



**CURRITUCK COUNTY  
NORTH CAROLINA**

February 3, 2020

Minutes – Regular Meeting of the Board of Commissioners

**6:00 PM CALL TO ORDER**

The Currituck County Board of Commissioners met at 6:00 PM in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, for a regular meeting.

Attendee Name	Title	Status	Arrived
Bob White	Chairman	Present	
Mike H. Payment	Vice Chairman	Present	
Paul M. Beaumont	Commissioner	Present	
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**

Commissioner Beaumont offered the Invocation and led the Pledge of Allegiance.

**B) Approval of Agenda**

Commissioner McCord moved to approve the agenda. The motion was seconded by Commissioner Payment. The motion carried.

Approved agenda:

**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****Public Hearings**

- A) PB 19-28 Curtis Bay Medical Waste** A text amendment to the Unified Development Ordinance, Chapter 4: Use Standards and Chapter 10: Definitions and Measurement to allow warehousing and distribution of medical waste with a use permit in the Heavy Industrial (HI) zoning district.
- B) PB 19-27 QHOC of Windswept Pines - Driveway Width & Setbacks Text Amendment:** Request to amend Chapter 5 of the Unified Development Ordinance to allow driveway widths of up to 40 feet when located on a street with curb and gutter section, and where the allowable lot coverage is not exceeded. The amendment also proposes to revise Chapter 3 to reduce the driveway setback from side property lines to 5 feet as opposed to the current requirement of 10 feet.
- C) PB 19-25 Currituck County - Currituck Station:** A request to amend the Unified Development Ordinance, Chapter 1. General Provisions, Chapter 2. Administration, Chapter 3. Zoning Districts, Chapter 4. Use Standards, Chapter 5. Development Standards, Chapter 6. Subdivision Infrastructure Standards, and Chapter 10. Definitions and Measurements for the purpose of implementing the Moyock Mega Site master plan (Currituck Station) and establishing the Planned Development - Currituck Station district and regulations.

**New Business**

**A) Consideration of Purchase and Sale Agreement With Panther Landing, LLC for County Acquisition of 11.5 Acres for Use as Convenience Center**

**B) Board Appointments**

1. Historic Preservation Commission
2. Moyock Stormwater Service District
3. Ocean Sands Water & Sewer District

**C) Consent Agenda**

1. Approval Of Minutes-January 21, 2020
2. Budget Amendments
3. Master Fee Schedule
4. Change Order-Maritime Museum
5. Job Description Revisions-Public Utilities, Plant Operator and Line Maintenance Mechanic

## 6. Petition for Road Addition-Pan Ridge

**Recess Regular Meeting****Special Meeting of the Tourism Development Authority**

Budget Amendments-TDA

**Adjourn Special Meeting of the TDA****Closed Session**

Closed Session Pursuant to G.S. 143-318.11(a)(6) to discuss personnel matters and G.S. 143-318.11(a)(3) in order to preserve the attorney-client privilege in the matter entitled 85 and Sunny, LLC v. Currituck County.

**Adjourn**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kevin E. McCord, Commissioner
<b>SECONDER:</b>	Mike H. Payment, Vice Chairman
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, 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. There were no speakers and the Public Comment period was closed.

**COMMISSIONER'S REPORT**

Commissioner McCord said he visited a first-grade classroom at WT Griggs Elementary earlier in the day and noted he was pleased to see the students participating in reciting the Pledge of Allegiance.

Commissioner J. Owen Etheridge wished Dare County a Happy 150th Birthday.

Commissioner Jarvis discussed the federal Morrill Act that provided funds to universities for Agricultural and Mechanical arts education, citing North Carolina State University and North Carolina Agricultural & Technical University. She said these efforts resulted in the creation of Cooperative Extension, and she thanked Currituck Extension staff for holding a fruit tree pruning class she had recently attended. She encouraged citizens to review classes offered by Cooperative Extension. Commissioner Jarvis announced she will be away and would not be attending the next meeting.

Commissioner Payment asked citizens to continue to support their local firefighters and Volunteer Fire Departments. He announced the upcoming Commissioner Board Retreat, noted many topics will be discussed, and encouraged the public to attend.

Commissioner Mary Etheridge was proud to see the start of construction for the county's new Public Safety Building. She said the recent groundbreaking ceremony was also attended by the new College of the Albemarle (COA) President, Dr. Jack Bagwell, and members of the COA Board of Trustees. She discussed program opportunities that will be available and looks forward to the county's partnership with COA. She announced various dates for voting in the upcoming election, with the Primary being held Tuesday, March 3.

Commissioner Beaumont also reported on the Public Safety Building groundbreaking event and said he believes the facility will be a center of excellence in Public Safety Training. Reporting on the school Superintendent's presentation at the last Commissioners meeting, he described how Currituck County narrowly missed meeting a requirement that would have provided an additional \$564,000 in school funding. He said he has discussed the issue with state legislators and encouraged the public to do the same.

## **COUNTY MANAGER'S REPORT**

Ben Stikeleather, County Manager, reported dates and times for the Board's upcoming retreat and invited the public to attend. He said construction bids received for two projects, the Corolla ABC Store and Shingle Landing Park, came in under budget. Bids would be presented for award at the next Board of Commissioners meeting, and he anticipates construction to begin as early as March or April.

## **PUBLIC HEARINGS**

### **A. PB 19-28 Curtis Bay Medical Waste**

To: Planning Board  
Board of Commissioners

From: Planning Staff

Date: January 14, 2020

Subject: PB 19-28 Curtis Bay Medical Waste

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The purpose of the proposed text amendment is to allow warehousing and distribution of medical waste in the Heavy Industrial (HI) zoning district with a Use Permit, and to allow these activities to occur on the same parcel as a state permitted mining operation.

### **Background**

Curtis Bay provides medical waste collection services to Currituck County and surrounding areas. The collection process involves gathering of medical waste in containers which are stored inside tractor trailers until they can be hauled to an off-site location for processing and disposal. Curtis Bay is currently operating in the county but has not yet obtained the necessary approvals. They are operating on the same parcel of land as the state permitted Spruill Mine located at 913 Caratoke Hwy. The county has sent Curtis Bay a Notice of Violation which has been temporarily stayed while the text amendment application is processed.

In 2009 the Board of Adjustment granted a conditional use permit to *Stericycle* for operation of a similar business in the HI zoning district located at 181 Windchaser Way in Moyock. Below are the relevant conditions placed on the Conditional Use Permit for Stericycle.

- The type C bufferyard is required along the entire lot frontage, excluding the powerline easement.
- Please clarify and provide details for vehicle maintenance including interior trailer wash down.
- Please clarify any odors that could be generated from this storage.

The applicant offers the following standards:

- A use permit is required.
- The processing or disposal of medical waste shall not occur on site.
- Warehousing and distribution of medical waste shall be allowed on the same parcel of land as a state permitted mine so long as the medical waste does not remain on site for more than five days.

A definition of *medical waste* is proposed as follows:

*Any isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes, as such terms may be further defined and used in the Currituck County Code of Ordinances.*

#### **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;
  - a. *The proposed text amendment is consistent with the following 2006 Land Use Plan Policies:*

POLICY ID1: To diversify the local economy and broaden the local tax base, the County shall encourage a public service and regulatory environment conducive to COMPATIBLE INDUSTRIAL DEVELOPMENT. "Compatible" shall be defined as, among other things, industries that do not adversely impact the environmental quality of the area, or overburden the local infrastructure.

POLICY ID5: WAREHOUSING, STORAGE AND DISTRIBUTION facilities shall have access to thoroughfares of adequate traffic carrying capacity, and shall be appropriately designed and/or visually buffered according to the visibility of their location.

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.

2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
  - a. *The text amendment request is consistent with the provisions of the UDO and the*

*County Code of Ordinances.*

3. Is required by changed conditions;
4. Addresses a demonstrated community need;
  - a. *Collection and disposal of medical waste is a necessary service.*
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;
  - a. *The text amendment request is consistent with the purpose and intent of the zoning districts. The HI zoning district is the appropriate location for this type of business.*
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.
  - a. *The collected medical waste will be transported in regulated and approved containers and will then be stored in a trailer until it is hauled off site. The applicant has proposed a specific standard requiring the material to be removed from the site within 5 days.*

**Staff Recommendation**

Staff recommends approval of this request subject to the staff suggested Statement of Consistency and Reasonableness listed in the staff report.

Staff recommends the following changes to the amendment request:

1. That Ordinance section 4.2 (Use Specific Standards) is amended to include Warehousing and Distribution of Medical Waste and the following standards:
  - a. Medical waste shall not be held on site for more than 5 days.
  - b. When medical waste warehousing and distribution occurs on the same parcel as a state permitted mining operation, the warehousing and distribution activities shall not take place within the area permitted for use as a mine.
  - c. There shall be no outdoor storage of medical waste. All waste shall be kept inside approved containers, trailers, or structures.
  - d. All required federal, state, and local permits are maintained.
  - e. A type C buffer Yard is required when necessary to screen the use from off-site views.
  - f. Processing or disposal of medical waste shall not occur on site.

Please note that neither the current nor the previous unified development ordinance allow storage of hazardous waste on the property where an extractive industry use is being conducted. Approval of this text amendment will be a change in policy regarding mines. Staff suggested standard (b.) above is intended to address this issue.

If the text amendment is approved, Curtis Bay will then need to obtain a Use Permit.

**Planning Board Recommendation – January 14, 2020**

Mr. Bass motioned to approve PB 19-28 Curtis Bay Medical Waste text amendment to the Unified Development Ordinance, Chapter 4. Use Standards and Chapter 10. Definitions and Measurement to allow warehousing and distribution of medical waste with a use permit in the Heavy Industrial zoning district with the following staff recommendations:

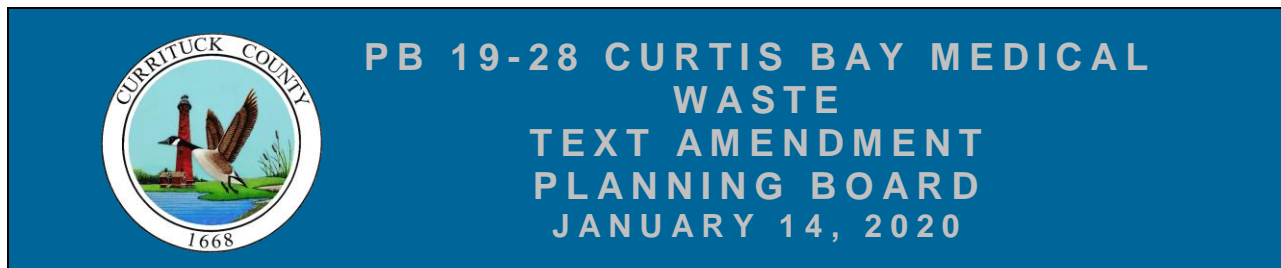
1. That Ordinance section 4.2 (Use Specific Standards) is amended to include Warehousing and Distribution of Medical Waste and the following standards:
- Medical waste shall not be held on site for more than 5 days.
  - When medical waste warehousing and distribution occurs on the same parcel as a state permitted mining operation, the warehousing and distribution activities shall not take place within the area permitted for use as a mine.
  - There shall be no outdoor storage of medical waste. All waste shall be kept inside approved containers, trailers, or structures.
  - All required federal, state, and local permits are maintained.
  - A type C buffer Yard is required when necessary to screen the use from off-site views.
  - Processing or disposal of medical waste shall not occur on site.

Ms. Krause seconded the motion and the motion carried unanimously.

RESULT: RECOMMENDED APPROVAL [UNANIMOUS] Next: 2/3/2020 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, J. Timothy Thomas, Board Member

ABSENT: Anamarie Hilgendorf, Board Member



Curtis Bay Medical Waste Services of North Carolina, LLC request an amendment to the Unified Development Ordinance, Chapter 4 Use Standards and Chapter 10 Definitions and Measurement, to allow warehousing and distribution of medical waste with a Use Permit in the Heavy Industrial Zoning District.

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 4 is amended by deleting the following bold and strikethrough language and adding the bold and underlined language in Section 4.1.2 Use Table:

**TABLE 4.1.1: SUMMARY USE TABLE**

Z = Zoning Compliance Permit; U = Use Permit;  
 MP = Allowed with Master Plan; CZ= Allowed in a  
 Conditional Zoning District blank cell =  
 Prohibited

USE CATEGORY	USE TYPE	ZONING DISTRICT (CURRENT DISTRICT IN PARENTHESIS) [NOTE: OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]															ADDITIONAL REQ. (4.2.____)	
		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M		PD-O
INDUSTRIAL USE CLASSIFICATION																		

Wareho use and Freight Movem ent	Warehouse (distribution)																Z	Z			MP			5.D.3	
	<u>Warehouse (distribution)</u> <del>Medical Waste</del>																	<u>U</u>						<u>5.D.3</u>	
	Warehouse (storage)																	Z	Z		MP		MP		MP

**Item 2:** That Chapter 4 is amended by deleting the following bold and strikethrough language and adding the bold and underlined language in Section 4.1.5 Industrial Uses:

#### A. Extractive Industry

##### (8) Refuse

No bulk waste, hazardous waste, commercial waste, garbage, construction or demolition waste shall be placed on site. **Not withstanding the forgoing, warehousing and distribution of medical waste for processing or disposal off site may be authorized by Use Permits so long as any medical waste brought on site does not remain on site for more the five (5) days.**

**Item 3:** That Chapter 10 is amended by deleting the following bold and strikethrough language and adding the bold and underlined language in Section 10.5 Definitions.

##### Medical Waste

**Any isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes, as such terms may be further defined and used in the Currituck County Code of Ordinances.**

**Item 2:** Staff suggested Statement of Consistency and Reasonableness:

#### Land Use Plan Consistency

The UDO requires that the Board of Commissioners adopt a statement of consistency and reasonableness that describes whether the decision on the amendment is consistent with county adopted plans that are applicable and why the decision is reasonable and in the public interest.

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

**POLICY ID1:** To diversify the local economy and broaden the local tax base, the County shall encourage a public service and regulatory environment conducive to COMPATIBLE INDUSTRIAL DEVELOPMENT. "Compatible" shall be defined as, among other things, industries that do not adversely impact the environmental quality of the area, or overburden the local infrastructure.

**POLICY ID5:** WAREHOUSING, STORAGE AND DISTRIBUTION facilities shall have access to thoroughfares of adequate traffic carrying capacity, and shall be appropriately designed and/or visually buffered according to the visibility of their location.

**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.

The request is reasonable and in the public interest because:

1. It is an existing and necessary support service for the medical services industry.

**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 \_\_\_\_\_, 2020.

Laurie LoCicero, Planning and Community Development Director, presented the text amendment item to the Board. She said the application was being made because the Spruill Mine was allowing medical waste to be stored at their site in violation of their use permit. The activity resulted in issuance of a notice of violation. Ms. LoCicero reviewed the provisions and language in the text amendment for Board consideration, which would apply county-wide if approved. Staff and Planning Board recommend approval with conditions that were reviewed with the Board.

Ms. LoCicero responded to questions posed by Commissioners. She discussed earlier violations at Spruill Mine and an open violation for over-excavation that has not yet been remediated.

Ed McCollum, District Manager for Curtis Bay, spoke in support of approval of the text amendment. He described the waste collection and transfer processes, the timeline recommended for transfers, and the area serviced by the company. He said it is a safe operation and the majority of waste consists of gowns and gloves.

Chairman White opened the Public Hearing. There were no speakers and the Public Hearing was closed.

Commissioner J. Owen Etheridge moved to approve PB 19-28, Curtis Bay Medical Waste, because the request is consistent with the goals, objectives and policies of the 2006 Land Use Plan (LUP) including:

Policy ID1-To diversify the local economy and broaden the local tax base, the County shall encourage a public service and regulatory environment conducive to compatible industrial development. "Compatible" shall be defined as, among other things, industries that do not adversely impact the environmental quality of the area, or overburden the local infrastructure.

Policy ID5-Warehousing, storage and distribution facilities shall have access to thoroughfares of adequate traffic carrying capacity, and shall be appropriately designed and/or visually buffered according to the visibility of their location.

Policy ED1-New and expanding industries and businesses shall be especially encouraged that diversify the local economy, train and utilize a more highly skilled labor

force, and are compatible with the environmental quality and natural amenity based economy of Currituck County.

Include all staff recommendations and in addition require a Type C buffer when the site adjoins a residential development or lesser intense zoning.

The request is reasonable and in the public interest because it is an existing and necessary support service for the medical services industry.

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

<b>RESULT:</b>	<b>MOTION PASSED-ITEM APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	J. Owen Etheridge, Commissioner
<b>SECONDER:</b>	Kevin E. McCord, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

**B. PB 19-27 QHOC of Windswept Pines - Driveway Width & Setbacks Text Amendment:**

To: Board of Commissioners

From: Planning Staff

Date: January 28, 2020

Subject: PB 19-27 QHOC of Windswept Pines

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The enclosed text amendment submitted by QHOC of Windswept Pines revises Chapter 5 of the Unified Development Ordinance (UDO) to allow driveway widths of up to 40 feet when located on a street with curb and gutter section, and where the allowable lot coverage is not exceeded. The amendment also proposes to revise Chapter 3 to reduce the driveway setback from side property lines to 5 feet as opposed to the current requirement of 10 feet.

**Background**

Prior to the 1989 Unified Development Ordinance, driveway widths and setbacks on private roads in Currituck County were largely unregulated. Driveways on state maintained streets were regulated by NCDOT. This resulted in wide driveways which could be located near side lot lines. Over time this created stormwater issues, particularly on the Outer Banks where parking was in high demand and space was limited. On the mainland, it also became an issue where development was occurring on smaller lots in areas with poor natural drainage.

In 2005, the UDO was amended to regulate driveways to alleviate stormwater issues. Driveway setbacks were instituted in an attempt to minimize stormwater runoff between adjoining properties. Additionally, driveway width regulations were adopted that reflected NCDOT standards. Those standards are the basis for current ordinance regulations which require a maximum residential driveway width of 24 feet. NCDOT does allow deviation from the 24' standard but this is done on a case by case basis. New subdivision roads are required to be designed and constructed to meet current NCDOT standards with the assumption that they will be accepted into the NCDOT maintenance program.

Part of this text amendment addresses driveway widths in residential developments that use curb and gutter as stormwater conveyance. On the mainland, there is an increase in the use of curb and gutter over the last 6 years. This text amendment would impact existing subdivisions along with any future subdivisions proposing the use of curb and gutter.

### **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;

a. *The proposed text amendment is not consistent with the following 2006 Land Use Plan Policies:*

*POLICY TR12: New residential developments shall provide for the installation of PAVED PUBLIC ROADWAY AND DRAINAGE INFRASTRUCTURE at the time of development. This policy is intended to prevent the creation of substandard developments that must later correct for infrastructure problems that could have been avoided, had they been installed properly from the beginning. Family subdivisions and non-asphalt roads serving the northern beaches are the only exceptions to this policy.*

b. *The Land Use Plan Vision Statement:*

*We will strive to maintain and enhance the quality of life within our communities for present and future generations by providing:*

- *economic opportunities and affordable housing for all citizens*
- *quality schools and educational, health and safety services*
- *additional and enhanced recreational facilities*
- *sound transportation planning and water, waste, and stormwater services for a growing population*
- *an aesthetically pleasing environment*

c. *The proposed text amendment is not consistent with the following purpose statement from the Currituck County Stormwater Manual:*

*In order to manage the growth pressure while addressing the need to protect the sensitive natural systems on which it depends, Currituck County seeks to improve the stormwater management portions of their Unified Development Ordinance (UDO) to raise the level of water quality protection and reduce nuisance flooding problems.*

- (2) Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;

a. *The text amendment request may conflict with the following UDO General Purpose and Intent Statements:*

- *Protect development and residents from flooding and other natural hazards;*
- *Maintain and protect high quality aesthetic standards for development*
- *Maintain and enhance the character of various districts within the county through an emphasis on design quality;*

b. *The text amendment request is not in conflict with the County Code of Ordinances.*

- (3) Is required by changed conditions;

*Staff is not aware of any changed conditions that would require the text amendment.*

- (4) Addresses a demonstrated community need;  
*The text amendment does not appear to address a 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;
- a. *The amendment is not consistent with some of the general purpose statements of the Residential Zoning section of the UDO.*
- (1)*The residential base zoning districts established in this section are intended to provide a comfortable, healthy, safe, and pleasant environment in which to live and recreate. More specifically, they are intended to:*
- *Ensure adequate light, air, privacy, and recreational and open space areas for each dwelling, and protect residents from the negative effects of noise, excessive population density, traffic congestion, **flooding**, and other significant adverse environmental impacts;*
  - *Provide for safe and efficient vehicular access and circulation and promote bicycle-, and pedestrian-friendly neighborhoods;*
- (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.
- a. *The request could result in significantly adverse impacts on the natural environment, specifically stormwater management.*

**Staff Recommendation:**

Staff recommends denial of this text amendment request due to the following concerns expressed by the County Engineer and the Planning Department, and the suggested Statement of Consistency and Reasonableness provided in the attached staff report.

***Planning and Engineering comments:*****Greater than 24' driveway width concerns:**

Increased driveway width applies only to residential developments with curb and gutter infrastructure

- With curb and gutter, the section of the driveway within the right-of-way (connection of the driveway to the street), will typically drain to the street.
- Depending on the slope, layout, impervious area and design of the lot, more lot area could drain into the street via the driveway.
- Larger driveways will mean more direct runoff to the curb and gutter section which drains to catch basins and outlet pipes.
- If UDO is changed to allow for wider driveways at the ROW, will the current infrastructure in **existing developments** (gutters, catch basins, outlets) handle the increased flow of SW from wider driveways?
- In existing developments, County staff will need to review revised SW calculations to verify the 40' driveway drainage can be handled by current infrastructure.
- In existing developments, any infrastructure (catch basins, gutters, outlets, etc) will need to be improved to meet additional flow if indicated by revised calculations.
- In existing development, County staff will need verification from NCDOT that increased flow and any altered infrastructure will still meet NCDOT standards and carrying capacity.

- Slope of driveways will need to be minimal to limit velocity of runoff.
- Sheet flow from driveways that slope toward the street will have greater potential to impact properties on the opposite side of the street
- The NCDOT standard for driveway width is 24'. Deviations from this standard are evaluated on a case by case basis.
  - At this time, staff is unsure of the criteria used for determining greater driveway width approval
  - If driveways on a street exceed the 24' standard, will that impact NCDOT acceptance of the street into the DOT system?
- The above factors will need to be taken into account during the design of SW plan and infrastructure for curb and gutter residential developments.
- Consideration of Aesthetics – at 40' wide, up to 5 vehicles can be parked at the right-of-way, how will this impact the appearance of lots, and the neighborhood in general?
- What are the potential safety concerns for pedestrian and vehicular traffic movements from the sidewalk and roadway respectively?

### **Setbacks**

One overarching goal of the driveway setback is to minimize runoff onto your neighbor's property.

- Current UDO standard is a 10' side setback for driveways and parking areas.
- This provides more pervious area, which prevents more direct runoff onto neighboring lots.
- Provides a larger area for infiltration without sheet flowing into swales and ditches
- Lot line swales are required in all subdivisions
- Lot line swales could be impacted with decreased setback of driveways and parking areas
- Driveways that require fill to even out slope could violate ordinance requirement of no fill within the 10' setback

### **Benchmarking other communities' standards**

Staff would like to check with other neighboring communities and professional standards to see how others' address the issue.

### **Planning Board Recommendation – January 14, 2014:**

Chairman Ballance motioned to recommend denial of the text amendment and advising to the Board of Commissioners to stay all fines and all enforcement action is stayed on the eight homeowners who have driveway width issues. For the resolution to be on a case by case basis as Mr. Ott stated in his email and for the Board of Commissioners to consider accepting a letter from an engineer for the other people, such as Mr. Blain and Mr. Brooke who have issues with driveways around the side of the houses to remedy the situation by providing an Engineer letter stating that the property owners will not flood anybody.

Ms. Krause seconded the motion and the motion carried unanimously.

RESULT: RECOMMENDED DENIAL [UNANIMOUS] Next: 2/3/2020 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, J. Timothy Thomas, Board Member

ABSENT: Anamarie Hilgendorf, Board Member



**PB 19-27 QHOC OF WINDSWEPT PINES  
DRIVEWAY WIDTH AND SETBACKS  
TEXT AMENDMENT  
PLANNING BOARD  
NOVEMBER 12, 2019**

QHOC of Windswept Pines has submitted a text amendment to allow driveway widths of up to 40 feet when located on a street with curb and gutter section, and where the allowable lot coverage is not exceeded. The amendment also proposes to revise Chapter 3 to reduce the driveway setback from side property lines to 5 feet as opposed to the current requirement of 10 feet.

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 5. Use Standards is amended by adding the following underlined language and removing the following strike-through language:

**C. Driveway Widths**

Driveway widths shall be in accordance with Table 5.6.7.C, Driveway Width:

USE TYPE	RESIDENTIAL USES		NONRESIDENTIAL USES	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM WIDTH (FT) [1] [3]
Single-Family Detached & Two-	10	24[5]	N/A	N/A
All Other Uses: One Way Driveway	10	24	10	36
All Other Uses: Two Way Driveway	20		20 [4]	

**NOTES:**

[1] Maximum driveway width shall be measured at the lot line abutting the street right-of-way

[2] Nonresidential driveways shall meet emergency vehicle access requirements as determined by the Fire Marshal. [3] Not applied to fire stations.

[4] Minimum width may be reduced to 10 feet if the driveway is shorter than 75 feet in length, it provides access to less than six spaces, and is configured to allow vehicles to turn around without backing onto the street. It may also be reduced to ten feet if the use generates less than five vehicle trips per day.

[5] Driveways located on streets having curb and gutter section, where the allowable lot coverage is not exceeded, shall have a maximum width of 40 feet.

That Chapter 3 Zoning Districts is amended to reflect a reduced side setback of 5 feet for driveways. Driveway setbacks are established by the dimensional standards table in each zoning district, **all** of which shall be **amended as shown** in the below example.

## Chapter 3: Zoning Districts

## SECTION 3.4: RESIDENTIAL BASE ZONING DISTRICTS

## Subsection 3.4.3: Single-Family Residential-Outer Banks (SFO) District

**F. DIMENSIONAL STANDARDS**

Max. Density (du/ac)	N/A	Min. Major Arterial Street Setback (ft)	50
Max. Nonresidential FAR (%)	0.40	Min. Side Setback (ft)	10
Min. Lot Area (sf ft)	20,000	Min. Rear Setback (ft)	25
Max. Lot Area (acres)	N/A	Min. Agricultural Setback (ft) [5]	50
Min. Lot Width, Interior Lot (ft)	100 [1]	Min. Accessory Use Setback (ft)	10
Min. Lot Width, Corner Lot (ft)	110	Min. Driveway/Parking Setback (ft)	<del>10</del> <u>5</u>
Max. Lot Depth	[2]	Min. Fill Setback from all Lot Lines (ft) [6]	10
Max. Lot Coverage (%)	30 [3]	Min. Wetland/Riparian Buffer (ft) [5]	30
Min. Front Setback (ft) [4]	20	Max. Building Height (ft)	35
Min. Corner Side Setback (ft)	20	Min. Spacing Between Principal Buildings (ft)	10
[1] All lots shall maintain a minimum street frontage of 35 feet [2] Lot depth shall not exceed four times the lot width [3] 35% for platted lots of 19,000 sf in area or less [4] Front setbacks shall be measured from ultimate ROW line		[5] Applied to major subdivisions platted after January 1, 2013 and site plans on lots 10 acres in area and greater [6] Except as needed for driveways	

**Item 3:** Staff's suggested Statement of Consistency and Reasonableness:

The requested text amendment is not consistent with the 2006 Land Use Plan and the following specific policies of the plan:

*The Land Use Plan Vision Statement:*

*We will strive to maintain and enhance the quality of life within our communities for present and future generations by providing:*

- economic opportunities and affordable housing for all citizens*
- quality schools and educational, health and safety services*
- additional and enhanced recreational facilities*
- sound transportation planning and water, waste, and stormwater services for a growing population*
- an aesthetically pleasing environment*

*POLICY TR12: New residential developments shall provide for the installation of PAVED PUBLIC ROADWAY AND DRAINAGE INFRASTRUCTURE at the time of development. This policy is intended to prevent the creation of substandard developments that must later correct for infrastructure problems that could have been avoided, had they been installed properly from the beginning. Family subdivisions and non-asphalt roads serving the northern beaches are the only exceptions to this policy.*

The text amendment request is not reasonable nor in the public interest because

1. It is unclear if existing curb and gutter systems are capable of preventing floodwaters, generated by increased impervious area and potential increased velocity, from negatively affecting neighboring properties and streets.
2. Reduction of the side setback for driveways may cause issues with flooding of neighboring properties by:
  - Reducing space available for stormwater infiltration
  - Limiting the space available for property line swales
  - Encouraging fill in the 10 foot side setback when grade changes are necessary

**Item 4:** 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 5:** This ordinance amendment shall be in effect from and after the \_\_\_\_ day of \_\_\_\_\_, 2019.

Planning and Community Development Director, Laurie LoCicero, reviewed the application asking the Board to consider approval of two text amendments. One would allow expanded driveway widths up to 40 feet and the second would reduce side driveway setbacks from 10 feet to 5 feet. Ms. LoCicero explained the requests are being made to correct a violation issue in Windswept Pines where some driveway installations were wider than what was shown on the approved the site plan. She used the overhead to display the approved site plan and pictures demonstrating the driveway and side setback issues.

During presentation, Ms. LoCicero responded to questions posed by Commissioners. There was discussion as to the responsibility of the County's Building Inspectors, and Ms. LoCicero and Mr. Stikeleather explained their role in the inspection process. Ms. LoCicero said inspectors are now looking at driveways and side setbacks and can request as-built surveys if they are not comfortable that requirements are being met. Commissioner Payment said, as a contractor, boundaries and setbacks are checked to ensure equipment is properly located. Additional discussion revolved around the timeline as to issuance of violation notices relative to Certificates of Occupancy (CO) and effects to homeowners who currently sit with violations on their property.

Ms. LoCicero reported concerns with both driveways widths greater than twenty-four feet and increased setbacks. Ms. LoCicero said staff recommends denial of the text amendment. Planning Board also recommends denial but additional caveats were included that would allow both 40' driveways and increased setbacks in certain circumstances.

David Otts, North Carolina Department of Transportation (NCDOT) District I Engineer addressed Commissioners. He said mobility and safety are the priority and noted no concerns or maintenance issues with the eight driveways located in the Windswept Pines Subdivision that exceed the recommended twenty-four foot width. He confirmed other driveways that exceed recommendations would be considered based on necessity. Mr. Otts responded to questions.

Mark Bissell, Engineer, spoke in favor of approval of the text amendment. He provided the history that resulted in the text amendment request and presented earlier discussion that took place at the Planning Board meeting. Mr. Bissell also reviewed the history

resulting in a request for a text amendment for reduced side setbacks and noted several exceptions in the Unified Development Ordinance to support approval of the request.

Justin Old, Quality Homes of Currituck, told Commissioners the first CO was received in November, 2018, and violations issued for driveway widths were noticed by County staff in March or April of 2019.

Driveway pours were discussed, as were concerns related to fire safety with a reduced side setback.

Chairman White called a recess at 7:44 PM. The meeting reconvened at 7:55 PM.

Mr. Otts returned to clarify NCDOT's position and said he sees no problem with the eight existing driveways. He said NCDOT prefers a 24' maximum width driveway for easier maintenance and minimal costs. Mr. Otts said if the text amendment was approved a letter would be required on every single driveway over the recommended maximum, which would result in additional work for both the county and NCDOT.

Chairman White opened the Public Hearing.

Keith Blain, a Moyock Crossing resident, described his issue after he had a two-car garage built in his back yard, followed by a driveway which encroached into the side setback. He said he doesn't see any stormwater impacts and asked the Board to approve a five foot setback. He said the concrete contractor he used told him the setback was five feet.

Al Brooke of Moyock Crossing was issued a notice of violation on September 11 for an easement encroachment. He said he moved house over to allow for a driveway to a garage in back. He said driveway encroaches about 16" into the setback and that he was aware of the 10' setback. He supports the five foot side setback and distributed pictures of his property for Board review and responded to questions related to his driveway.

Mr. Stikeleather described the variance process through the Board of Adjustment which can be used to address issues on a case by case basis.

Matt Raftery, a resident of Windswept Pines, said he has one of the wide-width driveways and has noted no issues with stormwater. He said he received the notice of violation six months after moving into the home.

County Attorney, Ike McRee, explained the ordinance calls to violate the owner of the property, and the county has little recourse against a contractor.

Mr. Bissell suggested the text amendment could be revised to include certain exceptions for driveways to be allowed in the setbacks. Ms. LoCicero explained a three-foot exemption is allowed for encroachment into the setback, but there are concerns with encroachment of hard structures.

No others wished to speak and Chairman White closed the Public Hearing.

Ms. LoCicero and Commissioners discussed concerns with allowing driveways to encroach within the side setbacks. Ms. LoCicero said she would want to confer with staff and the county engineer.

Following discussion, Commissioners chose to reopen the Public Hearing. Commissioner J. Owen Etheridge moved to table the item until the March 2, 2020 Commissioner meeting. He stated that if NCDOT submits an email stating they will accept the eight driveways the county would drop the violations for those eight. He requested staff return with effects of allowing driveways within the side setbacks as an exemption in Section 10 of the UDO.

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

<b>RESULT:</b>	<b>CONTINUED [UNANIMOUS]</b>	<b>Next: 3/2/2020 6:00 PM</b>
<b>MOVER:</b>	J. Owen Etheridge, Commissioner	
<b>SECONDER:</b>	Kevin E. McCord, Commissioner	
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner	

) **Recess**

Chairman White called a recess at 8:37 PM. The Board reconvened at 8:47 PM.

**C. PB 19-25 Currituck County - Currituck Station:**

Planning and Community Development Director, Laurie LoCicero and Assistant Planning Director, Donna Voliva, reviewed with Commissioners the proposed text amendment language for the Unified Development Ordinance (UDO) to regulate zoning and development in the Moyock mega-site. The mega-site, now Currituck Station, is an employment center created for development in conjunction with the growth taking place in the Moyock area. Ms. LoCicero reviewed a timeline and action taken toward development of Currituck Station, which began in 2012 in conjunction with creation of the Moyock Small Area Plan. Ms. Voliva, who composed the text amendment for incorporation into the UDO, distributed documents to the Board that noted the mega-site master land use plan, and she walked the Board through the plan and text amendment language. A pattern book intended to be used to provide building and character guidelines was also developed and presented to the Board for review. Ms. Voliva discussed the process for rezonings and explained the various land uses, development standards, densities and other requirements for each of the eight sub-districts within Currituck Station.

In response to stakeholder comments and concerns that were shared with Commissioners, Ms. Voliva suggested resolving a property line conflict in the Newtown district by changing a portion of the Newtown district to the Charter subarea. She also recommended allowing a traditional style of building within Currituck Station. Staff

comments and recommended changes were reviewed and Ms. Voliva responded to questions posed by the Board. She said the proposed densities in Currituck Station are in keeping with other types of planned developments allowed in the county and she discussed effects the text amendment may have on properties located outside of Currituck Station.

Chairman White thanked staff for their presentation and made a motion to continue the item to the March 2, 2020, Commissioners meeting, to include a 3:00 PM work session prior to the regular meeting. Commissioner J. Owen Etheridge seconded the motion. The motion carried.

<b>RESULT:</b>	<b>CONTINUED [UNANIMOUS]</b>	<b>Next: 3/2/2020 6:00 PM</b>
<b>MOVER:</b>	Bob White, Chairman	
<b>SECONDER:</b>	J. Owen Etheridge, Commissioner	
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner	

## NEW BUSINESS

### A. Consideration of Purchase and Sale Agreement With Panther Landing, LLC for County Acquisition of 11.5 Acres for Use as Convenience Center

County Manager, Ben Stikeleather, reviewed the item for Board consideration and the overhead was used to display an aerial view of the Panther Landing convenience site. He reviewed the plan for expansion and the proposal for purchase of 11.5 acres of adjacent land for the expansion. Mr. Stikeleather responded to Board questions and Commissioner J. Owen Etheridge moved for approval of the contract. The motion was seconded by Commissioner Payment. The motion carried.

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

### B) Board Appointments

#### 1. Historic Preservation Commission

Commissioner Payment moved to approve Virginia Agreste for reappointment to the Historic Preservation Commission. Commissioner McCord seconded the motion and the motion carried.

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

## 2. Moyock Stormwater Service District

Commissioner Jarvis moved for approval of the following nominees to fill the vacancies on the Moyock Stormwater Service District Advisory Board:

Jared Bobzien to fill an unexpired Term ending 10-19-2020 (Replacing Cindy Arthur)  
Mark Dunn to fill an Unexpired term ending 10-19-2021 (Replacing David Plageman)  
Kathy Ehler to fill an unexpired term ending 10-19-2021 (Replacing Steven Vick)

Commissioner Mary Etheridge seconded the motion. The motion carried.

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

## 3. Ocean Sands Water & Sewer District

Chairman White moved to approve Robert Peters for appointment to the Ocean Sands Water and Sewer District Advisory. Commissioner Jarvis seconded the motion and the motion carried.

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

## C) Consent Agenda

Commissioner Mary Etheridge moved for approval of Consent Agenda with an amendment to the minutes of January 21, 2020, to provide a statement noting that she did not vote on PB 18-23, Fost Tract, and pursuant to the Board's Rules of Procedure, it was recorded as a

vote in the affirmative. The motion was seconded by Commissioner Jarvis. The motion carried.

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

## 1) Approval Of Minutes-January 21, 2020

### 1. Minutes for January 21, 2020

### 2. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10415-532000	Supplies	\$ 800	
10415-514500	Training & Education	\$ 585	
10415-590000	Capital Outlay		\$ 1,385
		<u>\$ 1,385</u>	<u>\$ 1,385</u>
<b>Explanation:</b>	Legal (10415) - Transfer residual funds from capital outlay for supplies and training for the purchasing agent.		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10650-526200	Promotional Efforts	\$ 250	
10650-531000	Fuel	200	
10650-553000	Dues and Subscriptions	3,500	
10650-557100	Software License	100	
10550-526100	Advertising & Public Relations		\$ 250
10650-514500	Training & Education		100
10650-532000	Supplies		200
10650-545000	Contracted Services		3,500
		<u>\$ 4,050</u>	<u>\$ 4,050</u>
<b>Explanation:</b>	Economic Development (10650); Airport (10550) - Transfer Airport promotions to Economic Development promotions and additional transfers within the Economic Development budget for operations for the remainder of this fiscal year.		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10650-526200	Promotional Efforts	\$ 250	
10650-531000	Fuel	200	
10650-553000	Dues and Subscriptions	3,500	
10650-557100	Software License	100	
10550-526100	Advertising & Public Relations		\$ 250
10650-514500	Training & Education		100
10650-532000	Supplies		200
10650-545000	Contracted Services		3,500
		<u>\$ 4,050</u>	<u>\$ 4,050</u>
<b>Explanation:</b>	Economic Development (10650); Airport (10550) - Transfer Airport promotions to Economic Development promotions and additional transfers within the Economic Development budget for operations for the remainder of this fiscal year.		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10460-506000	Insurance Expense		\$ 9,186
10460-561000	Professional Services	\$ 186	
10460-590000	Capital Outlay	9,000	
		\$ 9,186	\$ 9,186

**Explanation:** Public Works (10460) - Transfer funds for completion of Historic Courthouse boiler installation.

**Net Budget Effect:** Operating Fund (10) - No change.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10460-506000	Insurance Expense		\$ 9,186
10460-561000	Professional Services	\$ 186	
10460-590000	Capital Outlay	9,000	
		\$ 9,186	\$ 9,186

**Explanation:** Public Works (10460) - Transfer funds for completion of Historic Courthouse boiler installation.

**Net Budget Effect:** Operating Fund (10) - No change.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
16609-561000	Professional Services	\$ 20,000	
16609-588000	Contingency		\$ 20,000
		\$ 20,000	\$ 20,000

**Explanation:** Ocean Sands North/Crown Point Watershed (16609) - Transfer funds from contingency to professional services to fund appraisal of open space in Ocean Sands.

**Net Budget Effect:** Ocean Sands/Crowne Point Watershed Fund (16) - No change.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
66868-511000	Telephone & Postage	\$ 8,000	
66868-545100	Credit Card Fees	\$ 4,000	
66360-470000	Utilities Charges		\$ 12,000
		<u>\$ 12,000</u>	<u>\$ 12,000</u>
<b>Explanation:</b>	Southern Outer Banks Water (66868) - Increase appropriations for postage and credit card processing fees for billing the remainder of this fiscal year.		
<b>Net Budget Effect:</b>	Southern Outer Banks Water (66) - Increased by \$12,000.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
43848-590000	Capital Outlay	\$ 216,200	
43390-499900	Appropriated Fund Balance		\$ 216,200
		<u>\$ 216,200</u>	<u>\$ 216,200</u>
<b>Explanation:</b>	Land Banking (43848) - Increase appropriated to purchase 11.5 acres for a convenience center from Panther Landing LLC located in Moyock, NC.		
<b>Net Budget Effect:</b>	Land Banking Fund (43) - Increased by \$216,200.00		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10990-587015	T T - Occupancy Tax Fund	\$ 20,000	
10340-450420	Beach Parking Permits		\$ 20,000
		<u>\$ 20,000</u>	<u>\$ 20,000</u>
<b>Explanation:</b>	Transfers to other funds (10990) - Transfer funds to Occupancy Tax for the printing and signage for beach parking permits.		
<b>Net Budget Effect:</b>	Operating Fund (10) - Increased by \$20,000.		

### 3. Master Fee Schedule

Currituck County Master Fee Schedule									
Rate and Fee Schedule effective February 3, 2020									
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		due on 10th following quarter end: Jan 10, Apr 10, Jul 10 & Sep 10					
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					
Airport	Concession Fees- Flight Lessons one Currituck based aircraft		\$150.00	annual					
Airport	Concession Fees- Hang Gliding		\$7,000.00	annual		Annual in Advance	Annual w/ 3 yr term	Annual w/ 3 yr term	
Airport	Concession Fees - Rental Car Services		\$300.00	annual					
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	Payments received after 10th of each month for each hangar and/or tie-down 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					
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 rentals will also be charged NC sales tax in addition to the rental fee.								
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	Hourly rental of indoor arena		\$125.00	per week day					
CCRC	Outdoor Arena:		\$25.00	per hour					
CCRC	Hourly rental of outdoor arena		\$125.00	per weekend day					
CCRC	Park Attendant		\$100.00	per week day					
CCRC	Stall Rental:		\$25.00	per hour					
CCRC	Overnight, no event		\$18.00	per hour - nights/weekends/holidays					
CCRC	With event		\$35.00	per nights					
CCRC			\$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/efit fee		\$25.00						

Communications	CD: 911 Data	\$25.00	
Communications	911 Incident Report/911 Transcripts	\$1.00	per page
Community Development	<b>Central Permitting Fees:</b>	<b>Residential</b>	<b>Commercial</b>
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	\$50 each/ 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:		

Communications	CD: 911 Data	\$25.00	
Communications	911 Incident Report/911 Transcripts	\$1.00	per page
Community Development	<b>Central Permitting Fees:</b>	<b>Residential</b>	<b>Commercial</b>
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:		

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 & 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/wom out	Included with connection fee		County staff installations
Mainland Water	Meter - Commercial/Multi-family - new service or aged/wom 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 fire service	\$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		
Mainland Water	Water Charge Local Government/Board of Education	Same as all other water consumption 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	Rate increase effective with billings on or 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 per child - Maximum of \$40.00 per family
Parks & Rec	Youth/Junior Basketball		\$20.00	
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		
Sheriff	Security Fee	\$60.00	Per Hour Per Deputy	
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	
S Outer Banks Water	High risk deposit (owner or renter)		\$200.00	or three months' billing of previous 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 fire service meter		\$1,000.00	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
S Outer Banks Water	Impact Fee standard 3/4" meter, multifamily	VOH	\$1,000.00	(condos, cottage courts, apartments)
S Outer Banks Water	Impact Fee standard 3/4" meter, restaurants	VOH	\$1,000.00	Each habitable unit
S Outer Banks Water	Impact Fee standard 3/4" meter, sewer	VOH	\$700.00	per 16 seats or fraction thereof
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/eft 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	Payment for Taxes; Minimum \$25.00 G.S. 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	Kansas City BBQ Contest Registration		\$300.00	per team - includes RV hookup fee
Tourism	Event sponsorships		TBD	per event
Tourism	Currituck Bulls & BBQ - Rodeo admission - Ages 13+		\$15 Adv/\$20 Day of Event	
Tourism	Currituck Bulls & BBQ - Rodeo admission - Ages 6-12		\$10 Adv/\$15 Day of Event	
Tourism	Currituck Bulls & BBQ - Rodeo admission - Ages 0-5		No Charge	
Tourism	Currituck Bulls & BBQ - Rodeo admission - Family (2 Adult/2 Under 12)		\$45.00	Advance sales only
Tourism	Currituck Bulls & BBQ - Rodeo admission - BBQ Participants		No Charge	
Tourism				
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 involved
Tourism	Specialty Tours		TBD	
Tourism	Corolla Cork & Craft		\$20.00	Event entry and tour of Whalehead Club
Tourism	Legacy Tour with purchase of Corolla Cork & Craft admission		No Charge	Included with event
	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	Under the Oaks Jury Fee for artists		\$40.00	
Tourism	Under the Oaks Booth Fee		\$150.00	
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 3rd day of February 2020.				
Bob White, Chairman				
Attest:				
Leeann Walton, Clerk to the Board				

#### 4. Change Order-Maritime Museum

#### 5. Job Description Revisions-Public Utilities, Plant Operator and Line Maintenance Mechanic

#### 6. Petition for Road Addition-Pan Ridge

### RECESS REGULAR MEETING

Chairman White recessed the regular meeting to hold a special meeting of the Tourism Development Authority.

### SPECIAL MEETING OF THE TOURISM DEVELOPMENT AUTHORITY

The Currituck County Board of Commissioners held a Special Meeting sitting as the Tourism Development Authority during a recess of the 6:00 PM regular meeting of the Board of Commissioners. The meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, for the purpose of considering budget amendments.

#### Budget Amendments-TDA

County Manager, Ben Stikeleather, reviewed the budget amendment. Commissioner Mary Etheridge moved for approval. The motion was seconded by Commissioner Jarvis. The motion carried.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15448-516000	Repairs & Maintenance		\$ 7,500
15448-554000	Insurance	\$ 7,500	
		\$ 7,500	\$ 7,500
<b>Explanation:</b> Tourism Related - Whalehead (15448) - Transfer funds for increased in insurance premiums.			
<b>Net Budget Effect:</b> Occupancy Tax Fund (15) - No change.			

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

### ADJOURN SPECIAL MEETING OF THE TDA

There was no further business. Commissioner Mary Etheridge moved to adjourn. The motion was seconded by Commissioner Jarvis. The motion carried and the Special Meeting of the Tourism Development Authority concluded at 9:50 PM.

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

### CLOSED SESSION

1. Closed Session Pursuant to G.S. 143-318.11(a)(6) to discuss personnel matters and G.S. 143-318.11(a)(3) in order to preserve the attorney-client privilege in the matter entitled 85 and Sunny, LLC v. Currituck County.

The Board returned to regular session and Chairman White moved to enter Closed Session pursuant to G.S. 143-318.11(a)(6) to discuss personnel matters, and G.S. 143-318.11(a)(3)

in order to preserve the attorney-client privilege in the matter entitled 85 and Sunny, LLC v. Currituck County. Commissioner Mary Etheridge seconded, the motion carried, and Commissioners entered closed session.

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

## ADJOURN

### Motion to Adjourn Meeting

Commissioners returned from Closed Session and had no further business. Commissioner Payment made a motion to adjourn and Commissioner Jarvis seconded. The motion carried and the regular meeting of the Board of Commissioners concluded at 10:24 PM.

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


**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: Planning Board  
 Board of Commissioners

From: Planning Staff

Date: January 14, 2020

Subject: PB 19-28 Curtis Bay Medical Waste

The purpose of the proposed text amendment is to allow warehousing and distribution of medical waste in the Heavy Industrial (HI) zoning district with a Use Permit, and to allow these activities to occur on the same parcel as a state permitted mining operation.

**Background**

Curtis Bay provides medical waste collection services to Currituck County and surrounding areas. The collection process involves gathering of medical waste in containers which are stored inside tractor trailers until they can be hauled to an off-site location for processing and disposal. Curtis Bay is currently operating in the county but has not yet obtained the necessary approvals. They are operating on the same parcel of land as the state permitted Spruill Mine located at 913 Caratoke Hwy. The county has sent Curtis Bay a Notice of Violation which has been temporarily stayed while the text amendment application is processed.

In 2009 the Board of Adjustment granted a conditional use permit to *Stericycle* for operation of a similar business in the HI zoning district located at 181 Windchaser Way in Moyock. Below are the relevant conditions placed on the Conditional Use Permit for Stericycle.

- The type C bufferyard is required along the entire lot frontage, excluding the powerline easement.
- Please clarify and provide details for vehicle maintenance including interior trailer wash down.
- Please clarify any odors that could be generated from this storage.

The applicant offers the following standards:

- A use permit is required.
- The processing or disposal of medical waste shall not occur on site.
- Warehousing and distribution of medical waste shall be allowed on the same parcel of land as a state permitted mine so long as the medical waste does not remain on site for more than five days.

A definition of *medical waste* is proposed as follows:

*Any isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes, as such terms may be further defined and used in the Currituck County Code of Ordinances.*

### **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;
  - a. *The proposed text amendment is consistent with the following 2006 Land Use Plan Policies:*

POLICY ID1: To diversify the local economy and broaden the local tax base, the County shall encourage a public service and regulatory environment conducive to COMPATIBLE INDUSTRIAL DEVELOPMENT. "Compatible" shall be defined as, among other things, industries that do not adversely impact the environmental quality of the area, or overburden the local infrastructure.

POLICY ID5: WAREHOUSING, STORAGE AND DISTRIBUTION facilities shall have access to thoroughfares of adequate traffic carrying capacity, and shall be appropriately designed and/or visually buffered according to the visibility of their location.

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.

2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
  - a. *The text amendment request is consistent with the provisions of the UDO and the County Code of Ordinances.*
3. Is required by changed conditions;
4. Addresses a demonstrated community need;
  - a. *Collection and disposal of medical waste is a necessary service.*
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;
  - a. *The text amendment request is consistent with the purpose and intent of the zoning districts. The HI zoning district is the appropriate location for this type of business.*

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.
  - a. *The collected medical waste will be transported in regulated and approved containers and will then be stored in a trailer until it is hauled off site. The applicant has proposed a specific standard requiring the material to be removed from the site within 5 days.*

### Staff Recommendation

Staff recommends approval of this request subject to the staff suggested Statement of Consistency and Reasonableness listed in the staff report.

Staff recommends the following changes to the amendment request:

1. That Ordinance section 4.2 (Use Specific Standards) is amended to include Warehousing and Distribution of Medical Waste and the following standards:
  - a. Medical waste shall not be held on site for more than 5 days.
  - b. When medical waste warehousing and distribution occurs on the same parcel as a state permitted mining operation, the warehousing and distribution activities shall not take place within the area permitted for use as a mine.
  - c. There shall be no outdoor storage of medical waste. All waste shall be kept inside approved containers, trailers, or structures.
  - d. All required federal, state, and local permits are maintained.
  - e. A type C buffer Yard is required when necessary to screen the use from off-site views.
  - f. Processing or disposal of medical waste shall not occur on site.

Please note that neither the current nor the previous unified development ordinance allow storage of hazardous waste on the property where an extractive industry use is being conducted. Approval of this text amendment will be a change in policy regarding mines. Staff suggested standard (b.) above is intended to address this issue.

If the text amendment is approved, Curtis Bay will then need to obtain a Use Permit.

### Planning Board Recommendation – January 14, 2020

Mr. Bass motioned to approve PB 19-28 Curtis Bay Medical Waste text amendment to the Unified Development Ordinance, Chapter 4. Use Standards and Chapter 10. Definitions and Measurement to allow warehousing and distribution of medical waste with a use permit in the Heavy Industrial zoning district with the following staff recommendations:

1. That Ordinance section 4.2 (Use Specific Standards) is amended to include Warehousing and Distribution of Medical Waste and the following standards:
  - a. Medical waste shall not be held on site for more than 5 days.
  - b. When medical waste warehousing and distribution occurs on the same parcel as a state permitted mining operation, the warehousing and distribution activities shall not take place within the area permitted for use as a mine.

- c. There shall be no outdoor storage of medical waste. All waste shall be kept inside approved containers, trailers, or structures.
- d. All required federal, state, and local permits are maintained.
- e. A type C buffer Yard is required when necessary to screen the use from off-site views.
- f. Processing or disposal of medical waste shall not occur on site.

Ms. Krause seconded the motion and the motion carried unanimously.

RESULT: RECOMMENDED APPROVAL [UNANIMOUS] Next: 2/3/2020 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, J. Timothy Thomas, Board Member

ABSENT: Anamarie Hilgendorf, Board Member



# PB 19-28 CURTIS BAY MEDICAL WASTE TEXT AMENDMENT PLANNING BOARD JANUARY 14, 2020

Curtis Bay Medical Waste Services of North Carolina, LLC request an amendment to the Unified Development Ordinance, Chapter 4 Use Standards and Chapter 10 Definitions and Measurement, to allow warehousing and distribution of medical waste with a Use Permit in the Heavy Industrial Zoning District.

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 4 is amended by deleting the following bold and strikethrough language and adding the bold and underlined language in Section 4.1.2 Use Table:

**TABLE 4.1.1: SUMMARY USE TABLE**

Z = Zoning Compliance Permit; U = Use Permit;  
MP = Allowed with Master Plan; CZ= Allowed in a  
Conditional Zoning District blank cell = Prohibited

USE CATEGORY	USE TYPE	ZONING DISTRICT (CURRENT DISTRICT IN PARENTHESIS) [NOTE: OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]															ADDITIONAL REQ. (4.2.____)		
		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M		PD-O	
INDUSTRIAL USE CLASSIFICATION																			
Warehouse and Freight Movement	Warehouse (distribution)												Z	Z		MP		5.D.3	
	<u>Warehouse (distribution)</u> <u>Medical Waste</u>													<u>U</u>				<u>5.D.3</u>	
	Warehouse (storage)													Z	Z	MP	MP	MP	5.D.3

**Item 2:** That Chapter 4 is amended by deleting the following bold and strikethrough language and adding the bold and underlined language in Section 4.1.5 Industrial Uses:

## A. Extractive Industry

### (8) Refuse

No bulk waste, hazardous waste, commercial waste, garbage, construction or demolition waste shall be placed on site. **Not withstanding the forgoing, warehousing and distribution of medical waste for processing or disposal off**

**site may be authorized by Use Permits so long as any medical waste brought on site does not remain on site for more the five (5) days.**

**Item 3:** That Chapter 10 is amended by deleting the following bold and strikethrough language and adding the bold and underlined language in Section 10.5 Definitions.

**Medical Waste**

**Any isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes, as such terms may be further defined and used in the Currituck County Code of Ordinances.**

**Item 2:** Staff suggested Statement of Consistency and Reasonableness:

**Land Use Plan Consistency**

The UDO requires that the Board of Commissioners adopt a statement of consistency and reasonableness that describes whether the decision on the amendment is consistent with county adopted plans that are applicable and why the decision is reasonable and in the public interest.

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

**POLICY ID1:** To diversify the local economy and broaden the local tax base, the County shall encourage a public service and regulatory environment conducive to COMPATIBLE INDUSTRIAL DEVELOPMENT. "Compatible" shall be defined as, among other things, industries that do not adversely impact the environmental quality of the area, or overburden the local infrastructure.

**POLICY ID5:** WAREHOUSING, STORAGE AND DISTRIBUTION facilities shall have access to thoroughfares of adequate traffic carrying capacity, and shall be appropriately designed and/or visually buffered according to the visibility of their location.

**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.

The request is reasonable and in the public interest because:

1. It is an existing and necessary support service for the medical services industry.

**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 \_\_\_\_\_, 2020.

\_\_\_\_\_  
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: 1/14/2020  
PLANNING BOARD RECOMMENDATION: Approved  
VOTE: 6 AYES 0 NAYS  
ADVERTISEMENT DATE OF PUBLIC HEARING: 1/22/2020 & 1/29/2020  
BOARD OF COMMISSIONERS PUBLIC HEARING: 2/3/2020  
BOARD OF COMMISSIONERS ACTION: \_\_\_\_\_  
POSTED IN UNIFIED DEVELOPMENT ORDINANCE: \_\_\_\_\_  
AMENDMENT NUMBER: \_\_\_\_\_

Attachment: Staff Report BOC (PB 19-28 Curtis Bay Medical Waste)



## Text Amendment Application

**OFFICIAL USE ONLY:**

Case Number: \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Gate Keeper: \_\_\_\_\_  
 Amount Paid: \_\_\_\_\_

**Contact Information**
**APPLICANT:**

Name: Curtis Bay Medical Waste Services of North Carolina, LLC  
 Address: 1501 S. Clinton St. Suite 130  
Baltimore, MD 21224  
 Telephone: (443) 290-9822  
 E-Mail Address: caugust@curtisbaymws.com

**Request**

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

Amend Chapter(s) \_\_\_\_\_ Section(s) \_\_\_\_\_ as follows:

(See attached.)

\*Request may be attached on separate paper if needed.

Petitioner

[Signature]

Date

11/21/2019

**SUPPLEMENTAL MATERIALS IN CONNECTION WITH  
TEXT AMENDMENT APPLICATION BY  
CURTIS BAY MEDICAL WASTE SERVICES OF NORTH CAROLINA, LLC**

Curtis Bay Medical Waste Services of North Carolina, LLC respectfully requests that the Currituck County UDO be amended as follows:

Amendment to Chapter 4, Use Standards, Section 4.1.2: Use Table, in relevant part, as reflected below:

Under the **Waste-Related Services** Use Category in the **Industrial Use Classification** Section of the **Use Table**, adding a row to permit "Warehousing and distribution of medical waste" in the HI District by Use Permit ("U") and subject to the additional requirements of Section 4.2.5.D.3

and

Amendment to Chapter 4, Use Standards, Section 4.2, Use-Specific Standards, Subsection 4.2.5, Industrial Uses, in relevant part, as reflected below:

**A. Extractive Industry**

**(8) Refuse**

No bulk waste, hazardous waste, commercial waste, garbage, construction or demolition waste shall be placed on site. Notwithstanding the forgoing, warehousing and distribution of medical waste for processing or disposal off site may be authorized by Use Permit so long as any medical waste brought on site does not remain on site for more than five (5) days.

and

Amendment to Chapter 10, Definitions and Measurement, Section 10.5, Definitions, inserting a new defined term as reflected below:

**MEDICAL WASTE**

Any isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes, as such terms may be further defined and used in the Currituck County Code of Ordinances.

## Text Amendment Submittal Checklist

Staff will use the following checklist to determine the completeness of your application. Only complete applications will be accepted.

## Text Amendment Submittal Checklist

Date Received: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicant/Property Owner: \_\_\_\_\_

Text Amendment Submittal Checklist		
1	Complete Text Amendment application	
2	Application fee (\$300)	
3	2 hard copies of ALL documents	
4	1 PDF digital copy of all documents (ex. Compact Disk – e-mail not acceptable)	

## For Staff Only

**Pre-application Conference**

Pre-application Conference was held on \_\_\_\_\_ and the following people were present:

\_\_\_\_\_  
\_\_\_\_\_

**Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Text Amendment Application

**OFFICIAL USE ONLY:**

Case Number: \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Gate Keeper: \_\_\_\_\_  
 Amount Paid: \_\_\_\_\_

**Contact Information**
**APPLICANT:**

Name: Curtis Bay Medical Waste Services of North Carolina, LLC  
 Address: 1501 S. Clinton St., Suite 130  
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 Telephone: (443) 290-9822  
 E-Mail Address: caugust@curtisbaymws.com

**Request**

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Amend Chapter(s) \_\_\_\_\_ Section(s) \_\_\_\_\_ as follows:

(See attached.)

\*Request may be attached on separate paper if needed.

Petitioner

A handwritten signature in black ink, appearing to read "C. J. August", written over a horizontal line.

Date

11/21/2019

**SUPPLEMENTAL MATERIALS IN CONNECTION WITH  
TEXT AMENDMENT APPLICATION BY  
CURTIS BAY MEDICAL WASTE SERVICES OF NORTH CAROLINA, LLC**

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and

Amendment to Chapter 10, Definitions and Measurement, Section 10.5, Definitions, inserting a new defined term as reflected below:

**MEDICAL WASTE**

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Staff will use the following checklist to determine the completeness of your application. Only complete applications will be accepted.

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Date Received: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicant/Property Owner: \_\_\_\_\_

## Text Amendment Submittal Checklist

1	Complete Text Amendment application	
2	Application fee (\$300)	
3	2 hard copies of ALL documents	
4	1 PDF digital copy of all documents (ex. Compact Disk – e-mail not acceptable)	

## For Staff Only

## Pre-application Conference

Pre-application Conference was held on \_\_\_\_\_ and the following people were present:

\_\_\_\_\_  
\_\_\_\_\_

## Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Eric T. Weatherly, P.E.  
County Engineer

## Currituck County

153 Courthouse Road, Suite 302  
Currituck, North Carolina 27929  
252-232-6035

FAX 252-232-3298

Eric.Weatherly@CurrituckCountyNC.Gov

### MEMORANDUM

**Date:** February 25, 2020

**To:** Ben Stikeleather  
Laurie LoCicero

**From:** Eric Weatherly

**RE:** Driveway Setback Reduction from 10' to 7'

Driveway widths and setbacks were implemented in an attempt to minimize stormwater runoff between adjoining properties. Other regulations were implemented for this same purpose including no fill within 10' of a property line and a requirement for lot line swales.

Reducing the driveway setback from 10' to 7' will have varying impacts on stormwater runoff onto adjoining properties. In new development, the stormwater engineer designs a mass grading plan that accounts for all the lot grades including uniform fill and sizing of the lot line swales. A 3' reduction in the driveway setback can be designed into the grading plan and lot line swale sizing to prevent runoff on to the neighbor. In areas with no grading plan or engineered stormwater system, this 3' reduction could have more impacts due to runoff onto the adjoining property. This includes undersized lot line swales because of limited space, limiting the infiltration area and issues associated with fill and natural grades.

Unlike other allowed setback variances (decks, eaves, fences), driveways have long linear stormwater runoff capabilities. Driveway lengths vary greatly, for example, 25' to several hundred feet. Impacts include a reduction of the lot line swale depth by 0.5' at a 3:1 side slope, increased runoff by approximately 150 cubic feet for a 100' long driveway with a 10 year storm and loss of soil infiltration by as much as 1 inch/hour for Moyock type soils.

It is recommended that this setback change be denied. However, if a change is needed, require any reduction in the driveway setback to include an engineered sealed plan illustrating how runoff will not impact the adjoining lots.

Attachment: Driveway Setbacks Memo from Eric Weatherly (BOC 3-2-20) (PB 19-27 QHOC of Windswept Pines)

## Cheri Elliott

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**From:** Laurie LoCicero  
**Sent:** Tuesday, January 07, 2020 4:11 PM  
**To:** Cheri Elliott  
**Subject:** FW: [External] 4558 Driveway to lot 24 at Windswept Pines

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**From:** Otts, David B [mailto:dbotts@ncdot.gov]  
**Sent:** Friday, January 03, 2020 3:49 PM  
**To:** Laurie LoCicero  
**Cc:** Jason Litteral; Spear, Caitlin A; Tammy Glave; Midgett, Randy; Baker, Sterling D; Jennings, Jerry D; Ben Stikeleather  
**Subject:** RE: [External] 4558 Driveway to lot 24 at Windswept Pines

Good afternoon and Happy New Year Ms. LoCicero,

With our Contractors taking some time off for the Holidays, we have had the opportunity to revisit this issue at length. Our findings, as well as guidance moving forward, are detailed below:

Currituck County's current UDO (Section 5.6.7) is consistent with our policy for one-way operation driveways with a maximum width of 24 feet. We would consider a Residential Driveway a one-way drive. As is noted in our guidelines, exceptions may "be considered on a case by case basis only after justifications of actual necessity". As is noted in Currituck County's UDO (Part F of the aforementioned Section) "deviations... may be approved by the NCDOT upon a finding the development can achieve a satisfactory level of access control consistent with the objectives of this Ordinance." Accordingly, it seems that the two governing entities, working together, can approve individual over-width driveways as long as the owner can prove a need and access control can be kept at an acceptable level.

When Randy Midgett (the Department's District Engineer at that time) was approached by Mark Bissell in May of 2019, Mr. Bissell presented a site plan for Lot 24 which had been constructed with a 30' wide driveway to serve a three car garage. Mr. Midgett indicated that the Department could approve the driveway at 30 feet based upon our provisions alone, but also pointed out that Currituck's UDO limited the width to 24' thereby requiring approval from the County. This issue was again discussed in November when we received an email from Mr. Bissell requesting the Department approve 8 driveways in this subdivision that had been constructed with widths between 33 and 38 feet. Unfortunately, no one with the Department or seemingly the County was afforded the opportunity to agree upon the "necessity" for these widths.

As we have discussed, Currituck County is considering amending their UDO to allow driveways up to 40 feet when located on a street with curb and gutter, and where the allowable lot coverage is not exceeded. This would put Currituck's UDO maximum greater than that allowed by the Department's Policy on Street and Driveway Access to North Carolina Highways. In that case the Department's Policy would now supersede the County's UDO (as the more stringent of the two) and possibly prevent the subdivision road from meeting our minimum construction standards forcing us to deny addition to the State system of maintained roads. In other words, even with an amendment to the UDO allowing wider driveways, the Department would still need to review on a case by case basis.

Attachment: NCDOT Emails (PB 19-27 QHOC of Windswept Pines)

I would recommend that the Department review the existing over width driveways at Windswept Pines and provide comments to the County as to their acceptability (both in regards to necessity and providing adequate access control). **Future over-width driveways in this subdivision should be submitted and approved by both the County and the Department prior to construction.** Looking ahead, and in an effort to reduce the probability of having to review multiple single driveway over-width requests, we would recommend that anything over 24' in width by design (3 car garage, etc.) be a part of the subdivision plat at the time of approval.

Thank you for taking the time to solicit our comments and please don't hesitate to contact us with any questions or concerns.

**David B. Otts, P.E.**  
District Engineer  
Division One – District One  
North Carolina Department of Transportation

(252) 331-4860 office  
(252) 339-0523 mobile  
[dbotts@ncdot.gov](mailto:dbotts@ncdot.gov)

1929 North Road Street  
Elizabeth City, NC 27909



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**From:** Laurie LoCicero  
**Sent:** Tuesday, November 19, 2019 1:05 PM  
**To:** [mark@bissellprofessionalgroup.com](mailto:mark@bissellprofessionalgroup.com); [rmidgett@ncdot.gov](mailto:rmidgett@ncdot.gov)  
**Cc:** [davek@bissellprofessionalgroup.com](mailto:davek@bissellprofessionalgroup.com); Jason Litteral; [jold@qhoc.com](mailto:jold@qhoc.com); [admin@bissellprofessionalgroup.com](mailto:admin@bissellprofessionalgroup.com); [dbotts@ncdot.gov](mailto:dbotts@ncdot.gov); [caspear@ncdot.gov](mailto:caspear@ncdot.gov)  
**Subject:** RE: [External] 4558 Driveway to lot 24 at Windswept Pines

Randy, David and Caitlin,  
To clarify, site plans for the eight homes in Windswept Pines were submitted and approved with driveways at 24' or less. At some point after the permits were issued for the houses, driveways were constructed that exceeded the 24' width limitation. Mark Bissell has submitted a text amendment on behalf of his client to allow this wider driveway where curb and gutter is used.

Yes, county staff has concerns over allowing a wider driveway width. Will having several driveways in a neighborhood that exceed the typical NCDOT standard of 24' impact NCDOT's acceptance of those neighborhood streets?

We have other concerns as well where we would like input from NCDOT.

Would you like me to address them to all three DOT staff?

Thanks,  
Laurie

**Laurie B. LoCicero**, AICP  
Planning Director  
Planning & Community Development  
County of Currituck  
Phone: 252-232-6028  
Fax: 252-232-3026  
[www.currituckgovernment.com](http://www.currituckgovernment.com)

**From:** Mark Bissell [<mailto:mark@bissellprofessionalgroup.com>]  
**Sent:** Wednesday, November 13, 2019 10:43 AM  
**To:** Midgett, Randy  
**Cc:** Dave Klebitz; Jason Litteral; Justin Old; Laurie LoCicero; Marcie Respass; Otts, David B; Spear, Caitlin A  
**Subject:** Re: [External] 4558 Driveway to lot 24 at Windswept Pines

Randy,

Currituck County issued certificates of occupancy for 7 homes that have the wider driveways and then noticed the problem when the eighth applied for a CO. The eighth one was the one that we had inquired about when the problem first came to light. We are now working with the county on a text amendment to allow these to remain, but need to be sure that these driveways will not cause a problem with the roadway acceptance down the road.

Thanks,  
Mark

On Wed, Nov 13, 2019 at 8:56 AM Midgett, Randy <[rmidgett@ncdot.gov](mailto:rmidgett@ncdot.gov)> wrote:

Mark,

So now there are 8? You began this conversation by asking a theoretical question about what the Department would approve with a specific reference to a single lot.

I believe I answered that it was possible to approve, but the decision would ultimately lie with the County as their zoning was more restrictive.

Now it's mushroomed into 8 without County buy in?

I'm not quite sure how to answer you. As I am no longer District Engineer I'll have to discuss it with David Otts.

Randy

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**From:** Mark Bissell <[mark@bissellprofessionalgroup.com](mailto:mark@bissellprofessionalgroup.com)>  
**Sent:** Wednesday, November 13, 2019 8:42:15 AM  
**To:** Midgett, Randy <[rmidgett@ncdot.gov](mailto:rmidgett@ncdot.gov)>  
**Cc:** 'Dave Klebitz' <[davek@bissellprofessionalgroup.com](mailto:davek@bissellprofessionalgroup.com)>; 'Justin Old' <[jold@qhoc.com](mailto:jold@qhoc.com)>; 'Laurie LoCicero'

Attachment: NCDOT Emails (PB 19-27 QHOC of Windswept Pines)

<Laurie.LoCicero@currituckcountync.gov>; 'Marcie Respass' <admin@bissellprofessionalgroup.com>; Spear, Caitlin A <caspear@ncdot.gov>; Otts, David B <dbotts@ncdot.gov>; 'Jason Litteral' <Jason.Litteral@CurrituckCountyNC.gov>

**Subject:** RE: [External] 4558 Driveway to lot 24 at Windswept Pines

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Randy,

I am following up with you since we began this conversation a few months ago. There are currently 8 driveways in the Windswept Pines subdivision in Moyock that are between 33 and 38 feet in width at the right-of-way line. At the Currituck Planning Board meeting last night, the Board asked whether, if these driveways are allowed to remain, these widths will cause any difficulty with NCDOT's approval of the roads when a petition is filed in the future for the subdivision roads to be accepted into the state system. If you could weigh in on this question, it will enable us to provide an answer to the Planning Board at their next meeting.

Thanks for your help on this.

Mark S. Bissell, PE



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Attachment: NCDOT Emails (PB 19-27 QHOC of Windswept Pines)

On Wed, May 15, 2019 at 2:33 PM Midgett, Randy <[rmidgett@ncdot.gov](mailto:rmidgett@ncdot.gov)> wrote:

Mark,

After discussion with Laurie LoCicero of Currituck County I feel I may have oversimplified my answer to your question and answered it generically.

The Department's maximum driveway width restriction is 40' unless otherwise approved by the Division Engineer. Therefore a request for a 30' driveway to serve a three bay garage would ordinarily be approved.

However in cases where Municipalities or the County has a more restrictive regulation than our own, the Department defers to the local regulation.

After reading the full Chapter 5.6.7 of Currituck's Development Ordinance, it appears Part F requires the Department's approval or "buy in" towards deviations from their Standard, but acceptance of proposed Deviations would still fall under the purview of the County.

**Randy W. Midgett, PE**

Acting Division Construction Engineer

/ District One Field Engineer

Division One

NC Department of Transportation

252 331-4737 Elizabeth City

252-482-1850 Edenton

[rmidgett@ncdot.gov](mailto:rmidgett@ncdot.gov)

Attachment: NCDOT Emails (PB 19-27 QHOC of Windswept Pines)

1929 North Road Street

Elizabeth City, NC 27909



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**From:** Midgett, Randy  
**Sent:** Wednesday, May 15, 2019 8:09 AM  
**To:** Mark Bissell <[mark@bissellprofessionalgroup.com](mailto:mark@bissellprofessionalgroup.com)>  
**Cc:** 'Justin Old' <[jold@ghoc.com](mailto:jold@ghoc.com)>; 'Dave Klebitz' <[davek@bissellprofessionalgroup.com](mailto:davek@bissellprofessionalgroup.com)>; 'Marcie Respass' <[admin@bissellprofessionalgroup.com](mailto:admin@bissellprofessionalgroup.com)>; Spear, Caitlin A <[caspear@ncdot.gov](mailto:caspear@ncdot.gov)>  
**Subject:** RE: [External] 4558 Driveway to lot 24 at Windswept Pines

Mark,

Since it is a single residential driveway it would not require a Driveway Permit from the Department.

However if we were reviewing it as a permitted driveway, the Department would allow it at 30 feet in this location.

**Randy W. Midgett, PE**

Acting Division Construction Engineer

Attachment: NCDOT Emails (PB 19-27 QHOC of Windswept Pines)

/ District One Field Engineer

Division One

NC Department of Transportation

252 331-4737 Elizabeth City

252-482-1850 Edenton

[rmidgett@ncdot.gov](mailto:rmidgett@ncdot.gov)

[1929 North Road Street](#)

[Elizabeth City, NC 27909](#)



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**From:** Mark Bissell <[mark@bissellprofessionalgroup.com](mailto:mark@bissellprofessionalgroup.com)>  
**Sent:** Tuesday, May 14, 2019 12:38 PM  
**To:** Midgett, Randy <[rmidgett@ncdot.gov](mailto:rmidgett@ncdot.gov)>  
**Cc:** 'Justin Old' <[jold@qhoc.com](mailto:jold@qhoc.com)>; 'Dave Klebitz' <[davek@bissellprofessionalgroup.com](mailto:davek@bissellprofessionalgroup.com)>; 'Marcie Respass' <[admin@bissellprofessionalgroup.com](mailto:admin@bissellprofessionalgroup.com)>  
**Subject:** [External] 4558 Driveway to lot 24 at Windswept Pines

Attachment: NCDOT Emails (PB 19-27 QHOC of Windswept Pines)

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Randy,

There is a provision in the Currituck UDO that limits driveway width to a SF residence to 24' unless NCDOT agrees to a deviation. The driveway for lot 24 at Windswept Pines has been poured 30' wide to access a 3-car garage. The specific UDO language is "Deviations from the standards Section 5.6.7, Driveway and Access Standards, may be approved by the NCDOT upon a finding the development can achieve a satisfactory level of access control consistent with the objectives of this Ordinance." Is this something that NCDOT will approve? This is a street that NCDOT will be petitioned to take after the subdivision is built out.

Thanks,

Mark

Attachment: NCDOT Emails (PB 19-27 QHOC of Windswept Pines)

11:58



< Back

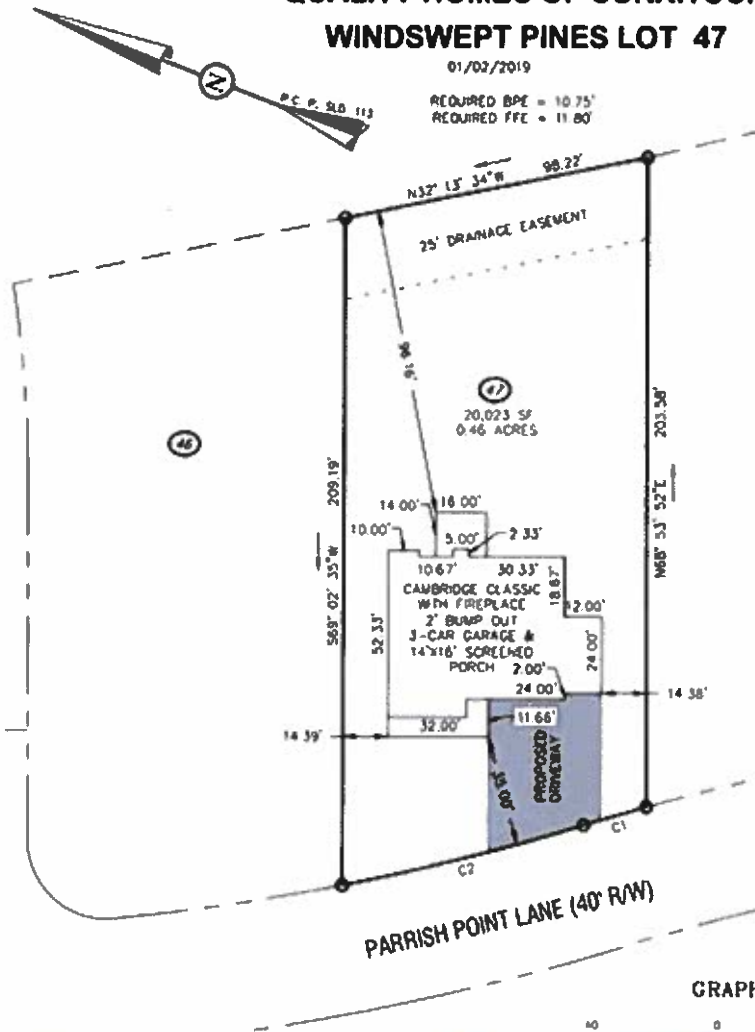
Site Plan Lot 47.pdf



# QUALITY HOMES OF CURRITUCK WINDSWEPT PINES LOT 47

01/03/2019

REQUIRED BPE = 10.75'  
REQUIRED FFE = 11.00'



GRAPH

CURVE	ARC LENGTH	RADIUS	TANGENT	DELTA	CHORD BEARING	CHORD LENGTH

0 comments

Activity

@ Type a comment



Attachment: NCDOT Emails (PB 19-27 QHOC of Windswept Pines)

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Attachment: NCDOT Emails (PB 19-27 QHOC of Windswept Pines)



## Currituck County

Planning and Community Development Department  
 Planning and Zoning Division  
 153 Courthouse Road, Suite 110  
 Currituck, North Carolina 27929  
 252-232-3055 FAX 252-232-3026

To: Board of Commissioners

From: Planning Staff

Date: January 28, 2020

Subject: PB 19-27 QHOC of Windswept Pines

The enclosed text amendment submitted by QHOC of Windswept Pines revises Chapter 5 of the Unified Development Ordinance (UDO) to allow driveway widths of up to 40 feet when located on a street with curb and gutter section, and where the allowable lot coverage is not exceeded. The amendment also proposes to revise Chapter 3 to reduce the driveway setback from side property lines to 5 feet as opposed to the current requirement of 10 feet.

### Background

Prior to the 1989 Unified Development Ordinance, driveway widths and setbacks on private roads in Currituck County were largely unregulated. Driveways on state maintained streets were regulated by NCDOT. This resulted in wide driveways which could be located near side lot lines. Over time this created stormwater issues, particularly on the Outer Banks where parking was in high demand and space was limited. On the mainland, it also became an issue where development was occurring on smaller lots in areas with poor natural drainage.

In 2005, the UDO was amended to regulate driveways to alleviate stormwater issues. Driveway setbacks were instituted in an attempt to minimize stormwater runoff between adjoining properties. Additionally, driveway width regulations were adopted that reflected NCDOT standards. Those standards are the basis for current ordinance regulations which require a maximum residential driveway width of 24 feet. NCDOT does allow deviation from the 24' standard but this is done on a case by case basis. New subdivision roads are required to be designed and constructed to meet current NCDOT standards with the assumption that they will be accepted into the NCDOT maintenance program.

Part of this text amendment addresses driveway widths in residential developments that use curb and gutter as stormwater conveyance. On the mainland, there is an increase in the use of curb and gutter over the last 6 years. This text amendment would impact existing subdivisions along with any future subdivisions proposing the use of curb and gutter.

### 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

PB 19-27 QHOC of Windswept Pines  
 Driveway Width & Setbacks  
 Text Amendment  
 Page 1 of 8

Attachment: QHOC of Windswept Pines Staff Report2 (PB 19-27 QHOC of Windswept Pines)

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;
  - a. *The proposed text amendment is not consistent with the following 2006 Land Use Plan Policies:*

*POLICY TR12: New residential developments shall provide for the installation of PAVED PUBLIC ROADWAY AND DRAINAGE INFRASTRUCTURE at the time of development. This policy is intended to prevent the creation of substandard developments that must later correct for infrastructure problems that could have been avoided, had they been installed properly from the beginning. Family subdivisions and non-asphalt roads serving the northern beaches are the only exceptions to this policy.*

- b. *The Land Use Plan Vision Statement:*

*We will strive to maintain and enhance the quality of life within our communities for present and future generations by providing:*

- *economic opportunities and affordable housing for all citizens*
- *quality schools and educational, health and safety services*
- *additional and enhanced recreational facilities*
- *sound transportation planning and water, waste, and stormwater services for a growing population*
- *an aesthetically pleasing environment*

- c. *The proposed text amendment is not consistent with the following purpose statement from the Currituck County Stormwater Manual:*

*In order to manage the growth pressure while addressing the need to protect the sensitive natural systems on which it depends, Currituck County seeks to improve the stormwater management portions of their Unified Development Ordinance (UDO) to raise the level of water quality protection and reduce nuisance flooding problems.*

- (2) Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
  - a. *The text amendment request may conflict with the following UDO General Purpose and Intent Statements:*
    - *Protect development and residents from flooding and other natural hazards;*
    - *Maintain and protect high quality aesthetic standards for development*
    - *Maintain and enhance the character of various districts within the county through an emphasis on design quality;*
  - b. *The text amendment request is not in conflict with the County Code of Ordinances.*
- (3) Is required by changed conditions;
 

*Staff is not aware of any changed conditions that would require the text amendment.*

- (4) Addresses a demonstrated community need;  
*The text amendment does not appear to address a 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;
- a. *The amendment is not consistent with some of the general purpose statements of the Residential Zoning section of the UDO.*  
*(1)The residential base zoning districts established in this section are intended to provide a comfortable, healthy, safe, and pleasant environment in which to live and recreate. More specifically, they are intended to:*
- *Ensure adequate light, air, privacy, and recreational and open space areas for each dwelling, and protect residents from the negative effects of noise, excessive population density, traffic congestion, **flooding**, and other significant adverse environmental impacts;*
  - *Provide for safe and efficient vehicular access and circulation and promote bicycle-,and pedestrian-friendly neighborhoods;*
- (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.
- a. *The request could result in significantly adverse impacts on the natural environment, specifically stormwater management.*

#### **Staff Recommendation:**

Staff recommends denial of this text amendment request due to the following concerns expressed by the County Engineer and the Planning Department, and the suggested Statement of Consistency and Reasonableness provided in the attached staff report.

#### ***Planning and Engineering comments:***

#### **Greater than 24' driveway width concerns:**

Increased driveway width applies only to residential developments with curb and gutter infrastructure

- With curb and gutter, the section of the driveway within the right-of-way (connection of the driveway to the street), will typically drain to the street.
- Depending on the slope, layout, impervious area and design of the lot, more lot area could drain into the street via the driveway.
- Larger driveways will mean more direct runoff to the curb and gutter section which drains to catch basins and outlet pipes.

- If UDO is changed to allow for wider driveways at the ROW, will the current infrastructure in **existing developments** (gutters, catch basins, outlets) handle the increased flow of SW from wider driveways?
- In existing developments, County staff will need to review revised SW calculations to verify the 40' driveway drainage can be handled by current infrastructure.
- In existing developments, any infrastructure (catch basins, gutters, outlets, etc) will need to be improved to meet additional flow if indicated by revised calculations.
- In existing development, County staff will need verification from NCDOT that increased flow and any altered infrastructure will still meet NCDOT standards and carrying capacity.
- Slope of driveways will need to be minimal to limit velocity of runoff.
- Sheet flow from driveways that slope toward the street will have greater potential to impact properties on the opposite side of the street
- The NCDOT standard for driveway width is 24'. Deviations from this standard are evaluated on a case by case basis.
  - At this time, staff is unsure of the criteria used for determining greater driveway width approval
  - If driveways on a street exceed the 24' standard, will that impact NCDOT acceptance of the street into the DOT system?
- The above factors will need to be taken into account during the design of SW plan and infrastructure for curb and gutter residential developments.
- Consideration of Aesthetics – at 40' wide, up to 5 vehicles can be parked at the right-of-way, how will this impact the appearance of lots, and the neighborhood in general?
- What are the potential safety concerns for pedestrian and vehicular traffic movements from the sidewalk and roadway respectively?

### **Setbacks**

One overarching goal of the driveway setback is to minimize runoff onto your neighbor's property.

- Current UDO standard is a 10' side setback for driveways and parking areas.
- This provides more pervious area, which prevents more direct runoff onto neighboring lots.
- Provides a larger area for infiltration without sheet flowing into swales and ditches
- Lot line swales are required in all subdivisions
- Lot line swales could be impacted with decreased setback of driveways and parking areas
- Driveways that require fill to even out slope could violate ordinance requirement of no fill within the 10' setback

### **Benchmarking other communities' standards**

Staff would like to check with other neighboring communities and professional standards to see how others' address the issue.

**Planning Board Recommendation – January 14, 2014:**

Chairman Ballance motioned to recommend denial of the text amendment and advising to the Board of Commissioners to stay all fines and all enforcement action is stayed on the eight homeowners who have driveway width issues. For the resolution to be on a case by case basis as Mr. Ott stated in his email and for the Board of Commissioners to consider accepting a letter from an engineer for the other people, such as Mr. Blain and Mr. Brooke who have issues with driveways around the side of the houses to remedy the situation by providing an Engineer letter stating that the property owners will not flood anybody.

Ms. Krause seconded the motion and the motion carried unanimously.

RESULT: RECOMMENDED DENIAL [UNANIMOUS] Next: 2/3/2020 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, J. Timothy Thomas, Board Member ABSENT: Anamarie Hilgendorf, Board Member



**PB 19-27 QHOC OF WINDSWEPT PINES  
DRIVEWAY WIDTH AND SETBACKS  
TEXT AMENDMENT  
PLANNING BOARD  
NOVEMBER 12, 2019**

QHOC of Windswept Pines has submitted a text amendment to allow driveway widths of up to 40 feet when located on a street with curb and gutter section, and where the allowable lot coverage is not exceeded. The amendment also proposes to revise Chapter 3 to reduce the driveway setback from side property lines to 5 feet as opposed to the current requirement of 10 feet.

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 5. Use Standards is amended by adding the following underlined language and removing the following strike-through language:

**C. Driveway Widths**

Driveway widths shall be in accordance with Table 5.6.7.C, Driveway Width:

USE TYPE	RESIDENTIAL USES		NONRESIDENTIAL USES	
	MINIMUM WIDTH (FT)	MAXIMUM WIDTH	MINIMUM WIDTH (FT)	MAXIMUM WIDTH (FT) [1] [3]
Single-Family Detached & Two-to-Four-Family	10	24[5]	N/A	N/A
All Other Uses: One Way Driveway	10	24	10	36
All Other Uses: Two Way Driveway	20		20 [4]	

**NOTES:**

[1] Maximum driveway width shall be measured at the lot line abutting the street right-of-way

[2] Nonresidential driveways shall meet emergency vehicle access requirements as determined by the Fire Marshal. [3] Not applied to fire stations.

[4] Minimum width may be reduced to 10 feet if the driveway is shorter than 75 feet in length, it provides access to less than six spaces, and is configured to allow vehicles to turn around without backing onto the street. It may also be reduced to ten feet if the use generates less than five vehicle trips per day.

[5] Driveways located on streets having curb and gutter section, where the allowable lot coverage is not exceeded, shall have a maximum width of 40 feet.

That Chapter 3 Zoning Districts is amended to reflect a reduced side setback of 5 feet for driveways. Driveway setbacks are established by the dimensional standards table in each zoning district, **all** of which shall be **amended as shown** in the below example.

Chapter 3: Zoning Districts  
SECTION 3.4: RESIDENTIAL BASE ZONING DISTRICTS  
Subsection 3.4.3: Single-Family Residential-Outer Banks (SFO) District

**F. DIMENSIONAL STANDARDS**

Max. Density (du/ac)	N/A	Min. Major Arterial Street Setback (ft)	50
Max. Nonresidential FAR (%)	0.40	Min. Side Setback (ft)	10
Min. Lot Area (sf ft)	20,000	Min. Rear Setback (ft)	25
Max. Lot Area (acres)	N/A	Min. Agricultural Setback (ft) [5]	50
Min. Lot Width, Interior Lot (ft)	100 [1]	Min. Accessory Use Setback (ft)	10
Min. Lot Width, Corner Lot (ft)	110	Min. Driveway/Parking Setback (ft)	<del>10</del> <u>5</u>
Max. Lot Depth	[2]	Min. Fill Setback from all Lot Lines (ft) [6]	10
Max. Lot Coverage (%)	30 [3]	Min. Wetland/Riparian Buffer (ft) [5]	30
Min. Front Setback (ft) [4]	20	Max. Building Height (ft)	35
Min. Corner Side Setback (ft)	20	Min. Spacing Between Principal Buildings (ft)	10
[1] All lots shall maintain a minimum street frontage of 35 feet [2] Lot depth shall not exceed four times the lot width [3] 35% for platted lots of 19,000 sf in area or less [4] Front setbacks shall be measured from ultimate ROW line		[5] Applied to major subdivisions platted after January 1, 2013 and site plans on lots 10 acres in area and greater [6] Except as needed for driveways	

**Item 3:** Staff's suggested Statement of Consistency and Reasonableness:

The requested text amendment is not consistent with the 2006 Land Use Plan and the following specific policies of the plan:

*The Land Use Plan Vision Statement:*

*We will strive to maintain and enhance the quality of life within our communities for present and future generations by providing:*

- *economic opportunities and affordable housing for all citizens*
- *quality schools and educational, health and safety services*
- *additional and enhanced recreational facilities*
- *sound transportation planning and water, waste, and stormwater services for a growing population*
- *an aesthetically pleasing environment*

*POLICY TR12: New residential developments shall provide for the installation of PAVED PUBLIC ROADWAY AND DRAINAGE INFRASTRUCTURE at the time of development. This policy is intended to prevent the creation of substandard developments that must later correct for infrastructure problems that could have been avoided, had they been installed properly from the beginning. Family subdivisions and non-asphalt roads serving the northern beaches are the only exceptions to this policy.*

The text amendment request is not reasonable nor in the public interest because

1. It is unclear if existing curb and gutter systems are capable of preventing floodwaters, generated by increased impervious area and potential increased velocity, from negatively affecting neighboring properties and streets.
2. Reduction of the side setback for driveways may cause issues with flooding of neighboring properties by:
  - Reducing space available for stormwater infiltration
  - Limiting the space available for property line swales
  - Encouraging fill in the 10 foot side setback when grade changes are necessary

**Item 4:** 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 5:** 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: 1/14/2020  
PLANNING BOARD RECOMMENDATION: Denial w/ added recommendation  
VOTE: 6 AYES 0 NAYS  
ADVERTISEMENT DATE OF PUBLIC HEARING: 1/22/2020 & 1/29/2020  
BOARD OF COMMISSIONERS PUBLIC HEARING: 2/3/2020  
BOARD OF COMMISSIONERS ACTION: \_\_\_\_\_  
POSTED IN UNIFIED DEVELOPMENT ORDINANCE: \_\_\_\_\_  
AMENDMENT NUMBER: \_\_\_\_\_



Attachment: Driveway example 1 - 34' (PB 19-27 QHOC of Windswept Pines)



Attachment: Driveway example 2 - 38' (PB 19-27 QHOC of Windswept Pines)



Attachment: Setback example 1 - 5' (PB 19-27 QHOC of Windswept Pines)





## Text Amendment Application

**OFFICIAL USE ONLY:**

Case Number: \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Gate Keeper: \_\_\_\_\_  
 Amount Paid: \_\_\_\_\_

**Contact Information**
**APPLICANT:**

Name: QHOC of Windswept Pines, LLC  
 Address: 417 Caratoke Highway, Unit D  
Moyock, NC 27958  
 Telephone: (252) 435-2718  
 E-Mail Address: jold@qhoc.com

**Request**

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

Amend Chapter(s) \_\_\_\_\_ Section(s) \_\_\_\_\_ as follows:

1. Amend 5.6.7.C Driveway Widths to provide an exception to the maximum driveway width for driveways that:

a. Exceed the UDO width of 24' at the right-of-way line but do not exceed the NCDOT standard of 40' wide at the R/W

b. Are located on streets that have a curb and gutter section rather than an open swale, and which therefore will not conflict with any provision of a stormwater permit issued by the NCDEQ

c. Do not result in lot coverage above the approved coverage limit

2. Amend Dimensional Standards in Chapter 2 for all residential uses to decrease driveway setbacks to side property lines to 5 feet where driveways:

a. Do not adversely impact any drainage swale or other facility

b. Do not require fill within 10' of a property line unless part of an approved stormwater permit

\*Request may be attached on separate paper if needed.

Petitioner

Date


**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: January 28, 2020

Subject: PB 19-25 Currituck County – Currituck Station:

**Background**

This text amendment is presented on behalf of Currituck County to implement a long and in depth planning process for a specified area in Moyock known as Currituck Station (previously Moyock Mega Site). In 2012, the Board of Commissioners recognized the steady growth Moyock was experiencing and engaged staff to begin efforts to address growth and development in a comprehensive manner. The planning process began in 2012 with the Moyock Small Area Plan that was later adopted by the Board of Commissioners in 2014. The Moyock Small Area Plan identified an employment activity center for the area identified as Currituck Station. The employment center was intended to have a concentration of uses including commercial, industrial, and residential. The county later adopted a market feasibility study for the employment activity center that identified the market demands for Currituck Station. The master plan was completed in 2017. The proposed text amendment implements the small area plan, market feasibility study and the master plan for Currituck Station.

In summary, the text amendment establishes a new zoning district, Planned Development – Currituck Station District (PD-CS) and associated sub-districts, for lands recognized on the Moyock Mega Site master plan (now Currituck Station) that balances residential, commercial, industrial, and advanced manufacturing land uses. Included with the text amendment is the Currituck Station Pattern Book that establishes the intended character for the district. The pattern book utilizes historical architecture as the foundation to guide development in the district and establish a local identity through building design, massing and external treatments. Although the pattern book is intended to be used in conjunction with the UDO regulations, it is a guide and will not be a regulatory document.

**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

Staff recommends approval of this request subject to the staff suggested Statement of Consistency and Reasonableness listed in the staff report.

1. Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
  - a. This request is consistent with the goals, objectives, and policies of the Land Use Plan, Moyock Small Area Plan, and the Moyock Mega Site Master Plan. Please reference:
    - LUP policies AG3, HN3, CD2, CD8, WS3, and CW1.
    - MSAP policies CC1, CC2, CC3, ST1, BI2, and Actions FLU2A, CC 2A, CC 3B, BI 3B
    - Moyock Mega Site Master Plan Figure ES-1
2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
  - a. The request is in harmony with the UDO and the County Code of Ordinances.
3. Is required by changed conditions;
  - a. The Moyock Small Area Plan, adopted in 2014, identified this area as an employment activity area.
  - b. The 2016 Feasibility Study served as the guide for potential land use demands.
  - c. The master plan development process was designed to produce a market driven plan responsive to projected demand for a mix of land uses specific to the local market and formed by regional influences.
4. Addresses a demonstrated community need;
  - a. It is intended to establish a long-term vision for a mixed use development for approximately 3,500 acres of land that is strategically positioned to serve as a connective center between Virginia and North Carolina.
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;
  - a. The proposed text amendment establishes the district that implements the master plan for the project area.
6. Would result in a logical and orderly development pattern; and
  - a. The standards are developed to provide a mix of uses and densities needed to sustain the mixed use development.
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.
  - a. It should have no adverse impacts on the natural environment.

