,000 sq ft \$35	\$50
Community Development	Solar array	\$50 base + \$0.20 per panel	\$200 base + \$0.20 per panel
Community Development	County, State, Federal, Non-profit	No fee	No fee
Community Development	Miscellaneous:		
Community Development	Bulkhead, Pier, Dock, Boatlift	\$50.00	\$100
Community Development	CAMA Minor Permit	\$100.00	\$100
Community Development	Elevator (includes trade permits)	\$75.00	\$150
Community Development	Fire Alarm	N/A	\$50
Community Development	Fire Sprinklers	\$50.00	\$100
Community Development	Hot Tub (includes trade permits)	\$50.00	\$100
Community Development	Moving Permit	\$0.20 per sf	\$0.20 per sf
Community Development	Retaining wall	\$50 each	\$100 each
Community Development	Siding replacement >\$15,000 project cost	> \$15,000 project \$50	\$75
Community Development	Swimming Pool (flat fee includes trade permits)	\$75.00	\$200
Community Development	Signs (on premise)	N/A	\$50 per sign
Community Development	Signs (off premise)	N/A	\$50 per sign
Community Development	Temporary Office	N/A	\$60
Community Development	Tents and Membrane Structures	Greater than 800 sq ft \$50	\$50 per structure
Community Development	Towers		\$500 each
Community Development	Window, Door replacement >\$15,000 project cost	> \$15,000 project \$50	\$75
Community Development	Wind Turbine	\$200 each	\$500 each
Community Development	Amusement rides, water slides	N/A	\$500 each ride
Community Development	Minimum permit fee	\$25.00	\$50
Community Development	Projects that do not fall within the categories above shall be figured on a cost of construction basis as follows:		
Community Development	\$1-\$5,000	\$50.00	\$100
Community Development	Over \$5,000	\$10 per \$1,000	\$20 per \$1,000
Community Development	Inspection Division Fees:		
Community Development	Re-inspection	\$50 per trip	\$50 per trip
Community Development	Working without a permit	Greater of \$50 or 25% of cost	\$100 or 25% of cost
Community Development	Private Schools/Daycare inspection	N/A	\$100
Community Development	ABC Inspections	N/A	\$100
Community Development	Commercial Exhaust Hoods	N/A	\$100 each
Community Development	Generators (includes trade permits)	\$100.00	\$200
Community Development	Home Occupations	\$50.00	NA
Community Development	Planning Division Fees:		
Community Development	Administrative Adjustment	\$200	\$200
Community Development	Clear-Cut Permit	\$50	\$50
Community Development	Sign Return Fee (Unlawfully placed signs)	\$25.00	\$25
Community Development	Site Plan - Major	N/A	\$0.10/ square foot; \$400 minimum
Community Development	Site Plan - Minor	\$200	\$200
Community Development	Subdivision - Major	\$100 per lot/\$250 Amended Plat	\$100 per lot/\$250 Amended Plat
Community Development	Subdivision - Major - additional fee	\$50 Conservation and Development Plan	\$50 Conservation and Development Plan
Community Development	Subdivision - Minor	\$50 per lot	\$50 per lot
Community Development	Temporary Use Permit	\$50	\$50
Community Development	Zoning/Flood determination letter	\$25	\$25
Community Development	Board of Adjustment Fees:		
Community Development	Appeal or Interpretation	\$500	\$500
Community Development	Variance	\$500	\$500
Community Development	Historic Preservation:		
Community Development	Certificate of Appropriateness Application Fee	\$25	\$25
Community Development	Local Historic Landmark Application Fee	\$100	\$100
Community Development	Literature and Materials		
Community Development	Land Use Plan	\$30	\$30