### Planning Board Recommendation – January 14, 2020

Mr. Bass motioned to approve the PB-25 Currituck County's request to amend the Unified Development Ordinance, Chapter 1. General Provisions, Chapter 2. Administration, Chapter 3. Zoning Districts Chapter 4. Use Standards, Chapter 5. Development Standards, Chapter 6. Subdivision Infrastructure Standards, and Chapter 10. Definitions and Measurements for the purpose of implementing the Moyock Mega Site master plan (Currituck Station) and establishing the Planned Development - Currituck Station district and regulations with the inclusion of the following staff recommendations:

- Provide a transition from Center Station to Newtown on the south side that does not split property lines
  - Option 1 - Shift the sub-district line - Charter sub-district to include land (now Newtown) to Lazy Corner Road.
  - ~~Option 2 - Modify the use table for Newtown sub-district~~
  - ~~Option 3 - Make no change at this time and update/amend at rezoning.~~
- Pattern book corrections and images for sub-districts
- Remove the suggested materials for each sub-district
- Provide traditional architecture or building form elevations for Center Station and Charter sub-districts

Mr. Thomas seconded the motion and the motion carried unanimously.

RESULT: RECOMMENDED APPROVAL [UNANIMOUS] Next: 2/3/2020 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, J. Timothy Thomas, Board Member

ABSENT: Anamarie Hilgendorf, Board Member



**PB 19-25 CURRITUCK COUNTY  
TEXT AMENDMENT  
PLANNING BOARD  
DECEMBER 10, 2019**

Currituck County requests an amendment to the Unified Development Ordinance, Chapter 1. General Provisions, Chapter 2. Administration, Chapter 3. Zoning Districts, Chapter 4. Use Standards, Chapter 5. Development Standards, Chapter 6. Subdivision Infrastructure Standards, and Chapter 10. Definitions and Measurements. for the purpose of implementing the Moyock Mega Site master plan and establishing the Planned Development – Currituck Station district and regulations.

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 1 is amended by deleting the following strikethrough language and adding the underlined language in Section 1.5.2.:

# CHAPTER 1.

## GENERAL PROVISIONS

### 1.5.2. Adopted Plans

#### B. Small Area Plans

- (1) The Board of Commissioners has adopted the following plans for specific geographic areas and corridors within the county:
  - (a) The Corolla Village Small Area Plan;
  - (b) The Maple-Barco Small Area Plan; and
  - (c) The U.S. Highway 158 & N.C. Highway 168 Corridor Plan; and
  - (d) The Moyock Small Area Plan
- (2) These plans include goals, objectives, policies, and actions related to, and that serve as a guide to, various aspects of development intensity and design within specific geographic areas.

#### C. Functional Plans and Documents

The county has adopted functional plans, documents, and regulations relating to future development (e.g. Administrative Manual), provision of public infrastructure and services (e.g., the Currituck County Stormwater Manual), economic development (e.g. Currituck County Moyock Mega Site Master Plan), and tourism. The county will continue to adopt and amend these types of functional plans, documents and regulations. These plans, documents, and regulations include goals, objectives, policies, and actions related to the form

and timing of the county's growth and development as well as to the location and design of public infrastructure.

**Item 2:** That Chapter 2 is amended by deleting the following strikethrough language and adding the underlined language:

# CHAPTER 2.

# ADMINISTRATION

## 2.4.5. Planned Development

### A. Purpose

A planned development is a development that is planned and developed under unified control in accordance with more flexible standards and procedures that are conducive to creating more mixed-use, pedestrian-oriented, and otherwise higher quality development than could be achieved through general use (base) zoning district regulations. The purpose of this section is to provide a uniform means for amending the Official Zoning Map to establish a Planned Development (PD) zoning district.

### B. Scope

A planned development district is established by amendment of the Official Zoning Map to rezone land to a ~~Planned Development~~ PD zoning district classification that is defined by a PD master plan and a PD terms and conditions document.

### C. Planned Development Procedure

#### (1) Pre-Application Conference

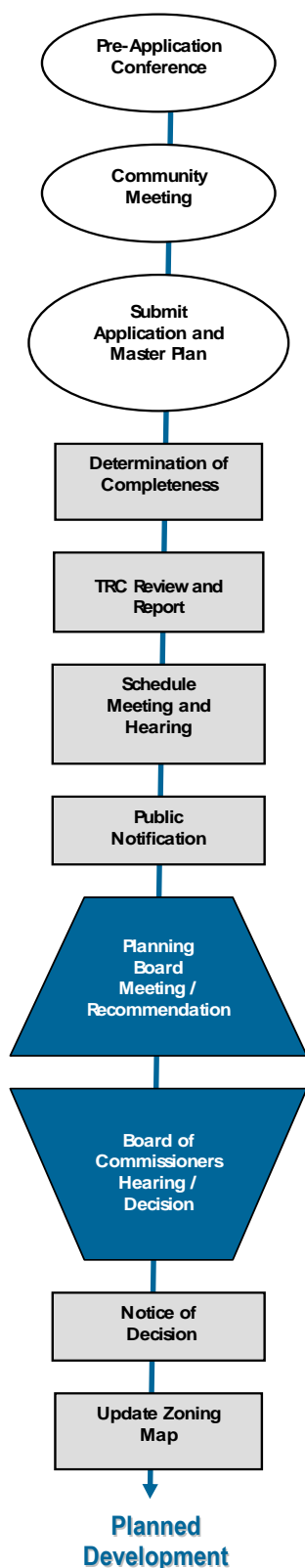
Applicable (see Section 2.3.2).

#### (2) Community Meeting

Applicable (see Section 2.3.3).

#### (3) Application Submittal and Acceptance

- (a) Applicable (see Section 2.3.4). Planned development applications may not be initiated by anyone other than the landowner(s) of the land subject to the application.
- (b) The application shall include a master plan depicting the general configuration and relationship of the principal elements of the proposed development, including uses, general building types, density/intensity, resource protection, pedestrian and vehicular circulation, open space, public facilities, and phasing (see Section 3.7.2.A, Planned Development Master Plan).
- (c) The application shall also include a terms and conditions document specifying terms and conditions defining development parameters, providing for environmental



mitigation, and outlining how public facilities will be provided to serve the planned development.

- (d) To ensure unified control, the application shall also include a copy of the title to all land that is part of the proposed PD zoning district classification.

**(4) Staff Review and Action**

Applicable (see Section 2.3.5). The Technical Review Committee shall review the application, prepare a staff report, and provide a recommendation in accordance with Section 2.3.5.B, Staff Report and Recommendation, and Section 2.4.5.D, Planned Development Review Standards.

**(5) Public Hearing Scheduling and Public Notification**

Applicable (see Section 2.3.6).

**(6) Public Hearing Procedures**

Applicable (see Section 2.3.8).

**(7) Advisory Body Review and Recommendation**

Applicable (see Section 2.3.9). The Planning Board, following a public meeting, shall make a recommendation on the application in accordance with Section 2.3.9, Advisory Body Review and Recommendation, and Section 2.4.5.D, Planned Development Review Standards.

**(8) Decision-Making Body Review and Decision**

- (a) Applicable (see Section 2.3.10). The Board of Commissioners, following a legislative public hearing (Section 2.3.8.B), shall decide the application in accordance with Section 2.3.10, Decision-Making Body Review and Decision, and Section 2.4.5.D, Planned Development Review Standards. The decision shall be one of the following:

- (i) Approval of the planned development subject to the PD master plan and PD terms and conditions in the application;
- (ii) Approval of the planned development subject to additional or revised conditions related to the PD master plan or PD terms and conditions;
- (iii) Denial of the planned development; or
- (iv) Remand of the planned development application back to the Planning Board for further consideration.

- (b) As part of the decision, the Board of Commissioners shall adopt a written statement of consistency and reasonableness that:

- (i) Describes whether the decision is consistent with all county-adopted plans that are applicable; and

- (ii) Explains why the decision is reasonable and in the public interest.

#### **D. Planned Development Review Standards**

The advisability of establishing a planned development 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 a planned development, the Board of Commissioners shall consider the standards in Section 2.4.3.C, Zoning Map Amendment Standards, and the standards for the proposed type of PD district in Section 3.7, Planned Development Base Zoning Districts.

#### **E. Designation on the Official Zoning Map**

Designation of a PD zoning district on the Official Zoning Map shall note the ordinance number approving the PD zoning classification.

#### **F. Effect**

Lands rezoned to a PD district shall be subject to the approved PD master plan and the approved PD terms and conditions. The master plan and terms and conditions are binding on the land as an amendment to the Official Zoning Map. The applicant may apply for and obtain subsequent development permits and approvals necessary to implement the PD master plan in accordance with the appropriate procedures and standards set forth in this Ordinance. Any permits or approvals shall comply with the PD master plan and the PD terms and conditions.

#### **G. Expiration**

- (1) If no application for approval of a preliminary plat or site plan for any part of the approved PD master plan is submitted within three years after approval of the planned development, the Planning Director shall initiate a map amendment application to rezone the land back to its prior zoning classification or any other base zoning classification determined to be appropriate. Such time period shall not be extended with transfer of ownership.

#### **H. Minor Deviation**

##### **(1) General**

Subsequent plans and permits for development within an approved planned development may include minor deviations from the PD master plan or PD terms and conditions, provided the Planning Director determines such deviations are limited to changes addressing technical considerations that could not reasonably be anticipated during the PD zoning classification process or any other change that has no material effect on the character of the approved planned development or any of its approved terms or conditions. Changes in the following shall constitute minor deviations and may be approved by the Planning Director:

- (a) Driveway locations;
- (b) Structure floor plan revisions;

- (c) Minor shifts in building size or location that do not result in any substantive changes or impacts to the site elements or surrounding lands; and
- (d) Facility design modifications for amenities and the like.

**(2) Material Changes are Amendments**

Changes that materially affect the basic concept of the PD master plan or basic parameters set by the PD terms and conditions are not considered minor deviations, and shall only be changed as amendments to the PD master plan or PD terms and conditions.

**I. Amendments**

**(1) General**

If an applicant determines it is necessary to alter the concept or intent of the PD master plan or the PD terms and conditions, the PD master plan or PD terms and conditions shall be amended, extended, or modified only in accordance with the procedures and standards for its original approval.

**(2) Amendments Defined**

The following items are considered an alteration of the concept or intent of the PD master plan or PD terms and conditions and are treated as an amendment:

- (a) Changes in use designations;
- (b) Density/intensity increases;
- (c) Decreases in open space;
- (d) Substantial changes in the location of streets (particularly if streets are to be deleted or access points to the development moved so traffic flows both inside and outside the development are affected);
- (e) Change in the location of any public easement; or
- (f) Change in the proportion of housing types by more than 15 percent.

**Item 3:** That Chapter 3 is amended by deleting the following strikethrough language and adding the underlined language:

# CHAPTER 3. ZONING DISTRICTS

## 3.2. BASE ZONING DISTRICTS ESTABLISHED

### 3.2.1. General

Table 3.2.1, Base Zoning Districts Established, sets out the base zoning districts established by this Ordinance. Base zoning districts are grouped into Special, Residential, Business and Mixed-Use, and Planned Development districts.

<b>TABLE 3.2.1: BASE ZONING DISTRICTS ESTABLISHED</b>	
<b>DISTRICT NAME</b>	<b>ABBREVIATION</b>
<b>SPECIAL DISTRICTS</b>	
Resource Conservation	RC
Agriculture	AG
<b>RESIDENTIAL DISTRICTS</b>	
Single-Family Residential – Mainland	SFM
Single-Family Residential – Outer Banks	SFO
Single-Family Residential – Outer Banks, Remote	SFR
Single-Family Residential – Isolated	SFI
Mixed Residential	MXR
<b>BUSINESS AND MIXED-USE DISTRICTS</b>	
General Business	GB
Limited Business	LB
Community Center	CC
Village Center	VC
Light Industrial	LI
Heavy Industrial	HI
<b>PLANNED DEVELOPMENT DISTRICTS</b>	
Planned Development – Residential	PD-R
Planned Development – Mixed	PD-M
Planned Development – Outer Banks	PD-O
<u>Planned Development – Currituck Station</u>	<u>PD-CS</u>

**A. Classification of Base Zoning Districts**

Land shall be classified or reclassified into a base zoning district only in accordance with the procedures and requirements set forth in Section 2.4.3, Zoning Map Amendment, or Section 2.4.5, Planned Development District, as appropriate.

**B. Relationship to Overlay Zoning Districts**

Regulations governing development in an overlay zoning district shall apply in addition to the regulations governing development in the underlying base zoning district. If the standards governing a base zoning district expressly conflict with those governing an overlay zoning district, the standards governing the overlay zoning district shall control.

**C. Organization of Base Zoning District Regulations**

Sections 3.3 through 3.5 set out the general purposes of each group of base zoning districts and contain subsections that set out the specific purpose, density, bulk, and dimensional standards for each individual base zoning district. These subsections have a common structure consisting of a purpose statement, applicable dimensional standards, photographs showing hypothetical preferred building forms for the district, a graphic depiction of typical street layout and lot patterns, and a hypothetical graphic depiction of the district's bulk and dimensional standards as applied to typical lot patterns and building forms. Each district includes a summary table of dimensional standards that include numbers in black circles. The black circles in the dimensional standards table correspond to the black circles depicted in the district graphics. The building form photographs and lot pattern diagrams are for illustrative purposes only, and may not be consistent with all the dimensional requirements. In these cases, the dimensional requirements in the text of this Ordinance shall control. The range of allowable uses for each base zoning district are described in Chapter 4: Use Standards, which includes Table 4.1.1A. and Table 4.1.1.B. Summary Use Table, a summary use table specifying permitted, special, and allowable uses for each of the base zoning districts and references any standards specific to individual uses.

## 3.7 PLANNED DEVELOPMENT BASE ZONING DISTRICTS

### 3.7.1 General

#### A. General Planned Development District Purposes

The purpose of Planned Development (PD) districts ~~are is to established and intended to~~ encourage innovative and efficient land planning and site design concepts that support a higher quality of life and achieve a higher quality of development, environmental sensitivity, energy efficiency, and other county goals and objectives by:

- (1) Reducing or diminishing the inflexibility or uniform design that sometimes results from strict application of zoning and development standards designed primarily for individual lots;
- (2) Allowing ~~greater~~ freedom in selecting the form and design of development by ways pedestrians and traffic circulate, location and integration of open space and civic space into the development, and design amenities; means of providing access, open space, and design amenities;
- (3) ~~Allowing greater freedom in providing~~ Encouraging a well-integrated mix of residential and nonresidential land uses in the same development, including a mix of housing types and lot sizes;
- (4) Providing for efficient use of land resulting in smaller networks of utilities and streets ~~and thereby lowering development and housing costs; and~~
- (5) Promoting quality design and environmentally sensitive development that respects surrounding established land use character and respects and takes advantage of a site's natural and man-made features, such as trees, estuaries, shorelines, dunes, maritime forest, special flood hazard area, and historic features.
- (6) In return for flexibility, planned developments are expected to deliver communities of exceptional design, character, and quality that preserve critical environmental resources and provide superior open space amenities. Such communities incorporate creative design in the layout of buildings, open space, and circulation; assure compatibility with surrounding land uses and neighborhood character; and provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure.

#### B. Intent

The PD district is intended to be used sparingly under this Ordinance, and only where the development demonstrates innovated design, character, and higher quality development.

#### C. Classification of Planned Development Zoning Districts

Land shall be classified into a planned development zoning district only in accordance with the procedures and requirements set forth in Section 2.4.5, Planned Development, and this section.

**D. Relationship to PUD or RET Overlay Districts**

Lands designated as Planned Unit Development (PUD) Overlay or Planned Adult Retirement (RET) Overlay on January 1, 2013 are subject to the standards and conditions included within the previously-adopted sketch plans and other requirements related to their approval. These developments may proceed subject to their original approvals in accordance with Section 1.8, Transitional Provisions. In the event the approval associated with a PUD or RET expires, or a modification is proposed, an applicant may seek to establish a PD district in accordance with this section and Section 2.4.5, Planned Development.

**E. Organization of Planned Development Zoning District Regulations**

Section 3.7.2, General Standards for All Planned Development Districts, sets out general standards applicable to all types of Planned Development districts. Sections 3.7.3 to ~~3.7.5~~ 3.7.6 set out the purpose statements and standards for ~~each of the three~~ specific types of Planned Development (PD) districts. These subsections have a common structure consisting of a purpose statement and applicable development standards. Some PD districts also include additional district and sub-district specific standards. Chapter 4: Use Standards, includes a summary use table specifying the allowable uses for each of the PD districts (see Table 4.1.1.B Summary Use Table) subject to an approved master plan. Uses that do not include an "MP" or "U" under a particular PD district column in Table 4.1.1.B, are prohibited within that PD district.

**3.7.2. General Standards for All Planned Development Districts**

Before approving a PD zoning district classification, the Board of Commissioners shall find that the application for the PD zoning district classification, as well as the PD master plan and the PD terms and conditions document included as part of the application, comply with the following standards:

**A. Planned Development Master Plan**

The PD master plan shall:

- ~~(1)~~ Include a statement of planning objectives and development goals for the district that is consistent with the intent and purposes of the particular PD district, the 2006 Land Use Plan, and other officially adopted plans;
- ~~(2)~~ Identify the general location of individual development areas, identified by land use(s) and/or development density or intensity;
- ~~(3)~~ Demonstrate the innovative site planning techniques that improve upon the standards in other allowable zoning districts with the purpose of enhancing the county's health, safety and welfare;
- ~~(4)~~ Depict the general configuration and relationship of the principal elements of the proposed development, including general building types;
- ~~(5)~~ Identify the development area in the PD district, and identify each individual development area the acreage, types and mix of land uses, number of residential units (by use type), nonresidential floor area (by use type), residential density, and nonresidential intensity;

- (6) Identify how the proposed land uses, residential densities, nonresidential intensity, traffic circulation and design are compatible with adjacent land uses, environmental features, and character of the surrounding area;
- (7) Identify the general location, amount, and type (whether designated for active or passive recreation) of open space consistent with the purposes of the individual PD district and the requirements of this ordinance;
- (8) Identify the location of environmentally sensitive lands, wildlife habitat, and resource protection lands, waterway corridors and ensure protection of these lands consistent with the purposes of the individual PD district and the requirements of this ordinance;
- (9) Identify the on-site pedestrian circulation system, and how it will connect to off-site pedestrian systems that are consistent with the purposes of the individual PD district, and the requirements of this ordinance;
- (10) Identify the on-site transportation circulation system, including the general location of all public and private streets with street types, existing or projected transit corridors, pedestrian, bicycle, and vehicular circulation features, and how they will connect with to existing and planned county systems;
- (11) Identify the general location of existing and proposed utilities including on-site potable water and wastewater facilities, and how they will serve the proposed development and connect to county systems;
- (12) Identify the general location of on-site stormwater management facilities, and how they will connect to county existing and planned systems; and
- (13) Identify the general location of all other on-site public facilities serving the development, including but not limited to parks, schools, and facilities for fire protection, police protection, EMS, and solid waste management.

#### **B. Densities/Intensities**

- (1) The densities for residential development and the intensities for nonresidential development applicable in each development area of a PD district shall be as established in the master plan, and shall be consistent with the intent, purposes, and standards of the individual PD district, the 2006 Land Use Plan, other officially adopted plans, and requirements of this ordinance.
- ~~(2) Development located within a Full Service area designated by the Land Use Plan may maintain a maximum density of up to three units per acre.~~
- ~~(3) Development located within a Limited Service Area designated by the Land Use Plan may maintain a maximum density of up to one and one-half units per acre.~~

- (4) Dwelling units within a PD district may be concentrated or evenly distributed throughout the development, provided the maximum allowable density for the development as a whole is not exceeded.

#### **C. Dimensional Standards**

The dimensional standards applicable in each development area of a PD district shall be as established in the master plan and shall be consistent with the purpose of the individual particular type of PD district. The master plan shall include at least the following types of dimensional standards:

- (1) Minimum lot area;
- (2) Minimum lot width;
- (3) Minimum and maximum setbacks;
- (4) Maximum lot coverage;
- (5) Maximum building height;
- (6) Maximum individual building size;
- (7) Floor area ratio; and
- (8) Minimum setbacks from adjoining residential development or residential zoning districts.

#### **D. Development Standards**

All development in a PD district shall comply with the development standards of Chapter 5: Development Standards, the subdivision and infrastructure design standards of Chapter 6: Subdivision and Infrastructure Standards, and the environmental protection standards in Chapter 7: Environmental Protection, unless modified in accordance with this section.

#### **E. Consistency with County Plans**

The PD zoning district designation, the master plan, and the terms and conditions document shall be consistent with the 2006 Land Use Plan, and any applicable functional plans and small area plans adopted by the county.

#### **F. Compatibility with Surrounding Areas**

Development along the perimeter of a PD district shall be compatible with adjacent existing or proposed development. Where there are issues of compatibility, the master plan shall ~~provide for~~ identify transition areas at the edges of the PD district that provide for appropriate buffering and/or ensure a complementary character of uses. Determination of complementary character shall be based on densities/intensities, lot size and dimensions, building height, building mass and scale, hours of operation, exterior lighting, siting of service areas, traffic circulation, environmental features, or other aspects identified by the Board of Commissioners.

#### **G. Development Phasing Plan**

If development in the PD district is proposed to be phased, the master plan shall include a development phasing plan that identifies the ~~general~~ sequence or phases in which the district is proposed to be developed, including how residential and nonresidential development will be timed, how infrastructure (public and private) and open space will be provided and timed, and how

development will be coordinated with the county's capital improvements program.

#### **H. Conversion Schedule**

The PD master plan may include a conversion schedule that identifies the extent to which one type of residential use may be converted to another type of residential use or one type of nonresidential use may be converted to another type of nonresidential use (i.e., residential to residential, or nonresidential to nonresidential). These conversions may occur within development areas and between development areas, as long as they occur within the same development phase, as identified by the approved development phasing plan, and are consistent with established extents of conversion set down in the conversion schedule.

#### **I. On-Site Public Facilities**

##### **(1) Design and Construction**

The PD master plan shall establish the responsibility of the developer/landowner to design and construct or install required and proposed on-site public facilities in compliance with applicable county, state, and federal regulations.

##### **(2) Dedication**

The PD master plan shall establish the responsibility of the developer/landowner to dedicate to the public the right-of-way and easements necessary for the construction or installation of required and proposed on-site public facilities in compliance with applicable county, state, and federal regulations.

##### **(3) Modifications to Street Standards**

In approving a master plan, the Board of Commissioners may approve modifications or reductions of street design standards including those for right-of-way widths, pavement widths, required materials, and turning radii, with NCDOT approval, on finding that:

- (a)** The master plan provides for adequate separation/integration of vehicular, pedestrian, and bicycle traffic;
- (b)** Access for emergency service vehicles is not substantially impaired;
- (c)** Adequate parking is provided for the uses proposed; and
- (d)** Adequate space for public utilities is provided within the street right-of-way.

#### **J. Planned Development Terms and Conditions**

The PD terms and conditions document is a required component in the establishment of a PD zoning district and shall incorporate by reference or include, but not be limited to:

- (1)** Conditions related to approval of the application for the PD zoning district classification;
- (2)** The master plan, including any density/intensity standards, dimensional standards, and development standards established in the master plan;

- (3) Conditions related to the approval of the master plan, including any conditions related to the form and design of development shown in the master plan;
- (4) The development pattern that addresses the district and sub-district character, development matrix, street types and patterns, block patterns, building form and types, architectural patterns, pedestrian configuration, signage patterns, landscaping, site amenities and open space patterns;
- (5) Provisions addressing how transportation, potable water, wastewater, stormwater management, and other infrastructure will be provided and maintained to accommodate the proposed development;
- (6) Provisions related to environmental protection and monitoring; and
- (7) Any other provisions the Board of Commissioners determines are relevant and necessary to the development of the PD in accordance with applicable standards and regulations.

#### **K. Uses**

The uses allowed in a PD district are identified in Table 4.1.1.B Summary Use Table, as allowed subject to a planned development master plan. Allowed uses shall be established in the master plan and are subject to any use regulations applicable to the PD district. Allowed uses shall be consistent with county plans, the purpose of the ~~particular type of~~ individual PD district, and subject to any additional limitations or requirements set forth in Sections 3.7.3 – ~~3.7.5~~ 3.7.6. for the ~~particular type of~~ individual PD district.

#### **L. Amendments to Approved Master Plan**

Amendments or modifications to a master plan shall be considered in accordance with the standards in Section 2.4.5.I, Amendments.

### 3.7.3. Planned Development – Residential (PD-R) District

# PD-R

## PLANNED DEVELOPMENT – RESIDENTIAL

### A. DISTRICT PURPOSE

The Planned Development – Residential (PD-R) District is established and intended to encourage the use of innovative and creative design to provide a mix of different residential uses in close proximity to one another on mainland Currituck County, while at the same time providing an efficient use of open space. Limited, small-scale commercial uses may be allowed in the PD-R district, primarily to serve the needs of residents in the development.

### B. DIMENSIONAL STANDARDS

District area, minimum (acres)	50
Gross residential density, maximum (dwelling units/acre) [1]	<del>3 - Full Service Areas</del> <del>or</del> <del>1.5 - Limited Service Areas</del>
Lot area, minimum (sq ft)	To be established in the master plan
Lot width, minimum (ft)	
Nonresidential land area, maximum (% of district total)	40
Single housing type, maximum (% of units)	85
Lot coverage, maximum (% of lot area)	To be established in the master plan
Nonresidential FAR, maximum (%)	
Individual building size, maximum (sq ft)	
Building height, maximum (ft)	
Setbacks, minimum or maximum (ft)	
Setback from abutting residential zoning district or existing residential use (ft)	
Setback from agriculture (ft)	
Setback from major arterial streets (ft)	
Min. Wetland/Riparian Buffer (ft)	30

#### NOTES:

[1] ~~May not exceed three units per acre in Full Service areas or one and one-half units per acre in Limited Service areas~~

[2] Uses internal to the development shall not be required to provide perimeter buffers

[3] The required percentage of open space set-aside shall be calculated based on the total district

### C. DEVELOPMENT STANDARDS

The standards in Chapter 5: Development Standards, shall apply to all development in PD-R districts, but some of those standards may be modified as part of the master plan if consistent with the general purposes of the PD-R district and the procedures noted below.

Development Standard	Means of Modifying
Off-street parking & loading	Specify in Alternative Parking Plan (see Section 5.1.6)
Landscaping [2]	Specify in Alternative Landscaping Plan (see Section 5.2.9)
Tree protection	
Open space set-aside [3]	30%
Fences and walls	Specify in Security Plan (see Sections 5.3.5. and 5.4.4)
Exterior lighting	
Community form	Specify in master plan
Nonresidential design	
Multi-family design	
Community compatibility [4]	Modifications prohibited
Signage	Modifications prohibited
Adequate public facilities	Modifications prohibited

### D. ENVIRONMENTAL PROTECTION STANDARDS

The environmental protection standards in Chapter 7 of the UDO may not be modified by a planned development

[4] Community compatibility standards shall not apply to uses internal to the development

### 3.7.4. Planned Development – Mixed (PD-M) District

# PD-M

## PLANNED DEVELOPMENT – MIXED

#### A. DISTRICT PURPOSE

The Planned Development – Mixed (PD-M) District is established and intended to encourage the development of a mix of employment generating uses (office, research, light industrial, and limited commercial), and may allow low-to-medium density residential uses at appropriate locations on the Currituck County mainland in a planned and aesthetically pleasing way. This is done by allowing design flexibility as well as a mix of uses.

#### B. DIMENSIONAL STANDARDS

District area, minimum (acres)	50
Gross residential density, maximum (dwelling units/acre) [4]	<del>3 – Full Service Areas or 4.5 – Limited Service Areas</del>
Lot area, minimum (sq ft)	To be established in the master plan
Lot width, minimum (ft)	
Residential land area, maximum (% of district total)	35
Lot coverage, maximum (% of lot area)	To be established in the master plan
Nonresidential FAR, maximum (%)	
Individual building size, maximum (sq ft)	
Building height, maximum (ft)	
Setbacks, minimum or maximum (ft)	
Setback from abutting residential zoning district or existing residential use (ft)	
Setback from agriculture (ft)	
Setback from major arterial streets (ft)	
Min. Wetland/Riparian Buffer (ft)	30

#### NOTES:

[1] ~~May not exceed three units per acre in Full Service areas or one and one-half units per acre in Limited Service areas~~

[2] Uses internal to the development shall not be required to provide perimeter buffers

[3] The required percentage of open space set-aside shall be calculated based on the total district area

#### C. DEVELOPMENT STANDARDS

The standards in Chapter 5: Development Standards, shall apply to all development in PD-M districts, but some of those standards may be modified as part of the master plan if consistent with the general purposes of the PD-M district and the procedures noted below.

Development Standard	Means of Modifying
Off-street parking & loading	Specify in Alternative Parking Plan (see Section 5.1.6)
Landscaping [2]	Specify in Alternative Landscaping Plan (see Section 5.2.9)
Tree protection	
Open space set-aside [3]	20%
Fences and walls	Specify in Security Plan (see Sections 5.3.5 and 5.4.9 and)
Exterior lighting	
Community form	Specify in master plan
Nonresidential design	
Multi-family design Shopping center design	
Community compatibility [4]	Modifications prohibited
Signage	Modifications prohibited
Adequate public facilities	Modifications prohibited

#### D. ENVIRONMENTAL PROTECTION STANDARDS

The environmental protection standards in Chapter 7 of the UDO may not be modified by a planned development

[4] Neighborhood compatibility standards shall not apply to uses internal to the development

### 3.7.5. Planned Development – Outer Banks (PD-O) District

<div>PD-O</div> <div>PLANNED DEVELOPMENT – OUTER BANKS</div>		A. DISTRICT PURPOSE	
		The Planned Development – Outer Banks (PD-O) District is established and intended to provide landowner/developers with a flexible framework within which to develop a compact, mixed-use, pedestrian-oriented neighborhood development as an alternative to conventional residential development served primarily by vehicles. The PD-O district option is available for use within the portion of the outer banks served by a state-maintained highway. The district is intended to promote and maintain a beach village atmosphere that is primarily residential in character but that contains centralized nonresidential development that allows residents to meet some of their employment, shopping, and recreation needs without use of an automobile. New development shall maintain a small-scale, low-rise character with diverse housing types organized around common open space, natural resources, and facilities providing for alternative forms of transportation.	
B. DIMENSIONAL STANDARDS		C. DISTRICT-SPECIFIC STANDARDS	
District area, minimum (acres)	25	The standards in Section 3.7.5.A, Additional District-Specific Standards for the PD-O District, shall apply to all development within the PD-O District.	
Gross residential density, maximum (dwelling units/acre) [1]	3 – in Full Service Areas	D. DEVELOPMENT STANDARDS	
Lot area, minimum (sq ft)	To be established in the master plan	The standards in Chapter 5: Development Standards, shall apply to all development in PD-O districts, but some of those standards may be modified as part of the master plan if consistent with the general purposes the district and the procedures noted below.	
Lot width, minimum (sq ft)			
Nonresidential land area, maximum (% of district total)	10	Development Standard	Means of Modifying
Single housing type, maximum (% of units)	75 [2]	Off-street parking & loading	Specify in Alternative Parking Plan (see Section 5.1.6)
Lot coverage, maximum (% of lot area)	To be established in the Master Plan	Landscaping [3]	Specify in Alternative
Nonresidential FAR, maximum (%)		Tree protection	Modifications prohibited
Individual building size, maximum (sq ft)		Open space set-aside [4]	30%
Building height, maximum (ft)		Fences and walls	Specify in Security Plan (see Section 5.3.5 )
Setbacks, minimum and maximum (ft)		Exterior lighting	Modifications prohibited
Setback from abutting residential zoning district or existing residential use (ft)		Community form	Specify in master plan
Setback from major arterial streets, minimum (ft)		Nonresidential design	
Min. Wetland/Riparian Buffer (ft)		Multi-family design Shopping Center Design	
NOTES: [1] May not exceed three units per acre in Full Service areas [2] May be exceeded only on demonstration that a less diverse mix of housing types is appropriate [3] Internal uses shall not be required to provide perimeter buffers [4] The required percentage of open space set-aside shall be calculated based on the total district area		Community compatibility	Modifications prohibited
		Signage	Modifications prohibited
		Adequate public facilities	Modifications prohibited
		E. ENVIRONMENTAL PROTECTION STANDARDS	
		The environmental protection standards in Chapter 7 of the UDO may not be modified by a planned development	

### 3.7.6. Planned Development – Currituck Station (PD-CS) District

# PD-CS

## PLANNED DEVELOPMENT – CURRITUCK STATION

#### A. DISTRICT PURPOSE

The Planned Development – Currituck Station (PD-CS) District is established to accommodate a high-quality mixed-use development that will foster economic development supported by a pedestrian-friendly environment that creates a sense of a unified neighborhood. Standards are intended to provide a mix of uses and densities/intensities needed to sustain a mixed-use development. The PD-CS district is proposed for lands included in the Moyock Mega Site Master Plan (and now known and referenced as Currituck Station Master Plan). The PD-CS district includes sub-district specific standards. Design emphasis is placed on achieving safe and efficient access with connected roads and pedestrian systems and visual compatibility of development within the district and surrounding areas.

#### B. DISTRICT AND SUB-DISTRICTS ESTABLISHED

The Board of Commissioners shall establish individual Planned Development districts and associated sub-district designations in accordance with this section and Section 2.4.5, Planned Development, upon approval of zoning for the PD-CS district and specific sub-district designation stating the general location, attributes, policy objectives and terms and conditions for the district and sub-district. In establishing a new PD-CS district and sub-district designation, the Board of Commissioners may also establish a unique set of development standards applicable to all development in the particular sub-district that is consistent with the adopted master plan for Currituck Station (formerly known as the Moyock Mega Site Master Plan).



Sub-Districts	Development Type Summary
<u>Center Station</u>	Non-residential and mixed-use
<u>Charter</u>	Non-residential and mixed-use
<u>Crossroads</u>	Industrial
<u>Cypress</u>	Low density residential with limited neighborhood commercial
<u>Junction</u>	Low density residential with limited neighborhood commercial
<u>Moyock Run</u>	Civic and public oriented uses
<u>Newtown</u>	Low density residential with limited neighborhood commercial
<u>Oak Trail</u>	Very low density and may include environmentally sensitive areas

#### C. PATTERN BOOK

The *Currituck Station Pattern Book* is incorporated herein by reference and shall be used to supplement this ordinance and provide guidance for establishing the desired character through architectural patterns, street patterns, and design of open space when developing properties in the PD-CS district and specific sub-districts.

#### D. DISTRICT CRITERIA

The PD-CS district shall be a tract or combined tracts that are planned and developed as an integral unit in accordance with the Currituck Station Master Plan. The district shall maintain the balance of land uses intended for Currituck Station.

#### E. INTENDED LAND USE

<u>Intended District Area</u>	3,000+/- acres
<u>Residential</u>	3,000 dwelling units
<u>Retail</u>	250,000 square feet
<u>Office</u>	300,000 square feet
<u>Industrial</u>	1,000,000 square feet

## F. DEVELOPMENT STANDARDS AND MEANS OF MODIFICATION

The standards in Chapter 5: Development Standards shall apply to all development in the PD-CS district, but some of the standards may be modified as part of the master plan if consistent with the general purpose of the PD-CS district, the general purpose of the sub-districts, and the procedures noted below.

<u>Development Standard</u>	<u>Means of Modification</u>	<u>Section</u>
<u>Off-street parking and loading</u>	<u>Specify in Alternative Parking Plan</u>	<u>5.1.6.</u>
<u>Landscaping and Buffers</u>	<u>Specify in Alternative Landscaping Plan</u>	<u>5.2.9.</u>
<u>Fences and walls</u>	<u>Specify in Security Plan</u>	<u>5.3.5.</u>
<u>Exterior Lighting</u>	<u>Specify in Security Plan</u>	<u>5.4.9</u>
<u>Community Compatibility</u>	<u>Modifications prohibited</u>	
<u>Signage</u>	<u>Modifications prohibited</u>	
<u>Open space set-aside</u>	<u>Modifications prohibited</u>	
<u>Adequate public facilities</u>	<u>Modifications prohibited</u>	

**G. Center Station Sub-District****(1) Sub-District Intent**

The Center Station sub-district is intended to be the center of the PD-CS district and is designed to support the primary economic and social components of Currituck Station by providing an integrated mix of uses in a downtown oriented setting including retail, convenience, entertainment, civic, and public uses with supporting attached and/or upper-story residential.

**(2) Sub-District Characteristics**

The Center Station sub-district characteristics shall include a mix of uses developed in a downtown design pattern with a street grid, supporting pedestrian activities, on-street parallel or perpendicular parking where possible, wide sidewalks with consistent tree canopy, outdoor café seating opportunities, public spaces such as plazas or parks, and off-street parking lots located behind buildings. Development shall be oriented toward the street and provide pedestrian entrances from the street. Detached single family dwellings are not permitted in the Center Station sub-district. Development along Caratoke Highway shall provide additional attention to detail through architectural and aesthetic treatments, integrated signage, landscape and buffer enhancements, vehicle use area and building plantings, and interconnected development. Residential uses in Center Station sub-district shall not be located along Caratoke Highway.

**TABLE 3.3.1.G: INTENSITY AND DIMENSIONAL STANDARDS TABLE**

TYPE	REQUIREMENT	ADDITIONAL STANDARD
<b>DEVELOPMENT STANDARDS</b>		
Density (du/ac)	5 minimum 8 maximum	12 du/ac maximum if part of a mixed use building with vertical integration of uses. A maximum of 1,500 dwelling units is intended for the Center Station sub-district with a balance of nonresidential uses.
Intensity/FAR (% of lot)	0.5 minimum 1.5 maximum	
Open Space Set-Aside, minimum (% of development)	10%	The required percentage of open space set-aside is calculated on the development acreage; maintaining the minimum percentage of the sub-district
<b>LOT STANDARDS</b>		
Lot Area, minimum (acres)	N/A	
Lot Width	40' minimum 200' maximum	Modifications as part of the master plan approved by the Board of Commissioners
Lot Depth		Lot depth shall not exceed 3 times lot width
Lot Coverage (% lot area)	90% maximum	
Perimeter Fill Setback (ft.)	N/A	
Riparian Buffer	30'	
<b>SETBACKS</b>		
Front Setback (ft.)	0' minimum 25' maximum	75% of the front façade shall be within the setback range; the remaining 25% may exceed the maximum specified
Major Arterial Street Setback	30' minimum	
Side Setback (ft.)	10' minimum 50' maximum	
Corner Side Setback (ft.)	0' minimum 40' maximum	75% of the side corner façade shall be within the setback range; the remaining 25% may exceed the maximum specified
Rear Setback (ft.)	N/A	
Accessory Use Setback (ft.)	5' minimum	
<b>BUILDING STANDARDS</b>		
Building Height	2 stories minimum 4 stories maximum	5 stories may be permitted if more than 200' from the perimeter of the sub-district boundary and approved as part of the master plan

Building Stepback	15' minimum	Applied to buildings with four or more stories
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## H. Charter Sub-District

### (1) Sub-District Intent

The Charter sub-district is intended to provide a more conventional development pattern that reinforces the walkable nature of Center Station sub-district with interconnected sidewalks. The vertical mixing of residential development with office and retail, and horizontal mixing of stand-alone nonresidential development providing well-integrated uses, access and circulation and compatible design that supports the adjacent neighborhood scale residential development is encouraged. The uses in the sub-district should be designed to provide buffers and, where necessary, additional mitigation techniques to the adjacent residential and environmentally identified areas of the district.

### (2) Sub-District Characteristics

The Charter sub-district characteristics shall include neighborhood focal points or centers typically at intersections of higher intensity streets and provide a range of public, institutional and civic type uses, office park design and appearance through centralized (internal) streets, driveway connections, connected and shared parking; attached single family, multi-family, and limited detached single family.

**TABLE 3.3.1.H: INTENSITY AND DIMENSIONAL STANDARDS TABLE**

TYPE	STANDARD	ADDITIONAL STANDARD
<b>DEVELOPMENT STANDARDS</b>		
Density (du/ac)	2 maximum	4 du/acre maximum if part of a vertical mixed use building. The minimum mixed use project acreage to apply 4 du/acre shall be 5 acres.
Intensity/FAR (% of lot)	0.2 minimum 0.5 maximum	Applies to non-residential
Open Space Set-Aside, minimum (% of development)	20%	The required percentage of open space set-aside is calculated on the development acreage; maintaining the minimum percentage of the sub-district
Residential land area, maximum (% of sub-district total)	35%	
<b>LOT STANDARDS</b>		
Lot Area, minimum (square feet)	10,000	
Lot Width (ft)	100' minimum 200' maximum [1]	[1] Applies to single family residential lots
Lot Depth		Lot depth shall not exceed 3 times lot width
Lot Coverage (% lot area)	65% maximum	
Perimeter Fill Setback (ft.)	N/A	
Riparian Buffer	30'	
<b>SETBACKS</b>		
Front Setback (ft.)	25' minimum 65' maximum	50% of the front façade shall be within the setback range; the remaining 50% may exceed the maximum specified
Major Arterial Street Setback (ft)	30' minimum	
Side Setback (ft.)	10' minimum 50' maximum	
Corner Side Setback (ft.)	15' minimum	
Rear Setback (ft)	10' minimum 50' maximum	
Accessory Use Setback (ft.)	10' minimum	
<b>BUILDING STANDARDS</b>		
Building Height	3 stories maximum	
Building Stepback	N/A	

## I. Crossroads Sub-District

### (1) Sub-District Intent

The Crossroads sub-district is intended to provide industrial and job producing non-residential development. The uses in the sub-district should be designed to provide buffers and, where necessary, additional mitigation techniques to the adjacent residential and environmentally identified areas of the district.

### (2) Sub-District Characteristics

The Crossroads sub-district characteristics include industrial uses and accessory uses such as small scale offices, professional services, childcare facilities, medical and limited office or café uses. The perimeter buffers between industrial and residential and environmental uses shall be provided at no less than 100 feet. The setbacks and buffer standards may be modified based on alternative mitigation techniques approved by the Board of Commissioners and shown on the master plan. Detached single family dwellings are not permitted in the Crossroads sub-district.

**TABLE 3.3.1.I: INTENSITY AND DIMENSIONAL STANDARDS TABLE**

<u>TYPE</u>	<u>STANDARD</u>	<u>ADDITIONAL STANDARD</u>
<b><u>DEVELOPMENT STANDARDS</u></b>		
Density (du/ac)	N/A	
Intensity/FAR, maximum (% of lot)	1.0	
Open Space Set-Aside, minimum (% of development)	20%	The required percentage of open space set-aside is calculated on the development acreage; maintaining the minimum percentage of the sub-district
<b><u>LOT STANDARDS</u></b>		
Lot Area, minimum (acres)	N/A	
Lot Width (ft.)	100' minimum	
Lot Depth		Lot depth shall not exceed 4 times lot width
Lot Coverage (% lot area)	65% maximum	
<b><u>SETBACKS</u></b>		
Front Setback, minimum (ft.)	50'	
Major Arterial Street Setback, minimum (ft.)	50'	
Side Setback, minimum (ft.)	25'	
Corner Side Setback, minimum (ft.)	25'	
Rear Setback, minimum (ft.)	25'	
Accessory Use Setback, minimum (ft.)	10'	
Perimeter Fill Setback (ft.)	10'	
Riparian Buffer	30'	
<b><u>BUILDING STANDARDS</u></b>		
Building Height, maximum	3 stories	Building heights shall be reduced to two stories when adjacent to existing residential development
Building Stepback	N/A	

**J. Cypress Sub-District****(1) Sub-District Intent**

The Cypress sub-district is intended to provide areas for low-density, single family uses.

**(2) Sub-District Characteristics**

The Cypress sub-district characteristics include traditional residential neighborhood development typically including single family dwelling detached residential on individual lots. Limited single family attached housing such as mansion apartments and duplexes may be allowed. Limited non-residential uses may be provided when fronting and accessed by a collector or major arterial street. Non-residential uses shall require additional site design and development standards including but not limited to increased landscape buffers, exterior lighting, placement of service or mechanical equipment. Non-residential uses are limited to a maximum of four acres per intersection.

**TABLE 3.3.1.J: INTENSITY AND DIMENSIONAL STANDARDS TABLE**

Type	Standard	Additional Standard
<b>DEVELOPMENT STANDARDS</b>		
Density, maximum (du/ac)	2 maximum	
Intensity/FAR, maximum (% of lot)	0.2	Non-residential
Open Space Set-Aside, minimum (% of development)	35%	
Non-residential land area, maximum (acres)	4 acres per intersection	Collector and/or major arterial street
<b>LOT STANDARDS</b>		
Lot Area, minimum (square feet)	10,000 sf	
Lot Width (ft.)	40' minimum	
	150' maximum	
Lot Depth		Lot depth shall not exceed 3 times lot width
Lot Coverage (% lot area)	45% maximum	
Perimeter Fill Setback (ft.)	N/A	
Riparian Buffer	30'	
<b>SETBACKS</b>		
Front Setback, minimum (ft.)	20'	
Major Arterial Street Setback, minimum (ft.)	50'	
Side Setback, minimum (ft.)	10'	[1]
Corner Side Setback, minimum (ft.)	20'	[1]
Rear Setback, minimum (ft.)	25'	[1]
Accessory Use Setback, minimum (ft.)	10'	[1]
<b>BUILDING STANDARDS</b>		
Building Height, maximum	35'	
Building Stepback	N/A	
[1] The setbacks shall be multiplied by 2.0 for non-residential uses adjacent to existing residential uses. Community compatibility standards shall apply.		

**K. Junction and Newtown Sub-Districts****(1) Sub-District Intent**

The Junction and Newtown sub-districts are intended to support the district through redevelopment opportunities. Care should be given to ensure compatibility between the existing and proposed development. The Junction sub-district was not included in the Master Plan but the area may be included in the PD-CS district.

**(2) Sub-District Characteristics**

The Junction and Newtown sub-district characteristics include traditional residential neighborhood development typically including single family dwelling detached residential on individual lots, but may provide for single family attached when included in a planned mixed use project. Limited nonresidential uses may be provided when fronting and accessed by a collector or major arterial street. Nonresidential uses shall require additional site design and development standards when located adjacent to single family detached development. Parking shall be located to the side and/or rear of the buildings.

**TABLE 3.3.1.K: INTENSITY AND DIMENSIONAL STANDARDS**

Type	Standard	Additional Standard
<b>DEVELOPMENT STANDARDS</b>		
Density, maximum (du/ac)	2.0	Maximum 4 du/acre if part of a mixed use project with vertical or horizontal integration of uses. Minimum project acreage shall be 5.0
Intensity/FAR, maximum (% of lot)	0.2	Applies to non-residential
Open Space Set-Aside, minimum	35%	
<b>LOT STANDARDS</b>		
Lot Area, minimum (square feet)	10,000 sf	
Lot Width (ft.)	40' minimum 200' maximum	
Lot Depth		Lot depth shall not exceed 3 times lot width
Lot Coverage (% lot area)	50% maximum	
Perimeter Fill Setback (ft.)	N/A	
Riparian Buffer	30'	
<b>SETBACKS</b>		
Front Setback, minimum (ft.)	20'	
Major Arterial Street Setback, minimum	30'	
Side Setback, minimum (ft.)	10'	[1]
Corner Side Setback, minimum (ft.)	20'	
Rear Setback, minimum (ft.)	10'	[1]
Accessory Use Setback, minimum (ft.)	5'	[1]
<b>BUILDING STANDARDS</b>		
Building Height, maximum	35'	
Building Stepback	N/A	
[1] The setbacks shall be multiplied by 2.0 for nonresidential uses adjacent to existing residential uses.		



**L. Moyock Run Sub-District****(1) Sub-District Intent**

The Moyock Run sub-district is intended to provide centralized governmental and public oriented uses including but not limited to schools, parks, utilities, transportation, regional facilities (i.e. stormwater, environmental, and mitigation areas). Residential uses are not intended for the Moyock Run sub-district.

**(2) Sub-District Characteristics**

The Moyock Run sub-district characteristics include an office park design and appearance through centralized (internal) roadways, driveway connections, connected/shared parking.

**TABLE 3.3.1.L: INTENSITY AND DIMENSIONAL STANDARDS TABLE**

Type	Standard	Additional Standard
<b>DEVELOPMENT STANDARDS</b>		
Density, maximum (du/ac)	N/A	
Intensity/FAR, maximum (% of lot)	1.0	Non-residential uses
Open Space Set-Aside, minimum	35%	
<b>LOT STANDARDS</b>		
Lot Area, minimum (square feet)	N/A	
Lot Width (ft.)	40' minimum 200' maximum	Does not apply to governmental and public uses
Lot Depth		Lot depth shall not exceed 4 times lot width
Lot Coverage (% lot area)	65% maximum	
Perimeter Fill Setback (ft.)	N/A	
Riparian Buffer	30'	
<b>SETBACKS</b>		
Front Setback, minimum (ft.)	20'	
Major Arterial Street Setback, minimum (ft.)	50'	
Side Setback, minimum (ft.)	10'	
Corner Side Setback, minimum (ft.)	10'	
Rear Setback, minimum (ft.)	10'	
Accessory Use Setback, minimum (ft.)	10'	
<b>BUILDING STANDARDS</b>		
Building Height, maximum	3 stories	
Building Stepback	N/A	

**M. Oak Trail Sub-District****(1) Sub-District Intent**

The Oak Trail sub-district is intended to reflect those areas generally identified as environmentally sensitive including but not limited to native habitats, wetlands, riparian buffers, and floodplain. Low density and low impact residential uses and recreational uses may be permitted upon determination of the environmental area limits.

**(2) Sub-District Characteristics**

The Oak Trail sub-district characteristics include a transition area between more intense uses and activities by providing lower densities and intensities.

**TABLE 3.3.1.M: INTENSITY AND DIMENSIONAL STANDARDS**

<u>Type</u>	<u>Standard</u>	<u>Additional Standard</u>
<b>DEVELOPMENT STANDARDS</b>		
<u>Density, maximum (du/ac)</u>	<u>0.5</u>	<u>Maximum 1.0 du/ac may be allowed for a development that provides regional stormwater</u>
<u>Intensity/FAR, maximum (% of lot)</u>	<u>N/A</u>	
<u>Open Space Set-Aside, minimum</u>	<u>50%</u>	
<b>LOT STANDARDS</b>		
<u>Lot Area, minimum (square feet)</u>	<u>40,000 sf</u>	
<u>Lot Width (ft.)</u>	<u>100' minimum</u> <u>200' maximum</u>	
<u>Lot Depth</u>		<u>Lot depth shall not exceed 4 times lot width</u>
<u>Lot Coverage (% lot area)</u>	<u>25% maximum</u>	
<b>SETBACKS</b>		
<u>Front Setback, minimum (ft.)</u>	<u>50'</u>	
<u>Major Arterial Street Setback, minimum</u>	<u>50'</u>	
<u>Side Setback, minimum (ft.)</u>	<u>25'</u>	
<u>Corner Side Setback, minimum (ft.)</u>	<u>25'</u>	
<u>Rear Setback, minimum (ft.)</u>	<u>50'</u>	
<u>Accessory Use Setback, minimum (ft.)</u>	<u>25'</u>	
<u>Perimeter Fill Setback, minimum (ft.)</u>	<u>10'</u>	
<u>Riparian Buffer</u>	<u>30'</u>	
<b>BUILDING STANDARDS</b>		
<u>Building Height, maximum</u>	<u>35'</u>	
<u>Building Stepback</u>	<u>N/A</u>	<u>N/A</u>

**N. District-Specific Standards for the PD-CS District****(1) General Design Standards**

Development in the Currituck Station district shall meet the requirements of this ordinance. Development patterns shall be in general compliance with the *Currituck Station Pattern Book*.

**(2) Development Center**

**(a)** A PD-CS district shall be designed with a development center (Center Station sub-district designation) intended to serve as a public gathering area for residents. A development center shall include and be served by open space resources that allow pedestrians to walk to and through the development center.

**(b)** The development center shall include on-street and off-street parking resources that allow residents to park their vehicles and walk to destinations within the district.

**(3) Connectivity**

**(a)** The streets, driveways, alleys, and multi-modal connections within the district shall be functional, attractive, and designed to accommodate multi-modes of transportation and where possible incorporate Complete Streets elements.

**(b)** The arrangement of streets shall provide for the alignment and continuation of existing and proposed streets into adjoining lands where the adjoining lands are undeveloped and intended for future development, or where the adjoining lands are developed and include opportunities for connections.

**(4) Use Mixing**

**(a)** A PD-CS district shall be structured to provide a mix of uses, such as residential, retail, office, employment, civic, and recreational uses. The integration of residential and nonresidential uses allows residents to meet more of their daily needs within the development.

**(b)** Civic uses such as churches, post offices, and community centers are encouraged, but not required, as part of the district's nonresidential uses.

**(5) Open Space Design**

**(a)** The PD-CS district shall include formal open space areas for recreation and community gathering.

**(b)** Open spaces shall include pedestrian and bicycle features that allow residents and visitors to move through and around commercial and mixed-use portions of the district.

**(c)** Open space resources shall connect new developments with existing developments so that it is accessible to and usable by all persons living in the project area.

**(6) Signage**

Signs shall be well-designed, communicate a message clearly, and shall not dominate the building or property. Signs shall be compatible

and complementary to the architectural designs of the building. Sign patterns shall be compatible with the district or sub-district development.

**(7) Building Configuration**

**(a) Location and Relationship between Buildings**

Buildings in a PD-CS Center Station sub-district shall be used to define the street edge and the distinction between the public domain of the street and the private space of individual lots. To this end, buildings shall have a fairly consistent, narrow setback alignment along the street frontage.

**(b) Relationship between Building Types**

Buildings in a PD-CS district should be built on a human scale, designed with common harmonious architecture, and landscaped to lend an intimate and personal feel to the streetscape. The intent should not be to create a uniform appearance, but rather a distinct sense of place.

**(8) Building Design**

Buildings in the PD-CS district are intended to utilize architectural patterns and features in the building design that are consistent with the Currituck vernacular as provided in the *Currituck Station Pattern Book*. Deviations to the local vernacular may be permitted, as provided in the master plan, when the development meets the requirements of Chapter 5, Development Standards and incorporates simple design elements typically known as the Currituck vernacular including but not limited to:

- (a)** Deep porches;
- (b)** Pitched roofs with overhangs;
- (c)** Shutters (fixed, operable, Bermuda);
- (d)** Roof dormers;
- (e)** Chimneys;
- (f)** Elevated buildings; and,
- (g)** Gabled masses that break up long facades

## **3.8. OVERLAY ZONING DISTRICTS**

### **3.8.1. Purpose**

Overlay zoning districts are superimposed over portions of one or more underlying base zoning districts, conditional zoning districts, or planned development districts with the intent of supplementing generally applicable development regulations with additional development regulations that address special area-specific conditions, features, or plans while maintaining the character and purposes of the underlying zoning district.

### 3.8.2. Establishment of Overlay Zoning Districts

Table 3.8.2, Overlay Zoning Districts Established, sets out the overlay zoning districts established by this Ordinance. Except where specifically provided in this Ordinance, variances from the overlay zoning district standards shall not be granted.

<b>TABLE 3.8.2: OVERLAY ZONING DISTRICTS ESTABLISHED</b>	
<b>DISTRICT NAME</b>	<b>ABBREVIATION</b>
Airport Overlay	AO
Corolla Village Overlay [placeholder only]	CVO
<u>Transportation Corridor Overlay District</u>	<u>TCOD</u>

### 3.8.6. Transportation Corridor Overlay District (TCOD)

#### **A. Purpose**

The purpose of the Transportation Corridor Overlay District (TCOD) is to protect and promote the desired character of the transportation corridors, enhance the economic and aesthetic appeal, reduce the unnecessary visual distractions, and provide consistent and orderly development of lands adjacent to existing and proposed major transportation corridors in the county.

#### **B. Boundaries of the TCOD Established**

The TCOD extends 500 feet from the right-of-way boundary on either side of roadways, following identifiable boundaries whenever possible. The established TCOD boundaries include:

- (1)** NC 168 (Caratoke Highway) from the North Carolina/Virginia State Line southward to the intersection of SR 1227 (South Mills Road); and,
- (2)** SR 1227 (South Mills Road) from its intersection with NC 168 (Caratoke Highway) westward to the intersection of SR 1218 Northwest Backwoods Road.

#### **C. Applicability**

- (1)** Development and use of lands within the TCOD shall be subject to the standards in this section. In the case of conflict between the standards of the TCOD and other standards in this ordinance, the overlay standards shall control.

#### **D. Modifications of Otherwise Applicable Standards**

Development in the TCOD shall comply with the following standards:

##### **(1) Prohibited Uses**

The following uses are prohibited in the TCOD:

- (a)** Adult entertainment;
- (b)** Outdoor storage, as a principal use;
- (c)** Tattoo parlor; and
- (d)** Vehicle sales and service, light and heavy;

**(2) Access Management**

A traffic impact analysis shall be required in all instances in which the proposed development area exceeds three acres or generates 60 or more peak hour vehicle trips. The traffic impact shall be prepared by a qualified professional specializing in transportation.

**Item 4:** That Chapter 4 is amended by deleting the following strikethrough language and adding the underlined language

# CHAPTER 4.

## USE STANDARDS

### 4.1. USE TABLE

#### 4.1.1. Explanation of Use Table Structure

##### A. General

- (1) Table 4.1.1A. and Table 4.1.1B. Summary Use Table, lists use types and indicates whether they are allowed by right, allowed with a use permit, allowed in a conditional zoning district, allowed in a planned development zoning district, or prohibited in a zoning district. The use table also includes references to any additional requirements or regulations applicable to the specific use type.
- (2) The status of a use in a conditional zoning district shall be the same as in the parallel base zoning district unless such status is modified by conditions imposed as part of the conditional rezoning designating the conditional zoning district.

##### C. Uses Allowed Subject to a Planned Development District Classification

A “MP” in a cell of the use table indicates that the corresponding use category or use type is allowed in the corresponding planned development district, subject to compliance with the use-specific regulations set forth in the final column of the table and provided the use is included in the required list of possible use types in the planned development master plan. An “U” in the cell of the use table indicates that the corresponding use category or use type is allowed in the corresponding planned development district only upon approval of a use permit in accordance with Section 2.4.6, Use Permit, and any conditions imposed as part of the approved master plan and terms and conditions. Allowed uses are subject to other applicable regulations in this Ordinance, including those set forth in Section 3.7, Planned Development Base Zoning Districts.

##### D. Prohibited Uses

- (1) A blank cell in the use table indicates that the corresponding use category or use type is prohibited in the corresponding zoning district.

Use types with a blank cell are not allowable in a corresponding planned development district, and shall not be included in the planned development master plan.

- (2) The following activities or use types are not identified in Table 4.1.1.A, and Table 4.1.1.B. but are prohibited in all zoning districts in the county.
- (a) Use of a parked motor vehicle to buy, sell, or store goods or services, except as allowed in Section 4.3 Accessory Use Standards or Section 4.4, Temporary Use Standards;
  - (b) Use of a boat, houseboat, or other floating structure as a temporary or permanent residence (this shall not prevent the overnight occupancy of a vessel temporarily docked while in transit on navigable waters);
  - (c) Use of a travel trailer as a permanent residence or use of a travel trailer as a temporary residence;
  - (d) Operation of a principal (non-accessory) commercial use located solely on the beach strand (uses simply transporting customers to the beach from an approved off-beach location are exempted); and
  - (e) Manufactured home parks or private campgrounds as a principal use.

#### E. Use-Specific Standards

##### 4.1.2. Use Table

**TABLE 4.1.1.A.: SUMMARY USE TABLE**

Z = Zoning Compliance Permit; U = Use Permit; MP = Allowed with Master Plan;  
CZ= Allowed in a Conditional Zoning District blank cell = Prohibited

USE CATEGORY	USE TYPE	ZONING DISTRICT [NOTE: OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]															ADDITIONAL REQ. (4.2.____)	
		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M		PD-O
AGRICULTURAL USE CLASSIFICATION																		
Agriculture / Horticulture	All	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Mp	Mp	Mp	
Animal Husbandry	All		Z				Z						Z	Z		Mp		1.A
Agriculture Support and Services (Directly Related)	Agri-education	Z	Z				Z		Z	Z	Z					Mp		1.B.2
	Agri-entertainment	Z	Z				Z		Z	Z	Z					Mp		1.B.2
	Agricultural processing		Z					U					Z	Z		Mp		1.B
	Agribusiness		Z				Z		Z	Z	Z			Z		Mp		1.B
	Equestrian facility		Z	Z			Z		Z		Z	Z	Z		Mp	Mp	Mp	1.B.3
	Farmers market		Z				Z		Z	Z	Z	Z	Z		Mp	Mp	Mp	1.B

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		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M	PD-O		
	Nursery, production		Z				Z		Z	Z			Z	Z	M P	M P		1.B.4	
	Roadside market		Z						Z									1.B.5	
Agriculture Support and Services (Not Directly Related)	Agricultural research facility		Z						Z	Z	Z		Z	Z		M P		1.C	
	Distribution hub for agricultural products		Z						Z	Z			Z	Z		M P		1.C	
	Farm machinery sales, rental, and service		Z						Z	Z	Z		Z	Z		M P		1.C	
	Stockyard / Slaughterhouse		U											U				1.C	
	Silviculture	All	Z	Z	Z			Z	Z	Z	Z			Z	Z	M P	M P		1.C
RESIDENTIAL USE CLASSIFICATION																			
Household Living	Dwelling, duplex			Z/U				Z			Z	Z			M P	M P	M P	2.A.1	
	Dwelling, live/work							Z	Z	Z	Z	Z			M P	M P	M P	2.A.2	
	Dwelling, mansion apartment							C Z			Z	Z			M P	M P	M P	2.A.3	
	Dwelling, manufactured home (class A)		Z	Z			Z	Z	Z									2.A.4	
	Dwelling, manufactured home (class B)		Z	Z			Z	Z	Z									2.A.4	
	Dwelling, multi-family							C Z			Z	Z			M P	M P	M P	2.A.5	
	Dwelling, single-family detached		Z	Z	Z	Z	Z	Z	Z	Z	Z	Z			M P	M P	M P		
	Dwelling, townhouse							C Z			Z	Z			M P	M P	M P	2.A.5	
	Dwelling, upper story							Z	Z	Z	Z	Z			M P	M P	M P	2.A.6	
Group Living	Dormitory							Z	Z	U	Z	Z				M P		2.B.1	
	Family care home			Z	Z	Z	Z	Z	Z	Z	Z	Z			M P	M P	M P	2.B.2	
	Rooming or boarding house							Z	Z		Z	Z			M P	M P	M P	2.B.3	
INSTITUTIONAL USE CLASSIFICATION																			
Community Services	Community center			Z	Z	U	Z	Z	Z	Z	Z	Z			M P	M P	M P		
	Cultural facility	U		Z	Z			Z	Z	Z	Z	Z			M P	M P	M P		
	Library			Z	Z		Z	Z	Z	Z	Z	Z			M P	M P	M P		
	Museum			Z				Z	Z	Z	Z	Z			M P	M P	M P		
	Senior center							Z	Z	Z	Z	Z			M P	M P	M P		
	Youth club facility							Z	Z	Z	Z	Z			M P	M P	M P		
Day Care	Adult day care center							Z	Z	Z	Z	Z			M P	M P	M P		
	Child care center			Z	Z		Z	Z	Z	Z	Z	Z			M P	M P	M P	3.A	
College or university	College or university									Z	Z	Z	Z			M	M	M	

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		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M	PD-O		
															P	P	P		
	School, elementary		U	Z	Z		U	Z	Z	Z	Z	Z			M P	M P	M P		
	School, middle		U	Z	Z		U	Z	Z	Z	Z	Z			M P	M P	M P		
	School, high							Z	Z	Z	Z	Z			M P	M P	M P		
	Vocational or trade school								Z	Z	Z	Z	Z	Z		M P	M P	3.B	
Government Facilities	Government maintenance, storage, or distribution facility								Z	Z	Z	Z	Z	Z	M P	M P	M P		
	Government office		Z	Z	Z		Z	Z	Z	Z	Z	Z	Z		M P	M P	M P		
Health Care Facilities	Blood/tissue collection facility								Z		U	U	Z						
	Drug or alcohol treatment facility								Z	U	U	U	Z					3.C.1	
	Hospital								Z	Z	Z	Z	Z			M P	M P	3.C.2	
	Medical treatment facility								Z	Z	Z	Z			M P	M P	M P		
Institutions	Assisted living facility							Z	Z	Z	Z	Z			M P	M P	M P		
	Auditorium, conference, and convention center								Z	Z	Z	Z				M P	M P	3.D.1	
	Club or lodge			U				U	Z	Z	Z	Z	Z		M P	M P	M P		
	Halfway house							U	U				U					3.D.2	
	Nursing home							Z	Z	Z	Z	Z			M P	M P	M P		
	Psychiatric treatment facility							U					U						
	Religious institution		Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z		M P	M P	M P	3.D.3	
Parks and Open Areas	Arboretum or botanical garden	Z	Z	Z	Z		Z	Z	Z	Z	Z	Z			M P	M P	M P		
	Cemetery, columbaria, mausoleum							Z					Z	Z		M P		3.E	
	Community garden	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z			M P	M P	M P		
	Park, public or private	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z		M P	M P	M P		
Public Safety	Correctional facility												U	U					
	Police, fire, or EMS facility		Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	M P	M P	M P		
	Security training facility		U															3.F	
Trans- portation	Airport		U						U		U		U	U		M P	M P		
	Helicopter landing facility								U		U		U	U		M P		3.G	
	Passenger terminal, surface transportation			U	U				Z		Z	Z			M P	M P	M P		
Utilities	Solar array																		
	Telecommunications antenna collocation on tower or building		Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	M P	M P	M P	3.H.2	

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		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M		PD-O
	Telecommunications tower, freestanding		U			U			U	U			U	U				3.H.2
	Utility, major	U	U	U	U	U	U	U	U	U	U	U	U	U	M P	M P	M P	3.I
	Utility, minor	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	M P	M P	M P	3.J
	Wind energy facility, large																	
COMMERCIAL USE CLASSIFICATION																		
Adult Entertainment	All													U				4.A
Animal Care	Animal grooming								Z	Z	Z	Z	Z		M P	M P	M P	4.B
	Animal shelter								Z					Z		M P		4.B
	Kennel		U						Z	Z		Z	Z	Z		M P	M P	4.B
	Veterinary clinic		U						Z	Z	Z	Z	Z		M P	M P	M P	4.B
Eating Establishments	Dinner theater								Z	Z	Z	Z			M P	M P	M P	
	Restaurant, with indoor or outdoor seating							U	Z	Z	Z	Z	Z		M P	M P	M P	4.C
	Specialty eating establishment							Z	Z	Z	Z	Z	Z		M P	M P	M P	
Offices	Business and sales							Z	Z	Z	Z	Z	Z		M P	M P	M P	4.D
	Professional services							Z	Z	Z	Z	Z			M P	M P	M P	4.D
Parking, Commercial	Parking lot								Z	Z	Z	Z	Z	Z	M P	M P	M P	4.E.1
	Parking structure										Z	Z			M P	M P	M P	4.E.2
Recreation/ Entertainment, Indoor	Fitness center							Z	Z	Z	Z	Z	Z		M P	M P	M P	
	Recreation, indoor							Z	Z	Z	Z	Z	Z		M P	M P	M P	
	Theater							Z	Z	Z	Z	Z			M P	M P	M P	
Recreation / Entertainment, Outdoor	Automotive Racing													U				
	Arena, amphitheater, or stadium								U		U	U			M P	M P	M P	4.F.1
	Athletic facility			Z	Z		Z	Z	Z	Z	Z	Z			M P	M P	M P	4.F.2
	Golf course			U	U			U							M P	M P	M P	
	Golf driving range							Z	Z	Z					M P	M P		
	Marinas							U	Z		Z	Z	Z		M P	M P	M P	4.F.3
	Outdoor shooting range		U											U				4.F.5
	Outdoor tour operator								U	U	Z	Z				M P	M P	4.F.6
	Recreation, outdoor							U	Z	Z	Z	Z			M P	M P	M P	4.F.4

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		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M	PD-O	
Retail Sales & Services	Artisan Food and Beverage Producer								Z				Z		M P	M P	M P	
	Auction House												Z			M P		
	Bar, nightclub, or cocktail lounge								Z		Z	Z			M P	M P	M P	4.G.1
	Brewery, Large												Z		M P	M P	M P	
	Convenience store							Z	Z	Z	Z	Z	Z		M P	M P	M P	
	Crematory													U				
	Distillery												Z					
	Drug store or pharmacy							Z	Z	Z	Z	Z			M P	M P	M P	
	Entertainment establishment							Z	Z	Z	Z	Z			M P	M P	M P	
	Financial institution							Z	Z	Z	Z	Z			M P	M P	M P	
	Flea market												Z	Z	M P	M P		4.G.2
	Funeral home								Z	Z	Z	Z				M P	M P	
	Grocery store								Z		Z	Z			M P	M P	M P	
	Laundromat							Z	Z	Z	Z	Z	Z		M P	M P	M P	
	Pawn shop								U				U					
	Personal services establishment							Z	Z	Z	Z	Z	Z		M P	M P	M P	
	Repair establishment								Z	Z	Z	Z	Z	Z		M P	M P	4.G.3
	Retail sales establishments								Z	Z	Z	Z			M P	M P	M P	
	Shopping center								U		Z	Z				M P	M P	4.G.4
	Tattoo parlor/body piercing establishment												Z	Z				4.G.5
	Winery								Z				Z		M P	M P	M P	
Vehicle Sales and Services, Heavy	Aircraft parts, sales, and maintenance												Z	Z				
	Automotive wrecker service												Z	Z			M P	4.H.2
	Boat and marine rental, sales, and service								Z				Z	Z				4.H.3
Vehicle Sales and Services, Light	Automotive parts and installation								Z		Z	Z	Z			M P	M P	4.I.1
	Automobile repair and servicing (including painting/bodywork)								Z		Z	Z	Z			M P	M P	4.I.2
	Automobile sales or rentals								U		Z	Z	Z			M P	M P	4.I.3
	Car wash or auto detailing								Z		Z	Z	Z		M P	M P	M P	4.I.4
	Taxicab service								Z	Z	Z	Z			M P	M P	M P	4.I.5
Visitor	Bed and breakfast inn			Z	Z		Z	Z	Z	Z	Z			M	M	M	4.J.1	

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		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M	PD-O	
Accommodations															P	P	P	
	Hotel or motel								Z		Z	Z			MP	MP	MP	4.J.2
	Hunting lodge		U					Z	Z	Z					MP	MP	MP	
INDUSTRIAL USE CLASSIFICATION																		
Extractive Industry	All uses		U										U	U				5.A
Industrial Services	Contractor service								Z		Z	Z	Z	Z		MP	MP	
	Crabshedding		Z					Z	Z				Z	Z	MP	MP		5.B.1
	Fuel oil/bottled gas distributor												Z	Z		MP		
	General industrial service and repair												Z	Z		MP		5.B.2
	Heavy equipment sales, rental, and service												Z	Z		MP		5.B.3
	Laundry, dry cleaning, and carpet cleaning plants												Z	Z		MP		5.B.4
	Manufactured home and prefabricated building sales												Z	Z				5.B.5
	Research and development								Z	Z	Z	Z	Z	Z	MP	MP	MP	
Manu- facturing and Produc-tion	Manufacturing, heavy													Z				5.C.1
	Manufacturing, light												Z	Z		MP		5.C.2
Warehouse and Freight Movement	Cold storage plant												Z	Z				
	Outdoor storage (as a principal use)												Z	Z				5.D.1
	Self-service storage												Z	Z		MP		5.D.2
	Truck or freight terminal												Z	Z		MP		5.D.3
	Warehouse (distribution)												Z	Z		MP		5.D.3
	Warehouse (storage)												Z	Z	MP	MP	MP	5.D.3
Waste-Related Services	Incinerator													U				5.E.1
	Landfill, land clearing and inert debris or construction debris												U	U				5.E.2
	Public convenience center/transfer station		U	U	U	U	U	U	U	U			U	U				5.E.3
	Recycling center, processing													U				5.E.4
	Recycling center, transfer												U	U				5.E.5
	Salvage and junkyard													U				5.E.6
	Waste composting		U										U	U				
Wholesale Sales	All uses												Z	Z		MP	MP	



**TABLE 4.1.1.B: SUMMARY USE TABLE**

Z = Zoning Compliance Permit; U = Use Permit; MP = Allowed with Master Plan;  
CZ= Allowed in a Conditional Zoning District blank cell = Prohibited

USE CATEGORY	USE TYPE	PLANNED DEVELOPMENT ZONING DISTRICT [OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]											ADDITIONAL REQ. (4.2.)
		PD-R	PD-M	PD-O	PD-CS ZONING DISTRICT SUB-DISTRICT DESIGNATIONS								
					CENTER STATION	CHARTER	CROSSROADS	CYPRESS	JUNCTION	MOYOCK RUN	NEWTOWN	OAK TRAIL	
AGRICULTURAL USE CLASSIFICATION													
<u>Agriculture / Horticulture</u>	All	M P	M P	M P								M P	
<u>Animal Husbandry</u>	All		M P										1.A
<u>Agriculture Support and Services (Directly Related)</u>	<u>Agri-education</u>		M P										1.B.2
	<u>Agri-entertainment</u>		M P										1.B.2
	<u>Agricultural processing</u>		M P										1.B
	<u>Agribusiness</u>		M P										1.B
	<u>Equestrian facility</u>	M P	M P	M P									1.B.3
	<u>Farmers market</u>	M P	M P	M P	M P	M P					M P		1.B
	<u>Nursery, production</u>	M P	M P								M P		1.B.4
	<u>Roadside market</u>												1.B.5
	<u>Agriculture Support and Services (Not Directly Related)</u>	<u>Agricultural research facility</u>		M P									
	<u>Distribution hub for agricultural products</u>		M P										1.C
	<u>Farm machinery sales, rental, and service</u>		M P										1.C
	<u>Stockyard / Slaughterhouse</u>												1.C
<u>Silviculture</u>	All	M P	M P										1.C
RESIDENTIAL USE CLASSIFICATION													
<u>Household Living</u>	<u>Dwelling, duplex</u>	M P	M P	M P	M P	M P		M P	M P		M P		2.A.1
	<u>Dwelling, live/work</u>	M P	M P	M P		M P							2.A.2
	<u>Dwelling, mansion apartment</u>	M P	M P	M P	U	U			U		U		2.A.3
	<u>Dwelling, manufactured home (class A)</u>												2.A.4
	<u>Dwelling, manufactured home (class B)</u>												2.A.4
	<u>Dwelling, multi-family</u>	M P U	M P U	M P U	U	U			U		U		2.A.5
	<u>Dwelling, single-family detached</u>	M P	M P	M P		M P		M P		M P	M P		
	<u>Dwelling, townhouse</u>	M P	M P	M P	U	U			U		U		2.A.5
	<u>Dwelling, upper story</u>	M P	M P	M P	U	U							2.A.6
	<u>Group Living</u>	<u>Dormitory</u>		M P									
<u>Family care home</u>		M P	M P	M P									2.B.2

**TABLE 4.1.1.B: SUMMARY USE TABLE**

Z = Zoning Compliance Permit; U = Use Permit; MP = Allowed with Master Plan;  
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USE CATEGORY	USE TYPE	PLANNED DEVELOPMENT ZONING DISTRICT [OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]												
		PD-R	PD-M	PD-O	PD-CS ZONING DISTRICT SUB-DISTRICT DESIGNATIONS								ADDITIONAL REQ. (4.2.)	
					CENTER STATION	CHARTER	CROSSROADS	CYPRESS	JUNCTION	MOYOCK RUN	NEWTOWN	OAK TRAIL		
	Rooming or boarding house	M P	M P	M P										2.B.3
INSTITUTIONAL USE CLASSIFICATION														
Community Services	Community center	M P	M P	M P			M P				M P			
	Cultural facility	M P	M P	M P			M P				MP			
	Library	M P	M P	M P	M P	M P		M P	M P	M P	M P	M P	M P	
	Museum	M P	M P	M P	M P	M P		M P	M P	M P	M P	M P	M P	
	Senior center	M P	M P	M P						M P				
	Youth club facility	M P	M P	M P					M P	M P	M P			
Day Care	Adult day care center	M P	M P	M P								M P		
	Child care center	M P	M P	M P		M P		M P	M P			M P		3.A
Educational Facilities	College or university	M P	M P	M P		U	U				U			
	School, elementary	M P	M P	M P		M P	M P	M P	M P	M P	M P	M P		
	School, middle	M P	M P	M P		M P	M P	M P	M P	M P	M P	M P		
	School, high	M P	M P	M P		M P	M P	M P	M P	M P	M P	M P		
	Vocational or trade school		M P	M P		M P	M P		M P	M P	M P	M P		3.B
Government Facilities	Government maintenance, storage, or distribution facility	M P	M P	M P	M P	M P	M P	M P	M P	M P	M P	M P	M P	
	Government office	M P	M P	M P	M P	M P	M P	M P	M P	M P	M P	M P	M P	
Health Care Facilities	Blood/tissue collection facility				U	M P								
	Drug or alcohol treatment facility													3.C.1
	Hospital		M P	M P	U	U					U			3.C.2
	Medical treatment facility	M P	M P	M P	M P	M P								
Institutions	Assisted living facility	M P	M P	M P	U	U		U	U			U		
	Auditorium, conference, and convention center		M P	M P										3.D.1
	Club or lodge	M P	M P	M P		M P					M P			
	Halfway house													3.D.2
	Nursing home	M P	M P	M P					M P			U		
	Psychiatric treatment facility													
	Religious institution	M P	M P	M P	M P	M P		M P	M P	M P	M P	M P		

**TABLE 4.1.1.B: SUMMARY USE TABLE**

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USE CATEGORY	USE TYPE	PLANNED DEVELOPMENT ZONING DISTRICT [OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]											
		PD-R	PD-M	PD-O	PD-CS ZONING DISTRICT SUB-DISTRICT DESIGNATIONS								ADDITIONAL REQ. (4.2.)
					CENTER STATION	CHARTER	CROSSROADS	CYPRESS	JUNCTION	MOYOCK RUN	NEWTOWN	OAK TRAIL	
Parks and Open Areas	Arboretum or botanical garden	M P	M P	M P									
	Cemetery, columbaria, mausoleum		M P										
	Community garden	M P	M P	M P							M P		
	Park, public or private	M P	M P	M P	M P	M P	M P	M P	M P	M P	M P		
Public Safety	Correctional facility												
	Police, fire, or EMS facility	M P	M P	M P	M P	M P	M P	M P	M P	M P	M P		
	Security training facility												
Transportation	Airport		M P	M P									
	Helicopter landing facility		M P										
	Passenger terminal, surface transportation	M P	M P	M P									
Utilities	Solar array												
	Telecommunications antenna collocation on tower or building	M P	M P	M P							U		
	Telecommunications tower, freestanding										U		
	Utility, major	M P	M P	M P					U				
	Utility, minor	M P	M P	M P					U			3.J	
	Wind energy facility, large		M P	M P								3.K	
COMMERCIAL USE CLASSIFICATION													
Adult Entertainment	All												4.A
Animal Care	Animal grooming	M P	M P	M P	M P	M P							4.B
	Animal shelter		M P										4.B
	Kennel		M P	M P									4.B
	Veterinary clinic	M P	M P	M P	M P	M P			M P		M P		4.B INDOOR NO BOARDING
Eating Establishments	Dinner theater	M P	M P	M P	M P	M P							
	Restaurant, with indoor or outdoor seating	M P	M P	M P	M P	M P	U	M P	M P		M P		4.C
	Specialty eating establishment	M P	M P	M P	M P	M P	U	M P	M P		M P		
Offices	Business and sales	M P	M P	M P	M P	M P	M P	M P			M P		4.D
	Professional services	M P	M P	M P	M P	M P	M P	M P			M P		4.D
Parking, Commercial	Parking lot	M P	M P	M P		U							4.E.1
	Parking structure	M P	M P	M P	U	U							4.E.2

**TABLE 4.1.1.B: SUMMARY USE TABLE**

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USE CATEGORY	USE TYPE	PLANNED DEVELOPMENT ZONING DISTRICT [OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]												
		PD-R	PD-M	PD-O	PD-CS ZONING DISTRICT SUB-DISTRICT DESIGNATIONS								ADDITIONAL REQ. (4.2.)	
					CENTER STATION	CHARTER	CROSSROADS	CYPRESS	JUNCTION	MOYOCK RUN	NEWTOWN	OAK TRAIL		
Recreation/ Entertainment, Indoor	Fitness center	M P	M P	M P		M P	M P		M P					
	Recreation, indoor	M P	M P	M P		U	U							
	Theater	M P	M P	M P		M P	M P							
Recreation / Entertainment, Outdoor	Automotive Racing													
	Arena, amphitheater, or stadium	M P	M P	M P										4.F.1
	Athletic facility	M P	M P	M P										4.F.2
	Golf course	M P	M P	M P										
	Golf driving range	M P	M P											
	Marinas	M P	M P	M P										4.F.3
	Outdoor shooting range													4.F.5
	Outdoor tour operator		M P	M P										4.F.6
	Recreation, outdoor	M P	M P	M P										4.F.4
Retail Sales & Services	Artisan Food and Beverage Producer	M P	M P	M P		M P	M P	M P						
	Auction House		M P											
	Bar, nightclub, or cocktail lounge	M P	M P	M P										4.G.1
	Brewery, Large	M P	M P	M P		M P	M P	M P						
	Convenience store	M P	M P	M P		U	U	U	U	U		U		
	Crematory													
	Distillery					U	U	M P						
	Drug store or pharmacy	M P	M P	M P		M P	M P							
	Entertainment establishment	M P	M P	M P										
	Financial institution	M P	M P	M P		M P	M P							
	Flea market	M P	M P											4.G.2
	Funeral home		M P	M P										
	Grocery store	M P	M P	M P		U								
	Laundromat	M P	M P	M P										
	Pawn shop													
	Personal services establishment	M P	M P	M P		M P								
	Repair establishment		M	M										4.G.3

**TABLE 4.1.1.B: SUMMARY USE TABLE**

Z = Zoning Compliance Permit; U = Use Permit; MP = Allowed with Master Plan;  
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Use Category	Use Type	PLANNED DEVELOPMENT ZONING DISTRICT [OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]											
		PD-R	PD-M	PD-O	PD-CS ZONING DISTRICT SUB-DISTRICT DESIGNATIONS								ADDITIONAL REQ. (4.2.)
					CENTER STATION	CHARTER	CROSSROADS	CYPRESS	JUNCTION	MOYOCK RUN	NEWTOWN	OAK TRAIL	
			P	P									
	Retail sales establishments	M P	M P	M P		M P	M P						
	Shopping center		M P	M P		M P	U			U			4.G.4
	Tattoo parlor/body piercing establishment												4.G.5
	Winery	M P	M P	M P		M P	U						
Vehicle Sales and Services, Heavy	Aircraft parts, sales, and maintenance												
	Automotive wrecker service			M P									4.H.2
	Boat and marine rental, sales, and service		M P	M P									4.H.3
Vehicle Sales and Services, Light	Automotive parts and installation		M P	M P									4.I.1
	Automobile repair and servicing (including painting/bodywork)		M P	M P									4.I.2
	Automobile sales or rentals	M P	M P	M P									4.I.3
	Car wash or auto detailing	M P	M P	M P									4.I.4
	Taxicab service	M P	M P	M P					U		U		4.J.5
Visitor Accommodations	Bed and breakfast inn	M P	M P	M P		M P	M P				U		4.J.1
	Hotel or motel	M P	M P	M P			M P		M P		M P		
	Hunting lodge	M P	M P	M P			M P		M P		M P		
INDUSTRIAL USE CLASSIFICATION													
Extractive Industry	All uses												
Industrial Services	Contractor service		M P	M P									
	Crabshedding	M P	M P										5.B.1
	Fuel oil/bottled gas distributor		M P										
	General industrial service and repair		M P										5.B.2
	Heavy equipment sales, rental, and service		M P										5.B.3
	Laundry, dry cleaning, and carpet cleaning plants		M P										5.B.4
	Manufactured home and prefabricated building sales												5.B.5
	Research and development	M P	M P	M P			M P	M P					
	Manufacturing and Production	Manufacturing, heavy							M P				
Manufacturing, light			M P				U	M P					5.C.2

**TABLE 4.1.1.B: SUMMARY USE TABLE**

Z = Zoning Compliance Permit; U = Use Permit; MP = Allowed with Master Plan;  
CZ= Allowed in a Conditional Zoning District blank cell = Prohibited

USE CATEGORY	USE TYPE	PLANNED DEVELOPMENT ZONING DISTRICT												ADDITIONAL REQ. (4.2.)
		[OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]												
		PD-R	PD-M	PD-O	PD-CS ZONING DISTRICT									
					SUB-DISTRICT DESIGNATIONS									
					CENTER STATION	CHARTER	CROSSROADS	CYPRESS	JUNCTION	MOYOCK RUN	NEWTOWN	OAK TRAIL		
Freight Movement	Cold storage plant													
	Outdoor storage (as a principal use)													
	Self-service storage		M P										5.D.2	
	Truck or freight terminal		M P										5.D.3	
	Warehouse (distribution)		M P			U	M P						5.D.3	
	Warehouse (storage)	M P	M P	M P		U	M P						5.D.3	
Waste-Related Services	Incinerator													
	Landfill, land clearing and inert debris or construction debris													
	Public convenience center/transfer station													
	Recycling center, processing													
	Recycling center, transfer													
	Salvage and junkyard													
	Waste composting													
Wholesale Sales	All uses		M P	M P			M P							

## 4.2. USE-SPECIFIC STANDARDS

Use-specific standards are the requirements applied to individual use types regardless of the zoning district in which they are located or the review procedure by which they are approved. This section is intended to identify the use-specific standards for all principal uses identified in Table 4.1.1.A. and 4.1.1.B, Summary Use Table, as subject to "Additional Req." These standards may be modified by other applicable requirements in this Ordinance.

### 4.2.2. Residential Uses

#### (5) Dwellings, Multi-Family and Townhouse

Multi-family and townhouse dwellings shall comply with the multi-family design standards in Section 5.7, the community compatibility standards in Section 5.10 (as appropriate), and the following standards:

- (a) No accessory structure shall be less than ten feet from another structure.

- (b) No improved recreation area shall be located within required exterior setbacks or within 20 feet of any dwelling unit.
- (c) No individual building shall exceed a length of ~~250~~ 200 feet.
- (d) A townhouse building shall contain at least three but no more than six side-by-side dwelling units.

### 4.3. ACCESSORY USE STANDARDS

#### 4.3.1. Purpose

This section authorizes the establishment of accessory uses that are incidental and customarily subordinate to principal uses. The purpose of this section is to allow a broad range of accessory uses, so long as such uses are located on the same site as the principal use, and so long as they comply with the standards set forth in this section in order to reduce potentially adverse impacts on surrounding lands.

#### 4.3.2. General Standards and Limitations

##### E. Table of Common Accessory Uses

Table 4.3.2.E, Table of Common Accessory Uses, specifies common types of accessory use and the zoning district where each type may be permitted.

<b>TABLE 4.3.2.E: TABLE OF COMMON ACCESSORY USES</b>																	
P = Permitted by-right    Z= Zoning Compliance Permit    U = Use Permit    MP = Allowed with master plan    blank cell = Prohibited																	
ACCESSORY USE TYPE	ZONING DISTRICT																ADDITIONAL REQ. (4.3.____)
	RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M	PD-Q	
Accessory Dwelling Unit		Z	Z	Z	Z	Z	Z	Z	Z	P	P			MP	MP	MP	3.A
Aggregate Storage and Processing		Z															3.B
Amateur Ham Radio		P	P			P	P			P	P			MP	MP		3.C
Automated Teller Machine							Z	Z	Z	Z	Z	Z		MP	MP	MP	
Campground, Public	U	Z					Z	Z						MP			3.D
Cemetery (family or religious institution)		Z	Z			Z	Z	Z	Z					MP	MP		3.E
Child Care, Incidental		Z	Z	Z	Z	Z	Z	Z	Z	Z	Z			MP	MP	MP	3.F
Community Agriculture	P	P	P			P	P							MP			3.G
Dock, Pier, Boat House, or Boatlift	P	P	P	P	P	P	P	P	P	P	P	P	P	MP	MP	MP	
Drive-Through								Z	Z	Z	Z	Z		MP	MP	MP	3.H
Electronic Gaming Operation								Z									3.I
Excavation		Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	MP	MP	MP	3.J
Gasoline Sales								Z		Z	Z	Z		MP	MP	MP	3.K
Home Occupation		P	P	P	P	P	P	P	P	P	P			MP	MP	MP	3.L

**TABLE 4.3.2.E: TABLE OF COMMON ACCESSORY USES**

P = Permitted by-right    Z= Zoning Compliance Permit    U = Use Permit    MP = Allowed with master plan    blank cell = Prohibited

ACCESSORY USE TYPE	ZONING DISTRICT																ADDITIONAL REQ. (4.3. )
	RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M	PD-Q	
Housing for Poultry		P	P			P	P	P						MP	MP		3.M
Ice House								Z	Z	Z	Z	Z			MP	MP	3.N
Inoperable Vehicle		P	P	P	P	P	P	P									3.O
Land Application of Sludge or Septage		U				U							U				3.P
Outdoor Display/Sales								Z	Z	Z	Z	Z			MP	MP	3.Q
Outdoor Storage		Z						Z	Z	Z	Z	Z	Z		MP	MP	3.R
Parking of Boats or Watercraft		P	P	P	P	P	P	P	P					MP	MP	MP	3.S
Parking of Heavy Trucks, or Trailers		P						P				P	P		MP		3.T
Parking of Major Recreational Equipment		P	P	P		P	P	P						MP	MP	MP	3.T
Produce Stand		P						P	P	P	P			MP	MP	MP	3.U
Retail Sales from a Vehicle		P					P	P	P	P	P	P		MP	MP	MP	3.V
Solar Energy Equipment	P	P	P	P	P	P	P	P	P	P	P	P	P	MP	MP	MP	3.W
Stable (horses)		P	P			P		P						MP			3.X
Underground Storage Tank		P						P	P	P	P	P	P		MP		3.Y
Wind Energy Facility, Small		Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	MP	MP	MP	3.Z

**TABLE 4.3.2.E: TABLE OF COMMON ACCESSORY USES**

Z = Zoning Compliance Permit; U = Use Permit; MP = Allowed with Master Plan;  
blank cell = Prohibited

ACCESSORY USE TYPE	PLANNED DEVELOPMENT ZONING DISTRICT [OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]												
	PLANNED DEVELOPMENT			PD-CS ZONING DISTRICT								ADDITIONAL REQUIREMENTS (4.3. )	
	P-D-R	P-D-M	P-D-O		CENTER STATION	CHARTER	CROSSROADS	CYPRESS	JUNCTION	MOYOCK RUN	NEWTOWN		OAK TRAIL
Accessory Dwelling Unit	M P	M P	M P										3.A
Amateur Ham Radio		M P											
Automated Teller Machine	M P	M P	M P		M P	M P							
Campground, Public	M P												3.D.
Cemetery (family or religious institution)	M P	M P											3.E.
Child Care, Incidental	M P	M P	M P			M P	M P	M P	M P		M P		3.F.
Community Agriculture	M P											M P	3.G.
Dock, Pier, Boat House, or Boatlift	M P	M P	M P										
Drive-Through	M P	M P	M P		U	M P					U		3.H.
Excavation	M P	M P	M P										3.J.
Gasoline Sales	M P	M P	M P		U		U	U			U		3.K.
Home Occupation	M P	M P	M P			M P		M P	M P		M P	M P	3.L.
Housing for Poultry	M P	M P											3.M
Ice House		M P	M P										3.N.
Outdoor Display/Sales		M P	M P		M P	M P							3.Q.
Outdoor Storage		M P	M P				M P						3.R.
Parking of Boats or Watercraft	M P	M P	M P										3.S.
Parking of Heavy Trucks or Trailers			M P										3.T.
Parking of Major Recreational Equipment	M P	M P	M P										3.T.
Produce Stand	M P	M P	M P										3.U.
Retail Sales from a Vehicle	M P	M P	M P										3.V.
Solar Energy Equipment	M P	M P	M P		U			U				U	3.W.
Stable (horses)	M P											M P	3.X.
Underground Storage Tank		M P											3.Y.
Wind Energy Facility, Small	M	M	M										3.Z..

**TABLE 4.3.2.E: TABLE OF COMMON ACCESSORY USES**

Z = Zoning Compliance Permit; U = Use Permit; MP = Allowed with Master Plan;  
blank cell = Prohibited

ACCESSORY USE TYPE	PLANNED DEVELOPMENT ZONING DISTRICT [OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]												
	PLANNED DEVELOPMENT			PD-CS ZONING DISTRICT									ADDITIONAL REQUIREMENTS (4.3. )
	PDR	PD-M	PD-O		CENTER STATION	CHARTER	CROSSROADS	CYPRESS	JUNCTION	MOYOCK RUN	NEWTOWN	OAK TRAIL	
	P	P	P										

### 4.3.3. Specific Standards for Certain Accessory Uses

#### H. Drive-Through

- (1) Drive-through facilities shall be located at least 100 feet from any detached single-family dwelling or single-family residential zoning district.
- (2) Outdoor speakers associated with a drive-through shall be at least 50 feet from any lot line.
- (3) Drive-through facilities shall not be located on the front façade of the building they serve.
- (4) Drive-through facilities shall be designed so as not to obstruct the movement of pedestrians along sidewalks, through areas intended for public use, or between the building entrance and customer parking spaces.
- (5) Canopies or other features installed over a drive through window shall maintain common roof lines and materials with the principal structure.
- (6) Any portion of the drive-through lane adjacent to and between an order box and pick-up window shall provide a landscaped planting area at least three-feet in width or a masonry wall at least 30 inches in height and utilizing exterior finishing materials compatible with the principal use.
- (7) In addition to streetscape and site landscaping, any portion of a drive-through lane located between the principal building and the street shall provide a landscaped planting area at least three feet in width.

#### K. Gasoline Sales

Gasoline sales may be permitted as an accessory use in accordance with the following standards:

- (1) Location

- (a) Gasoline pumps, canopies, and associated service areas are prohibited in any ~~established front yard~~ setback, side corner setback, or major arterial setback in the CC, and VC districts.
- (b) If the gasoline sales use is located on a corner lot, the lot shall have an area of at least 30,000 square feet and a frontage of at least 200 feet on each street side. In all other cases, the lot shall have an area of at least 15,000 square feet and a lot width of at least 150 feet.

**(2) Circulation**

The gasoline sales use shall have no more than two vehicular access points. Access points shall be located at least 150 feet from each other and from any intersecting street right-of-ways, and at least 15 feet from any other lot line.

**Item 5:** That Chapter 5 is amended by deleting the following strikethrough language and adding the underlined language

# CHAPTER 5.

## DEVELOPMENT STANDARDS

### 5.1. OFF-STREET PARKING AND LOADING

#### 5.1.3. Off-Street Parking Standards

##### A. Parking Plan Required

The parking plan shall accurately designate the required parking spaces, access aisles, pedestrian connections, materials, dimensions, and driveways, loading area and circulation, and the relation of the off-street parking facilities to the development the facilities are designed to serve.

##### B. Minimum Number of Spaces Required

Unless otherwise expressly stated in this section or approved through an alternative parking plan, the minimum number of off-street parking spaces shall be provided in accordance with Table 5.1.3.C, Minimum Off-Street Parking Standards.

##### C. Maximum Number of Spaces Permitted

##### ~~(1)~~ Provision up to 175 Percent of Minimum

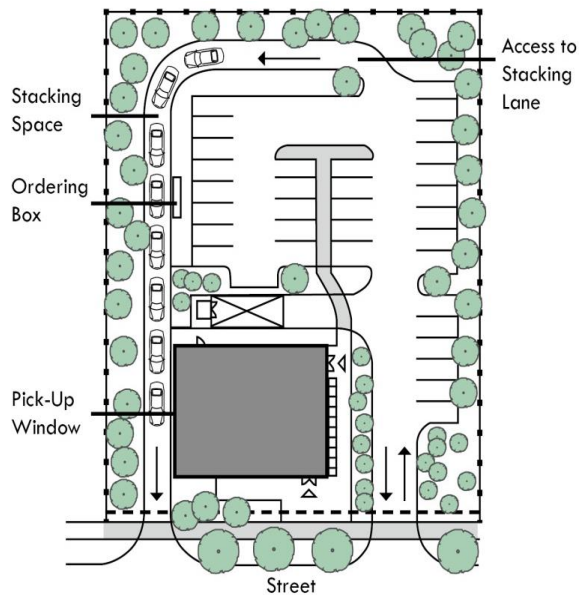
- (a) Commercial and Industrial uses of 5,000 square feet in area or larger listed in Table 5.1.3.C, Minimum Off-Street Parking Standards, shall not exceed 125 percent of the minimum number of parking spaces required in the table.
- (b) Through approval of an alternative parking plan in accordance with Section 5.1.6.A, Provision Over the Maximum Allowed, commercial and industrial uses may provide up to a maximum of 175 percent of the minimum number of parking spaces required in the table.
- (c) Provision of more than 175 percent of the minimum number of parking spaces for uses subject to the standards of this section shall require approval of a use permit in accordance with Section 2.4.6, Use Permit.

## D. Stacking Spaces

### (1) Required Number of Stacking Spaces

In addition to meeting the off-street parking standards in Table 5.1.3.C, Minimum Off-Street Parking Standards, uses with drive-through facilities and other auto-oriented uses where vehicles queue up to access a service shall provide the minimum number of stacking/standing spaces established in Table 5.1.3.D, Required Stacking Spaces, and Figure 5.1.3.D, Stacking Spaces.

**Figure 5.1.3.D, Stacking Spaces**



**TABLE 5.1.3.D: REQUIRED STACKING SPACES**

USE OR ACTIVITY	MINIMUM NUMBER OF STACKING SPACES	MEASURED FROM
Automated teller machine (drive-up)	2	Teller window
Automobile repair and service	2 per bay	Bay entrance
Car wash	1 per bay	Bay entrance
Day care center, elementary, and middle school	2	Main building entrance
Financial institution or drug store with drive-through service	3 per lane	Agent window
Gasoline sales	1 per pump island	Each end of the outermost gas pump island
Nursing home or assisted living facility	3	Building entrance
Personal services with drive-through (e.g., laundry/dry-cleaning establishment)	3 per lane	Agent window
Restaurant, with drive-through service	3 per window/lane + 3 per order board box	

### (2) Design and Layout

Required stacking spaces shall:

- (a) Be a minimum of 10 feet wide and 20 feet long; and,
- (b) Not impede on-site and off-site vehicular, bicycle, or pedestrian movements or movements into or out of required off-street parking spaces.

## 5.1.4. Configuration of Vehicular Use Areas

### A. General Standards for Off-Street Parking, Stacking, and Loading Areas

#### (4) Surfacing

- (a) Except for development within PD districts, SFR district, single-family dwellings on lots of three acres in area or larger, and as provided for in Section 5.1.6.F, Alternative Materials, all off-street parking, loading, and circulation areas shall be surfaced with asphalt, concrete, brick, crushed stone, pavers, aligned concrete strips, or an equivalent material. These materials shall be maintained in a smooth, well-graded condition.
- (b) All required parking, loading, and circulation areas within PD districts shall be surfaced with asphalt, concrete, brick pavers, or an equivalent material. The use of crushed stone or similar material is not permitted.
- (c) Religious institutions overflow parking and parking for special events may take place on grass surfaces.

#### (11) Curbs and Motor Vehicle Stops

All off-street parking, loading, and circulation areas shall be designed to prevent vehicles from overhanging a sidewalk or walkway less than six feet wide, or adjacent property. Motor vehicle stops shall be prefabricated concrete or recycled plastic product manufactured specifically for this use. The use of railroad ties or other non-traditional stops shall not be permitted. Nothing shall prevent planting islands from serving as stormwater management devices (see Figure 5.1.4.11, Parking Lot Stormwater Devices).

## 5.1.6. Alternative Parking Plans

### F. On-Street Parking

An on-street alternative parking plan may be allowed for uses listed in the Planned Development-Currituck Station district (PD-CS) in accordance with the following standards:

#### (1) Center Station Sub-District

- (a) No more than 20% of the total number of spaces shall be designated as on-street parking.
- (b) On-street parking shall be located within 1,000 feet walking distance of the primary pedestrian entrance to a building.
- (c) On-street parking shall not be permitted on major arterial or collector streets.

#### (2) Charter Sub-District, Junction Sub-District, Newtown Sub-District, and Moyock Run Sub-District

- (a) No more than 10% of the total number of spaces shall be designated as on-street.

- (b) On-street parking shall be located within 1,000 feet walking distance of the primary pedestrian entrance to a building.
- (c) On-street parking shall not be permitted on major arterial or collector streets.

**(3) Cypress Sub-District**

- (a) On-street parking shall not be permitted on major arterial or collector streets.

### **5.1.7. Bicycle Parking**

~~Lots located within a Full Service area (as depicted in the Land Use Plan), used for residential development with 30 or more dwelling units and nonresidential development with 5,000 or more square feet of gross floor area shall provide individual or shared bicycle parking facilities in accordance with the following standards. Nonresidential uses of up to 30,000 square feet in size may share bicycle parking facilities in accordance with this section.~~

Planned developments, mixed-use developments, and non-residential uses of 15,000 square feet or more shall provide individual or shared bicycle parking facilities or racks in accordance with the following standards: General Standards

- ~~(1) Bicycle parking facilities shall be conveniently located, but in no case shall such facilities be located more than 150 feet from the primary building entrance.~~
- ~~(2) Bicycle parking spaces shall be provided at the rate of one bicycle parking space for every 30 residential dwelling units and/or every 5,000 square feet of nonresidential floor area.~~
- ~~(3) Bicycle facilities shall include a rack or other device to enable bicycles to be secured.~~

Bicycle parking facilities or racks shall:

- (1) Be located in a visible, well-lit ground-level area;
- (2) Be within 75 feet of the primary pedestrian building entrance;
- (3) Be securely anchored to the ground;
- (4) Enable bicycles to be secured;
- (5) Not interfere with pedestrian or vehicular traffic; and,
- (6) Be consistent in material and style of the development.

#### **B. Shared Bicycle Parking**

~~Nonresidential uses of 30,000 square feet in size or less may share bicycle parking spaces provided:~~

- ~~(1) Each use provides or is served by improved pedestrian access from the bicycle parking facility to the primary building entrance; and~~
- ~~(2) The shared bicycle parking facility and improved pedestrian access is depicted on a site plan (see Section 2.4.7).~~

Uses on the same or opposing block faces may establish shared or consolidated bicycle parking spaces in central or mid-block locations.

### 5.1.8. Loading Spaces

#### A. Number of Required Off-street Loading Berths

The following uses shall provide on-site loading areas or berths in accordance with the standards in Table 5.1.8, Required Off-Street Loading Berths.

<b>TABLE 5.1.8: REQUIRED OFF-STREET LOADING BERTHS [1]</b>			
<b>USE OR ACTIVITY</b>	<b>MINIMUM NUMBER OF LOADING BERTHS</b>		
	<u>Gross Floor Area (GFA)</u>	<u>Short Loading</u>	<u>Long Loading</u>
Offices and personal service establishments in multi-story buildings [2]	7,500 sf or more	1	<u>0</u>
All other commercial or industrial use types [1]	7,500 sf – 30,000 sf	1	<u>0</u>
	<del>30,001 sf or more</del> <u>30,001 sf or more- 50,000 sf</u>	<u>1</u>	<u>1</u>
	Over 50,000	<u>0</u>	<u>2</u>
	Each additional 100,000 sf	<u>0</u>	<u>1</u>

NOTES:

[1] Residential floor area within a mixed-use development is not included within the GFA.

[2] Single-story buildings may utilize temporary loading spaces.

#### B. Standards

##### (1) Minimum Dimensions

~~Each loading space required by this subsection shall be at least 12 feet wide by 30 feet long (or deep) for small-sized trucks; with at least 15 feet of overhead clearance. Each off-street loading space shall have adequate, unobstructed means for the ingress and egress of vehicles.~~

##### (a) Short Loading Areas or Berths

Unless otherwise specified, a required short loading area or berth shall be at least 12 feet in width and 30 feet in length, exclusive of aisle and maneuvering space and shall have a vertical clearance of at least 15 feet.

##### (b) Long Loading Areas or Berths

Unless otherwise specified, a required long loading area or berth shall be at least 12 feet in width by at least 50 feet in length, exclusive of aisle and maneuvering space, and shall have a vertical clearance of at least 15 feet.

## 5.2. LANDSCAPING STANDARDS

### 5.2.1. Purpose and Intent

The purpose of this section is to promote and protect the public health, safety, and general welfare by providing for the planting, maintenance, and preservation of trees, shrubs, and other plants within the county. The intent of this section is to promote this purpose by:

- A.** Ensuring and encouraging the planting, maintenance, restoration and survival of trees, shrubs, and other plants;
- B.** Contributing to the protection of community residents and visitors from personal injury and property damage, and the protection of the county from property damage, caused or threatened by the improper planting, maintenance or removal of trees, shrubs or other plants;
- C.** Mitigating against erosion and sedimentation;
- D.** Reducing stormwater runoff and the costs associated therewith;
- E.** Encouraging low impact development techniques like bio-retention and other best management practices for dealing with stormwater, in appropriate locations;
- F.** Preserving and protecting the water table and surface waters;
- G.** Restoring soils and land denuded as a result of construction and/or grading;
- H.** Increasing the tree canopy to provide shade and moderate the effect of urban heat islands;
- I.** Providing incentives for greater use of sustainable development practices like green roofs, use of native plant materials, and techniques to reduce the need for irrigation;
- J.** Protecting and enhancing property values and aesthetic qualities;
- K.** Providing additional improvements to air quality through the carbon dioxide uptake process provided by trees and landscaping; ~~and~~
- L.** Soften the appearance of expansive paved areas and building mass; and,
- M.** Providing visual screening, where appropriate.

### 5.2.3. General Requirements

#### **A. Landscape Plan**

- (1)** To ensure compliance with the standards of this section, a landscape plan demonstrating how landscaping will be planted on a development site shall be included as a part of any application for site plan, subdivision plan, zoning compliance permit, or temporary use permit, as appropriate.
- (2)** In the event of phased development, a landscape plan shall be required for each distinct phase of the development, and shall depict landscaping associated with the particular phase of development.

- (3) A landscape plan shall contain, at minimum, the following:
- (a) Location and identification of required and proposed streetscape, site landscaping, vehicular use area landscaping, buffers, and screening;
  - (b) Calculations of required and proposed landscaping;
  - (c) Locations, species, and caliper of existing vegetation to be retained that is to be counted towards the minimum landscaping requirement;
  - (d) Reforestation areas; and,
  - (e) Heritage tree inventory, trees identified to be removed and required mitigation plantings, and proposed tree protection zones.

#### 5.2.4. Site Landscaping

##### A. General

Site landscaping, for the purpose of this section, is landscaping that is not:

- (1) Required vehicular use area landscaping;
- (2) Located within a required perimeter buffer; or
- (3) Required screening.

##### B. Purpose and Intent

Site landscaping material is intended to soften the visual impact of the building base and provide for the even dispersal of trees and other plantings across a development site.

##### C. Site Landscaping Standards

Except for single-family detached dwellings, site landscaping shall be required for all development, and shall be supplied in the amounts identified in Table 5.2.4, Required Site Landscaping Plantings, and Figure 5.2.4, Site Landscaping Placement. Site landscaping shall meet the minimum size standards for new planting specified in the Administrative Manual.

##### D. Location

Required shrubs shall be planted along building facades facing streets. Required shrubs may be planted up to 15 feet from the building provided there is a sidewalk located between the planting area and the building wall. Foundation planting shall be continuous, except as needed for stairs, sidewalk connection, or building entrance.

#### 5.2.6. Perimeter Landscape Buffers

##### A. Purpose and Intent

Perimeter landscape buffers are intended to mitigate potential negative effects of contiguous uses in different zoning.

**B. Applicability**

All development shall provide a perimeter landscape buffer to separate it from adjacent lands with a different zoning district designation, in accordance with Table 5.2.6.A, Buffer Types, and Table 5.2.6.B, Buffer Type Application.

**C. Types of Buffers**

**(1)** ~~Table 5.2.6.A, Buffer Types, describes three different buffering options in terms of their function, opacity, width, and planting requirements. Where a particular buffer type is required in Table 5.2.6.B, Buffer Type Applications, the requirement may be met using either Option 1 or Option 2. Option 3 is available for use within the CC and VC districts only. Where an option utilizing a fence is selected, the fence shall comply with the standards of Section 5.3, Fences and Walls, as appropriate.~~

When development subject to the requirements of this section is in a zoning district adjacent to a different zoning district, the buffer requirement of this section shall apply. Where a particular buffer type is required in Table 5.2.6.B., Buffer Type Applications, the requirement may be met using either Option 1 or Option 2, as appropriate. Option 3 is available for use in the CC and VC districts only. Where an option utilizing a fence is selected, the fence shall comply with the standards of Section 5.3., Fences and Walls, as appropriate.

## D. Buffer Type Application

Table 5.2.6.B, Buffer Type Application, specifies the type of perimeter landscape buffer that new development shall provide between it and adjacent property, based on the zoning district of the development site and that of the adjacent property. The buffer type is indicated by a letter corresponding to one of the three buffer types depicted in Table 5.2.6.A, Buffer Types.

<b>TABLE 5.2.6.B: BUFFER TYPE APPLICATION [1]</b>						
A= Type A Buffer    B = Type B Buffer    C = Type C Buffer    D = Type D Buffer N/A = No Buffer Required						
ZONING CLASSIFICATION OF PROPOSED SITE [2]	ZONING CLASSIFICATION OF ADJACENT DEVELOPMENT					
	RC & AG	SFM, SFO, SFR, SFI, & SINGLE-FAMILY DEVELOPMENT	MXR, GB, & LB	VC & CC	LI	HI
RC, AG	N/A	N/A	N/A	N/A	N/A	N/A
SFM, SFO, SFR, SFI	N/A	N/A	N/A	N/A	N/A	N/A
MXR, GB, LB	A	B	N/A	N/A	N/A	N/A
PD	[2]	[2]	[2]	[2]	[2]	[2]
VC, CC	B	B	N/A	N/A	N/A	N/A
LI	C	C	C	N/A	N/A	N/A
HI	D	D	D	D	C	N/A

**NOTES:**

[1] Letters correspond to the buffer types in Table 5.2.6.A.

[2] Development in PD districts is subject to perimeter buffer requirements in the PD master plan and additional district specific standards. In cases where development is proposed next to an existing PD district having no perimeter buffer, the proposed development shall provide a perimeter buffer that is consistent with the type of buffer required if the adjacent use was in a differing base district appropriate for the type of use.

## E. Responsibility for Buffer Installation

### (1) Vacant Parcels

Where a developing parcel is adjacent to a vacant parcel and a perimeter buffer is required in accordance with this section, the developing parcel shall provide a minimum of one-half of the perimeter buffer required adjacent to the vacant land.

### (2) Existing Land Uses

- (a) Where a perimeter buffer meeting the standards in this section has already been provided by the adjoining existing development, the proposed development shall be responsible for 50 percent of the minimum buffer width and screening required in Table 5.2.6.A, Buffer Types, and Table 5.2.6.B, Buffer Type Application, if there is a written recorded agreement documenting the buffer requirements for each property. Where a developing parcel is adjacent to an existing use and a perimeter buffer is required in accordance with this section, the developing parcel shall provide the full perimeter buffer required adjacent to the existing use in accordance with Table 5.2.6.A, Buffer Types, and Table 5.2.6.B, Buffer Type Application, unless

~~a portion or all of a perimeter buffer that complies with the standards of this section already exists between the lots. Where part of a perimeter buffer exists, but the buffer does not fully comply with the standards of this section, the developing parcel shall be responsible for providing only the additional planting material on site necessary to meet the standards of this section.~~

- (b)** ~~The landscape plan shall include photographs and a description of existing vegetation on adjacent lands that are to be counted towards meeting the perimeter buffer requirements in this section.~~

## 5.2.10. Maintenance

### A. General

The owner shall be responsible for the maintenance of all landscape areas not in the public right-of-way. Such areas shall be maintained in accordance with the approved Landscape Plan or Alternative Landscape Plan and shall present a healthy and orderly appearance free from refuse and debris. All ~~plant life~~ vegetation shown on an approved Landscape Plan or Alternative Landscape Plan shall be replaced if it dies, is seriously damaged, or removed. This section is not intended to prevent normal, routine maintenance.

## 5.3. FENCES AND WALLS

### 5.3.1. Purpose and Intent

The purpose and intent of this section is to regulate the location, height, and appearance of fences and walls to maintain visual harmony within neighborhoods and throughout the county, protect adjacent properties from the indiscriminate placement and unsightliness of fences and walls, and ensure the safety, security, and privacy of properties.

### 5.3.2. Applicability

- A.** The provisions of this section shall apply to all construction, substantial reconstruction, or replacement of fences or walls not required for support of a principal or accessory structure, and to any other linear barrier intended to delineate different portions of a lot.
- B.** Temporary fences for construction sites, sand fencing in beachfront areas, or tree protection fencing are exempted from these standards, but shall comply with the requirements of the State Building Code adopted by the county, and the standards of Section 4.4, Temporary Use Standards.
- C.** In the event of any inconsistency between the provisions of this section and any screening standard in Section 5.2.7, Screening, the standards in Section 5.2.7 shall control.
- D.** Fences and walls located in the Planned Development – Currituck Station district shall be subject the standards of this section and the additional standards for the individual sub-district.

## 5.4. EXTERIOR LIGHTING

### 5.4.2. Applicability

#### A. General

The provisions of this section shall apply to all development in the county unless exempted in accordance with Section 5.4.2.D, Exemptions.

#### B. Time of Review

Review for compliance with the standards of this section shall occur as part of the review of an application for a site plan (Section 2.4.7), planned development master plan (Section 2.4.5), or zoning compliance permit (Section 2.4.9), as appropriate.

#### C. Existing Development

Compliance with these standards, to the maximum extent practicable, shall also apply to redevelopment of an existing structure, building, or use when it is expanded, enlarged, or otherwise increased in intensity equivalent to or beyond 50 percent.

#### D. Exemptions

The following is exempted from the exterior lighting standards of this section:

- (1) FAA-mandated lighting associated with a utility tower or airport;
- (2) Lighting associated with navigational beacons, the United States flag, North Carolina flag, or Currituck County flag;
- (3) Holiday lighting during the months of November, December, and January, provided the lighting does not create unsafe glare on street rights-of-way;
- (4) Battery-powered emergency lighting; and
- (5) Architectural lighting of 450 lumens or less;
- (6) Temporary lighting for circuses, fairs, carnivals, theatrical, and other performances provided such lighting is discontinued upon completion of the performance; and,
- (7) Lighting for public monuments or statuary.

### 5.4.3. Lighting Plan

To ensure compliance with the standards of this section, a lighting plan demonstrating how exterior lighting will comply with the standards of this section shall be included as part of any application for site plan, planned development master plan, subdivision, zoning compliance permit, or temporary use permit, as appropriate. The lighting plan shall include:

- A. Exterior lighting fixture type, shielding, and mounting height;
- B. Exterior lighting pole height;
- C. Footcandle measurements and lumens levels;

- D.** Hours of illumination; and,
- E.** Certification by person preparing the lighting plan that the proposed development complies with the exterior lighting standards of this ordinance.

#### **5.4.4. Prohibited Lighting**

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The following lighting is prohibited:

- A.** Light fixtures that imitate an official highway or traffic control light or sign;
- B.** Light fixtures in the direct line of vision with any traffic control light or sign;
- C.** Light fixtures that have a flashing or intermittent pattern of illumination, except for time and temperature displays;
- D.** Privately-owned light fixtures located in the public right-of-way; or
- E.** Searchlights, except when used by Federal, State or local authorities.
- F.** In the PD-CS district, light types of limited spectral emission, such as high/low pressure sodium or mercury vapor lights.

#### **5.4.5. Street Lighting**

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- A.** Private streets, public streets dedicated to the North Carolina Department of Transportation, sidewalks, and other common areas or facilities in developments may be illuminated to ensure the security of land and the safety of persons using such roads, sidewalks, and other common areas or facilities. When provided, illumination shall be in accordance with a plan designed by the utility company.
- B.** All street lights shall be located inside full cut-off fixtures mounted on non-corrosive poles served by underground wiring.
- C.** The light structure and light color of street lights shall be consistent throughout the subdivision.
- D.** Illumination standards must be met prior to final plat approval (see Section 2.4.8) or prior to occupancy, when final plat approval is not required.

#### **5.4.6. General Standards for On-Site Exterior Lighting**

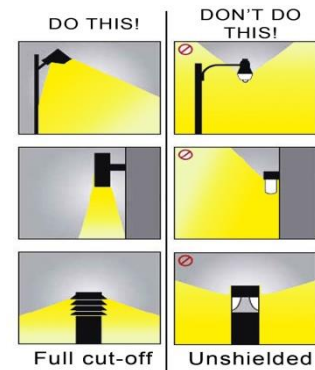
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##### **A. Hours of Illumination**

Institutional uses, commercial uses, and industrial uses that are adjacent to existing residential development shall extinguish all exterior lighting—except lighting necessary for security or emergency purposes—by 10:00 P.M. or within one hour of closing, whichever occurs first. For the purposes of this subsection, lighting “necessary for security or emergency purposes” shall be construed to mean the minimum amount of exterior lighting necessary to illuminate possible points of entry or exit into a structure, to illuminate exterior walkways, or to illuminate outdoor storage areas. Lighting activated by motion sensor devices is strongly encouraged.

**B. Shielding with Full Cut-Off Fixtures**

Except for single-family detached and two-to-four family dwellings, all exterior luminaries, including security lighting, shall be full cut-off fixtures and directed downward, consistent with Figure 5.4.6.B, Full Cut-Off Fixtures. In no case shall lighting be directed above a horizontal plane through the lighting fixture.

**Figure 5.4.6.B, Full Cut-Off Fixtures****C. Maximum Height**

Except for athletic fields or performance areas, the height of outdoor lighting, whether mounted on poles, walls, or by other means, shall ~~be no greater than 25 feet above grade~~ comply with the standards in Table 5.4.6.C., Maximum Height for Exterior Lighting.

**TABLE 5.4.6.C: MAXIMUM HEIGHT FOR EXTERIOR LIGHTING**

TYPE OF USE [1]	MAXIMUM HEIGHT (MEASURED FROM GRADE)
Residential (street lights)	15 feet
Commercial, Institutional, Industrial, [2]	25 feet
Industrial use	25 feet

**NOTES:**

[1] Exterior lighting located within 100 feet of a Residential base zoning district shall not exceed 15 feet.

[2] Includes mixed-use development, but excludes residential uses in mixed-use, multi-story buildings.

**D. Maximum Illumination Value**

- (1) All outdoor lighting and indoor lighting visible from outside shall be designed and located so that the maximum illumination measured in footcandles at ground level at a lot line shall not exceed the standards in Table 5.4.6.D, Maximum Illumination Levels, and ~~Figure 5.4.6.D, Maximum Illumination Value.~~
- (2) In no instance shall illumination levels within a site or development exceed 30 footcandles.

**TABLE 5.4.6.D: MAXIMUM ILLUMINATION LEVELS**

TYPE OF USE ABUTTING A LOT LINE [1]	MAXIMUM ILLUMINATION LEVEL AT LOT LINE (FOOTCANDLES)
Residential uses or vacant land zoned for residential development	0.5
Institutional use	1.0
Commercial use, or vacant land <u>zoned for commercial development</u> [2]	2.0

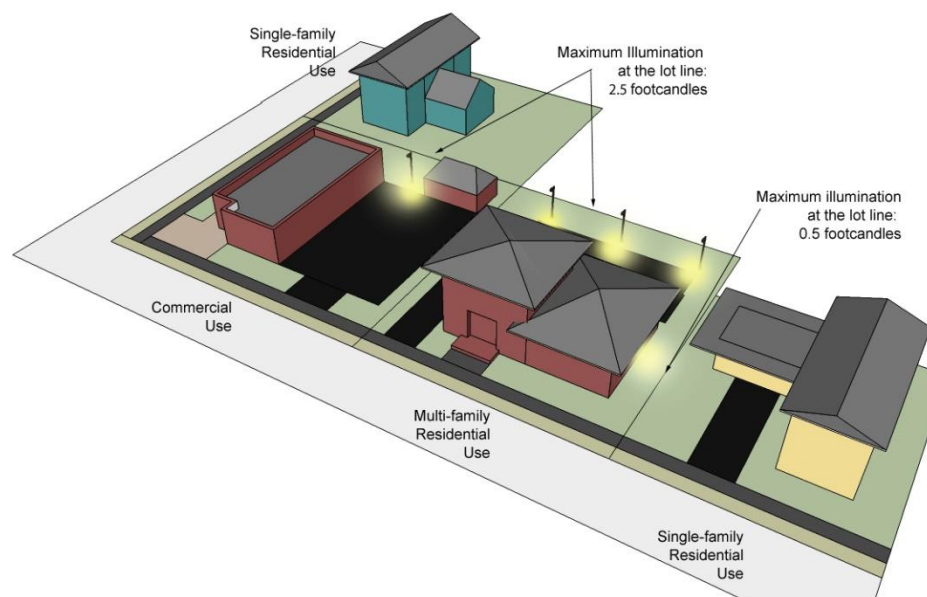
**TABLE 5.4.6.D: MAXIMUM ILLUMINATION LEVELS**

TYPE OF USE ABUTTING A LOT LINE [1]	MAXIMUM ILLUMINATION LEVEL AT LOT LINE (FOOTCANDLES)
Industrial use	3.0
Parking lot	2.5

NOTES:

[1] See Table 4.1.1.A. and Table 4.1.1.B. Summary Use Table

[2] Includes mixed-use development

**Figure 5.4.6.D, Maximum Illumination Value**

#### **E. Signage**

Lighting for signage shall be governed by the standards in Section 5.12, Signage.

### **5.4.7. Design Standards for Specific Uses and Site Features**

#### **F. Pedestrian Lighting**

Pedestrian lighting shall comply with the following:

- (1)** Bollard lamps shall be mounted no higher than 4 feet above grade; and
- (2)** Light poles shall not exceed 15 feet above grade.

## 5.6. COMMUNITY FORM STANDARDS

### 5.6.4. Internal Street Connectivity

#### A. Minimum Connectivity Index Score Required

All development shall achieve an internal street connectivity score in accordance with Table 5.6.4, Minimum Street Connectivity Index:

<b>TABLE 5.6.4: MINIMUM STREET CONNECTIVITY INDEX</b>	
<b>ZONING DISTRICT WHERE DEVELOPMENT IS PROPOSED</b>	<b>MINIMUM CONNECTIVITY INDEX SCORE</b>
AG, SFM, SFO, SFI, HI	1.20
MXR, GB, LB, LI, PD-M	1.40
CC, VC, PD-R, PD-O, <u>PD-CS</u>	1.60

### 5.6.7. Driveway and Access Standards

#### E. Restricted Access Streets

When sufficient frontage on a separate street is not available or access from a separate street is not practicable, the following standards shall apply to driveways on a major arterial street.

##### (1) Where Applied

The following restricted access street standards shall apply to lots fronting the following streets:

- (a) US 158;
- (b) NC 168;
- (c) NC 12;
- (d) NC 34;
- (e) NC 136;
- (f) NC 615;
- (g) SR 1222 (Tulls Creek Road); ~~and~~
- (h) SR 1131 (Poplar Branch Road); and,
- (i) SR 1227 (South Mills Road)

### 5.6.10. Sidewalks and Pedestrian Circulation

#### A. Location

- (1) Sidewalks shall be located within an existing public street right of way or an easement dedicated to the public and running parallel to the street. Pedestrian pathways and trails shall be located within open space set-asides.
- (2) Sidewalks shall be required on both sides of all streets, except:

- (a) In the SFR and SFI districts, and in subdivisions of five or fewer lots (where no sidewalks are required);
- (b) Along alleys (where no sidewalks are required);
- (c) In residential subdivisions where the average lot area is greater than one acre in size, or there are fewer than 20 lots (in these instances, pedestrian pathways or trails are required that provide an equivalent level of pedestrian circulation);
- (d) On cul-de-sacs less than 500 feet in length (where sidewalks are required only on one side of the street);
- (e) Where an existing or proposed sidewalk or pedestrian pathway paved with asphalt, concrete, or other hard-surface material located outside a street right-of-way trail can provide an equivalent level of pedestrian circulation to all lots in the subdivision; and
- (f) In cases where environmental or topographic conditions make such provision prohibitive and no practicable alternative design is available.

## **B. Configuration**

- (1) ~~Sidewalks shall be ADA-accessible, at least five feet wide, and may be required to match the width of a connecting sidewalk that exceeds five feet in width. Except as otherwise provided in this ordinance,~~
  - (a) Sidewalks shall be ADA-accessible, at least five feet in width, may be required to match the width of a connecting sidewalk that exceeds five feet in width; and,
  - (b) Pedestrian pathways, walkways, and trails shall be ADA-accessible and at least eight feet in width;
- (2) Sidewalks, pedestrian pathways, and trails shall be constructed of asphalt, concrete, or other hard-surface materials, consistent with an approved site plan, or with the established sidewalk patterns in the general area of the development;
- (3) Pedestrian street crossings and crosswalks shall be:
  - (a) Ten feet in width on major arterial streets and no less than six feet in width on all other streets; and,
  - (b) Well defined and raised above the adjacent street level, be a different material, or be striped as a traffic-calming measure.
- (4) Sidewalks, ~~and~~ pedestrian pathways, and trails shall connect with existing or planned sidewalks at property boundaries. In cases where the property boundary is within a drainage swale or ditch, the sidewalk connection shall terminate at the edge of the swale, ditch, or drainage easement. An easement shall be established that will grant current and future owners of the abutting properties the right to construct sidewalk connections. The new development shall connect to the sidewalk stub to form pedestrian circulation; and

- (5) New nonresidential, mixed-use, and multi-family development shall provide at least one on-site improved connection between the development and the adjacent public sidewalk system (planned or existing).

## 5.7. MULTI-FAMILY DESIGN STANDARDS

### 5.7.1. Purpose and Intent

These purpose for these multi-family design standards is to:

- A. Promote greater compatibility between multi-family development and other allowable uses in the county; and
- B. Establish a minimum level of quality for multi-family development.

### 5.7.2. Applicability

#### A. General

These standards apply to all new multi-family and townhouse development in the county.

#### B. Time of Review

Review for compliance with the standards of this section shall occur during review of a site plan (Section 2.4.7), planned development master plan (Section 2.4.5), or zoning compliance permit (Section 2.4.9), as appropriate.

#### C. Existing Development or Redevelopment

Redevelopment of an existing multi-family or townhouse development that exceeds 33 percent of the building's assessed value shall require the newly redeveloped portions to comply with the standards of this section, to the maximum extent practicable.

#### D. Community Compatibility Standards

Multi-family development located adjacent to single-family detached development shall also be subject to the community compatibility standards in Section 5.10.

### 5.7.3. Multi-Family Design Standards

New multi-family and townhouse development shall comply with the following standards:

#### A. Access and Circulation

##### (1) Street Network

- (a) On sites including new streets, an interconnected network of streets shall be provided, to the maximum extent practicable.
- (b) The internal network of streets shall meet NCDOT standards and shall connect to adjacent existing streets to better integrate the development with its context.

##### (2) Pedestrian Circulation

- (a) A clearly defined, visible, and identifiable pedestrian network (combination of pathways, low shrub or ground cover plantings, and trees) shall be provided between parking lots, public street sidewalks, open spaces, recreational facilities, and individual buildings.
- (b) ~~Pedestrian pathways shall be at least five feet in width.~~
- (c) The owner or an owners association shall maintain pedestrian walkways ~~outside public rights-of-way.~~
- (d) Where possible, pedestrian walkways shall be connected within parks, open spaces or common areas internal and external to the site.
- (e) Both vehicular and pedestrian access must be visible from the street or alley serving the development.
- (f) Pedestrian entrances to the site shall be accentuated through the use of landscaping, special paving, gateways, or smaller features.

### (3) Parking Area Design and Location

- (a) Except as otherwise provided in this ordinance, No more than 50 percent of the required off-street parking shall not be provided between the front of the principal building(s) and the street it fronts unless the principal building and the parking is screened from view by other development and landscaping (excluding alleys).
- (b) Vehicular access to the development shall be provided from a secondary street or an alley, when present.
- (c) All parking and vehicular access ways shall be surfaced with concrete, asphalt, or pervious pavement, subject to an approved alternative parking plan (see Section 5.1.6, Alternative Parking Plans).
- (d) Off-street parking lots of 200 or more spaces shall be organized into a series of parking bays surrounded by buildings, landscaping or accessways.

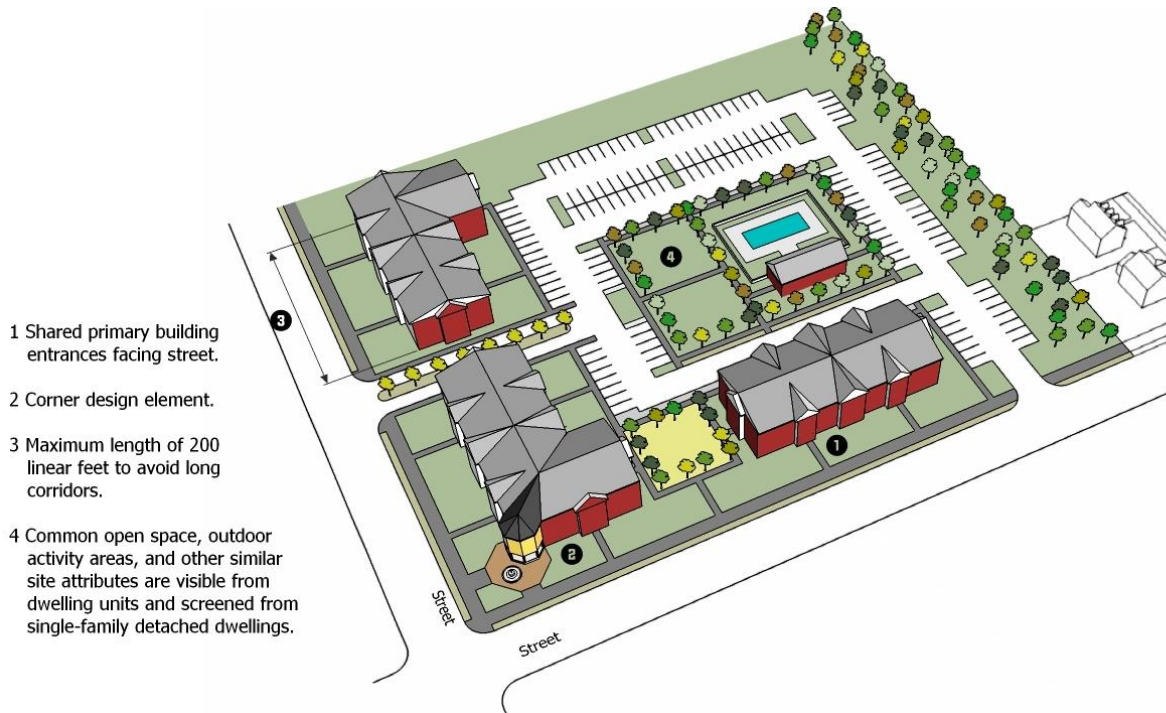
## B. Building Placement

### (1) Building Orientation and Entryways

- (a) The primary entrance of a single building development shall face the street.
- (b) Multi-building development shall create a street edge and be configured so that the primary building entrances are oriented towards external streets, when possible.
- (c) All buildings with shared entrances shall be oriented so that primary entrances face the street. In case of corner lots, the primary entrance(s) shall face the street from which the building derives its street address (see Figure 5.7.3.B.1, Multi-family Development Orientation).

- (d) Individual multi-family buildings shall be configured so that no single building exceeds 200 linear feet in any direction.
- (e) Long corridors and hidden entrance(s) to buildings shall be avoided.
- (f) Buildings that do not have a direct and visible pedestrian entrance from a public street shall, at a minimum, have windows or patios facing the street. A Type A perimeter buffer shall be provided between the side and/or rear building façade and the street.
- (g) Common open spaces and children's play areas shall be clearly visible from the dwelling units on the site.

**Figure 5.7.3.B.1, Multi-Family Building Orientation**

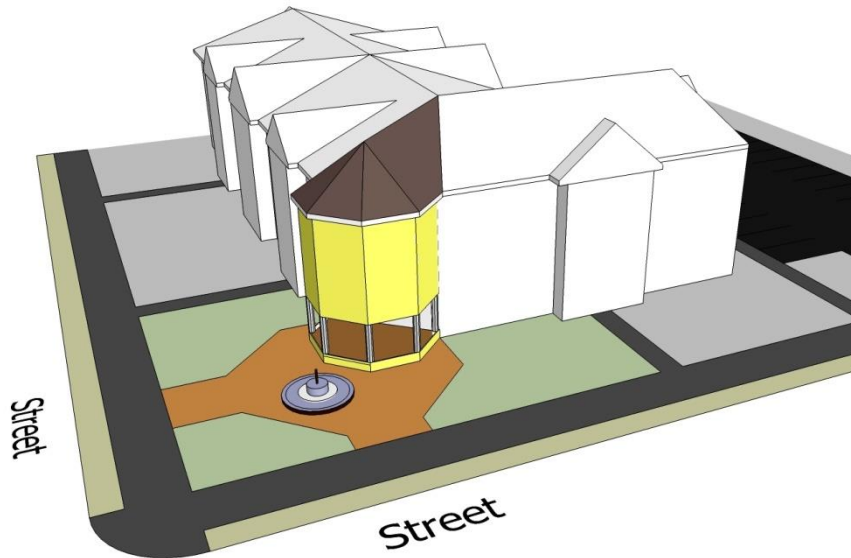


## (2) Building Features

- (a) Developments abutting public street corners shall provide one ~~one~~ two or more of the following elements on the building facades closest to the intersection (see Figure 5.7.3.B.2, Corner Buildings):
  - (i) Placement of primary pedestrian entry;
  - (ii) Distinctive roof form (e.g. recess, projection, tower, turret, pediment); or
  - (iii) Other architectural features (e.g. porches, canopies).
- (b) Building details, including roof forms, siding materials, windows, doors, and trim shall reflect a similar level of quality and architectural detailing on all sides facing:
  - (i) A street;

- (ii) Abutting existing single-family development; and
- (iii) Vacant land designated as a single-family district on the official zoning map.

**Figure 5.7.3.B.2, Corner Buildings**



## **C. Building Design**

### **(1) Maximum Height**

Buildings subject to the standards of this section shall have a maximum height of two stories within 100 feet of a lot with an existing single-family detached residential dwelling, without an intervening public street. This standard shall apply regardless of any incentives, administrative adjustments, or master plans.

### **(2) Facade Articulation**

- (a) Street-facing building facades shall be articulated with wall offsets at least two feet deep for every 30 feet of facade frontage.
- (b) In addition to wall offsets, front facades facing streets shall provide a minimum of three of the following articulation elements (see Figure 5.7.3.C, Front Facades):
  - (i) A covered porch;
  - (ii) One or more dormer windows or cupolas;
  - (iii) Pillars, posts or pilasters;
  - (iv) One or more bay windows with a minimum twelve-inch projection from the facade plane;
  - (v) Multiple windows with a minimum of four-inch-wide trim;
  - (vi) Raised corniced parapets over the door;
  - (vii) Eaves with a minimum of four-inch-wide trim; or

- (viii) Integral planters that incorporate landscaped areas and/or places for sitting.
- (c) Side and rear facades shall maintain the architectural design, articulation, level of detail, and materials consistent with the front façade. Side and rear facades shall maintain at least ten percent of the facade area as windows.
- (d) A covered entryway with a four foot minimum dimension shall be provided at the primary entrance.

**Figure 5.7.3.C, Front Facades and Roof Forms**



**(3) Roof Form**

- (a) Development shall incorporate sloped roofs greater than or equal to one foot of vertical rise for four feet of horizontal run (3:12), and less than or equal to one foot of vertical rise for every one foot of horizontal run (12:12), or shall incorporate a three-foot parapet with a dimensional cornice around a flat roof. Alternative roof forms or pitches may be allowed for small roof sections over porches, entryways, or similar features.
- (b) All roof vents, pipes, antennas, satellite dishes, and other roof penetrations and equipment (except chimneys) shall be located on the rear elevations or otherwise be configured to the degree practicable, to have a minimal visual impact as seen from the street.

**(4) Garage Location**

Attached garages shall be located to the side or rear of buildings (see Figure 5.7.3.D, Garage Placement) and accessed from alleys or secondary streets, to the maximum extent practicable.

**(5) Elevated Ground Floor Height**

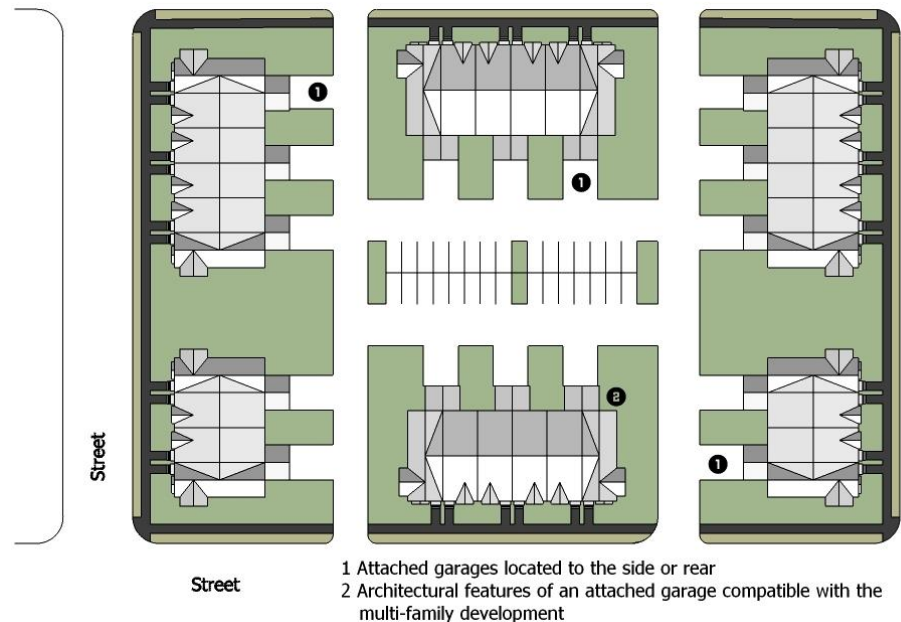
The minimum ground finished floor elevation shall be elevated two feet above established or finished grade.

**D. Site Features**

**(1) Accessory Structures**

- (a) Street-facing detached garages on corner lots shall be located to the side or rear of buildings (see Figure 5.7.3.D, Garage Placement).
- (b) Access to accessory structures (such as garages, carports, storages, trash receptacles) shall be provided from alleys or secondary streets, to the maximum extent practicable.

**Figure 5.7.3.D, Garage Placement**



- (c) Accessory buildings shall include exterior materials, colors, and roof form designed to be consistent with the principal structure.
- (d) Accessory structures shall not physically obstruct pedestrian entrances.
- (e) Centralized trash receptacles, if provided, shall be located in an enclosed area located to the rear of principal buildings.
- (f) HVAC and mechanical equipment shall be integrated into the overall building design and not visible from adjoining streets or other open space set-asides. Through-wall units and vents shall not be located along the street frontages, unless recessed within a balcony or similar feature.

## 5.8. NONRESIDENTIAL DESIGN STANDARDS

### 5.8.1. Purpose and Intent

These design standards are intended to identify the county's goals and expectations for commercial, office, and mixed-use development quality as a means of establishing higher quality development that is more compatible with residential development in the county. More specifically, the purposes of this section are to:

- A.** Encourage establishment of a strong sense of place with vibrant commercial, office, and mixed-use development in key areas of the county;
- B.** Encourage a more pedestrian-friendly environment through attention to human-scale design and site features;
- C.** Foster greater compatibility between adjacent residential and nonresidential development;
- D.** Limit the impacts of automobile-oriented development in commercial, office, and mixed-use areas; and
- E.** Enhance the appearance of development along major arterial streets.

### 5.8.2. Applicability

#### **A. General**

- (1)** Unless exempted in accordance with Section 5.8.2.D, Exemptions, the standards in this section shall apply to all new development located within the GB, LB, CC, VC, PD, and MXR zoning districts.
- (2)** Large retail development shall comply with the Nonresidential Design Standards in Section 5.8.3 as well as the Large Retail Design Standards in Section 5.8.4. In the event of conflict, the standards in Section 5.8.4, Large Retail Design Standards, shall control.

#### **B. Timing of Review**

Review of proposed development to ensure compliance with the standards of this section shall occur at time of site plan (Section 2.4.7), planned development master plan (Section 2.4.5), or zoning compliance permit (Section 2.4.9), as appropriate.

#### **C. Existing Development and Redevelopment**

Development existing prior to January 1, 2013 as well as redevelopment of buildings established before January 1, 2013 are encouraged to, but not required to, comply with these standards.

#### **D. Exemptions**

Residential, institutional, and agricultural development, development subject to the standards in Section 5.7, Multi-Family Design Standards, and development subject to the standards in Section 5.9, Shopping Center Design Standards, shall be exempted from the standards of this section.

#### **E. Community Compatibility Standards**

Commercial, industrial, mixed-use, and multi-family development located adjacent to single-family detached development shall also be subject to the community compatibility standards in Section 5.10.

### 5.8.3. Nonresidential Design Standards

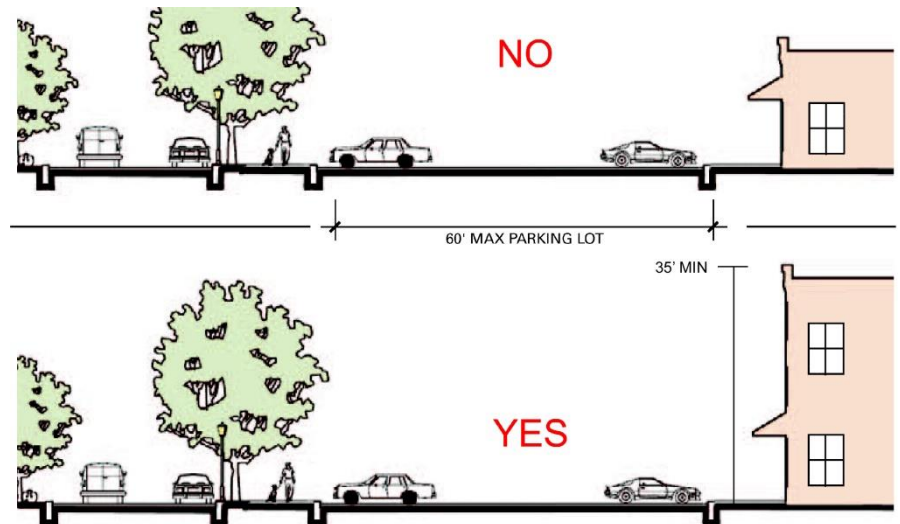
All development subject to this section shall comply with the following standards:

#### **A. Access and Circulation**

##### **(1) Off-Street Parking Location**

**(a) CC and VC Districts**

Single-story commercial, office, and mixed-use development in the CC and VC districts shall be configured to locate all required surface off-street parking to the side or rear of the building. Buildings of two or more stories may locate up to two rows of off-street parking between the primary entrance and the street it faces. In no instance shall more than two rows of off-street parking be located between the building and the street it faces (see Figure 5.8.3.A, Parking Location).

**Figure 5.8.3.A, Parking Location****(b) PD-CS District**

- (i)** In the Center Station sub-district, all off-street parking shall be configured to the side or rear of the building.
- (ii)** In the Charter, Junction, and Newtown sub-districts, no more than 25 percent of the required off-street parking shall be located between the principal building(s) and abutting streets, and shall be limited to no more than one double-loaded bay of parking.
- (iii)** Off-street parking lots with 200 or more spaces shall be organized into a series of parking bays surrounded by buildings, landscaping, or accessways designed to appear as streets.

**(c) All Other Zoning Districts**

No more than 50 percent of the required off-street parking shall be located between the building's primary façade and the street it fronts.

**B. Building Placement****~~(1) Fronting Streets~~ Building Orientation and Entryways**

- (a)** Service facilities and operations shall be oriented away from public view or screened to the extent practicable. The front façade of all buildings, as defined by the primary entrance,

shall face the primary street. Nothing shall prohibit a secondary entrance from facing a surface parking area, secondary street open space, or courtyard.

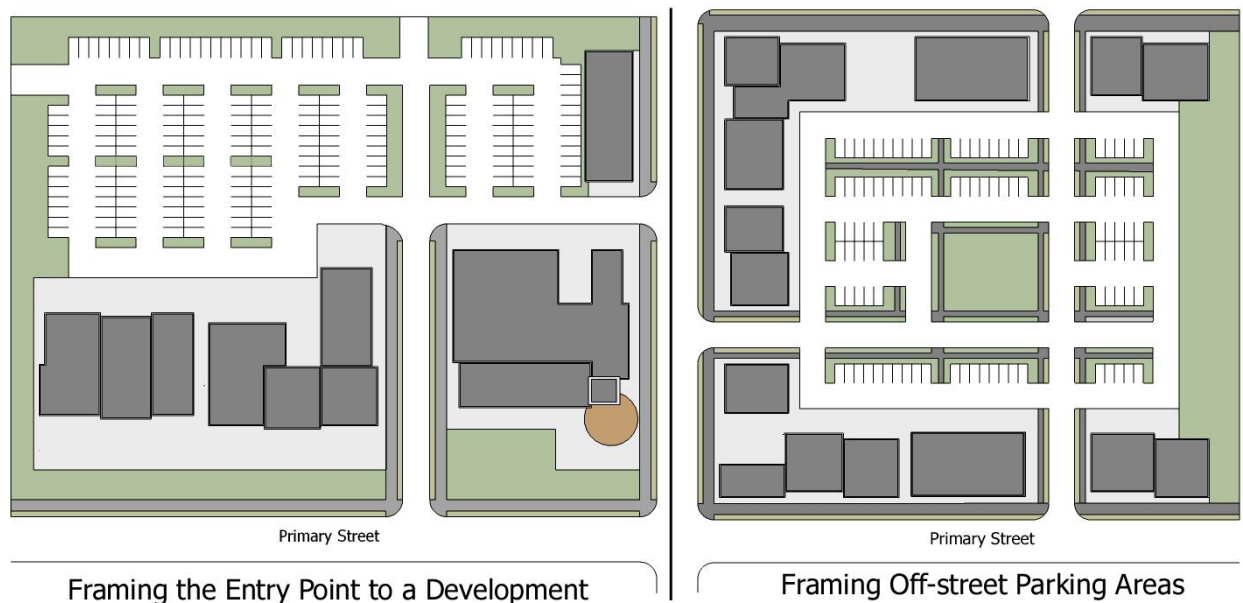
**(2) Single Building Development**

All single building development shall be oriented parallel or perpendicular to the street it fronts rather than being sited at unconventional angles.

**(3) Multi-Building Development**

- (a)** Development comprised of multiple buildings shall be configured with two or more of the following design elements (see Figure 5.8.3.B.2, Multi-Building Development):

**Figure 5.8.3.B.2, Multi-Building Development**



- (i)** Site configuration as a series of smaller “blocks” defined by buildings fronting on-site streets and internal vehicle access ways, utilizing pedestrian oriented design such as walkways, or other circulation routes and multi-modal transportation access/waiting areas when appropriate;
- (ii)** Corner buildings designed to front both sides of an adjacent street intersection or entry point to the development in an “L” configuration;
- (iii)** Buildings facing each other across a relatively narrow vehicular access area with pedestrian amenities in a “main street” character;
- (iv)** Buildings framing and enclosing at least three sides of parking areas, public spaces, or other site amenities; or,
- (v)** Buildings framing and enclosing outdoor dining or gathering spaces for pedestrians between buildings.

- (b)** The primary entrances of buildings shall be oriented towards a street along the perimeter of a development, towards streets interior to the development, or towards open space areas.

## C. Building Design

### (1) Design Features

~~Front building facades and facades facing streets shall provide a minimum of three of the following six design features. Buildings subject to these standards shall be configured so that no single façade visible from a street shall extend more than 50 feet without inclusion of three of the following features:~~ (see Figure 5.8.3.C.1, Required Building Design Features):

**Figure 5.8.3.C.1, Required Building Design Features**



- (a) The use of projections or recesses in the building façade wall with a depth of 18 inches from the primary façade plane and a minimum width of 10 feet;
- (b) ~~Facades of 60 feet in width or wider shall incorporate wall offsets of at least one foot in depth a minimum of every 40 feet. Each offset shall have a minimum width of ten feet;~~
- (c) Façade color changes following the same dimensional standards as the offset standards in (a) above;
- (d) A series of four or more pilasters having a minimum depth of eight inches, a minimum width of eight inches, and a minimum height of 80 percent of the façade's height;
- (e) Roofline changes, coupled with correspondingly aligned wall offset facade material changes, including changes in the roof planes or changes in the height of a parapet wall (such as extending the top of pilasters above the top of the parapet wall);
- (f) A covered front porch occupying at least 25 percent of the front façade ~~(counted as two features);~~ or
- (g) ~~Glazing of at least 30 percent of the width of street level frontage with visibly permeable windows or doorways.~~

**Figure 5.8.3.C.2, Roof Form**

**(2) Roofs**

- (a)** Structures with a flat roof shall include parapet walls with a decorative three-dimensional cornice (see Figure 5.8.3.C.2, Roof Form).
- (b)** All rooftop equipment shall be screened from view from all streets.
- (c)** Buildings in the Outer Banks shall use a pitched roof.
- (d)** A pitched roof shall have eaves that extend a minimum of 12 inches from the building face.

**(3) Fenestration**

- (a)** Buildings subject to these standards shall be configured so that building facades visible from streets include a window or functional general access doorway at least every 20 feet along the façade. False or display casements are an allowable alternative, as approved by the Planning Director.
- (b)** At least 30 percent of the first 10 feet in height of a façade facing a street shall be transparent.
- (c)** First floor windows facing a street shall remain visually permeable and shall not be obstructed by window signs.
- (d)** Ventilation grates or emergency exit doors located at the first floor level oriented toward a street shall be decorative.

**(4) Outbuildings**

Outbuildings located in front of other buildings within the same development shall include a consistent level of architectural detail on all four sides of the building as well as exterior materials and colors that are compatible with the primary building in the development.

**(5) Prohibited Materials**

Metal siding shall not be used on front building facades and facades facing visible from streets. Overly bright, neon, or “day-glow” colors shall not be used as the primary exterior building color.

**D. Site Features****(1) Loading, Storage, and Service Areas**

- (a)** Loading, service, and equipment areas shall be located in a manner that minimizes their visibility from off-site areas, to the maximum extent practicable.
- (b)** Loading, service, and equipment areas that are associated with an outparcel building shall be screened through the use of

structural elements and similar materials attached to and integrated with the building.

## 5.14 CURRITUCK STATION DEVELOPMENT AND COMMUNITY FORM STANDARDS

### 5.14.1. Purpose and Intent

The purpose of this section is to create a form and design for development within the Planned Development-Currituck Station (PD-CS) district that will result in greater predictability in an area of the county that is intended for more intense form of development. The intent of these standards is to:

- (1)** Create a well-planned, desirable development to shop, dine, recreate, and live;
- (2)** Provide effective transitions between different uses;
- (3)** Establish a strong sense of place;
- (4)** Establish and maintain vibrant pedestrian-oriented areas where different uses can operate in close proximity to each other; and,
- (5)** Provide an appropriate building and architectural scale through high quality design.

### 5.14.2. Applicability

#### A. General

Unless exempted in accordance with Section 5.14.2.E., Exemptions, the standards of this section shall apply to all development located in the PD-CS district.

#### B. Time of Review

Review of proposed development to ensure compliance with the standards of this section shall occur at the time of planned development master plan (Section 2.4.5.), site plan (Section 2.4.7.), subdivision (Section 2.4.8), or zoning compliance permit (Section 2.4.9.), as appropriate.

#### C. Existing Development or Redevelopment

Compliance with these standards shall also apply to redevelopment of an existing building, structure, or use when it is expanded, enlarged or otherwise increased in intensity in amount equivalent to or beyond:

- (1)** 15% or 1,000 square feet of building area, whichever is the lesser amount; or,
- (2)** 15% or 10 parking spaces, whichever is the lesser amount.

#### D. Conflict

In the event of conflict between these development and community form standards and other standards in this Ordinance, these standards shall control.

### 5.14.3. General Design Standards

#### A. Currituck Station Pattern Book

The *Currituck Station Pattern Book* supplements the standards of this ordinance and provides additional guidance specific to developing properties

within the Planned Development Currituck Station district (PD-CS). The pattern book establishes and reinforces the desired character and historic architectural patterns of Currituck County.

**B. Currituck Station Master Plan**

All development shall be consistent with the Currituck Station master plan.

**C. Compliance with Other Regulations**

In addition to the standards in this section, all development in the PD-CS district shall be subject to Section 5.8 Nonresidential Design Standards, Section 5.9 Shopping Center Design Standards, Section 5.10 Community Compatibility Standards, all applicable zoning district requirements, use-specific standards, and other applicable development standards of this Ordinance.

#### **5.14.4. Street and Connectivity Standards**

**A. Blocks**

**(1) General**

- (a)** Block form of development utilizing an interconnected street grid shall apply to all development in the Center Station, Charter, and Cypress sub-districts.
- (b)** Blocks shall be laid out to provide a functional street pattern, connectivity, and circulation in accordance with the standards in this section.
- (c)** Block length shall be measured using the mid-point of the intersecting streets.
- (d)** The maximum block length may be extended by 50% where the block includes a pedestrian passage or mid-block alley that connects two streets on each block face to accommodate off-street parking and service functions.
- (e)** Deviations to the block standards of this section may be considered as part of the planned development master plan (Section 2.4.5, Planned Developments) when roadways, pre-existing development, tree preservation areas, environmental or topographical limitations, utilities, open space set-aside, stormwater facilities or other impractical situation would result from application of a complete block.

**(2) Center Station and Charter Sub-District**

- (a)** Blocks in the Center Station and Charter sub-district shall be at least 200 feet in length and no more than 800 feet in length except as necessary to secure efficient use of land or desired features of the street pattern, or to reflect the size and configuration of the site.

**(3) Cypress Sub-District**

- (a)** Blocks in the Cypress sub-district shall not exceed 1,000 feet in length.

- (b) Blocks shall have sufficient width to provide for two tiers of residential lots, except when single tier lots are required to accommodate single loaded streets across from a public park, waterway, or open space to allow for unusual topographical conditions or when adjacent to outer perimeter of the development.

**B. Dead-End Streets and Cul-de-Sacs**

- (1) New dead-end streets and cul-de-sacs are prohibited, except for temporary cul-de-sacs, development in the Cypress sub-district, and when topography or natural features make connections infeasible, as determined by the Planning Director and County Engineer.
- (2) Development in the Cypress sub-district shall be limited to no more than two cul-de-sacs for the development.
- (3) New dead-end streets and cul-de-sacs allowed by the Planning Director and County Engineer shall be no longer than 300 feet and shall be provided with a cul-de-sac.

**5.14.5. Non-Residential and Mixed Uses**

**A. Access and Circulation**

**(1) Sidewalks, Pedestrian Access and Connectivity**

- (a) Unless otherwise specified, all sidewalks and pedestrian walkways shall be ADA-accessible, at least six feet in width, and match the width of a sidewalk extension that exceeds six feet in width.
- (b) Sidewalks shall be provided on both sides of the streets and comply with the following:
  - (i) **Center Station and Charter Sub-Districts**
    - (A) Primary sidewalks shall be 15 feet in width and located adjacent to both sides of the roadway.
    - (B) Secondary sidewalks shall be 8 feet in width and located adjacent to both sides of the roadway.
- (c) Sidewalks shall be constructed of asphalt, concrete, or other hard-surface materials, consistent with the approved master plan or with the established sidewalk patterns in the general area of the development.
- (d) Pedestrian street crossings and crosswalks shall be:
  - (i) Ten feet in width on major arterial streets and no less than six feet in width on all other streets; and,
  - (ii) Raised above the adjacent street level, constructed of a different material, or striped as a traffic-calming measure.
- (e) Where rear parking is provided, buildings greater than 150 feet in width shall provide a lighted pedestrian passageway between the building frontage and rear parking facilities as follows:

- (i) One passageway shall be provided for every 150 feet in building width; and,
- (ii) Each passageway shall be a minimum 10 feet in width and shall be in the form of a well-landscaped courtyard, pedestrian arcade or integrated pathway into a building atrium.
- (f) All internal pedestrian walkways shall be distinguished from driving surfaces through the use of durable, low-maintenance surface materials such as pavers, bricks, or scored/stamped concrete or asphalt to enhance pedestrian safety as well as the attractiveness of the walkways.
- (g) Designated pedestrian access shall be provided between parking areas and major entrances of a building or use which is required to provide 50 or more parking spaces, in accordance with Section 5.1, Off-Street Parking and Loading, of this Ordinance.
- (h) Designated pedestrian access shall be provided between the principal building entrance and the sidewalk on the closest public right of way.

## **B. Building Orientation and Configuration**

### **(1) Single-Building Development**

All single-building developments shall:

- (a) Be oriented parallel or perpendicular to the street it fronts rather than being sited at unconventional angles.
- (b) Not exceed 150 feet in length along the public or private roadway frontage; including drive aisle. Deviations to the building length may be considered by the Board of Commissioners when:
  - (i) The building exceeds two stories; and,
  - (ii) The building is configured to appear as individual volumes containing 15,000 or fewer square feet through the use of offsets and lateral connections like breezeways.

### **(2) Multi-Building Development**

Development composed of multiple buildings shall be configured to:

- (a) Break up the site into a series of smaller blocks defined by buildings fronting on-site streets and internal vehicle accessways utilizing pedestrian oriented design;
- (b) Frame the corner of an adjacent street intersection or entry point to the development in an "L" configuration;
- (c) Frame and enclose a "Main Street" pedestrian or vehicular access corridor with the development site; and

- (d) Frame and enclose at least three sides of the off-street parking area.

## **C. Building Design and Materials**

### **(1) Prohibited Building Materials**

- (a) Aluminum siding, vinyl siding, metal siding, or other metal cladding is prohibited on any façade visible from a street right of way. Nothing shall limit the use of high quality, decorative metal (e.g. brass, copper, steel) as a building accent material.
- (b) Overly bright, neon or day-glow colors shall not be used as the primary exterior building colors.

### **(2) Building Entrance**

- (a) The primary building entrance shall face the street from which the building is addressed. No upper story entrance shall be visible from an adjacent public street right-of-way.
- (b) All buildings with 100 feet or more frontage on a street shall have at least one pedestrian entrance onto a street for every 100 feet of frontage on the street.
- (c) Where two major arterial streets intersect pedestrian entrances shall be provided on both streets. A corner entrance shall be permitted as a design alternative. Additional entrances are encouraged facing streets, parking lots, plazas, and adjacent buildings.
- (d) The primary building entrance shall be designed with a protruding front gable, pilaster, columns, stoop, or other projection or recession that clearly identifies the entrance and shall incorporate at least two of the following elements:
  - (i) Canopies or porticos above the entrance;
  - (ii) Roof overhangs above the entrance;
  - (iii) Arcades that are physically integrated with the entrance;
  - (iv) Raised corniced parapets above the entrance;
  - (v) Gable roof forms or arches above the entrance;
  - (vi) Outdoor patios or plazas adjacent to the entrance; or,
  - (vii) Integrated planters or wing walls that incorporate landscaped areas or seating areas.

### **(3) Building Façade and Massing**

- (a) The front façade of all buildings, as defined by the primary entrance, shall be oriented on and front a street (when present), courtyard, or plaza.

- (b) The façade of each building shall be designed with consistent architectural style, detail, and trim features. Facades should be designed to break up large elements of mass and scale.
- (c) Buildings on corner lots shall incorporate additional height, massing, distinctive architectural treatments, or other distinguishing features to emphasize their prominent location.
- (d) Side building walls that do not face a street and exceed 50 feet in length shall have façade-articulating elements such as columns and/or changes in plane, texture, or masonry pattern of not less than one foot wide and extending horizontal along the building façade.
- (e) Blank, windowless walls facing sidewalks, streets, and other public places are prohibited.
- (f) Outbuildings shall include a consistent exterior material and color, façade articulation and architectural detail on the building sides as the primary building in the development.
- (g) Street facing facades greater than 50 feet length shall reduce the perceived massing and scale of the building by incorporating at least three of the following elements, spaced no more than 50 feet apart:
  - (i) Differences in roof form and parapet heights of at least one foot in height;
  - (ii) Pronounced recesses and/or projections in the wall plane of at least one foot in depth and eight feet in length;
  - (iii) Distinct changes in texture and/or color of wall surfaces;
  - (iv) Pilasters that are at least eight inches deep and at least eight inches wide, that have a height of at least 80 percent of the facades height;
  - (v) Architectural covered features over public entrances of either fabric or hard treatments taking the form of a projected awning or hard canopy with a width of at least that of the entrance and projecting a minimum of three feet from the building entrance;
  - (vi) Second floor galleries or balconies;
  - (vii) Raised cornices; or,
  - (viii) Projected or recessed entries;
- (h) **Currituck Vernacular**  
Buildings in the PD-CS district are encouraged to utilize architectural patterns and features in the building design that are consistent with the Currituck vernacular as provided in the *Currituck Station Pattern Book*. Simple design elements typically known as the Currituck vernacular, include but are not limited to:

- (i) Deep porches;
- (ii) Pitched roofs with overhangs;
- (iii) Shutters (fixed, operable, Bermuda);
- (iv) Roof dormers;
- (v) Chimneys;
- (vi) Elevated buildings; and,
- (vii) Gabled masses that break up long facades

**(4) Base, Middle, and Top**

- (a) Buildings of three or more stories shall include a clearly recognizable base, middle, and top of the front façade configured in accordance with the following standards:
  - (i) The building base shall incorporate one or more of the following that distinguishes the building base from the remainder of the façade:
    - (A) Thicker walls, ledges, and/or sills; or,
    - (B) Change in materials
  - (ii) The building top shall include one or more of the following features that distinguish the building top from the remainder of the façade:
    - (A) Three-dimensional cornice treatments;
    - (B) Sloping roofs with overhangs and brackets;
    - (C) Stepped parapets; or,
    - (D) Aligned openings and articulations.

**(5) Roof Form**

- (a) Roof pitches less than 3:12 shall require a parapet wall on all sides visible from the street. Parapet walls shall fully screen all roof-top mechanical equipment from the street. Parapet walls shall have decorative cornices or caps.
- (b) Any principal building greater than 15,000 square feet in area with a sloped roof, shall include two or more different sloping roof planes, each with a minimum 3:12 pitch.
- (c) Parapet walls shall extend at least three feet above the roof line and have three dimensional cornice treatments that project at least eight inches outward from the parapet façade plane.
- (d) A pitched roof shall have eaves that extend a minimum of 12 inches from the building face.
- (e) Alternate roof forms or pitches are allowed for small roof sections over porches, entryways, or similar features.

**D. Outparcel Development**

- (1) Outparcels and their buildings shall be configured and located to define street edges, development entry points, and spaces for gathering or seating between buildings to the maximum extent practicable.
- (2) Spaces between buildings on outparcels shall be configured with small scale pedestrian amenities such as seating areas, gathering spaces, and pedestrian connections.

**E. Site Features****(1) Loading, and Refuse Collection**

- (a) Loading, service, and equipment areas shall be located in a manner that minimizes their visibility from off-site views.
- (b) Outdoor storage areas shall be fully screened from adjacent streets and detached single-family dwellings.
- (c) Centralized trash receptacles shall be located in an enclosed area located to the rear of the principal structure(s).

**(2) Equipment Areas****(a) Roof Mounted Equipment**

- (i) Roof-mounted equipment shall be screened from line of sight of adjacent streets and sidewalks by a parapet wall, freestanding screen wall, or similar architectural feature. The height of the screening shall equal or exceed that of the equipment being screened.
- (ii) The screening shall incorporate materials, colors, and design that are visually consistent with the building' architectural design.

**(b) Ground and Wall Mounted Equipment**

- (i) Excluding alleys, ground and wall mounted equipment shall not be located on any surface that directly faces a public right of way.
- (ii) Ground mounted or wall mounted equipment located on any surface that is visible from public rights of way or sidewalks must be fully screened by landscaping or an opaque screen compatible with the principal building in terms of texture, quality, material, and color.
- (iii) The screening shall incorporate at least one of the primary materials of the nearest wall of the primary structure on the lot.

**(3) Drive-Through Service Facilities**

- (a) In addition to the general standards in Section 4.3.3.H., Drive-Through, drive-through service facilities located in the PD-CS district shall meet the requirements of this section.
- (b) Pick-up windows and order boxes shall not be located on the front façade of the building they serve.
- (c) A by-pass lane with a minimum width of 12 feet shall be provided to ensure the free flow of traffic throughout the site.
- (d) Any portion of the drive-through lane adjacent to and between an order box and a pick-up window, shall provide a landscaped planting area at least three feet in width or a masonry wall at least 30 inches in height and utilize exterior finish materials compatible with the principal use shall be provided along the outside perimeter of the lane.
- (e) Any portion of the drive-through lane that is located between the principal building and the street shall provide a landscaped planting area at least three feet in width or a masonry wall at least 30 inches in height and utilize exterior finish materials compatible with the principal use shall be provided along the outside perimeter of the lane.
- (f) Any drive-through facility located along a major arterial shall install a masonry screen wall at least 30 inches in height and utilize exterior finish materials compatible with the principal use shall be provided at the setback and along the major arterial road.

**(4) Screen Walls**

- (a) In the Center Station and Charter sub-districts, a screen wall shall be required when the principal building does not meet the building setback requirements (build-to-zone) of Section 3.7.6.
- (b) Screen walls shall be:
  - (i) Installed at the required setback;
  - (ii) Designed to imitate the architecture of the building;
  - (iii) A minimum three feet and a maximum of five feet in height. Walls greater than three feet in height above grade shall not exceed 50% opacity;
  - (iv) Screen walls shall be constructed of wrought iron, brick, masonry, stone, or other decorative materials consistent with the architecture of the building.



**Item 6:** That Chapter 6 is amended by deleting the following strikethrough language and adding the underlined language

# CHAPTER 6.

## SUBDIVISION AND INFRASTRUCTURE STANDARDS

### 6.2. REQUIRED INFRASTRUCTURE

Unless exempted, all development in the county shall comply with the standards in this section.

#### 6.2.1. Street Standards

##### (9) Deceleration Lanes

Developments with new streets shall:

- (a) Install a deceleration lane in accordance with NCDOT standards if the subdivision is for nonresidential development or includes 40 or more residential lots and includes access onto major arterial streets (US 158, NC 168, NC 34, NC 136, NC 615, and NC 12).
- (b) Install left turn and deceleration lanes in accordance with NCDOT standards if the subdivision includes 40 or more residential lots and includes access onto Tulls Creek Road (SR 1222), ~~or~~ Poplar Branch Road (SR 1131) and South Mills Road (SR 1227).
- (c) Provide at least one deceleration lane per street front in accordance with NCDOT standards if located along a major arterial and the use is capable of generating more than 60 trips per peak hour, as estimated in the ITE *Trip Generation Manual*.

##### (10) Dedication and Maintenance

Be designated for dedication to NCDOT or for maintenance by an established homeowners or property owners association.

#### D. Minimum Street Width

All streets in a subdivision subject to these standards shall comply with the minimum street width standards in Table 6.2.1.D, Minimum Street Width Standards.

**TABLE 6.2.1.D: MINIMUM STREET WIDTH STANDARDS**

Subdivision Type	Minimum Right of Way Width (feet)	Local Street		Collector Street		NCDOT Design Standards Applicable?	NCDOT Construction Standards Applicable?
		Minimum Pavement Width (feet)	Minimum Shoulder Width (feet)	Minimum Pavement Width (feet)	Minimum Shoulder Width (feet)		
Family Subdivision	20	16	2	N/A	N/A	No	No
Residential Subdivision	See NCDOT <i>Subdivision Roads Minimum Construction Standards</i> Manual					Yes	Yes
Nonresidential Subdivision						Yes	Yes
Conservation Subdivision	30	20 [1]	N/A	N/A	N/A	No	Yes
Planned Unit and Planned Development <u>[2]</u>	30	20 [1]	N/A	N/A	N/A	No	Yes

**NOTES:**

[1] See Section 6.2.1.G for one-way street pavement width requirements

[2] Streets in Planned Developments shall be installed in accordance with the approved master plan and the requirements of this section.

**Item 7:** That Chapter 10 is amended by deleting the following strikethrough language and adding the underlined language:

# CHAPTER 10.

## DEFINITIONS AND MEASUREMENT

### 10.4. USE CLASSIFICATIONS, USE CATEGORIES, AND USE TYPES

#### 10.4.1. General

##### A. Purpose

This section is intended to provide a systematic framework for identifying, describing, categorizing, and consolidating or distinguishing land uses in a way that makes it easier to determine how a particular land use activity, or combination of activities, is to be considered in applying the use table and other provisions in this Ordinance. This section is also intended to provide support in identifying instances where a new or unanticipated land use not identified in the use table is of such a nature, function, or duration that the impact of allowing it in a particular zoning district is so similar to that of a use type already identified in the use table as allowed in the zoning district that allowing the new or unanticipated land use should be interpreted as being consistent with the intent of the zoning district and the use regulations.

##### B. Structure of this Section

##### (1) General

This section identifies each of the five use classifications in Table 4.1.1.A. and Table 4.1.1.B. Summary Use Table, and includes a section under each use classification identifying each use category. There are “characteristics” and “examples” subsections under each use category (individual use types are defined in Chapter 10: Definitions).

### 10.5. DEFINITIONS

#### ACTIVE RECREATION USES

Uses or structures intended for specific active recreational uses such as play grounds, ball fields, tennis courts and other similar uses typically located in open space set-aside areas or parks.

## PLANNED DEVELOPMENT

When used to describe a type of development, a tract of land that is planned and developed as an integral unit in accordance with a master plan and flexible development standards that illustrate and address land uses, circulation, utilities, parking, setbacks, housing densities, land coverage, landscaping and buffers, open space, and similar features of the project.

When used as a process, terms describe type of zoning district change procedure reviewed and approved or denied by the Board of Commissioners in accordance with Section 2.4.5, Planned Development.

## PORCH

A covered projection (can be glazed or screened) from the main wall of a building, usually attached to or part of and with direct access to a building entrance, with a separate roof, that is not used for livable space.

## SIGN, INSTITUTIONAL

A freestanding sign located on property that contains a use classified as an Institutional Use in Table 4.1.1.A and Table 4.1.1.B.

## STEPBACK

A building setback of a specified distance that occurs at a prescribed number of stories from the property line.

## VERNACULAR ARCHITECTURE

A style of architecture characterized by common building techniques based on the forms and materials of a particular period, region, or group of people.

### Item 8: Staff suggested Statement of Consistency and Reasonableness:

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

- POLICY AG3: County actions concerning infrastructure (e.g. schools, parks, and utilities) and regulations shall serve to direct new development first to targeted growth areas near existing settlements identified as Full Service Areas on the Future Land Use Map, rather than leapfrogging to locations in the midst of farmland and greenspace identified as Rural and Conservation areas on the Future Land Use Map.
- Policy HN3: Currituck County shall especially encourage two forms of residential development, each with the objective of avoiding traditional urban sprawl. One of the forms of development is compact, mixed use developments or developments near a mixture of uses that promote a return to balanced, self-supporting community centers generally served by centralized water and sewer. The types of development are contemplated for the Full Service Areas identified on the Future Land Use Map.
- Policy CD8: Mixed-use developments, properly planned from the outset, which allow for a compatible mixture of residential and non-residential uses with a pedestrian scale and design, are encouraged. Similarly, businesses may be located adjoining and therefore convenient to an existing residential area, when such businesses can be shown to satisfy design consideration similar to a newly planned, pedestrian-scaled, mixed use development.
- Policy CW1: Currituck County may elect to amend or incorporate adopted small area plans into the Land Use Plan as needed. This includes consideration of citizen initiated amendments or county lead planning efforts that recognize changing demographic, economic, or environmental conditions.

The requested zoning text amendment is consistent with the Moyock Small Area Plan (MSAP) because:

- The MSAP supplements the LUP to more specifically address the needs and issues of the study area and establishes a new focus for growth and development.
- The Moyock Small Area Plan, adopted in 2014, identified this area as an employment activity area.
- Policy CC1: Encourages and fosters development that is compatible with rural atmosphere, transitional areas, and a small town, main street feel consistent with the vision, policies and future land use map of the plan.
- Policy CC2: Encourages non-residential and mixed use development that incorporates building and site design to enhance community appearance, promote human scale, and create a unique sense of place. This may include common themed building materials, forms, and site amenities.
- Policy ST 1: Promote the establishment of an area dedicated to community serving businesses that foster a small town, main street feel.
- Policy BI 2: Encourage well planned mixed use developments to include a range of intensities and diverse housing types which capitalize on seasonal traffic volumes and provide increased opportunities for local residents and businesses. Large scale mixed use projects should be carefully located in areas supported by the future land use map and adequately served by infrastructure and county services.
- Action FLU 2A: Explore establishment of a Community Center district, and associated sub-districts, that will implement the vision and policies of the plan by creating development standards specific to Moyock study area.
- Action CC 2A: Develop regulations and incentives for non-residential and mixed use development that establish design standards specific to each activity center in this plan.
- Action CC 3B: Amend the UDO to create regulations that enhance public investment into entryways. This includes appropriate land uses, overall site design, landscaping, signage, and screening/location of outdoor storage.
- Action BI 3B: Develop regulations or incentives that require large scale residential development that utilizes centralized sewer to include a supporting non-residential component and interconnection to existing businesses.

The requested zoning text amendment is consistent with the Moyock Mega Site Master Plan and Figure ES-1.

The request is reasonable and in the public interest because:

- The Moyock Small Area Plan adopted in 2014 identified this area as an employment activity area.
- The 2016 Feasibility Study served as the guide for potential land use demands.
- Addresses a demonstrated community need because the master plan development process was designed to produce a market driven plan responsive to projected demand for a mix of land uses specific to the local market and formed by regional influences.
- Addresses a demonstrated community need by implementing the MSAP and Moyock Mega Site Master Plan, a long-term vision for a mixed use development for approximately 3,500 acres of land that is strategically positioned to serve as a connective center between Virginia and North Carolina, resulting in logical and orderly development patterns.

**Item 9:** 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 10:** 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: 1/14/2020  
PLANNING BOARD RECOMMENDATION: Approved  
VOTE: 6 AYES 0 NAYS  
ADVERTISEMENT DATE OF PUBLIC HEARING: 1/22/2020 & 1/29/2020  
BOARD OF COMMISSIONERS PUBLIC HEARING: 2/3/2020  
BOARD OF COMMISSIONERS ACTION: \_\_\_\_\_  
POSTED IN UNIFIED DEVELOPMENT ORDINANCE: \_\_\_\_\_  
AMENDMENT NUMBER: \_\_\_\_\_

Attachment: 2- Currituck Station Draft UDO 12-3-19 (PB 19-25 Currituck County - Currituck Station)

# CURRITUCK STATION PATTERN BOOK

2020



# CURRITUCK STATION



11-04-19 DRAFT

# CURRITUCK STATION PATTERN BOOK

2019

The Currituck County Board of Commissioners:

*Bob White, Chairman*  
*Mike H. Payment, Vice Chairman*  
*Kevin E. McCord*  
*Mary "Kitty" Etheridge*  
*Selina Jarvis*  
*Paul M. Beaumont*  
*J. Owen Etheridge*

The Currituck County Department of Planning and Community Development

The Currituck County Department of Economic Development

Work Program Architects

Attachment: 3- 20-1-28\_Currituck Station\_Pattern Book (PB 19-25 Currituck County - Currituck Station)



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# Introduction to the Pattern Book

## Purpose of the Pattern Book

The Currituck Station District is a 3,000 acre mixed-use district established to provide high quality economic development supported by a pedestrian-friendly environment.

The Currituck Station District Pattern Book is designed to supplement the Currituck County Unified Development Ordinance. The Unified Development Ordinance provides general criteria for the placing of buildings on sites, and their setback, height, and parking requirements. The Pattern Book references these standards and then provides additional guidance specific to developing properties which will establish and reinforce the desired character of the Currituck Station District. This guidance primarily relates to the characteristics of the architecture, open space, and public spaces within the District.

The character of the Currituck Station District has been developed to reflect the architectural patterns that formed the foundation of Currituck County.



Use of the Pattern Book should result in a place that is comfortable for all residents & visitors for generations to come.



Aerial view of the Currituck Station site today  
Satellite Imagery © 2018 Google

# How to use the Pattern Book

Follow the steps below when developing your project in Currituck Station. Keep in mind that this book is a description of typical patterns of design, it should not be used as a “how-to” manual for developing architecture. It is intended to provide guidance and ideas to help each new building complement the rest of the development.

## Step 1: Find your Sub-District

Find the section of the Pattern Book that relates to the sub-district in which you are building. See the map on page 6 to determine the appropriate sub-district.

## Step 2: Find your building use

Each sub-district section is broken down into sub-sections describing the different building uses allowed in that sub-district. Find the one that relates to the type of building that you are designing.

## Step 3: Choose a building size and orientation

The pattern book addresses buildings based on their size and orientation to the street. The size and orientation of the building establish a basic form, called the building mass.

## Step 4: Understand the details

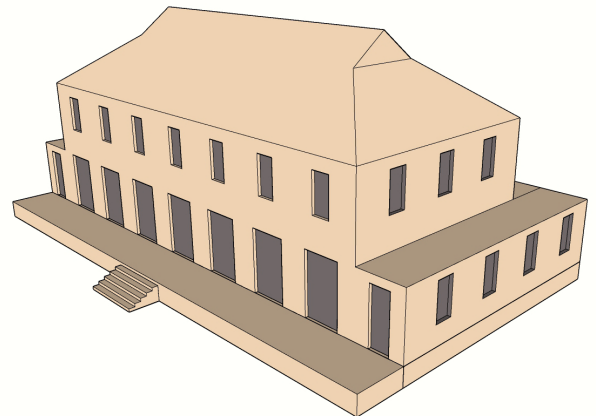
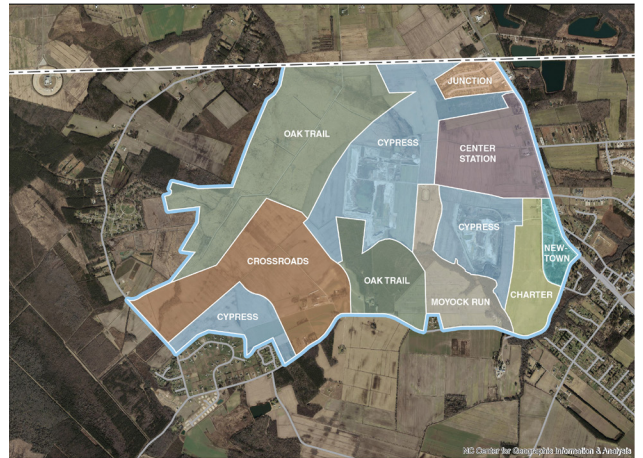
Details like roof shape, window placement, shutters and awnings, and railings and columns are what give the building an identity. These are covered in the sub-section on details.

## Step 5: Develop open space and public amenities

A mixed-use development is most successful when there is active public life on the street. Comfortable, functional, and beautiful open spaces encourage people to gather or observe activity. Public amenities encourage people to explore and provide for various needs such as bike storage and hydration.

## Step 6: Develop the Public Right-of-Way

Pedestrian paths and appropriately sized and configured streets are critical to the walkable nature of the Currituck Station District. Use the appropriate street sections to lay out the development.



The architectural patterns of Currituck

Residential and Small Commercial Buildings

Currituck has a strong tradition of highly functional, yet beautiful architecture that makes the most of simple forms and small embellishments.

Pitched roofs and deep porches are found on buildings of all scales and uses. Porch overhangs are typically deep enough to require separate support posts which typically feature a small brace or embellishment where they connect to the beam. The small size of these posts coupled with the repetitive, small braces contribute to the sturdy, but visually delicate appearance of typical Currituck architecture.



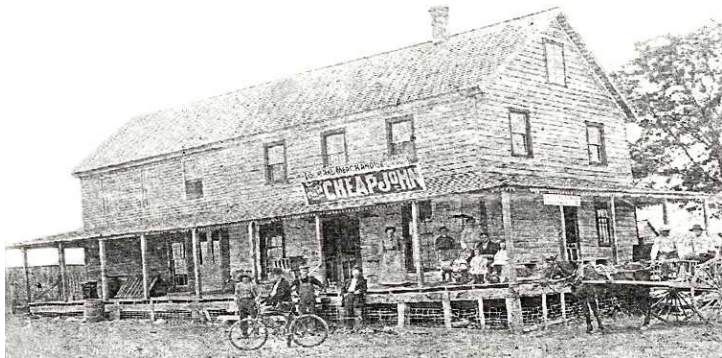
Vernacular porch with decorative brackets and trim



Pea Island Station, Dare County, NC



Caffey's Inlet Station, Dare County, NC

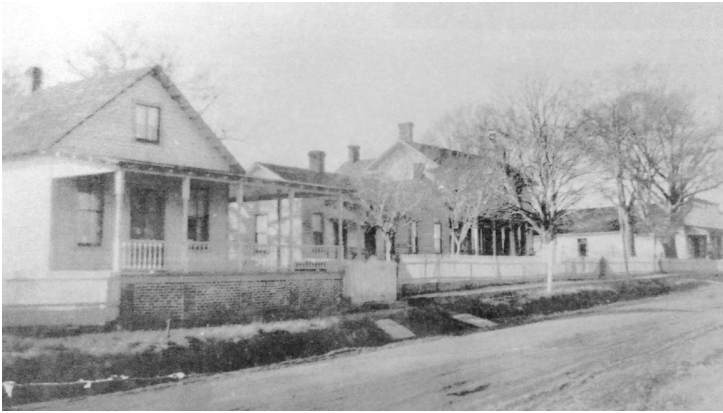


Cheap John's Store, Currituck County, NC



The Hitching Post, Currituck County, NC

Currituck's Main Street-type streets have typically been filled in over a period of time with residences being used for, or becoming, businesses and dedicated commercial buildings filling in between. This pattern of development leads to a varied street frontage with buildings of several scales adjacent to one another.



*Courthouse Road, Currituck, NC*



*Creekmore Brother's Store, Currituck County, NC*

## Large Commercial and Institutional Buildings

Large buildings in Currituck traditionally have 2 to 3 stories with a large gabled or hipped roof, multiple roof dormers, sheltered entries, and gabled masses breaking up long facades.



*Moyock High School, Moyock, NC*

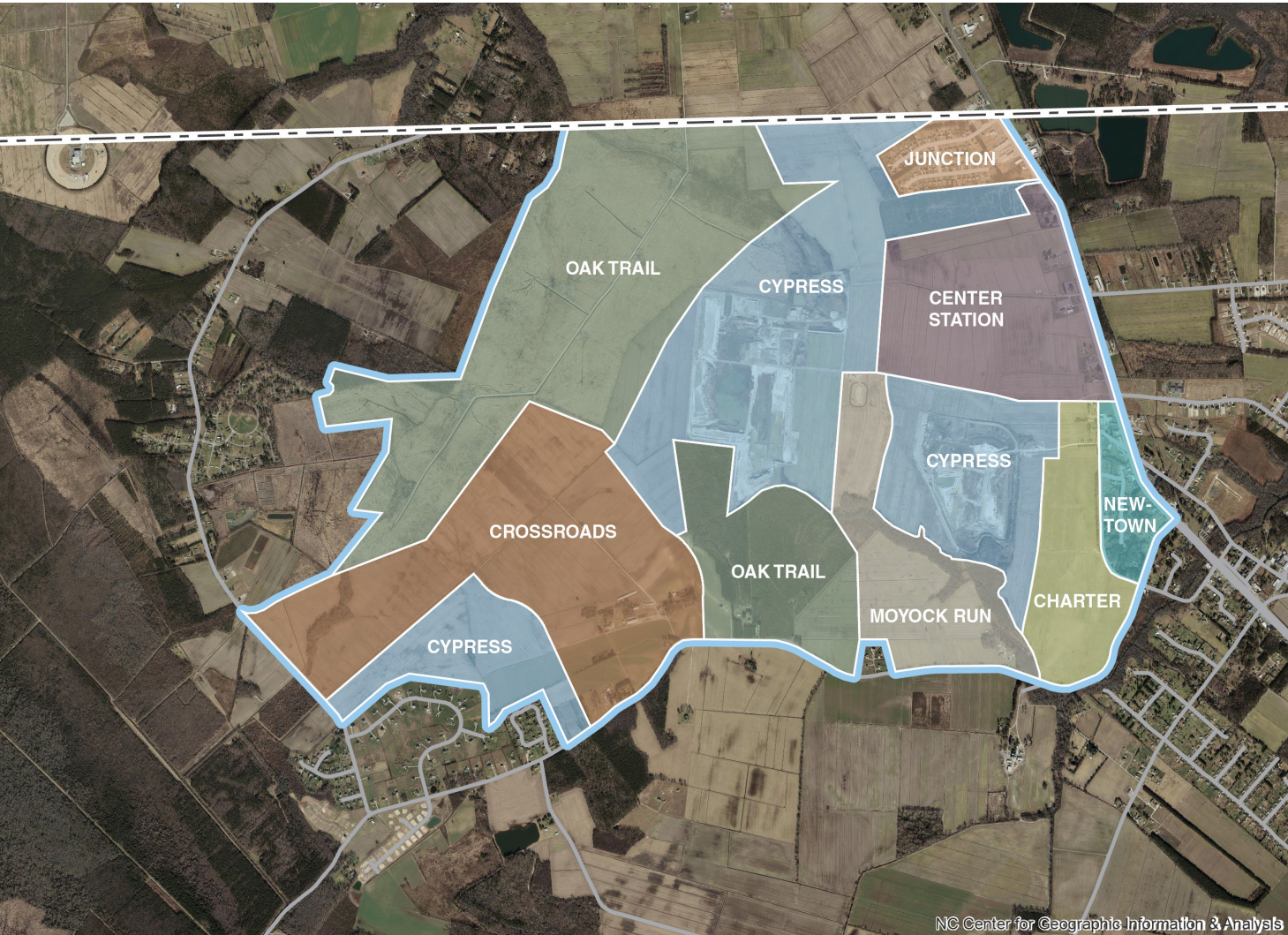


*The Whalehead Club, Currituck County, NC*

Guiding principles

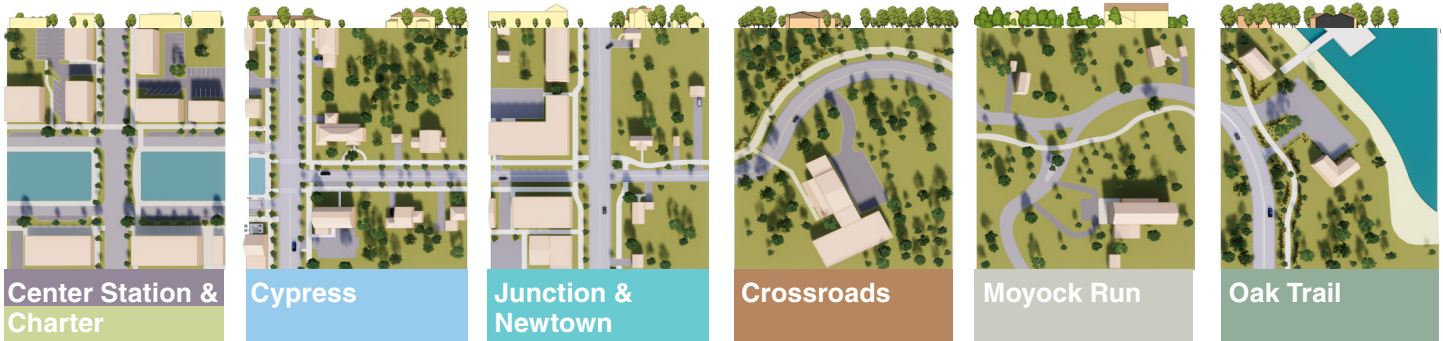
The Currituck Station District and Sub-Districts

The purpose of the Currituck Station District is to accommodate a high-quality mixed-use development supported by a pedestrian-friendly environment. The standards have been developed to provide a mix of uses and densities needed to sustain the mixed-use development.



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## The Currituck Station Transect



### Center Station

The Center Station sub-district is intended to be the center of the Currituck Station District and is designed to support the primary economic and social components of the District by providing an integrated mix of uses in a downtown-oriented setting including retail, convenience, entertainment, civic, and public uses with supporting residential attached or on upper stories.

### Charter

The Charter sub-district is intended to provide a more conventional development pattern that reinforces the walkable nature of Center Station with interconnected sidewalks and multi use paths. The vertical mixing of residential developments with office and retail is encouraged. Horizontal mixing of stand-alone nonresidential development providing well-integrated uses, access and circulation, and compatible design that supports the adjacent neighborhood-scale residential development.

### Cypress

The Cypress sub-district is primarily residential in nature. However, limited non-residential uses including neighborhood-serving office and commercial uses are permitted.

### Junction and Newtown

The Junction and Newtown sub-districts are intended to support the District through redevelopment opportunities. Care should be given to ensure compatibility of new development with the existing.

### Crossroads

The Crossroads sub-district is intended to provide for industrial and job-producing non-residential developments. Uses in the sub-district should be designed to provide buffers and, where necessary, additional mitigation techniques to protect the adjacent residential and environmentally sensitive areas.

### Moyock Run

The Moyock Run sub-district is intended to provide centralized governmental and public oriented uses including, but not limited to schools, parks, utilities, transportation, regional facilities, environmental, and mitigation areas.

### Oak Trail

The Oak Trail sub-district is intended to reflect those areas generally identified as environmentally sensitive including, but not limited to, native habitats, wetlands, riparian buffers, and floodplain. Low density residential uses and low impact recreational uses may be permitted upon determination of the environmental area limits.

The following pages provide examples of building massing and architectural styles that are compatible with the Currituck Station design intent. Designers are not expected to copy these, only to use them as a guide towards their own compatible designs.

Center Station  
Development Principles

The Center Station sub-district forms the mixed-use downtown core of the Currituck Station District. The downtown pattern of design includes a grid of streets supporting pedestrian activities, on-street parallel or angled parking, wide sidewalks with consistent tree canopy, outdoor café seating, and public spaces such as plazas and parks.

To maintain the walkable, pedestrian-oriented nature of Center Station, off-street parking lots are located behind buildings or vegetated screens, towards the interior of the lot. Development is designed to support vibrant, walkable streets by placing buildings close to the street with active and public uses on the ground floor and pedestrian entrances accessed from the street. An interconnected network of sidewalks, multi-use paths, public spaces, and parks provide access to the mix of uses found throughout the sub-district.

Center Station is the gateway to Currituck Station. In order to present a welcoming and high-quality face to the public, development along Caratoke Highway requires additional attention to detail through architectural and aesthetic treatments, integrated signage, landscape and buffer enhancements, and interconnected developments.