Community Development	Official Zoning Map (Copy)	\$10	\$10
Community Development	Small Area Plans or Technical Documents	\$20	\$20
Community Development	Unified Development Ordinance (UDO)	\$40	\$40
Community Development	Planning Board		
Community Development	Conditional Rezoning	\$200 + \$5/acre	\$200 + \$5/acre
Community Development	Development Agreement	\$300 + \$5/acre	\$300 + \$5/acre
Community Development	Land Use Plan Amendment	\$500	\$500
Community Development	Planned Development	\$300 + \$5/acre	\$300 + \$5/acre
Community Development	Text Amendment	\$300	\$300
Community Development	Use Permit-or Amended Use Permit	\$300	\$300
Community Development	Zoning Map Amendment	\$200 + \$5/acre	\$200 + \$5/acre
Community Development	Public Copies - 1 sided	\$0.10	\$
Community Development	Public Copies - 2 sided	\$0.15	\$
Community Development	Public Copies color up the 8.5" X 14"	\$0.25	\$
Community Development	Notary Fees		
Community Development	Official County business	No charge	No charge
Community Development	Other	\$5 per document	\$5 per document
Community Development	Returned check/credit card/eft fee	\$25.00	
Note: Preliminary, amended preliminary, final and amended final plats will be assessed at \$33 per lot fee if the sketch plan was approved prior to March 3, 2003.			
Community Development	Beach Parking Permit - Seasonal/Non-resident	\$150.00	per season - 12:01 AM Friday before Memorial Day through 11:59 PM Labor Day
Community Development	Beach Parking Permit - Seasonal/Resident Guest Pass - County address specific/not vehicle specific	\$150.00	per season - 12:01 AM Friday before Memorial Day through 11:59 PM Labor Day
Community Development	Beach Parking Permit - 10 Day	\$50.00	10 days from date of permit - Nonresident
Community Development	Beach Parking Permit - Currituck Property Owners and Residents		
	Seasonal Pass with valid registration - 1 per vehicle	No charge	
	Seasonal Guest Permit - Two for each house located in Off-road area in a verified rental program	No charge	
	Seasonal Guest Permit - Two for each owner occupied FULL-TIME residence located in the off-road area	No charge	
Community Development	Outdoor Tour Operator License	\$950.00	per vehicle
Community Development	Technology fee	\$1 per permit	\$1 per permit
Cooperative Extension	Facility rental fees		
Cooperative Extension	Auditorium	\$500.00	per day
Cooperative Extension	Auditorium set up day	\$100.00	11-4 business day prior to event
Cooperative Extension	Conference Room	\$100.00	per 2 hours
Cooperative Extension	Classrooms	\$50.00	per 2 hours
Cooperative Extension	Custodian	\$20.00	per hour - nights/weekends/holidays (4 hour minimum)
Cooperative Extension	Public Copies - 1 sided	\$0.10	
Cooperative Extension	Public Copies - 2 sided	\$0.15	
Cooperative Extension	Public Copies color up the 8.5" X 14"	\$0.25	per side
Cooperative Extension	Notary Fees		
Cooperative Extension	Official County business	\$0.00	
Cooperative Extension	Other	\$5.00	per document
Cooperative Extension	Returned check/credit card/eft fee	\$25.00	
Elections	Copies, color double sided	\$0.45	
Elections	Copies, color single sided	\$0.25	
Elections	Copies, standard letter or legal, per copy	\$0.10	
Elections	Diskette	\$10.00	
Elections	Labels, per label	\$0.01	Minimum \$.30
Elections	Print-out, per page	\$0.05	Minimum \$.25
EMS	Public Copies - 1 sided	\$0.10	
EMS	Public Copies - 2 sided	\$0.15	
EMS	Public Copies color up the 8.5" X 14"	\$0.25	per side
EMS	Notary Fees		
EMS	Official County business	\$0.00	no charge
EMS	Other	\$5.00	per document
EMS	Returned check/credit card/eft fee	\$25.00	
EMS	Stand-by events	\$50.00	hour