The Currituck Unified Development Ordinance allows for, and provides specific guidance on the development of, more generic suburban-style buildings than the examples in this Pattern Book.

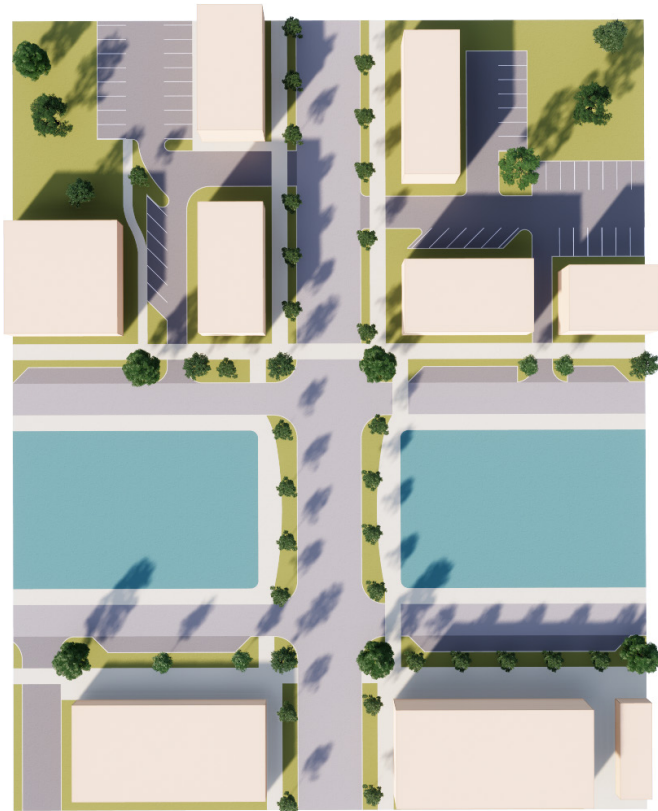
Dimensions

The allowable lot dimensions for the Center Station sub-district are designated in the Currituck Unified Development Ordinance.

Allowable uses

This is an abbreviated table of uses for reference only. For a current and complete table of uses, see the Unified Development Ordinance

Residential Uses	Commercial Uses	Industrial Uses	Civic Uses
Mixed with Commercial	Retail	None	Office
Multifamily	Convenience		Recreation
Single Family (Attached)	Entertainment		Community
	Office		Government Facilities
	Health Care		

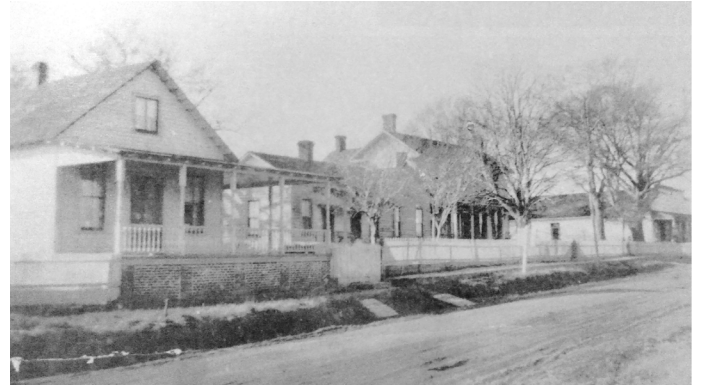


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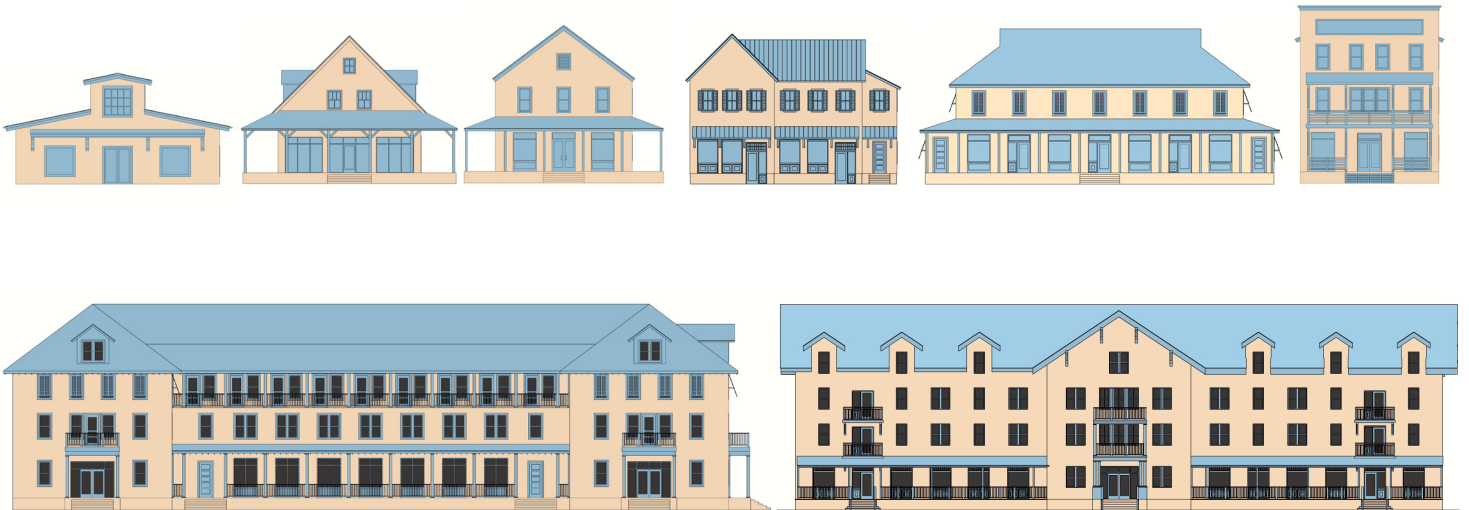
## Center Station Commercial & Mixed Use Buildings

The commercial and mixed-use development in Center Station is the heart of the Currituck Station community. These streets will be lined with lively businesses, shops, offices, and restaurants. Residential and office uses above the street-level businesses provide an in-place market for the commercial concerns as well as contributing to a round-the-clock level of activity.

All of the buildings have a pedestrian-scale facade on the primary street that welcomes people in, allows them to window shop or observe the activity within, and encourages people to sit and stay a while.



*Courthouse Road, Currituck County, NC*

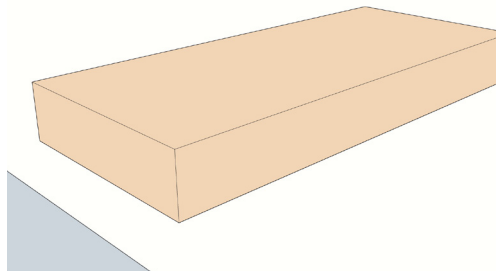


## Center Station Commercial & Mixed Use

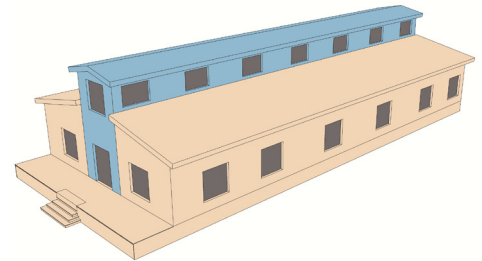
### Small 2-story building

#### Clerestory building

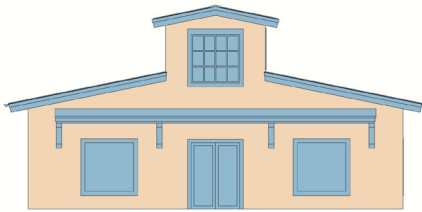
1. Use features such as clerestory to give a small building a 2-story appearance. The second floor may or may not be occupied.
2. Simple details give the building a pedestrian-friendly facade while keeping costs low.



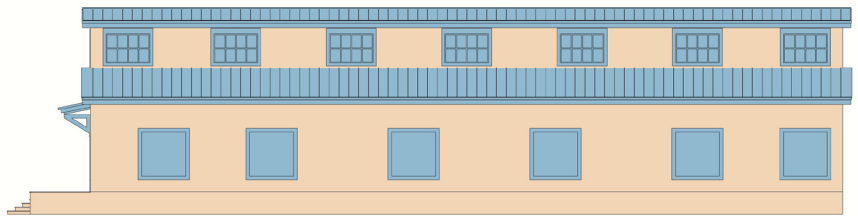
*A 1-story building program in a rectangular footprint. A 1-story building can only be accommodated if the facade is at least 20' tall giving a 2-story appearance.*



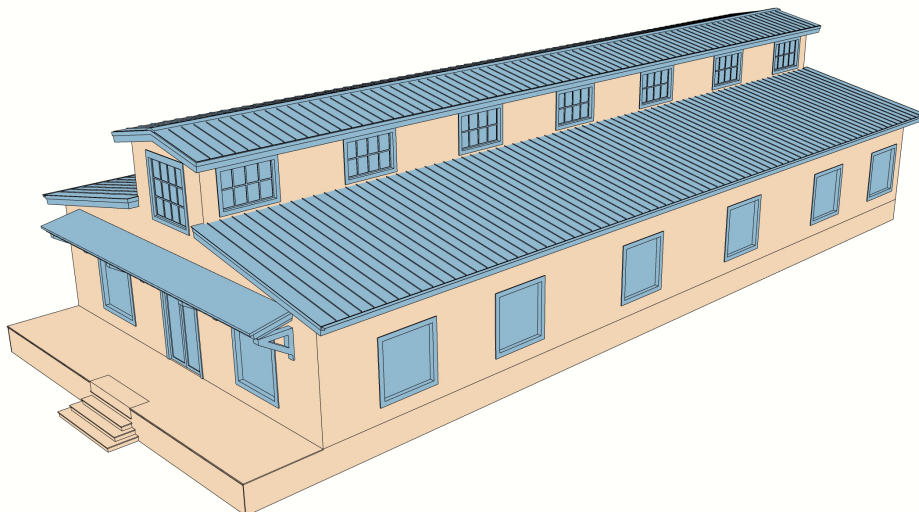
*Adding a clerestory gives the building a usable 2nd story for offices or studio apartments. Alternatively, the clerestory can be used to provide additional natural light and an airy feeling to the 1st floor space while meeting the 20' building height requirement.*



*A front facade with doors and generous windows centered on bays is functional and pedestrian friendly. The width of the clerestory section can be adjusted to suit the building program needs.*



*Ground floor side windows near the street are necessary to maintain visual permeability of the street frontage. Side windows towards the rear of the building are optional, but encouraged.*



*A small, simple fixed awning with support brackets and simple trim profiles add detail to the building and give it a coastal appearance.*

## Center Station Commercial & Mixed Use

### 1. Roof

Standing seam metal due to low pitch

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Board & batten, shake, or clapboard

### 4. Clerestory windows

Divided lite, clear glass windows

### 5. Awning

Sloped with simple brackets

### 6. Railings

### 7. Doors

Storefront doors with clear (untinted) glass

### 8. Ground floor windows

Storefront or folding glass windows with clear (untinted) glass

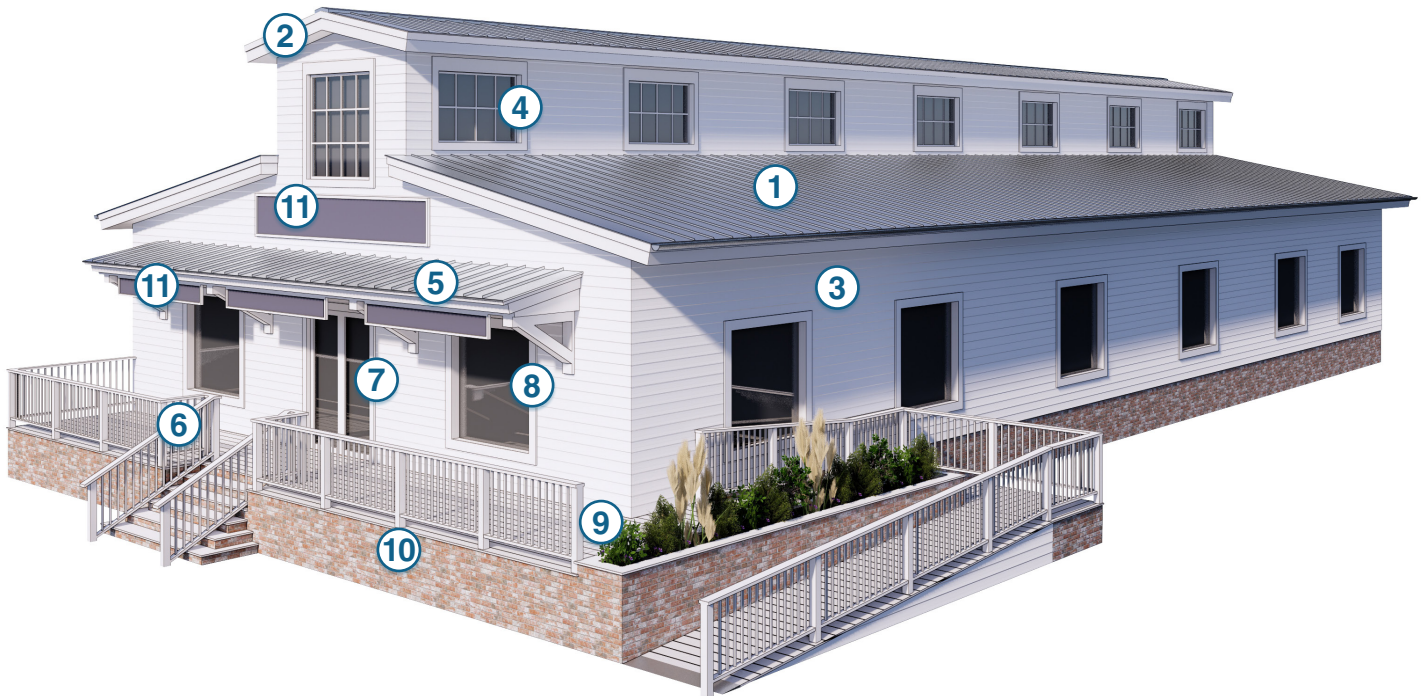
### 9. Decking

### 10. Foundation

Solid in appearance

### 11. Sign boards

Recessed or raised perimeter to differentiate from cladding



Local Pie in Bluffton, SC



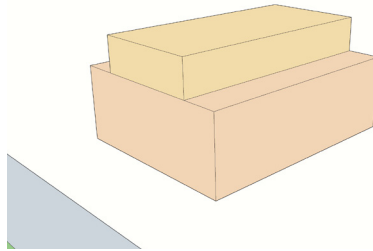
The Hitching Post (The Spry Store) in Currituck, NC

## Center Station Commercial & Mixed Use

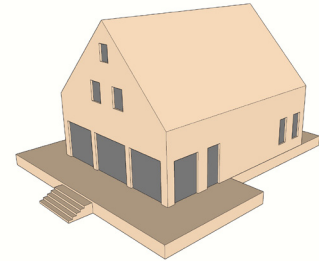
### Small 2-story building

#### A-Frame with Porch

1. An iconic building form along the eastern seaboard, the A-frame is easy to construct, weathers storm events, and provides ample floor space while presenting a compact facade to the public.
2. A deep wrap-around porch shades the windows from hot summer sun and makes an inviting place for customers to enjoy.



*A 2-story building program in a rectangular footprint.*



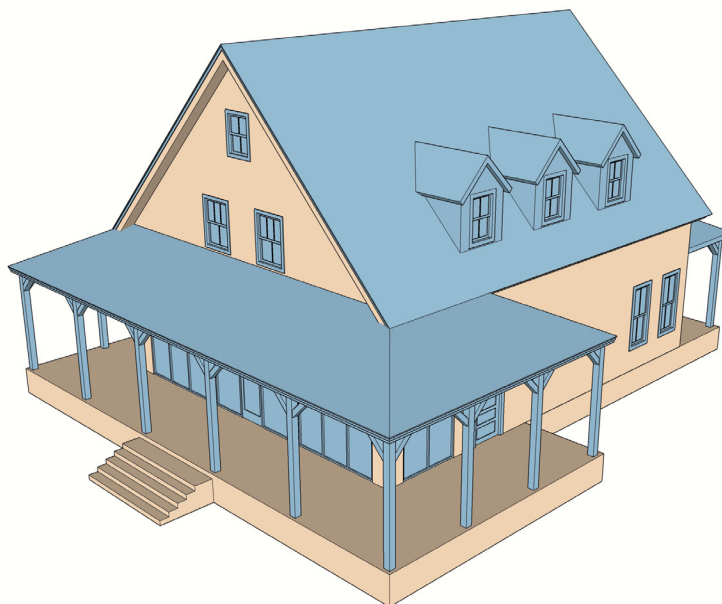
*A steeply pitched roof encompasses the entire upper story.*



*A front facade with storefront glazing and transom windows allows natural light into the lower story space and invites pedestrians in.*



*Dormers let light into the upper story space and provide additional floor space. If the upper story is to be occupied by a different tenant, or is for a residential use, then a separate side entry can be added.*



*Straight or braced columns support the deep porch. Dormers can be separate or combined into one large dormer.*

## Center Station Commercial & Mixed Use

### 1. Roof

Shingle or standing seam metal

### 2. Trim

Simple profile, multi-layered

### 3. Upper story windows

Divided lite, clear glass windows

### 4. Porch roof

Shingle or standing seam metal

### 5. Columns and brackets

Wood or composite

### 6. Ground floor windows

Storefront with clear (untinted) glass

### 7. Doors

Storefront with clear (untinted) glass

### 8. Railings and stairs

### 9. Decking

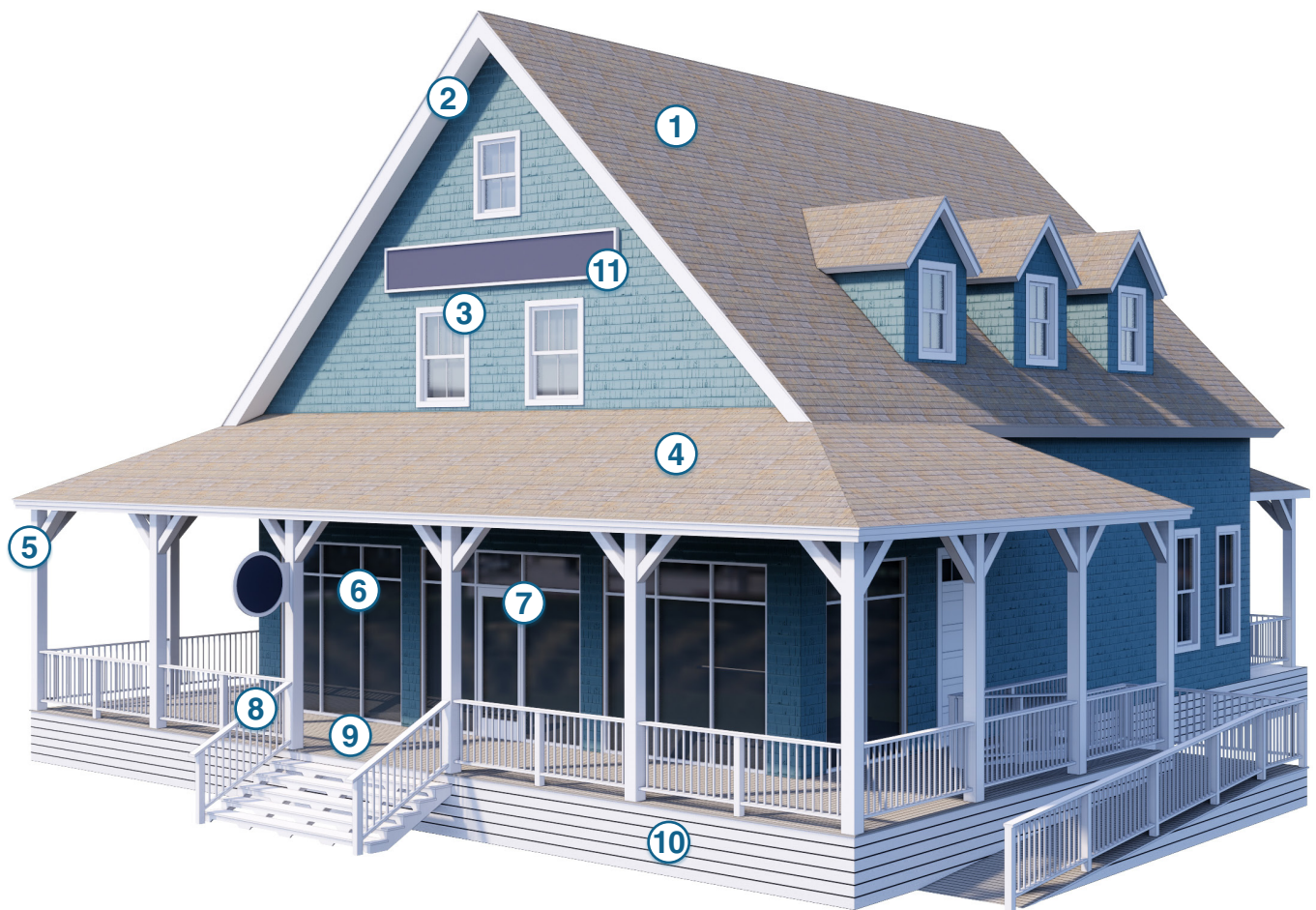
Wood (rot resistant) or composite

### 10. Foundation skirt

Solid or slatted in appearance

### 11. Sign board

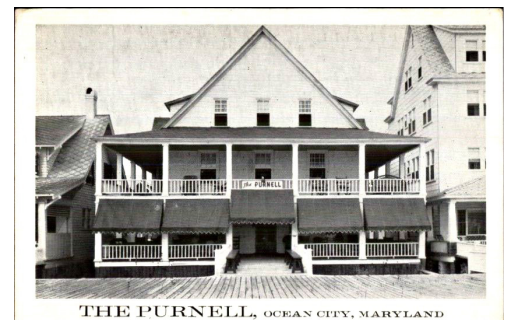
Recessed or raised perimeter to differentiate from cladding



Caffey's Inlet Lifesaving Station  
in Dare County, NC



Seatack Station, Virginia Beach, VA



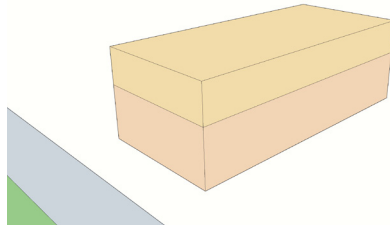
The Purnell Hotel, Ocean City, MD

## Center Station Commercial & Mixed Use

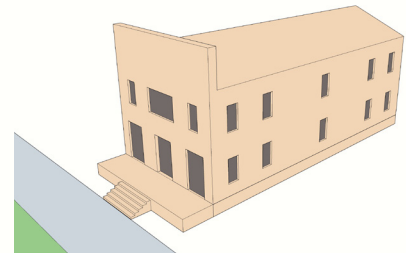
### Medium 2-3 story building

#### Parapet-front building

1. A parapet is used to give a more commercial appearance to a pitched-roof building.
2. The building can be used for a single use, or a vertical mix of uses with offices or residential units on the upper floors.



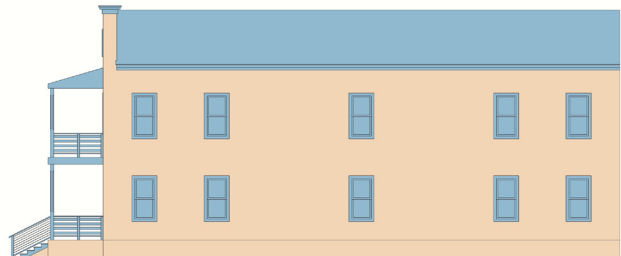
*A 2-story building program in a rectangular footprint.*



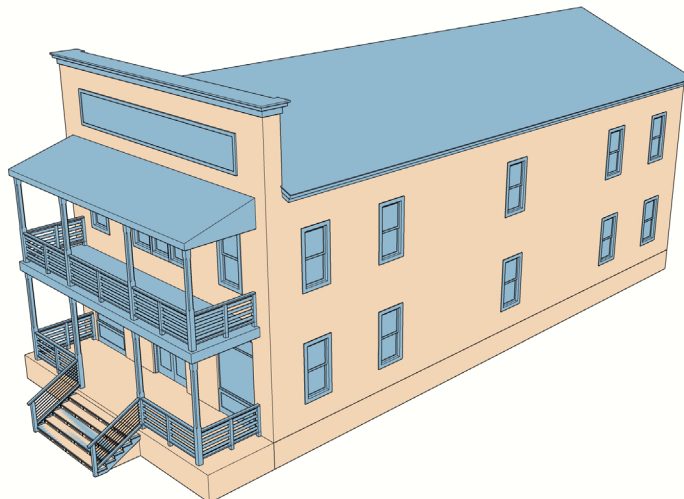
*A false front facade makes use of a parapet to make the pitched roof building appear to be a traditional flat roofed commercial building.*



*A front facade with doors and generous windows centered on bays is functional and pedestrian friendly. Adding a second story porch makes upper floor residential uses more inviting.*



*Ground floor side windows are necessary to maintain the visual permeability of the street frontage. Side windows towards the rear of the building are optional, but encouraged.*



*Roof and window types, awnings, trim, and brackets add detail to the building and give it a coastal appearance.*

## Center Station Commercial & Mixed Use

### 1. Roof

Shingle or standing seam metal

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Masonry, shake, or clapboard

### 4. Upper story windows

Double hung, divided lite, clear (untinted) glass windows

### 5. Porch roof

Match main roof or standing seam metal

### 6. Columns

### 7. Doors

Storefront with transoms with clear (untinted) glass

### 8. Ground floor windows

Storefront with transoms with clear (untinted) glass

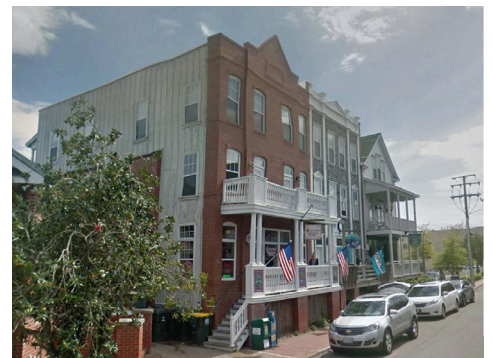
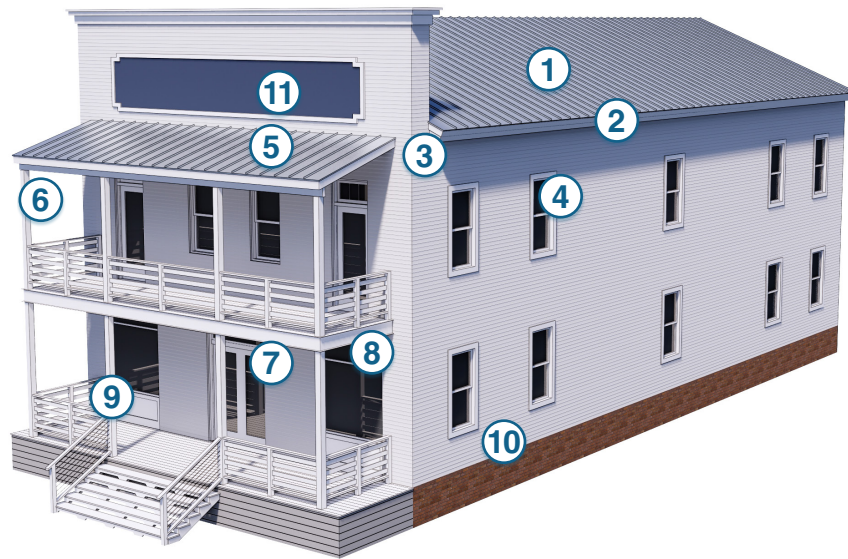
### 9. Railing and stairs

### 10. Foundation skirt

Solid in appearance with optional slatted material at porch

### 11. Sign board

Recessed or raised perimeter to differentiate from cladding

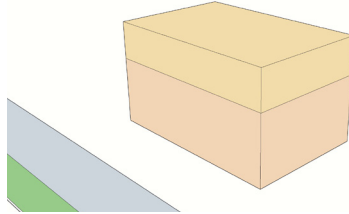


## Center Station Commercial & Mixed Use

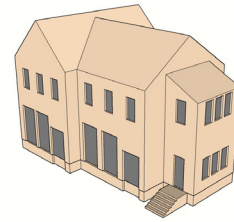
### Medium 2-story building

#### L-shaped

1. Use gable ends to break up longer facades and create the appearance of a series of smaller masses.
2. Simple details give the building a pedestrian friendly facade while keeping construction costs low.



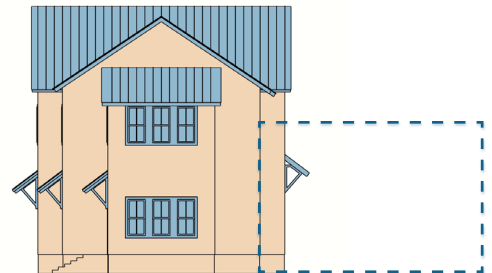
*A 2-story building program in a rectangular broadfront footprint.*



*Adding a gable end breaks up the building facade and provides multiple distinct storefronts.*



*Storefront windows and doors allow pedestrians to see into the ground floor spaces. A stair and elevator tower on the end of the building gives private access to the upper story if desired.*



*An optional addition on the rear of the building add ground floor space.*



*Awnings with brackets and shutters protect the windows from sun and rain.*

## Center Station Commercial & Mixed Use

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Masonry, shake, or clapboard

### 4. Upper story windows

Divided lite, clear (untinted) glass windows

### 5. Shutters

1/2 width and full height of window, operable  
louvered or solid shutters

### 6. Awning

### 7. Doors

Storefront with transoms and clear (untinted)  
glass

### 8. Ground floor windows

Storefront with transoms with clear (untinted)  
glass and optional opaque paneling

### 9. Foundation

Solid in appearance

### 10. Residential door

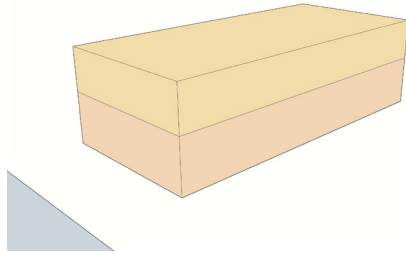


## Center Station Commercial & Mixed Use

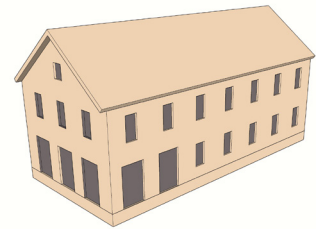
### Medium 2-3 story building

#### Gable-front building

1. A classic and versatile building form lends itself well to a vertical mix of uses.
2. Simple details give the building a pedestrian friendly facade while keeping costs low.



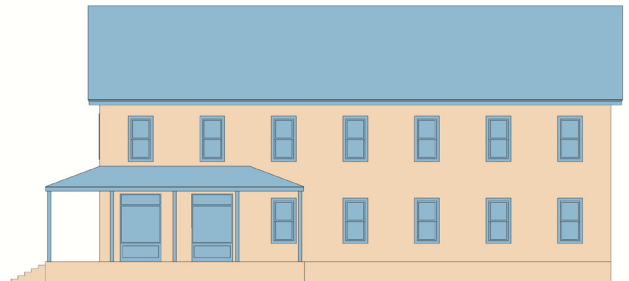
A 2 to 3-story building program in a rectangular footprint.



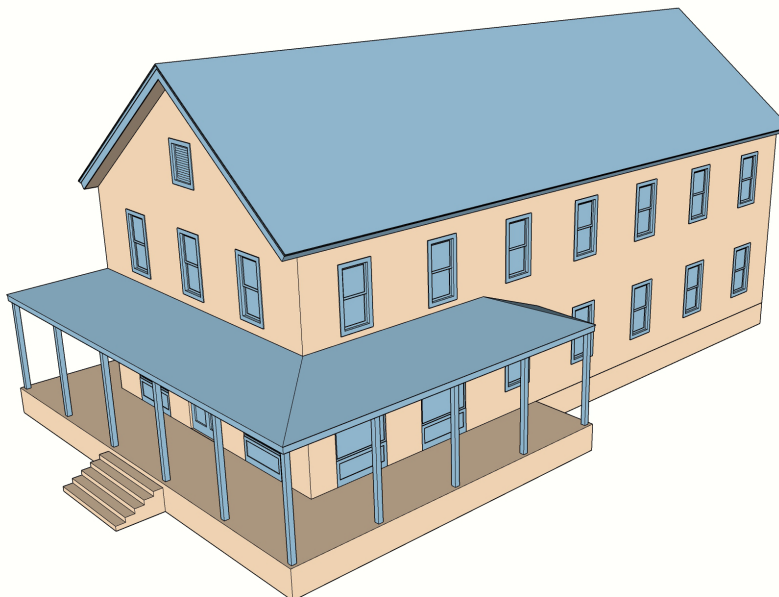
A gable above the upper story makes an easy-to-construct, adaptable, and durable building.



Minimal overhangs are typical, but the eaves can be extended up to 3' or 4' with exposed rafter tails for a more Craftsman appearance.



Evenly spaced side windows on all levels produce usable light throughout the building.



The wraparound porch can be supported by simple square columns or brackets.

## Center Station Commercial & Mixed Use

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Upper story windows

Single or divided lite, clear (untinted) glass windows

### 4. Porch roof

Match main roof or standing seam metal

### 5. Columns and brackets

4"-8" square or round

### 6. Ground floor windows

Storefront or folding glass windows with clear (untinted) glass

### 7. Doors

Storefront with clear (untinted) glass

### 8. Railings and stairs

### 9. Decking

Wood (rot resistant) or composite

### 10. Foundation skirt

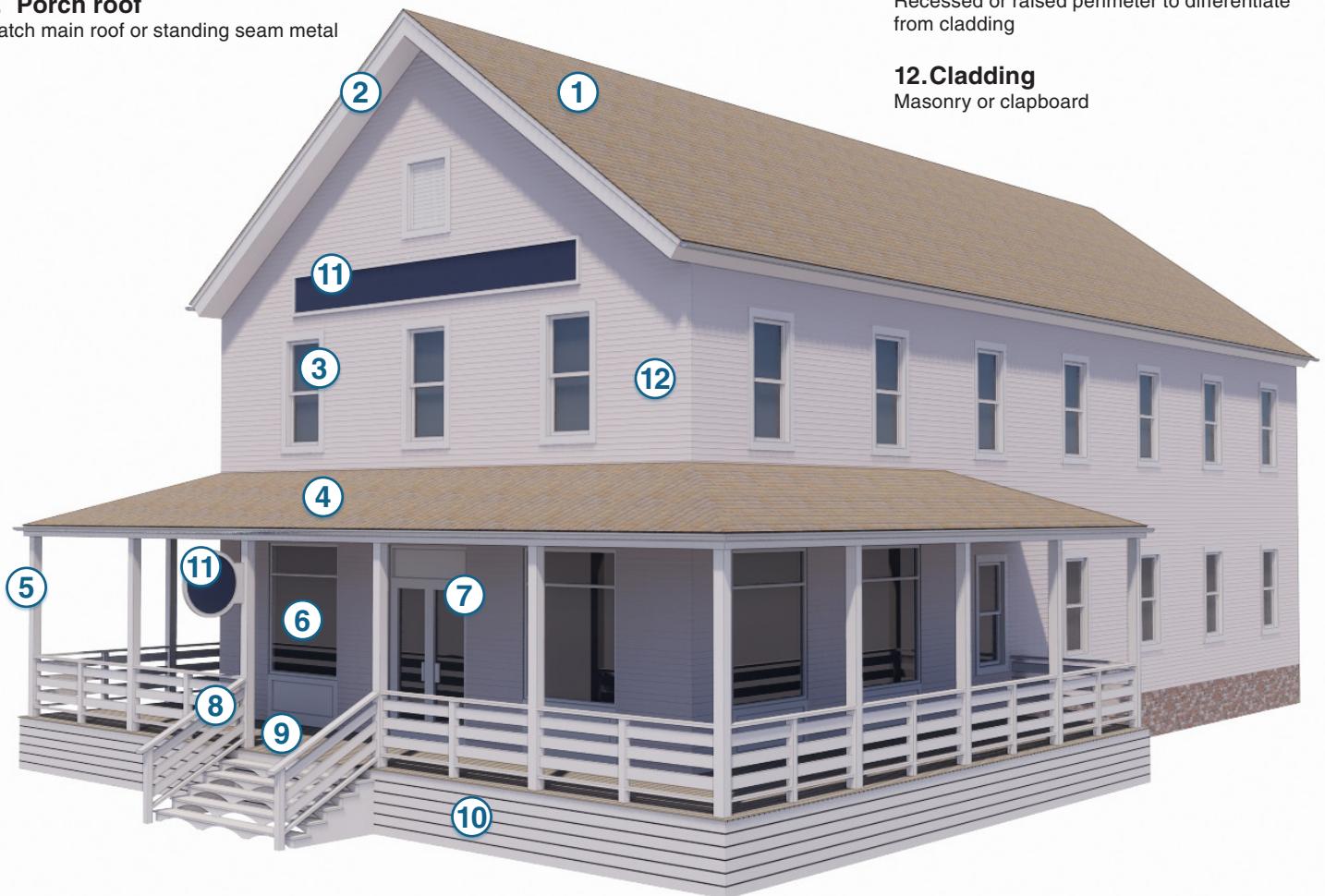
Solid in appearance with optional slatted material at porch

### 11. Sign board

Recessed or raised perimeter to differentiate from cladding

### 12. Cladding

Masonry or clapboard



Cheap John's Store, Currituck County, NC



Creekmore Brothers Store, Currituck County, NC



JM Roberts House, Currituck County, NC

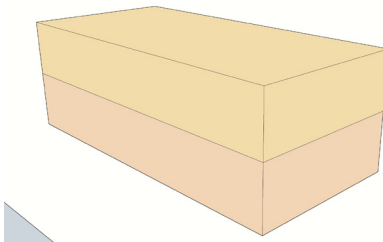
Currituck Station

## Center Station Commercial & Mixed Use

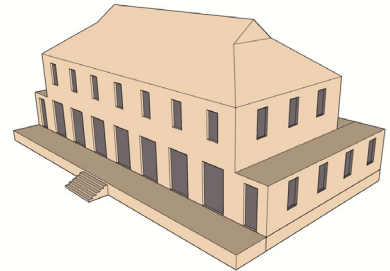
### Medium 2-story building

#### Broad-front building

1. Occupy the frontage of a wide site and provide continuous street-level access to multiple tenants.
2. Upper stories can be used for offices or residential and are pulled back from the street.



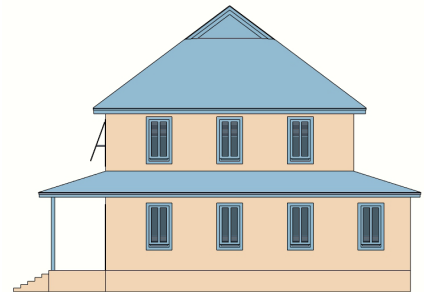
A 2 to 3-story building program in a rectangular broadfront footprint.



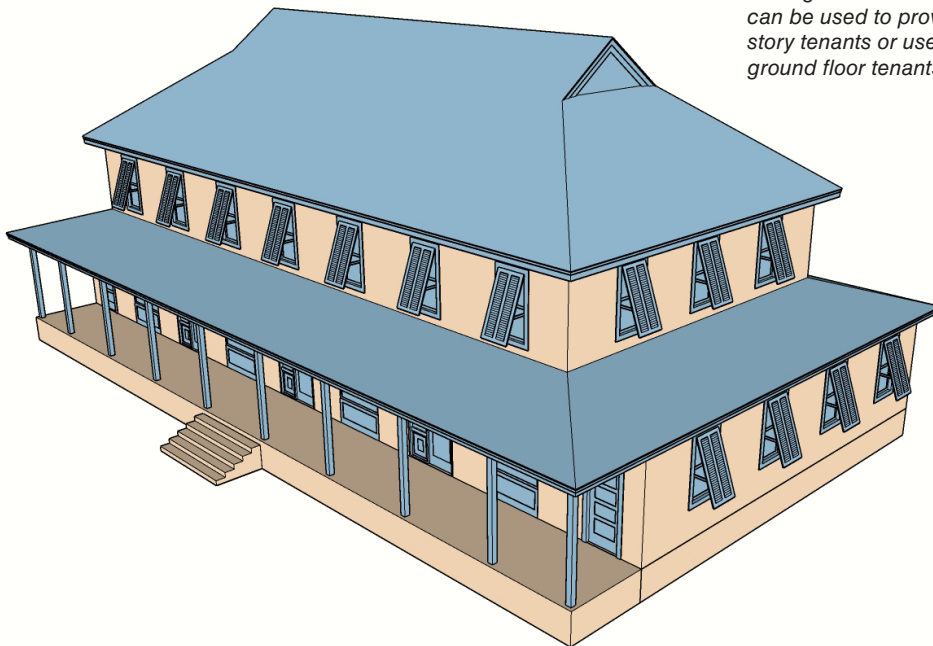
Closely spaced large openings at the ground floor are important to making the long facade feel permeable and welcoming to pedestrians.



A broad front facade allows for more space behind the building to be used for parking and allows for more individual tenants to have street frontage.



Ground floor side windows are necessary to maintain the visual permeability of the street frontage. The enclosed areas under the porch roof can be used to provide building access for upper story tenants or used as enclosed porches for ground floor tenants.



A gablet roof is used here, but gable or hipped roofs would also be appropriate. Bermuda shutters have been used to give the building a coastal appearance.

## Center Station Commercial & Mixed Use

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Shake or clapboard

### 4. Upper story windows

Double hung, divided lite, clear (untinted) glass windows with shutters

### 5. Shutters

Bermuda shutters. full width and length of window

### 6. Porch roof

Match main roof

### 7. Columns

Square or round simple columns

### 8. Doors

Storefront with transoms with clear (untinted) glass

### 9. Ground floor windows

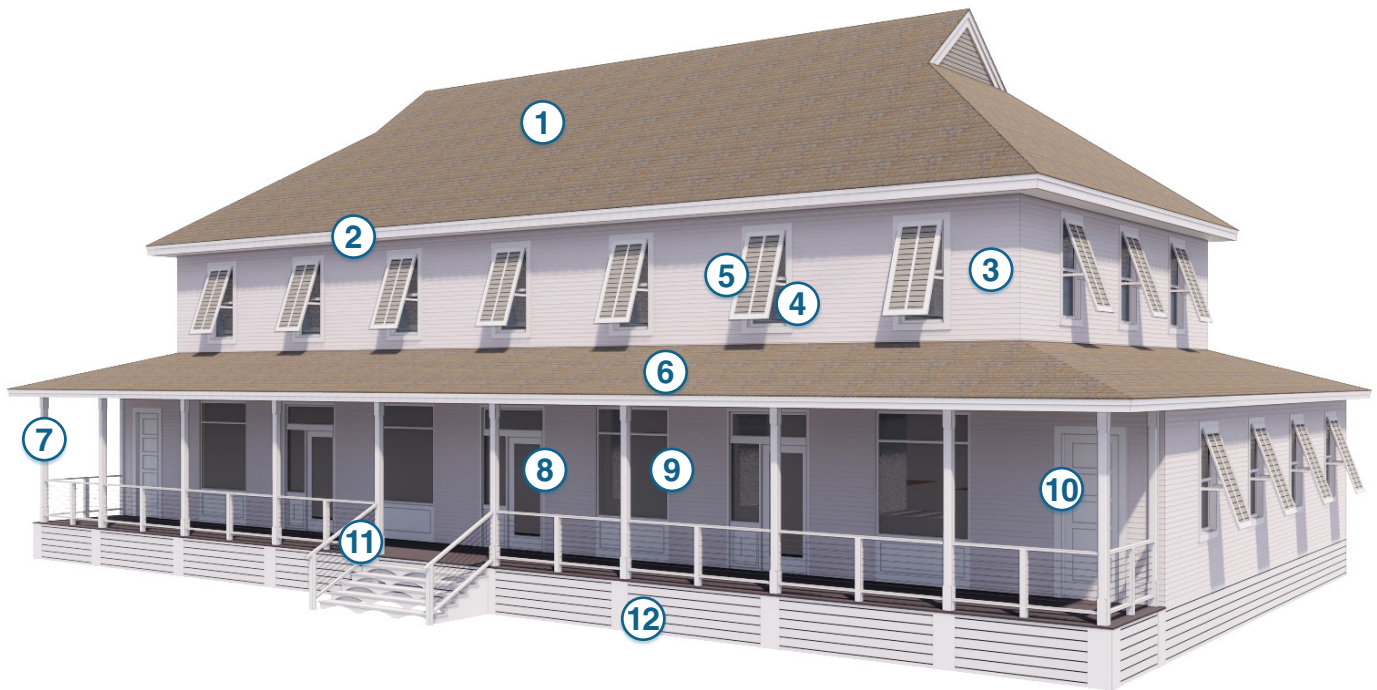
Storefront with transoms with clear (untinted) glass

### 10. Residential/Upper story door

### 11. Railing and stairs

### 12. Foundation skirt

Solid or slatted in appearance

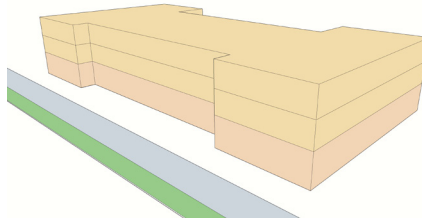


## Center Station Commercial & Mixed Use

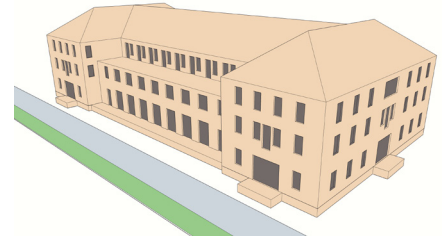
### Large 3-story building

#### I-shaped building

1. Multi-tiered porches break up the facade.
2. Repetitive use of residential scale windows and features on upper stories makes a large building feel less imposing.



*A 2 to 4-story building program in a rectangular broadfront footprint.*



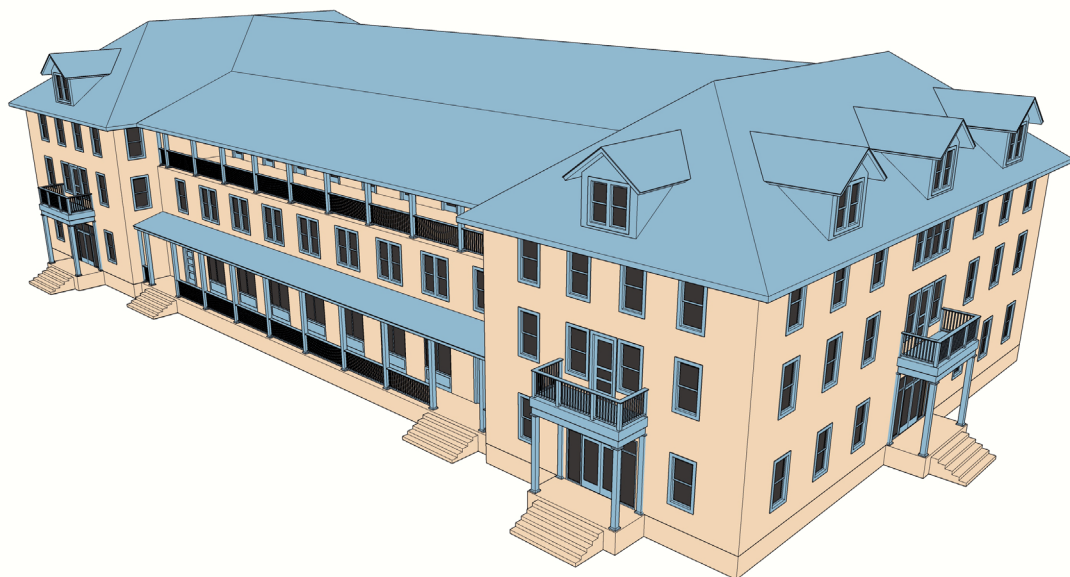
*Multi-tiered porches provide building stepbacks and break up the mass of the building. Gables bookend the middle of the building.*



*A broad facade is broken up by regularly spaced large windows. The scale of the windows and facade treatment decreases at each level, with the smallest and most residential scale features closest to the top.*



*Ground floor side windows are necessary to maintain the visual permeability of the street frontage. Large buildings should allow entry along the sides as well as the front and back.*



*Minimal ornament is needed if the windows and other features are scaled appropriately. Dormers break up the large roof expanses and can be used to bring daylight into loft spaces or to ventilate mechanical spaces.*

## Center Station Commercial & Mixed Use

### 1. Roof

Shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Masonry, shake, or clapboard

### 4. Upper story windows

Divided lite, clear (untinted) glass windows with optional shutters

### 5. Commercial windows

Storefront with transoms or operable, divided lite, clear (untinted) glass windows

### 6. Porches

Wood or composite

### 7. Balconies

Deck with railings and standing seam metal roof. Operable out-swing doors with large glazed area

### 8. Columns

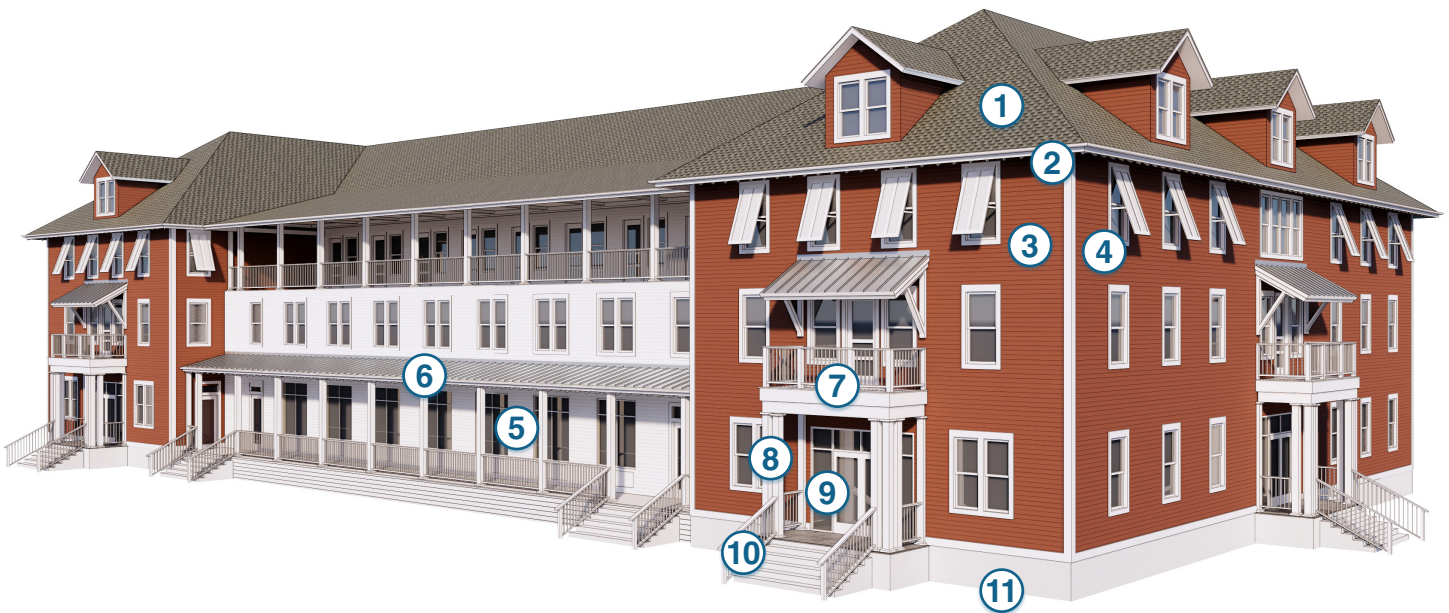
### 9. Commercial doors

Storefront with transoms with clear (untinted) glass

### 10. Railing and stairs

### 11. Foundation skirt

Solid in appearance with optional slatted appearance at porch

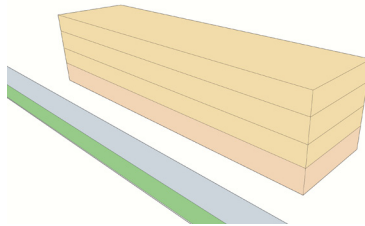


## Center Station Commercial & Mixed Use

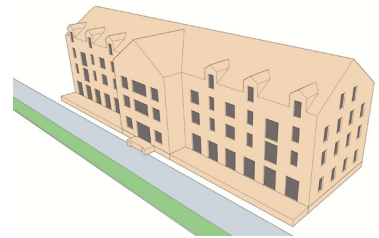
### Large 4-story building

#### Large broad-front building

1. A very simple footprint allows for efficient construction and use of interior space.
2. Gable ends that break the facade can be used as central entries, or to separate multiple tenants who each have a side or section of the building.



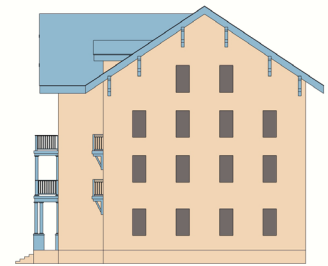
*A 2 to 3-story building program in a rectangular broadfront footprint.*



*Adding a gable end breaks the facade into multiple masses and makes for a clear point of entry.*



*Ground floor porches flanking the entry provide pedestrian scale spaces.*



*Side windows are necessary to keep the building from appearing to be monolithic.*



*Minimal ornament is needed if the windows and other features are scaled appropriately. Dormers break up the large roof expanses and can be used to bring daylight into loft spaces or to ventilate mechanical spaces.*

## Center Station Commercial & Mixed Use

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered and wood or composite brackets

### 3. Cladding

Shake or shingle with optional masonry base story

### 4. Upper story windows

Operable, divided lite, clear (untinted) glass windows with shutters

### 5. Commercial windows

Storefront with transoms or operable, divided lite, clear (untinted) glass windows

### 6. Porches

Deck with railings and standing seam metal roof due to low pitch

### 7. Balconies

Deck with railings. Operable out-swing doors with large glazed area

### 8. Columns

Square or round with masonry piers where ganged

### 9. Commercial doors

Storefront with transoms with clear (untinted) glass

### 10. Residential doors

### 11. Railing and stairs

### 12. Foundation skirt

Solid in appearance with optional slatted appearance at porches



## Center Station Multifamily Buildings

### Multifamily development

Multifamily development in Currituck Station is broken into two scales for the purposes of this pattern book:

For smaller multifamily developments up to 12 units, stacked urban apartment and mansion apartment buildings are appropriate. These can come in a variety of forms ranging from triplexes to courtyard apartment buildings.

Large scale, high density development should follow the pattern of traditional grand beachfront hotels. These buildings feature continuous porches, which can be interrupted internally to afford some privacy to individual units, delicate columns and railings, and simple roof forms. They frequently employ dormers for additional daylighting of loft spaces or ventilating mechanical spaces, which also serve to break up the mass of the long roof form.



## Center Station Multifamily Buildings



*The old Atlantic Hotel in Ocean City, MD.*



*While not a grand hotel, the Moyock High School is a good precedent for large scale multi family buildings in Currituck Station.*



*The First Colony Inn of Nags Head is a great example of a grand hotel-style building of modest scale. The delicate stacked porches and regularly spaced dormers effectively break down the scale of the building while being simple to construct.*



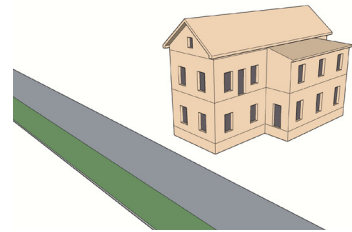
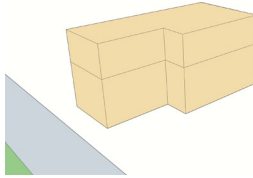
*The Pleasant View Hotel in Nags Head is another example of the grand hotel-style that can be adapted to multifamily housing.*

## Center Station Multifamily Buildings

### Small 2-story building

#### Duplex Style Apartment

1. A 2-story long, narrow building with a recessed side extension presents a narrow facade to the street.
2. The recessed entry provides privacy to the residents while giving the street frontage more depth.



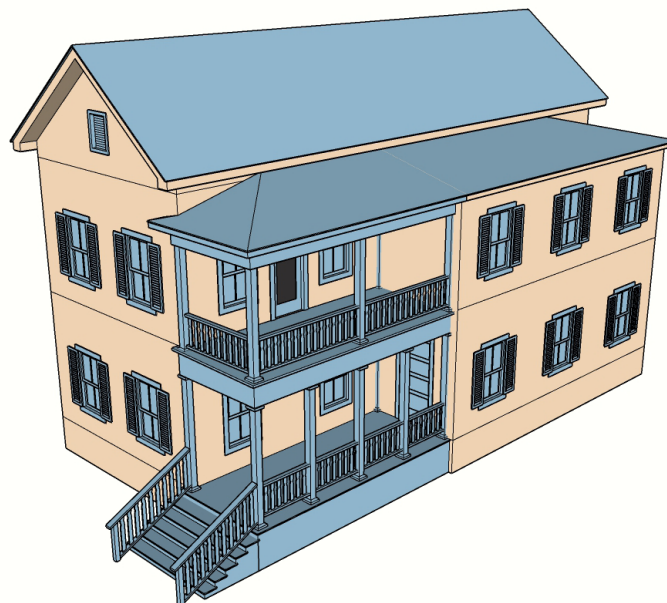
*A 2 to 3-story building program in a rectangular footprint. A side entry provides privacy on busy streets.*



*The narrow front facade is easily made pedestrian-friendly with just a few windows.*



*With the entries on the side, they can be less ornate and still be appropriate.*



*The side porches add detail to the front elevation while providing a private outdoor space for residents.*

## Center Station Multifamily Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Masonry, shake, or clapboard

### 4. Upper story windows

Operable, divided lite, clear (untinted) glass windows

### 5. Porch roof

Match main roof

### 6. Columns

Square 4"-8"

### 7. Doors

Storefront with transoms with clear (untinted) glass

### 8. Ground floor windows

Storefront with transoms with clear (untinted) glass

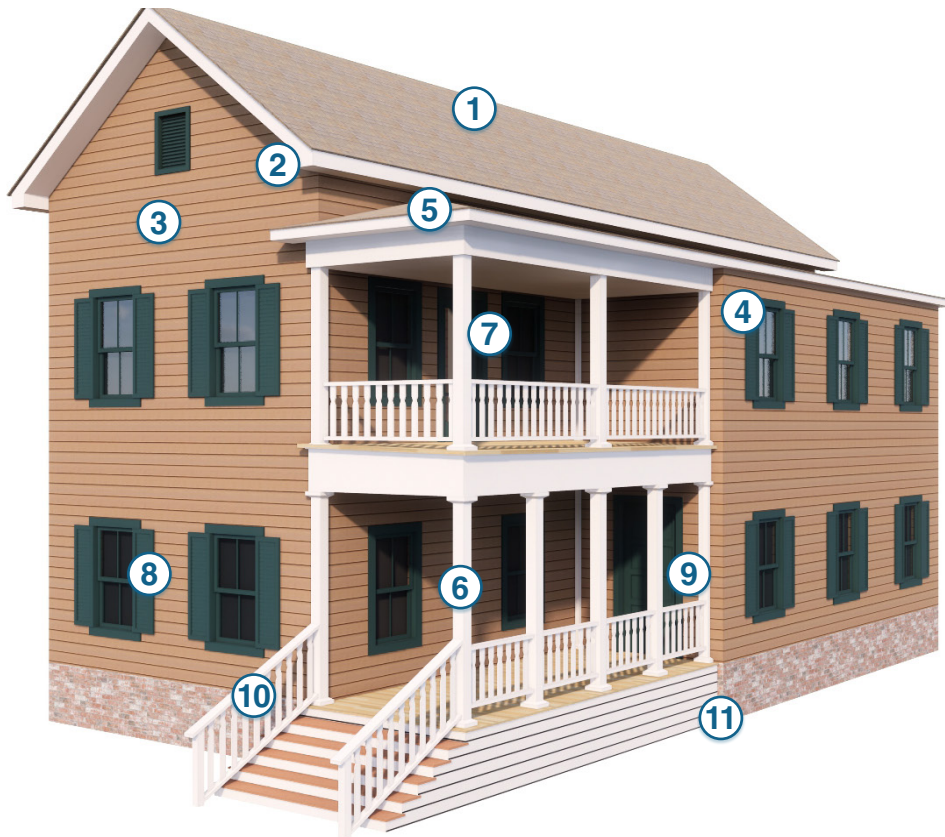
### 9. Building Main Entry

Residential entry system

### 10. Railings

### 11. Foundation skirt

Solid appearance with optional slatted appearance at porch

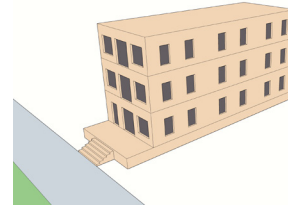
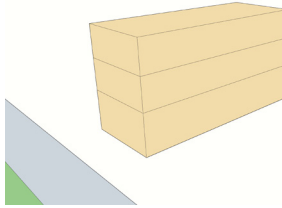


## Center Station Multifamily Buildings

### Small 3-story building

#### Triplex Style Apartment

1. A narrow building with 3 stacked apartments.
2. A compact footprint and simple detailing keep construction costs low while providing more density.

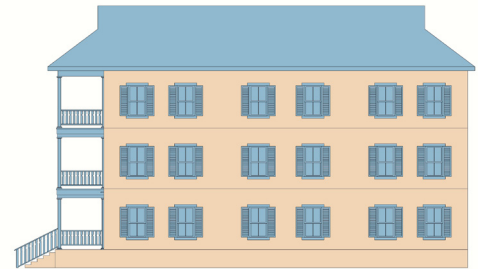


*A 2 to 3-story building program in a rectangular footprint.*

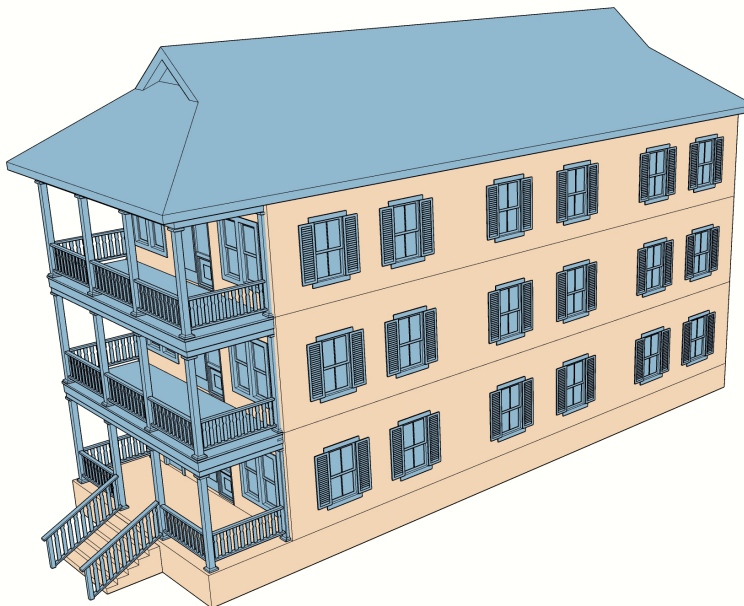
*A side entry provides privacy on busy streets.*



*The front facade is a simple composition with regularly spaced windows and doors.*



*Windows should be placed to daylight and ventilate all interior spaces.*



*A hipped or gabled roof helps to step the mass of the building back.*

## Center Station Multifamily Buildings

### 1. Roof

standing seam metal or shingle

### 2. Trim

Simple profile

### 3. Cladding

Masonry, shake, or clapboard

### 4. Windows

Operable, divided lite, with clear (untinted) glass

### 5. Columns

Square 4"-8"

### 6. Building Main Entry

Residential or commercial entry system

### 7. Railings

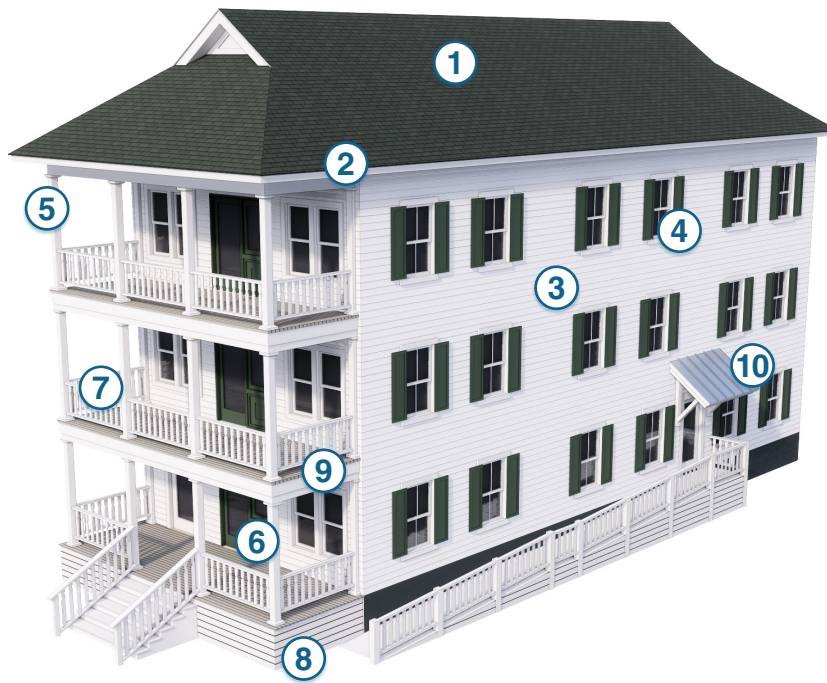
### 8. Foundation skirt

Solid appearance with optional slatted appearance at porch

### 9. Porch Decking

### 10. Awnings

Match main roof or standing seam metal with wood or metal structure

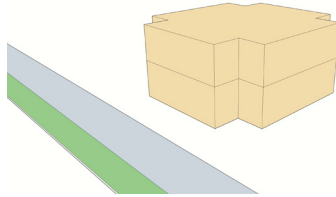


## Center Station Multifamily Buildings

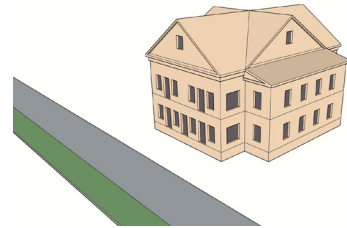
### Medium 2-story building

#### Mansion Style Apartment

1. Intended to appear like a large house that has been broken up into smaller dwelling units, the design should be that of a large residence.
2. Simple details give the building a pedestrian friendly facade while keeping costs low.



*A 2 to 3-story building program in a rectangular or square footprint.*



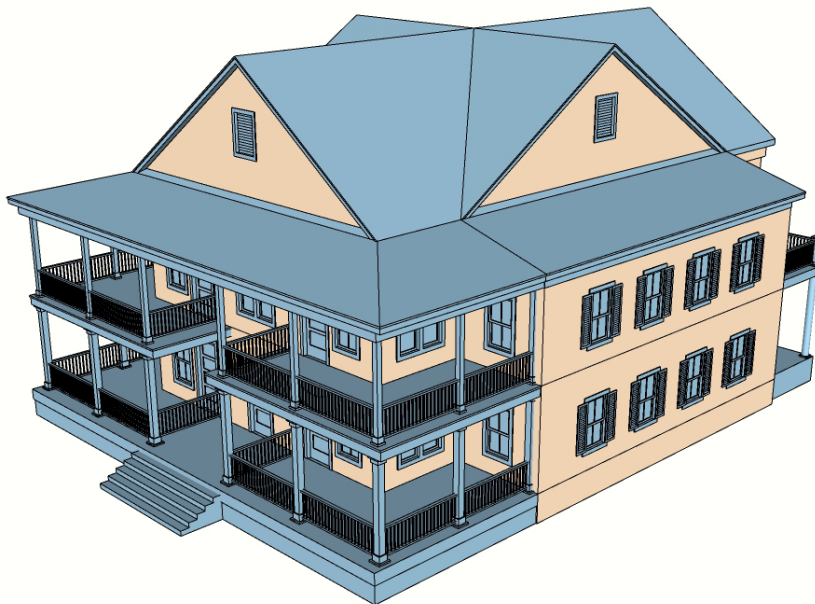
*Typical residential windows and details are appropriate.*



*A front facade with doors and generous windows centered on bays is functional and pedestrian friendly.*



*The windows should continue around the perimeter of the building to provide daylighting for all of the interior spaces.*



*Wrap-around porches provide outdoor space for residents and accommodate a coastal lifestyle.*

## Center Station Multifamily Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Brick, shake, or clapboard

### 4. Windows

Operable, divided lite, clear (untinted) glass windows

### 5. Porch roof

Match main roof

### 6. Columns

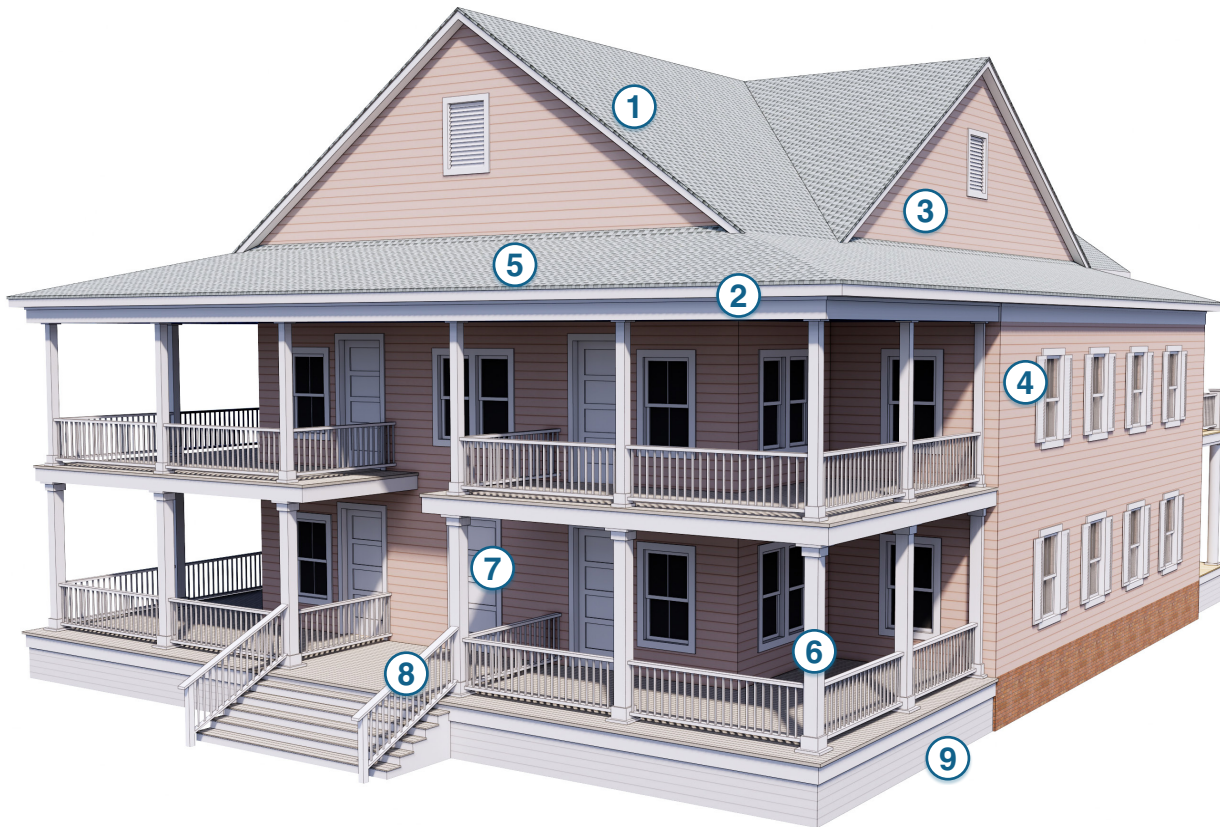
Square 6"-12"

### 7. Entry Doors

### 8. Railings

### 9. Foundation skirt

Solid appearance with optional slatted appearance at porch

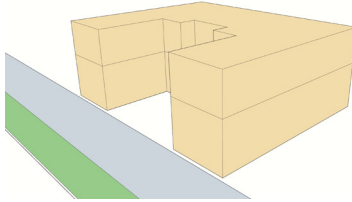


## Center Station Multifamily Buildings

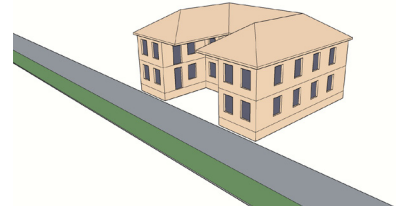
### Medium 2-story building

#### Courtyard Style Apartment

1. A multifamily building with a small scale.
2. A courtyard allows all units to be naturally lit from multiple directions.



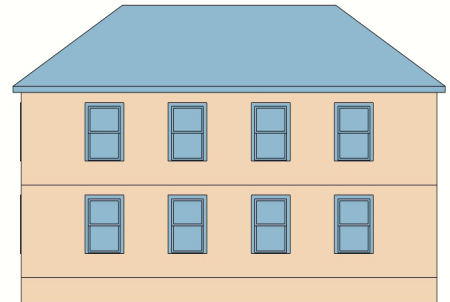
*A 2 to 3-story building program in a square or rectangular footprint with a courtyard.*



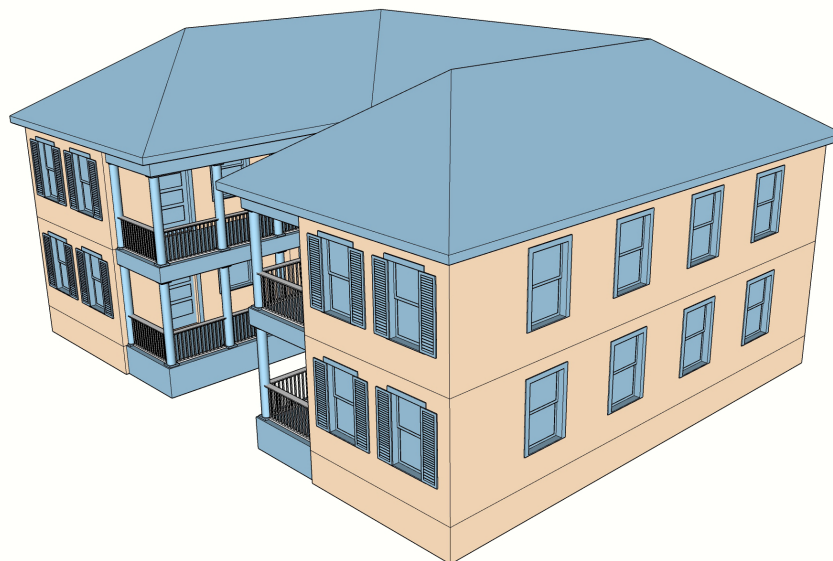
*Windows and porches are placed to take advantage of the natural light available around the exterior perimeter, and the privacy afforded by the courtyard.*



*A central courtyard provides a semi-private entrance and porch area while maintaining the building facade line of the block.*



*Ground floor side windows are necessary to maintain the visual permeability of the street frontage. Side windows towards the rear of the building are optional, but encouraged.*



*Roof and window types, awnings, trim, and brackets add detail to the building and give it a coastal appearance.*

## Center Station Multifamily Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Masonry, shake, or clapboard

### 4. Upper story windows

Operable, divided lite windows with clear (untinted) glass

### 5. Columns

Square or round

### 6. Entry Doors

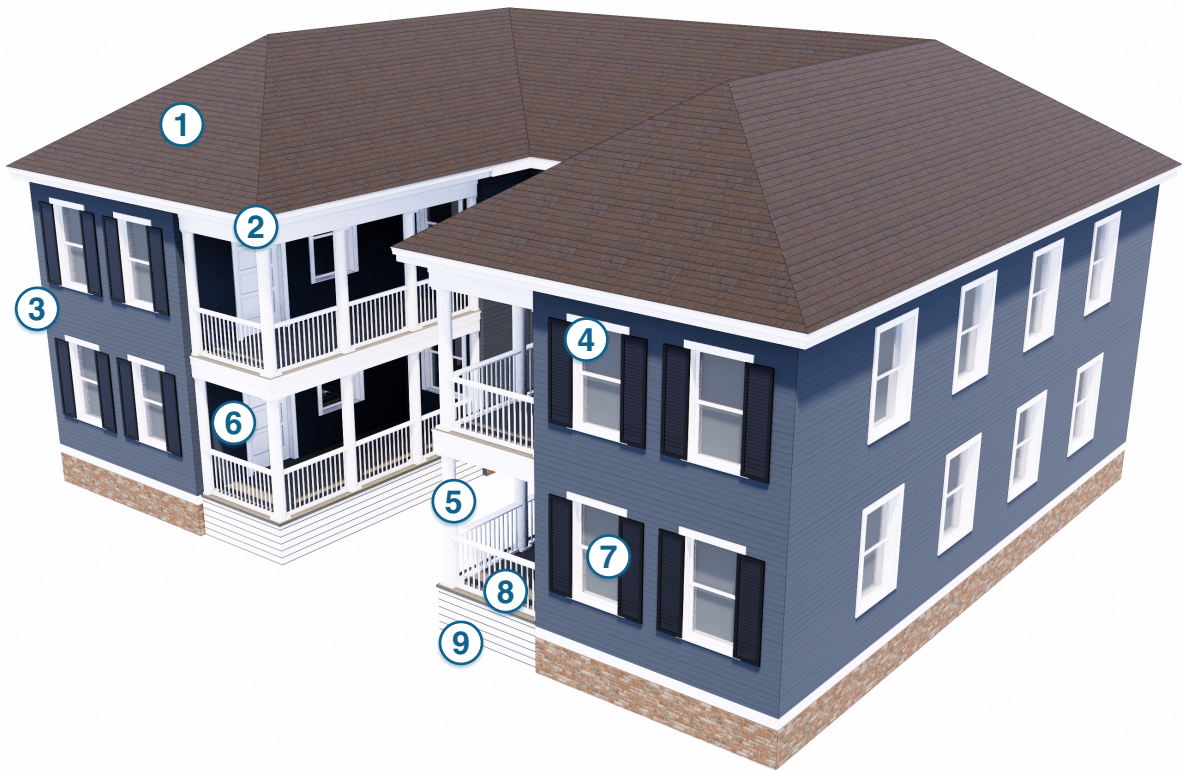
### 7. Ground floor windows

Storefront with transoms and clear (untinted) glass

### 8. Railings

### 9. Foundation skirt

Solid appearance with optional slatted appearance at porches

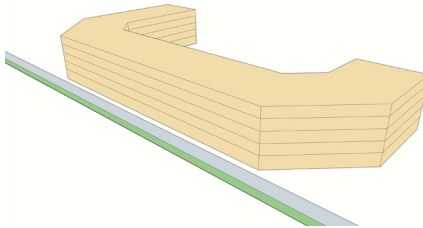


## Center Station Multifamily Buildings

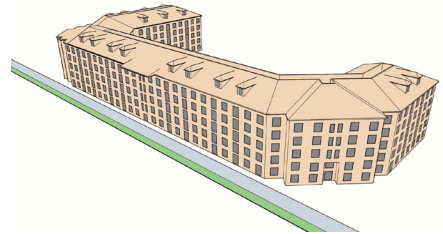
### Large 4-story building

#### Grand Hotel Style Apartment

1. Multi-tiered porches are a defining feature of the grand hotel style. Their repetitive nature is efficient for construction and reduces the visual scale of the building.
2. Simple details give the building a pedestrian friendly facade while keeping costs low.



*A 2 to 5-story building program in a rectangular broadfront footprint.*



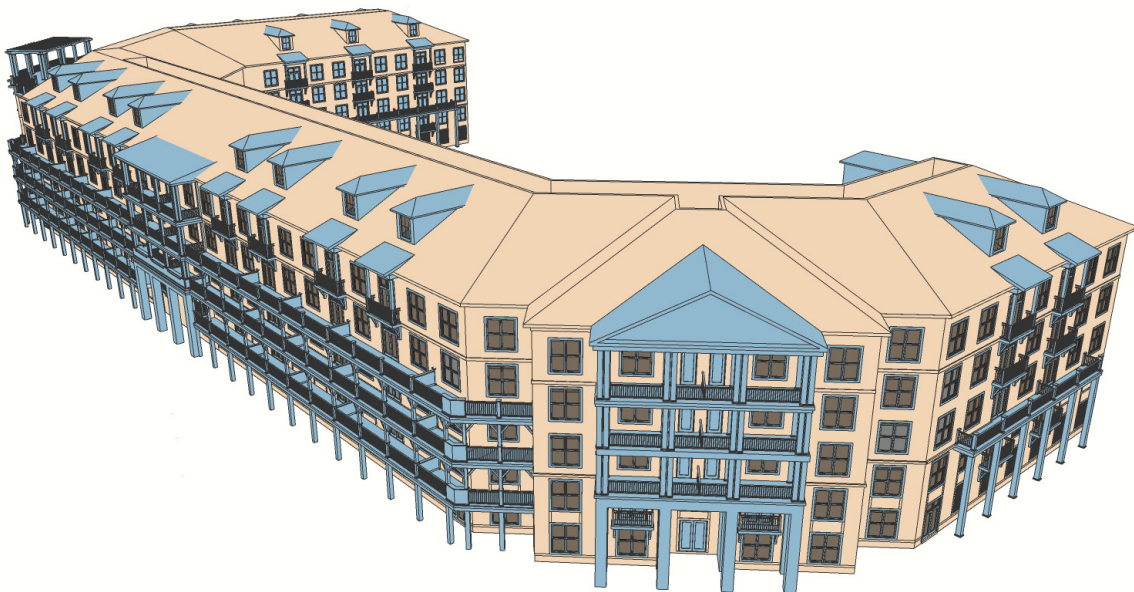
*Turning the ends of the building back in to the lot provides a courtyard for parking or building amenities.*



*A front facade with doors and generous windows centered on bays is functional and pedestrian friendly.*



*Carrying the same elements of the front facade around the sides creates a coherent building.*



*Roof and window types, awnings, trim, and brackets add detail to the building and give it a coastal appearance.*

## Center Station Multifamily Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Brick, shake, or clapboard

### 4. Upper story windows

Operable, divided lite, clear (untinted) glass windows

### 5. Dormers

### 6. Porch roof

Match main roof

### 7. Columns

Square or round

### 8. Doors

Storefront with transoms with clear (untinted) glass

### 9. Ground floor windows

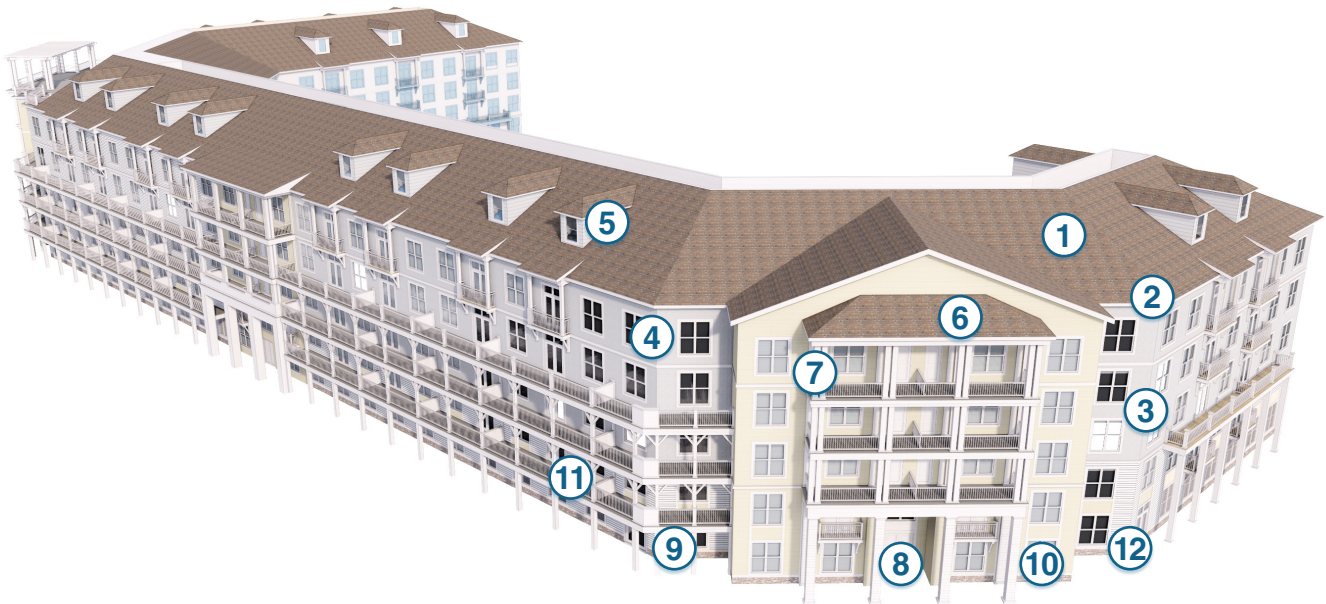
Storefront with transoms with clear (untinted) glass

### 10. Screening Of Podium Parking

### 11. Railings

### 12. Foundation skirt

Solid appearance

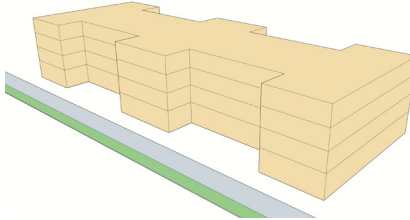


## Center Station Multifamily Buildings

### Large 4-story building

#### Grand Hotel Style Apartment

1. Multi-tiered porches are a defining feature of the grand hotel style. Their repetitive nature is efficient for construction and reduces the visual scale of the building.
2. Simple details give the building a pedestrian friendly facade while keeping costs low.

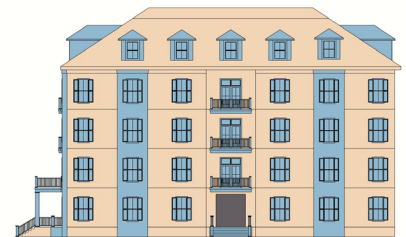


*A 2 to 5-story building program in a rectangular broadfront footprint.*

*Turning the ends of the building back in to the lot provides a courtyard for parking or building amenities.*



*A front facade with doors and generous windows centered on bays is functional and pedestrian friendly.*



*Carrying the same elements of the front facade around the sides creates a coherent building.*



*Roof and window types, awnings, trim, and brackets add detail to the building and give it a coastal appearance.*

## Center Station Multifamily Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Brick, shake, or clapboard

### 4. Upper story windows

Operable, divided lite, clear (untinted) glass windows

### 5. Dormers

### 6. Entry Balcony

Match style of balconies

### 7. Columns

Square

### 8. Doors

Storefront with transoms with clear (untinted) glass

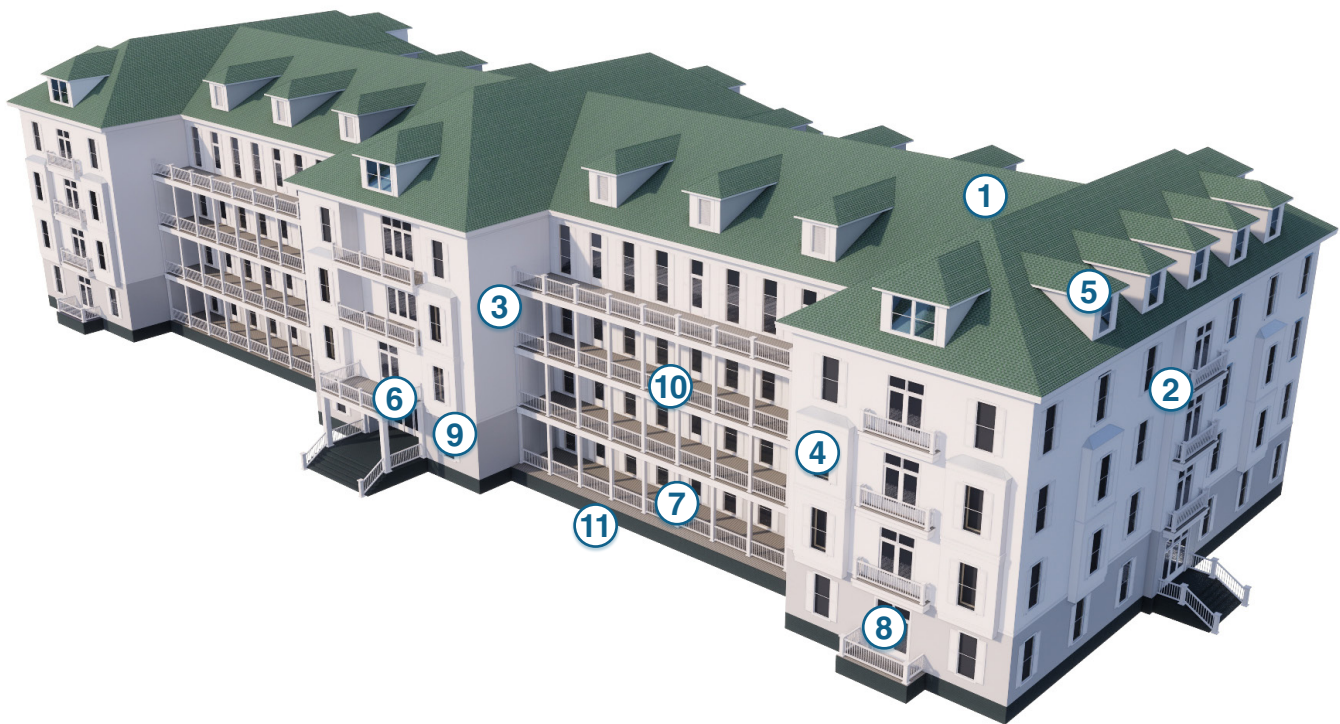
### 9. Ground floor windows

Storefront with transoms with clear (untinted) glass

### 10. Railings

### 11. Foundation skirt

Solid appearance



# Center Station Commercial, Mixed Use, & Multifamily

## Building details

### Roof materials



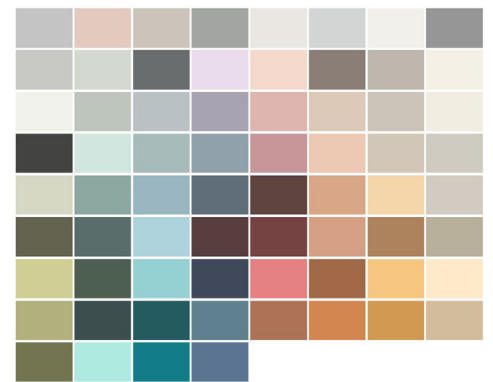
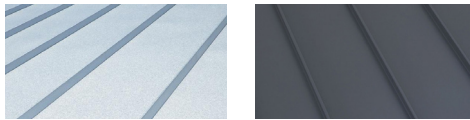
Architectural shingles. Dark green, medium brown, medium gray, or dark red in color.



Standing seam metal. 1 1/2" vertical seam with 12"-18" spacing. Silver metallic, medium gray, dark green, or dark red in color



Cedar or cypress shingles.



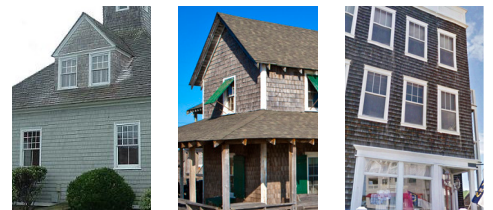
### Exterior cladding details



Full brick buildings as well as buildings that have brick foundations and clapboard or shingle cladding above are appropriate.



Wood or fiber cement clapboard siding in a variety of colors in whites, grays, earth tones, and pastels are appropriate. Exposures should be 8" or less.



Cedar shake or fiber cement simulated shake siding, stained, painted, or natural, is appropriate. Colors should be whites, grays, earth tones, or pastels.

### Windows and doors details



Doors and windows set in brick - recessed with brick mold with brick lintels or arches above and brick or wood/composite sills below.



Doors and windows set in clapboard siding with trim 3" to 6" in width. The door/window trim width should always be less than the width of the corner trim of the building.



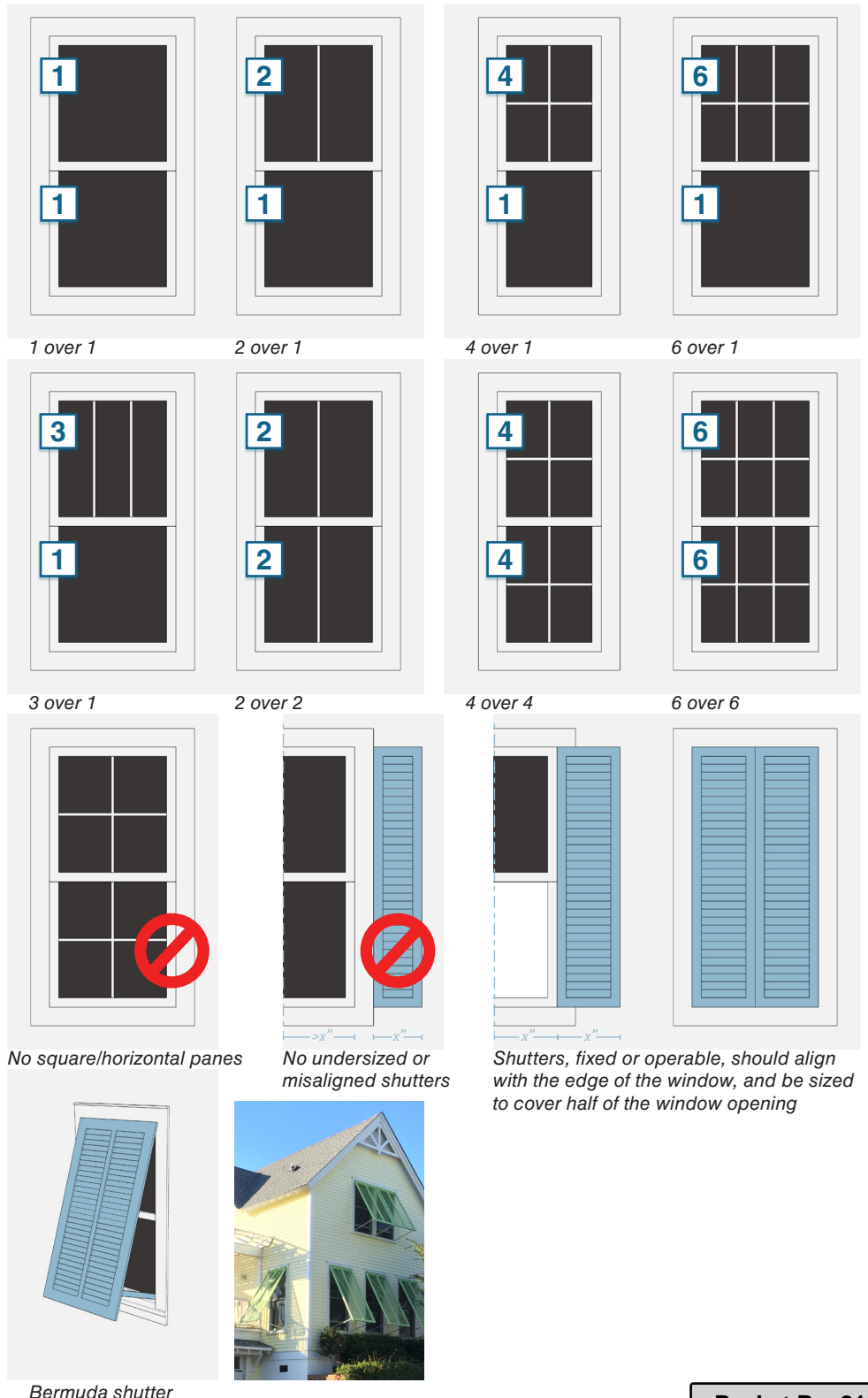
Doors and windows set in cedar or cypress shake siding with 1 1/2" to 3" flat trim.

# Center Station

## Commercial, Mixed Use, & Multifamily

### Double-hung windows

- Upper story windows, and windows in residential spaces on any level should be operable.
- Casement and awning windows are appropriate in circumstances where the window sill is higher than typical, such as in bathrooms or over a counter top.
- Double-hung windows are the most common and are appropriate in most circumstances.
  - Muntin divisions should result in individual panes (also called *lites/lights*) with a vertical proportion, rather than being square or horizontal.
  - Vary the number of divisions in differently-sized windows in order to maintain a similar pane proportion from one window to the next rather than maintaining the same number of divisions for every window.
- Operable shutters are preferred for protection from storm-borne debris as well as their functionality in maintaining privacy and reducing solar gain while windows are open in nice weather.
  - Shutters should always be sized (whether operable or not) so that they would fully cover the window when closed.
  - Mulled windows should not have shutters alongside them unless each shutter is sized to cover half of the mulled unit.
- Operable Bermuda shutters are a great solution in coastal environments to protect from hot sun and storm-borne debris.
  - Bermuda shutters should be sized to overlap the window by at least 1" on all sides.



# Center Station Commercial, Mixed Use, & Multifamily

## Building details

### Railing Styles



**Cable Railing**  
Contemporary style of railing with high visibility and horizontal emphasis



**Decorative Railing**  
Transitional style of railing with low visibility and horizontal emphasis



**Plank Railing**  
Rustic style of railing with low visibility and horizontal emphasis



**Picket Railing**  
Traditional style of railing with vertical emphasis, picket styles vary

### Column Styles



**Doric Column**  
Classical style



**Square Column**  
Simple style, tapered sides shown above



**Double Columns on plinths**  
Contemporary style. Plinths can be wood or masonry



**Square Column**  
Simple style, shown with brackets above

### Bracket Styles



**Ornate Bracket**



**Simple Bracket**

## Center Station Public Space

Center Station, the gateway to Currituck Station, is a mixed-use sub-district. Commercial, office, and residential uses in this sub-district will produce more pedestrian activity than other sub-districts.

A public space is an area that a resident or visitor has access to from the public right-of-way (R.O.W.), typically a sidewalk in Center Station.

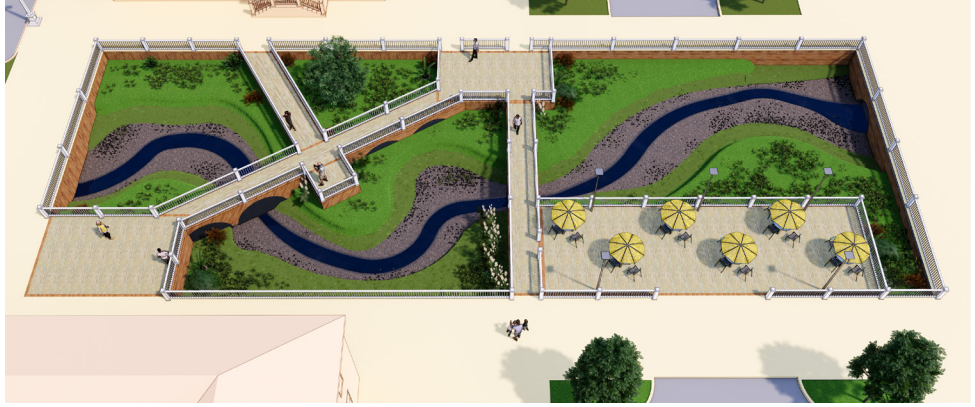
There are various types of public spaces appropriate for Center Station. The following requirements guide developing all public space in Currituck Station.



*The Center Station public space patterns are intended to result in a walkable, pedestrian-scaled environment similar to the rendering above.*

## Center Station Public Space

### Linear Lakes



*Linear lakes*

1. Tiered park that can store storm water temporarily.
2. The lowest tier contains continuously flowing water.
3. Paths and overlooks may be around the perimeter of the lake, along with site amenities.
4. Some appropriate site amenities are benches, trash receptacles, informational signage, path lighting, and tables with chairs.
5. The top-most tiers should be planted with native vegetation that can survive damp environments.

### Amenities



*Seating along edges of walkable paths*

1. Benches should remain lit at night.
2. Benches facing each other are encouraged.
3. Plaza amenities may vary. At a minimum, provide shaded seating and paved walking paths.



*Shaded Bike Racks and Drinking Fountain*

1. Located adjacent to paved walkways and public spaces.
2. Bike racks are typical near commercial and office functions.
3. Shade structure should not be opaque - allowing full visibility of any locked bikes.

# Center Station Public Space

## Plazas



*Mid-Block Plaza*

1. Located along paved walkway
2. Neighboring properties may share a plaza.
3. Plaza minimum size 40' x 40'
4. Plaza paving should be designed to reflect heat. Color to contrast adjacent paving or ground cover.
5. Plaza amenities may vary. At a minimum, provide shaded seating.



*Corner Plaza*

1. Located adjacent to paved walkways at one corner of a block.
2. Plaza minimum size 80' x 60'
3. Plaza paving to reflect heat, not glare. Color to contrast adjacent paving or ground cover.
4. Plaza amenities may vary. At a minimum, provide shaded seating and paved walking paths.

## Squares



*Mid-Block Square*

1. Located along paved walkway, between 2 businesses.
2. Adjacent businesses may use squares.
3. Square minimum size 60' x 80'
4. Square paving to reflect heat, not glare. Color to contrast adjacent paving or ground cover.
5. Square amenities may vary, at a minimum, provide shaded seating.



*Intersection Square*

1. Located at the nexus of adjacent sub-districts.
2. Vehicular traffic surrounds the square.
3. Square minimum size 100' x 100'
4. Maintain a buffer between vehicular traffic and pedestrians inside square.
5. Suitable buffers are a continuous row of trees, planters, and/or on-street parking.

# Center Station Public Space

## Parks



*Pocket Parks*

1. Located within the open space of one lot.
2. Typically between 100 - 200 sq. ft.
3. These small parks are most useful on lots with multiple residences.
4. Paving at perimeter of space should be of contrasting color.
5. Seating and landscaping are common amenities here.



*Neighborhood Playgrounds*

1. Located within or near large public space.
2. Neighborhood playgrounds must be visible from the right-of-way.
3. Provide non-opaque fencing that is continuous and secured around the perimeter.
4. Seating, water fountains, and trash receptacles are common amenities to include.



*Dog Parks*

1. Fencing around dog park should be continuous.
2. Wood and metal picket fencing are acceptable. Provide top caps so that collars won't get caught on pickets.
3. Planting at base of fence is encouraged, to eliminate burrowing.
4. When possible, provide water fountain for pets.
5. The ground cover should be artificial turf or seeded grass.
6. Ensure good drainage to prevent muddy areas from regular wear & tear
7. A trash container should be provided for collection of animal waste.



*Fitness Stations*

1. Paving should be soft and durable, rubber tiles and pourable rubber compounds are typical.
2. Paving color should have a low heat reflectivity.
3. Fitness station paving to reflect heat, not glare. Color to contrast adjacent paving or ground cover.
4. Fitness station amenities may vary, at a minimum, provide shaded seating and paved walking paths.

# Center Station Public Right-of-Way

## Collector streets

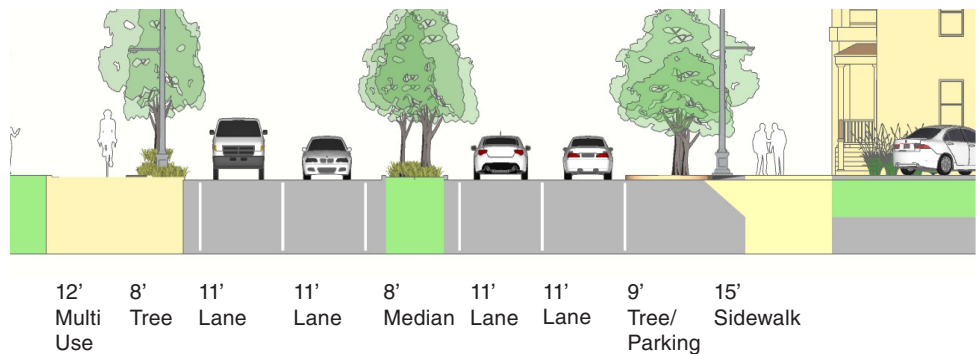
### Center Station - Charter Boundary

1. The lower density development of the Charter sub-district allows for a wide multi-use path that accommodates both pedestrians and cyclists along a pleasant, meandering path.
2. The 2 travel lanes exiting the development allow for morning rush traffic to more effectively stack at Caratoke Highway.
3. Parallel parking, and generous sidewalks help establish the pedestrian-friendly, retail-oriented nature of the Center Station sub-district.

Charter Sub-District

Public Collector A

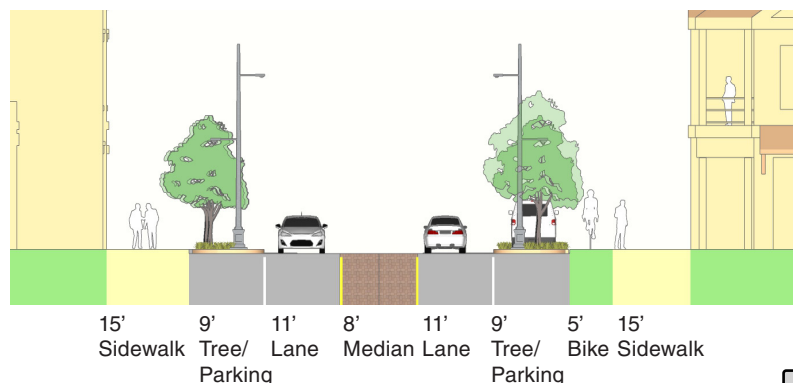
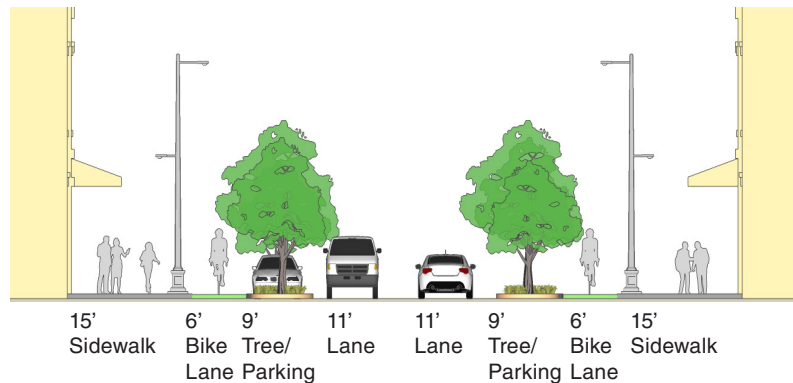
Center Station Sub-District



## Local streets

### Interior Street Options

1. Sidewalks are sized to accommodate pedestrian movement as well as pedestrian oriented amenities such as seating areas and outdoor dining.
2. The bicycle lane is protected from traffic by a row of parallel parking and trees.
3. The parallel parking lane is used to accommodate tree wells at regular intervals of 2 to 3 parking spaces.
4. Trees shall be placed at regular intervals and of a species sized to provide continuous shade to pedestrians.
5. Lighting shall be provided for both vehicular and pedestrian paths; lighting shall be 2700K maximum in color temperature and provide a CRI of 80 or better.



## Center Station Public Right-of-Way

### Pedestrian paths

1. Pedestrian paths in Center Station are wide enough to accommodate multiple uses.
2. Along East/ West Streets, are bike lanes on either side of the roadway.
3. Along North/South streets, the bike lane is located on the least commercially dense side to interfere with as few pedestrians as possible.
4. The pedestrian paths at the connection of Center Station and the neighboring Charter sub-district are wide multi use paths that can be populated by either cyclists, or ambulatory pedestrians.



Center Station - Interior Streets - East/West travel direction



Center Station - Interior Street - North/South travel direction



Center Station - Charter Boundary



The following pages provide examples of building massing and architectural styles that are compatible with the Currituck Station design intent. Designers are not expected to copy these, only to use them as a guide towards their own compatible designs.

Charter Development Principles

The Charter sub-district provides a more conventional development pattern that reinforces the walkable nature of the Center Station Sub-District. The pattern of development includes a grid of streets supporting pedestrian activities, on-street parallel or angled parking, wide sidewalks with consistent tree canopy, outdoor café seating, and public spaces such as plazas and parks.

To reinforce the walkable, pedestrian-oriented nature of Charter’s adjacent sub-district, off-street parking lots are located behind buildings or vegetated screens, towards the interior of the lot. Development is designed to support vibrant, walkable streets by placing buildings close to the street with active and public uses on the ground floor and pedestrian entrances accessed from the street. An interconnected network of sidewalks, multi-use paths, public spaces, and parks provide access to the mix of uses found throughout the sub-district.

The Charter sub-district is ideal for vertical mixing of residential, retail, and/or office functions within one building. Horizontal mixing of functions, within separate buildings is permitted with attention to detail through architectural and aesthetic treatments, integrated signage, landscape and buffer enhancements, and interconnected developments.



Dimensions

The allowable dimensions for the Charter sub-district are designated in the Currituck Unified Development Ordinance.

Allowable uses

This is an abbreviated table of uses for reference only. For a current and complete table of uses, see the Unified Development Ordinance

Residential Uses

- Multifamily
- Single Family (Attached)
- Mixed-Use

Commercial Uses

- Retail
- Office
- Health Care
- Restaurant
- Recreation
- Hotel

Industrial Uses

- Warehouse

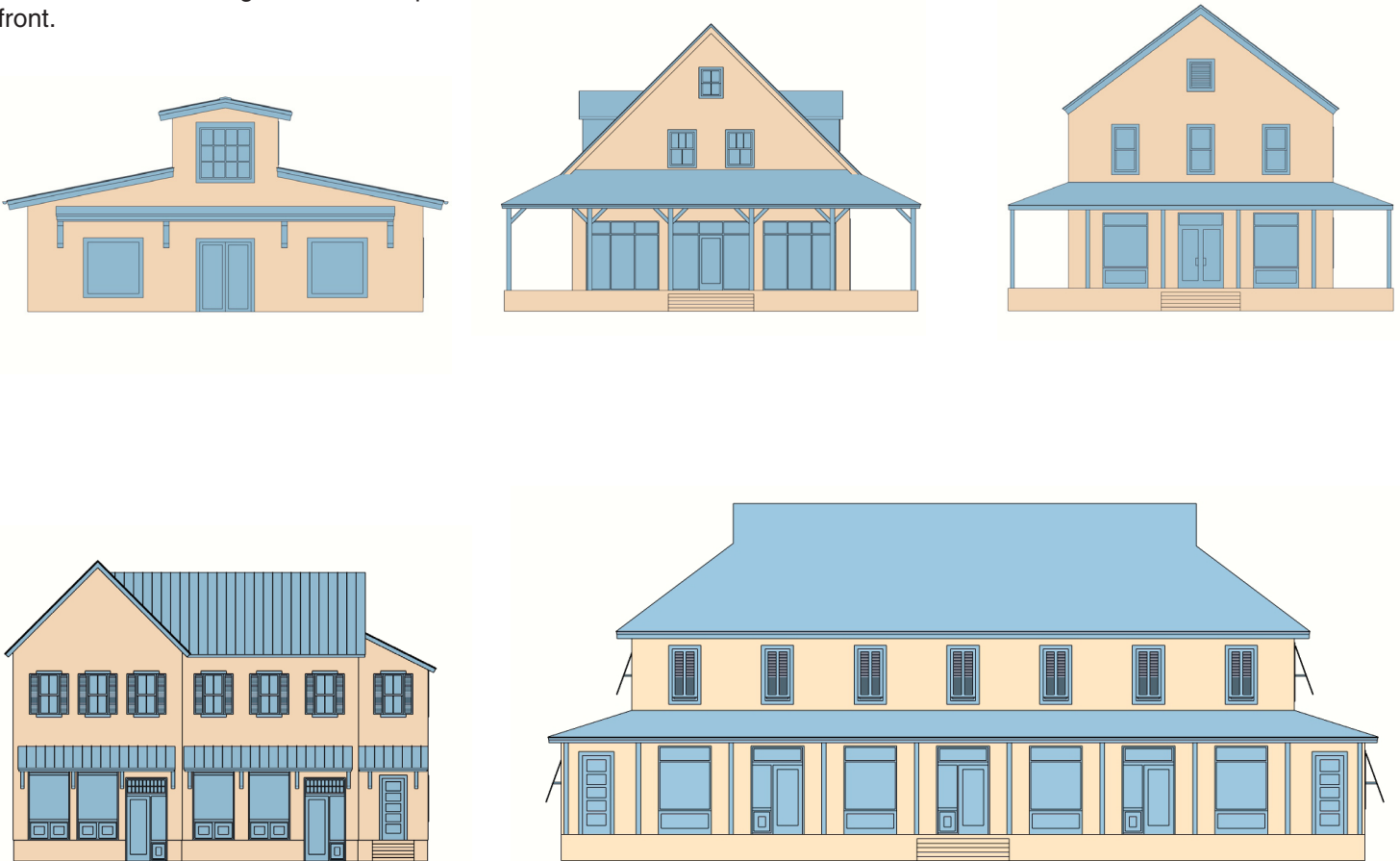
Civic Uses

- Public Space
- Community
- Education

## Charter Commercial & Mixed Use Buildings

Charter sub-district commercial and mixed use developments follow the patterns of the small and medium Center Station buildings.

Additions such as drive-through canopies and garage doors support the more auto-oriented nature of the Charter sub-district. These additions should be placed at the rear of the building to maintain a pedestrian oriented front.

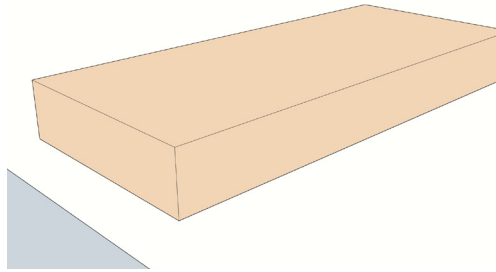


## Charter Commercial & Mixed Use Buildings

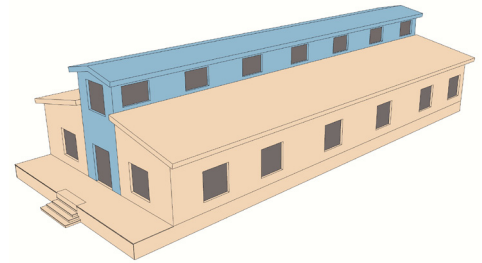
### Small 2-story building

#### Clerestory building

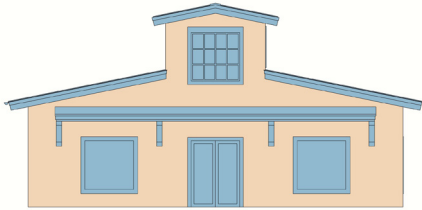
1. Use features such as clerestory to give a small building a 2-story appearance. The second floor may or may not be occupied.
2. Simple details give the building a pedestrian-friendly facade while keeping costs low.



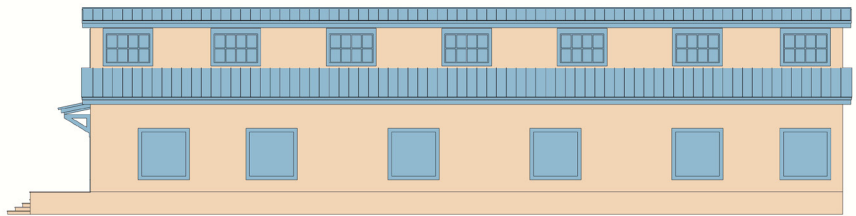
*A 1-story building program in a rectangular footprint. A 1-story building can only be accommodated if the facade is at least 20' tall giving a 2-story appearance.*



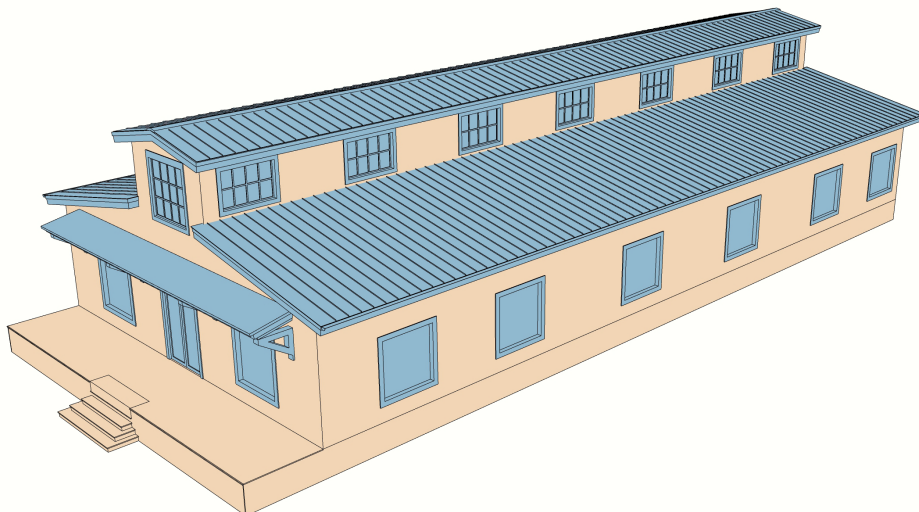
*Adding a clerestory gives the building a usable 2nd story for offices or studio apartments. Alternatively, the clerestory can be used to provide additional natural light and an airy feeling to the 1st floor space while meeting the 20' building height requirement.*



*A front facade with doors and generous windows centered on bays is functional and pedestrian friendly. The width of the clerestory section can be adjusted to suit the building program needs.*



*Ground floor side windows near the street are necessary to maintain visual permeability of the street frontage. Side windows towards the rear of the building are optional, but encouraged.*



*A small, simple fixed awning with support brackets and simple trim profiles add detail to the building and give it a coastal appearance.*

## Charter Commercial & Mixed Use Buildings

### 1. Roof

Standing seam metal due to low pitch

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Board & batten, shake, or clapboard

### 4. Clerestory windows

Divided lite, clear glass windows

### 5. Awning

Sloped with simple brackets

### 6. Railings

### 7. Doors

Storefront doors with clear (untinted) glass

### 8. Ground floor windows

Storefront or folding glass windows with clear (untinted) glass

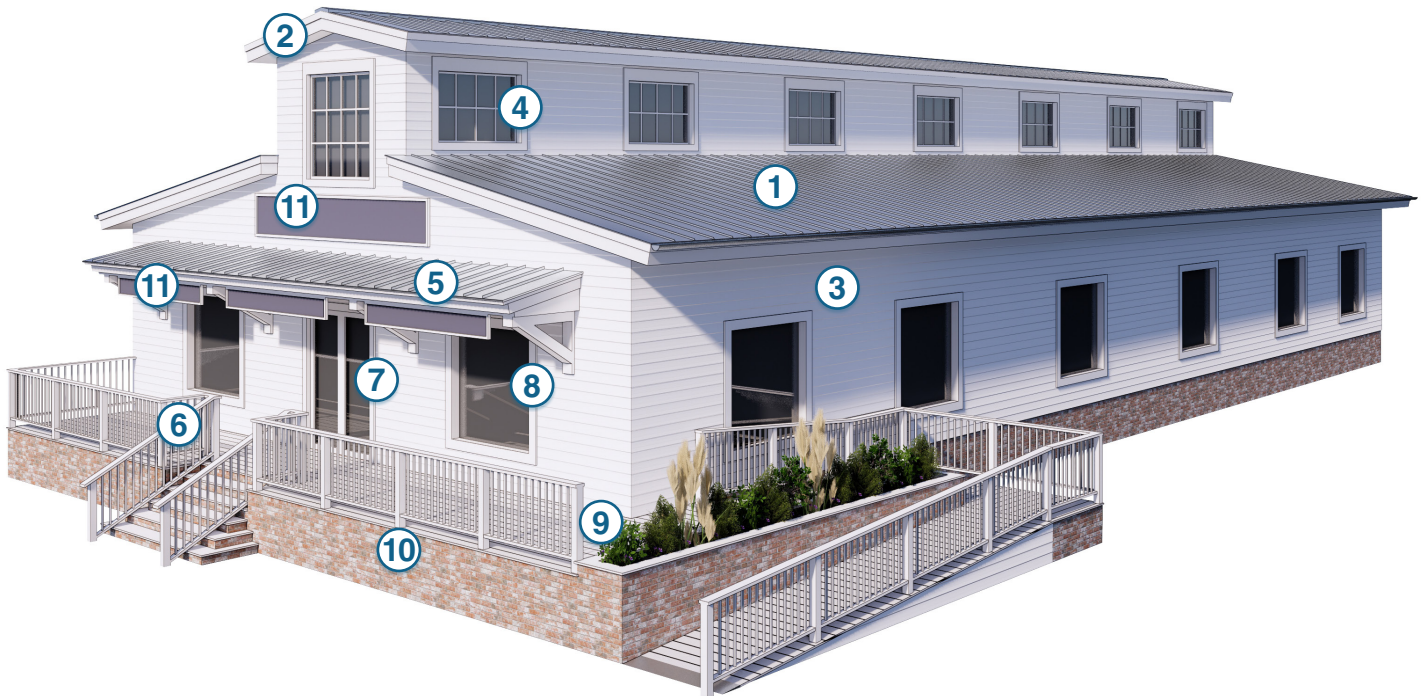
### 9. Decking

### 10. Foundation

Solid in appearance

### 11. Sign boards

Recessed or raised perimeter to differentiate from cladding



Local Pie in Bluffton, SC



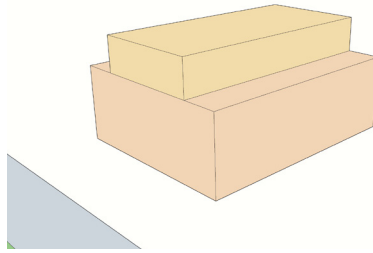
The Hitching Post (The Spry Store) in Currituck, NC

## Charter Commercial & Mixed Use Buildings

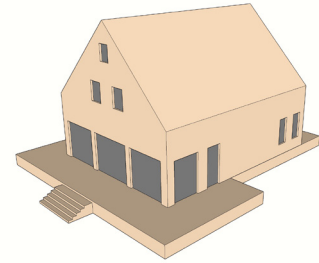
### Small 2-story building

#### A-Frame with Porch

1. An iconic building form along the eastern seaboard, the A-frame is easy to construct, weathers storm events, and provides ample floor space while presenting a compact facade to the public.
2. A deep wrap-around porch shades the windows from hot summer sun and makes an inviting place for customers to enjoy.



*A 2-story building program in a rectangular footprint.*



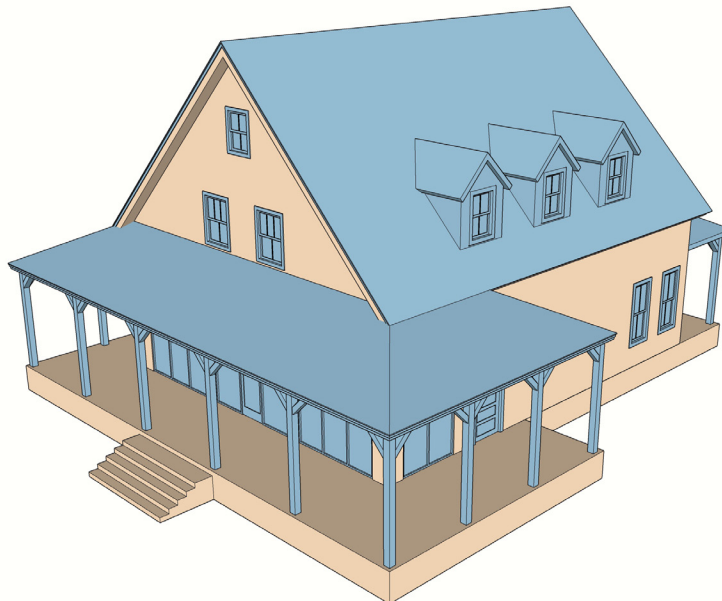
*A steeply pitched roof encompasses the entire upper story.*



*A front facade with storefront glazing and transom windows allows natural light into the lower story space and invites pedestrians in.*



*Dormers let light into the upper story space and provide additional floor space. If the upper story is to be occupied by a different tenant, or is for a residential use, then a separate side entry can be added.*



*Straight or braced columns support the deep porch. Dormers can be separate or combined into one large dormer.*

## Charter Commercial & Mixed Use Buildings

### 1. Roof

Shingle or standing seam metal

### 2. Trim

Simple profile, multi-layered

### 3. Upper story windows

Divided lite, clear glass windows

### 4. Porch roof

Shingle or standing seam metal

### 5. Columns and brackets

Wood or composite

### 6. Ground floor windows

Storefront with clear (untinted) glass

### 7. Doors

Storefront with clear (untinted) glass

### 8. Railings and stairs

### 9. Decking

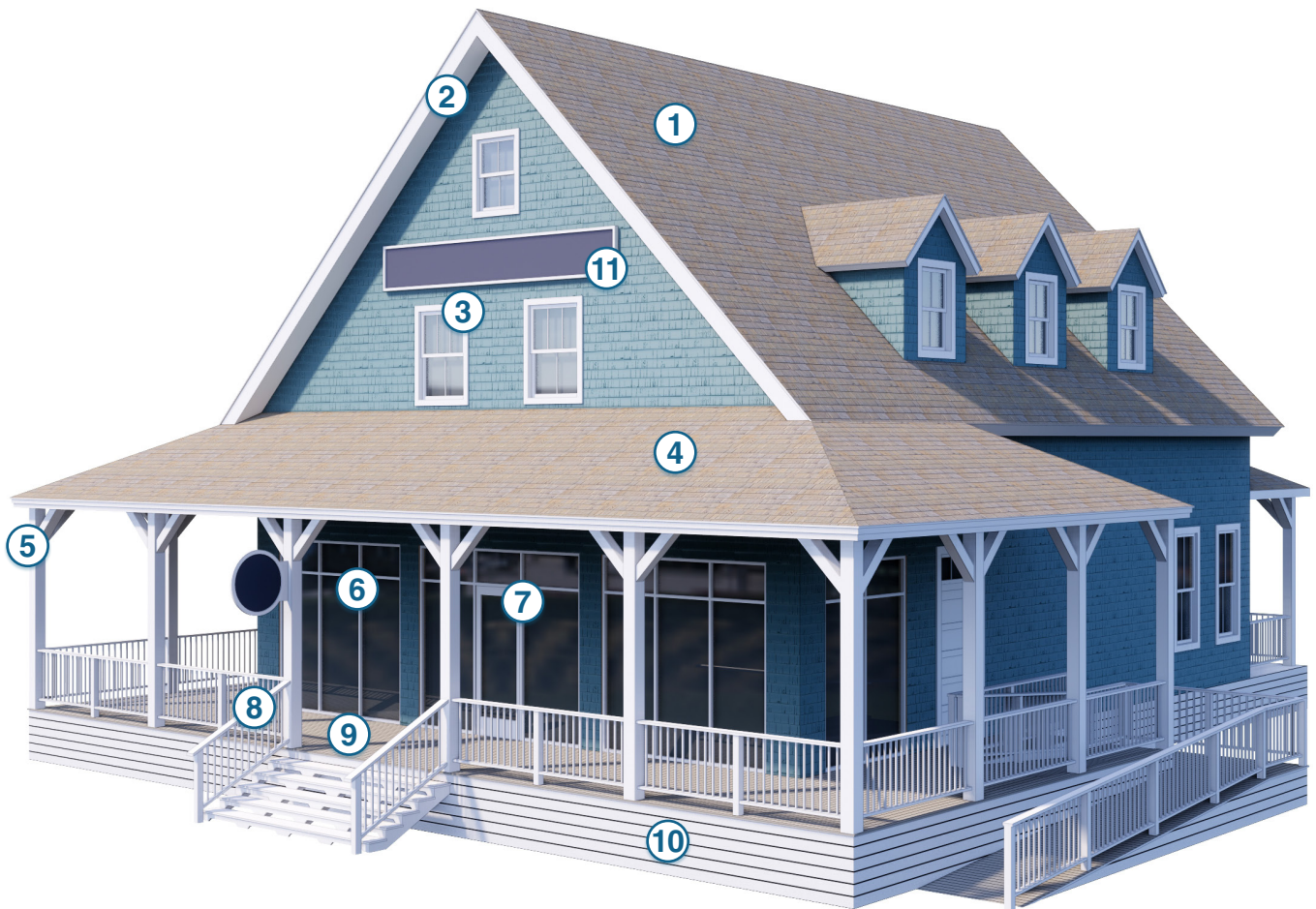
Wood (rot resistant) or composite

### 10. Foundation skirt

Solid or slatted in appearance

### 11. Sign board

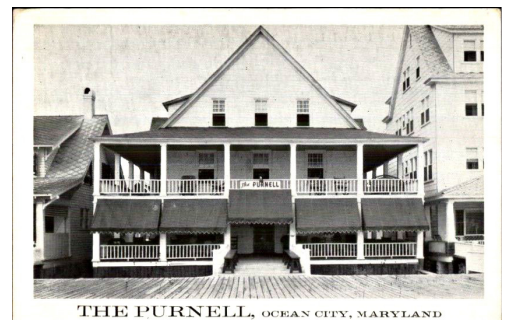
Recessed or raised perimeter to differentiate from cladding



Caffey's Inlet Lifesaving Station  
in Dare County, NC



Seatack Station, Virginia Beach, VA



The Purnell Hotel, Ocean City, MD

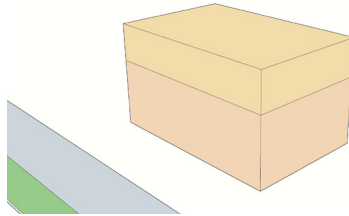
Currituck Station

## Charter Commercial & Mixed Use Buildings

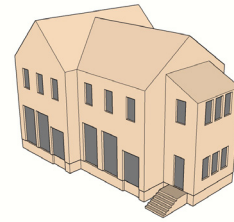
### Medium 2-story building

#### L-shaped

1. Use gable ends to break up longer facades and create the appearance of a series of smaller masses.
2. Simple details give the building a pedestrian friendly facade while keeping construction costs low.



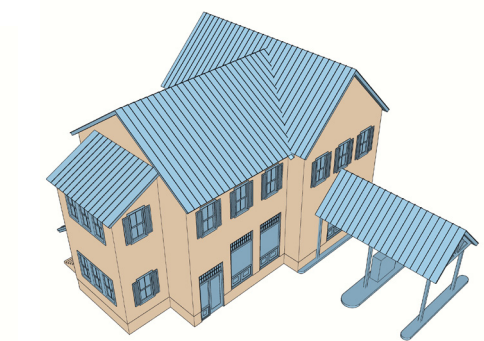
*A 2-story building program in a rectangular broadfront footprint.*



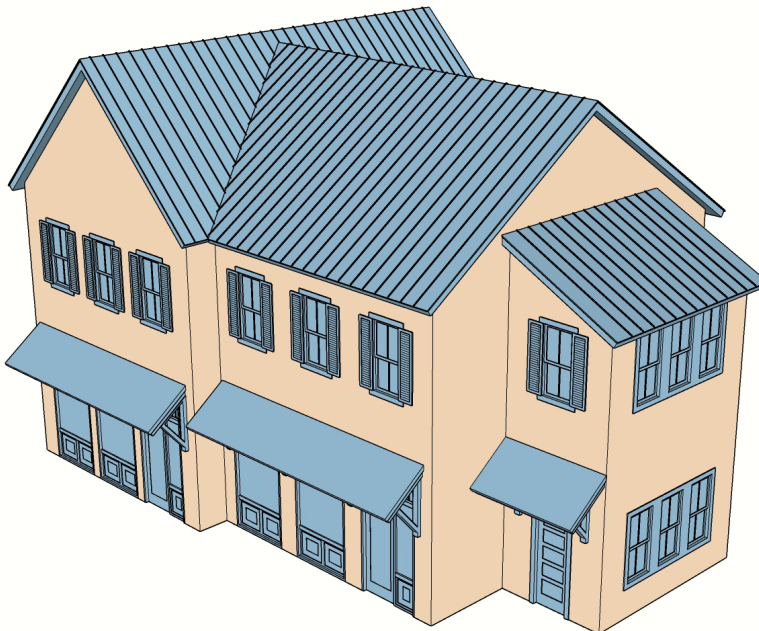
*Adding a gable end breaks up the building facade and provides multiple distinct storefronts.*



*Storefront windows and doors allow pedestrians to see into the ground floor spaces. A stair and elevator tower on the end of the building gives private access to the upper story if desired.*



*A drive-through canopy added to the rear of the building allows auto-oriented uses to occupy the building while maintaining the vernacular character*



*Awnings with brackets and shutters protect the windows from sun and rain.*

## Charter Commercial & Mixed Use Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Masonry, shake, or clapboard

### 4. Upper story windows

Divided lite, clear (untinted) glass windows

### 5. Shutters

1/2 width and full height of window, operable  
louvered or solid shutters

### 6. Awning

### 7. Doors

Storefront with transoms and clear (untinted)  
glass

### 8. Ground floor windows

Storefront with transoms with clear (untinted)  
glass and optional opaque paneling

### 9. Foundation

Solid in appearance

### 10. Residential door

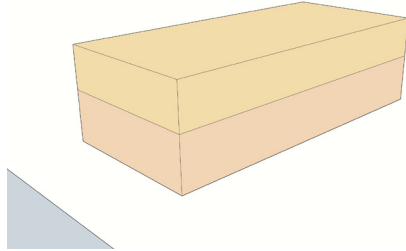


## Charter Commercial & Mixed Use Buildings

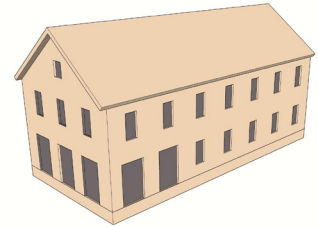
### Medium 2-story building

#### Gable-front building

1. A classic and versatile building form lends itself well to a vertical mix of uses.
2. Simple details give the building a pedestrian friendly facade while keeping costs low.



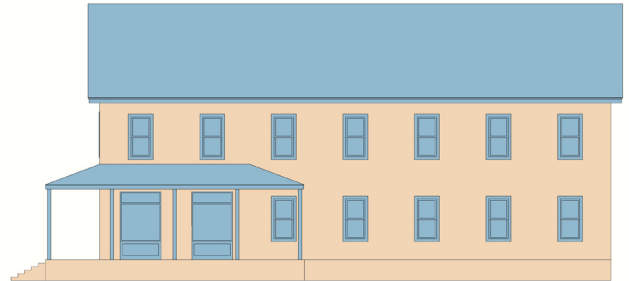
A 2 to 3-story building program in a rectangular footprint.



A gable above the upper story makes an easy-to-construct, adaptable, and durable building.



Minimal overhangs are typical, but the eaves can be extended up to 3' or 4' with exposed rafter tails for a more Craftsman appearance.



Evenly spaced side windows on all levels produce usable light throughout the building.



The wraparound porch can be supported by simple square columns or brackets.

## Charter Commercial & Mixed Use Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Upper story windows

Single or divided lite, clear (untinted) glass windows

### 4. Porch roof

Match main roof or standing seam metal

### 5. Columns and brackets

4"-8" square or round

### 6. Ground floor windows

Storefront or folding glass windows with clear (untinted) glass

### 7. Doors

Storefront with clear (untinted) glass

### 8. Railings and stairs

### 9. Decking

Wood (rot resistant) or composite

### 10. Foundation skirt

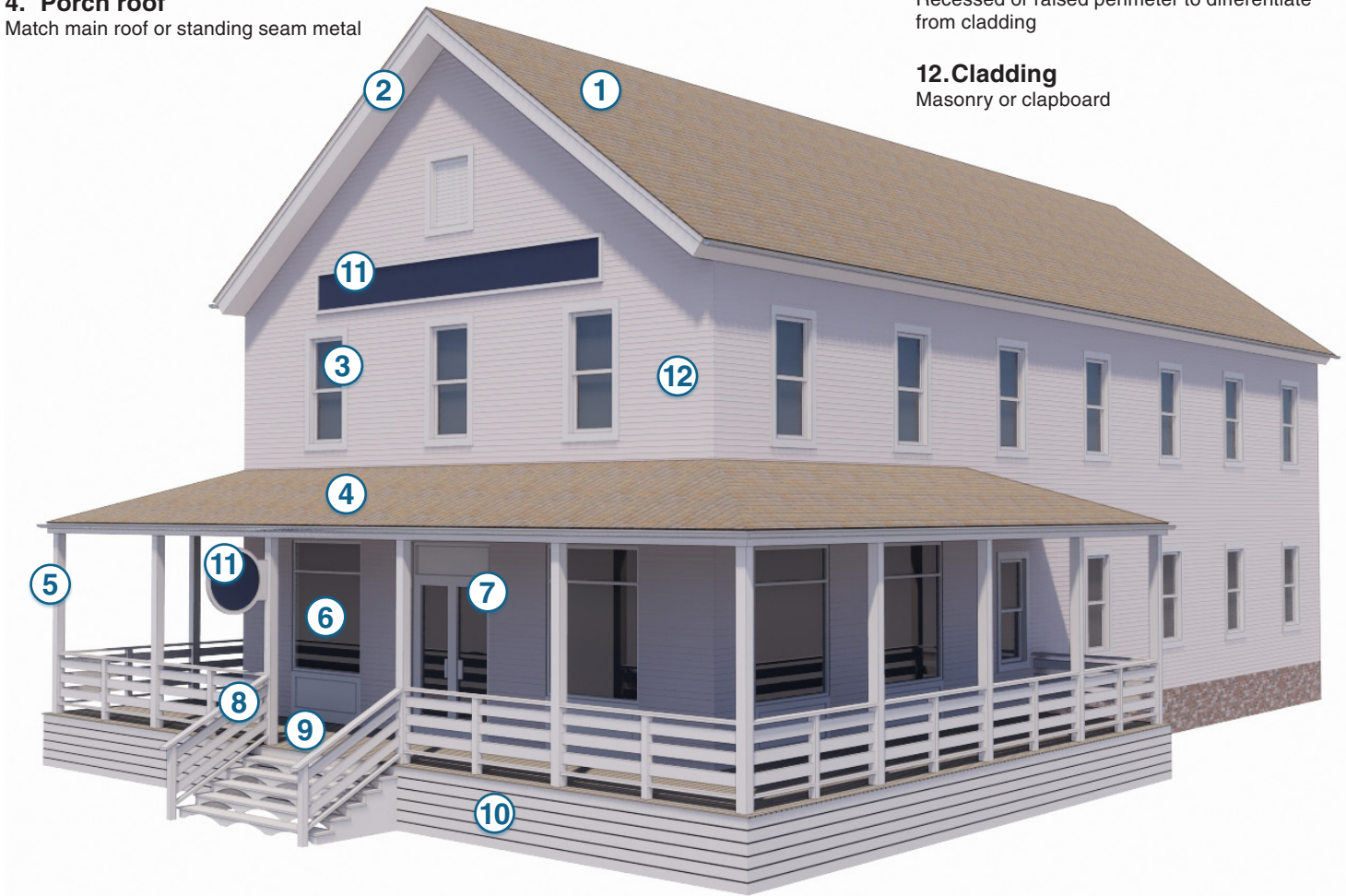
Solid in appearance with optional slatted material at porch

### 11. Sign board

Recessed or raised perimeter to differentiate from cladding

### 12. Cladding

Masonry or clapboard



Cheap John's Store, Currituck County, NC



Creekmore Brothers Store, Currituck County, NC



JM Roberts House, Currituck County, NC

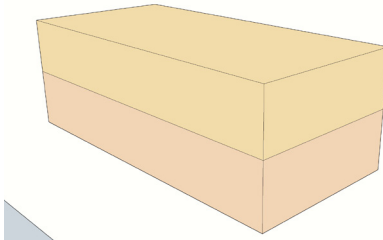
Currituck Station

## Charter Commercial & Mixed Use Buildings

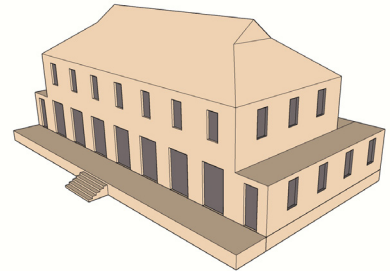
### Medium 2-story building

#### Broad-front building

1. Occupy the frontage of a wide site and provide continuous street-level access to multiple tenants.
2. Upper stories can be used for offices or residential and are pulled back from the street.



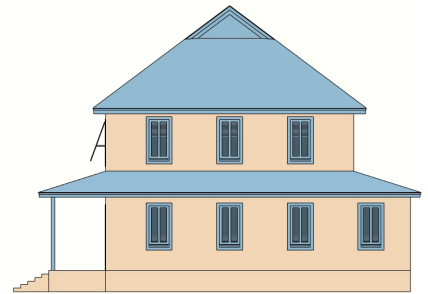
A 2 to 3-story building program in a rectangular broadfront footprint.



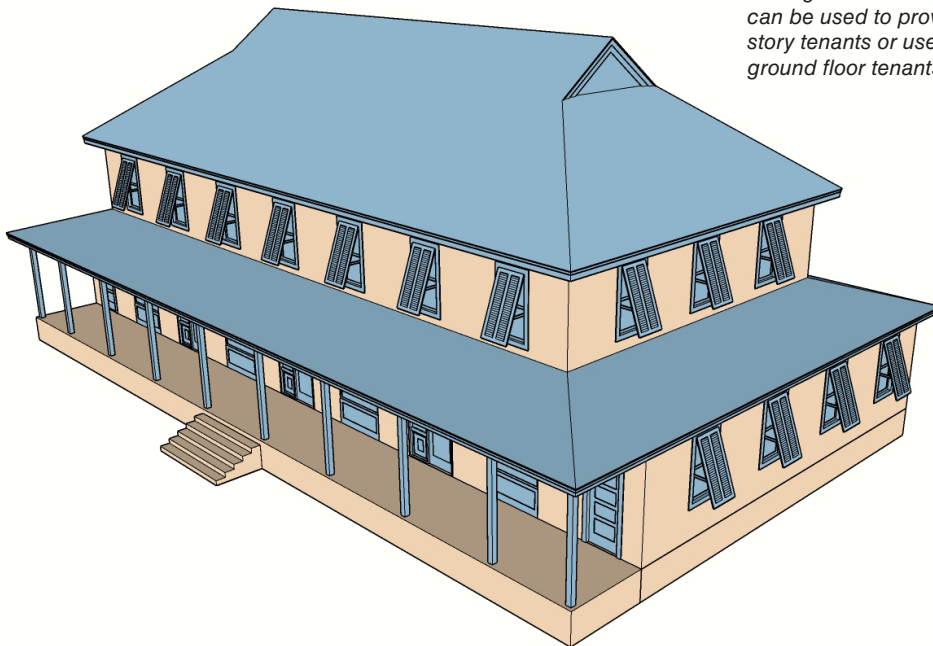
Closely spaced large openings at the ground floor are important to making the long facade feel permeable and welcoming to pedestrians.



A broad front facade allows for more space behind the building to be used for parking and allows for more individual tenants to have street frontage.



Ground floor side windows are necessary to maintain the visual permeability of the street frontage. The enclosed areas under the porch roof can be used to provide building access for upper story tenants or used as enclosed porches for ground floor tenants.



A gabled roof is used here, but gable or hipped roofs would also be appropriate. Bermuda shutters have been used to give the building a coastal appearance.

## Charter Commercial & Mixed Use Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Shake or clapboard

### 4. Upper story windows

Double hung, divided lite, clear (untinted) glass windows with shutters

### 5. Shutters

Bermuda shutters. full width and length of window

### 6. Porch roof

Match main roof

### 7. Columns

Square or round simple columns

### 8. Doors

Storefront with transoms with clear (untinted) glass

### 9. Ground floor windows

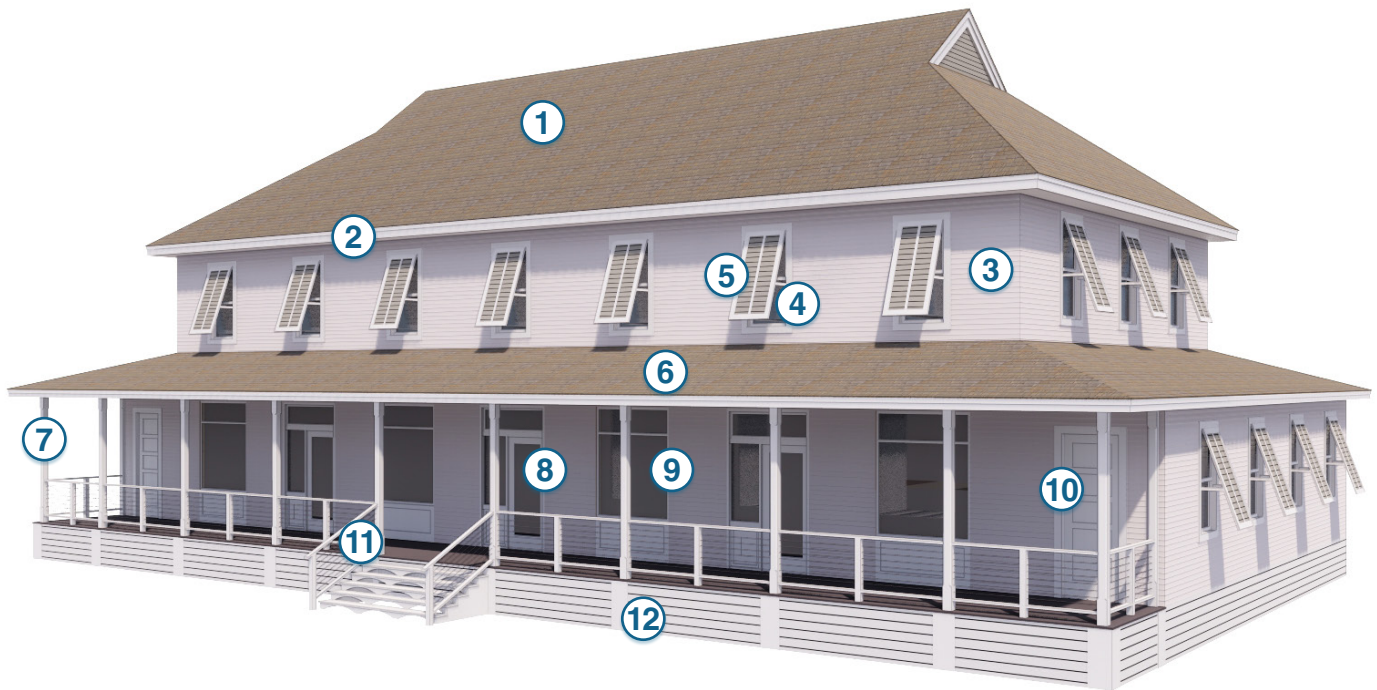
Storefront with transoms with clear (untinted) glass

### 10. Residential/Upper story door

### 11. Railing and stairs

### 12. Foundation skirt

Solid or slatted in appearance





## Charter Multifamily Buildings

Multifamily development in the Charter sub-district should be composed of neighborhood-scale buildings that can be clustered around a common amenity or parking area if a greater number of units is desired.

Multifamily buildings of this type can support up to 12 units. Shown in this section are examples of a duplex, a triplex, a courtyard apartment, and a mansion apartment. These basic building types can be scaled up or down to accommodate the site and number of units in the development.

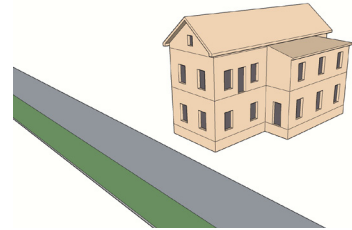
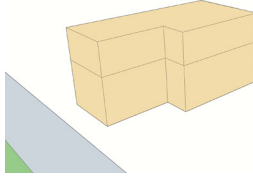


## Charter Multifamily Buildings

### Small 2-story building

#### Duplex Style Apartment

1. A 2-story long, narrow building with a recessed side extension presents a narrow facade to the street.
2. The recessed entry provides privacy to the residents while giving the street frontage more depth.



*A 2 to 3-story building program in a rectangular footprint. A side entry provides privacy on busy streets.*



*The narrow front facade is easily made pedestrian-friendly with just a few windows.*



*With the entries on the side, they can be less ornate and still be appropriate.*



*The side porches add detail to the front elevation while providing a private outdoor space for residents.*

## Charter Multifamily Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Masonry, shake, or clapboard

### 4. Upper story windows

Operable, divided lite, clear (untinted) glass windows

### 5. Porch roof

Match main roof

### 6. Columns

Square 4"-8"

### 7. Doors

Storefront with transoms with clear (untinted) glass

### 8. Ground floor windows

Storefront with transoms with clear (untinted) glass

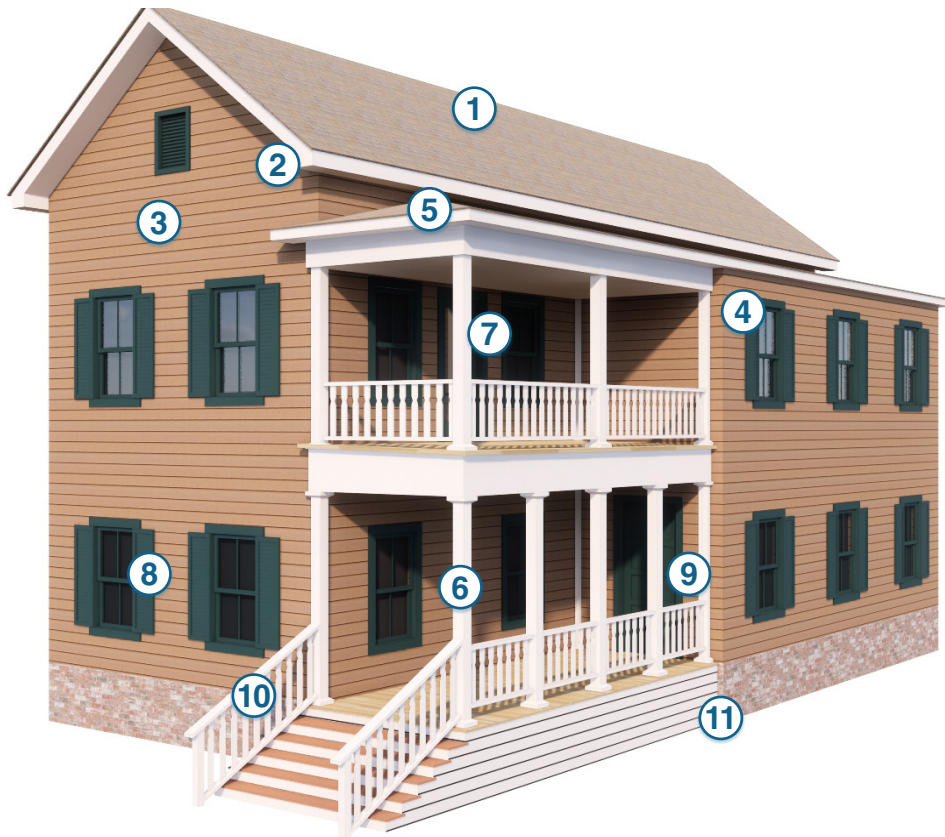
### 9. Building Main Entry

Residential entry system

### 10. Railings

### 11. Foundation skirt

Solid appearance with optional slatted appearance at porch

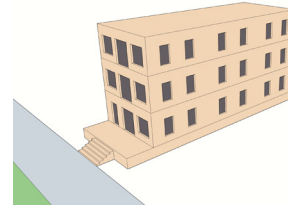
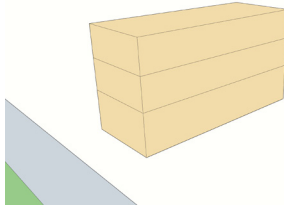


# Charter Multifamily Buildings

## Small 3-story building

### Triplex Style Apartment

1. A narrow building with 3 stacked apartments.
2. A compact footprint and simple detailing keep construction costs low while providing high density.

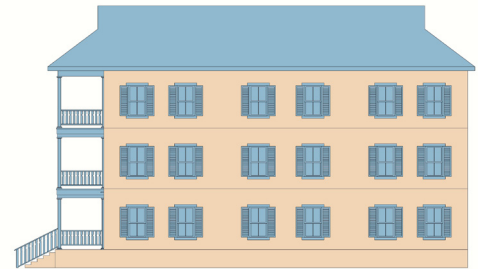


*A 2 to 3-story building program in a rectangular footprint.*

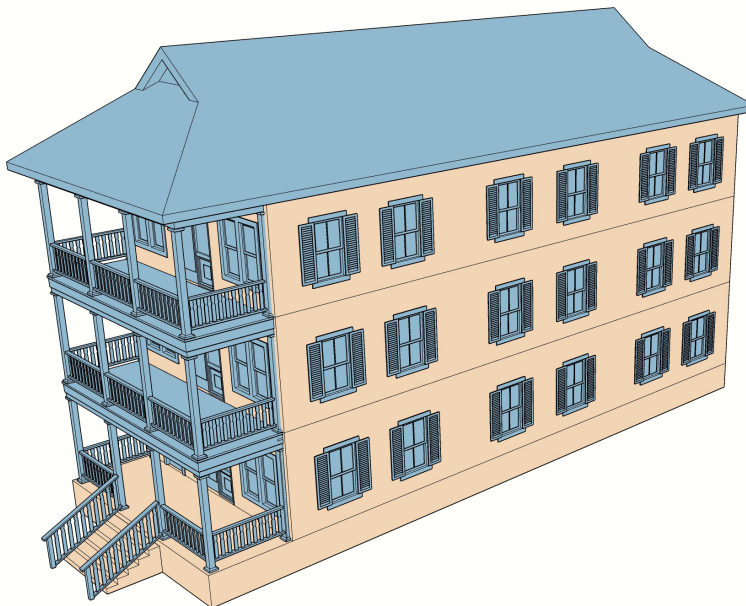
*A side entry provides privacy on busy streets.*



*The front facade is a simple composition with regularly spaced windows and doors.*



*Windows should be placed to daylight and ventilate all interior spaces.*



*A hipped or gabled roof helps to step the mass of the building back.*

## Charter Multifamily Buildings

### 1. Roof

standing seam metal or shingle

### 2. Trim

Simple profile

### 3. Cladding

Masonry, shake, or clapboard

### 4. Windows

Operable, divided lite, with clear (untinted) glass

### 5. Columns

Square 4"-8"

### 6. Building Main Entry

Residential or commercial entry system

### 7. Railings

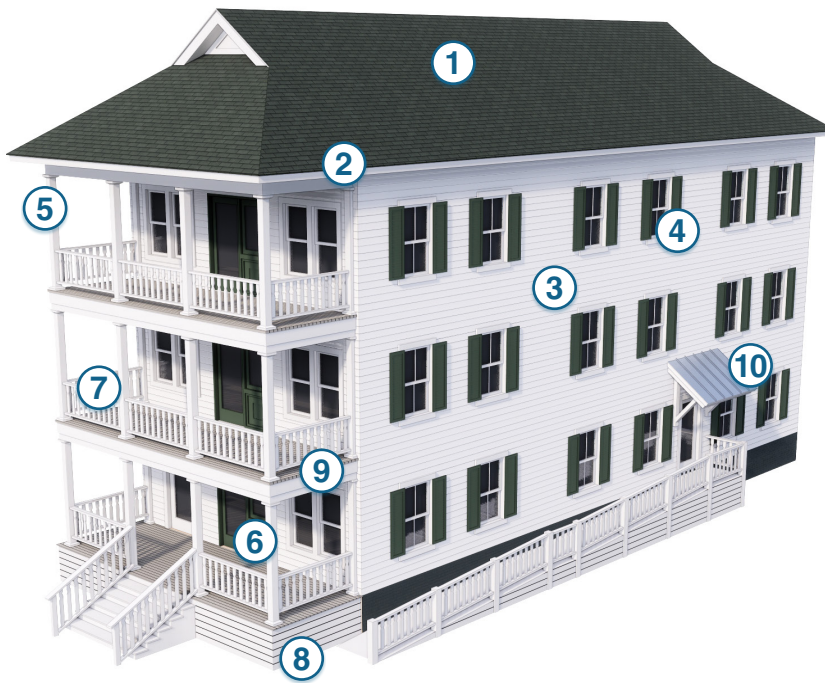
### 8. Foundation skirt

Solid appearance with optional slatted appearance at porch

### 9. Porch Decking

### 10. Awnings

Match main roof or standing seam metal with wood or metal structure

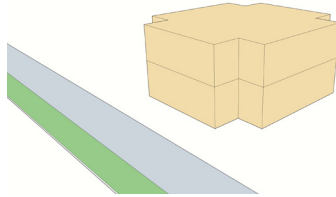


# Charter Multifamily Buildings

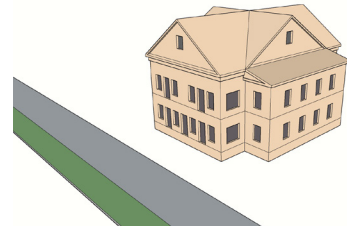
## Medium 2-story building

### Mansion Style Apartment

1. Intended to appear like a large house that has been broken up into smaller dwelling units, the design should be that of a large residence.
2. Simple details give the building a pedestrian friendly facade while keeping costs low.



*A 2 to 3-story building program in a rectangular or square footprint.*



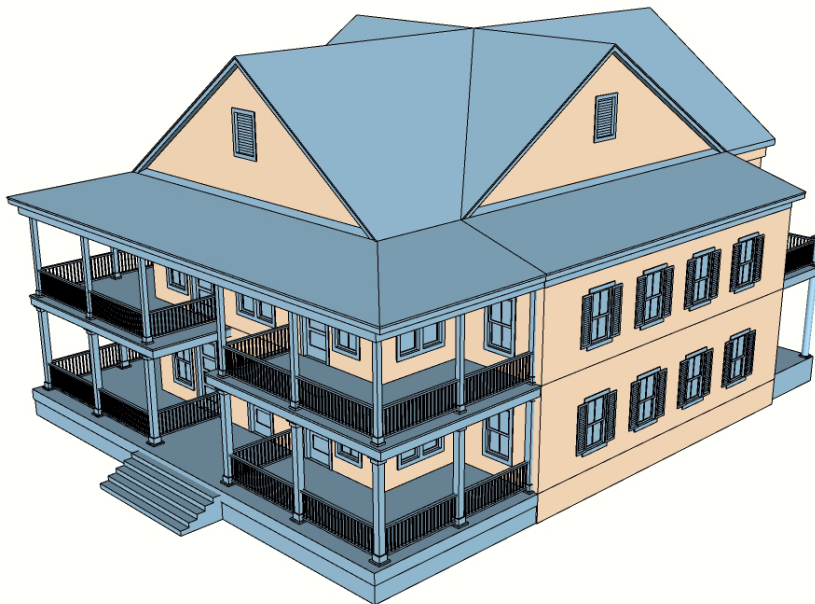
*Typical residential windows and details are appropriate.*



*A front facade with doors and generous windows centered on bays is functional and pedestrian friendly.*



*The windows should continue around the perimeter of the building to provide daylighting for all of the interior spaces.*



*Wrap-around porches provide outdoor space for residents and accommodate a coastal lifestyle.*

## Charter Multifamily Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Brick, shake, or clapboard

### 4. Windows

Operable, divided lite, clear (untinted) glass windows

### 5. Porch roof

Match main roof

### 6. Columns

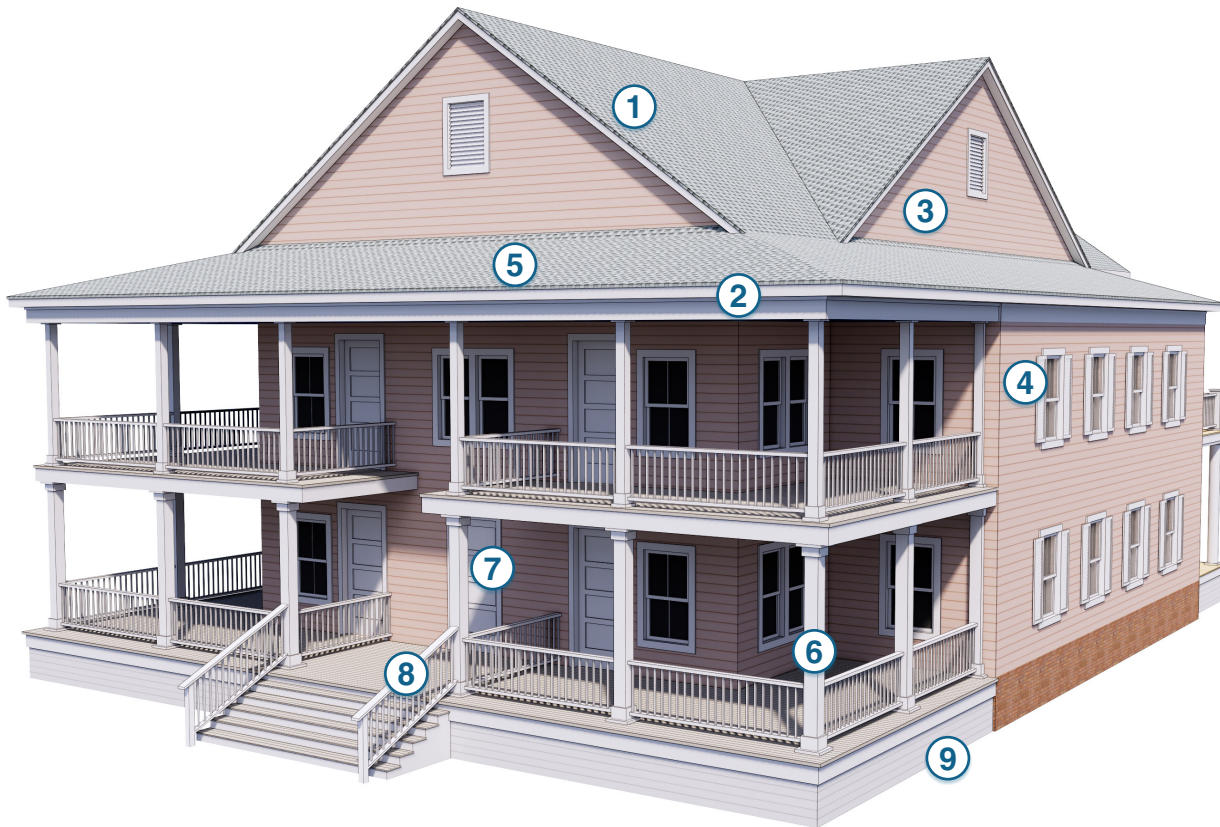
Square 6"-12"

### 7. Entry Doors

### 8. Railings

### 9. Foundation skirt

Solid appearance with optional slatted appearance at porch

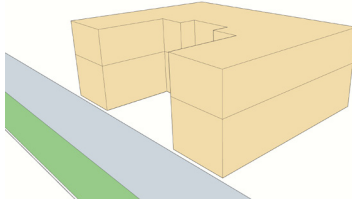


## Charter Multifamily Buildings

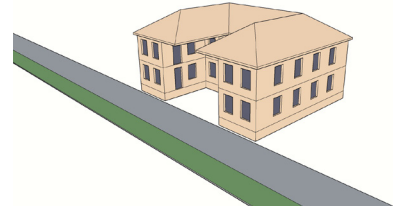
### Medium 2-story building

#### Courtyard Style Apartment

1. A multifamily building with a small scale.
2. A courtyard allows all units to be naturally lit from multiple directions.



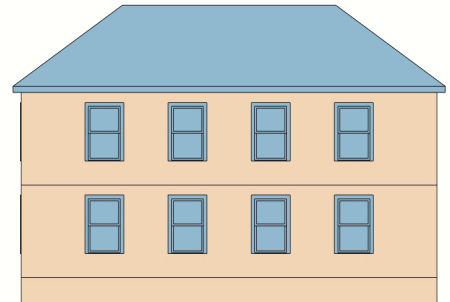
*A 2 to 3-story building program in a square or rectangular footprint with a courtyard.*



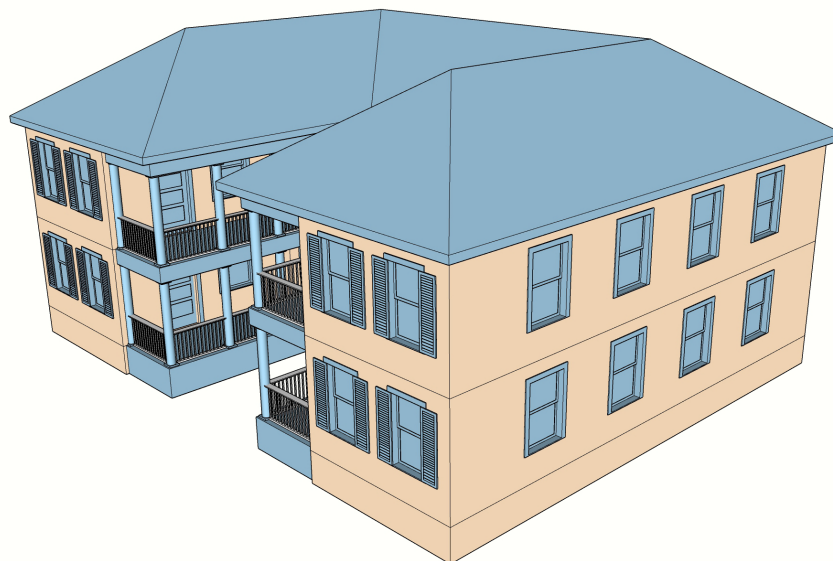
*Windows and porches are placed to take advantage of the natural light available around the exterior perimeter, and the privacy afforded by the courtyard.*



*A central courtyard provides a semi-private entrance and porch area while maintaining the building facade line of the block.*



*Ground floor side windows are necessary to maintain the visual permeability of the street frontage. Side windows towards the rear of the building are optional, but encouraged.*



*Roof and window types, awnings, trim, and brackets add detail to the building and give it a coastal appearance.*

## Charter Multifamily Buildings

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Masonry, shake, or clapboard

### 4. Upper story windows

Operable, divided lite windows with clear (untinted) glass

### 5. Columns

Square or round

### 6. Entry Doors

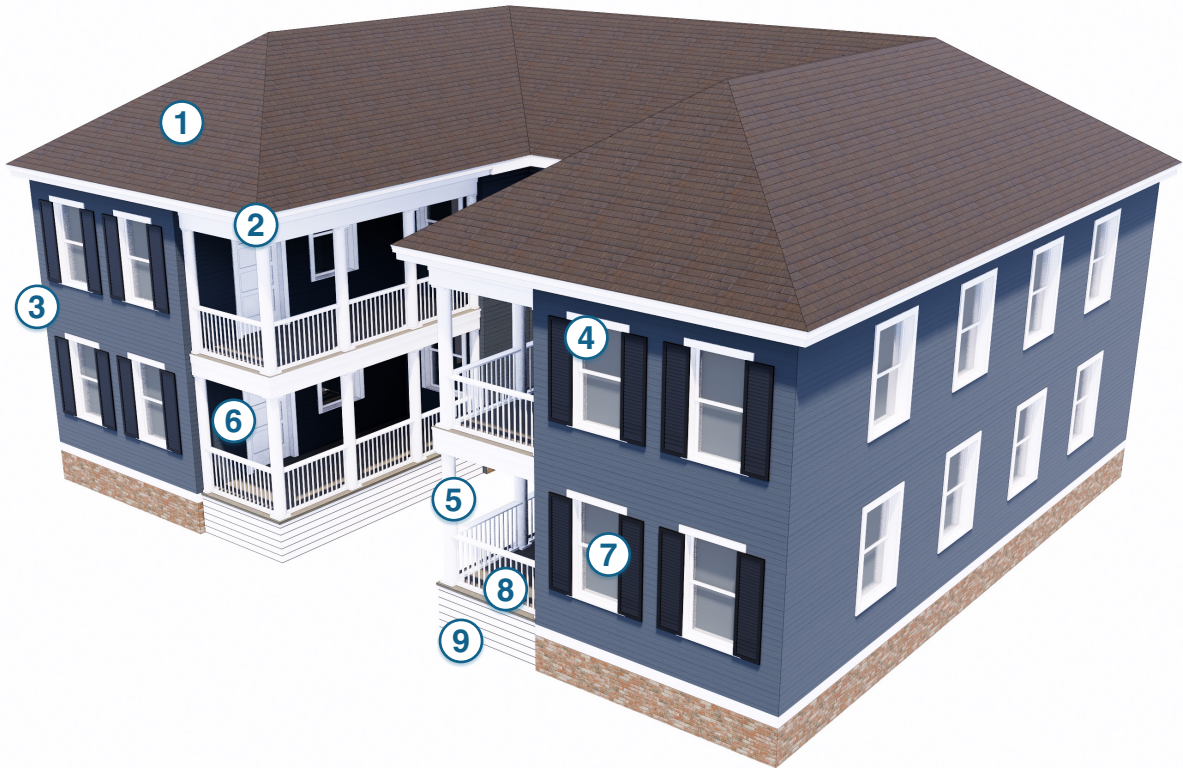
### 7. Ground floor windows

Storefront with transoms and clear (untinted) glass

### 8. Railings

### 9. Foundation skirt

Solid appearance with optional slatted appearance at porches



# Charter Commercial, Mixed Use & Multifamily

## Building details

### Roof materials



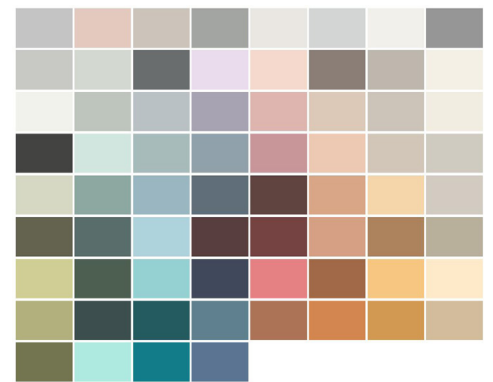
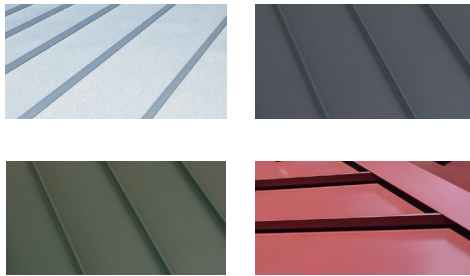
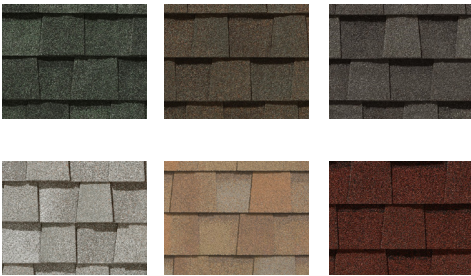
Architectural shingles. Dark green, medium brown, medium gray, or dark red in color.



Standing seam metal. 1 1/2" vertical seam with 12"-18" spacing. Silver metallic, medium gray, dark green, or dark red in color



Cedar or cypress shingles.



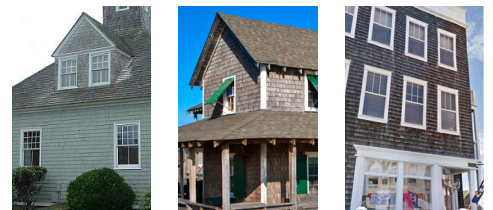
### Exterior cladding details



Full brick buildings as well as buildings that have brick foundations and clapboard or shingle cladding above are appropriate.



Wood or fiber cement clapboard siding in a variety of colors in whites, grays, earth tones, and pastels are appropriate. Exposures should be 8" or less.



Cedar shake or fiber cement simulated shake siding, stained, painted, or natural, is appropriate. Colors should be whites, grays, earth tones, or pastels.

### Windows and doors details



Doors and windows set in brick - recessed with brick mold with brick lintels or arches above and brick or wood/composite sills below.



Doors and windows set in clapboard siding with trim 3" to 6" in width. The door/window trim width should always be less than the width of the corner trim of the building.



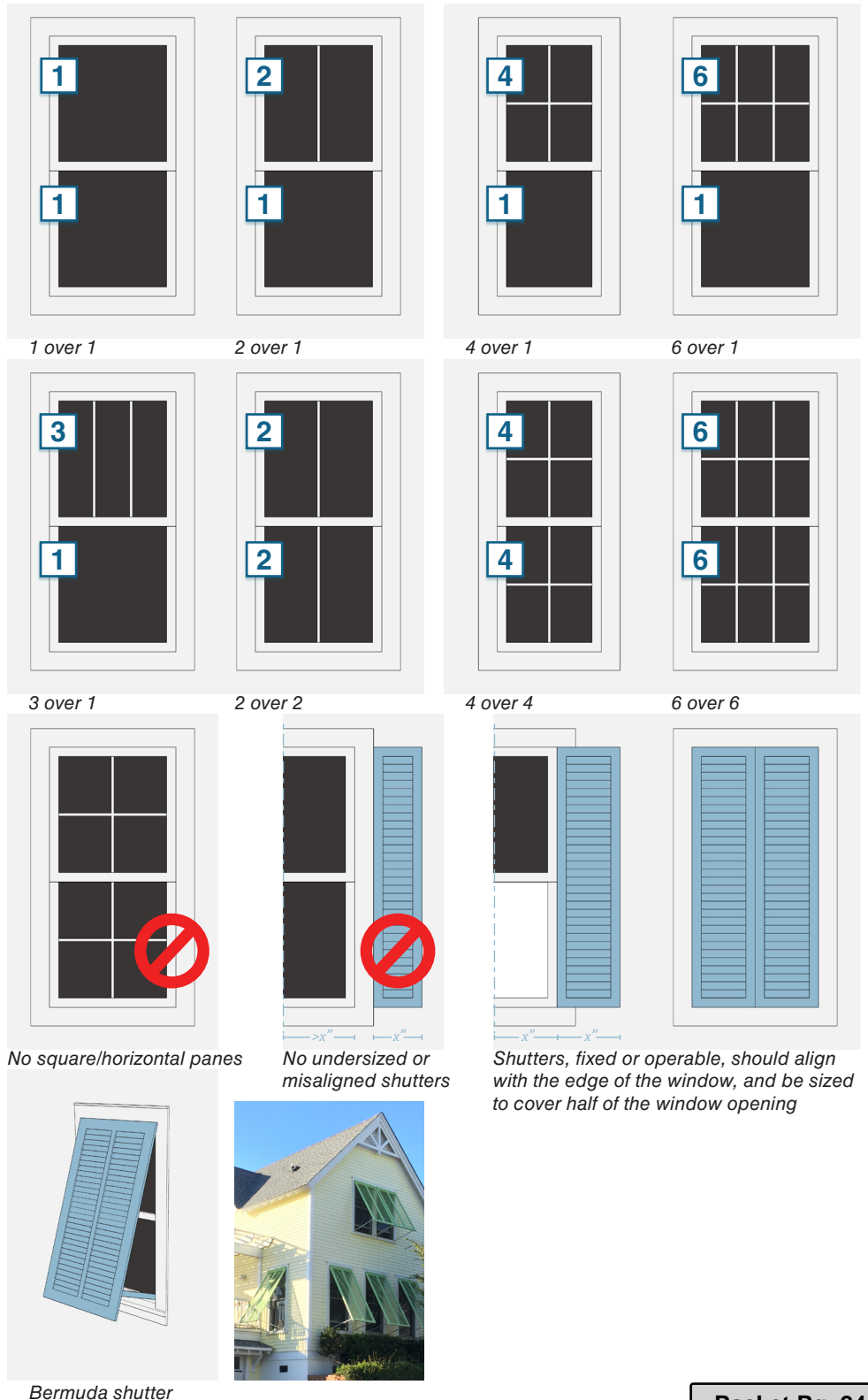
Doors and windows set in cedar or cypress shake siding with 1 1/2" to 3" flat trim.

# Charter

## Commercial, Mixed Use & Multifamily

### Double-hung windows

- Upper story windows, and windows in residential spaces on any level should be operable.
- Casement and awning windows are appropriate in circumstances where the window sill is higher than typical, such as in bathrooms or over a counter top.
- Double-hung windows are the most common and are appropriate in most circumstances.
  - Muntin divisions should result in individual panes (also called *lites/lights*) with a vertical proportion, rather than being square or horizontal.
  - Vary the number of divisions in differently-sized windows in order to maintain a similar pane proportion from one window to the next rather than maintaining the same number of divisions for every window.
- Operable shutters are preferred for protection from storm-borne debris as well as their functionality in maintaining privacy and reducing solar gain while windows are open in nice weather.
  - Shutters should always be sized (whether operable or not) so that they would fully cover the window when closed.
  - Mulled windows should not have shutters alongside them unless each shutter is sized to cover half of the mulled unit.
- Operable Bermuda shutters are a great solution in coastal environments to protect from hot sun and storm-borne debris.
  - Bermuda shutters should be sized to overlap the window by at least 1" on all sides.



# Charter Commercial, Mixed Use & Multifamily

## Building details

### Railing Styles details



**Cable Railing**  
Contemporary style of railing with high visibility and horizontal emphasis



**Decorative Railing**  
Transitional style of railing with low visibility and horizontal emphasis



**Plank Railing**  
Rustic style of railing with low visibility and horizontal emphasis



**Picket Railing**  
Traditional style of railing with vertical emphasis, picket styles vary

### Column Styles



**Doric Column**  
Classical style



**Square Column**  
Simple style, tapered sides shown above



**Double Columns on plinths**  
Contemporary style. Plinths can be wood or masonry



**Square Column**  
Simple style, shown with brackets above

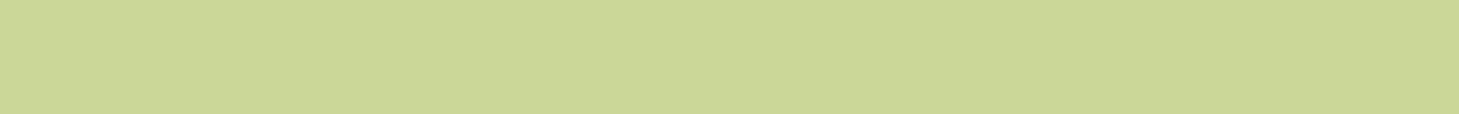
### Bracket Styles



**Ornate Bracket**



**Simple Bracket**



## Charter Public Space

The Charter sub-district is intended to be a little more conventional in its pattern of development, though it should still be a pleasantly walkable place. Connections between developments and connections to the adjacent sub-districts are the primary focus.

Intersections of primary roadways and the focal points of developments within the sub-district are the main opportunities for amenity spaces and community assets.

The following public space types are appropriate to use in the Charter sub-district.



# Charter Public Space

## Squares



*Mid-block Square*

1. Located along paved walkway, between 2 businesses.
2. Business adjacent may use squares.
3. Square minimum size 60' x 80'.
4. Square paving to reflect heat, not light.
5. Color to contrast adjacent paving or ground cover.
6. Square amenities may vary, at a minimum, provide shaded seating.



*Intersection Square*

1. Located at the nexus of adjacent sub-districts.
2. Vehicular traffic surrounds the square.
3. Maintain a buffer between vehicular traffic outside of square and pedestrians inside square.
4. Suitable buffers are a continuous row of trees, planters, and/or on-street parking.

## Greenbelts



*Greenbelt Path*

1. Gently meandering path.
2. Greenbelts widen at building entrances.
3. Benches, trash receptacles, and water fountains shall be regularly spaced along the greenbelt.



*Greenbelt Activity Node*

1. Activity nodes are to be set back from the path, while remaining visible from the R.O.W.
2. Activity nodes should offer various options for visitors:
3. Exercise equipment.
4. Rest areas.
5. Scenic looks.
6. Picnic venues.
7. Bike repair stations.

# Charter Public Space

## Parks



*Pocket Parks*

1. Located within the open space of one lot
2. Typically between 100 - 200 sq. ft.
3. These small parks are most useful on lots with multiple residences.
4. Paving at perimeter of space should be of contrasting color.
5. Seating and plants are common amenities.



*Dog Parks*

1. Continuous Fencing around dog parks.
2. Bull fencing and picket fencing are acceptable styles.
3. Planting at base of fence is encouraged, to eliminate burrowing.
4. When possible, provide water fountain for pets
5. The ground cover should be artificial turf or seeded grass.
6. A trash container should be provided for collection of animal waste.



*Neighborhood Playgrounds*

1. Located within or near large public space.
2. Neighborhood playgrounds must be visible from the right-of-way.
3. Provide non-opaque fencing that is continuous and secured around the perimeter.
4. Seating, water fountains, and trash receptacles are common amenities to include:



*Fitness stations*

1. Paving should be soft and durable, rubber mats are typical.
2. Paving color should have a low heat reflectivity.
3. Plaza paving to reflect heat, not glare. Color to contrast adjacent paving or ground cover
4. Plaza amenities may vary, at a minimum, provide shaded seating and paved walking paths.

## Amenities



*Area of concentrated amenities including shaded bike racks, drinking fountains, and trash receptacles.*



*Benches placed across from each other for social interaction*

# Charter Public Right-of-Way

## Local streets

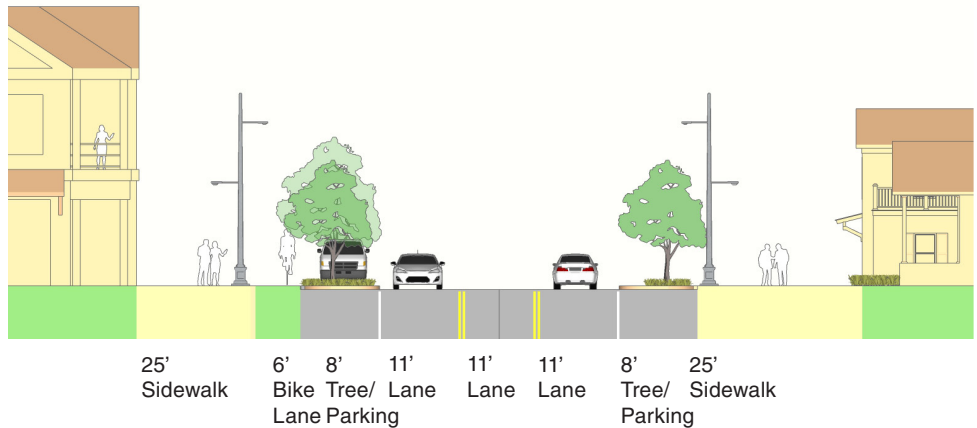
### Interior Streets

1. Sidewalks are sized to accommodate pedestrian movement as well as pedestrian oriented amenities such as seating area and outdoor dining
2. The bicycle lane is protected from traffic by a row of parallel parking and trees
3. The center lane is for turning vehicles and may be upgraded to a planted median as required
4. The parallel parking lane is used to accommodate tree wells at regular intervals of 2 to 3 parking spaces
5. Trees shall be placed at regular intervals and of a species sized to provide continuous shade to pedestrians
6. Lighting shall be provided for both vehicular and pedestrian paths; lighting shall be no cooler than 3000K in color temperature and

Charter District

Interior Streets

Charter District



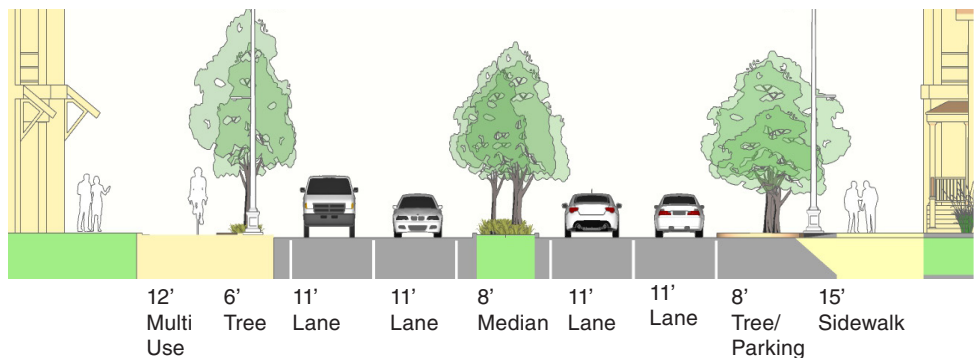
### Center Station - Charter Boundary

1. The lower density development of the Charter sub-district allows for a wide multi-use path that accommodates both pedestrians and cyclists along a pleasant, meandering path
2. The 2 travel lanes exiting the development allow for morning rush traffic to more effectively stack at Caratoke Highway
3. Parallel parking, and generous sidewalks help establish the pedestrian-friendly, retail-oriented nature of the Charter sub-district

Charter Sub-District

Public Collector A

Center Station Sub-District



## Charter Public Right-of-Way

### Pedestrian paths

1. Pedestrian paths within Charter may serve several uses.
2. Where there is little commercial activity, it is appropriate to designate a bike lane along the pedestrian path.
3. Bike lanes are to be painted in a contrasting color with the adjacent pavement
4. Pedestrian paths crossing a street are to be raised when in the middle of a block.
5. Pedestrian path lighting shall be continuous and even.
6. Pedestrian multi-use paths shall gently meander in locations where the building setback exceeds 20'.



Charter - Interior Streets

20'



Center Station - Charter Boundary

2'

12'

6'

The following pages provide examples of building massing and architectural styles that are compatible with the Currituck Station design intent. Designers are not expected to copy these, only to use them as a guide towards their own compatible designs.

Cypress Development Principles

The Cypress sub-district forms the low density, single-family residential development of the Currituck Station District. To support the residences in this sub-district, small, neighborhood-serving commercial and office uses are permitted. These non-residential uses may be provided when adjacent to or fronting a collector street or arterial street.

To maintain the residential, family-oriented nature of Cypress, parking garages should be set back, towards the interior of the lot. Development is designed to support the residential nature of the sub-district. Small office and retail shall use vegetated buffers to screen off-street parking, mechanical equipment, trash enclosures, and other non-residential features. An interconnected network of sidewalks, multi-use paths, public spaces, and parks provide access to the mix of uses found throughout the sub-district.

Cypress is the low-density family sub-district of Currituck Station, in order to present a welcoming and safe environment to the families here, landscape and buffer enhancements are encouraged.



Dimensions

The allowable dimensions for the Center Station sub-district are designated in the Currituck Unified Development Ordinance.

Allowable uses

This is an abbreviated table of uses for reference only. For a current and complete table of uses, see the Unified Development Ordinance

Residential Uses	Commercial Uses	Industrial Uses	Civic Uses
Single Family (Attached) Duplex	Neighborhood-serving retail Office	None	Community-serving amenities Education Government



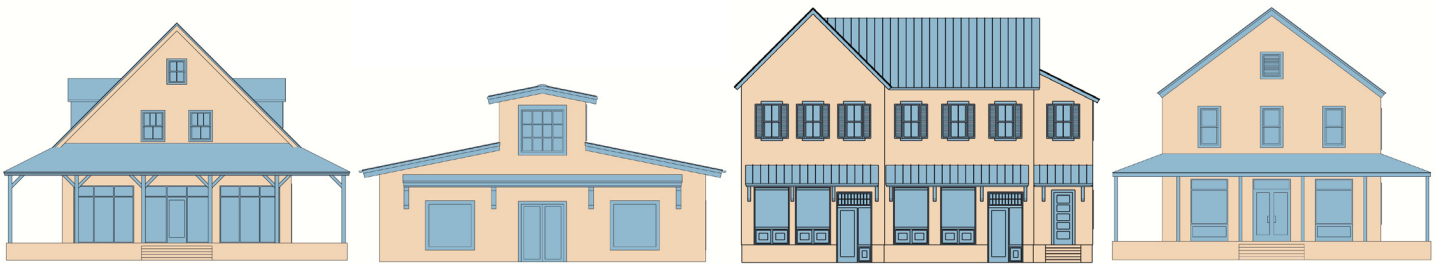
## Cypress Commercial Development

Commercial development in the Cypress sub-district is limited to neighborhood serving retail and services. These buildings should not dramatically stand out from the neighborhood houses in either style or scale. Small to medium sized, residential-type buildings are adaptable enough to suit the needs of the variety of businesses which are needed to support daily life, while not being so out of character for the neighborhood that they are not identified as being part of it.

If drive-through retail is necessary for the business occupying the building, then the drive-through lanes and canopies should be placed at the rear of the building, out of sight of the primary street frontage. The canopies should be of a similar roof type to the primary building, matching either the main roof or the porch roof construction.

Additions such as drive-through canopies and garage doors support the more auto-oriented nature of the Charter sub-district. These additions should be placed at the rear of the building to maintain a pedestrian oriented front.

### Building massing

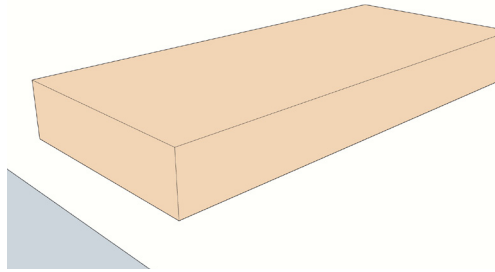


## Cypress Commercial Development

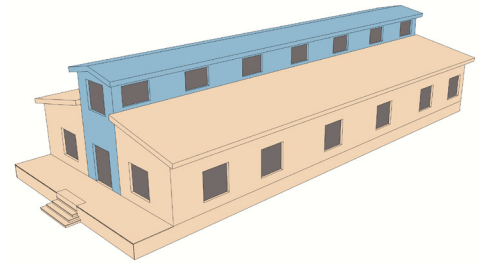
### Small 2-story building

#### Clerestory building

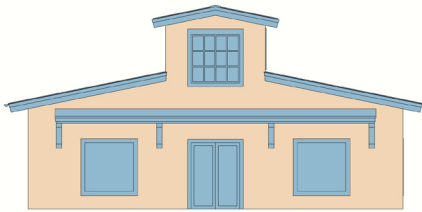
1. Use features such as clerestory to give a small building a 2-story appearance. The second floor may or may not be occupied.
2. Simple details give the building a pedestrian-friendly facade while keeping costs low.