ITS	CD1: GIS data CD	\$50.00	
ITS	CD2: 2003, 2008, 2010 or 2012 Color Aerial Photography	\$100.00	per year requested
ITS	Copies, GIS Data, Laser 11 x 17 black and white	\$1.00	
ITS	Copies, GIS Data, Laser 11 x 17 color	\$2.00	
ITS	Copies, GIS Data, Laser 8 1/2 x 11 black and white	\$0.50	
ITS	Copies, GIS Data, Laser 8 1/2 x 11 color	\$1.00	
ITS	Copies, GIS Data, Laser 8 1/2 x 14 black and white	\$0.75	
ITS	Copies, GIS Data, Laser 8 1/2 x 14 color	\$1.50	
ITS	Copies, GIS Data, Plotter 20 x 24 up to 28 x 36	\$5.00	
ITS	Copies, GIS Data, Plotter Greater than 28 x 36 to 36 x 42	\$8.00	
ITS	Copies, GIS Data, Plotter Greater than 36 x 42	\$10.00	
ITS	Copies, GIS Data, Plotter less than 20 x 24	\$3.00	
ITS	Official Zoning Map	\$10.00	
ITS	CD3: 1995 Aerial Photography (black & white only)	\$50.00	
ITS	Street Naming/Name Changing (payable to U.S. Sign Co.)	\$75.00	plus variable (Exception: Subdivisions created prior to 4/2/89 & sign never installed)
Library	Books, Fines for Overdues	\$0.10	per day
Library	Copies, standard letter or legal, per copy (black & white)	\$0.10	
Library	Copies, standard letter or legal, per copy (color)	\$0.25	per side
Library	Copies, 11 x 17 black 7 white	\$0.25	
Library	Copies, 11 x 17 color	\$0.50	per side
Library	Fax - Incoming	\$1.00	
Library	Fax - Outgoing	\$2.50	plus \$1.00 each additional page
Mainland Water	3" Riser	Actual cost + 20%	
Mainland Water	6" Riser	Actual cost + 20%	
Mainland Water	Backhoe per hour	\$125.00	
Mainland Water	Bacteriological tests	\$50.00	
Mainland Water	Check Valve	Actual cost + 20%	
Mainland Water	Chloride tests	\$20.00	
Mainland Water	Ditch Witch per hour	\$125.00	
Mainland Water	ERT for Radio Read meter	Actual cost + 20%	
Mainland Water	Excavator per hour	\$125.00	
Mainland Water	Fire hydrant meter - Deposit	\$2,500.00	
Mainland Water	Fire hydrant meter setup fee	\$50.00	
Mainland Water	High-risk deposit (owner or renter)	\$200.00	or three months' billing of previous usage, whichever is greater
Mainland Water	Meter - Single family residential - new service or aged/worn out	Included with connection fee	County staff installations
Mainland Water	Meter - Commercial/Multi-family - new service or aged/worn out	Paid by contractor	Contractor installations
Mainland Water	Water connection - contractor installs	No fee	
Mainland Water	Water connection fee, 3/4 inch	\$1,000.00	County staff installs connection
Mainland Water	Water connection fee, 3/4 inch irrigation	\$1,000.00	
Mainland Water	Water connection fee, >3/4 inch irrigation	Actual cost + 20%	
Mainland Water	Water connection fee > 3/4 inch	Actual cost + 20%	County staff installs connection
Mainland Water	Water developmental fee, 3/4 inch	\$4,279.00	Minimum fee
Mainland Water	Water developmental fee, > 3/4 inch	TBD	Refer to Developmental Fee Study
Mainland Water	Water developmental fee - Centers of Worship	\$3,000.00	
Mainland Water	Labor per man hour	\$60.00	
Mainland Water	Lid only	Actual cost + 20%	
Mainland Water	Lock	Actual cost + 20%	
Mainland Water	Meter - damaged/vandalized	Actual cost + 20%	
Mainland Water	Meter accessibility charge	\$35.00	
Mainland Water	Meter Box	Actual cost + 20%	
Mainland Water	Meter tampering fee	\$75.00	
Mainland Water	Meter testing fee	\$50.00	If meter accurate
Mainland Water	Meter testing fee	No Charge	If more than 2.5% inaccurate
Mainland Water	Open/reopen/transfer account	\$25.00	
Mainland Water	Pipe pressure/leakage retest	\$150.00	
Mainland Water	Pipe pressure/leakage test	\$150.00	
Mainland Water	Reconnection fee (after cutoff for nonpayment)	\$50.00	8AM - 5PM
Mainland Water	Renter deposit	\$150.00	
Mainland Water	Reread meter - our reading correct	\$25.00	
Mainland Water	Reread meter - our reading incorrect	No Charge	
Mainland Water	Retrofit Meter	Actual cost + 20%	
Mainland Water	Returned check fee	\$25.00	
Mainland Water	Road Bore	Actual cost + 20%	
Mainland Water	Special request meter reading	\$25.00	
Mainland Water	Turn on/off fee, per occurrence	\$25.00	Normal working hours
Mainland Water	Turn on/off fee, per occurrence	\$50.00	After normal working hours
Mainland Water	Union half with nut	Actual cost + 20%	
Mainland Water	Water Charge Fire Service (sprinkler systems)	Same as all other water consumption charges	