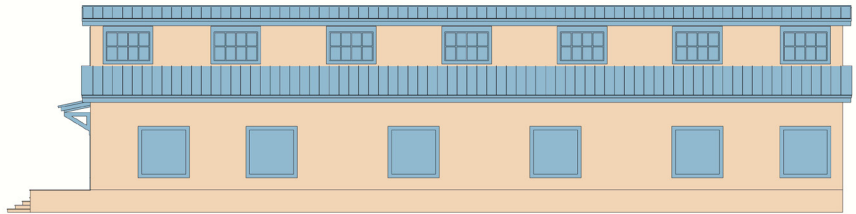
*A 1-story building program in a rectangular footprint. A 1-story building can only be accommodated if the facade is at least 20' tall giving a 2-story appearance.*



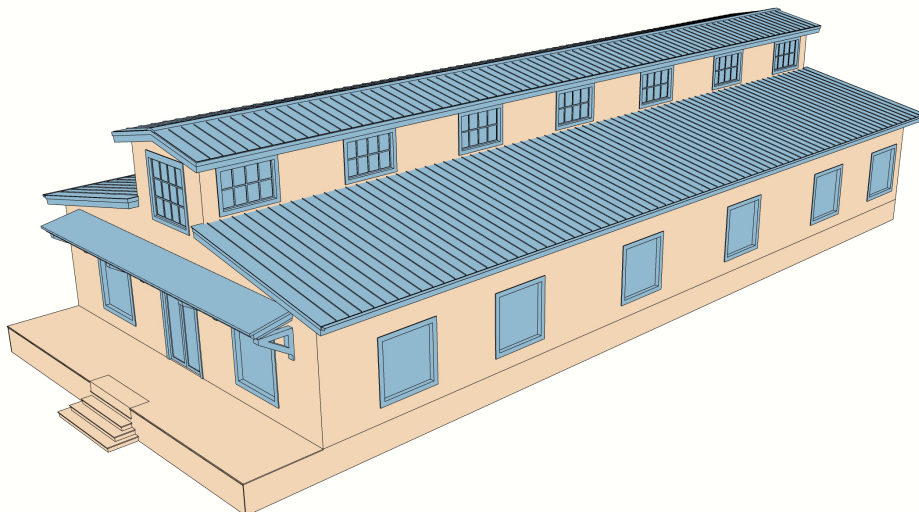
*Adding a clerestory gives the building a usable 2nd story for offices or studio apartments. Alternatively, the clerestory can be used to provide additional natural light and an airy feeling to the 1st floor space while meeting the 20' building height requirement.*



*A front facade with doors and generous windows centered on bays is functional and pedestrian friendly. The width of the clerestory section can be adjusted to suit the building program needs.*



*Ground floor side windows near the street are necessary to maintain visual permeability of the street frontage. Side windows towards the rear of the building are optional, but encouraged.*



*A small, simple fixed awning with support brackets and simple trim profiles add detail to the building and give it a coastal appearance.*

## Cypress Commercial Development

### 1. Roof

Standing seam metal due to low pitch

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Board & batten, shake, or clapboard

### 4. Clerestory windows

Divided lite, clear glass windows

### 5. Awning

Sloped with simple brackets

### 6. Railings

### 7. Doors

Storefront doors with clear (untinted) glass

### 8. Ground floor windows

Storefront or folding glass windows with clear (untinted) glass

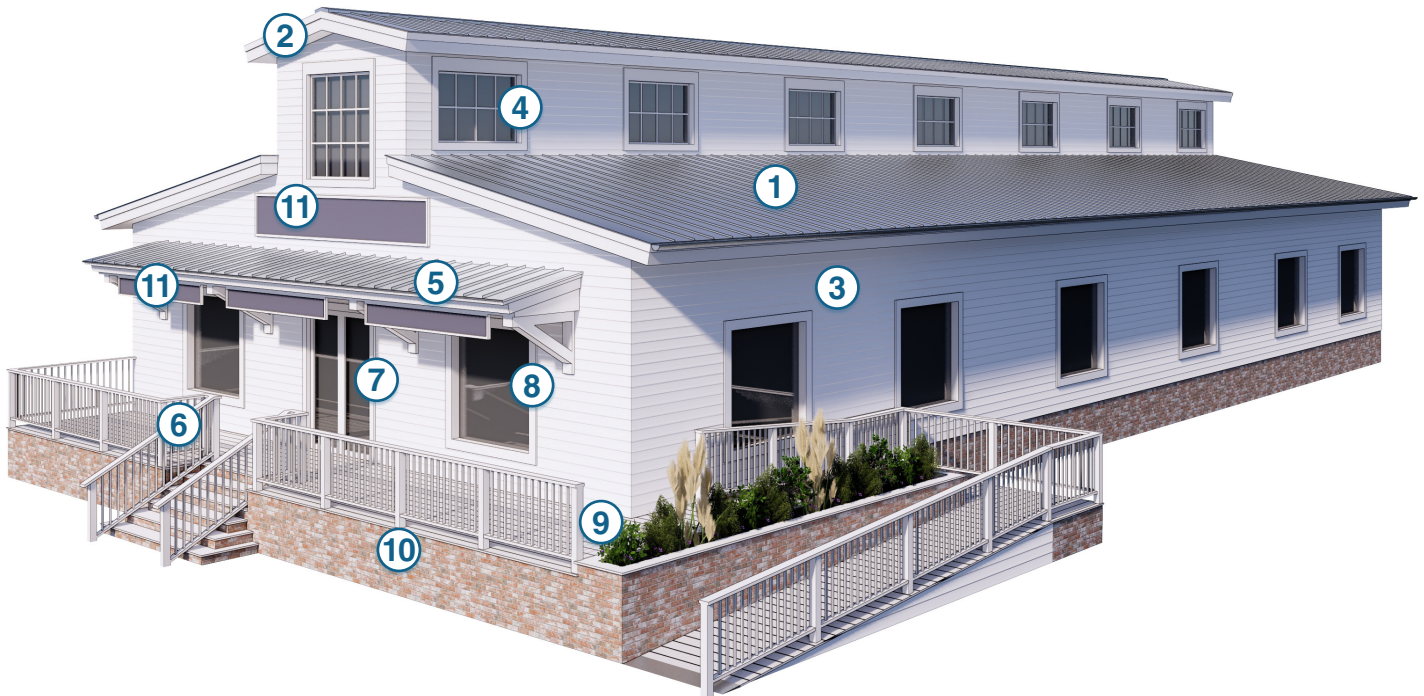
### 9. Decking

### 10. Foundation

Solid in appearance

### 11. Sign boards

Recessed or raised perimeter to differentiate from cladding



Local Pie in Bluffton, SC



The Hitching Post (The Spry Store) in Currituck, NC

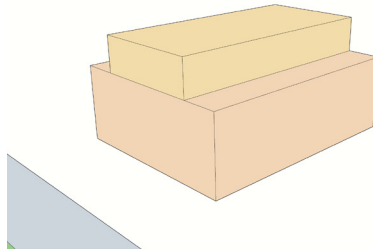
# Cypress

## Commercial Development

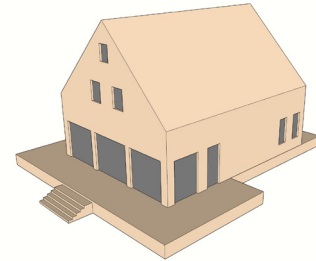
### Small 2-story building

#### A-Frame with Porch

1. An iconic building form along the eastern seaboard, the A-frame is easy to construct, weathers storm events, and provides ample floor space while presenting a compact facade to the public.
2. A deep wrap-around porch shades the windows from hot summer sun and makes an inviting place for customers to enjoy.



A 2-story building program in a rectangular footprint.



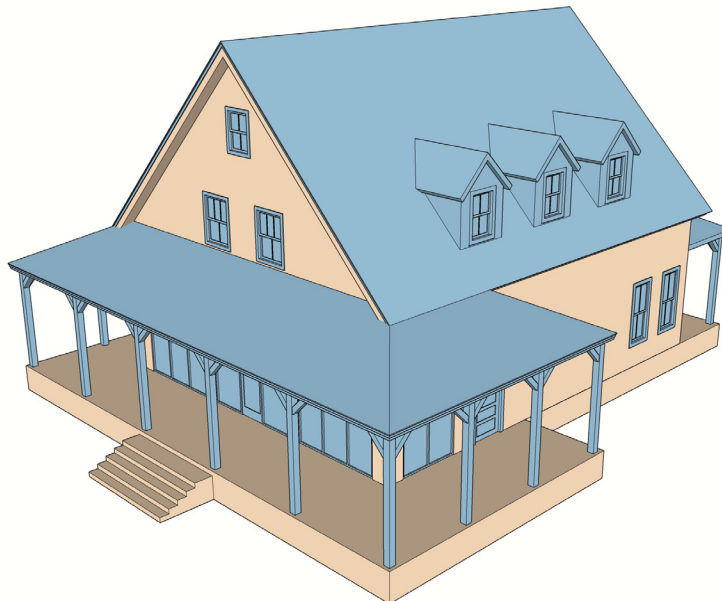
A steeply pitched roof encompasses the entire upper story.



A front facade with storefront glazing and transom windows allows natural light into the lower story space and invites pedestrians in.



Dormers let light into the upper story space and provide additional floor space. If the upper story is to be occupied by a different tenant, or is for a residential use, then a separate side entry can be added.



Straight or braced columns support the deep porch. Dormers can be separate or combined into one large dormer.

## Cypress Commercial Development

### 1. Roof

Shingle or standing seam metal

### 2. Trim

Simple profile, multi-layered

### 3. Upper story windows

Divided lite, clear glass windows

### 4. Porch roof

Shingle or standing seam metal

### 5. Columns and brackets

Wood or composite

### 6. Ground floor windows

Storefront with clear (untinted) glass

### 7. Doors

Storefront with clear (untinted) glass

### 8. Railings and stairs

### 9. Decking

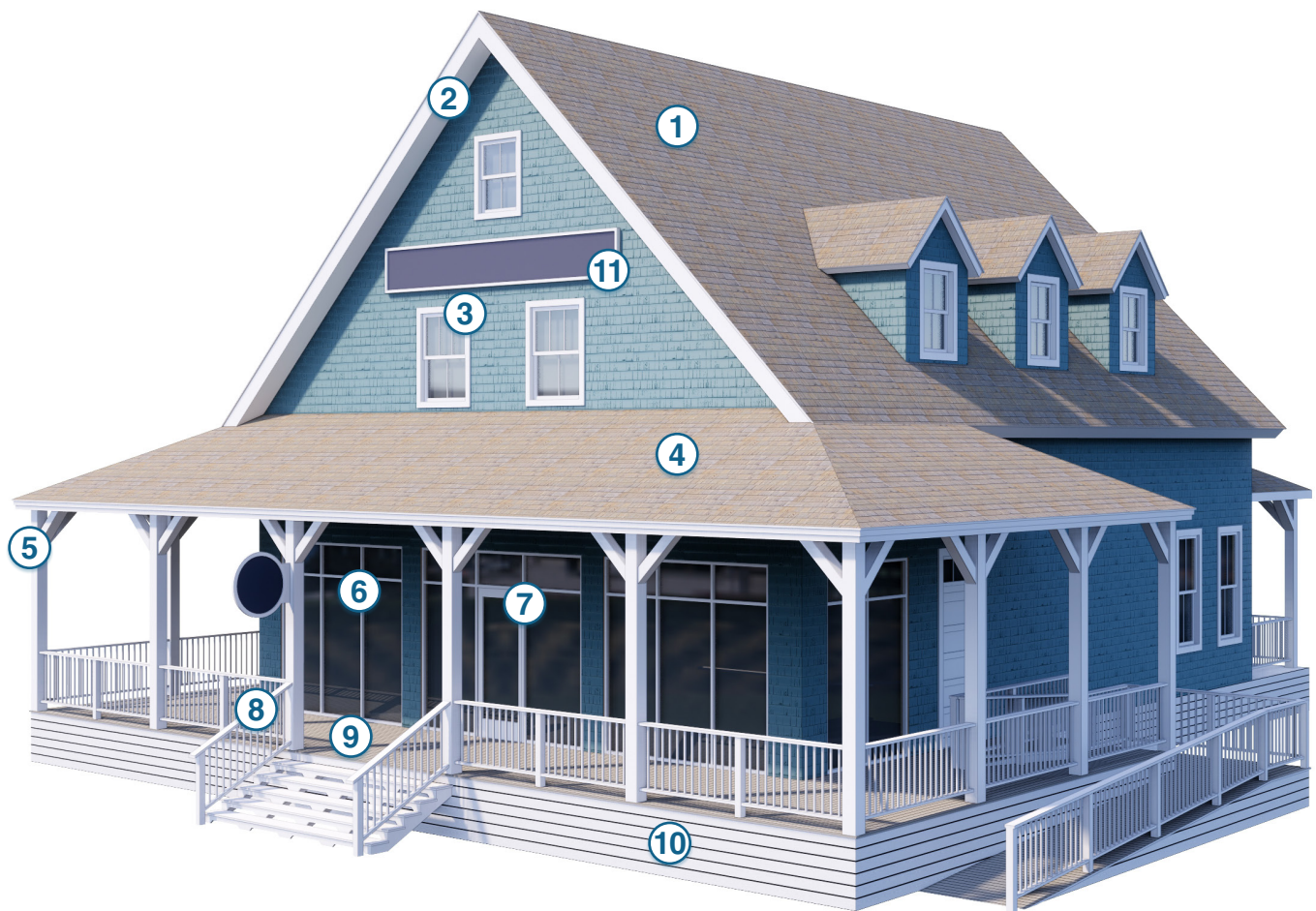
Wood (rot resistant) or composite

### 10. Foundation skirt

Solid or slatted in appearance

### 11. Sign board

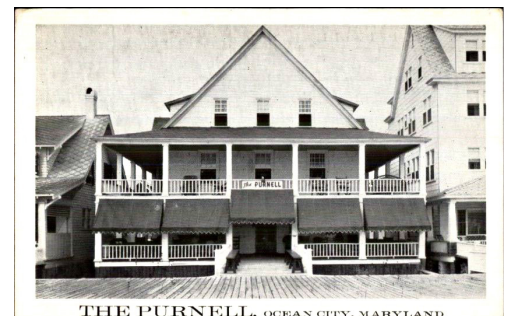
Recessed or raised perimeter to differentiate from cladding



Caffey's Inlet Lifesaving Station  
in Dare County, NC



Seatack Station, Virginia Beach, VA



The Purnell Hotel, Ocean City, MD

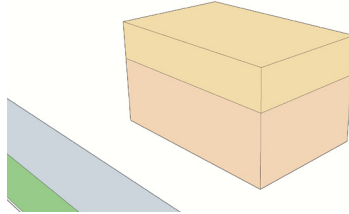
Currituck Station

## Cypress Commercial Development

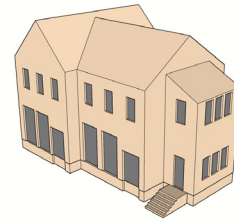
### Medium 2-story building

#### L-shaped

1. Use gable ends to break up longer facades and create the appearance of a series of smaller masses.
2. Simple details give the building a pedestrian friendly facade while keeping construction costs low.



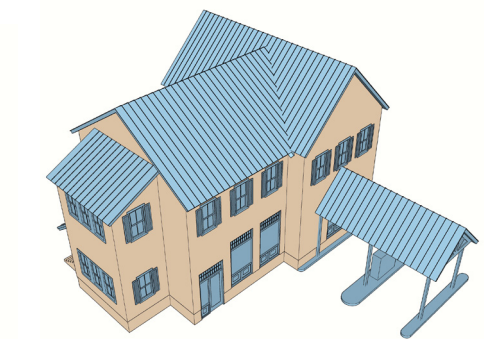
*A 2-story building program in a rectangular broadfront footprint.*



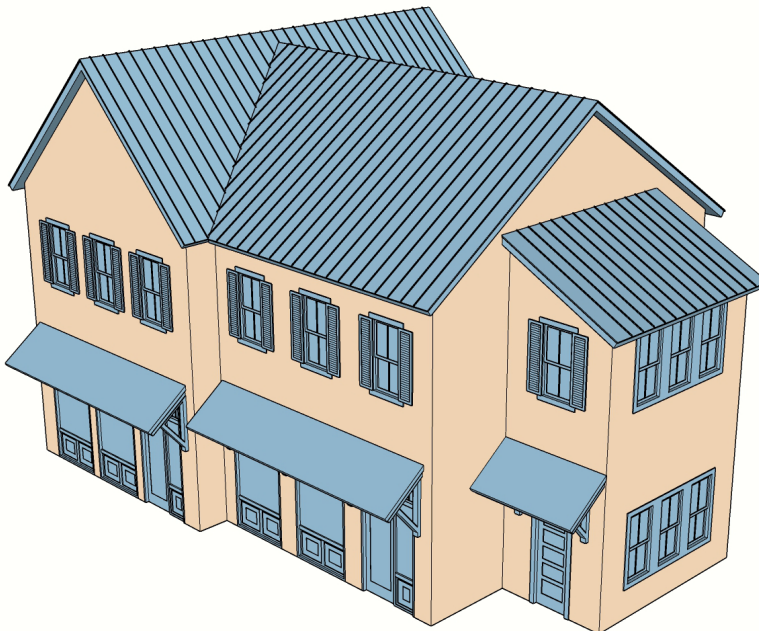
*Adding a gable end breaks up the building facade and provides multiple distinct storefronts.*



*Storefront windows and doors allow pedestrians to see into the ground floor spaces. A stair and elevator tower on the end of the building gives private access to the upper story if desired.*



*A drive-through canopy added to the rear of the building allows auto-oriented uses to occupy the building while maintaining the vernacular character*



*Awnings with brackets and shutters protect the windows from sun and rain.*

## Cypress Commercial Development

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Masonry, shake, or clapboard

### 4. Upper story windows

Divided lite, clear (untinted) glass windows

### 5. Shutters

1/2 width and full height of window, operable  
louvered or solid shutters

### 6. Awning

### 7. Doors

Storefront with transoms and clear (untinted)  
glass

### 8. Ground floor windows

Storefront with transoms with clear (untinted)  
glass and optional opaque paneling

### 9. Foundation

Solid in appearance

### 10. Residential door

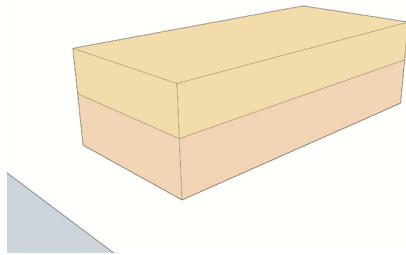


# Cypress Commercial Development

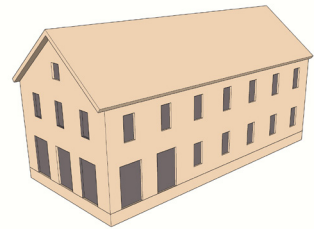
## Medium 2-story building

### Gable-front building

1. A classic and versatile building form lends itself well to a vertical mix of uses.
2. Simple details give the building a pedestrian friendly facade while keeping costs low.



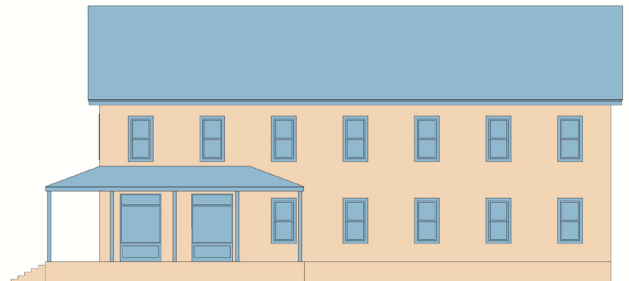
A 2 to 3-story building program in a rectangular footprint.



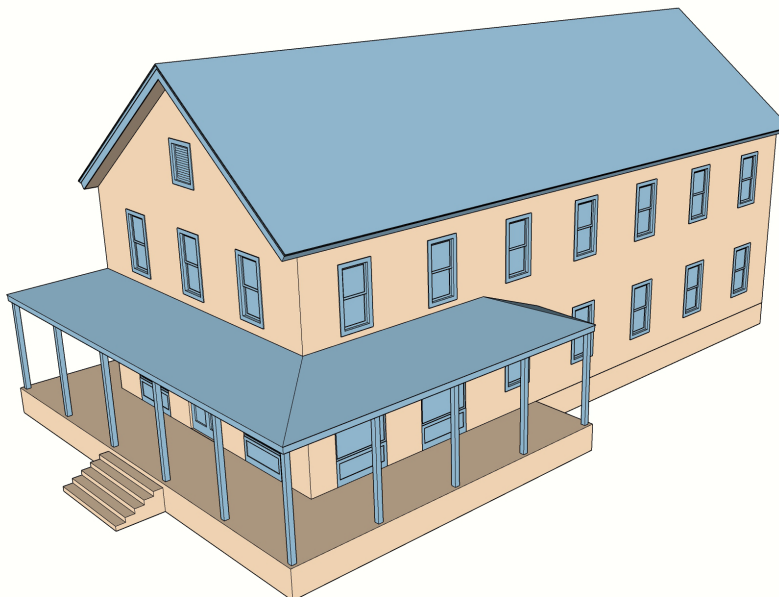
A gable above the upper story makes an easy-to-construct, adaptable, and durable building.



Minimal overhangs are typical, but the eaves can be extended up to 3' or 4' with exposed rafter tails for a more Craftsman appearance.



Evenly spaced side windows on all levels produce usable light throughout the building.



The wraparound porch can be supported by simple square columns or brackets.

## Cypress Commercial Development

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Upper story windows

Single or divided lite, clear (untinted) glass windows

### 4. Porch roof

Match main roof or standing seam metal

### 5. Columns and brackets

4"-8" square or round

### 6. Ground floor windows

Storefront or folding glass windows with clear (untinted) glass

### 7. Doors

Storefront with clear (untinted) glass

### 8. Railings and stairs

### 9. Decking

Wood (rot resistant) or composite

### 10. Foundation skirt

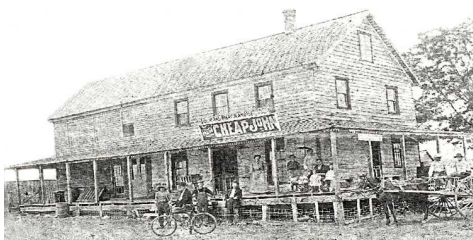
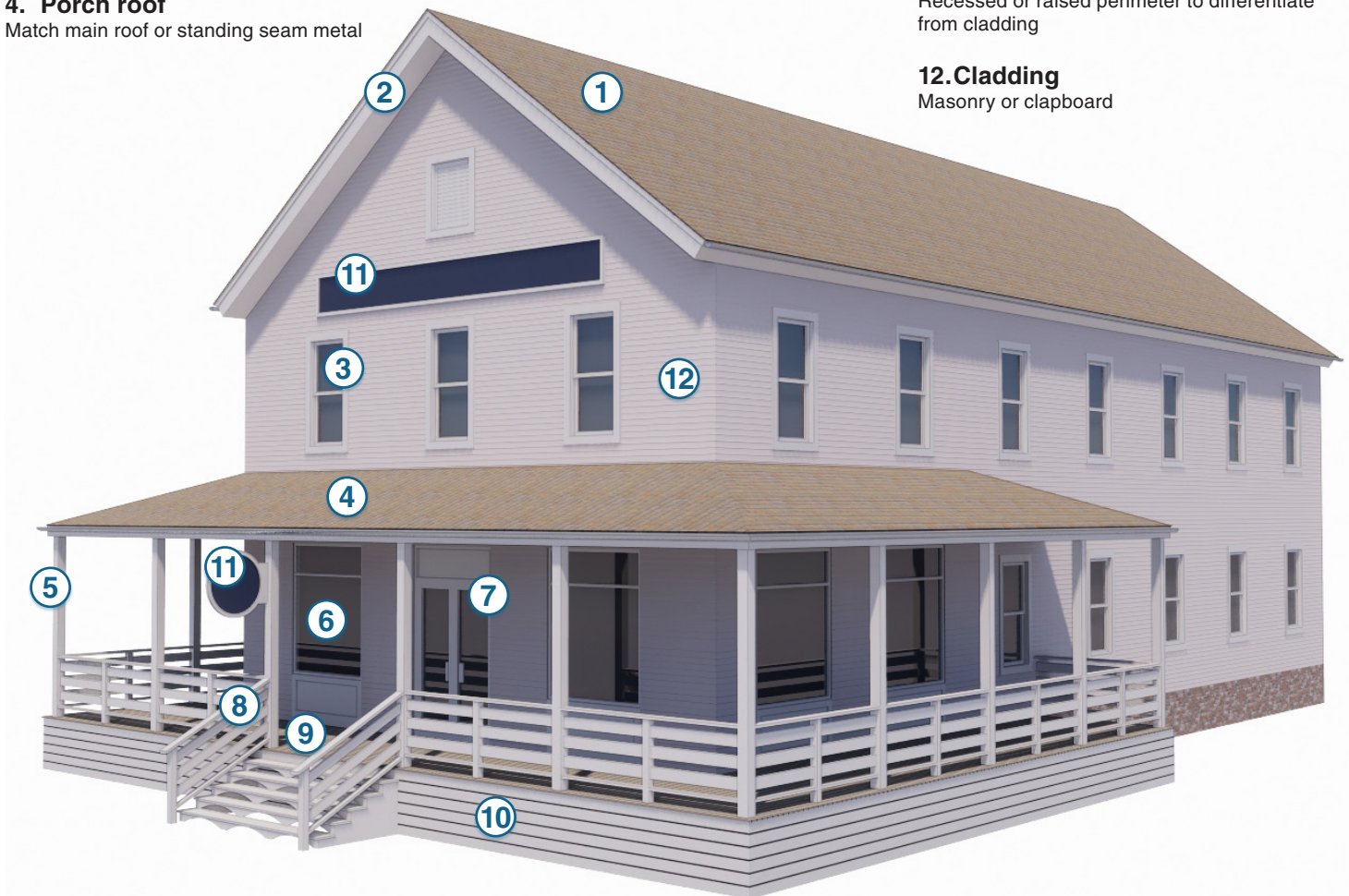
Solid in appearance with optional slatted material at porch

### 11. Sign board

Recessed or raised perimeter to differentiate from cladding

### 12. Cladding

Masonry or clapboard



Cheap John's Store, Currituck County, NC



Creekmore Brothers Store, Currituck County, NC



JM Roberts House, Currituck County, NC

Currituck Station

# Cypress Commercial Development

## Building details

### Roof materials



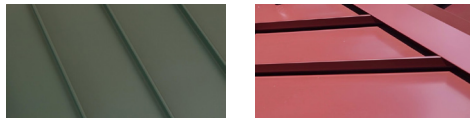
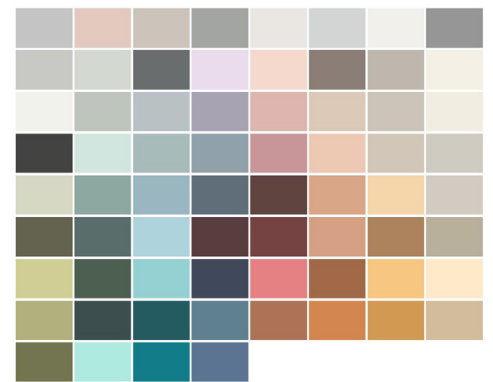
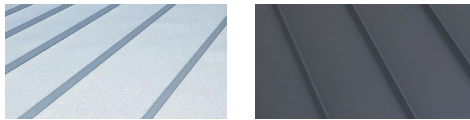
Architectural shingles. Dark green, medium brown, medium gray, or dark red in color.



Standing seam metal. 1 1/2" vertical seam with 12"-18" spacing. Silver metallic, medium gray, dark green, or dark red in color



Cedar or cypress shingles.



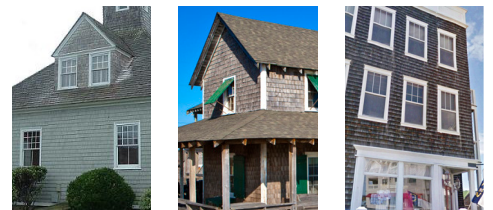
### Exterior cladding details



Full brick buildings as well as buildings that have brick foundations and clapboard or shingle cladding above are appropriate.



Wood or fiber cement clapboard siding in a variety of colors in whites, grays, earth tones, and pastels are appropriate. Exposures should be 8" or less.



Cedar shake or fiber cement simulated shake siding, stained, painted, or natural, is appropriate. Colors should be whites, grays, earth tones, or pastels.

### Windows and doors details



Doors and windows set in brick - recessed with brick mold with brick lintels or arches above and brick or wood/composite sills below.



Doors and windows set in clapboard siding with trim 3" to 6" in width. The door/window trim width should always be less than the width of the corner trim of the building.



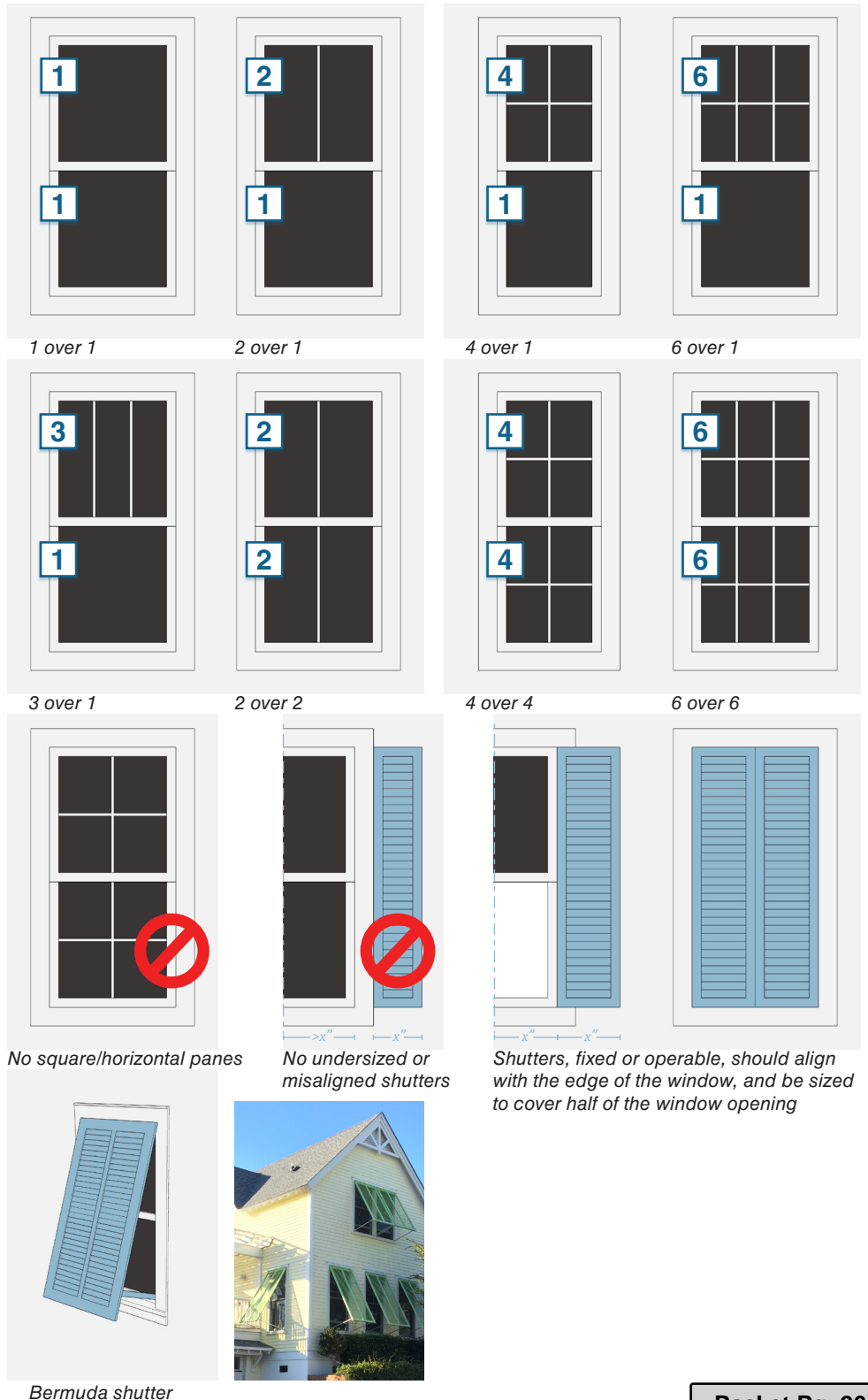
Doors and windows set in cedar or cypress shake siding with 1 1/2" to 3" flat trim.

# Cypress

## Commercial Development

### Double-hung windows

- Upper story windows, and windows in residential spaces on any level should be operable.
- Casement and awning windows are appropriate in circumstances where the window sill is higher than typical, such as in bathrooms or over a counter top.
- Double-hung windows are the most common and are appropriate in most circumstances.
  - Muntin divisions should result in individual panes (also called *lites/lights*) with a vertical proportion, rather than being square or horizontal.
  - Vary the number of divisions in differently-sized windows in order to maintain a similar pane proportion from one window to the next rather than maintaining the same number of divisions for every window.
- Operable shutters are preferred for protection from storm-borne debris as well as their functionality in maintaining privacy and reducing solar gain while windows are open in nice weather.
  - Shutters should always be sized (whether operable or not) so that they would fully cover the window when closed.
  - Mulled windows should not have shutters alongside them unless each shutter is sized to cover half of the mullered unit.
- Operable Bermuda shutters are a great solution in coastal environments to protect from hot sun and storm-borne debris.
  - Bermuda shutters should be sized to overlap the window by at least 1" on all sides.



# Cypress Commercial Development

## Building details

### Railing Styles details



**Cable Railing**  
Contemporary style of railing with high visibility and horizontal emphasis



**Decorative Railing**  
Transitional style of railing with low visibility and horizontal emphasis



**Plank Railing**  
Rustic style of railing with low visibility and horizontal emphasis



**Picket Railing**  
Traditional style of railing with vertical emphasis, picket styles vary

### Column Styles



**Doric Column**  
Classical style



**Square Column**  
Simple style, tapered sides shown above



**Double Columns on plinths**  
Contemporary style. Plinths can be wood or masonry



**Square Column**  
Simple style, shown with brackets above

### Bracket Styles



**Ornate Bracket**



**Simple Bracket**

## Cypress Public space

The Cypress sub-district is intended to be suburban in its pattern of development, though it should still be a pleasantly walkable place. Connections between developments, public amenities, and recreation areas, and connections to the adjacent sub-districts are the primary focus of the public space.

Intersections of primary roadways and the focal points of developments within the sub-district are the main opportunities for amenity spaces and community assets.

The following public space types are appropriate to use in the Cypress sub-district.



## Cypress Public Space

### Amenities



*Area of concentrated amenities.*



*Benches placed across from each other for social interaction.*

### Mail collection areas



*Mail collection areas should be covered, complement the coastal vernacular architecture, and have a pull-off area large enough to accommodate at least 3 automobiles.*

# Cypress Public Space

## Squares



*Mid-block square*

1. Located along paved walkway, between 2 businesses.
2. Business adjacent may use squares.
3. Square minimum size 60' x 80'.
4. Square paving to reflect heat, not light.
5. Color to contrast adjacent paving or ground cover.
6. Square amenities may vary, at a minimum, provide shaded seating.



*Intersection square*

1. Located at the nexus of adjacent sub-districts.
2. Vehicular traffic surrounds the square.
3. Maintain a buffer between vehicular traffic outside of square and pedestrians inside square.
4. Suitable buffers are a continuous row of trees, planters, and/or on-street parking.

## Greenbelts



*Greenbelt path*

1. Gently meandering path.
2. Greenbelts widen at building entrances.
3. Benches, trash receptacles, and water fountains shall be regularly spaced along the greenbelt.



*Greenbelt activity node*

1. Activity nodes are to be set back from the path, while remaining visible from the R.O.W.
2. Activity nodes should offer various options for visitors:
  - a. Exercise equipment.
  - b. Rest areas.
  - c. Scenic looks.
  - d. Picnic venues.
  - e. Bike repair stations.

# Cypress Public Space

## Parks



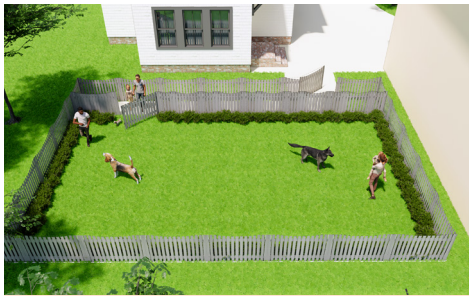
*Pocket Parks*

1. Located within the open space of one lot
2. Typically between 100 - 200 sq. ft.
3. These small parks are most useful on lots with multiple residences.
4. Paving at perimeter of space should be of contrasting color.
5. Seating and plants are common amenities here



*Neighborhood Playgrounds*

1. Located within or near large public space.
2. Neighborhood playgrounds must be visible from the right-of-way.
3. Provide non-opaque fencing that is continuous and secured around the perimeter.
4. Seating, water fountains, and trash receptacles are common amenities to include



*Dog Parks*

1. Fencing around dog park should be continuous.
2. Bull fencing and picket fencing are acceptable styles.
3. Planting at base of fence is encouraged, to eliminate burrowing.
4. When possible, provide water fountain for pets
5. The ground cover should be artificial turf or seeded grass.
6. A trash container should be provided for collection of animal waste.



*Fitness stations*

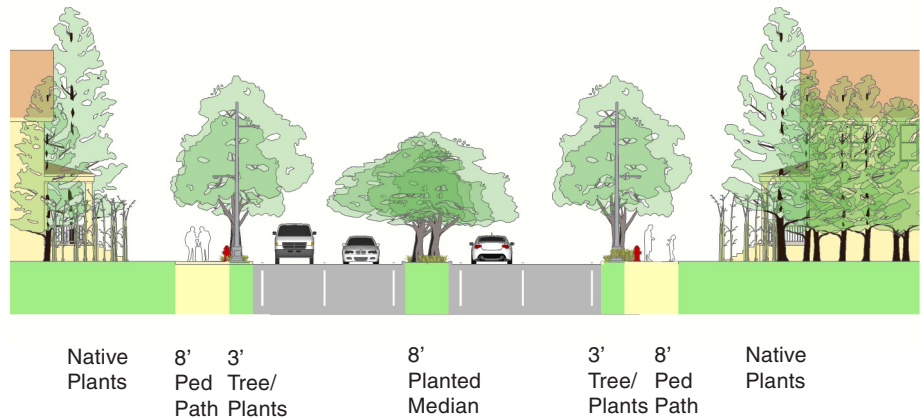
1. Paving should be soft and durable, rubber mats are typical.
2. Paving color should have a low heat reflectivity
3. Plaza paving to reflect heat, not glare. Color to contrast adjacent paving or ground cover
4. Plaza amenities may vary, at a minimum, provide shaded seating and paved walking paths

# Cypress Public Right-of-Way

## Local Streets

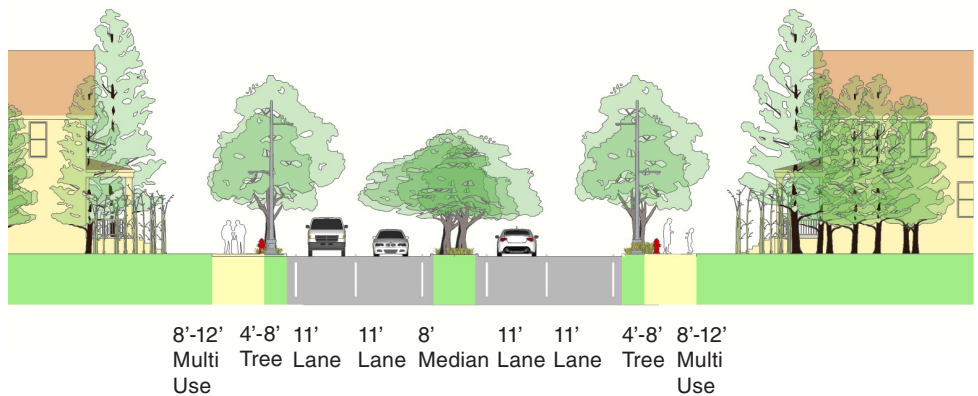
### Interior Streets

1. Sidewalks are protected from traffic by a row of trees.
2. A central median, planted with trees, provide a shaded roadway as well as traffic-calming.
3. 2 travel lanes may be utilized to as needed to facilitate commuter traffic.
4. Outer travel lane may be marked for parking in front of commercial uses as needed.
5. Trees shall be placed at regular intervals and of a species sized to provide continuous shade to pedestrians
6. Lighting shall be provided for both vehicular and pedestrian paths; lighting shall be no cooler than 3000K in color temperature and provide a CRI of 80 or better



## Arterials First

1. The lower density development of the Cypress sub-district allows for a wide multi-use path that accommodates both pedestrians and cyclists along a pleasant, meandering path
2. Parking for individual lots can be handled on-site
3. The 4 total lanes are divided by a central median to create a continuous tree canopy.



## Cypress Public Right-of-Way

### Pedestrian paths

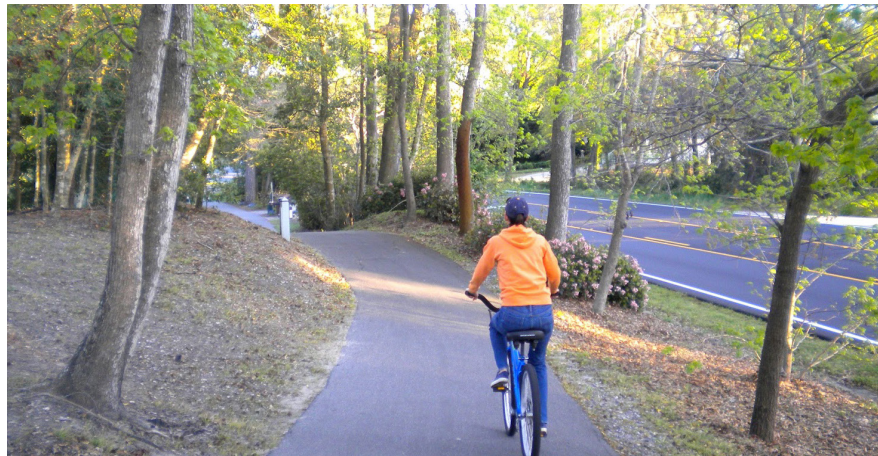
1. Pedestrian paths are multi-use.
2. Pedestrian path should have porous paving to facilitate drainage.
3. Pedestrian path street crossings shall be raised, colored to contrast adjacent road.
4. Pedestrian paths shall be continuously lit.
5. Pedestrian multi-use paths may gently meander.
6. Where driveways interrupt pedestrian paths, pedestrian path must be indicated with contrasting pavement.
7. Driveway pavement should be permeable.
8. The maximum driveway apron width is 24'



*Cypress - Interior Street Option A*



*Cypress - Driveways at pedestrian paths*



*Corolla Greenway is an example of a good pedestrian path.*

The following pages provide examples of building massing and architectural styles that are compatible with the Currituck Station design intent. Designers are not expected to copy these, only to use them as a guide towards their own compatible designs.

## Junction & Newtown Development Principles

### Development principles

The Junction and Newtown sub-districts support the district through residential, single-family, detached development. The Junction sub-district is an existing residential development. Newtown will be developed in a similar manner. Limited single family attached and mixed-use development is permitted.

To maintain the family-oriented nature of Junction and Newtown, mixed use and single-family attached development is encouraged along collectors and arterial streets. Single-family detached residential will be developed within the interior of the sub-district. Non-residential development is designed to support residents by placing buildings close to the street with active and public uses on the ground floor and pedestrian entrances accessed from the street. An interconnected network of sidewalks, multi-use paths, public spaces, and parks provide access to the mix of uses found throughout the sub-district.

Junction, as it is currently developed, is a low density residential sub-division. Typically these developments require paving new roads, resulting in the need to store stormwater in ponds on-site. In order to provide a healthy, and active place for the public, large developments are encouraged to provide pedestrian paths and site amenities around landscaped retention ponds.



### Dimensions

The allowable dimensions for the Junction and Newtown sub-district are designated in the Currituck Unified Development Ordinance.

### Allowable uses

This is an abbreviated table of uses for reference only. For a current and complete table of uses, see the Unified Development Ordinance

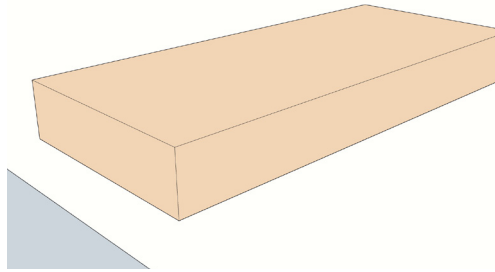
Residential Uses	Commercial Uses	Industrial Uses	Civic Uses
Single Family (Attached) Multifamily	Neighborhood-serving retail Restaurant Office	None	Community-serving amenities Education Government

## Junction & Newtown Commercial Development

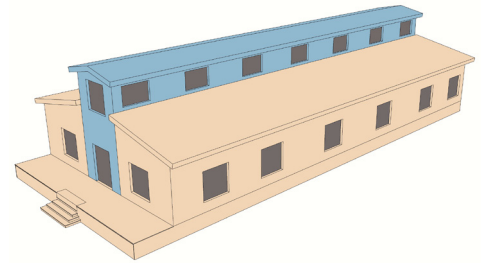
### Small 2-story building

#### Clerestory building

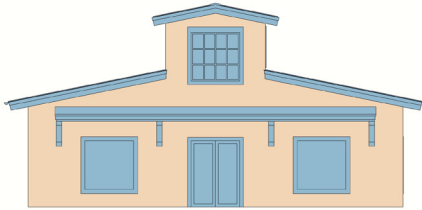
1. Use features such as clerestory to give a small building a 2-story appearance. The second floor may or may not be occupied.
2. Simple details give the building a pedestrian-friendly facade while keeping costs low.



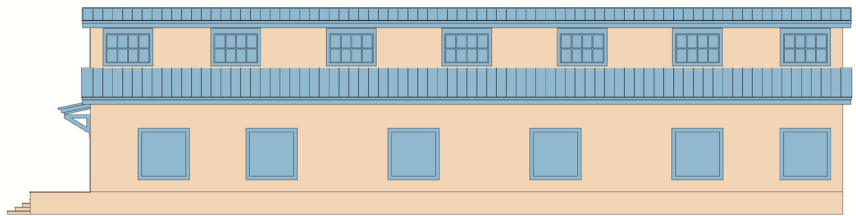
*A 1-story building program in a rectangular footprint. A 1-story building can only be accommodated if the facade is at least 20' tall giving a 2-story appearance.*



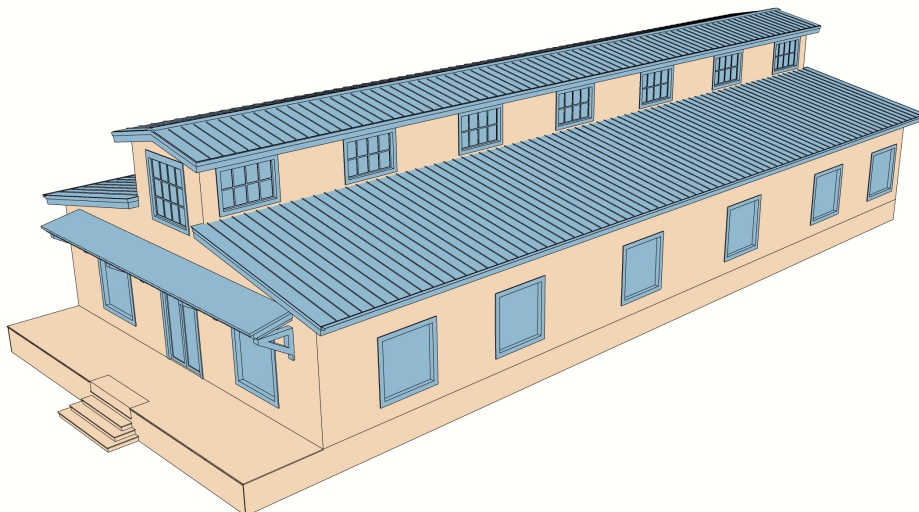
*Adding a clerestory gives the building a usable 2nd story for offices or studio apartments. Alternatively, the clerestory can be used to provide additional natural light and an airy feeling to the 1st floor space while meeting the 20' building height requirement.*



*A front facade with doors and generous windows centered on bays is functional and pedestrian friendly. The width of the clerestory section can be adjusted to suit the building program needs.*



*Ground floor side windows near the street are necessary to maintain visual permeability of the street frontage. Side windows towards the rear of the building are optional, but encouraged.*



*A small, simple fixed awning with support brackets and simple trim profiles add detail to the building and give it a coastal appearance.*

## Junction & Newtown Commercial Development

### 1. Roof

Standing seam metal due to low pitch

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Board & batten, shake, or clapboard

### 4. Clerestory windows

Divided lite, clear glass windows

### 5. Awning

Sloped with simple brackets

### 6. Railings

### 7. Doors

Storefront doors with clear (untinted) glass

### 8. Ground floor windows

Storefront or folding glass windows with clear (untinted) glass

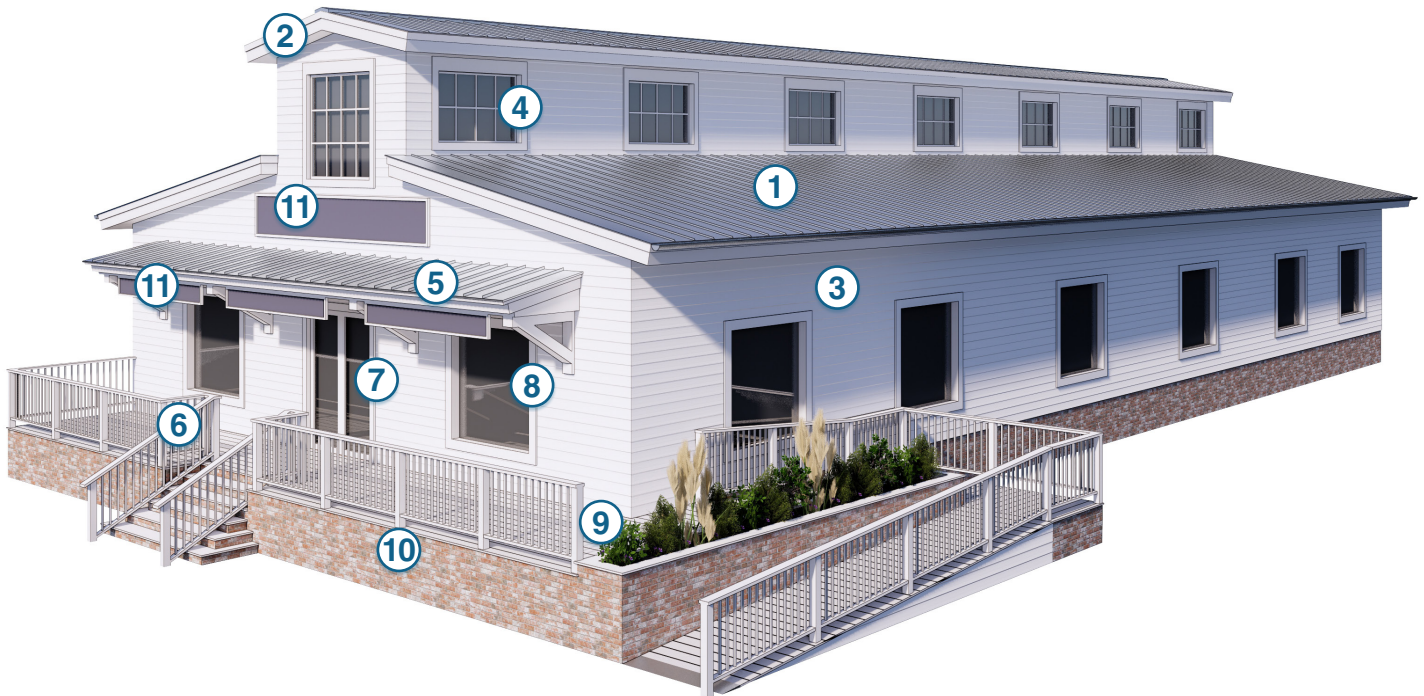
### 9. Decking

### 10. Foundation

Solid in appearance

### 11. Sign boards

Recessed or raised perimeter to differentiate from cladding



Local Pie in Bluffton, SC



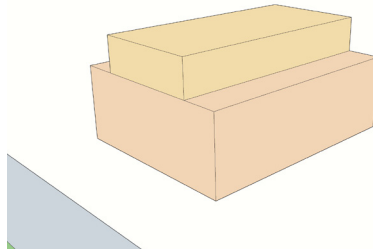
The Hitching Post (The Spry Store) in Currituck, NC

# Junction & Newtown Commercial Development

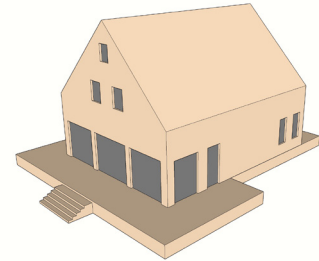
## Small 2-story building

### A-Frame with Porch

1. An iconic building form along the eastern seaboard, the A-frame is easy to construct, weathers storm events, and provides ample floor space while presenting a compact facade to the public.
2. A deep wrap-around porch shades the windows from hot summer sun and makes an inviting place for customers to enjoy.



A 2-story building program in a rectangular footprint.



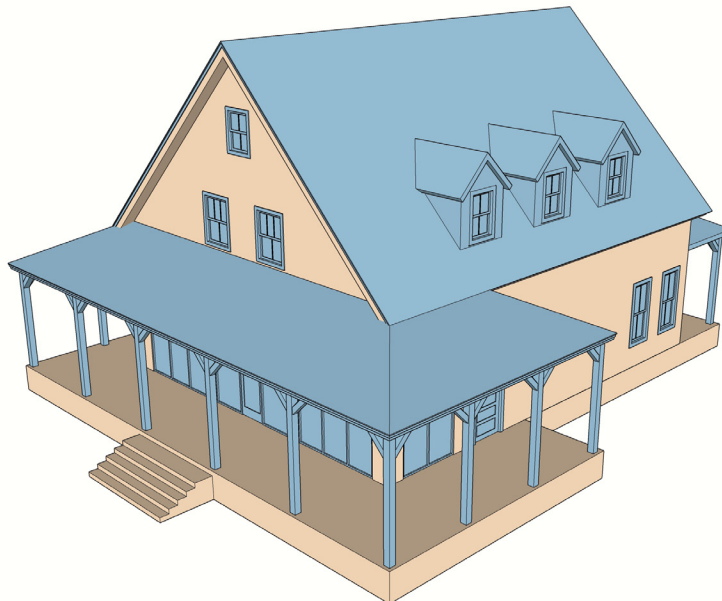
A steeply pitched roof encompasses the entire upper story.



A front facade with storefront glazing and transom windows allows natural light into the lower story space and invites pedestrians in.



Dormers let light into the upper story space and provide additional floor space. If the upper story is to be occupied by a different tenant, or is for a residential use, then a separate side entry can be added.



Straight or braced columns support the deep porch. Dormers can be separate or combined into one large dormer.

## Junction & Newtown Commercial Development

### 1. Roof

Shingle or standing seam metal

### 2. Trim

Simple profile, multi-layered

### 3. Upper story windows

Divided lite, clear glass windows

### 4. Porch roof

Shingle or standing seam metal

### 5. Columns and brackets

Wood or composite

### 6. Ground floor windows

Storefront with clear (untinted) glass

### 7. Doors

Storefront with clear (untinted) glass

### 8. Railings and stairs

### 9. Decking

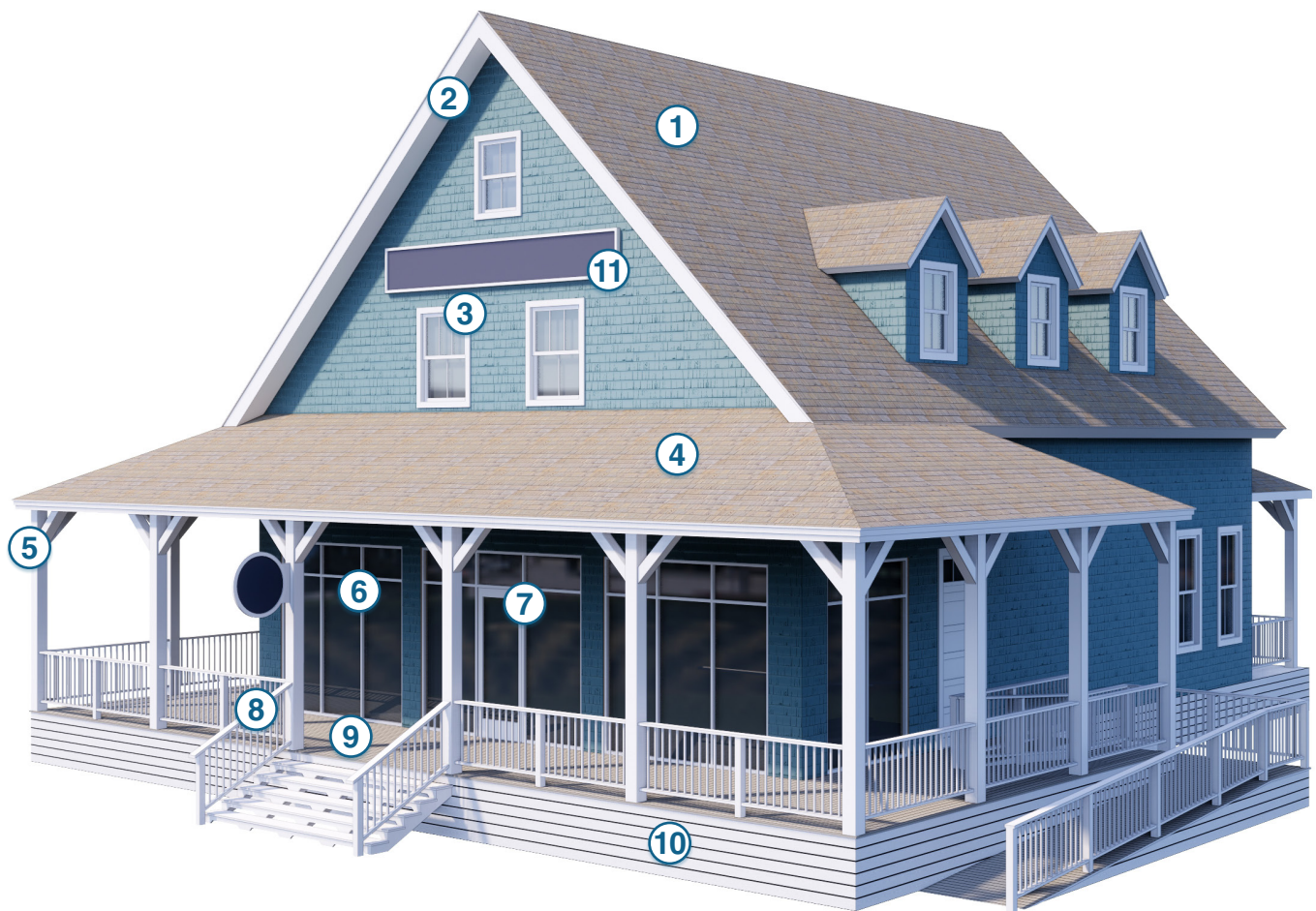
Wood (rot resistant) or composite

### 10. Foundation skirt

Solid or slatted in appearance

### 11. Sign board

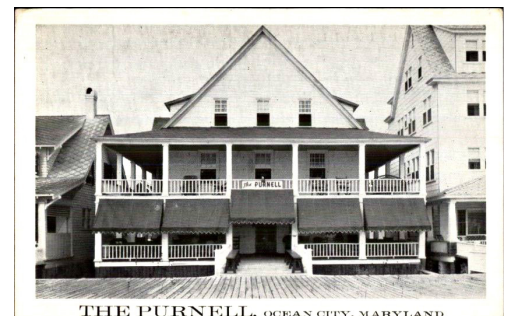
Recessed or raised perimeter to differentiate from cladding



Caffey's Inlet Lifesaving Station  
in Dare County, NC



Seatack Station, Virginia Beach, VA



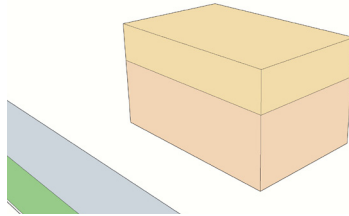
The Purnell Hotel, Ocean City, MD

## Junction & Newtown Commercial Development

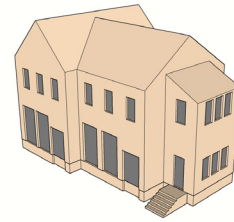
### Medium 2-story building

#### L-shaped

1. Use gable ends to break up longer facades and create the appearance of a series of smaller masses.
2. Simple details give the building a pedestrian friendly facade while keeping construction costs low.



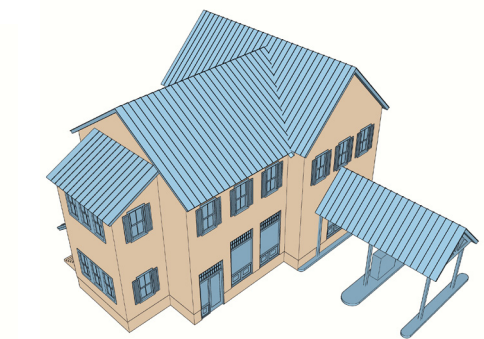
*A 2-story building program in a rectangular broadfront footprint.*



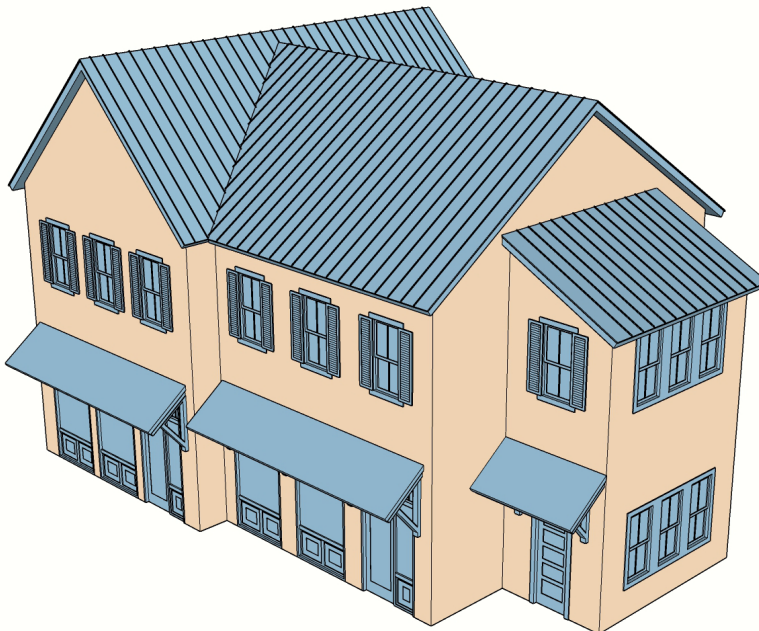
*Adding a gable end breaks up the building facade and provides multiple distinct storefronts.*



*Storefront windows and doors allow pedestrians to see into the ground floor spaces. A stair and elevator tower on the end of the building gives private access to the upper story if desired.*



*A drive-through canopy added to the rear of the building allows auto-oriented uses to occupy the building while maintaining the vernacular character*



*Awnings with brackets and shutters protect the windows from sun and rain.*

## Junction & Newtown Commercial Development

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Cladding

Masonry, shake, or clapboard

### 4. Upper story windows

Divided lite, clear (untinted) glass windows

### 5. Shutters

1/2 width and full height of window, operable  
louvered or solid shutters

### 6. Awning

### 7. Doors

Storefront with transoms and clear (untinted)  
glass

### 8. Ground floor windows

Storefront with transoms with clear (untinted)  
glass and optional opaque paneling

### 9. Foundation

Solid in appearance

### 10. Residential door

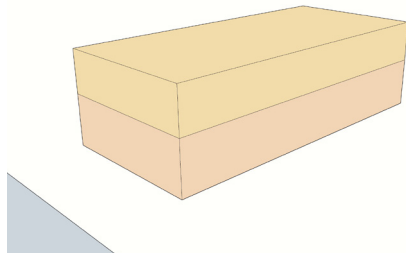


## Junction & Newtown Commercial Development

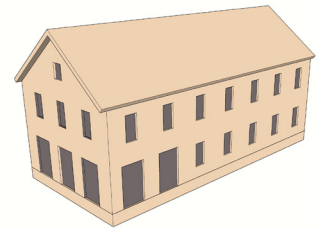
### Medium 2-story building

#### Gable-front building

1. A classic and versatile building form lends itself well to a vertical mix of uses.
2. Simple details give the building a pedestrian friendly facade while keeping costs low.



A 2 to 3-story building program in a rectangular footprint.



A gable above the upper story makes an easy-to-construct, adaptable, and durable building.



Minimal overhangs are typical, but the eaves can be extended up to 3' or 4' with exposed rafter tails for a more Craftsman appearance.



Evenly spaced side windows on all levels produce usable light throughout the building.



The wraparound porch can be supported by simple square columns or brackets.

## Junction & Newtown Commercial Development

### 1. Roof

Standing seam metal or shingle

### 2. Trim

Simple profile, multi-layered

### 3. Upper story windows

Single or divided lite, clear (untinted) glass windows

### 4. Porch roof

Match main roof or standing seam metal

### 5. Columns and brackets

4"-8" square or round

### 6. Ground floor windows

Storefront or folding glass windows with clear (untinted) glass

### 7. Doors

Storefront with clear (untinted) glass

### 8. Railings and stairs

### 9. Decking

Wood (rot resistant) or composite

### 10. Foundation skirt

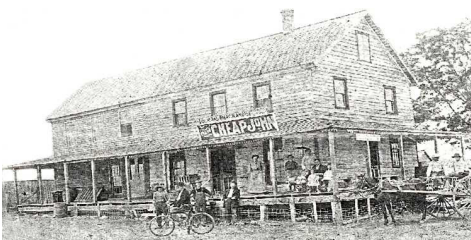
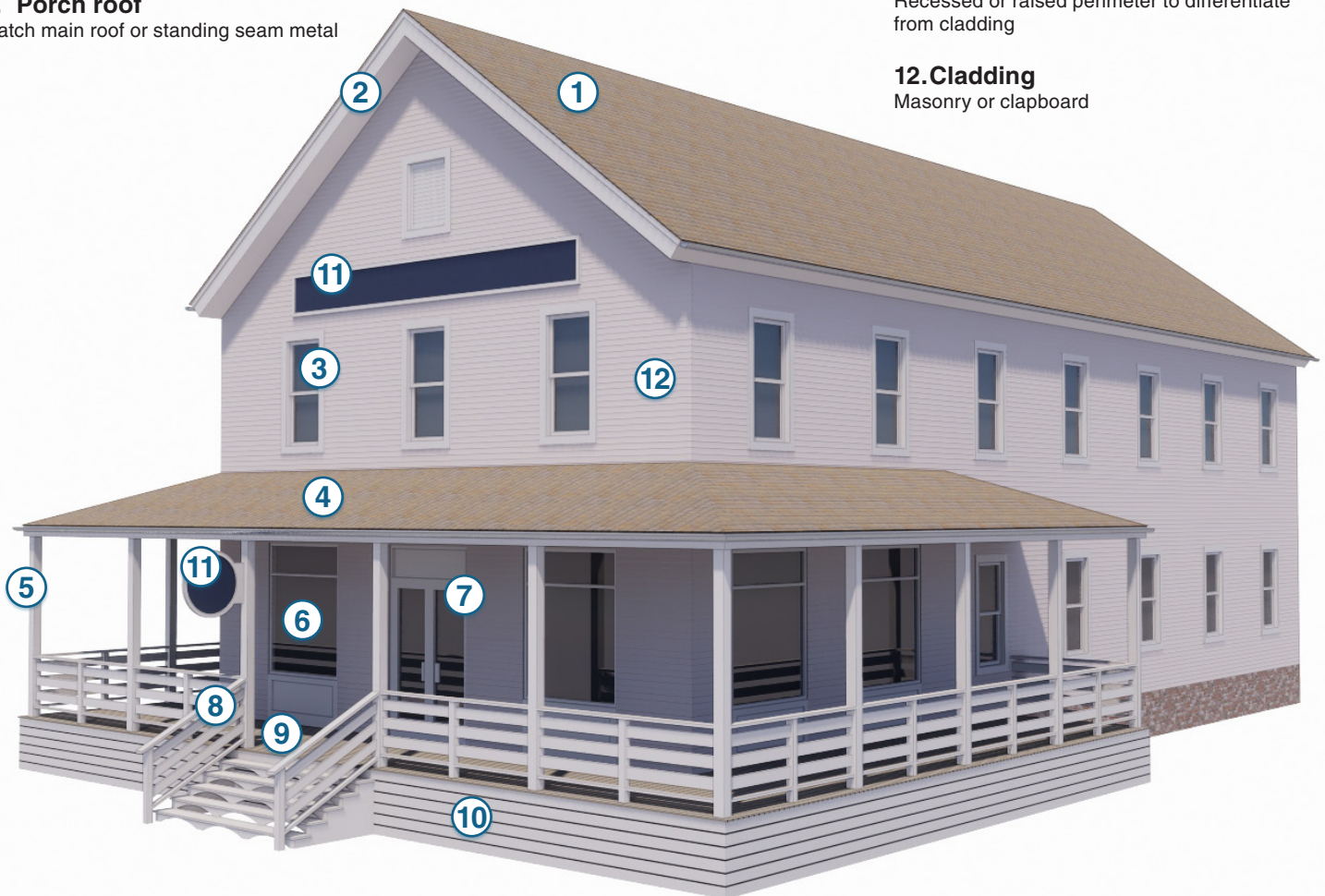
Solid in appearance with optional slatted material at porch

### 11. Sign board

Recessed or raised perimeter to differentiate from cladding

### 12. Cladding

Masonry or clapboard



Cheap John's Store, Currituck County, NC



Creekmore Brothers Store, Currituck County, NC



JM Roberts House, Currituck County, NC

Currituck Station

## Junction & Newtown Public Spaces

Junction and Newtown sub-districts, the established single-family region of Currituck Station, is primarily a place to live and play. Residential development will feature dispersed public spaces for families to use.

A public space, is an area that a resident or visitor has access to from the public right-of-way (R.O.W.), typically a road in Junction and Newtown.

There are various types of public spaces appropriate for Junction and Newtown. The following requirements guide developing all public space in the Junction and Newtown sub-districts.



# Junction & Newtown Public Spaces

## Greenbelts



*Greenbelt path*

1. Gently meandering path.
2. Greenbelts widen at building entrances.
3. Benches, trash receptacles, and water fountains shall be regularly spaced along the greenbelt.



*Greenbelt activity node*

1. Activity nodes are to be set back from the path, while remaining visible from the R.O.W.
2. Activity nodes should offer various options for visitors: Exercise equipment, Rest areas, Scenic looks, Picnic venues, Bike repair stations.

## Parks



*Dog Parks*

1. Fencing around dog park should be continuous.
2. Planting at base of fence is encouraged, to eliminate burrowing.
3. When possible, provide trash receptacles and water fountain for pets.
4. The ground cover should be artificial turf or seeded grass.



*Fitness stations*

1. Paving should be soft and durable, rubber mats are typical.
2. Paving color should have a low heat reflectivity.
3. Plaza amenities may vary, at a minimum, provide shaded seating and paved walking paths.

## Amenities

1. Drinking fountains
2. Benches/Seating
3. Bike racks



*Area of concentrated amenities*



*Benches placed across from each other for social interaction*

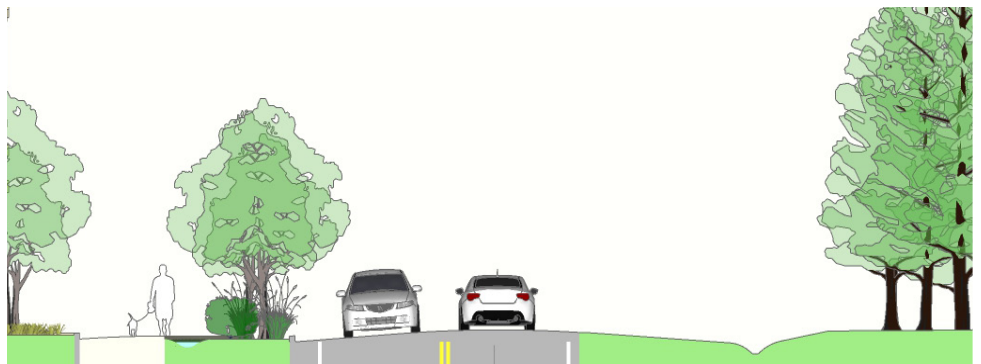
*Currituck Station*

## Junction & Newtown Public Right-of-Way

### Local streets

#### Interior Street Options

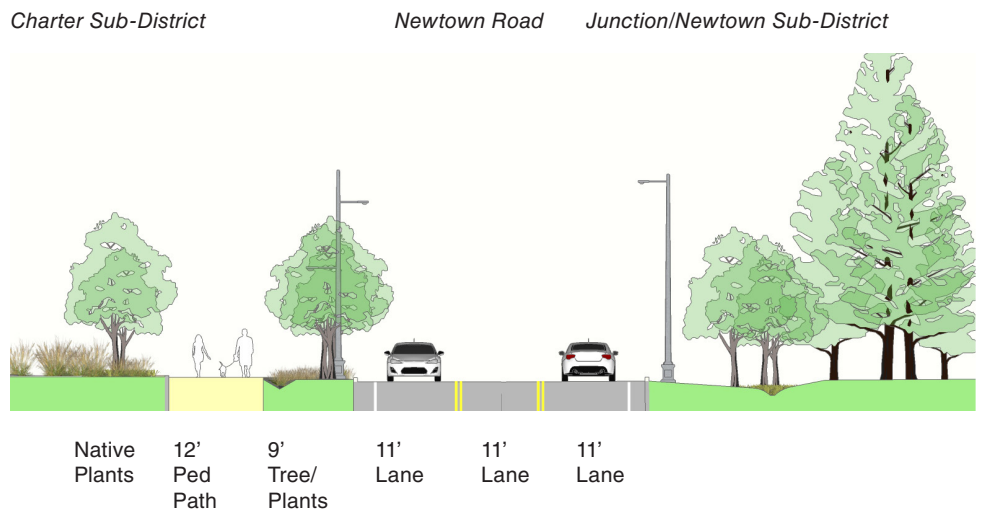
1. New streets will be designed to match the character of existing streets within the Junction and Newtown sub-districts



*Representative of existing streets*

### Arterials First

1. New development in the Junction and Newtown sub-districts should allow for a wide multi-use path that accommodates both pedestrians and cyclists along a pleasant, meandering path
2. The pedestrian path meanders with a constant width of 12'
3. The pedestrian path is screened with a row trees to serve as a barrier from any errant vehicles.
4. Trees shall be placed at regular intervals and of a species sized to provide continuous shade to pedestrians



### Pedestrian paths

1. Pedestrian path types will be a multi-use path in these districts
2. Pedestrian path paving
3. Pedestrian path street crossings must be striped with pedestrian crossing signs for approaching vehicles.
4. Pedestrian path lighting shall be continuous, and even
5. Pedestrian multi use paths shall gently meander



*Junction & Newtown - Interior Street*

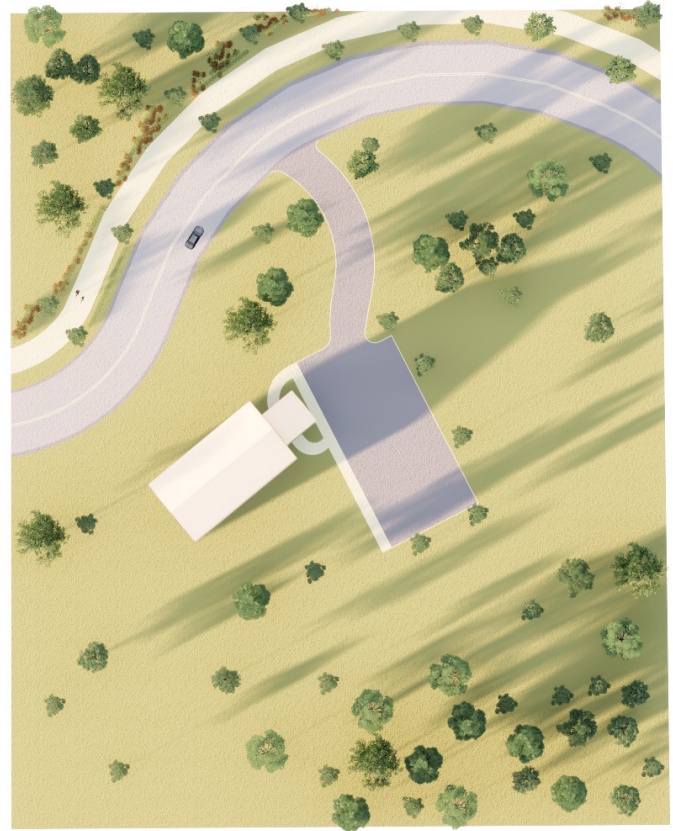
The following pages provide examples of building massing and architectural styles that are compatible with the Currituck Station design intent. Designers are not expected to copy these, only to use them as a guide towards their own compatible designs.

## Crossroads Development Principles

The Crossroads sub-district forms the industrial and job producing, non-residential core of the Currituck Station District. In addition to industrial development, Crossroads is appropriate for small offices, professional services, childcare facilities, medical facilities, and limited restaurant or cafe uses.

Uses within the Crossroads sub-district will provide buffers and, where necessary, additional stormwater mitigation techniques to the adjacent residential and environmentally identified areas of the district. Where retention ponds are required for treating stormwater, pedestrian paths are encouraged to allow workers and visitors an accessible amenity.

Crossroads is the place where many people in Currituck Station will come to work. In order to facilitate the increased traffic in this area, additional attention to detail of circulation for pedestrians and vehicles is required. The industrial commotion of Crossroads is insulated from neighboring residential development with significant perimeter buffers.



### Dimensions

The allowable dimensions for the Crossroads sub-district are designated in the Currituck Unified Development Ordinance.

### Allowable uses

This is an abbreviated table of uses for reference only. For a current and complete table of uses, see the Unified Development Ordinance

Residential Uses	Commercial Uses	Industrial Uses	Civic Uses
None	Office Restaurant	Yes	Education Government

## Crossroads Industrial Development

### Building massing

While not as architecturally sensitive as other sub-districts in Currituck Station, developments in Crossroads should still welcome visitors and those passing through with a human-scaled entry facing the street.



*Industrial buildings should have a welcoming entry prominently located closest to the frontage street.*

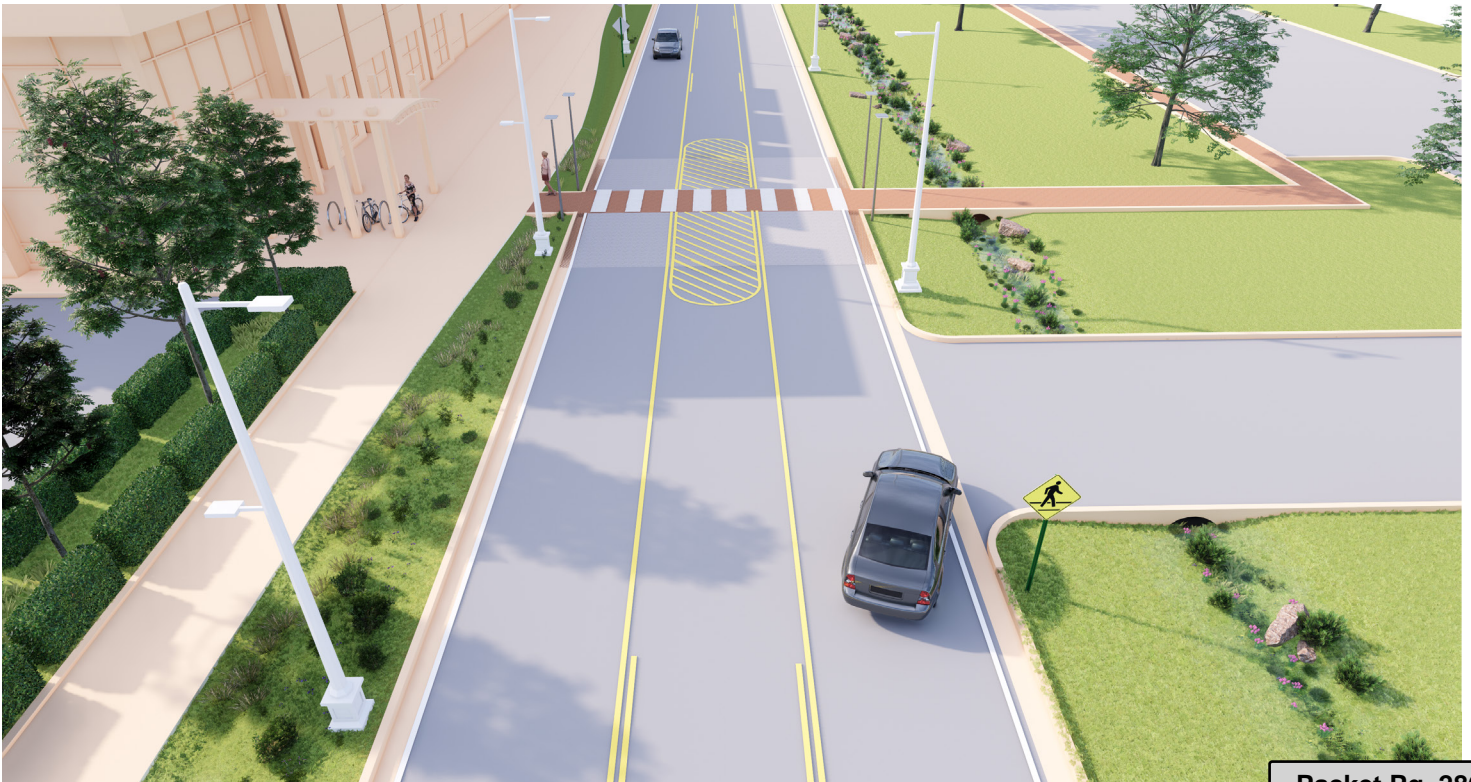
## Crossroads

### Public Right-of-Way

Crossroads, the industrial region of Currituck Station, is primarily a place to work and conduct business. Commercial and office uses in this sub-district will produce more vehicular activity than other sub-districts.

A public space, is an area that a resident or visitor has access to from the public right-of-way (R.O.W.), typically a multi-use path in Crossroads.

There are various types of public spaces appropriate for Crossroads. The following requirements guide developing all public space in the Crossroads sub-district.

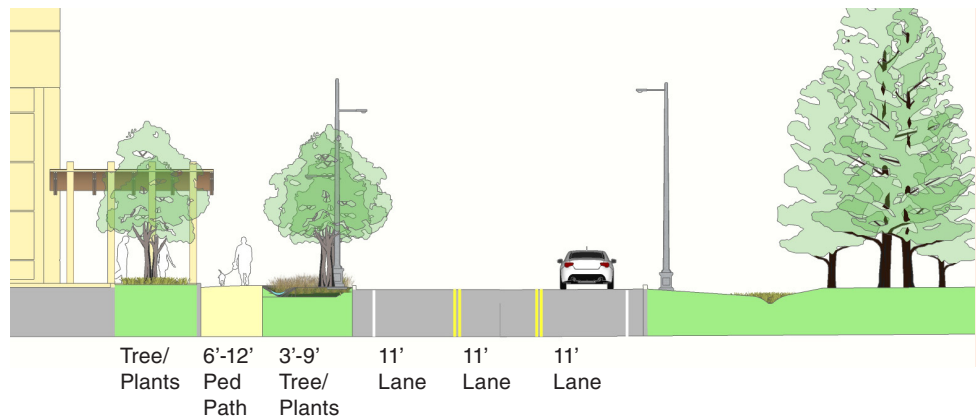


## Crossroads Public Right-of-Way

### Local Streets

#### Interior Street Options

1. Sidewalks are protected from traffic by a row of trees
1. Pedestrian paths widen towards the verge at building entrances to facilitate increased pedestrian volumes
2. The center lane is for turning vehicles and may be upgraded to a planted median, as required
3. Trees shall be placed at regular intervals and of a species sized to provide continuous shade to pedestrians
4. Lighting shall be provided for both vehicular and pedestrian paths; lighting shall be no cooler than 3000K in color temperature and provide a CRI of 80 or better



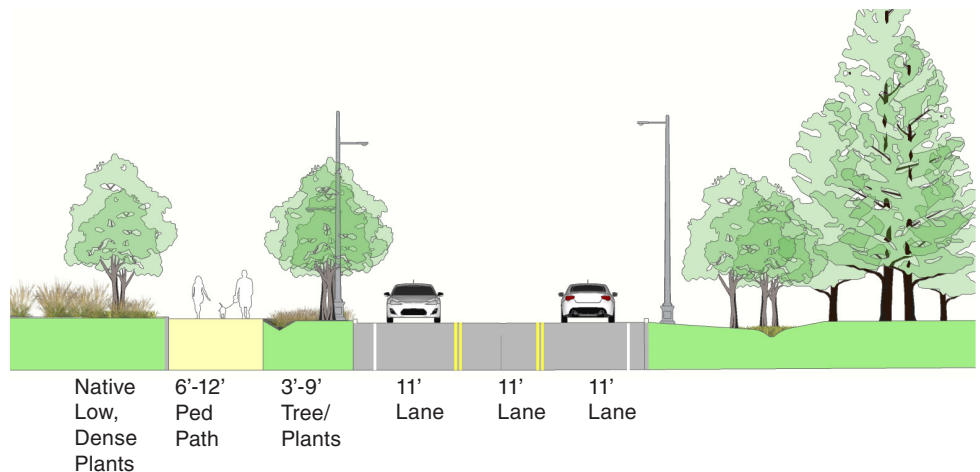
### Arterials First

1. A wide multi-use path that accommodates both pedestrians and cyclists along a pleasant, meandering path
2. Pedestrian paths widen towards the verge at building entrances to facilitate increased pedestrian volumes
3. The center lane is for turning vehicles and may be upgraded to a planted median as required
4. A row of native grasses and trees protects pedestrians on the multi-use path from errant vehicles
5. A screen planting may be utilized to hide industrial facilities from pedestrian view

Crossroads Sub-District

East - West Connector

Crossroads Sub-District



## Crossroads

### Public Right-of-Way

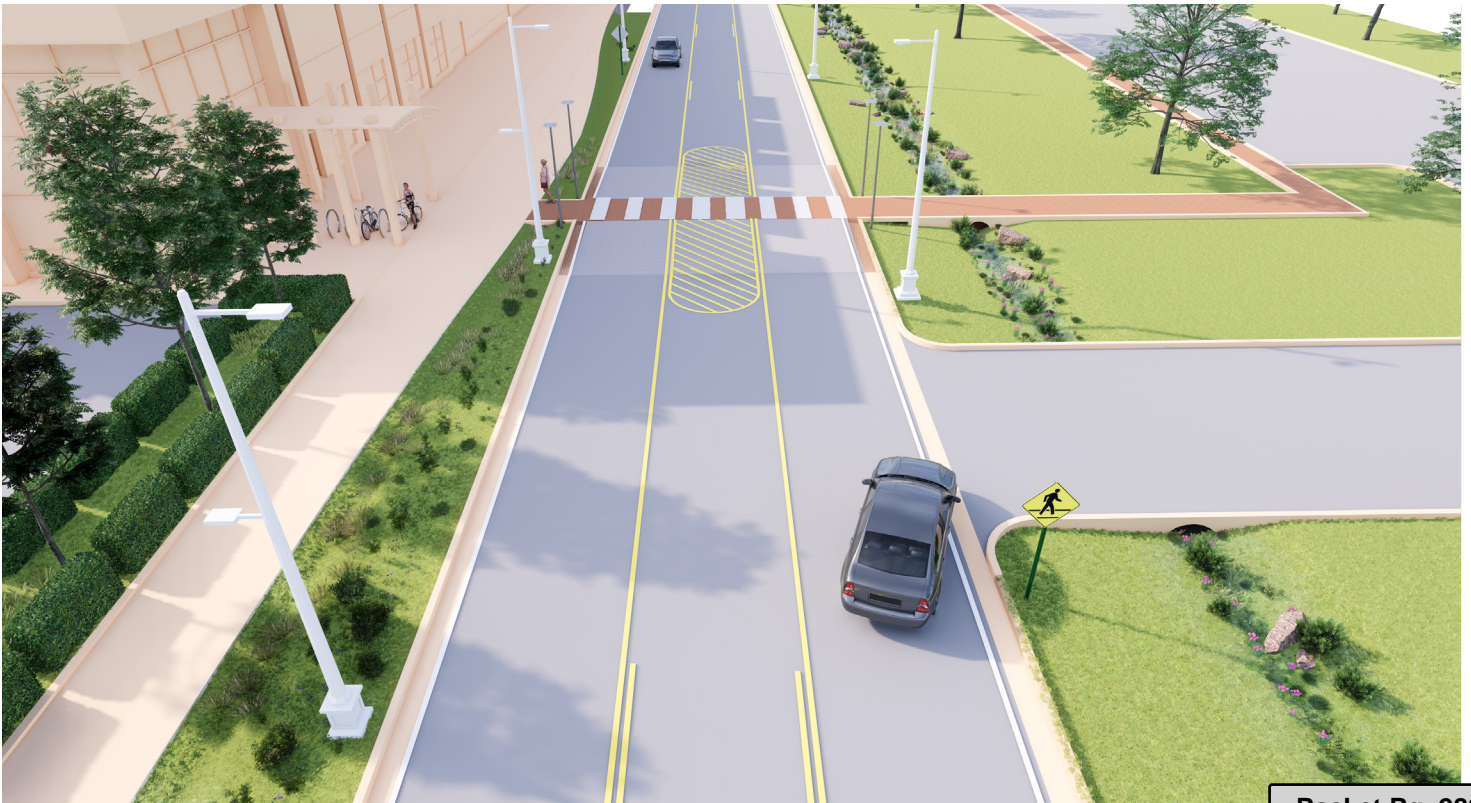
#### Pedestrian paths

1. Pedestrian paths are multi-use.
2. Pedestrian path should have porous paving to facilitate drainage.
3. Pedestrian path street crossings shall be raised, colored to contrast adjacent road.
4. Pedestrian paths shall be continuously lit.
5. Pedestrian multi-use paths may gently meander.



Crossroads - Interior Street

6' - 12'



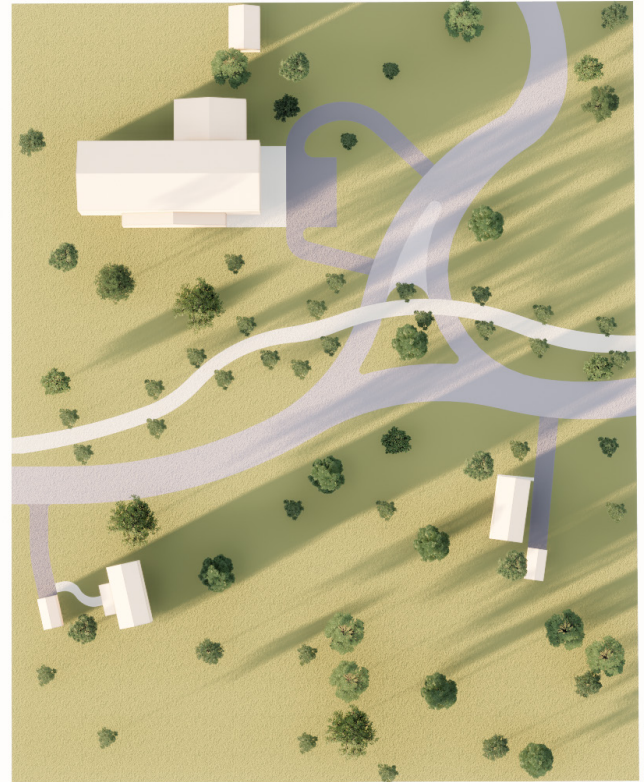
The following pages provide examples of building massing and architectural styles that are compatible with the Currituck Station design intent. Designers are not expected to copy these, only to use them as a guide towards their own compatible designs.

## Moyock Run Development Principles

The Moyock Run sub-district provides centralized governmental and public oriented uses. These uses include, but are not limited to, schools, parks, regional facilities as well as environmental and mitigation areas. Moyock Run is intended to be a natural setting in which these public facilities are placed.

To maintain the civic nature of Moyock Run buildings are encouraged along collectors and arterial streets. Each development should implement centralized (internal) roads and paths that connect to the public right-of-way. An interconnected network of sidewalks, multi-use paths, public spaces, and parks provide access to the civic and public uses found throughout the sub-district.

Moyock Run is intended to be a mostly natural and green area within the Currituck Station district. To maximize the available natural land available, connected and shared parking areas are encouraged.



### Dimensions

The allowable dimensions for the Moyock Run sub-district are designated in the Currituck Unified Development Ordinance.

### Allowable uses

This is an abbreviated table of uses for reference only. For a current and complete table of uses, see the Unified Development Ordinance

Residential Uses	Commercial Uses	Industrial Uses	Civic Uses
None	None	None	Community-serving facilities Education Government

## Moyock Run Public Spaces

Moyock Run, the park-like civic region of Currituck Station, is primarily a place to conduct business and government. Civic uses in this sub-district will produce more vehicular activity than other sub-districts.

A public space, is an area that a resident or visitor has access to from the public right-of-way (R.O.W.), typically a multi-use path in Moyock Run.

There are various types of public spaces appropriate for Crossroads. The following requirements guide developing all public space in Moyock Run.



# Moyock Run Public Spaces

## Squares



*Intersection square*

1. Located at the nexus of adjacent sub-districts.
2. Vehicular traffic surrounds the square.
3. Maintain a buffer between vehicular traffic outside of square and pedestrians inside square.
4. Suitable buffers are a continuous row of trees, planters, and/or on-street parking.

## Greenbelts



*Greenbelt path*

1. Gently meandering path.
2. Greenbelts widen at building entrances.
3. Benches, trash receptacles, and water fountains shall be regularly spaced along the greenbelt.



*Greenbelt activity node*

1. Activity nodes are to be set back from the path, while remaining visible from the R.O.W.
2. Activity nodes should offer various options for visitors: Exercise equipment, Rest areas, Scenic looks, Picnic venues, Bike repair stations.

# Moyock Run Public Spaces

## Parks



*Fitness stations*

1. Paving should be soft and durable, rubber mats are typical.
2. Paving color should have a low heat reflectivity.
3. Fitness station amenities may vary, at a minimum, provide shaded seating and paved walking paths.



*Neighborhood Playgrounds*

1. Located within or near large public space.
2. Neighborhood playgrounds must be visible from the right-of-way.
3. Provide non-opaque fencing that is continuous and secured around the perimeter.
4. Seating, water fountains, and trash receptacles are common amenities to include:

## Amenities



*Buildings and parks should have amenities at their entrance.*



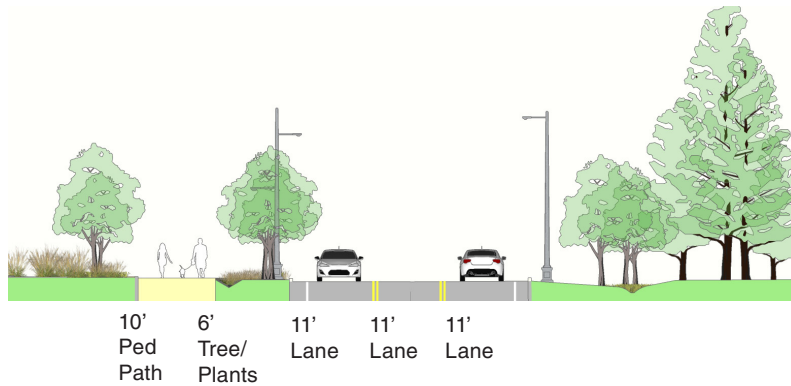
*Water fountains and trash cans are to be provided within parks in Moyock Run.*

# Moyock Run Public Right-of-Way

## Local Streets

### Interior Street Options

1. The large setback in this district allows for a wide winding path that facilitate cyclists in opposing travel directions.
2. The center lane is for turning vehicles or passing traffic
3. Trees shall be placed at regular intervals and of a species sized to provide continuous shade to pedestrians
4. Lighting shall be provided for both vehicular and pedestrian paths; lighting shall be no cooler than 3000K in color temperature and provide a CRI of 80 or better



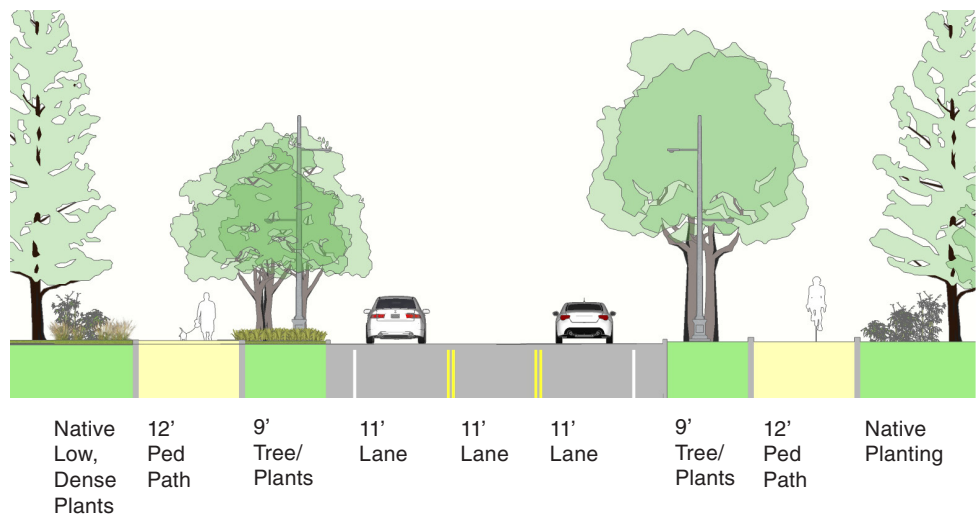
## Arterials

1. The pedestrian path is along the Moyock Run sub-district.
2. The 12' wide path gently meanders.
3. Rows of native trees and grasses serve as a physical barrier for any errant vehicles

*Moyock Run Sub-District*

*Central Parkway*

*Oak Trail*



## Moyock Run Public Right-of-Way

### Pedestrian paths

1. Pedestrian path types will be a multi-use path.
2. Pedestrian path paving should be soft and porous.
3. Pedestrian path street crossings must be striped, with signage alerting oncoming vehicles of crossing pedestrians.
4. Pedestrian path lighting shall be continuous, and even.
5. Pedestrian multi use paths shall gently meander, typically widening at entrances.