		Same as all other water consumption	
Mainland Water	Water Charge Local Government/Board of Education	charges	
Mainland Water	Water Charge base 0-2000 gallons	\$20.00	month
Mainland Water	Water Charge up to 5000 gallons	\$4.50	per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge up to 10,000 gallons	\$5.50	per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge up to 15,000 gallons	\$6.50	per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge up to 20,000 gallons	\$7.50	per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge all over 20,000 gallons	\$8.50	per 1000 gal./effective 7/1/2016
Mainland Water	Yoke	Actual cost + 20%	
Mainland Water	Yoke valve with meter nut	Actual cost + 20%	
Mainland Sewer	Sewer developmental fee, 3/4 inch	\$5,806.00	Per residential unit
Mainland Sewer	Sewer developmental fee, > 3/4 inch	\$5,806.00	Per Equivalent Residential Unit of 360 gallons per day
Mainland Sewer	Sewer Utility Charge	3x Water Usage Charge	\$40 minimum base rate
Mainland Sewer	Residential renter deposit	\$150.00	
Mainland Sewer	Residential renter deposit (High Risk)	\$200.00	3 months past usage with \$200 min
Mainland Sewer	Open/reopen/transfer account	\$25.00	
Mainland Sewer	Reconnection fee	\$50.00	
Mainland Sewer	Sewer Service Tampering Fee	\$75.00	Min \$75 plus cost of damages
Ocean Sands	Water rates - See Southern Outer Banks Water		Same as SOBWS rates
Ocean Sands	Sewer Utility Charge	\$7.95 base + 1.5x Water	after January 1, 2014
Ocean Sands	Water rate	Refer to SOBWS rates	
Ocean Sands	Water connection - contractor installs	No fee	
Ocean Sands	Water connection fee, 3/4 inch	\$1,000.00	County staff installs connection
Ocean Sands	Water connection fee, > 3/4 inch	Actual cost + 20%	County staff installs connection
Ocean Sands	Water developmental fee	\$5,933.00	Minimum fee
Ocean Sands	Sewer developmental fee	\$5,924.00	Minimum fee
Parks & Rec	Knotts Island	\$200.00	per day
Parks & Rec	Maple Athletic Complex - Baseball/Softball Fields	\$200.00	per field/per day
Parks & Rec	Maple Athletic Complex - Soccer Fields	\$200.00	per field/per day
Parks & Rec	Maple Park	\$300.00	per day
Parks & Rec	Maple Skate Park	\$200.00	per day
Parks & Rec	Sound Park	\$500.00	per day
Parks & Rec	Veteran's Memorial Park	\$200.00	per day
Parks & Rec	Walnut Island Park	\$200.00	per day
Parks & Rec	Adult Softball (men and women)	\$200.00	per team
Parks & Rec	Youth Cheerleading	\$20.00	per child - Maximum of \$40.00 per family
Parks & Rec	Youth Flag Football	\$20.00	per child - Maximum of \$40.00 per family
Parks & Rec	Youth Soccer (Fall and Spring)	\$20.00	per child - Maximum of \$40.00 per family
Parks & Rec	Youth Tackle Football	\$25.00	per child - No Maximum Fee
Parks & Rec	Youth T-Ball/Baseball/Softball	\$25.00	per child - \$35.00 (2 children) Maximum of \$50.00 for a family of 3 or more
Parks & Rec	Youth/Junior Basketball	\$20.00	per child - Maximum of \$40.00 per family
Parks & Rec	Tournament Admission Fees- Under 5	No Charge	
Parks & Rec	Tournament Admission Fees- Ages 6-12	\$3.00	
Parks & Rec	Tournament Admission Fees-13 and up	\$5.00	
Parks & Rec	Concessions	Cost + 100% to 300%	
Parks & Rec	Field Fees - Soccer, Baseball/Softball, Tennis Courts	\$25.00	1/2 day - does not include staff, security or clean-up charges
Parks & Rec	Field Fees - Soccer, Baseball/Softball, Tennis Courts	\$50.00	daily - does not include staff, security or clean-up charges
Parks & Rec	Field Set-up Fees - Baseball/Softball	\$20.00	per field - does not include staff, security or clean-up charges
Parks & Rec	Field Set-up Fees - Soccer	\$25.00	per field - does not include staff, security or clean-up charges
Parks & Rec	Park Picnic Shelter	\$25.00	per 1/2 day/\$50 daily
Parks & Rec	Parks		
Parks & Rec	Staff for Events (if required) - Park Attendant	\$18.00	per hour/per attendant
Parks & Rec	Staff for Events (if required) - Park Superintendent	\$18.00	per hour
Parks & Rec	Staff for Events (if required) - Recreation Director	\$28.00	per hour
Parks & Rec	Staff for Events (if required) - Recreation Specialist	\$18.00	per hour
Solid Waste	Tipping Fees per ton for all solid waste that originates outside the County	\$83.00	per ton
Solid Waste	Tipping Fees per ton for mixed solid waste MSW	\$73.00	per ton