Moyock Run - Interior Street

6' - 12'

The following pages provide examples of building massing and architectural styles that are compatible with the Currituck Station design intent. Designers are not expected to copy these, only to use them as a guide towards their own compatible designs.

## Oak Trail Development Principles

The Oak Trail sub-district is intended reflect areas generally identified as environmentally sensitive. This includes, but is not limited to, native habitats, wetlands, riparian buffers, and floodplains. Low density residential uses may be permitted upon determination of environmental area limits.

The Oak Trail sub-district is generally at the periphery of the Currituck Station district. Connecting the new development with the existing rural lands surrounding by an interconnected network of greenbelt paths, parks, activity nodes, and scenic lookouts.

To maintain as much of the existing natural land as possible, development should be oriented towards collector and arterial roads. Shared parking and access roads should be utilized to minimize the amount of required paved surfaces. When paving is necessary, permeable materials should be utilized where there is no negative environmental effect.



### Dimensions

The allowable dimensions for the Junction and Newtown sub-district are designated in the Currituck Unified Development Ordinance.

### Allowable uses

This is an abbreviated table of uses for reference only. For a current and complete table of uses, see the Unified Development Ordinance

Residential Uses	Commercial Uses	Industrial Uses	Civic Uses
Single Family (Detached)	None	None	Environmental Facilities Government

## Oak Trail Public Spaces

Oak Trail, the natural open and scenic region of Currituck Station, is primarily a place to conduct business and government. Civic uses in this sub-district will produce more vehicular activity than other sub-districts.

A public space, is an area that a resident or visitor has access to from the public right-of-way (R.O.W.), typically a path or trail in Oak Trail.

There are various types of public spaces appropriate for Oak Trail. The following requirements guide developing all public space in the Oak Trail sub-district.



# Oak Trail Public Spaces

## Greenbelts



*Greenbelt path*

1. Gently meandering path.
2. Greenbelts widen at building entrances.
3. Benches, trash receptacles, and water fountains shall be regularly spaced along the greenbelt.



*Greenbelt activity node*

1. Activity nodes are to be set back from the path, while remaining visible from the R.O.W.
2. Activity nodes should offer various options for visitors: Exercise equipment, Rest areas, Scenic looks, Picnic venues, Bike repair stations.



*Greenbelt path*

1. Located within or near environmental features.
2. Fencing should allow visibility to natural site features where possible
3. Provide non-opaque fencing that is continuous and secured around the perimeter.
4. Seating, water fountains, and trash receptacles are common amenities to include

# Oak Trail Public Spaces

## Parks



*Fitness stations*

1. Paving should be soft and durable, rubber mats are typical.
2. Paving color should have a low heat reflectivity.
3. Fitness station amenities may vary, at a minimum, provide shaded seating and paved walking paths.



*Neighborhood Playgrounds*

1. Located within or near large public space.
2. Neighborhood playgrounds must be visible from the right-of-way.
3. Provide non-opaque fencing that is continuous and secured around the perimeter.
4. Seating, water fountains, and trash receptacles are common amenities to include:

## Amenities



*Buildings and parks should have amenities at their entrance.*



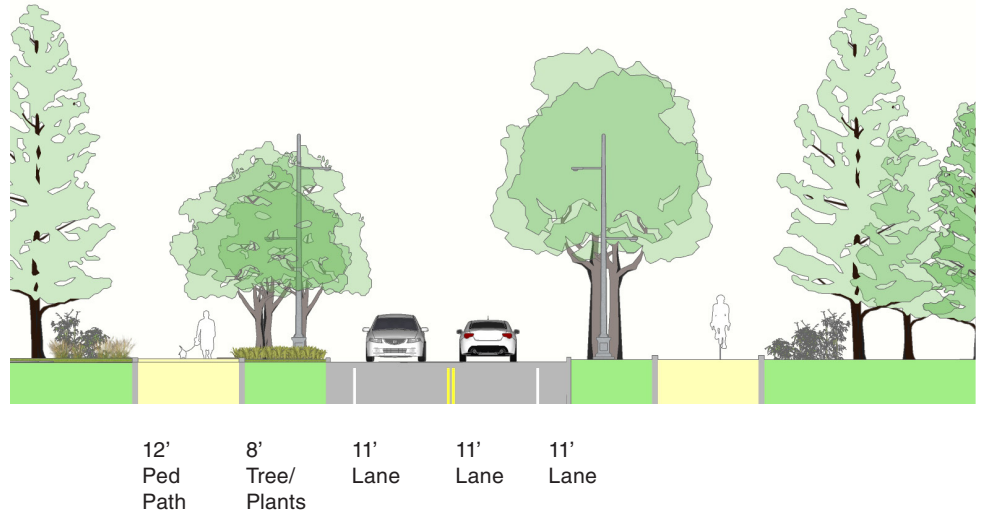
*Water fountains and trash cans are to be provided within parks in Moyock Run.*

# Oak Trail Public Right-of-Way

## Local Streets

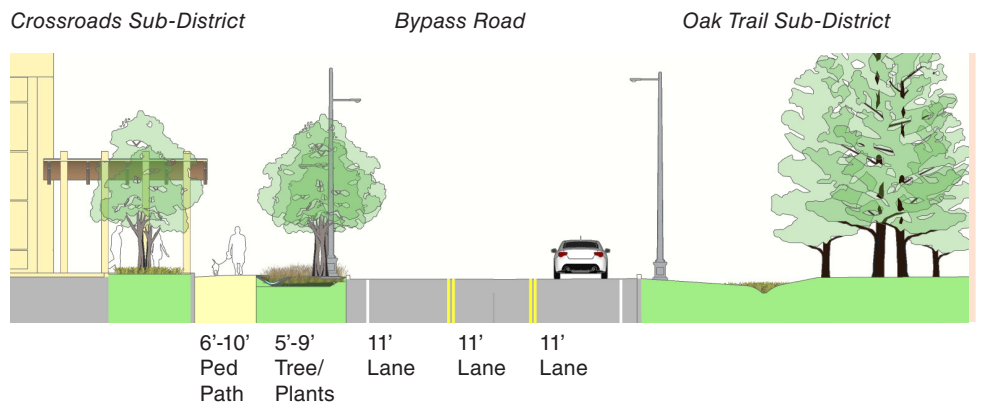
### Interior Street Options

1. The large setback in this district allows for a wide winding path that facilitate cyclists in opposing travel directions.
2. The center lane is for turning vehicles or passing traffic
3. Trees shall be placed at regular intervals and of a species sized to provide continuous shade to pedestrians
4. Lighting shall be provided for both vehicular and pedestrian paths; lighting shall be no cooler than 3000K in color temperature and provide a CRI of 80 or better



## Arterials First

1. The pedestrian path is closest to the crossroads sub-district, facilitating connection to building entrances
2. The pedestrian path is a minimum of 6' where there is no building frontage adjacent.
3. The path widens at building frontages to facilitate increased pedestrian traffic
4. A row of trees serve as a barrier to protect the pedestrian path from errant vehicles



## Oak Trail Public Right-of-Way

### Pedestrian paths

1. Pedestrian path types will be multi-use paths.
2. Pedestrian path paving should be soft and porous.
3. Pedestrian path street crossings must be striped, with signage alerting oncoming vehicles of crossing pedestrians.
4. Pedestrian path lighting shall be continuous, and even.
5. Pedestrian multi use paths shall gently meander, typically widening at entrances.



*Oak Trail - Street at Building Entrance*



This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Finance Director

### **PURCHASE AND SALE AGREEMENT**

THIS PURCHASE AND SALE AGREEMENT ("Agreement") is made this 21st day of January, 2020 between PANTHER LANDING, LLC, a North Carolina limited liability company, ("Seller"), and COUNTY OF CURRITUCK, NORTH CAROLINA ("Purchaser"), a body corporate and politic existing pursuant to the laws of the State of North Carolina.

#### **Section 1. Agreement to Sell and Purchase.**

1.1 Sale and Purchase. Seller agrees to sell and convey to Purchaser and Purchaser agrees to purchase from Seller, upon the terms and conditions set forth in this Agreement, 11.50 acres of that certain parcel of real property described in the deed recorded in Deed Book 1483, Page 157 of the Currituck County Registry which acreage will be determined based upon a mutually satisfactory survey prepared by Purchaser, (the "Property").

#### **Section 2. Purchase Price.**

2.1 Purchase Price. The purchase price for the Property shall be Two Hundred Sixteen Thousand Two Hundred and No/100 Dollars, (\$216,200.00), (the "Purchase Price").

#### **Section 3. Deposit.**

3.1 Posting of Deposit. Not later than upon the date on which this Agreement is fully executed and delivered (the "Effective Date"), Purchaser shall deliver to Seller's attorney by certified check, cashier's check or wire transfer of Federal funds the sum of Ten Thousand Dollars, (\$10,000.00) (the "Deposit"). Seller's attorney and address are: Brumsey and Brumsey, PLLC, 2883 Caratoke Highway, Currituck, NC 27929.

#### **Section 4. Study Period.**

4.1 Tests and Studies: Time Period. For a period of thirty (30) days from the Effective Date (the "Study Period"), Purchaser, at Purchaser's expense, shall have a right to conduct such tests and studies of the Property as Purchaser deems necessary including title, survey, architectural, engineering, environmental, soil boring, development and economic feasibility studies (collectively, the "Studies"). Seller shall cooperate fully with Purchaser and its agents in permitting access to the Property to conduct the Studies. Such access shall be during normal business hours after the giving of reasonable advance notice to Seller.

4.2 Termination Right. If Purchaser is not satisfied for any reason whatsoever, in Purchaser's sole discretion, with any of the Approvals or the results of the Studies, Purchaser shall have the right to terminate this Agreement by giving written notice of termination to Seller on or before the expiration of the Study Period, provided that, pursuant to Section 16, certain provisions of this Agreement shall survive such termination, including Purchaser's indemnification and restoration obligations set forth in Section 4.4. Five (5) days after Purchaser delivers the termination notice, Seller's attorney shall return the Deposit to Purchaser (less \$100, which shall be paid to Seller as independent consideration for Seller's granting the Study Period rights to Purchaser), unless within such five-day period Seller gives good faith notice to Seller's attorney that Purchaser has not fulfilled its indemnification and restoration obligations set forth in Section 4.4.

4.3 Non-Termination. If Purchaser does not terminate this Agreement during the Study Period as aforesaid, this Agreement shall continue in full force and effect and Purchaser and its agents shall have the right from time to time after the expiration of the Study Period and upon reasonable advance notice to Seller to enter the Property to cause and perform such other additional Studies as Purchaser deems necessary.

4.4 Studies Indemnification. To the extent allowed by law, Purchaser shall indemnify, defend and hold harmless Seller from and against all loss, costs, liabilities, damages, and claims pertaining to the Property (including the cost of restoring the Property to its pre-entry condition, except that Purchaser shall have no obligation to restore any vegetation) and injury to any persons caused by or arising out of Purchaser's exercise of its rights under this Section, and Purchaser shall keep the Property free and clear of any liens arising from Purchaser's exercise of its rights under this Section.

## **Section S. Title.**

5.1 Delivery of Deed: Possession. At Closing, Seller shall deliver to Purchaser Seller's general warranty deed to the Property, which deed will include an assignment of the title warranties that Seller received in its deed to the Property (the "Deed"). Seller will deliver possession of the Property to Purchaser free and clear of all tenancies, occupancy rights and parties in possession.

5.2 Pre-Closing Covenants. Seller covenants that there will be no change in title to the Property from the Effective Date to the Closing; except that, not later than at Closing, Seller shall, at Seller's expense, cause any deeds of trust, mortgages, judgment liens, mechanic or materialmen liens, tax liens and other monetary liens against the Property to be removed and discharged of record. During the term of this Agreement, (i) Seller shall not mortgage or encumber the Property or execute or enter into any leases, occupancy agreements, licenses, easements, covenants, conditions or restrictions with respect to the Property or seek any zoning or land use changes or other governmental approvals with respect to the Property without first obtaining Purchaser's prior written consent in each instance, which consent may be withheld in Purchaser's sole discretion, and (ii) Seller shall keep any existing mortgage(s) or deed(s) of trust

and other liens encumbering the Property current and not in default and will pay in a timely fashion all taxes and other public charges against the Property so as to avoid forfeiture of Purchaser's rights under this Agreement. Purchaser shall satisfy itself during the Study Period with respect to the state or condition of Seller's interest (if any) in the Property, and Seller has not made and shall have no obligation to make or give any title representations or warranties in connection with the Property, except for the special warranty contained in the Deed.

5.3 Evidence of Title. Within fifteen (15) days after the Effective Date, Seller shall to deliver to Purchaser's Counsel copies of all title information in Seller's possession pertaining to the Property including, but not limited to, title insurance policies, attorney's opinions on title, surveys, covenants, deeds, notes and deeds of trust and easements relating to the Property. Seller authorizes (a) any attorney presently or previously representing Seller to release and disclose any title insurance policy in such attorney's file to Purchaser and both Purchaser's and Seller's agents and attorneys; and (b) the Property's title insurer or its agent to release and disclose all materials in the Property's title insurer's (or title insurer's agent's) file to Purchaser and both Purchaser's and Seller's agents and attorneys.

## **Section 6. Representations and Warranties of Seller.**

6.1 Representations. Seller represents and warrants to Purchaser that the following statements are true, accurate and complete as of the Effective Date and will be true, accurate and complete as of Closing:

a. Authority. Seller and any individual executing this Agreement on Seller's behalf, has the power to execute, deliver and perform this Agreement and any other documents and instruments contemplated hereby and has taken all actions required to authorize the due execution and delivery of this Agreement and such other documents and instruments. The execution, delivery and performance of this Agreement and such other documents and instruments does not, and the consummation of the transactions contemplated hereby will not, violate any provision of any agreement, instrument, order, judgment or decree to which either Seller is a party or by which it or any of its assets is bound.

b. Leases. There are no leases, tenancies, licenses or other rights of occupancy or use for any portion of the Property or any assignments or sublets thereunder or any extension, expansion, contraction or any other amendments (whether written, oral or otherwise) to any of the foregoing in effect on the Effective Date.

c. Contracts. There are no contracts or other agreements of any kind affecting or relating to the Property with any governmental authorities, adjoining or surrounding property owners, owner or civic associations, any utility or any other party, other than this Agreement and any such agreements as might be recorded as of the Effective Date among the land records of the jurisdiction in which the Property is located and any other agreements to which Purchaser is a party.

d. Bankruptcy. Seller (i) is not in receivership or dissolution, (ii) has not made an

assignment for the benefit of creditors or admitted in writing its inability to pay its debts as they mature, (iii) has not been adjudicated a bankrupt or filed a petition in voluntary bankruptcy or a petition or answer seeking reorganization or an arrangement with creditors under the Federal bankruptcy law or any other similar law or statute of the United States or any jurisdiction and no such petition has been filed against Seller or (iv) to Seller's knowledge, none of the foregoing are pending or threatened.

e. FIRPTA. Seller is not a "foreign person" within the meaning of Section 1445 of the Internal Revenue Code of 1986 ("FIRPTA").

f. Environmental Matters. To Seller's knowledge (i) neither Seller nor Seller's predecessors in title have used, stored or disposed of, or caused or permitted to be used, stored or disposed of, any material at the Property which materials are hazardous or toxic or otherwise violative of any applicable federal, state or local environmental, health or safety laws, codes or ordinances and any rules and regulations promulgated thereunder; and (ii) Seller has received no written notice of any violation at the Property of any federal, state or local environmental, health or safety laws, codes or ordinances and any rules and regulations promulgated thereunder.

Seller shall defend, indemnify and hold Purchaser harmless from and against any and all claims, lawsuits, losses, liabilities, damages and expenses (including, without limitation, cleanup costs and reasonable attorneys' fees) arising from Seller's breach of any of its environmental representations and warranties set forth in this Section 6.1f, and this indemnity shall survive for a period of six (6) months after Closing.

## 6.2 Disclaimers and Releases.

a. Except for Seller's representations and warranties set forth in Section 6.1, Purchaser acknowledges and agrees that (i) neither Seller nor any broker, agent, attorney, employee or representative of Seller has made or is now making any representation or warranty as to the truth, accuracy or completeness of any materials, data or information delivered by or made available by Seller to Purchaser in connection with this Agreement; and (ii) all materials, data and information delivered by Seller to Purchaser in connection with the transaction contemplated hereby are provided to Purchaser as a convenience only and that any reliance on or use of such materials, data or information by Purchaser shall be at the sole risk of Purchaser

b. Except for Seller's representations and warranties set forth in Section 6.1, Purchaser acknowledges and agrees that (i) neither Seller nor any broker, agent, attorney, employee or representative of Seller has made or is now making any representation, warranty or guaranty of any kind or character, express or implied, oral or written, past, present or future, concerning or with respect to the Property or any other matter whatsoever; and (ii) upon Closing, Seller shall convey the Property to Purchaser and Purchaser shall accept the Property in "AS IS, WHERE IS" condition and with all faults. The foregoing is not intended to in any way increase, lessen or otherwise change Seller's and Purchaser's respective rights and obligations set forth in Section 13.1 of this Agreement.

## **Section 7. Representations and Warranties of Purchaser.**

7.1 Representations. Purchaser represents and warrants to Seller that the following are true, accurate and complete as of the Effective Date and will be true, accurate and complete as of Closing:

a. Organization. Purchaser is a body corporate and politic organized and validly existing under the laws of the State of North Carolina.

b. Authority. Purchaser and any individual executing this Agreement on Purchaser's behalf, has the power to execute, deliver and perform this Agreement and any other documents and instruments contemplated hereby, and has taken all actions required to authorize the due execution and delivery of this Agreement and such other documents and instruments. The execution, delivery and performance of this Agreement and such other documents and instruments does not, and the consummation of the transactions contemplated hereby will not, violate any provision of the articles of organization, limited liability company agreement or other organizational documents (as applicable) of Purchaser, or any provision of any agreement, instrument, order, judgment or decree to which either Purchaser is a party or by which it or any of its assets is bound.

## **Section 8. Covenants of Seller.**

8.1 Seller Covenants. Seller covenants that from and after the Effective Date to the Closing:

a. Taxes and Assessments. Seller shall (i) pay in a timely fashion all taxes and other public charges against the Property and (ii) provide Purchaser, within five (5) business days after receipt, copies of any notices Seller receives with respect to any special assessments or proposed increases in the valuation of the Property.

b. Binding Commitments. Without the prior written consent of Purchaser, Seller shall not make any commitments or representations to any governmental authorities, any adjoining or surrounding property owners, any owner or civic association, any utility or any other person or entity that would in any manner be binding upon Purchaser or the Property.

c. Environmental Compliance. Until Closing, Seller shall not (i) manufacture, release, discharge, treat or install any Hazardous Substances on, in, under or from the Property or (ii) install any storage tanks at the Property.

## **Section 9. Conditions Precedent to Closing.**

9.1 Purchaser Conditions. Purchaser's obligation under this Agreement to purchase the Property from Seller is subject to the satisfaction, as of Closing, of each of the following conditions:

a. (i) Seller's representations and warranties set forth in this Agreement shall be

true, accurate and complete in all material respects as of the Effective Date and as of the Closing Date without any material modification; and (ii) Seller's Closing Certificate shall not contain any material modifications to Seller's representations and warranties set forth in this Agreement.

b. Seller shall have performed in all material respects the covenants and obligations required under this Agreement to be performed by Seller on or before the Closing Date.

c. Purchaser shall have received an appraisal, procured at Purchaser's expense, that is satisfactory to Purchaser showing a fair market value for the Property at no less than \$10,000 per acre.

9.2 Seller Conditions. Seller's obligation under this Agreement to sell the Property to Purchaser is subject to the satisfaction, as of Closing, of each of the following conditions:

a. Purchaser's representations and warranties set forth in this Agreement shall be true, accurate and complete in all material respects as of the Effective Date and as of the Closing Date without any material modification; and

b. Purchaser shall have performed in all material respects the covenants and obligations required by this Agreement to be performed by Purchaser on or before the Closing Date.

## **Section 10. Closing; Deliveries at Closing.**

10.1 Closing. Closing of the transaction contemplated under this Agreement ("Closing") shall be effectuated by each party's delivery of its Closing documents, funds and other deliveries to such party as might be required under this Agreement on or before the Closing Date. If Seller and Purchaser determine that it is necessary that they attend the Closing, the Closing shall be held at 10:00 a.m. on the Closing Date at Historic Currituck Courthouse in Currituck, North Carolina. The date of the Closing (the "Closing Date") shall be fifteen (15) days after the Study Period expires.

10.2 Seller Deliveries. At Closing, Seller shall deliver (duly and fully executed, acknowledged and notarized as appropriate) to Purchaser's counsel or perform the following:

- a. the Deed;
- b. a certificate that the representations and warranties of Seller set forth in this Agreement are true and accurate as of the Closing Date, which certificate shall be in the form of Exhibit B to this Agreement ("Seller's Closing Certificate");
- c. a closing statement setting forth the charges, credits and adjustments to each party;
- d. IRS Form 1099-S solicitation or W-9 signed by Seller as required by Federal

Law;

e. title insurance affidavit and agreement (lien waiver) on the form promulgated by the North Carolina Land Title Association.

10.3 Purchaser Deliveries. At Closing, Purchaser shall deliver (duly and fully executed, acknowledged and notarized as appropriate) to Title Company or perform the following:

a. written instructions to Seller's attorney to release the Deposit for disbursement in accordance with this Agreement;

b. the balance of the Purchase Price and all Closing and other costs required of Purchaser under this Agreement;

c. such resolutions and organizational documentation as Title Company might reasonably require;

d. a certificate that the representations and warranties of Purchaser set forth in this Agreement are true and accurate as of the Closing Date, which certificate shall be in the form of Exhibit C to this Agreement ("Purchaser's Closing Certificate"); and

e. a closing statement setting forth the charges, credits and adjustments to each party.

10.4 Additional Deliveries. At Closing, Seller and Purchaser shall duly execute and deliver all other documents reasonably necessary to consummate the Closing.

## **Section 11. Costs, Taxes, Adjustments and Disbursements.**

11.1 Seller Costs. At Closing, Seller shall pay:

a. Seller's attorneys' fees;

b. the costs of releasing all liens, judgments and other encumbrances that are to be released and of recording such releases;

c. all other expenses stipulated to be paid by Seller under other provisions of this Agreement; and

d. except as expressly set forth in this Agreement to the contrary, such other costs (other than costs expressly set forth herein as being payable by Purchaser) as are customarily paid by sellers in comparable transactions in the local market in which the Property is located.

11.2 Purchaser Costs. At Closing, Purchaser shall pay:

- a. Purchaser's attorneys' fees;
- b. taxes required to be paid upon recordation of the Deed;
- c. Purchaser's attorney's closing charge;
- d. the cost of the examination of title, the title commitment and the title insurance policy;
- e. the cost of any survey ordered by Purchaser;
- f. all other expenses stipulated to be paid by Purchaser under other provisions of this Agreement; and
- g. except as expressly set forth in this Agreement to the contrary, such other costs (other than costs expressly set forth herein as being payable by Seller) as are customarily paid by purchasers in comparable transactions in the local market in which the Property is located.

11.3 Adjustments. The following shall be adjusted as of 11:59 p.m. of the day immediately preceding the Closing Date: real property taxes (including special assessments applicable to the Property, whether or not due and payable) and utilities including water and sewer rents. If the real property taxes for the tax year in which the Closing is held are not available as of the Closing Date, such taxes shall be prorated on the basis of taxes assessed in the previous year, with a subsequent cash adjustment of the proration to be made between Seller and Purchaser, if necessary, when actual tax figures are available.

11.4 True-Up. If, at any time after the Closing Date, the amount of any Closing cost or prorated charge shall prove to be incorrect (whether as a result of an omission, an error in calculation or a lack of complete and accurate information as of the Closing or otherwise), the party in whose favor the error was made shall promptly pay to the other party the sum necessary to correct such error within ten (10) days after receipt of evidence of such error, provided that such evidence must be delivered within one (1) year after Closing.

## Section 12. Default.

### 12.1 Purchaser Default.

a. If Purchaser defaults in its obligation to consummate the Closing in accordance with the terms of this Agreement or otherwise defaults in any material respect under this Agreement prior to Closing, Seller shall give Purchaser written notice specifying the nature of the default. Purchaser shall have ten (10) business days from receipt of Seller's notice of default within which to cure the specified default.

b. If Purchaser does not cure such default within the ten (10) business day period, Seller, at its option, shall have the right to do any of the following:

(i) retain the Deposit as complete and liquidated damages, in which case, this Agreement shall automatically terminate, and Seller and Purchaser shall be relieved from all further liability or obligation hereunder except for the provisions are to survive the termination of this Agreement pursuant to Section 16 hereof. Seller and Purchaser agree that forfeiture of the Deposit shall be liquidated damages and not a penalty, that the actual damages caused by Purchaser's breach of this Agreement would be difficult or impossible to measure and that the Deposit is a reasonable estimate of those damages; or

(ii) proceed with an action for specific performance of this Agreement by Purchaser.

### 12.2 Seller Default.

a. If Seller defaults in its obligation to consummate the Closing in accordance with the terms of this Agreement or otherwise defaults in any material respect under this Agreement prior to Closing, Purchaser shall give Seller and Title Company written notice specifying the nature of the default. Seller shall have ten (10) business days from receipt of Purchaser's notice of default within which to cure the specified default.

b. If Seller does not cure such default within said ten (10) business day period, Purchaser, as its sole remedy, shall have the right to elect to do any one of the following:

(i) terminate this Agreement by written notice given to Seller, in which event the Deposit shall be returned to Purchaser, and Seller and Purchaser shall be relieved from all further liability or obligation hereunder except for the provisions that are to survive the termination of this Agreement pursuant to Section 16 hereof; or

(ii) proceed with an action for specific performance of this Agreement by Seller.

Anything herein to the contrary notwithstanding, Purchaser acknowledges and agrees that Seller

shall have no liability whatsoever for damages arising out of the performance or nonperformance of Sellers obligations hereunder and the Purchaser's sole remedy shall be one of those stated above in this Section.

EACH OF THE PARTIES ACKNOWLEDGES THAT THE REMEDIES STATED HEREIN HAVE BEEN NEGOTIATED AND PROVIDE MUTUAL, SATISFACTORY AND ADEQUATE AND PROPER COMPENSATION AND CONSIDERATION TO EACH OF THE PARTIES AND THAT SUCH REMEDIES TAKE INTO ACCOUNT THE PECULIAR RISKS OF EACH OF THE PARTIES.

12.3 Attorneys' Fees. If any party hereto engages an attorney for the purpose of enforcing this Agreement or any judgment based on this Agreement, in any legal proceeding, including insolvency, bankruptcy, arbitration, declaratory relief or other litigation, the prevailing party shall be entitled to receive reimbursement from the non-prevailing party for all reasonable attorneys' fees and out-of-pocket expenses incurred in connection with such proceeding including service of process, filing, court and court reporter, investigative and expert witness fees and costs, and such reimbursement shall be included in any judgment, decree or final order issued in that proceeding. The "prevailing party" means the party who receives substantially the relief desired, whether by judgment, dismissal or otherwise.

### **Section 13. Risk of Loss by Casualty and Condemnation.**

13.1 Risk of Loss. Seller shall bear the risk of all loss, destruction or damage to the Property or any portion thereof (reasonable wear and tear excepted) from casualty and all other causes until the Closing.

13.2 Condemnation. If, prior to Closing, all or any portion of the Property is condemned or taken pursuant to any governmental action, amongst such other rights that Seller might have at law or in equity, Seller shall have the right to terminate this Agreement by giving Purchaser written notice of such termination.

### **Section 14. Brokers.**

14.1. Identification of Brokers. Seller represents to Purchaser and Purchaser represents to Seller that such representing party has not dealt with any real estate broker, agent or finder in connection with the transaction contemplated by this Agreement.

14.2. Indemnification. Subject to the foregoing, each party shall defend, indemnify and hold the other party harmless from and against all claims, demands, causes of action, expenses or other liabilities (including reasonable attorneys' fees and court costs, whether or not suit is instituted) incurred by the indemnified party arising from any breach of the foregoing representation and from any brokerage, agent or finder claim of entitlement to a commission, fee, cost or other expense that (if payable) would result in a breach of the foregoing representation by the indemnifying party.

## **Section 15. Notices.**

15.1. Addresses. All notices, consents, approvals and other communications ("notice" or "notices") given under this Agreement shall be (a) in writing; (b) shall be addressed (i) if to Seller, to Jerry L. Old, PO Box 505, Currituck, NC 27958 or sent by facsimile transmission to Jerry L. Old at 252-232-3038 ; and (ii) if to Purchaser, to Benjamin C. Stikeleather, Currituck County Manager, 153 Courthouse Road, Currituck, North Carolina 27929 or sent by facsimile transmission to Benjamin C. Stikeleather at (252) 232-3115; (c) sent, any charges prepaid, by (i) hand-delivery, (ii) certified or registered mail, return receipt requested, (iii) a nationally recognized overnight courier service, or (iv) facsimile transmission as aforesaid; and (d) effective only when delivered or delivery is refused, except that facsimile notices shall only be effective where there is written confirmation of receipt issued by the addressee or authorized agent and then, facsimile transmissions shall be deemed received on the date received if received on or before 5:00 p.m. (Currituck, NC local time), or if received after 5:00 p.m. (Currituck, NC local time), then on the next day. Any party may change its address(es) for notice at any time upon ten (10) days notice to the other party given in accordance with the terms of this Section.

## **Section 16. Survival.**

16.1 Survival if Closing. If Closing occurs, Seller's and Purchaser's respective obligations and liabilities under this Agreement shall merge with Seller's delivery of the Deed, except for the following sections or provisions of this Agreement which shall survive the delivery of the Deed: Section 4.4-Studies Indemnification; Section 6.2-Disclaimers and Releases; Section 11.4-Post-Closing Adjustments; Section 12.3-Attorneys' Fees; Section 14-Brokers; Section 15-Notices; and Section 17.12-Waiver of Jury Trial.

16.2 Survival if No Closing. If Closing does not occur and Seller or Purchaser terminates this Agreement for any reason, Seller's and Purchaser's respective obligations and liabilities under the following sections or provisions of this Agreement shall survive such termination: (i) as to Seller and Purchaser, Section 6.2-Disclaimers and Releases; Section 12.3-Attorneys' Fees; Section 14-Brokers; Section 15-Notices; and Section 17.12-Waiver of Jury Trial; (ii) as to Purchaser only, Purchaser's indemnification and restoration obligations pursuant to Section 4.4; and (iii) as to Purchaser and Seller, all other provisions (if any) that expressly provide that such party's obligations or liabilities shall survive the termination of this Agreement.

## **Section 17. General Provisions.**

17.1 Assignment and Binding Effect. Purchaser shall have the right to assign this Agreement at any time. No such assignment shall relieve Purchaser of being primarily liable for its obligations under this Agreement. Subject to the foregoing limitation(s) on Purchaser's assignment rights, all of the terms, covenants, conditions, obligations and indemnifications contained in this Agreement shall be binding upon the parties and inure to the benefit of their respective heirs, legal representatives, successors and assigns.

17.2 Dates. If any date upon which action is required under this Agreement shall be a

Saturday, Sunday or Federally recognized legal holiday in the State of North Carolina, the date for such action shall be extended to the first business day after such date that is not a Saturday, Sunday or legal holiday.

17.3 Time of the Essence. Time is of the essence with respect to each and every provision of this Agreement.

17.4 Waiver of Conditions. Either party may waive any of the terms and conditions of this Agreement made for its benefit provided such waiver is in writing and signed by the party waiving such terms or conditions.

17.5 Headings. The article and sections headings used in this Agreement are for reference and convenience only and shall not be considered in interpreting this Agreement.

17.6 Singular/Plural. Wherever in this Agreement the singular number is used, the same shall, include the plural and vice versa, and the masculine gender shall include the feminine and neuter genders, and vice versa, as the context shall require.

17.7 Partial Invalidity. If any term, covenant, condition or provision of this Agreement or the application thereof to any person or circumstance shall be invalid or unenforceable, at any time or to any extent, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby. Each term, covenant, condition and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.

17.8 Entire Agreement. This Agreement contains the entire agreement among the parties. There are no promises, agreements, terms, conditions, undertakings, understandings, warranties, covenants or representations, oral or written, express or implied, among them, other than as set forth in this Agreement.

17.9. Counterparts. This Agreement may be executed in several counterparts, each of which shall constitute an original, but all of which together shall constitute one and the same instrument. The signature of a party on any counterpart may be removed and attached to any other counterpart.

17.10 Signature by Facsimile. This Agreement and all amendments hereto may be signed and transmitted by facsimile. The signature of any party thereon shall be considered as an original signature and the document transmitted shall be considered to have the same binding legal effect as if it were originally signed. Promptly following a written request therefor, the party signing a document by facsimile shall execute and deliver to the requesting party such facsimile party's signature in original form on the applicable document.

17.11 Certain Definitions. Unless expressly set forth in this Agreement to the contrary, as used in this Agreement, the word "including" shall be deemed to mean "including, without limitation."

17.12 WAIVER OF JURY TRIAL. SELLER AND PURCHASER EACH HEREBY WAIVES ANY RIGHT TO TRIAL BY JURY IN ANY LEGAL PROCEEDING ARISING UNDER OR IN CONNECTION WITH THIS AGREEMENT.

17.13 Governing Law. This Agreement shall be governed by and interpreted under the laws of the jurisdiction where the Property is located, without regard to the application of choice of law principles.

[SIGNATURES FOLLOW]

IN WITNESS WHEREOF, the parties have signed and delivered this Agreement under seal as of the Effective Date.

**SELLER:**

PANTHER LANDING, LLC

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an er  
 [REDACTED]

**PURCHASER:**

COUNTY OF CURRITUCK, NORTH CAROLINA

By: \_\_\_\_\_ [SEAL]

Name:

Title:

Date of Execution: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
 Clerk to the Board of Commissioners

(COUNTY SEAL)

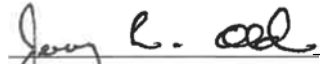
## Exhibit A

Form of Seller's Certificate**SELLER'S CERTIFICATE**

**PANTHER LANDING, LLC, ("Seller"), and COUNTY OF CURRITUCK, NORTH CAROLINA**, a body corporate and politic existing pursuant to the laws of the State of North Carolina ("**Purchaser**"), have entered into that certain Purchase and Sale Agreement, dated January 21, 2020 (as amended from time to time, the "**Purchase Agreement**") pertaining to the sale of certain real property located in Moyock Township, Currituck County, North Carolina, as more particularly described in the Purchase Agreement.

Pursuant to Section 10.2b of the Purchase Agreement, Seller hereby certifies to Purchaser that Seller's representations and warranties set forth in the Purchase Agreement are true and accurate as of the Closing Date (as defined in the Purchase Agreement), subject to the qualifications, limitations and other terms and provisions of the Purchase Agreement applicable to such representations and warranties.

PANTHER LANDING, LLC

  
\_\_\_\_\_  
Manager

## Exhibit B

Form of Purchaser's Certificate**PURCHASER'S CERTIFICATE**

**PANTHER LANDING, LLC, ("Seller"), and COUNTY OF CURRITUCK, NORTH CAROLINA**, a body corporate and politic existing pursuant to the laws of the State of North Carolina ("**Purchaser**"), have entered into that certain Purchase and Sale Agreement, dated January 21, 2019 (as amended from time to time, the "**Purchase Agreement**") pertaining to the sale of certain real property located in Moyock Township, Currituck County, North Carolina, as more particularly described in the Purchase Agreement.

Pursuant to Section 10.3d of the Purchase Agreement, Purchaser hereby certifies to Seller that Purchaser's representations and warranties set forth in the Purchase Agreement are true and accurate as of the Closing Date (as defined in the Purchase Agreement), subject to the qualifications, limitations and other terms and provisions of the Purchase Agreement applicable to such representations and warranties.

COUNTY OF CURRITUCK, NORTH CAROLINA,

By:           ( • rmJ }            
 Name        \\_  
 Title:

**HISTORIC PRESERVATION COMMISSION**  
**4 Year Terms**

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Josh Bass	Consensus		Consensus	2/18/2019	1st Term 1/17/2023
	Consensus	Horace Bell - Resigned*	Consensus	1/17/2017	Init. 1/17/2020
	Consensus	Virginia Agreste*	Consensus	1/17/2017	Init. 1/17/2020
	Consensus	Mary Simmons	Consensus	1/17/2017	Init. 1/17/2021
	Consensus	Barbara Snowden	Consensus	1/17/2017	Init. 1/17/2021
*Must Be replaced *Can Be Reappointed					

*Initial Terms: 1-Two Year 2-Three Year 2-Four Year*  
*Term Expirations listed as recommended by BOC*

MOYOCK WATERSHED ADVISORY BOARD  
2-YEAR TERMS

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
W. Charles Eley	Consensus			April 16, 2018	1st October 19, 2018
Cindy Arthur	Consensus	Resigned		October 19, 2015	Initial October 19, 2016
David M. Plageman	Consensus	Resigned-Moving		April 16, 2018	1st October 19, 2019
Wende Shannon	Consensus			April 16, 2018	1st October 19, 2019
Ryan Hudgins	Consensus			April 16, 2018	1st October 19, 2019
Peggy Lusk	Consensus			April 16, 2018	1st October 19, 2018
Steven Vick, Sr.	Consensus	Moved Out of District		April 18, 2016	Initial October 19, 2017

*All members eligible for two, two-year terms at initial expiration.*

**Must be replaced**

## OCEAN SANDS WATER SEWER DISTRICT ADVISORY BOARD

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Braxton Hill			Coastland Corporation		
Martin Regan			Coastland-OSPOA	4/16/2018	
<b>Barbara Marzetti</b>		<i>Robert Peters</i>	BOC	9/4/12	
Roger Green			BOC	5/20/19	
Terry Anderson			BOC	11/5/12	
<b>Must be replaced</b>					



## CURRITUCK COUNTY NORTH CAROLINA

January 21, 2020

Minutes – Regular Meeting of the Board of Commissioners

### WORK SESSION

#### 1. 5:00 PM Schools Discussion

The Board of Commissioners attended a 5:00 PM work session in the Conference Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, to discuss school funding. Mark Stefanik, Superintendent, and Larissa York, Finance Officer for Currituck County Schools, attended the work session to provide an update on the status of school funding and budgeting. The lack of adoption of a state budget was one factor among several affecting this year's school budget. A chart showing revenue sources was distributed to Commissioners for their review. Because of the current funding challenges, Mr. Stefanik asked the Board of Commissioners to provide an additional allocation of \$161,000 to fund three new elementary teacher positions. Mr. Stefanik said this cost would be included in state funding next year, and may be covered this year when a state budget is adopted. Commissioners told Mr. Stefanik to fund the positions using the school's fund balance and if money is not included when the state budget is adopted the county will reimburse the cost to the schools. Going forward, Commissioners asked they submit a budget for review by May 15 each year in a format that shows the headings and is sorted by school. The work session concluded at 5:51 PM.

#### 6:00 PM CALL TO ORDER

The Currituck County Board of Commissioners met in regular session 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	Present	
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

Pastor Jerry Cribb, Pilmoor United Methodist Church, attended to offer the Invocation and lead the Pledge of Allegiance.

Communication: Minutes for January 21, 2020 (Approval Of Minutes-January 21, 2020)

**B) Approval of Agenda**

Commissioner Payment moved New Business Item A, Resolution in Support of Rights Afforded by the Second Amendment, to follow the Manager's Report on the agenda. He added an appointment to the ABC Board under Board Appointments.

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

Approved Agenda:

**Work Session**

5:00 PM Schools Discussion

**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****Administrative Reports**

- A) **First Solar Donation Presentation to Currituck County Department of Social Services**
- B) **Social Services Departmental Report-Samantha Hurd, Director**
- C) **Currituck County Schools Report-Mark Stefanik, Superintendent**

**Public Hearings**

- A) **PB 19-23 Clearview Tower Company II, LLC:** Clearview Tower Company II, LLC, has requested a major site plan/use permit for a communication tower on lot 10 in Lewark Subdivision, Carova, Tax Map 101B, Parcel 10, Poplar Branch (Beach) Township.
- B) **PB 18-23 The Fost Tract, Phases 1, 2, 3, 4, 5:** Request for a preliminary plat/use permit for a 301 lot Planned Development on 228.83 acres located off Caratoke Highway, Tax Map 15, Parcel 86, Moyock Township.
- C) **PB 19-29 Currituck County:** Request for a use permit to expand the Moyock Regional Wastewater Treatment Plant located at 501 Winslow Road, Moyock Township.

**New Business****A) Resolution in Support of Rights Afforded by the Second Amendment to the US Constitution****B) Board Appointments**

1. Moyock Stormwater Service District
2. Recreation Advisory

**C) Consent Agenda**

1. Approval Of Minutes-January 6, 2020
2. Budget Amendments
3. Change Order-Maritime Museum

**Recess Regular Meeting****Special Meeting of the Ocean Sands Water & Sewer District Board**

Budget Amendments-OSWSD

**Adjourn Special Meeting****Closed Session**

Closed Session pursuant to G.S. 143-318.11(a)(6) to discuss a personnel matter

**Adjourn**

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

North Carolina House Representative Bobby Hanig, a resident of Currituck County, spoke in support of the Second Amendment Resolution being considered on the agenda and said he will stand with the Board of Commissioners and citizens to support their Second Amendment right to defend themselves.

Susan Powers of Moyock asked the Board to vote against the Second Amendment Resolution, saying there has to be some rules to regulate guns and a bad precedent would be set when choosing what Federal or State laws will or will not be followed.

H.V. Cole, Moyock, talked about the negative impacts of growth in Currituck County. He discussed effects on schools, increased traffic in Moyock, and drainage and flooding issues that will result in septic failures. He said he would be in favor of paying more to have a central sewer system.

There were no other speakers and the Public Comment period was closed.

### COMMISSIONER'S REPORT

Chairman White announced the Board's earlier work session and a prior meeting he attended with school board members to discuss school issues. He encouraged citizens to attend one of several election events scheduled throughout the county and announced the Board of Commissioners upcoming retreat. He discussed the county's upcoming Citizens Academy, with eleven registered to date, and talked about the Tourism Department's new event assistance program.

Commissioner Payment said he attended a Dr. Martin Luther King, Jr. celebration over the weekend. He commented on the Second Amendment Resolution on the agenda and assured citizens the Board of Commissioners support Second Amendment rights of citizens. He asked everyone to continue to support the county's volunteer fire departments.

Commissioner Mary Etheridge, who serves on the Department of Social Services (DSS) Board, thanked DSS Director Samantha Hurd, her staff, and the citizens of Currituck for making Operation Santa a great success. She announced Election Day, March 3, and thanked Representative Bobby Hanig for representing North Carolina at the recent march in Richmond, Virginia, in support of Second Amendment rights.

Commissioner Beaumont responded to earlier Public Comment by saying growth is a far better problem to have than losing businesses and residents. He said effective manage of the growth is important and he discussed how the county Land Use Plan developed based on feedback from the community. He encouraged the community to become engaged with the county.

Commissioner McCord reported on discussion at the Recreation Advisory Board meeting and said 2020 scheduled sporting events are up over last year. He recognized Representative Hanig's participation in the Wounded Warrior motorcycle ride over the weekend and thanked those who organized the event and the community for their support.

Commissioner J. Owen Etheridge talked about the critical nature of the upcoming election and encouraged the community to inform themselves and learn about the candidates and what they stand for by attending events or through social media.

Commissioner Jarvis reported on items discussed at the Juvenile Crime Prevention Council (JCPC) meeting and said the prevention and counseling programs in place are achieving or exceeding the goals established by the council. She attended the recent Trillium Northern Regional Advisory Board meeting, and said they are still responding to inquiries related to Medicaid expansion. She said Trillium has secured funding to provide counties with naloxone, which is the medication used to counter the effects of opioids. Commissioner Jarvis shared her thoughts on the programs and skits performed at the Dr. Martin Luther

King, Jr. celebration at Corinth Missionary Baptist Church. Commissioner Jarvis attended the event along with Commissioner Payment, Commissioner J. Owen Etheridge, and Commissioner Beaumont.

### **COUNTY MANAGER'S REPORT**

Ben Stikeleather, County Manager, provided a progress update on several capital projects throughout the County. He reported attendance at a meeting with Doctor Reed Corbett of the Coastal Studies Institute to discuss beach erosion, sound studies they are conducting, and utilizing the sound as a resource. Mr. Stikeleather announced the North Carolina Department of Transportation (NCDOT) has opened the comment period for the public to provide feedback on the department's ten-year transportation plan. He said NCDOT is moving forward with permitting for the Mid-Currituck Bridge project even with the active litigation. He announced the groundbreaking ceremony for the county's new Public Safety Center.

### **AMENDED-NEW BUSINESS**

#### **1. Resolution in Support of Rights Afforded by the Second Amendment to the US Constitution**

Commissioners took an opportunity to comment on the meaning, purpose and rights afforded by the Second Amendment, including a reading of a passage from the book, Bill of Rights Primer, by Commissioner J. Owen Etheridge. He discussed the need to be proactive to protect the rights of individuals in Currituck County.

Following comments, Commissioner J. Owen Etheridge read the Resolution in Support of Rights Afforded by the Second Amendment to the United States Constitution, and moved for adoption of the Resolution by the Board of Commissioners. Commissioner McCord seconded the motion. The motion carried.

### **RESOLUTION OF THE BOARD OF COMMISSIONERS FOR CURRITUCK COUNTY, NORTH CAROLINA IN SUPPORT OF RIGHTS AFFORDED BY THE SECOND AMENDMENT TO THE UNITED STATES CONSTITUTION**

**WHEREAS**, the Currituck County Board of Commissioners supports the United States Bill of Rights reinforcing guarantees of individual rights and limitations of federal and state governments; and

**WHEREAS**, the Second Amendment to the United States Constitution provides that “[A] well regulated militia, being necessary to the security of a free state, the right of the people to keep and bear arms, shall not be infringed.”; and

**WHEREAS**, similarly Article 1, Section 30 of the Constitution of North Carolina provides in part that “[A] well regulated militia being necessary to the security of a free State, the right of the people to keep and bear arms shall not be infringed . . . .”; and

**WHEREAS**, in *District of Columbia v. Heller*, 554 U.S. 570 (2008) the United States Supreme Court held that the Second Amendment protects an individual right to possess a firearm unconnected with service in a militia, and to use that fire arm for traditionally lawful

purposes, such as self-defense within the home and in *McDonald v. City of Chicago*, 561 U.S. 742 (2010) the United States Supreme Court held that the right of an individual to keep and bear arms as protected by the Second Amendment is incorporated by other sections of the Constitution against the States; and

**WHEREAS**, the Currituck County Board of Commissioners is concerned about any effort by the North Carolina General Assembly or United States Congress to enact legislation infringing upon a citizen's individual right to possess a firearm and to use a firearm for traditionally lawful purposes as the United States Supreme Court has interpreted the Constitution; and

**WHEREAS**, the Currituck County Board of Commissioners supports the decisions of the United States Supreme Court that interpret the Second Amendment as giving individual's the right to bear arms and use firearms for traditionally lawful purposes.

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

Section 1. The Currituck County Board of Commissioners supports the Second Amendment right of citizens to possess firearms and to use firearms for traditionally lawful purposes.

Section 2. In support of the citizenry's Second Amendment rights, the Currituck County Board of Commissioners will take all necessary steps within its power to ensure that legislative bodies do not enact legislation affecting the Second Amendment right of citizens to bear arms and use firearms for traditionally lawful purposes including lobbying of legislative delegations and intervention in litigation challenging such legislation.

Section 3. As further indicia of support for rights afforded citizens by the Second Amendment, the Currituck County Board of Commissioners declares Currituck County to be a "Second Amendment Refuge".

**ADOPTED** the 21<sup>st</sup> day of January, 2020.

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

## ADMINISTRATIVE REPORTS

### A. First Solar Donation Presentation to Currituck County Department of Social Services

Josh Bass, President of the Currituck Chamber of Commerce, introduced Amanda Mack of First Solar Company. Ms. Mack, on behalf of First Solar, presented a check to Samantha Hurd, Director of the Department of Social Services, in the amount of \$1,000, representing the first 2020 donation to Operation Santa Clause.

**B. Social Services Departmental Report-Samantha Hurd, Director**

Department of Social Services Director, Samantha Hurd, began by thanking First Solar Company for their donation to the 2020 Operation Santa Clause program and reported on the success of the 2019 program that provides Christmas assistance for Currituck County children. She noted 321 children were served in 2019 and used a powerpoint to provide an overview of the Operation Santa Clause program. She discussed the Food Baskets for the Elderly program that serves disadvantaged adults and provided contact information for those interested in participating. Commissioners thanked Ms. Hurd for her efforts.

**C. Currituck County Schools Report-Mark Stefanik, Superintendent**

Mark Stefanik, Superintendent, provided a status update on the new elementary school slated for construction in Moyock. He described the process for site selection and noted two have been selected for consideration and negotiation. He and County Manager, Ben Stikeleather, reviewed the necessary timelines for construction and design to achieve the targeted opening in August, 2023. Mr. Stikeleather reported an estimated cost of \$25 million and, although no tax increase is needed for this school, one will be necessary to fund construction of the next school in a few years.

**RECESS**

Chairman White called a recess at 7:06 PM. The Board reconvened at 7:15 PM.

**PUBLIC HEARINGS****A. PB 19-23 Clearview Tower Company II, LLC:**

APPLICATION SUMMARY	
<b>Property Owner:</b> 6600 Carova Beach Volunteer Fire Department and Rescue Squad, Inc. 2169 Ocean Pearl Road Corolla, NC 27927	<b>Applicant:</b> Clearview Tower Company, II, LLC Benjamin M. Gallop, Attorney 2502 S. Croatan Highway Nags Head, NC 27959
<b>Case Number:</b> PB19-23	<b>Application Type:</b> Use Permit
<b>Parcel Identification Number:</b> 101B-000-0010-0000	<b>Existing Use:</b> Vacant Land
<b>Land Use Plan Classification:</b> Limited Service within Carova Subarea	<b>Parcel Size (Acres):</b> 5.4 ac
<b>Request:</b> Use Permit for Emergency Communications Tower	<b>Zoning:</b> Single-Family Residential-Outer Banks, Remote (SFR)

**SURROUNDING PARCELS**

	Land Use	Zoning
North	Residential & Vacant	SFR

South	Residential & Vacant	SFR
East	Residential & Vacant	SFR
West	Residential & Vacant	SFR

The applicant, Clearview Tower Company, II, LLC, is requesting a Use Permit for construction of a 150 feet tall telecommunications tower on property located in the Off-Road Area of Corolla at Milepost 15.5. The tower will be owned by the Carova Beach Volunteer Fire Department and Rescue Squad, Inc. (CBVFD) and used in part for emergency communications.

A freestanding communications tower is permitted in the SFR zoning district subject to a use permit. Emergency communication towers owned by a volunteer fire department that are used wholly or in part for public safety or emergency communications purposes are exempt from the UDO specific standards for Telecommunication Towers.

The proposed tower and site will comply with standards for Telecommunications Towers in the SFR district since it:

- Meets the 190' maximum height requirement in the SFR district.
- Meets the 1000' setback requirement from the mean high water mark of the Atlantic Ocean.
- Is not within 4 miles of the existing tower at 2169 Ocean Pearl Road.

The applicant provided documents that indicate the FAA does not require lighting of the proposed tower; however, staff recognizes that future development of the site may include a fire station and helicopter landing area. A reevaluation of tower lighting by the FAA may be needed in the future.

In deciding this use permit application, staff suggests that the BOC include a condition that lighting requirements be evaluated by the FAA prior to construction of a helicopter landing pad and if lighting is required, it shall comply with the minimum FAA lighting standards.

The applicant is open to painting the tower to camouflage it with the surrounding area; however, camouflaging the tower may hamper visibility for aircraft. For this reason, staff suggests not requiring the tower to be camouflaged.

#### COMMUNITY MEETING

A community meeting was held on July 16, 2019. A summary is provided in the agenda packet.

#### INFRASTRUCTURE

<b>Water</b>	N/A
<b>Sewer</b>	N/A
<b>Stormwater/Drainage</b>	Not triggered
<b>Design Standards</b>	N/A
<b>Lighting</b>	See suggested conditions of approval
<b>Landscaping</b>	Screening required for ground based equipment
<b>Parking</b>	Parking for tower service provided
<b>Compatibility</b>	Institutional Use
<b>Riparian Buffers</b>	N/A

#### 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. Site plan approval is required by TRC upon adoption of the use permit.
  - b. A heritage tree mitigation plan shall be submitted and approved through the site plan review process.
  - c. An exterior lighting plan shall be provided and approved for any ground based lighting.
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 tower shall be owned by the Carova Beach Fire Department and Rescue Squad, Inc. (Carova Beach VFD) and used in part for public safety or emergency communication purposes. Carova Beach VFD shall have space on the tower for telecommunications equipment.
  - b. Before obtaining a building permit, the applicant shall submit to the County Engineer engineering drawings for the tower, sealed by a registered engineer, that include a statement that the tower will meet all applicable local, State, and Federal building codes and structural standards.
  - c. Every two years after construction of the tower, the owner shall submit to the Planning Director a statement on the tower's structural soundness that is signed and sealed by an engineer. Every sixth year, the statement shall be signed and sealed by an independent, registered, and licensed engineer.
  - d. If lighting is required by the FAA, it shall comply with FAA standards. Unless required by the FAA, strobe lights shall not be used for nighttime lighting and lighting shall be oriented so as not to project directly onto surrounding property to the maximum extent practicable. If construction of a helicopter landing pad is proposed in the future, the tower shall be reevaluated by the FAA for lighting requirements and, if required, the minimal lighting shall be provided.
  - e. The applicant shall provide legal access for county employees to inspect the site during construction and thereafter to ensure compliance with use permit conditions.
  - f. The exterior appearance of ground-based accessory structures shall be designed to look like a residential structure typical of the district.
  - g. Install an 8' tall opaque wooden security fence to screen leased area, buildings and equipment.

#### 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. The tower will be owned by Carova Beach VFD and will have emergency communications equipment located upon it that will assist the VFD and possibly other rescue assets in providing services to the area of the County in the vicinity of the tower.
2. Cellular service providers who may collocate upon the tower will be able to provide enhanced phone service including 911 and emergency services to users who now have limited access to cellular and data services in the area of the tower
3. The tower will be located on the far western end of the Carova Beach VFD property in a location that is distant from the beach and from residences.

Communication: Minutes for January 21, 2020 (Approval Of Minutes-January 21, 2020)

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. Per the enclosed Impact Study performed by Rich Kirkland the tower will not damage the value of adjoining or abutting lands and will be in harmony with the area in which it is located.
2. On March 4, 2019, the Board of Commissioners determined that the proposed use may be permitted subject to a use permit in the SFR zoning district and the use is presumed to be in harmony with the area in which it is located.

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 Limited Service within the Carova subarea. The policy emphasis for the Carova subarea identifies the lack of infrastructure and services in this remote area of the county, and the plan does not support investments that could stimulate growth and development. The policy emphasis also allows only services that protect the health, safety, and welfare (law enforcement, fire and rescue). It is staff's opinion that a telecommunication tower that improves emergency communications and limits adverse impacts to the residential areas and land uses is consistent with the county's adopted plans. The proposed use is in keeping with the policies of the 2006 Land Use Plan, including:

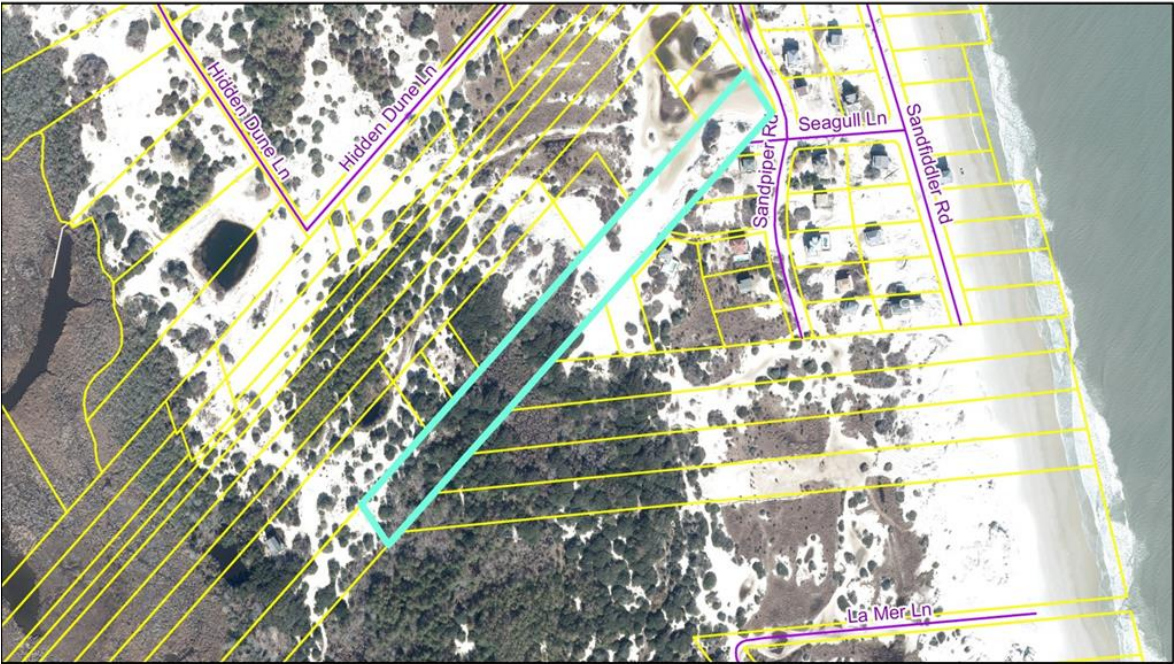
POLICY OB1: Currituck County supports the provision of INFRASTRUCTURE (e.g. potable water) AND SERVICES (e.g. law enforcement officers) adequate to meet basic quality of life and public health and safety requirements of residents on the Outer Banks, while at the same not stimulating inappropriate intensive development in environmentally fragile, hazardous barrier island areas.

POLICY CA7: The County shall continue to monitor the placement of COMMUNICATION AND OTHER TOWERS in Currituck County, and shall take action as may be determined necessary to regulate their design and location.

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:

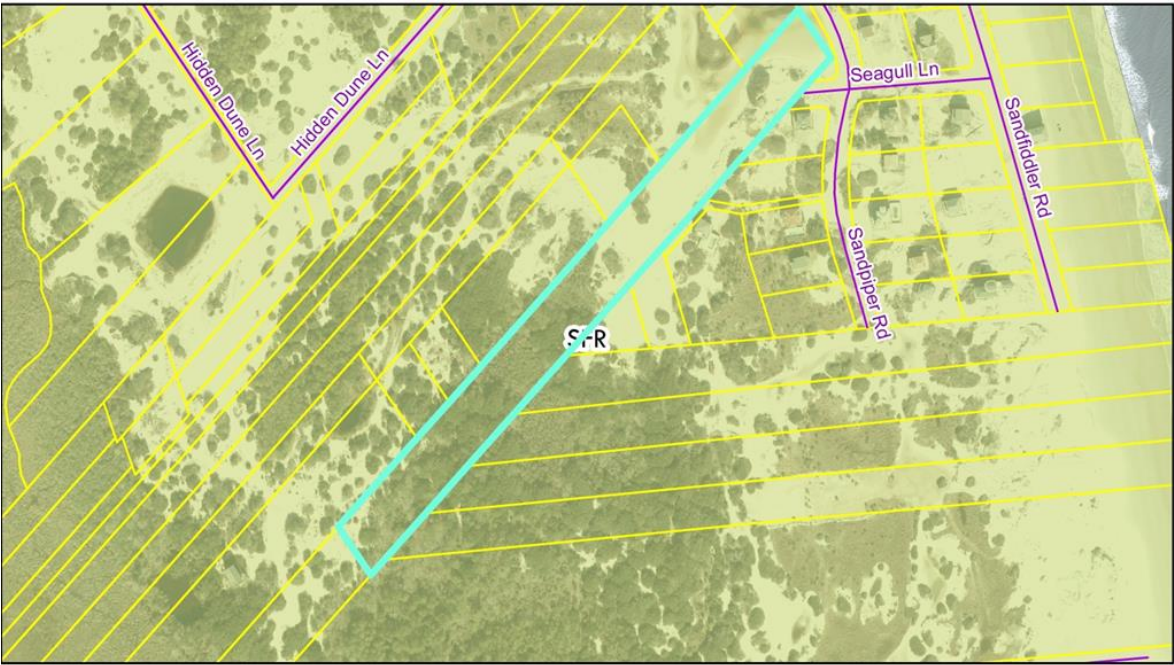
1. The proposed use will not exceed the county's ability to provide adequate public facilities. The use may increase the abilities of the county and Carova Beach VFD to provide fire and rescue services.



19-23 Carova Beach VFD Tower  
Use Permit  
Aerial



Currituck County  
Planning and Community  
Development

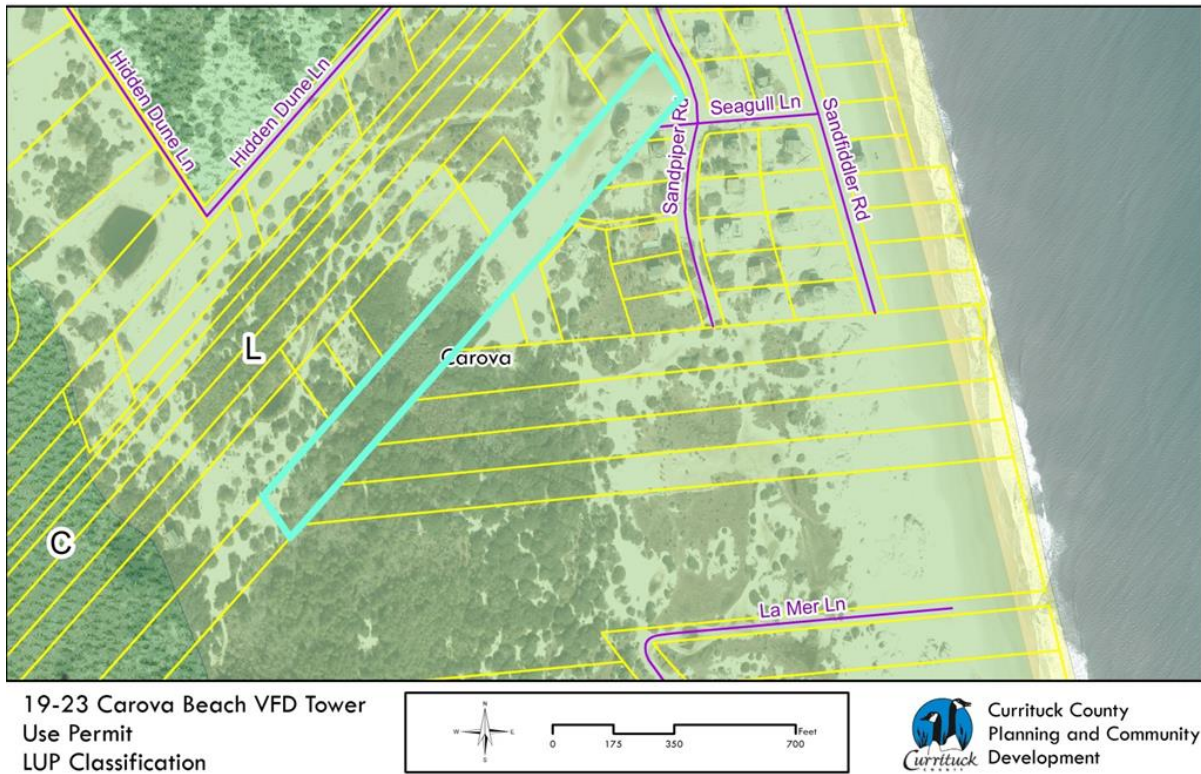


19-23 Carova Beach VFD Tower  
Use Permit  
Zoning



Currituck County  
Planning and Community  
Development

Communication: Minutes for January 21, 2020 (Approval Of Minutes-January 21, 2020)



Parties were sworn in and Jennie Turner, Planner, presented the request for a use permit to construct a communications tower in the Corolla off-road area. Ms. Turner used a powerpoint and reviewed maps of the location and site plan. She said the Technical Review Committee (TRC) recommended approval, with conditions. Conditions of approval and Use Permit review standards with supporting policies were presented.

Ben Gallop, attorney representing Clearview Tower II, Inc., provided testimony on behalf of the applicant. He called appraiser, Mr. Richard Kirkland, Jr., and questioned him as to the appraisal he performed relative to the application. Tendered as an expert, Mr. Kirkland testified the use would not have a negative impact on adjoining property values and would be in harmony with the surrounding area.

Steve Mejia of Clearview Tower Company II, LLC, was questioned by Mr. Gallop. He spoke in support of the application and said the tower is intended to improve public safety. Responding to Board inquiries, Mr. Mejia said he is open to camouflaging the tower if the Board requests and had no objections to any of the conditions proposed by staff.

Jay Laughmiller, Chief of Carova Fire and Rescue, spoke in support of approval. He discussed how the tower would benefit the fire department and the community. He said the tower will increase safety by enhancing communications and tracking capabilities.

Chairman White opened the Public Hearing.

Angie Gregory, a resident on Sandpiper Road, spoke against approval of the tower and

discussed the negative impacts to the area, including wildlife, forest, and tourism.

Mr. Gallop returned to the podium and thanked County staff and the Board for their consideration. He asked for approval of the application. Mr. Kirkland provided additional information on his professional experience.

There were no other speakers and the Public Hearing was closed.

Chairman White moved to approve PB 19-23, Carova Beach Volunteer Fire Department (VFD) Tower 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).

Conditions of approval-The application complies with all applicable review standards of the UDO provided the following outstanding items are addressed:

- Site plan approval is required by the TRC upon adoption of the use permit.
- A heritage tree mitigation plan shall be submitted and approved through the site plan review process.
- An exterior lighting plan shall be provided and approved for any ground based lighting.

The conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects on the development application on surrounding lands include:

- The tower shall be owned by Carova Beach Fire Department and Rescue Squad, Inc., and used in part for public safety or emergency communication purposes. Carova Beach VFD shall have space on the tower for telecommunications equipment.
- Before obtaining a building permit, the applicant shall submit to the County Engineer engineering drawings for the tower, sealed by a registered engineer, that include a statement the tower will meet all applicable local, state and federal building codes and structural standards.
- Every two years after construction of the tower, the owner shall submit to the planning Director a statement on the tower's structural soundness that is signed and sealed by an engineer. Every sixth year, the statement shall be signed and sealed by an independent, registered, and licensed engineer.
- If lighting is required by the Federal Aviation Administration (FAA), it shall comply with FAA standards. Unless required by the FAA, strobe lights shall not be used for nighttime lighting and lighting shall be oriented so as not to project directly onto surrounding property to the maximum extent practicable. If construction of a helicopter landing pad is proposed in the future, the tower shall be reevaluated by the FAA for lighting requirements and, if required, the minimal lighting shall be provided.
- The applicant shall provide legal access for county employees to inspect the site during construction and thereafter to ensure compliance with use permit conditions.
- The exterior appearance of ground-based accessory structures shall be designed to look like a residential structure type of the district.

- Install and 8' tall opaque wooden security fence to screen leased area, buildings and equipment.
- The tower shall be painted in blue to match the county water towers and incorporated into architectural design/structure or other means to the maximum extent practicable.

The use will not endanger the public health or safety:

- The tower will be owned by Carova Beach VFD and will have emergency communications equipment located upon it that will assist the VFD and possibly other rescue assets in providing services to the area of the County in the vicinity of the tower.
- Cellular service providers who may collocate upon the tower will be able to provide enhanced phone service including 911 and emergency services to users who now have limited access to cellular and data services in the area.

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:

- Per the Impact Study performed by Rich Kirkland, the tower will not damage the value of adjoining or abutting lands and will be in harmony with the area in which it is located.

The use will be in conformity with the Land Use Plan (LUP) or other officially adopted plans:

- The 2006 LUP classifies this site as Limited Service within the Carova subarea. The proposed use is in keeping with the policies of the plan, including:  
**Policy OB1**-Currituck County supports the provision of infrastructure (e.g. potable water) and services adequate to meet the basic quality of life and public health and safety requirements of residents on the Outer Banks.  
**Policy CA7**-The County shall continue to monitor the placement of communication and other towers in Currituck County, and shall take action as may be determined necessary to regulate their design and construction.

The use will not exceed the county's ability to provide adequate public facilities:

- The proposed use will not exceed the county's ability to provide these public facilities. The use may increase the abilities of the county and Carova Beach VFD to provide fire and rescue services.

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

<b>RESULT:</b>	<b>MOTION PASSED-ITEM APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Chairman
<b>SECONDER:</b>	Paul M. Beaumont, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

#### B. PB 18-23 The Fost Tract, Phases 1, 2, 3, 4, 5:

APPLICATION SUMMARY	
<b>Property Owner:</b> Sandra Davis Fost and Iris Ann O'Connor 121 Soundshore Dr Currituck NC 27929	<b>Applicant:</b> Allied Properties LLC 417 Caratoke Hwy Unit D Moyock NC 27958
<b>Case Number:</b> PB 18-23	<b>Application Type:</b> Preliminary Plat/Use Permit
<b>Parcel Identification Number:</b> 0015-000-0086-0000	<b>Existing Use:</b> Cultivated Farmland
<b>Land Use Plan Classification:</b> Full Service	<b>Parcel Size (Acres):</b> 141.4 (Phases 1-5) 228.83 (Total)
<b>Moyock Small Area Plan Classification:</b> Limited Service	<b>Zoning:</b> PD-R
<b>Number of Units:</b> 301	<b>Overall Project Density (units/acre):</b> 2.24
<b>Required Open Space (Acres):</b> 42.42	<b>Provided Open Space (Acres):</b> 54.76

SURROUNDING PARCELS		
	LAND USE	ZONING
NORTH	SINGLE-FAMILY DWELLINGS, RETAIL	AG, GB, SFM
SOUTH	SINGLE-FAMILY DWELLINGS, CULTIVATED FARM LAND	AG, SFM
EAST	SINGLE-FAMILY DWELLINGS, CULTIVATED FARMLAND	GB, SFM
WEST	SINGLE-FAMILY DWELLINGS, CULTIVATED FARMLAND	AG

On November 4, 2019, the Board of Commissioners approved an amended Planned Development – Residential (PD-R) zoning for this property. The plan included 126 multi-family units and 353 single-family units for a total of 479 units. The developer is requesting approved of Phases 1-5 which includes 87 multi-family units and 214 single-family units for a total of 310 units.

The Board of Education originally districted this development to the Moyock School District and on December 11, 2019 the Board of Education revised its statement about the school district and determined that this development is entirely within the Shawboro school district. The Superintendent also advised that Shawboro Elementary School has capacity for the 119 elementary students this development is projected to generate. (See attached email from Mark Stefanik, Superintendent) It should be noted that Shawboro Elementary School is at 89% of the 2021-2022 actual capacity and Phases 1-5 of this development are expected to generate 75 elementary school students. Shawboro Elementary, the middle schools, and high schools are near or over 100% committed capacity. (See Adequate Public Facilities – Schools Table below):

ADEQUATE PUBLIC FACILITIES – SCHOOLS <sup>1</sup>				
School	2019-2020 Actual Capacity <sup>2</sup>	2021-2022 Actual Capacity <sup>3</sup>	Committed Capacity <sup>3</sup>	Proposed Capacity Changes
				Number of Students
Shawboro Elementary	86%	89%	99%	75
Moyock Middle Currituck Middle		81%	95%	24

Currituck High JP Knapp Early College		85%	105%	42
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<sup>1</sup>Does not include minor subdivisions, exempt subdivisions, and subdivisions approved prior to the adoption of the adequate public facilities ordinance (October 1994)

<sup>2</sup>Capacity percentages are based on 2019-2020 classroom standards and October 2019 ADM

<sup>3</sup>Capacity percentages are based on the 2021-2022 classroom standards and October 2019 ADM

The applicant is proposing a phasing schedule that the board may want to review, adjust as necessary, and adopt as part of the project approval:

Phase Numbers	Number of Dwelling Units	Projected Recording Date
1	71	October 2020
2	65	April 2021
3	55	October 2021
4	73	April 2022
5	37	October 2022

INFRASTRUCTURE	
<b>Water</b>	Public
<b>Sewer</b>	Private Centralized System (on-site)
<b>Transportation</b>	Pedestrian: A series of sidewalks and pedestrian trails; The developer must install an 8' multi-use path along the Caratoke Highway proper line as required by the Connect Currituck Plan.
	Connectivity Score: Minimum = 1.6 Proposed = 1.67 <ul style="list-style-type: none"> <li>• One Connection to Caratoke Highway</li> <li>• One Connection to Moyock Farms</li> <li>• Four connections to Flora Farm</li> </ul>
<b>Stormwater/Drainage</b>	See attached map for required stormwater/drainage improvements (PB 18-23 Fost PD-R Rezoning Stormwater Conditions dated 7/2019 prepared by engineering staff)
<b>Design Standards</b>	Multi-family design standards apply to the townhomes.
<b>Lighting</b>	Street lights are proposed and must be full cut-off fixtures
<b>Landscaping</b>	Farmland buffers, WWTP/utility buffers, street trees, major arterial screening, and site landscaping are required
<b>Compatibility</b>	The BOC determined that this development was compatible with the Land Use Plan, Moyock Small Area Plan, and the surrounding neighborhoods at its May 6, 2019 meeting.
<b>Recreation and Park Area Dedication</b>	The applicant will be paying approximately \$27,021 as a fee-in-lieu of recreation and park area dedication for these phases.
<b>Riparian Buffers</b>	There are no wetlands in these phases.

## RECOMMENDATIONS

### TECHNICAL REVIEW COMMITTEE

TRC recommends the request be tabled and not placed back on an agenda until all of the below deficiencies are adequately addressed. It should be noted that there were over 50 TRC comments and all except the following have been adequately addressed:

Communication: Minutes for January 21, 2020 (Approval Of Minutes-January 21, 2020)

1. The application does not comply with all applicable review standards, including:

Planning

- a. The Planning Director was not properly notified of the community meeting for this project. Section 2.3.3.D of the UDO states that "The applicant shall mail notice of the meeting a minimum of ten days in advance of the meeting to the Planning Director.." NCGS clarifies that a mailed notice is "first class mail."
- b. It appears that the applicant may have been using an outdated mailing list for community meeting notices or other errors were made:
  - a. Notices not sent to:
    - i. Eastern NC Natural Gas Company, PIN 0022000063Z0000
    - ii. Quality Homes of Currituck LLC, PIN 0022000088N0000
  - b. Incorrect addresses were used for the following:
    - i. Donald & Lisa Lawhead – mailed to 12 Longhorn Drive; actually 122 Longhorn Drive.
    - ii. Paul Molnar – mailed to 1027 Eagles Brook Drive, Locust Grove, GA 30248; actually 4401 Hunts Landing Rd, Apt 302, Hebron OH 43025
    - iii. Samantha Pennington – mailed to 1131 SE Wallace Terrace, Port St. Lucie, Florida 34983; actually 1131 Caratoke Highway, Moyock NC 27958
- c. The application package indicates that the project "is eligible for county sewer." It is not. That statement must be removed since the project is not eligible for county sewer nor was a county sewer connection approved in the February 18, 2019 order or the November 4, 2019 amended order. (Both orders are attached.)
- d. The application also references "connecting to other private sewer systems." The master plan was approved with an on-site WWTP. Please remove the reference to another private system or amend the master. See attachment C, page 7 of your application. The reference was removed from the Amended PD-R zoning/Master Plan, so it must be removed from this plan (See Attached November 4, 2019 Amended Order, Section 4, Item G for the revised language.)
- e. The typical minimum lot width approved for TND and conventional single-family lots is 35'. The plan indicates that several lots are not meeting the minimum lot width (Lots 28, 29, 122, 123, 114, 113, 75, 73, and 191 –potentially more). A few of these lots are cul-de-sac lots and may be meeting the minimum lot width at the front setback. If so, call out the lot width at the setback for each of these lots. It would actually make the review a lot more efficient if you will call out all of the individual lot widths on the lots themselves, but this is not required. Please correct or amend the master plan. The developer indicated that "The Currituck County Planning Department has asked us not to show setback lines on plats in the past" – that reference may be to final plats where at one point final plats did not contain setbacks because they are subject change. Please at minimum call out lot widths for the listed lots.
- f. Corner lots shall provide access from street with less traffic. Show 5' non-access easement along street property lines with most traffic for the individual corner lots. (UDO Section 5.6.7 and 10.3.3) Please double check the non-access easements, particularly lots 53 and 38 where an arrow is shown and labeled "5' non-access easement," but it is pointing to sight triangles.
- g. Identify all crosswalks and how the crossings will be delineated. (UDO Section 5.6.10) Please re-evaluate sidewalks(s) at Roberta Loop. How will pedestrians from the homes accessed by Roberta Loop safely traverse Lynne Lane/Fost Boulevard to access the Cluster Mailbox Unit?
- h. Section 5.6.10 requires a sidewalk to be constructed where it will connect to existing or planned sidewalks. The Currituck Transportation Plan (CTP) indicates a future multi-use path running along Caratoke Highway this parcel. A multi-use path is typically 10 feet wide. However, since our ordinance only requires 8 feet for pedestrian paths, an 8 foot wide path will suffice. Please indicate the sidewalk on the

plan. The revised plan eliminates the 8' pedestrian path crossing along Fost Boulevard located between Caratoke Highway and Lydia Street. The CTP requires an 8' pedestrian path in this location. If you place the pedestrian path in the open space, closer to Lydia Street, call out pedestrian easement since it shall be available to all users, not just those within the development. The goal of the CTP is to establish a multi-use path running parallel along the length of Caratoke Highway. The perpendicular path shown on the revised plan is acceptable; however, the parallel path to Caratoke Highway must also be shown and constructed.

Public Utilities.

- a. There is a concern for accessing sewer lines/cleanouts in a person's back yard. Any utility line in a back yard is not good. Sewer should be in the front yard. If the county is ever requested to take over the sewer system in this development, the sewer lines must be moved from the back of lots to the front of lots before that could happen.

Water Department

- a. While allowed, the 2" line at Emily Circle does not appear sufficient. A larger line, at least 4", may be needed for adequate pressure.
2. The applicant has demonstrated that the proposed use will meet the use permit review standards of the UDO.
3. 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 all items in Number 1 above.

## 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 staff findings

THE USE WILL NOT ENDANGER THE PUBLIC HEALTH OR SAFETY.

**Preliminary Applicant Findings:**

Transportation, portable water, wastewater and stormwater management will be addressed in accordance with the following paragraphs:

1. **Transportation:** The main subdivision entrance will be connected directly to NC 168 (Croatan Highway). Deceleration and acceleration lanes will be provided in accordance with NCDOT Standards and will be approved by NCDOT prior to construction. Connectivity will be provided to the existing farmland to the southeast (Auction Site) and to the west.  
Roadways will be laid out generally as shown on the Master Plan and will be in accordance with the approved right-of-way and pavement width characteristics, using the NCDOT complete streets planning manual as a guide.  
Appropriate access has been made for emergency service vehicles in accordance with applicable standards including the N.C. Fire Code.
2. **Potable Water:** Water will be supplied by Currituck County via an existing 12" main located on Caratoke Highway, which will be tapped and looped through the site. Fire protection will be provided in accordance with UDO Standards and the applicable ISO standards. The water system will be modeled to demonstrate adequate flow and pressure for fighting fires while meeting the maximum day domestic demand.
3. **Wastewater:** Land has been set aside for the construction of a centralized wastewater treatment and disposal facility that will be constructed in accordance with NCDEQ Standards and approved by NCDEQ. A wastewater collection system will be constructed by the Developer and managed by a wastewater utility. The

utility will be regulated by the North Carolina Utilities Commission and will apply for a Certificate of Public Necessity and Convenience

4. **Stormwater Management:** A major drainage way known as Rowland Creek Canal runs through the development property. Due to the importance of this drainage feature not only to the development but to other properties located both upstream and downstream of this property, the Developer has committed to cleaning and laying back the slopes and stabilizing the portion of Rowland Creek that runs from Eagle Creek to the railroad next to NC 168. The Developer has also committed to improving the common property line ditch along Ranchland and the Auction property, and to excavate a new ditch that would be available to Ranchland along the common property line from the Auction site to south of the power easement. Subject to obtaining right of entry to other properties, the Developer will also improve the sections of Rowland Creek downstream of the Fost property that require maintenance.

On-site stormwater will be managed by constructing a series of stormwater management ponds that will be interconnected and will retain and slow-release stormwater to existing outlets.

In addition to modeling and retaining stormwater to the UDO and Stormwater Manual standard of the difference between runoff from the 10-year developed condition and runoff from a 2- year wooded condition site, stormwater will be modeled for the 100-year storm without adversely impacting neighboring properties. Implementation of this plan should improve drainage for neighboring properties compared to existing conditions.

Stormwater will be conveyed to on-site retention ponds through a combination of curbs with inlets, stormwater pipes, and open vegetated swales.

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:**

Land use to the west is agricultural, with one dwelling unit located approximately 435 feet from the nearest property line and approximately 565 feet from the nearest structure. Land use to the north, across the railroad and *Croatan* Highway is commercial, land to the east is farmland and residential lots, and land to the south is residential lots. Perimeter compatibility is being addressed as follows:

1. To the west: A 50 foot farm buffer is being provided, followed by a 60 foot roadway corridor, so the nearest dwelling unit will be at least 565 feet from the existing residence on that farm. A vegetative buffer is also being provided along that property line.
2. To the north (*Croatan* Highway): A berm is being provided along the highway along with lakes flanking the main entrance road. The nearest dwelling unit will be set back at least 200 feet from the highway right-of-way at the closest point. The visual impact of the development will be minimized by setbacks, berms and landscaping.
3. To the east: A 50 foot vegetative farm buffer is being provided along the existing farmland; traditional single family dwelling lots are being proposed in the areas that back up to existing dwelling units in the adjacent Ranchland subdivision. Even though the dwelling types are believed to be compatible, a minimum 50 foot buffer is being provided between the developments.
4. To the south: Compatible residential development is being proposed and a minimum 90 foot open space buffer is shown to the property line.
5. Limited commercial development proposed to be located interior to the development and will front along the landscaped entrance boulevard.
6. Lot size ratios and density ratios are comparable to other developments that have been approved in the immediate area and in other parts of Moyock.

The applicant is not aware of any adverse impacts on land value in the surrounding area. The applicant anticipates that its proposed stormwater improvements may benefit the property

values of the nearby Ranchland community. The Development is anticipated to increase the values of nearby properties by improving existing drainage problems.

The site is adjacent to non-agricultural activities including the Ranchland neighborhood to the south and southeast, and commercial and residential uses to the east. The site is also in close proximity to the Eagle Creek neighborhood. The proposed use is compatible with these adjacent uses and furthers the County's goal of concentrating new residential development in the vicinity of existing residential development. Nearby communities include existing planned communities of 588 lots to the west, a 275 lot subdivision to the east and 426 lots under development to the north of Caratoke Highway, all in the vicinity of the Fost tract. The development is appropriate for the location as it continues existing development patterns in this part of Moyock. Lot area ratios and density ratios are consistent with other developments that have been approved recently nearby and in other parts of Moyock.

THE USE WILL BE IN CONFORMITY WITH THE LAND USE PLAN OR OTHER OFFICIALLY ADOPTED PLANS.

**Preliminary Staff Findings:**

1. At its May 6, 2019 meeting, the BOC determined that this development was compatible with the Land Use Plan, Moyock Small Area Plan, and the surrounding neighborhoods because:
  - a. The proposed conditions for the property will improve drainage problems on the property and with nearby Ranchland subdivisions if improvements can be made to drainage system on off-site properties, and;
  - b. The PDR is compatible with existing Moyock Township subdivisions.

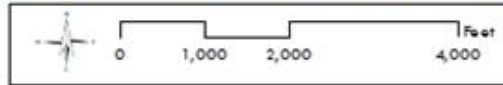
THE USE WILL NOT EXCEED THE COUNTY'S ABILITY TO PROVIDE ADEQUATE PUBLIC FACILITIES, INCLUDING, BUT NOT LIMITED TO: SCHOOLS, FIRE AND RESCUE, LAW ENFORCEMENT, AND OTHER COUNTY FACILITIES. APPLICABLE STATE STANDARDS AND GUIDELINES SHALL BE FOLLOWED FOR DETERMINING WHEN PUBLIC FACILITIES ARE ADEQUATE.

**Preliminary Staff Findings:**

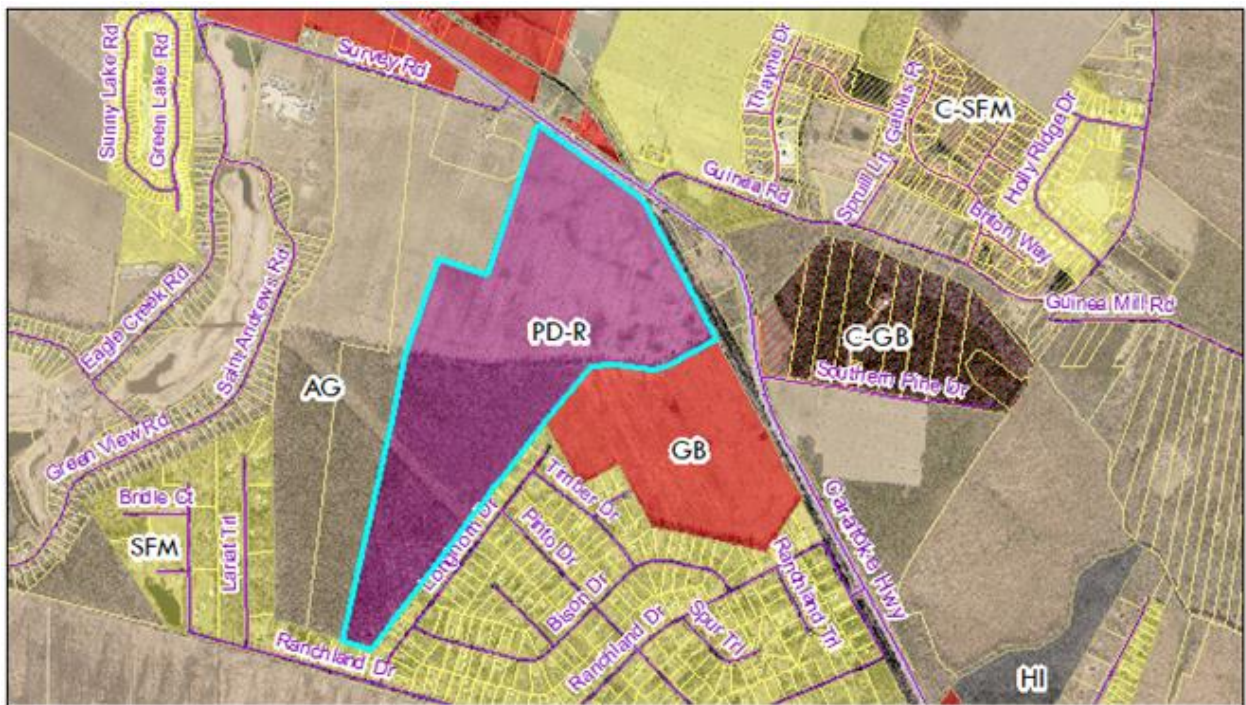
1. On December 11, 2019 the Board of Education revised its statement about the school district and determined that this development is entirely within the Shawboro school district. The Superintendent also advised that Shawboro Elementary School has capacity for the 119 elementary students this development is projected to generate.



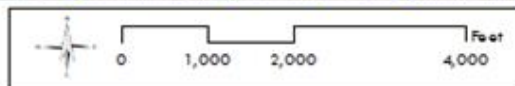
PB 18-23 Fost, Phases 1-5  
Preliminary Plat/Use Permit  
2016 Aerial Photography



Currituck County  
Planning and  
Community Development

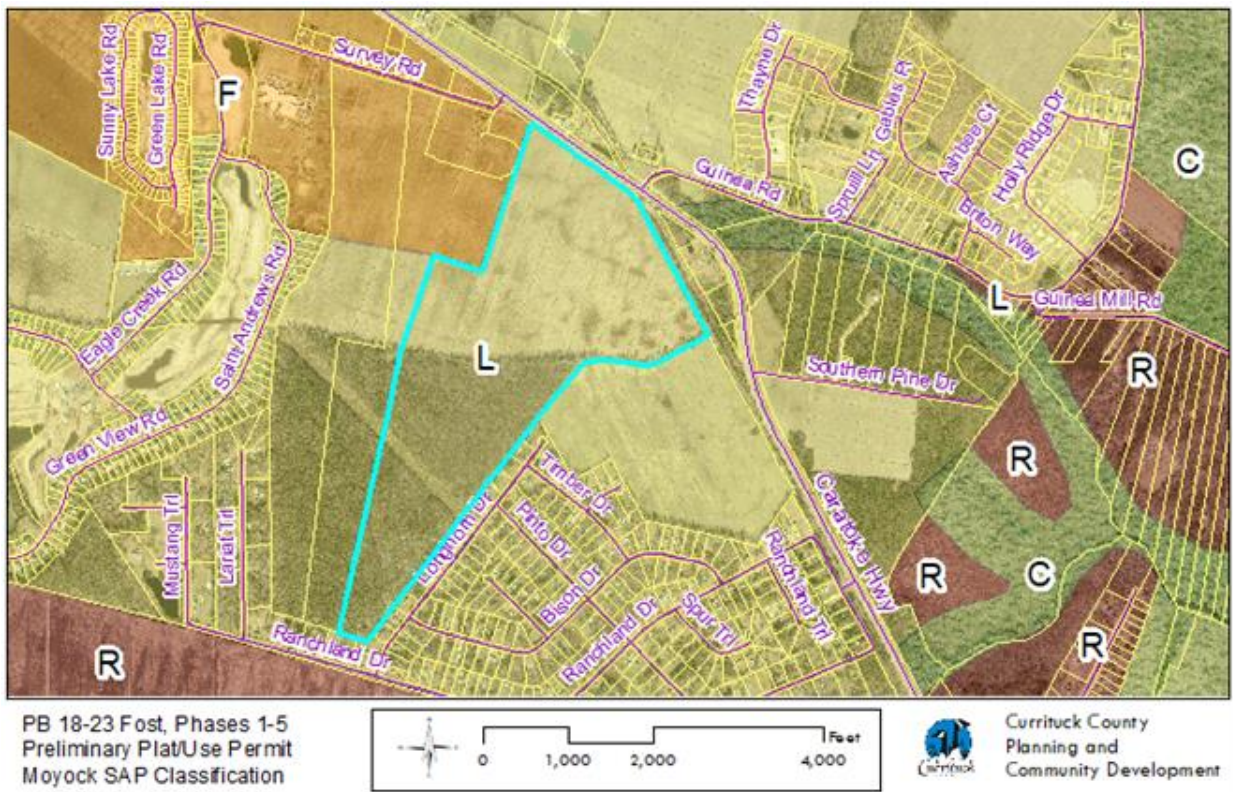
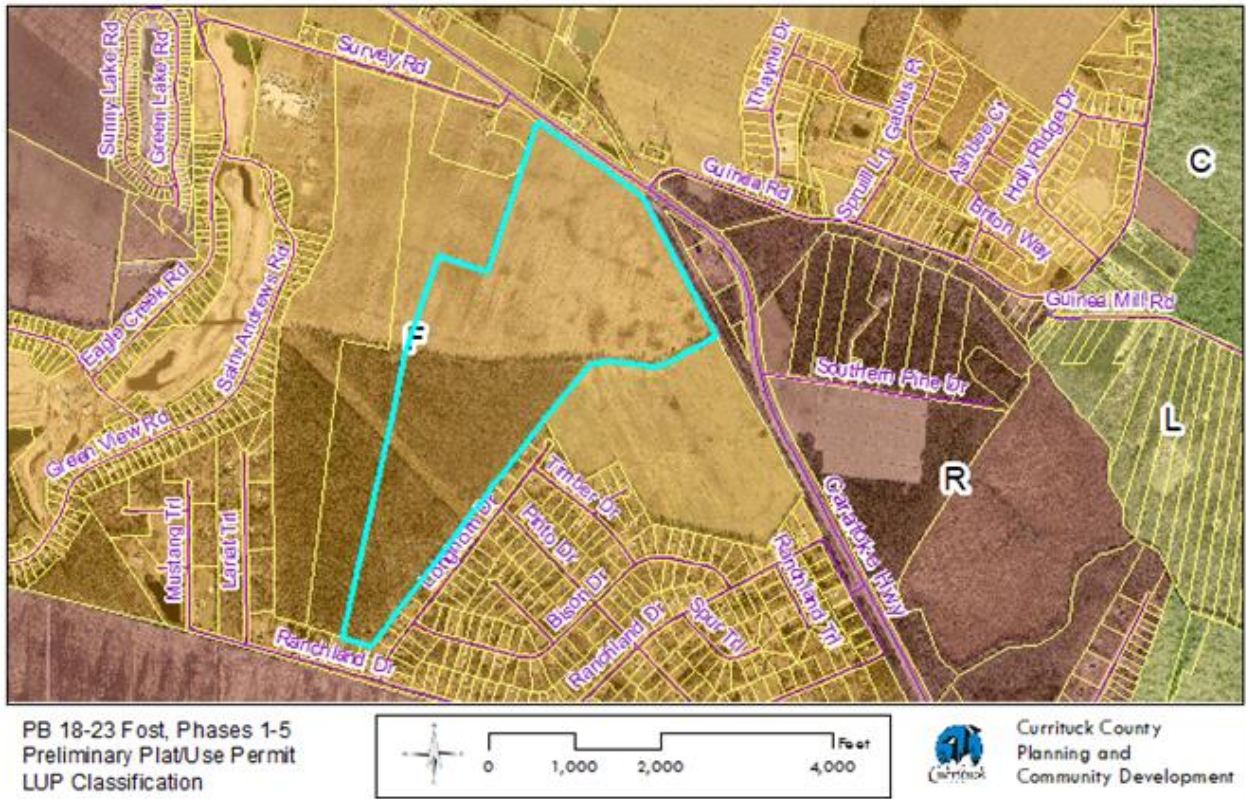


PB 18-23 Fost, Phases 1-5  
Preliminary Plat/Use Permit  
Zoning



Currituck County  
Planning and  
Community Development

Communication: Minutes for January 21, 2020 (Approval Of Minutes-January 21, 2020)



Communication: Minutes for January 21, 2020 (Approval Of Minutes-January 21, 2020)

## Approved Development Standards and Setbacks

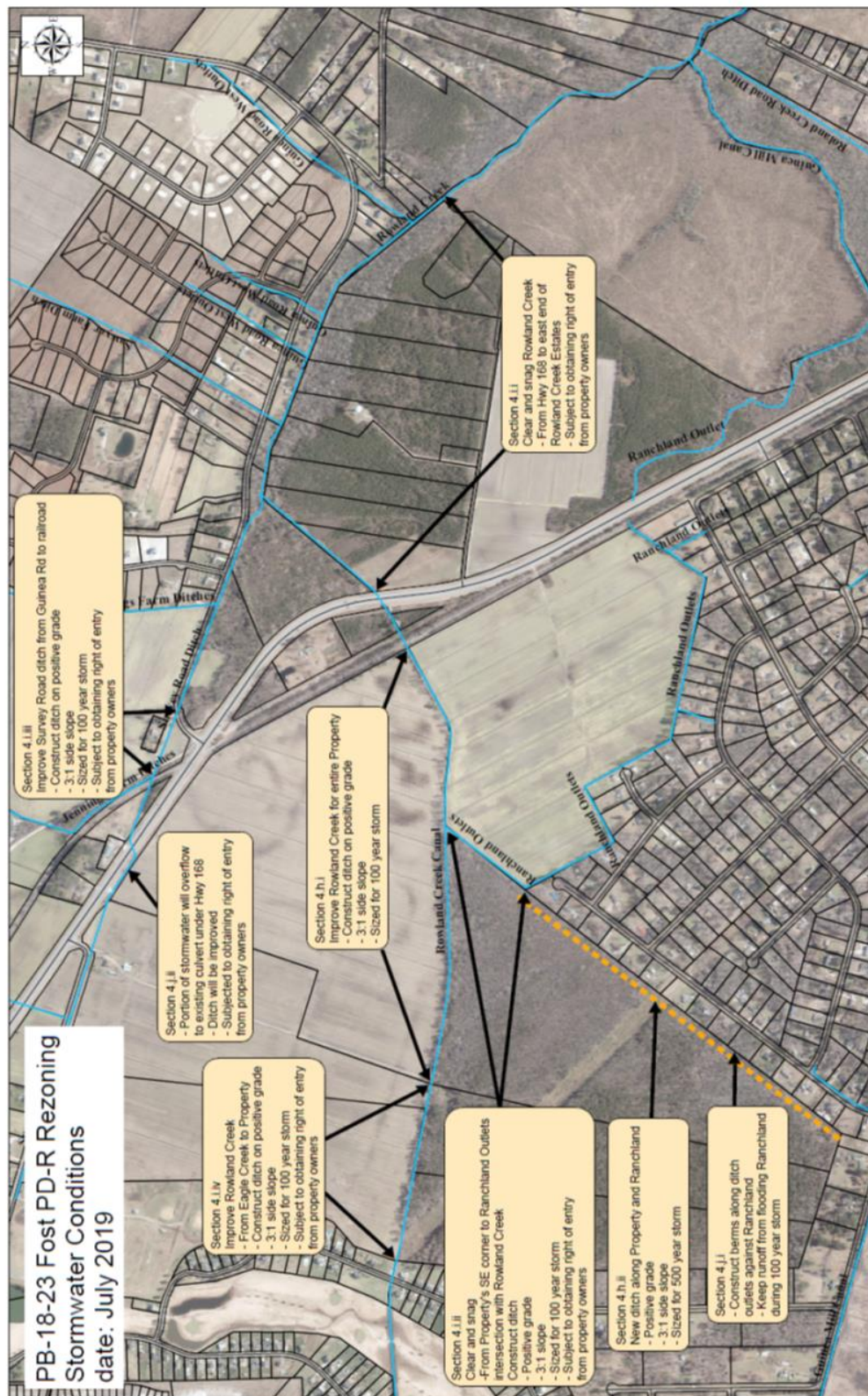
SCHEDULE A			
DEVELOPMENT STANDARDS & SETBACKS			
STYLE:	TND T.H.	TND SFLOT	CONV. SFLOT
Min Lot Size:	1,800 SF	6,900 SF	9,500 SF
Typ. Lot Size:	1,800 – 3,000 SF	7,000 – 9,000 SF	10,000 – 15,000 SF
Min. Lot Width:	20'	35'	35'
Typ. Lot Width:	20' – 25'	50' – 60'	62'
Front Setback:	15'	20'	20'
Side Setback:	0	10'	10'
Rear Setback:	20'	20'	25'
Corner Side Setback:	15'	15'	15'
Maximum Setback:	25'	75'	140'
Maximum Height:	35'	35'	35'
Maximum Bldg. Size:	16,000 SF	N/A	N/A
Maximum Lot Coverage:	100%	60%	45%

Communication: Minutes for January 21, 2020 (Approval Of Minutes-January 21, 2020)

## SCHEDULE B

PHASING SCHEDULE

<u>PHASE</u>	<u>IND.T.H.</u>	<u>IND.S.F.</u>	<u>CONV.S.F.</u>	<u>TOTAL</u>	<u>OTHER IMPROVEMENTS</u>
1	25	12	34	71	Rowland Creek Drainage Improvements
2	19	9	16	44	Main Lake
3	16	14	-	37	Village Green
4	27	7	25	66	Clubhouse
5	-	17	39	46	Swimming Pool
6	-	-	20	37	Multi-Use Path
7	39	-	31	70	Up to 22,000 SF Neighborhood Commercial
8	-	-	70	70	
9	-	-	32	32	
10	-	-	24	24	
Utility					
TOTALS	126	59	312	497	



Parties were sworn in and Planner, Tammy Glave, presented the use permit application to the Board. Ms. Glave used a powerpoint to review the site location and site plan. Recording dates were presented and student generation and school capacities were reviewed. Outstanding issues, including several that the Technical Review Committee (TRC) recommended be addressed prior to approval were presented, and Ms. Glave said the TRC recommended the item be continued. She presented the findings of fact and responded to questions related to the TRC comments included in the agenda documents. Commissioner Mary Etheridge moved to table the item to allow the outstanding comments to be adequately addressed. There was no second and the motion failed.