Register of Deeds	Birth or Death Amendments (preparation)	\$10.00	
Register of Deeds	Birth or Death Amendments, NC Vital Records	\$15.00	payable to N.C. Vital Records Section
Register of Deeds	Birth or Death Legitimations County	\$10.00	
Register of Deeds	Birth or Death Legitimations State (via check)	\$10.00	
Register of Deeds	Birth or Death Record, Certified Copy	\$10.00	
Register of Deeds	Birth, Delayed Birth Applications	\$20.00	
Register of Deeds	Copies, Certified 1st page	\$5.00	plus \$2.00 each page of document
Register of Deeds	Copies, Uncertified	\$0.25	
Register of Deeds	Copies, Uncertified Plats (11"x17")-per page	\$0.50	
Register of Deeds	Copies, Uncertified Plats (11"x17")-per page VIA Mail or Fax	\$1.00	
Register of Deeds	Copies, Uncertified Plats (18"x24")-per page	\$2.00	
Register of Deeds	Copies, Uncertified Plats (18"x24")-per page VIA Mail	\$3.00	
Register of Deeds	Copies, Uncertified VIA Mail	\$1.00	
Register of Deeds	Deeds of Trust and Mortgages	\$64.00	Minimum fee for pages 1-35
Register of Deeds	Deeds of Trust and Mortgages per page for pages over 35	\$4.00	
Register of Deeds	Deeds of Trust and Mortgages Additional (multi-instrument)	\$10.00	
Register of Deeds	Deeds of Trust and Mortgages Satisfaction/Cancellation	No charge	
Register of Deeds	Highway Maps 1st page	\$21.00	
Register of Deeds	Highway Maps Additional Page(s)	\$5.00	
Register of Deeds	Highway Maps Certified Copy (per 1st page)	\$5.00	
Register of Deeds	Instrument, General	\$26.00	Minimum fee for pages 1-15
Register of Deeds	Instrument, General per page for pages over 15	\$4.00	
Register of Deeds	Instrument, General Additional (multi-instrument)	\$10.00	
Register of Deeds	Marriage License	\$60.00	
Register of Deeds	Marriage License Certified Copy	\$10.00	
Register of Deeds	Marriage License Corrections	\$10.00	
Register of Deeds	Notary Oath	\$10.00	
Register of Deeds	Plats 1st page (GS 161-10)	\$21.00	
Register of Deeds	Plats Additional Page(s)	\$21.00	
Register of Deeds	Plats Certified Copy (per 1st page)	\$5.00	
Register of Deeds	Plats Certified Copy - each additional page after first page	\$2.00	
Register of Deeds	Uniform Commercial Code Fixture Filing Only 1-2 pages	\$38.00	
Register of Deeds	Uniform Commercial Code Fixture Filing Only 3-10 pages	\$45.00	
Register of Deeds	Uniform Commercial Code Fixture Filing Only over 10 pages	\$45.00	plus \$2.00 each additional page over 10
Register of Deeds	Excessive Recording Data - more than 20 distinct parties	\$2.00	each name over 20 - G.S. 161-10(a)(1)
Register of Deeds	Non-standard Fee	\$25.00	G.S. 161-14(b)
Soil Conservation	Soil surveys/publications	No charge	
Sheriff	Peddler License initial fee	\$35.00	
Sheriff	Peddler License renewal fee	\$20.00	
Sheriff	Noise permits	\$25.00	
Sheriff	Adult Entertainment Business Permit - New	\$100.00	
Sheriff	Adult Entertainment Business Permit - Renew	\$50.00	
Sheriff	Copies; uncertified black & white	\$0.10	single side/\$0.15 duplex
Sheriff	Copies; uncertified color	\$0.25	per page
Sheriff	Copies; Certified	\$1.00	
Sheriff	Copies; Certified - for official County business	No charge	
Sheriff	CD - Detention Interviews	\$10.00	
Sheriff	Entertainer's License - New	\$50.00	
Sheriff	Entertainer's License - Renew	\$25.00	
Sheriff	Fingerprint fee - Official County business	No charge	
Sheriff	Fingerprint fee - other	\$5.00	
Sheriff	Handgun Purchase Permit	\$5.00	
Sheriff	Concealed Weapon Permit - New	\$90.00	
Sheriff	Concealed Weapon Permit - Renew	\$80.00	
S Outer Banks Water	3" Riser	Actual cost + 20%	
S Outer Banks Water	6" Riser	Actual cost + 20%	
S Outer Banks Water	Backhoe per hour	\$125.00	
S Outer Banks Water	Excavator per hour	\$125.00	
S Outer Banks Water	Bacteriological tests	\$50.00	
S Outer Banks Water	Check Valve	Actual cost + 20%	
S Outer Banks Water	Chloride tests	\$20.00	
S Outer Banks Water	Ditch Witch per hour	\$125.00	
S Outer Banks Water	ERT for Radio Read meter	Actual cost + 20%	
S Outer Banks Water	Fire hydrant meter - Deposit	\$2,500.00	
S Outer Banks Water	Fire hydrant meter setup fee	\$50.00	
			or three months' billing of previous
S Outer Banks Water	High risk deposit (owner or renter)	\$200.00	usage, whichever is greater
S Outer Banks Water	Water connection - contractor installs	No fee	

S Outer Banks Water	Water connection fee, 3/4 inch residential meter		\$1,000.00	County staff installs connection
S Outer Banks Water	Water connection fee > 3/4 inch		Actual cost + 20%	County staff installs connection
S Outer Banks Water	Water connection fee, 3/4 inch irrigation meter		\$1,000.00	County staff installs connection
S Outer Banks Water	Water connection fee > 3/4 inch irrigation meter		Actual cost + 20%	County staff installs connection
S Outer Banks Water	Water developmental fee, 3/4 inch		\$7,281.00	Minimum fee
S Outer Banks Water	Water developmental fee, > 3/4 inch		TBD	Refer to Developmental Fee Study
S Outer Banks Water	Water developmental fee, Centers of Worship		\$3,000.00	
S Outer Banks Water	Impact Fee standard 3/4" meter, commercial	VOH	\$1,000.00	
S Outer Banks Water	Impact Fee standard 3/4" meter, hotels/motels per two rooms	VOH	\$1,000.00	
S Outer Banks Water	Impact Fee standard 3/4" meter, laundry	VOH	\$1,000.00	per 3 machines (condos, cottage courts, apartments)
S Outer Banks Water	Impact Fee standard 3/4" meter, multifamily	VOH	\$1,000.00	Each habitable unit
S Outer Banks Water	Impact Fee standard 3/4" meter, restaurants	VOH	\$1,000.00	per 16 seats or fraction thereof
S Outer Banks Water	Impact Fee standard 3/4" meter, sewer	VOH	\$700.00	
S Outer Banks Water	Impact Fee standard 3/4" meter, single family residential	VOH	\$1,000.00	
S Outer Banks Water	Labor per man hour		\$60.00	
S Outer Banks Water	Lid only		Actual cost + 20%	
S Outer Banks Water	Lock		Actual cost + 20%	
S Outer Banks Water	Meter		Actual cost + 20%	
S Outer Banks Water	Meter accessibility charge		\$35.00	
S Outer Banks Water	Meter Box		Actual cost + 20%	
S Outer Banks Water	Meter tampering fee		\$75.00	
S Outer Banks Water	Meter testing fee		\$50.00	If meter accurate
S Outer Banks Water	Meter testing fee		No Charge	If more than 2.5% inaccurate
S Outer Banks Water	Open/reopen/transfer account		\$25.00	
S Outer Banks Water	Pipe pressure/leakage retest		\$150.00	
S Outer Banks Water	Pipe pressure/leakage test		\$150.00	
S Outer Banks Water	Reconnection fee (after cutoff for nonpayment)		\$50.00	8AM - 5PM
S Outer Banks Water	Renter deposit		\$150.00	
S Outer Banks Water	Reread meter - our reading correct		\$25.00	
S Outer Banks Water	Reread meter - our reading incorrect		No Charge	
S Outer Banks Water	Retrofit Meter		Actual cost + 20%	
S Outer Banks Water	Returned check fee		\$25.00	
S Outer Banks Water	Road Bore		Actual cost + 20%	
S Outer Banks Water	Special request meter reading		\$25.00	
S Outer Banks Water	Turn on/off fee, per occurrence		\$25.00	Normal working hours
S Outer Banks Water	Turn on/off fee, per occurrence		\$50.00	After normal working hours
S Outer Banks Water	Union half with nut		Actual cost + 20%	
S Outer Banks Water	Water Charge - Pine Island Base Rate		\$30.00	month
S Outer Banks Water	Water Charge - Pine Island per 1,000 gallons		\$4.50	per 1000 gal
S Outer Banks Water	Water Charge Base Rate		\$20.00	month
S Outer Banks Water	Water charge up to 2,500 gallons		\$3.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 5,000 gallons		\$4.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 10,000 gallons		\$5.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 15,000 gallons		\$6.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 20,000 gallons		\$7.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge over 20,000 gallons		\$8.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Yoke		Actual cost + 20%	
S Outer Banks Water	Yoke valve with meter nut		Actual cost + 20%	
S Outer Banks Water	Pipe pressure/leakage retest		\$150.00	
Sr. Center	Deposit, Rental of Senior Center Space (Refundable)		\$100.00	
Sr. Center	Powells Point Bldg- Deposit		\$100.00	per event
Sr. Center	Powells Point Bldg- Rent		\$100.00	per event
Sr. Center	Fax - outgoing		\$2.50	first page \$1.00 each additional page
Sr. Center	Fax - Incoming		\$1.00	
Sr. Center	Public Copies - 1 sided		\$0.10	
Sr. Center	Public Copies - 2 sided		\$0.15	
Sr. Center	Notary Fees			
Sr. Center	Official County business		\$0.00	
Sr. Center	Other		\$5.00	per document
Sr. Center	Returned check/credit card/left fee		\$25.00	
Tax	Public Copies - 1 sided		\$0.10	
Tax	Public Copies - 2 sided		\$0.15	
Tax	Public Copies - Color (Up to 8.5" X 14")		\$0.25	per side
Tax	Public Copies - Color (11" x 17")		\$0.50	per side
Tax	Labels, per label		\$0.03	Minimum \$10.00
Tax	Aerial Tax Maps		\$8.00	
Tax	Subdivision Tax Maps		\$3.00	per sheet
Tax	Street Atlas		\$8.00	
Tax	Returned check/credit card/debit card/EFT/ACH fee		\$0.10	105-357(b)(2)
Tax	Returned check/credit card/debit card/EFT/ACH fee		\$25.00	All other than taxes
Tax	Property Record Card		\$0.50	each

Tourism	Heritage Festival - BBQ Contest Registration	\$300.00	per team - includes RV hookup fee
Tourism	Heritage Festival - Rodeo admission - Ages 13+	\$15 Adv/\$20	Day of Event
Tourism	Heritage Festival - Rodeo admission - Ages 6-12	\$10 Adv/\$15	Day of Event
Tourism	Heritage Festival - Rodeo admission - Ages 0-5	No Charge	
Tourism	Heritage Festival - Rodeo admission - Family (2 Adult/2 Under 12)	\$45.00	Advance sales only
Tourism	Heritage Festival - Rodeo admission - BBQ Participants	\$10.00	Advance sales only
Tourism	Legacy Tours Whalehead Ages 0-5	No charge	
Tourism	Legacy Tours Whalehead Ages 6-12	\$5.00	
Tourism	Legacy Tours Whalehead Ages 13-54	\$7.00	
Tourism	Legacy Tours Whalehead Ages 55+	\$5.00	
Tourism	Legacy Tours Whalehead Active Military	\$5.00	
Tourism	Legacy Tours Wounded Warrior	No charge	
Tourism	Legacy Tours Whalehead Group Student	\$3.00	Coordinator/Bus Driver No charge
Tourism	Legacy Tours Whalehead Group Adult	\$5.00	Coordinator/Bus Driver No charge
			Based on type of Tour and Resources
Tourism	Specialty Tours	TBD	involved
Tourism	Whalehead Wednesday	\$20.00	Price includes wine tasting and glass
	Legacy Tour with purchase of Whalehead Wednesday admission	\$3.00	
	Events requiring tent rentals or other structures on grounds must be rented for the day before, day of and day after event.		
Tourism	Grounds Rental - Primary Site (N Lawn/S Lawn/Point)	\$750.00	
Tourism	Grounds Rental - Secondary Site	\$400.00	
Tourism	Grounds Rental - Picnic Shelter	\$50.00	
Tourism	Grounds Rental - Gazebo	\$150.00	
Tourism	Grounds Rental - Side Porch	\$50.00	
Tourism	Grounds Refundable Security Deposit	\$750.00	
Tourism	Picnic Shelter Refundable Security Deposit	\$25.00	
Tourism	Golf Cart Rental per 8 hours	\$300.00	each per day
Tourism	Tourism and Whalehead \$0.00 - \$6.99 our cost retail merchandise	Cost + 100%	
Tourism	Tourism and Whalehead \$7.00 - \$10.99 our cost retail merchandise	Cost + 50%	
Tourism	Tourism and Whalehead \$11.00 - \$19.99 our cost retail merchandise	Cost + 35%	
Tourism	Tourism and Whalehead \$20.00 & up our cost retail merchandise	Cost + 25%	
Tourism	Vendor Booth Fee	No Charge - Currituck County Property Owner	
Tourism	Vendor Booth Fee	\$25 - Out of County Resident/Business	
Tourism	Historic Corolla Park Usage- unlimited usage with the exception of stated hours	\$400.00	per month for June, July & August
Tourism	Historic Corolla Park Usage- unlimited usage with the exception of stated hours	\$250.00	per month January - May and September - December
Tourism	Historic Corolla Park Usage- for businesses needing the Park 1 day a week or less	\$50.00	per day for all months
Other	Notary Fees	No charge	Official County Business
Other	Notary Fees	\$5.00	Other than County Business
Other	Returned Check Fee	\$25.00	

NOTES:
Occupancy Tax and Sales Taxes will be charged if applicable.

All Water Systems	3/4" irrigation meter \$1,000 and 1" irrigation meter \$1,300 are available to any customer with an existing paid tap.
Mainland Water	Water Charge: Commercial master meter accts charged at above rates per unit served. Hotels and motels: Four rooms equal one commercial master meter billing unit.
Inspections	Movable agricultural buildings occupied for farm purposes shall be exempt from fees prescribed above.
Inspections	*Alterations include work within existing structures and upgrading existing service do not include additions, new construction, providing power to structures not previously having power, or new service to existing buildings.

Planning Preliminary, amended preliminary, final, and amended final plats will be assessed a \$33.00 per lot fee if the sketch plan was approved prior to March 3, 2003.

Revised this 1st day of July 2019.

Bob White, Chairman

Attest:

Leeann Walton, Clerk to the Board

Attachment: Master Fee Jul 1 2019 (Master Fee Schedule-Revised)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2531)

Agenda Item Title

Department of Social Services-Consideration for Approval of Records Disposal

Brief Description of Agenda Item:

Disposal of Records pursuant to the Records Retention Schedule established by the North Carolina Department of Natural and Cultural Resources.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Samantha A. Hurd, Director

BOARD MEMBERS
 Margarette Etheridge, Chair
 David Doll, Vice-Chair
 Robert F. Bell
 Mary Etheridge
 Dorothy Johnson



COUNTY OF CURRITUCK
Department of Social Services

153 COURTHOUSE RD., SUITE 400
 CURRITUCK, NC 27929

Courier # 10-68-01

Phone: (252) 232-3083
 Fax: (252) 232-2167

Physical Address:
 2793 Caratoke Hwy.
 Currituck, NC 27929

MEMORANDUM

TO: Samantha A. Hurd, Director

FROM: Christal L. Berry, IMS II *CLB*

DATE: June 12, 2019

RE: Request for Disposal of Records

The following records are eligible for destruction per the August 2018 NC DHHS Records Retention and Disposition Schedule and the *January 2016 Cultural Resources Records Retention and Disposition Schedule-County Social Services Agencies:

- **Program: Medicaid/TANF**
 - SFY 03-04 12 Boxes
 - SFY 04-05 19 Boxes
 - 31 Total
- **Program: Food Nutrition Services**
 - SFY 09-10 13 Boxes
 - SFY 10-11 15 Boxes
 - 28 Total
- **Program: Low Income Energy Assistance Programs (CIP & LIEAP)**
 - SFY 07-08 } 3 Boxes
 - SFY 08-09 }
 - SFY 09-10 }
- **Other: Miscellaneous (Income Maintenance Reports, Front Desk Logs, etc.)**
 - SFY 2000-2006 7 Boxes

The total number eligible for destruction is sixty-nine (69) boxes.

CLB

*The 2016 Cultural Resources Records Retention and Disposition Schedule-County Social Services Agencies is unique to DSS, and is carved out of the General Records Schedule for Local Government Agencies.

Attachment: DSS Records Disposal (Records Disposal-Department of Social Services)