Jamie Schwedler, Attorney for the applicant, called several witnesses to provide testimony. Affidavits of the witness testimony were submitted for each.

Engineer, Mark Bissell, was questioned by Ms. Schwedler as to his role in developing the project site plan configuration and stormwater plan. Mr. Bissell discussed the affidavit presented to Commissioners which responds to each TRC comment. He reviewed the outstanding TRC comments and said they are minor concerns. Addressing some of the TRC comments, he agreed to strike a statement regarding off site sewer, thereby committing to an on-site system, and agreed to include lot widths for particular lots included in the site plan, lot numbers which were confirmed by Ms. Glave. He discussed the operation and maintenance of the on-site wastewater plant and provisions for access to individual lots for maintenance and repair. He discussed comments submitted by the North Carolina Department of Transportation (NCDOT) that indicated they had no further concerns and a copy of the email was distributed to Board members for review.

Mr. Bissell answered questions pertaining to school capacities and development phasing.

Mr. David Otts, NCDOT District 1 Engineer, testified to clarify information in his email and confirmed NCDOT sees no issues present related to the approval of the Fost use permit.

Chairman White called a recess at 8:42 PM. The meeting reconvened at 8:50 PM.

Lyle Overcash, Raleigh, was tendered as an expert by the Board and testified on behalf of the applicant. Responding to questioning by Ms. Schwedler, he provided his background in traffic engineering and transportation. He reviewed information included in his affidavit related to a traffic analysis and crash study performed at the site location. He said the four recommendations made have been incorporated in the plan, and he spoke to the findings of fact to support approval of the request.

Mr. Terrence Gearhart, Virginia Beach, testified as to the information included in his affidavit. A licensed Virginia realtor and consultant, he spoke in support of approval of the application, and said the site plan, including the stormwater plan and amenities, would benefit the area and a positive impact on property values. Commissioner Beaumont said he believes statistical data would be proper, and Mr. Gearhart presented an assessment of nearby home values, appreciation, and benefits realized from

comparable planned communities.

Jonathan Wells, a certified planner, provided an affidavit for the Board and was tendered as an expert in school planning and capacity. He summarized his review and analysis, and testified in support of the findings of fact for approval relative to the adequate public facilities ordinance for school capacities.

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

Ms. Schwedler provided a summary of the witness testimony and stated the applicant has met the burden to support the findings of fact and, with no opposing testimony, asked the Board to approve the Use Permit request.

Commissioner Mary Etheridge wanted to confirm that Commissioner McCord did not have a financial interest in the project through his landscaping business. Commissioner McCord said he is not working on this project and has no financial interest.

Commissioner J. Owen Etheridge moved to approve PB 18-23, Fost, Phases 1-5, preliminary plat/use permit, with staff recommendations because the applicant has demonstrated the proposed use meets the use permit review standards of the Currituck Unified Development Ordinance (UDO).

The use will not endanger the public health or safety:

Transportation, potable water, wastewater and stormwater management will be addressed in accordance with the following:

- Transportation-The main subdivision entrance will be connected directly to North Carolina (NC) 168 (Caratoke Highway). Deceleration and acceleration lanes will be provided in accordance with NCDOT standards and will be approved by NCDOT prior to construction. Connectivity will be provided to the existing farmland to the southeast (former auction site) and to the west. Roadways will be laid out generally as shown on the Master Plan and will be in accordance with the approved right-of-way and pavement width characteristics, using the NCDOT complete streets planning manual as a guide. Appropriate access has been made for emergency service vehicles in accordance with applicable standards including the NC Fire Code.
- Potable Water-Water will be supplied by Currituck County via an existing 12" main located on Caratoke Highway, which will be tapped and looped through the site. Fire protection will be provided in accordance with UDO standards and the applicable ISO standards. The water system will be modeled to demonstrate adequate flow and pressure for fighting fires while meeting the maximum day domestic demand.
- Wastewater-Land has been set aside for the construction of a centralized wastewater treatment and disposal facility that will be constructed in accordance with NC Department of Environmental Quality (DEQ) standards and approved by NCDEQ. A wastewater collection system will be constructed by the Developer and managed by a wastewater utility. The utility will be regulated by the NC

Utilities Commission and will apply for a Certificate of Public Necessity and Convenience.

- Stormwater Management-A major drainage way known as Rowland Creek Canal runs through the development property. Due to the importance of this drainage feature not only to the development but to other properties located both upstream and downstream of this property, the Developer has committed to cleaning and laying back the slopes and stabilizing the portion of Rowland Creek that runs from Eagle Creek Subdivision to the railroad next to NC 168. The Developer has also committed to improving the common property line ditch along Ranchland and the Auction property, and to excavate a new ditch that would be available to Ranchland along the common property line from the Auction site (PIN 002300000070000) to south of the power easement. Subject to obtaining right of entry to other properties, the Developer will also improve the sections of Rowland Creek downstream of the Fost property that require maintenance. On-site stormwater will be managed by constructing a series of stormwater management ponds that will be interconnected and will retain and slow-release stormwater to existing outlets. In addition to modeling and retaining stormwater to the UDO and Stormwater Manual standard of the difference between runoff from the 10-year developed condition and runoff from a 2-year wooded condition, stormwater will be modeled for the 100-year storm without adversely impacting neighboring properties. Implementation of this plan should improve drainage for neighboring properties compared to existing conditions. Stormwater will be conveyed to on-site retention ponds through a combination of curbs with inlets, stormwater pipes and open vegetative swales.

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: Applicant findings:

Land use to the west is agricultural, with one dwelling unit located approximately 435 feet from the nearest property line and approximately 565 feet from the nearest structure. Land use to the north, across the railroad and Caratoke Highway is commercial, land to the east is farmland and residential lots, and land to the south is residential lots. Perimeter compatibility is being addressed as follows:

- To the west-A 50 foot farm buffer is being provided, followed by a 60 foot roadway corridor, so the nearest dwelling unit will be at least 565 feet from the existing residence on that farm. A vegetative buffer is also being provided along that property line.
- To the north (Caratoke Highway)-A berm is being provided along the highway along with lakes flanking the main entrance road. The nearest dwelling unit will be set back at least 200 feet from the highway right-of-way at the closest point. The visual impact of the development will be minimized by setbacks, berms and landscaping.
- To the east-A 50 foot vegetative farm buffer is being provided along the existing farmland; traditional single family dwelling lots are being proposed in the areas that back up to existing dwelling units in the adjacent Ranchland subdivision. Even though the dwelling types are believed to be compatible, a minimum 50 foot buffer is being provided between the developments.
- To the south-Compatible residential development is being proposed and a

minimum 90 foot open space buffer is shown to the property line.

- Limited commercial development proposed to be located interior to the development and will front along the landscaped entrance boulevard.
- Lot size ratios and density ratios are comparable to other developments that have been approved in the immediate area and in other parts of Moyock.

The applicant is not aware of any adverse impacts on land value in the surrounding area. The applicant anticipates that its proposed stormwater improvements may benefit the property values of the nearby Ranchland community. The Development is anticipated to increase the values of nearby properties by improving existing drainage problems.

The site is adjacent to non-agricultural activities including the Ranchland neighborhood to the south and southeast, and commercial and residential uses to the east. The site is also in close proximity to the Eagle Creek neighborhood. The proposed use is compatible with these adjacent uses and furthers the County's goal of concentrating new residential development in the vicinity of existing residential development. Nearby communities include existing planned communities of 588 lots to the west, a 275 lot subdivision to the east and 426 lots under development to the north of Caratoke Highway, all in the vicinity of the Fost tract. The development is appropriate for the location as it continues existing development patterns in this part of Moyock. Lot area ratios and density ratios are consistent with other developments that have been approved recently nearby and in other parts of Moyock.

The use will be in conformity with the LUP or other officially adopted plans.

At its May 6, 2019 meeting, the Board of Commissioners determined that this development was compatible with the Land Use Plan, Moyock Small Area Plan, and the surrounding neighborhoods because:

- The proposed conditions for the property will improve drainage problems on the property and with nearby Ranchland subdivisions if improvements can be made to drainage system on off-site properties, and;
- The PDR is compatible with existing Moyock Township subdivisions.

The use will not exceed the county's ability to provide adequate public facilities:

- On December 11, 2019 the Board of Education revised its statement about the school district and determined that this development is entirely within the Shawboro school district. The Superintendent also advised that Shawboro Elementary School has capacity for the 119 elementary students this development is projected to generate, with Phases 1-5 expected to generate 75 of those students, based on the July 9, 2004 Tischler Study Student Generation Rates.
- The county can provide adequate facilities, including but not limited to fire, emergency services, and law enforcement to serve the development.

The phasing schedule, as presented in the packet, is accepted.

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

<b>RESULT:</b>	<b>MOTION PASSED-ITEM APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	J. Owen Etheridge, Commissioner
<b>SECONDER:</b>	Kevin E. McCord, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

### C. PB 19-29 Currituck County:

#### APPLICATION SUMMARY

<b>Property Owner:</b> Currituck County 153 Courthouse Road Currituck, NC 27929	<b>Applicant:</b> Currituck County 153 Courthouse Road Currituck, NC 27929
<b>Case Number:</b> PB 19-29	<b>Application Type:</b> Use Permit
<b>Parcel Identification Numbers:</b> 0009-000-069B-0000	<b>Existing Use:</b> Major Utility - Wastewater Treatment Plant (Public)
<b>Land Use Plan Classification:</b> Rural <b>Moyock Small Area Plan:</b> Full Service/ Conservation	<b>Parcel Size (Acres):</b> 68.03 acres
<b>Request:</b> Major Utility – wastewater treatment expansion	<b>Zoning:</b> AG (Agriculture)

#### SURROUNDING PARCELS

	Land Use	Zoning
North	Farmland	AG
South	Moyock Run/Woodlands	AG
East	Farmland/Mining	AG
West	Farmland/Mining	AG

The applicant is requesting a use permit for the expansion of an existing public wastewater treatment plant (major utility). The proposed construction consists of a 200,000 gpd expansion of an existing 99,000 gpd wastewater treatment plant. The purpose of the expansion is to provide build-out capacity of the current service area, and provide additional capacity for the proposed Currituck Station development and commercial area along Caratoke Highway. The expansion will be located on a 68 acre tract that the county purchased in 2010. The site is located 0.9 mile off Caratoke Highway. The tract was purchased in a remote area and large enough to allow expansion. It is estimated the site can be expanded to approximately 800,000 to 1,000,000 gpd. The proposed expansion will use improved technology to treat the high strength wastewater created by commercial users. The improved treatment process includes membrane bioreactor (MBR) filtration integrated with biological pre-treatment designed to treat the current high strength sewage.

INFRASTRUCTURE	
Water	Public
Sewer	Public
Transportation	Pedestrian: n/a
	The site is accessed by an existing right of way and easement.
Stormwater/Drainage	Existing perimeter ditches and groundwater lowering
Design Standards	N/A
Lighting	Full cut-off
Landscaping	Vehicular use area and farmland buffer
Parking	Proposed gravel
Compatibility	Institutional Use
Riparian Buffers	A 30' riparian buffer will be provided along the 404 wetlands, excluding man made ditches.

## 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 at site plan review:
  - a. Site plan approval is required by TRC prior to land disturbing activities and construction of the facility.
  - b. The maximum driveway width measured at the property line shall not exceed 36 feet.
  - c. An exterior lighting plan shall be provided that complies with the UDO or provide a security plan requesting deviation for emergency repair lighting in accordance with Section 5.4.9. of the UDO.
  - d. The Dominion Energy encroachment agreement must be provided prior to site plan approval.
  - e. NCDEQ permit approval for the wastewater treatment facilities must be provided prior to site plan approval.
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. Site plan approval is required by TRC prior to land disturbing activities and construction of the facility.

### 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. The proposed wastewater treatment expansion will include advanced treatment equipment designed to treat high strength wastewater and perform nutrient removal. Nutrients targeted by this advanced treatment system include Nitrogen and Phosphorus which are common

- components of fertilizers. The plant expansion will work to improve the environment before these constituents can be introduced into the local ecosystem.
2. The plant expansion will include a new screen plant to process all of the flow tributary to the facilities in Moyock. The screen plant will work to mitigate the introduction of wastewater components that are proven to inhibit the wastewater treatment process. The plant expansion also includes a biological treatment unit and a membrane bioreactor that will work to remove pathogens from the treated effluent stream and by doing so will work to protect the groundwater resource and public health. The facility will be surrounded by chain link fence and access by the public will be prohibited. The facility itself will be located in a remote corner of the parcel and will be shrouded by both naturally occurring and planted landscaping plants.
  3. The proposed plant expansion will include a improvements to the existing gravel access road that will enhance access to the vicinity and public safety.
  4. The proposed expansion will include the extension of potable water supply and fire suppression water which will work to offer further protections to the public.
  5. The electric infrastructure will be extended as well to serve this plant.

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 existing public wastewater treatment plant was constructed in 2012.
2. The 2013 UDO requires a use permit for a major utility including but not limited to regional or community-wide wastewater treatment facilities.
3. The property contains 68.03 acres and adjoins farmland to the north, the Moyock Run to the south, farmland and mining to the east, and farmland and mining to the west.
4. The US Army Corps of Engineers identified 3.2 acres of the site as wetlands that are subject to Section 404 of the Clean Water Act. A 30 foot riparian buffer will be provided adjacent to the 404 wetlands, excluding the man-made ditches and ponds.
5. The proposed use is approximately one mile west of Caratoke Highway.
6. The existing use of the property includes a public wastewater treatment facility (major utility) that is permitted, designed, and constructed to treat 99,000 gpd of wastewater.
7. The expansion of the existing wastewater treatment facility will treat 200,000 gpd of wastewater. It is estimated the use can be expanded to approximately 800,000 to 1,000,000 gpd.
8. Currently, the closest residences or businesses are over 3,000 feet from the site.
9. There is no data showing impacts to properties over 1,000' from wastewater facilities.
10. Wastewater plants that are properly screened and operated are not shown to have negative impacts to adjoining or abutting lands.
11. Vegetative screening is proposed to meet the UDO standards.

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

Preliminary Staff Findings:

1. The following 2006 Land Use Policy statements apply to the proposed request:
  - a. Policy AG3: County ACTIONS CONCERNING INFRASTRUCTURE (e.g. schools, parks, and utilities) and regulations shall serve to direct new development first to targeted growth areas near existing settlements identified as Full Service Areas on the Future Land Use Map, rather than leapfrogging to locations in the midst of farmland and green space identified as Rural and Conservation areas on the Future Land Use Map.
  - b. Policy WS3: Currituck County endorses UTILITIES EXTENSION POLICIES that focus water and sewer services (1) within existing developed areas and in nearby targeted growth areas identified as Full Service and Limited Service areas, (2) where development densities would make the provision of all public services more efficient, (3) where the land is particularly well suited for development and (4) away from environmentally sensitive areas, such as areas with extensive wetlands or the northern beaches of the Outer Banks
  - c. Policy PP3: The costs of infrastructure, facilities and services (e.g. schools, parks, water supply, etc. related to the DEMAND CREATED BY NEW GROWTH AND DEVELOPMENT shall be borne, in equitable proportion by those creating the additional

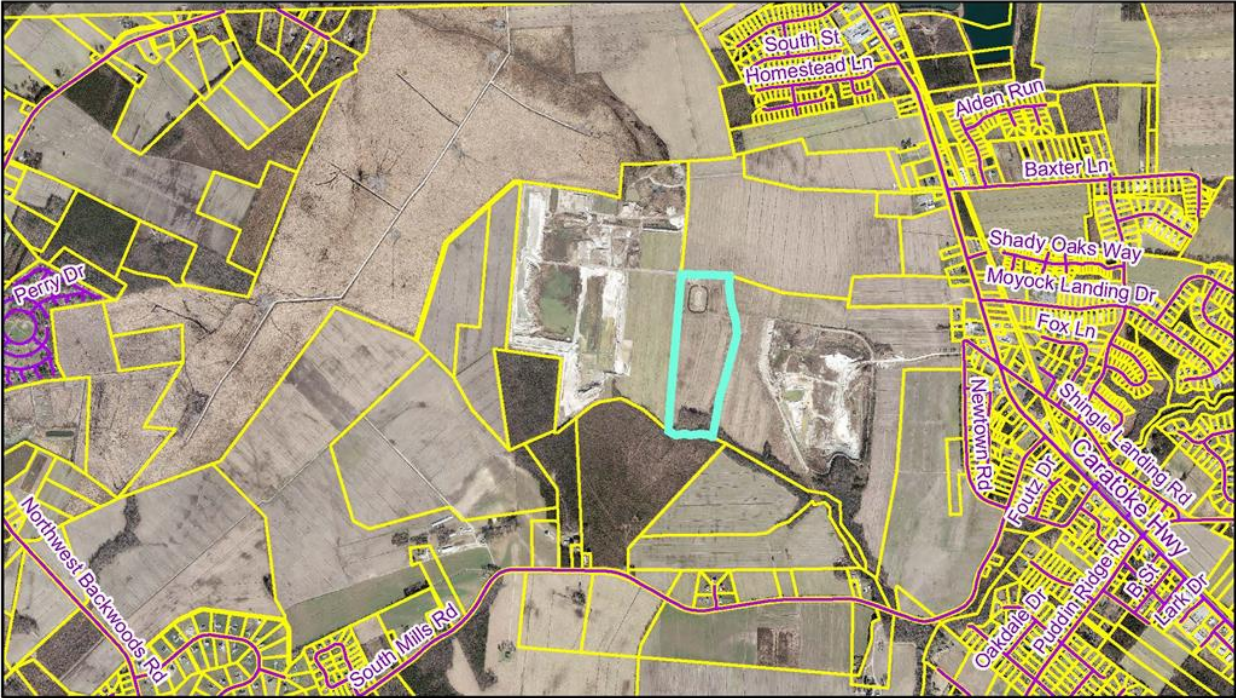
demand. So as to lessen the burden on the general property tax payer, this approach may include a land transfer tax, impact fees on new development, upzoning fees, and user fees for new facilities.

- d. Policy ED2: CAPITAL EXPENDITURES for the purpose of economic development shall be targeted toward areas that are most suited for development. Targeted areas should include raw land as well as the revitalization and reuse of currently unused or underutilized structures, sites and infrastructure. Targeted areas primarily include those located within the Full Service Areas identified on the Future Land Use Map and to the lesser extent those include in the Limited Service Area.
- e. Policy CW1: Currituck County may elect to amend or incorporate adopted small area plans into the Land Use Plan as needed. This includes consideration of citizen initiated amendments or county led planning efforts that recognize changing demographic, economic, or environmental conditions.
2. The Moyock Small Area Plan policies apply to the proposed request:
  - a. The MSAP supplements the LUP to more specifically address the needs and issues of the study area and establishes a new focus for growth and development.
  - b. The Moyock Small Area Plan, adopted in 2014, identified this area as an employment activity area.
  - c. Policy IS 3: Recognize that water and sewer services have significant influence on growth and require that consideration be given to the placement of proposed utilities in perspective to desired growth patterns.
3. The proposed request is consistent with the Moyock Mega Site Master Plan and Figure ES-1.
4. The proposed request is consistent with the 2016 Feasibility Study that served as the guide for potential land use demands for the regional area known as the Moyock Mega Site (Currituck Station).

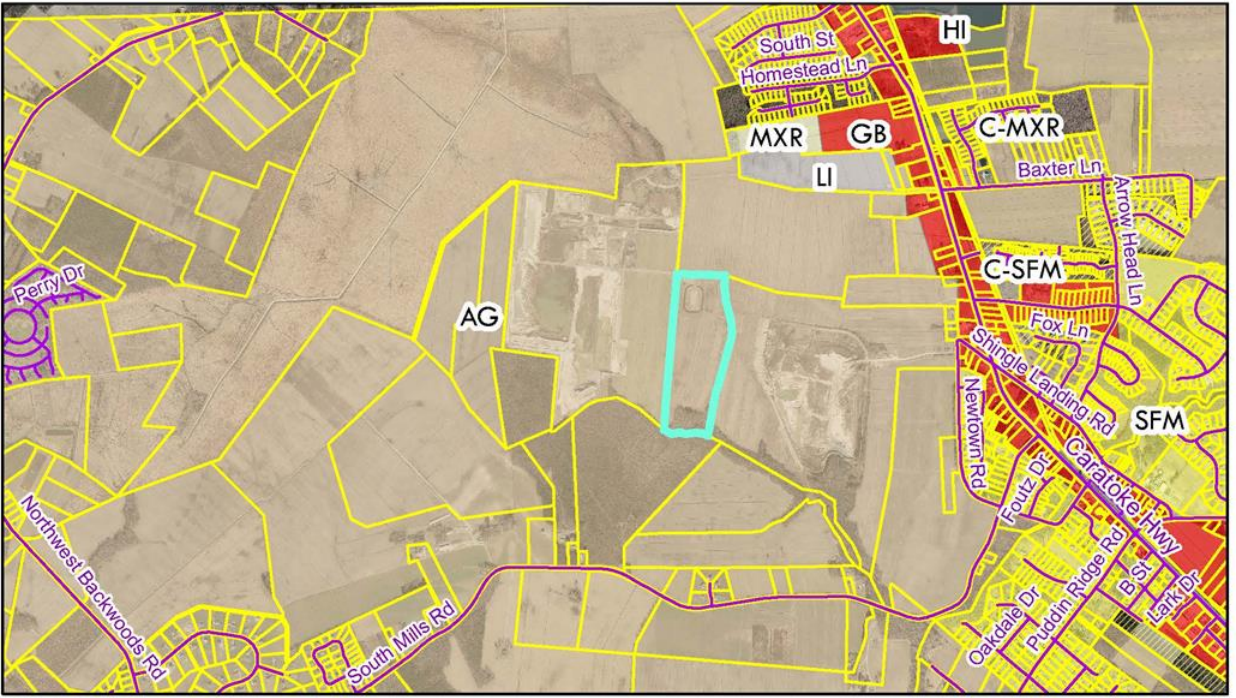
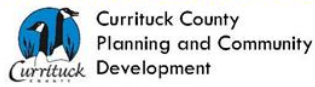
The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

Preliminary Staff Findings:

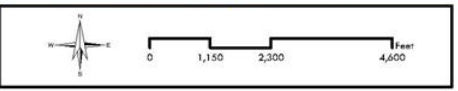
1. The use provides additional wastewater facilities for the next phase of land use demands for Currituck Station.
2. The use will not increase or exceed the county's ability to provide services to schools, fire and rescue, and law enforcement.



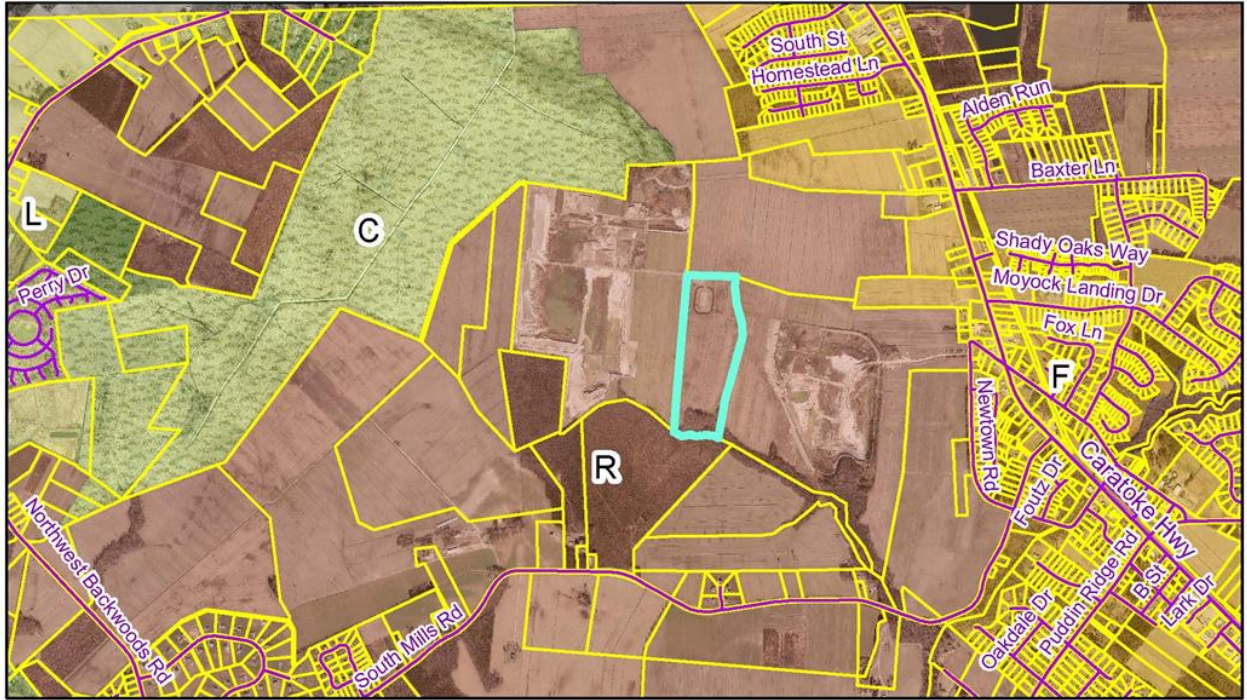
PB 19-29  
Currituck County  
Aerial Map



PB 19-29  
Currituck County  
Zoning Map



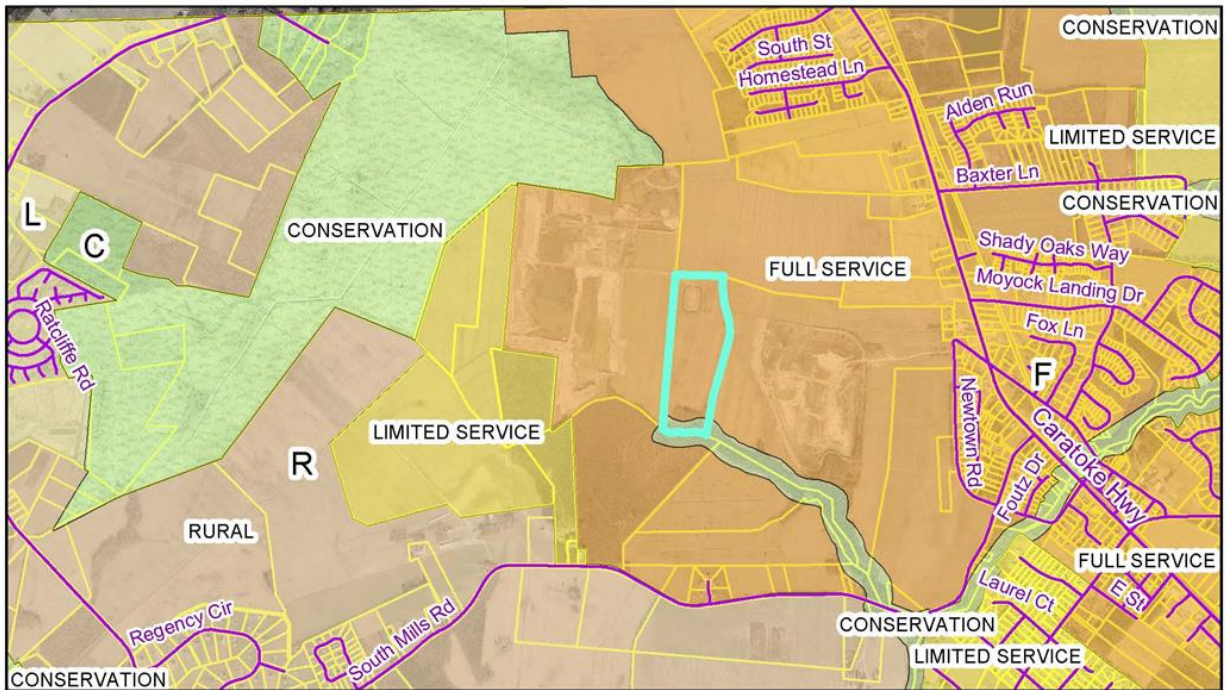
Communication: Minutes for January 21, 2020 (Approval Of Minutes-January 21, 2020)



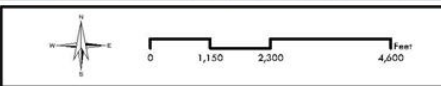
PB 19-29  
Currituck County  
2006 Land Use Plan



Currituck County  
Planning and Community  
Development

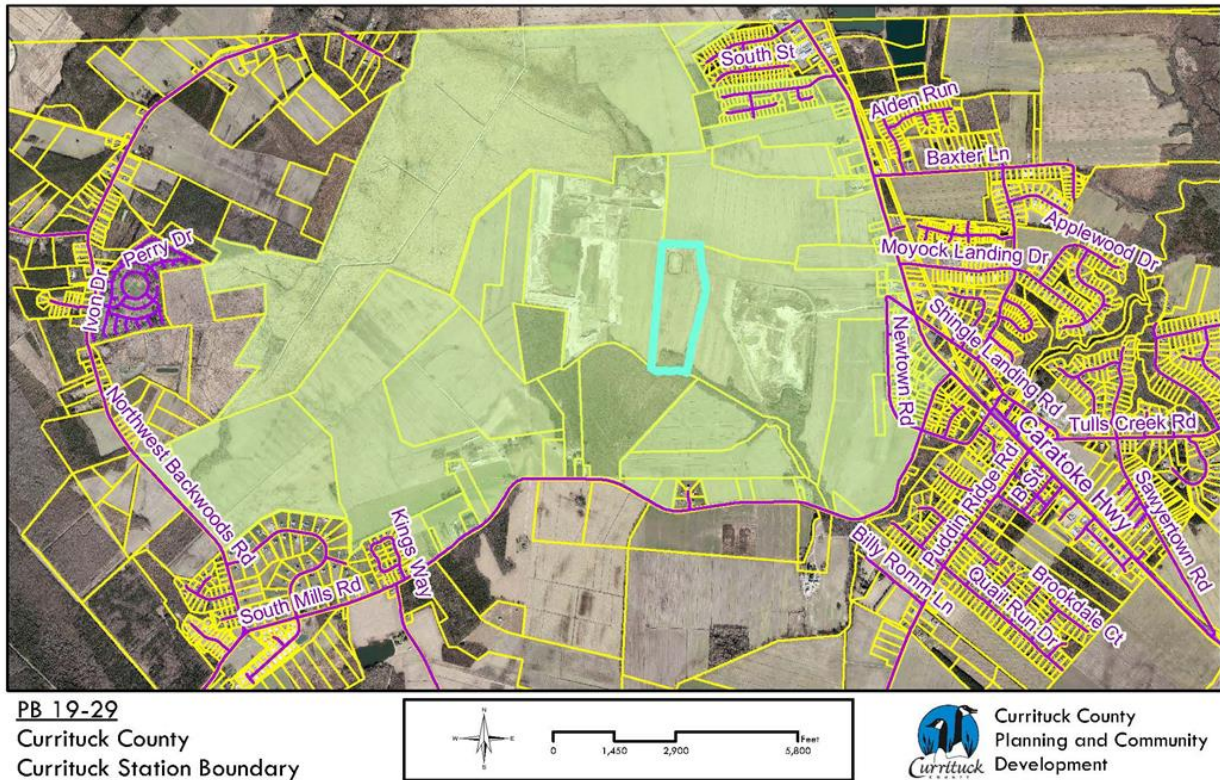


PB 19-29  
Currituck County  
Moyock Small Area Plan



Currituck County  
Planning and Community  
Development

Communication: Minutes for January 21, 2020 (Approval Of Minutes-January 21, 2020)



Parties were sworn in and Assistant Planning Director, Donna Voliva, presented the county's application for a Use Permit for expansion of the Moyock Wastewater Treatment Plant. She provided a history of the county's acquiring the land for construction of the utility and used a powerpoint to show the location and review the site plan for the proposed expansion. She said the Technical Review Committee (TRC) recommends approval and findings of fact and Land Use Plan policies were presented to support approval of the request.

Joe Anlauf, Project Engineer, provided sworn testimony. He reviewed the location and showed a slide of the expansion structures on the overhead display. He described the site plan and additional infrastructure, elements and improvements included in the expansion and discussed the treatment process. He said all but two of the federal and state required permits have been issued.

County Attorney, Ike McRee, introduced Greg Bourne, Certified Real Estate Appraiser. Mr. Bourne provided his background in real estate appraising and responded to questions posed by Mr. McRee regarding the process followed to determine the effects expansion of the wastewater plant would have on neighboring properties. As the plant already existed, he determined the expansion would not have an adverse effect on the value of the adjacent properties and would be in harmony with the surrounding area.

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

Commissioner Jarvis moved to approve PB 19-29, Currituck County use permit with

staff recommendations and the Technical Review Committee (TRC) conditions of approval because the applicant has demonstrated the proposed use meets the use permit review standards of the Unified Development Ordinance (UDO).

TRC Conditions of Approval: The site plan approval is required by TRC prior to land disturbing activities and construction of the facility.

The use will not endanger the public health or safety:

- The proposed wastewater treatment expansion will include advanced treatment equipment designed to treat high strength wastewater and perform nutrient removal. Nutrients targeted by this advanced treatment system include Nitrogen and Phosphorus which are common components of fertilizers. The plant expansion will work to improve the environment before these constituents can be introduced into the local ecosystem.
- The plant expansion will include a new screen plant to process all of the flow tributary to the facilities in Moyock. The screen plant will work to mitigate the introduction of wastewater components that are proven to inhibit the wastewater treatment process. The plant expansion also includes a biological treatment unit and a membrane bioreactor that will work to remove pathogens from the treated effluent stream and by doing so will work to protect the groundwater resource and public health. The facility will be surrounded by chain link fence and access by the public will be prohibited. The facility itself will be located in a remote corner of the parcel and will be shrouded by both naturally occurring and planted landscaping plants.
- The proposed plant expansion will include improvements to the existing gravel access road that will enhance access to the vicinity and public safety.
- The proposed expansion will include the extension of potable water supply and fire suppression water which will work to offer further protections to the public.
- The electric infrastructure will be extended as well to serve this plant.

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 existing public wastewater treatment plant was constructed in 2012.
- The 2013 UDO requires a use permit for a major utility including but not limited to regional or community-wide wastewater treatment facilities.
- The property contains 68.03 acres and adjoins farmland to the north, the Moyock Run to the south, farmland and mining to the east, and farmland and mining to the west.
- The US Army Corps of Engineers identified 3.2 acres of the site as wetlands that are subject to Section 404 of the Clean Water Act. A 30 foot riparian buffer will be provided adjacent to the 404 wetlands, excluding the man-made ditches and ponds.
- The proposed use is approximately one mile west of Caratoke Highway.
- The existing use of the property includes a public wastewater treatment facility (major utility) that is permitted, designed, and constructed to treat 99,000 gpd of wastewater.
- The expansion of the existing wastewater treatment facility will treat 200,000 gpd of wastewater. It is estimated the use can be expanded to approximately

800,000 to 1,000,000 gpd.

- Currently, the closest residences or businesses are over 3,000 feet from the site.
- There is no data showing impacts to properties over 1,000' from wastewater facilities.
- Wastewater plants that are properly screened and operated are not shown to have negative impacts to adjoining or abutting lands.
- Vegetative screening is proposed to meet the UDO standards.

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

The following 2006 Land Use Policy statements apply to the proposed request:

1. Policy AG3: County ACTIONS CONCERNING INFRASTRUCTURE and regulations shall serve to direct new development first to targeted growth areas near existing settlements identified as Full Service Areas on the Future Land Use Map, rather than leapfrogging to locations in the midst of farmland and green space identified as Rural and Conservation areas on the Future Land Use Map.
2. Policy WS3: Currituck County endorses UTILITIES EXTENSION POLICIES that focus water and sewer services (1) within existing developed areas and in nearby targeted growth areas identified as Full Service and Limited Service areas, (2) where development densities would make the provision of all public services more efficient, (3) where the land is particularly well suited for development and (4) away from environmentally sensitive areas, such as areas with extensive wetlands or the northern beaches of the Outer Banks
3. Policy PP3: The costs of infrastructure, facilities and services related to the DEMAND CREATED BY NEW GROWTH AND DEVELOPMENT shall be borne, in equitable proportion by those creating the additional demand. So as to lessen the burden on the general tax payer, this approach may include a land transfer tax, impact fees on new development, upzoning fees, and user fees for new facilities.
4. Policy ED2: CAPITAL EXPENDITURES for the purpose of economic development shall be targeted toward areas that are most suited for development. Targeted areas should include raw land as well as the revitalization and reuse of currently unused or underutilized structures, sites and infrastructure. Targeted areas primarily include those located within the Full Service Areas identified on the Future Land Use Map and to the lesser extend those include in the Limited Service Area.
5. Policy CW1: Currituck County may elect to amend or incorporate adopted small area plans into the Land Use Plan as needed. This includes consideration of citizen initiated amendments or county led planning efforts that recognize changing demographic, economic, or environmental conditions.

The Moyock Small Area Plan policies apply to the proposed request:

- The MSAP supplements the LUP to more specifically address the needs and issues of the study area and establishes a new focus for growth and development.

- The Moyock Small Area Plan, adopted in 2014, identified this area as an employment activity area.
- Policy IS 3: Recognize that water and sewer services have significant influence on growth and require that consideration be given to the placement of proposed utilities in perspective to desired growth patterns.

•  
The proposed request is consistent with the Moyock Mega Site Master Plan and Figure ES-1.

The proposed request is consistent with the 2016 Feasibility Study that served as the guide for potential land use demands for the regional area known as the Moyock Mega Site (Currituck Station).

The use will not exceed the county's ability to provide adequate public facilities

- The use provides additional wastewater facilities for the next phase of land use demands for Currituck Station.
- The use will not increase or exceed the county's ability to provide services to schools, fire and rescue and law enforcement.

Commissioner J. Owen Etheridge stated construction did not begin until 2013. Commissioner Jarvis amended her motion to revise the first item under *"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"*, to read "The existing public wastewater treatment plant was constructed around 2012." Permits were issued in 2012, per Ms. Voliva.

Commissioner Mary Etheridge seconded the motion. The motion carried.

<b>RESULT:</b>	<b>MOTION PASSED-ITEM APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Selina S. Jarvis, Commissioner
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

## NEW BUSINESS

### A) Board Appointments

#### 1. Moyock Stormwater Service District

Commissioner Mary Etheridge moved to table the item. The motion was seconded by Commissioner Jarvis. The motion carried.

<b>RESULT:</b>	<b>TABLED [UNANIMOUS]</b>	<b>Next: 2/3/2020 6:00 PM</b>
<b>MOVER:</b>	Mary "Kitty" Etheridge, Commissioner	
<b>SECONDER:</b>	Selina S. Jarvis, Commissioner	
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner	

## 2. Recreation Advisory

Commissioner Payment nominated Harold Walston to the Recreation Advisory Board. Commissioner Jarvis seconded the motion and the motion carried.

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

## 3. Amended Item-ABC Board

Chairman White asked the Board to consider Vance Aydlett for reappointment to the ABC Board. Commissioner J. Owen Etheridge moved for approval and Commissioner McCord seconded the motion. The motion carried.

Following approval, Commissioner Payment reported on Mr. Aydlett's contributions during his service on the ABC Board.

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

### Motion to remove the Maritime Museum Change Order from Consent Agenda

County Manager, Ben Stikeleather, asked the Board to remove the Change Order for the Maritime Museum from the Consent Agenda so it could be considered at a meeting of the Tourism Development Authority. Commissioner Beaumont made a motion to remove the Change Order from consideration. Commissioner McCord seconded and the motion carried.

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

## B) Consent Agenda

Following the removal of the Change Order for the Maritime Museum, Commissioner Beaumont moved for approval of the Consent Agenda. Commissioner Mary Etheridge seconded. The motion carried.

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

### 1) Approval Of Minutes-January 6, 2020

#### 1. Minutes for January 6, 2020

#### 2. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
61818-545000	Contracted services		\$ 2,500
61818-516200	Vehicle Maintenance	\$ 2,500	
		<u>\$ 2,500</u>	<u>\$ 2,500</u>
<b>Explanation:</b>	Mainland Water (61818) - Transfer funds to repair transmission in 2016 Dodge Ram.		
<b>Net Budget Effect:</b>	Mainland Water Fund (61) - No change		

Communication: Minutes for January 21, 2020 (Approval Of Minutes-January 21, 2020)

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
61818-545000	Contracted services		\$ 2,500
61818-516200	Vehicle Maintenance	\$ 2,500	
		\$ 2,500	\$ 2,500

**Explanation:** Mainland Water (61818) - Transfer funds to repair transmission in 2016 Dodge Ram.

**Net Budget Effect:** Mainland Water Fund (61) - No change

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
61818-532000	Supplies	\$ 6,000	
61818-533200	Lab tests	\$ 1,500	
61818-545000	Contracted services		\$ 6,000
61818-590000	Capital outlay		\$ 1,500
		\$ 7,500	\$ 7,500

**Explanation:** Mainland Water (61818) - Transfer budgeted funds for required lab testing and water supplies.

**Net Budget Effect:** Mainland Water Fund (61) - No change

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
61818-532000	Supplies	\$ 6,000	
61818-533200	Lab tests	\$ 1,500	
61818-545000	Contracted services		\$ 6,000
61818-590000	Capital outlay		\$ 1,500
		\$ 7,500	\$ 7,500

**Explanation:** Mainland Water (61818) - Transfer budgeted funds for required lab testing and water supplies.

**Net Budget Effect:** Mainland Water Fund (61) - No change

### 3. Change Order-Maritime Museum

Communication: Minutes for January 21, 2020 (Approval Of Minutes-January 21, 2020)

This item was removed from the Consent Agenda. The item will be considered at the next meeting of the Tourism Development Authority.

## RECESS REGULAR MEETING

Chairman White recessed the regular meeting of the Board to hold a meeting of the Ocean Sands Water & Sewer District Board.

## SPECIAL MEETING OF THE OCEAN SANDS WATER & SEWER DISTRICT BOARD

The Currituck County Board of Commissioners, during a recess of the 6:00 PM regular meeting, held a Special Meeting sitting as the Ocean Sands Water & Sewer District Board. The meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, for the purpose of considering budget amendments.

### C. Budget Amendments-OSWSD

The budget amendment was reviewed for Board consideration and Chairman White moved for approval. The motion was seconded by Commissioner Beaumont. The motion carried.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
60808-533801	CHEMICALS	\$ 25,000	
60808-590001	CAPITAL OUTLAY		\$ 25,000
		<u>\$ 25,000</u>	<u>\$ 25,000</u>
<b>Explanation:</b>	Ocean Sands Water and Sewer (60808) - Transfer budgeted funds for chemicals needed to keep sewer plant in compliance.		
<b>Net Budget Effect:</b>	Ocean Sands Water and Sewer District Fund (60) - No change.		

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

## ADJOURN SPECIAL MEETING

There being no further business, Commissioner Beaumont moved to adjourn. The motion was seconded by Commissioner McCord. The motion carried and the meeting of the Ocean Sands Water & Sewer District Board adjourned at 10:23 PM.

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

## CLOSED SESSION

Chairman White reconvened the regular meeting of the Board of Commissioners at 10:23 PM to hold a Closed Session.

### D. Closed Session pursuant to G.S. 143-318.11(a)(6) to discuss a personnel matter

Chairman White moved to enter Closed Session pursuant to G.S. 143-318.11(a)(6) to discuss a personnel matter. Commissioner Beaumont seconded. The motion carried and Commissioners moved into closed session.

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

## ADJOURN

### Motion to Adjourn Meeting

The Board had no further business after returning from Closed Session and Commissioner Jarvis moved to adjourn. Commissioner McCord seconded the motion. The motion carried and the meeting of the Board of Commissioners was adjourned.

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

Number

20200076

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 3rd day of February 2020, 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>
10415-532000	Supplies	\$ 800	
10415-514500	Training & Education	\$ 585	
10415-590000	Capital Outlay		\$ 1,385
		<u>\$ 1,385</u>	<u>\$ 1,385</u>

**Explanation:** Legal (10415) - Transfer residual funds from capital outlay for supplies and training for the purchasing agent.

**Net Budget Effect:** Operating Fund (10) - No change.

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\_\_\_\_\_  
Clerk to the Board

Attachment: BAs-Feb 3\_General Meeting (Budget Amendments)

Number 20200077

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 3rd day of February 2020, 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>
10650-526200	Promotional Efforts	\$ 250	
10650-531000	Fuel	200	
10650-553000	Dues and Subscriptions	3,500	
10650-557100	Software License	100	
10550-526100	Advertising & Public Relations		\$ 250
10650-514500	Training & Education		100
10650-532000	Supplies		200
10650-545000	Contracted Services		3,500
		<u>\$ 4,050</u>	<u>\$ 4,050</u>

**Explanation:** Economic Development (10650); Airport (10550) - Transfer Airport promotions to Economic Development promotions and additional transfers within the Economic Development budget for operations for the remainder of this fiscal year.

**Net Budget Effect:** Operating Fund (10) - No change.

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Clerk to the Board

Attachment: BAs-Feb 3\_General Meeting (Budget Amendments)

Number

20200079

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 3rd day of February 2020, 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>
10490-545000	Contracted Services Other	\$ 1,500	
10490-516000	Professional Services		\$ 1,500
		<u>\$ 1,500</u>	<u>\$ 1,500</u>

**Explanation:** Judicial Building (10490) - Transfer funds for increased contract costs.

**Net Budget Effect:** Operating Fund (10) - No change.

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Clerk to the Board

Attachment: BAs-Feb 3\_General Meeting (Budget Amendments)

Number 20200080

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 3rd day of February 2020, 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>
10460-506000	Insurance Expense		\$ 9,186
10460-561000	Professional Services	\$ 186	
10460-590000	Capital Outlay	9,000	
		<u>\$ 9,186</u>	<u>\$ 9,186</u>

**Explanation:** Public Works (10460) - Transfer funds for completion of Historic Courthouse boiler installation.

**Net Budget Effect:** Operating Fund (10) - No change.

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Clerk to the Board

Attachment: BAs-Feb 3\_General Meeting (Budget Amendments)

Number

20200081

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 3rd day of February 2020, 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>
67878-545000	Contract Services	\$ 1,880	
67380-484001	Insurance Recovery		\$ 1,880
		<u>\$ 1,880</u>	<u>\$ 1,880</u>

**Explanation:** Mainland Central Sewer (67878) - Repair fence damaged at Walnut Island sewer.

**Net Budget Effect:** Mainland Central Sewer Fund (67) - Increased by \$1,880.

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Clerk to the Board

Attachment: BAs-Feb 3\_General Meeting (Budget Amendments)

Number 20200082

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 3rd day of February 2020, 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>
16609-561000	Professional Services	\$ 20,000	
16609-588000	Contingency		\$ 20,000
		<u>\$ 20,000</u>	<u>\$ 20,000</u>

**Explanation:** Ocean Sands North/Crown Point Watershed (16609) - Transfer funds from contingency to professional services to fund appraisal of open space in Ocean Sands.

**Net Budget Effect:** Ocean Sands/Crowne Point Watershed Fund (16) - No change.

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Clerk to the Board

Attachment: BAs-Feb 3\_General Meeting (Budget Amendments)

Number 20200083

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 3rd day of February 2020, 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>
66868-511000	Telephone & Postage	\$ 8,000	
66868-545100	Credit Card Fees	\$ 4,000	
66360-470000	Utilities Charges		\$ 12,000
		<u>\$ 12,000</u>	<u>\$ 12,000</u>

**Explanation:** Southern Outer Banks Water (66868) - Increase appropriations for postage and credit card processing fees for billing the remainder of this fiscal year.

**Net Budget Effect:** Southern Outer Banks Water (66) - Increased by \$12,000.

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Clerk to the Board

Attachment: BAs-Feb 3\_General Meeting (Budget Amendments)

Number

20200084

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 3rd day of February 2020, 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>
43848-590000	Capital Outlay	\$ 216,200	
43390-499900	Appropriated Fund Balance		\$ 216,200
		<u>\$ 216,200</u>	<u>\$ 216,200</u>

**Explanation:** Land Banking (43848) - Increase appropriated to purchase 11.5 acres for a convenience center from Panther Landing LLC located in Moyock, NC.

**Net Budget Effect:** Land Banking Fund (43) - Increased by \$216,200.00

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Clerk to the Board

Attachment: BAs-Feb 3\_General Meeting (Budget Amendments)

Number 20200085

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 3rd day of February 2020, 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>
10990-587015	T T - Occupancy Tax Fund	\$ 20,000	
10340-450420	Beach Parking Permits		\$ 20,000
		<u>\$ 20,000</u>	<u>\$ 20,000</u>

**Explanation:** Transfers to other funds (10990) - Transfer funds to Occupancy Tax for the printing and signage for beach parking permits.

**Net Budget Effect:** Operating Fund (10) - Increased by \$20,000.

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Clerk to the Board

Attachment: BAs-Feb 3\_General Meeting (Budget Amendments)

**Currituck County Master  
Fee Schedule**

**Rate and Fee Schedule  
effective February 3, 2020**

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					
Airport	Concession Fees- Flight Lessons one Currituck based aircraft	\$150.00 annual					
Airport	Concession Fees- Hang Gliding	\$7,000.00 annual					
Airport	Concession Fees - Rental Car Services	\$300.00 annual					
Airport	Hangar leases, non-commercial	\$2,760.00	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
			Payments received after 10th of each month for each hangar and/or tie-down				
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				
Animal Services & Control	Adoption Fee- Cat	\$75.00	of the Director and/or Shelter Manager.				
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 rentals will also be charged NC sales tax in addition to the rental fee.						
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				

Community Development	<b>Central Permitting Fees:</b>	<b>Residential</b>	<b>Commercial</b>
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	\$	0.10
Community Development	Public Copies - 2 sided	\$0.15	\$	0.15
Community Development	Public Copies color up the 8.5" X 14"	\$0.25	\$	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 \$0.30	
Elections	Print-out, per page	\$0.05	Minimum \$0.25	
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 fire service	\$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
Mainland Water	Water Charge Local Government/Board of Education	Same as all other water consumption 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	Rate increase effective with billings on or after January 1, 2014
Ocean Sands	Water rate	\$7.95 base + 1.5x Water
Ocean Sands	Water connection - contractor installs	Refer to SOBWS rates
Ocean Sands	Water connection fee, 3/4 inch	No fee
Ocean Sands	Water connection fee, > 3/4 inch	\$1,000.00 County staff installs connection
Ocean Sands	Water developmental fee	Actual cost + 20% County staff installs connection
Ocean Sands	Sewer developmental fee	\$5,933.00 Minimum fee
Parks & Rec	Knotts Island	\$5,924.00 Minimum fee
Parks & Rec	Maple Athletic Complex - Baseball/Softball Fields	\$200.00 per day
Parks & Rec	Maple Athletic Complex - Soccer Fields	\$200.00 per field/per day
Parks & Rec	Maple Park	\$200.00 per field/per day
Parks & Rec	Maple Skate Park	\$300.00 per day
Parks & Rec	Sound Park	\$200.00 per day
Parks & Rec	Veteran's Memorial Park	\$500.00 per day
Parks & Rec	Walnut Island Park	\$200.00 per day
Parks & Rec	Adult Softball (men and women)	\$200.00 per day
Parks & Rec	Youth Cheerleading	\$20.00 per team
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	per child - \$35.00 (2 children) Maximum of \$50.00 for a family of 3 or more
Parks & Rec	Youth/Junior Basketball	\$25.00 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	1/2 day - does not include staff, security or clean-up charges
Parks & Rec	Field Fees - Soccer, Baseball/Softball, Tennis Courts	\$25.00 daily - does not include staff, security or clean-up charges
Parks & Rec	Field Set-up Fees - Baseball/Softball	\$50.00 per field - does not include staff, security or clean-up charges
Parks & Rec	Field Set-up Fees - Soccer	\$20.00 per field - does not include staff, security or clean-up charges
Parks & Rec	Park Picnic Shelter	\$25.00 or clean-up charges
Parks & Rec	Parks	\$25.00 per 1/2 day/\$50 daily
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	
Sheriff	Security Fee	\$60.00	Per Hour Per Deputy
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	
S Outer Banks Water	High risk deposit (owner or renter)	\$200.00	or three months' billing of previous 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 fire service meter		\$1,000.00 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/eft 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	Kansas City BBQ Contest Registration	\$300.00 per team - includes RV hookup fee
Tourism	Event sponsorships	TBD per event
Tourism	Currituck Bulls & BBQ - Rodeo admission - Ages 13+	\$15 Adv/\$20 Day of Event
Tourism	Currituck Bulls & BBQ - Rodeo admission - Ages 6-12	\$10 Adv/\$15 Day of Event
Tourism	Currituck Bulls & BBQ - Rodeo admission - Ages 0-5	No Charge
Tourism	Currituck Bulls & BBQ - Rodeo admission - Family (2 Adult/2 Under 12)	\$45.00 Advance sales only
Tourism	Currituck Bulls & BBQ - Rodeo admission - BBQ Participants	No Charge
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	Corolla Cork & Craft	\$20.00 Event entry and tour of Whalehead Club
Tourism	Legacy Tour with purchase of Corolla Cork & Craft admission	No Charge Included with event
	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	Gounds Rental - Secondary Site	\$400.00
Tourism	Gounds Rental - Picnic Shelter	\$50.00
Tourism	Grounds Rental - Gazebo	\$150.00
Tourism	Gounds 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	Under the Oaks Jury Fee for artists	\$40.00
Tourism	Under the Oaks Booth Fee	\$150.00
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	per month January - May and September - December
Tourism	Historic Corolla Park Usage- for businesses needing the Park 1 day a week or less	\$250.00
Tourism	Notary Fees	\$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" irrigatrion meter \$1,300 are available to any customer with an existing paid tap.
Mainland Water	Water Charge: Commercial master meter acct's 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 aructures 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 3rd day of February 2020.

\_\_\_\_\_  
Bob White, Chairman

Attest:

\_\_\_\_\_  
Leeann Walton, Clerk to the Board

CHANGE ORDER

NO. CO001

PROJECT:  
Whalehead Boat Museum  
1100 Club Road  
Corolla, NC 27927

CHANGE ORDER NUMBER: CO001  
Date: Jan 13, 2020

OWNER: ☒  
ARCHITECT: ☒  
CONTRACTOR: ☒  
FIELD: ☐  
OTHER: ☐

TO CONTRACTOR:  
Sussex Development Corporation  
109 S. Lynnhaven Road, Suite 200  
Virginia Beach VA 23452

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

RFC001	Add temporary construction fence to project	\$10,859.20
RFC002	Changes to Scope per Field Change 1	-4,335.00
RFC003	Fire Suppression Pre-Design Calculations	\$3,472.13
RFC004	Add freeze resistant package to P-6 drinking fountain per RFI-13 response	\$987.97
RFC007	Return unused allowance for buried foundation removal	-3,273.38

The original Contract Sum was	\$3,213,029.49
The net change by previously authorized Change Orders	\$0.00
The Contract Sum prior to this Change Order was	\$3,213,029.49
The Contract Sum will be increased by this Change Order in the amount of	\$7,710.92
The New Contract Sum Including This Change Order	\$3,220,740.41
The Contract Time Will Not Be Changed	
The date of Substantial Completion as of the date of this Change Order therefore is	

NOTE:

This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER

Beacon Architecture and Design, PLLC

ARCHITECT (Firm name)

2400 N Croatan Highway Suite H Kill Devil Hills NC 27948 USA

ADDRESS

Christopher Nason

DocuSigned by:  
(Typed Name)  
Christopher Nason

BY (Signature)

01/15/20 | 3:53 PM AST

DATE

Sussex Development Corporation

CONTRACTOR (Firm name)

109 S. Lynnhaven Road, Suite 200 Virginia Beach VA 23452

ADDRESS

Harry L. Davis, III

DocuSigned by:  
(Typed Name)  
Harry Davis

BY (Signature)

01/15/20 | 8:11 AM PST

DATE

County of Currituck

OWNER (Firm name)

153 Courthouse Road Currituck NC 27929 USA

ADDRESS

Ben Stikeleather

(Typed Name)

BY (Signature)

DATE



## REQUEST FOR CHANGE

**Project Code:** 2019-045

**Date:** 2019-10-09

**Project Name:** Whalehead Boat Museum

**RFC#:** RFC001A

**Owner:** County of Currituck  
153 Courthouse Road Suite 302  
Currituck, NC 27929

Sussex Development Corporation respectfully submits our proposal to provide requested or needed changes to the above referenced project as described below and detailed on the attached supporting documentation:

**Scope of Work:**

Add temporary construction fence and decorative fence screen to project

Description	Amount
Saunders Fence Temporary Construction Fence	\$ 9,872.00
10% OH&P on Subcontractors	\$ 987.20
<b>TOTAL</b>	<b>\$ 10,859.20</b>

This proposal is valid for 30 days, or as noted on any supporting documentation. Please sign below acknowledging your formal acceptance of this request and return a copy for our files. I may be contacted at the telephone number listed below if you have any questions or require any additional information.

**Sussex Development Corporation**

**County of Currituck**

DocuSigned by:

*Rolley Davis*

Rolley Davis, Project Manager

Michelle Perry  
or Authorized Signature

Date

Attachment: Maritime Museum-Change Order (Change Order-Maritime Museum)



From: [Jim Saunders](#)  
To: [Danielle Hangen](#)  
Subject: Re: Site Fencing,  
Date: Thursday, September 26, 2019 3:14:23 PM

Saunders Fence			
Commercial and Industrial Installations and Repairs			
Quotation			
Chain Link Fence		59 West Sandy Point Rd.	
Wood Fence		Poquoson, VA 23662	
Electric Gates		Phone: (757) 638-5620	
Temporary Fence		Fax: (757) 638-1261	
To: Sussex Development		Time: 9/26/19 3:12 PM	
		Attn: Danielle	
		RE: Whalehead Temporary Fence	
To provide and install conventional fence per the below:			
Fence will be 6' tall chain link.			
1,134' of temporary fence @ \$8.00 per foot	Price:	\$9,072.00	
2 gates 24' opening double panel @ \$400.00 each	Price:	\$800.00	
	Total:	\$9,872.00	
NOTES: Due to fluctuations in the steel market, all prices will have to be verified before acceptance of a contract.			
Standard Terms and Conditions:			
Prices include tax as applicable, permits to be provided by you. You provide a cleared, graded, and staked fence line with suitable truck access. Not responsible for under-ground obstructions or damage to private			

Attachment: Maritime Museum-Change Order (Change Order-Maritime Museum)



## REQUEST FOR CHANGE

Project Code: 2019-045

Date: 2019-11-07

Project Name: Whalehead Boat Museum

RFC#: RFC002

Owner: County of Currituck  
153 Courthouse Road Suite 302  
Currituck, NC 27929

Sussex Development Corporation respectfully submits our proposal to provide requested or needed changes to the above referenced project as described below and detailed on the attached supporting documentation:

**Scope of Work:**

Changes to Scope per Field Change 1

Description	Amount
Earthwork	\$ -4,335.00
<b>TOTAL</b>	<b>\$ -4,335.00</b>

This proposal is valid for 30 days, or as noted on any supporting documentation. Please sign below acknowledging your formal acceptance of this request and return a copy for our files. I may be contacted at the telephone number listed below if you have any questions or require any additional information.

Sussex Development Corporation

County of Currituck

DocuSigned by:

607685073464449...  
Jim Vachon,  
Project Manager

Michelle Perry  
or Authorized Signature

Date

Attachment: Maritime Museum-Change Order (Change Order-Maritime Museum)

**HATCHELL CONCRETE, INC.**

P.O. Box 2405  
1002 Driftwood Drive  
Manteo, NC 27954

NC LICENSED CONTRACTOR  
Commercial & Residential

Phone: (252) 473-6074  
Fax: (252) 473-6606  
Email: hci@hatchellconcrete.com

November 7, 2019

Re: Sussex Development corporation  
Danielle Hangen

Hatchell Concrete is pleased to offer the below quote for Field change #1

Scope :

- Reroute of force mains – 2040.00
- Core manhole = 1800.00
- Adjustment of concrete loading areas & grading swells = 10,125.00
- Deletion of retaining wall and trashcan pads = - ( 18,300.00)

Lump Sum = \$ - (4335.00)

Project Manager

Nathaniel Hatchell

Hatchell Concrete, Inc.

Attachment: Maritime Museum-Change Order (Change Order-Maritime Museum)



## REQUEST FOR CHANGE

Project Code: 2019-045

Date: 01/03/2020

Project Name: Whalehead Boat Museum

RFC#: RFC003

Owner: County of Currituck  
153 Courthouse Road Suite 302  
Currituck, NC 27929

Sussex Development Corporation respectfully submits our proposal to provide requested or needed changes to the above referenced project as described below and detailed on the attached supporting documentation:

**Scope of Work:**

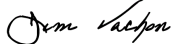
Fire Suppression Pre-Design Calculations

Description	Amount
Add wet pipe system to overall sprinkler design per response to RFI-008	\$ 3,114.00
10% OH&P on Subcontractors	\$ 311.40
Payment & Performance Bonds	\$ 46.73
<b>TOTAL</b>	<b>\$ 3,472.13</b>

This proposal is valid for 30 days, or as noted on any supporting documentation. Please sign below acknowledging your formal acceptance of this request and return a copy for our files. I may be contacted at the telephone number listed below if you have any questions or require any additional information.

Sussex Development Corporation

County of Currituck

DocuSigned by:  
  
607695073464449...

Jim Vachon,  
Project Manager

Michelle Perry  
or Authorized Signature

Date

Attachment: Maritime Museum-Change Order (Change Order-Maritime Museum)

**RE: Whalehead**

Griff Brinkley

sent: 1/2/2020 11:33:40 AM

**To:** Danielle Hangen,

Danielle,

Please see attached and let me know if you need anything further.

Thank you,

*Griffith I. Brinkley*820 Greenbrier Circle, Suite 8  
Chesapeake, VA 23320  
757-523-7330[www.firetechva.com](http://www.firetechva.com)**From:** Danielle Hangen [mailto:DHangen@sussexdevelopment.com]**Sent:** Monday, December 30, 2019 9:34 AM**To:** gbrinkley@firetechva.com**Subject:** FW: Whalehead

Hi Griff,

The County is asking for a more formal presentation of this change. They're looking for a breakdown of labor and materials. The architect mentioned something about a credit for some lines that would be part of the change?

Anyway, can you get me something itemized to present please? I'm pretty sure we're getting approval on this, but need the paperwork as a formality.

Thanks,

**Danielle Hangen, LEED Green Associate**

Senior Project Engineer

**Sussex Development Corporation**

(c) 757.636.4421 (f) 757.422.0398

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**From:** Griff Brinkley <[gbrinkley@firetechva.com](mailto:gbrinkley@firetechva.com)>**Sent:** Monday, December 9, 2019 2:36 PM**To:** Jim Vachon <[jvachon@sussexdevelopment.com](mailto:jvachon@sussexdevelopment.com)>; [dlacy@firetechva.com](mailto:dlacy@firetechva.com)**Subject:** Whalehead

Jim,

Per RFI #8 and PACEs response it is clear that both a Wet system and Dry system will be needed to accommodate the building. The Wet system will be the resolve to my RFI. Unfortunately the Wet system was not included in the original contract, only one Dry system.

This additional wet system controls will have a cost increase of \$3,114.00

Please advise.

Thank you,

*Griffith I. Brinkley*820 Greenbrier Circle, Suite 8  
Chesapeake, VA 23320  
757-523-7330[www.firetechva.com](http://www.firetechva.com)

Attachment: Maritime Museum-Change Order (Change Order-Maritime Museum)

**24 hr Emergency Service**

820 Greenbrier Circle, Ste 8  
Chesapeake, VA 23320  
PH: 757.523.7330  
FX: 757.523.7336  
www.firetechva.com

VA License No. 008640A  
NC License No. 32746 (FS)

6.C.4.a

December 23, 2019



Danielle Hangen  
Sussex Development Corporation  
109 S. Lynnhaven Rd.  
Virginia Beach, VA 23452

Re: Whalehead Boat Museum

Danielle,

Fire Tech Services, Inc. quoted installing one dry pipe fire sprinkler system to protect the new boat storage museum in its entirety. This quotation was prepared and estimated from provided bid drawings and specs. Unfortunately there is an inadequate amount of water at the planned city supply connection point to allow for the proposed design.

The solution is to install a wet pipe fire sprinkler system within the boat storage portion of the building which is the most demanding part of the system. Wet systems require less water flow than dry systems.

A dry system will still be installed to protect the restrooms and other areas susceptible to freezing conditions.

Due to the additional wet system riser there will be a cost increase.

Please let me know if you need further information.

Thank you,

*Griffith Brinkley*

Griffith Brinkley

Attachment: Maritime Museum-Change Order (Change Order-Maritime Museum)



Document2



Packet Pg. 391



## REQUEST FOR CHANGE

**Project Code:** 2019-045**Date:** 01/03/2020**Project Name:** Whalehead Boat Museum**RFC#:** RFC004

**Owner:** County of Currituck  
 153 Courthouse Road Suite 302  
 Currituck, NC 27929

Sussex Development Corporation respectfully submits our proposal to provide requested or needed changes to the above referenced project as described below and detailed on the attached supporting documentation:

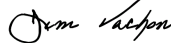
**Scope of Work:**

Add freeze resistant package to P-6 drinking fountain per RFI-13 response

Description	Amount
HVAC	\$ 886.07
10% OH&P on Subcontractors	\$ 88.61
Payment & Performance Bonds	\$ 13.29
<b>TOTAL</b>	<b>\$ 987.97</b>

This proposal is valid for 30 days, or as noted on any supporting documentation. Please sign below acknowledging your formal acceptance of this request and return a copy for our files. I may be contacted at the telephone number listed below if you have any questions or require any additional information.

**Sussex Development Corporation****County of Currituck**

DocuSigned by:  
  
 607685073464449...

Jim Vachon,  
 Project Manager

Michelle Perry  
 or Authorized Signature

Date

Attachment: Maritime Museum-Change Order (Change Order-Maritime Museum)

**ZBZ & Associates, Inc.***Mechanical Contractors*

557 Central Drive, Suite 102 Virginia Beach, VA. 23454-5249  
(757) 463-5331 Fax: (757) 463-4814

December 13, 2019

Sussex Development Corporation  
109 S. Lynnhaven Road, Suite 200  
Virginia Beach, VA 23452

Re: Whalehead Boat Museum  
ZBZ – CO- P-1

Attention: Jim Vachon

Gentlemen,

The purpose of this letter is to forward you our cost proposal for the work associated with adding a freeze resistant package to P-6 ADA dual basin drinking fountain on the above referenced project. Please see attached our cost in the amount of \$ 886.07. This is in reference to (RFI) #13

Please advise in writing when proposal is accepted.

We trust that the above is satisfactory. In the event you have any questions, please do not hesitate to contact our office.

Sincerely,



Sean Bozard, Project Manager

E-mailed: X

Cc: CZ, DS, TB @ ZBZ

Attachment: Maritime Museum-Change Order (Change Order-Maritime Museum)

# Z B Z & ASSOCIATES, INC.

CHANGE ORDER NO. P-1 \_\_\_\_\_

PROJECT: HCP-Boat Museum

DESCRIPTION: Add freeze resistant package to P-6 ADA dual  
basin drinking fountain

Material and Rental Equipment	\$ 605.71
<u>0.067</u> Sales Tax	\$ 40.58
<b>SUB TOTAL</b>	<b>\$ 646.29</b>
Labor	\$ 90.00
<u>0.380</u> Tax and Insurance	\$ 34.20
<b>SUB TOTAL</b>	<b>\$ 124.20</b>
<b>Total Labor and Material</b>	<b>\$ 770.49</b>
<u>0.15</u> Overhead and Profit on ZBZ only	\$ 115.57
<b>SUB TOTAL</b>	<b>\$ 886.07</b>
Sub-Contractors (See Attached)	\$ -
<u>0.100</u> Overhead on sub only	\$ -
<b>SUB TOTAL</b>	<b>\$ -</b>
<b>Total Z B Z's and Sub-Contractor's</b>	<b>\$ 886.07</b>
<u>0.00</u> Bond Premium	\$ -
<b>TOTAL COST OF CHANGE ORDER</b>	<b>\$ 886.07</b>

We request a \_\_\_\_\_ day time extension, after approval, to perform the work associated with this changed condition. Prices are subject to change after 30 days.

**We exclude the following: no concrete, sprinkler, cutting, patching, painting or power wiring associated w/ approved equipment.**

Attachment: Maritime Museum-Change Order (Change Order-Maritime Museum)

CHANGE ORDER NO. P-1

BREAKDOWN ESTIMATE OF DIRECT COSTS										
CONTRACT NO.		NAME OF CONTRACTOR ZBZ & ASSOCIATES, INC.				CONTRACTOR PRIME SUBCONTRACTOR				
ITEM NO.	ITEM OF WORK	NO. OF UNITS	LABOR		MATERIAL		EQUIPMENT		EQU. DAYS	RATE
			UNIT COST	TOTAL COSTS	UNIT COST	TOTAL COSTS		TOTAL COSTS		
1	Plumber	2	\$45.00	\$90.00	\$605.71	\$605.71				
2	Elkay – Frost Resistant Kit	1				\$605.71		\$605.71		
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
TOTAL THIS PAGE:				\$90.00			\$605.71			



# Quotation (Reprint)

**038 HAJOCA NORFOLK  
3464 E VIRGINIA BEACH BLVD  
NORFOLK VA 23502-3123  
757-627-7766 Fax 757-640-1877**

QUOTE DATE	QUOTE NUMBER
12/11/19	S024472728
QUOTED BY:	PAGE NO.
038 HAJOCA NORFOLK 3464 E VIRGINIA BEACH BLVD NORFOLK VA 23502-3123 757-627-7766 Fax 757-640-1877	1 of 1

Printed : 07:53:17 13 DEC 2019

**QUOTE TO:**

ZBZ & ASSOCIATES INC  
557 CENTRAL DR #102  
VIRGINIA BEACH, VA 23454-5279

**SHIP TO:**

HCP BOAT MUSEUM  
C/O ZBZ & ASSOCIATES INC  
CHESAPEAKE, VA 23320

757-463-5331

QUOTED FOR	CUSTOMER PURCHASE ORDER NUMBER	CUSTOMER RELEASE NUMBER	SALES PERSON	
	439-MUS-104		Matt Cain	
QUOTED BY	SHIP VIA	TERMS	EXPIRATION DATE	FREIGHT ALLOWED
Daniel Grauer	OT OUR TRUCK	2% 10TH PROX NET 25TH	12/10/19	No
QUOTE QTY	QUOTE PART#	DESCRIPTION	UNIT PRICE	EXT PRICE
		***** P-6 DUAL BASIN DRINKING FOUNTAIN *****		
1ea	1164813	ELKAY VRCTLDDWSK BOTTLE FILLING STATION WATER COLLER	1671.809/ea	1671.81
1ea	937783	MAINLINE MLQTSR19CX POL CHROME 1/2X3/8 SWTXCOMP ANGLE QTR TURN STOP VLV W/ LK HDL LEAD FREE	4.576/ea	4.58
1ea	825702	MAINLINE ML707 11/4 CP 17GA BRASS P-TRAP W/ ZINC NUT SHALLOW ESC & CLEANOUT *CARRIER*	12.917/ea	12.92
1ea	1559497	JAY R SMITH 0834-M32 LAVATORY AND DRINKING FOUNTAIN SUPPORTS, FLOOR MOUNTED TYPE W/ SUPPORTING PLATE AND STUDS	141.633/ea	141.63
→ 1ea	1474255	ELKAY LKFRB1 BOX -FROST RESISTANT TAXES NOT INCLUDED	605.714/ea	605.71
			<b>Subtotal</b>	<b>2436.65</b>
			<b>Bid Total</b>	<b>2436.65</b>

Prices contained in this quote are the prices in effect at the time of quotation, and are subject to change at any time. We are not responsible for inaccurate quantity descriptions. Quantities should be checked against plans and specifications for accuracy. Special order material is non-cancellable. We are not responsible for delays not within our control.

Attachment: Maritime Museum-Change Order (Change Order-Maritime Museum)

LKFRB1

# Installation Instructions

## LKFRB1 Freeze Resistant Package

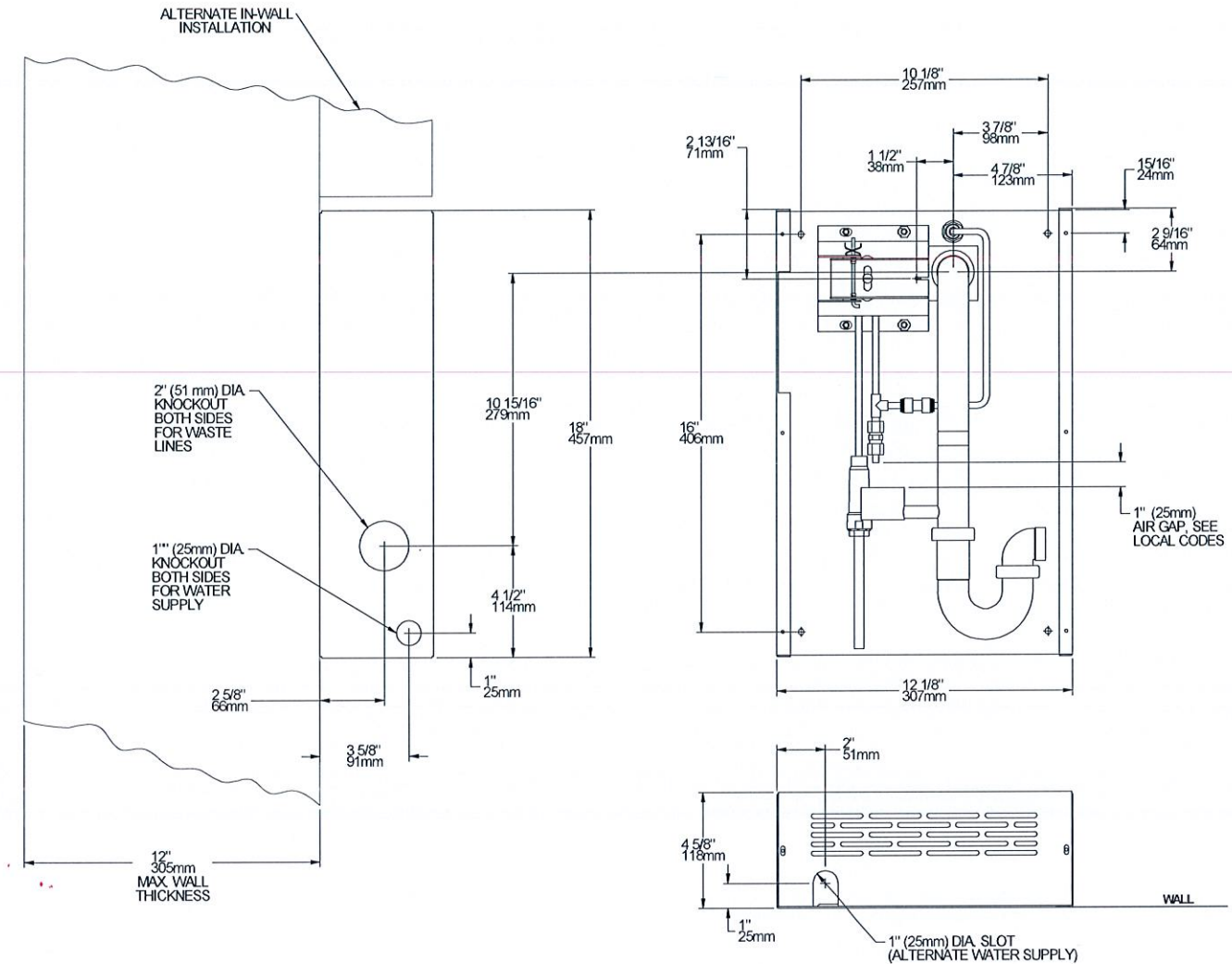


FIG. 1

**WARNING:** This Freeze Resistant Package must be installed on an interior heated wall. The front of the box must have unobstructed air flow. Failure to maintain the interior wall temperature and the inside of the Freeze Resistant Package above 50° F (10° C) can and will cause damage to the Freeze Resistant Package. This damage can result in bursting and rupturing of interior plumbing which will result in uncontrollable water flow and flooding of the area. Rough-In dimensions will vary depending upon the type of fountain that this package is installed with. Dimensions shown are for reference only.

LKFRB1

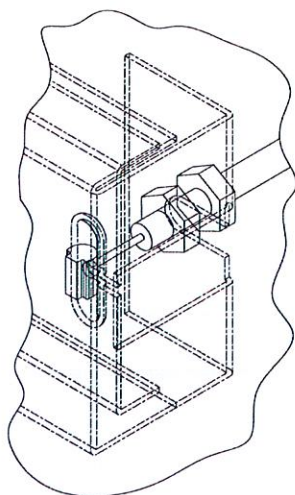


FIG. 2

**CABLE SHEATH ADJUSTMENT**

To Increase Free Play



To Reduce Free Play

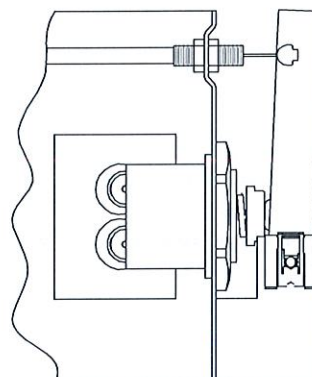


FIG. 3

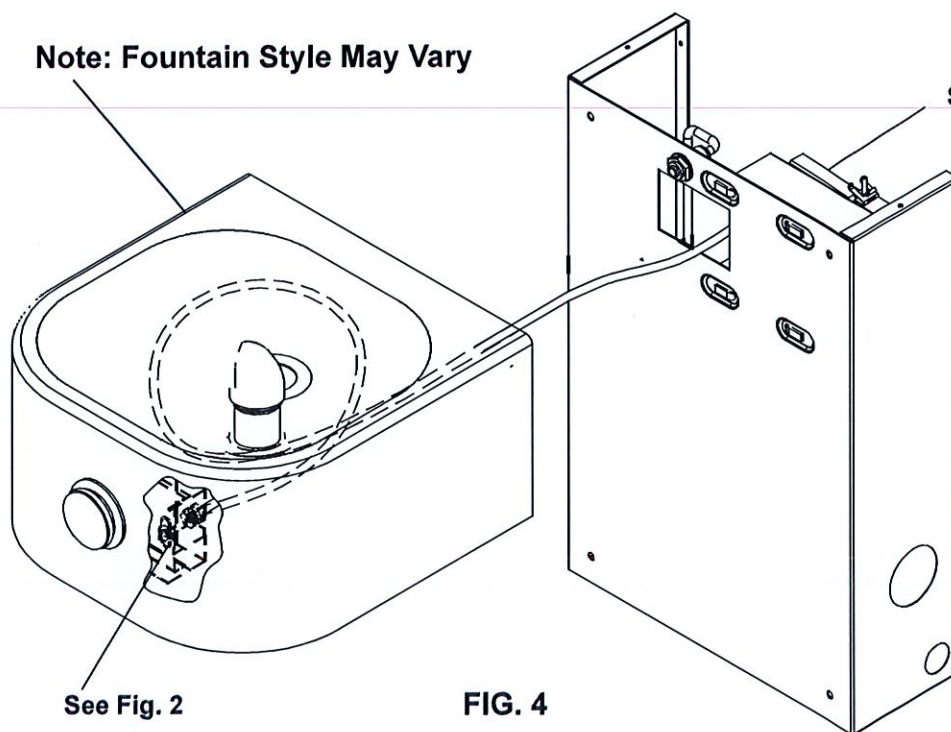
**Note: Fountain Style May Vary**

FIG. 4

See Fig. 2

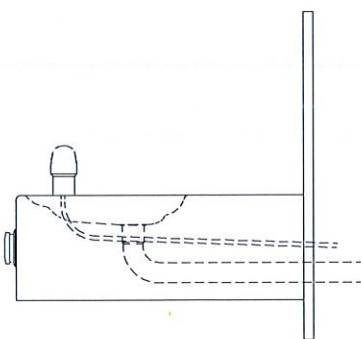


FIG. 5

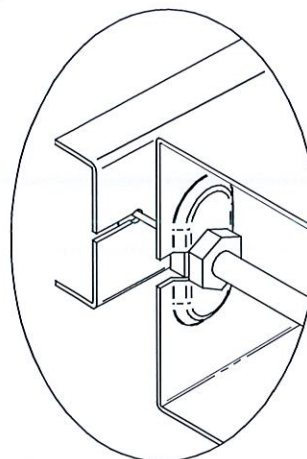


FIG. 6

INSTALLATION INSTRUCTIONS

The freeze resistant package must be mounted on an interior wall in a heated area. The room temperature of the interior heated area must be 50° F (10° C) or higher. The freeze resistant package may be surface or recessed mounted. If recess mounted the surface of the cover must be flush with the interior wall surface. The package is furnished with screws for mounting the cover to the box. If the box is recess mounted, do not fasten the top and bottom of the cover to the box. Use the holes on the front only.

- 1. Assemble the operating cable to the fountain bracket. (Fountain should be mounted to exterior wall). The adjustment nuts should be adjusted as per the fountain's instructions. Create a loop in the cable and thread the free end of the cable through the wall into the freeze resistant box.
- 2. Connect free end of operating cable to the valve-operating bracket in the freeze resistant box.
- 3. Remove cable free play by adjusting the jam nuts on the ends of the operating cable. See Figure 3.
- 4. Connect water line from fountain bubbler into freeze resistant box. The connection to the box uses a quick connect water fitting. Position the water line, in the fountain, to drain back into interior mounted box. Any water left standing, in the exterior line, can freeze. See Figure 5.

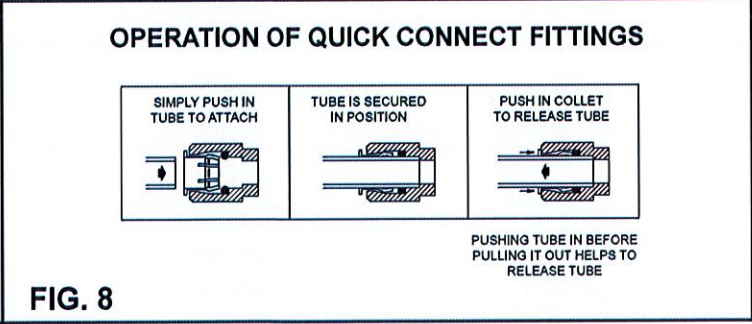
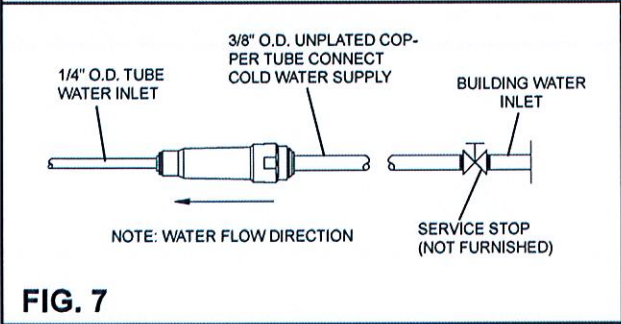
To insert tubing, push tube straight into fitting until it reaches a positive stop. To remove tubing from the fittings, relieve water pressure, push in on dark gray collar while pulling out on the tubing. See Figure 8.

- 5. Connect drain and water supply lines to the freeze resistant fountain. Refer to Figure 1 for component positions. Inline strainer must be used on the inlet water line. See Figure 7.

Start-up

- 1. Turn on building water supply and check all connections for leaks. Repair as required.
- 2. Stream height is factory set at 35 PSI. If stream height needs to be changed adjust screw on regulator, behind regulator pivot bracket. See Figure 11. Clockwise adjustment raises stream height, counter clockwise adjustment will lower stream.
- 3. Adjust operating cable as required. Cable system should have a minimal amount of free play to allow for proper valve operation. If the system is too tight the valve will stay in the on position creating constant water flow. Too much free play will result in non-operation of the valve with the push-buttons.
- 4. Note: Water from the drain back tube will continue to run while the valve is actuated. (Reference Item 6).
- 5. After cable system is adjusted properly stuff flexible insulation into any openings between the outside wall and the interior box.
- 6. Recheck all connections. If all connections are leak free replace cover(s) on the freeze resistant box(es) and fountain(s).

Attachment: Maritime Museum-Change Order (Change Order-Maritime Museum)



LKFRB1

PARTS LIST		
ITEM NO.	PART NO.	DESCRIPTION
1	98733C	KIT - REGULATOR/HOLDER/NUTS
2	27312C	COVER - BODY
3	98858C	KIT - FREEZE BOX REGULATOR BRKTS/ ROD/BUSHINGS/CLIP
4	98861C	KIT - FREEZE BOX WATER OUTLET ASSY 1/4"UNION FITTING/BULKHEAD FITTING
5	27984C	FREEZE RESISTANT BODY ASSY/SCREW
6	98859C	KIT - FREEZE BOX CHECK VALVE/O'RING
7	98860C	KIT - FREEZE BOX WASTE LINE
8	55996C	STRAINER
NS	75582C	OPERATING CABLE

NS - NOT SHOWN

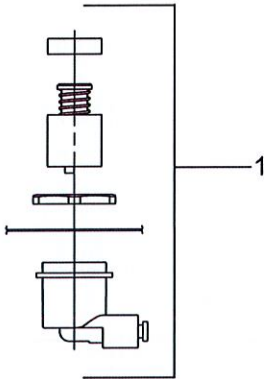


FIG. 9

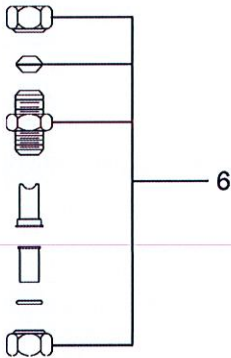


FIG. 10

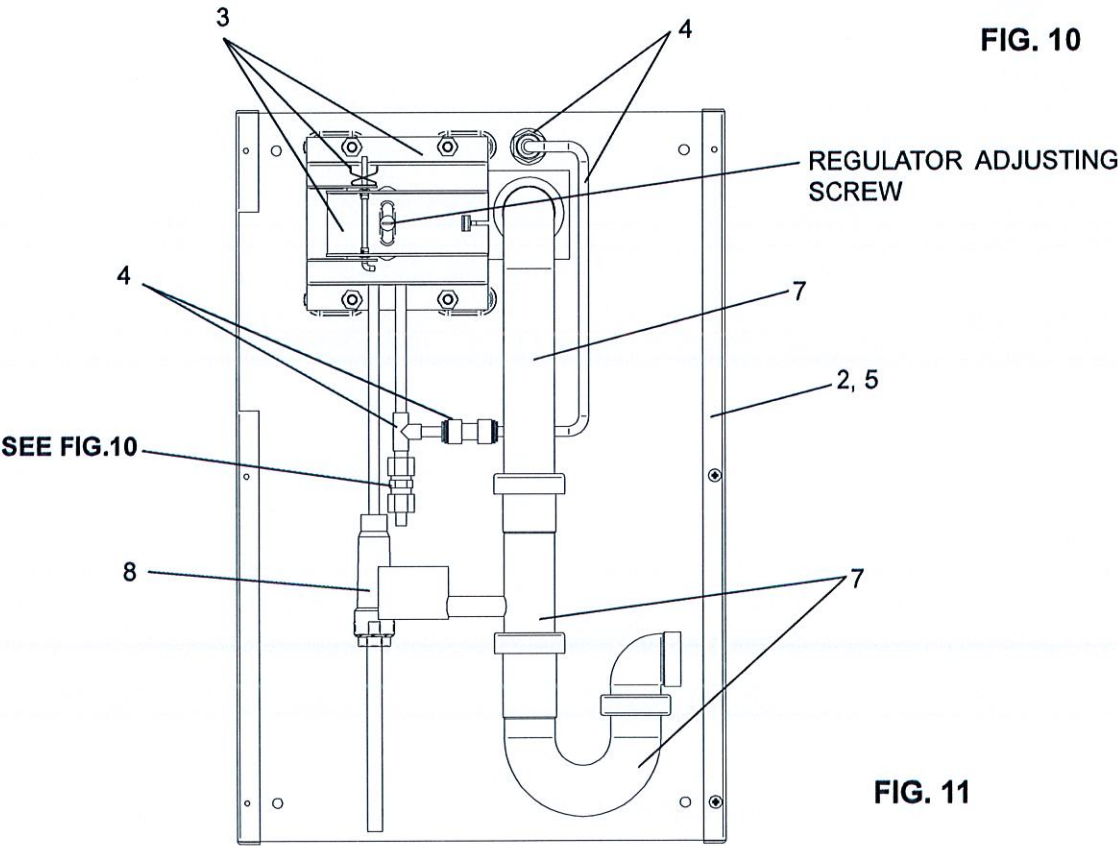


FIG. 11

PRINTED IN U.S.A.

REPAIR SERVICE INFORMATION TOLL FREE NUMBER 1.800.260.6640  
FOR PARTS, CONTACT YOUR LOCAL DISTRIBUTOR OR CALL 1.800.834.4816  
ELKAY MANUFACTURING COMPANY • 2222 CAMDEN COURT • OAK BROOK, IL 60523 • 630.574.8484 • www.elkay.com



## REQUEST FOR CHANGE

**Project Code:** 2019-045

**Date:** 2020-01-14

**Project Name:** Whalehead Boat Museum

**RFC#:** RFC007

**Owner:** County of Currituck  
153 Courthouse Road Suite 302  
Currituck, NC 27929

Sussex Development Corporation respectfully submits our proposal to provide requested or needed changes to the above referenced project as described below and detailed on the attached supporting documentation:

**Scope of Work:**

Return unused allowance for buried foundation removal

Description	Amount
Return unused allowance for buried foundation removal	\$ -3,225.00
Payment and Performance Bond reduction	\$ -48.38
<b>TOTAL</b>	<b>\$ -3,273.38</b>

This proposal is valid for 30 days, or as noted on any supporting documentation. Please sign below acknowledging your formal acceptance of this request and return a copy for our files. I may be contacted at the telephone number listed below if you have any questions or require any additional information.

**Sussex Development Corporation**

**County of Currituck**

DocuSigned by:

007085073464448

Jim Vachon, Senior Project Manager

Michelle Perry  
or Authorized Signature

Date

Attachment: Maritime Museum-Change Order (Change Order-Maritime Museum)

**Exhibit A: Contract Sum**

7/23/2019

	<u>UNIT PRICE</u>	<u>QTY</u>	<u>UNIT</u>	<u>AMOUNT</u>	<u>TOTAL</u>	<u>NOTES</u>
Base Bid Building					\$2,803,379.88	
Alternate #1 - Decorative Glass Garage Door					\$5,700.51	
Alternate #2 - Add cabinets in Multi-purpose room					\$9,518.77	
removal of unsuitable material beyond 12"	\$32.25		CY			Unit Price only - no quantity listed in bid
buried foundation removal	\$32.25	100	CY	\$3,225.00		treat as allowance
Site Work Item #1 (Mobilization, demolition, clearing)					\$81,428.20	
Earthwork, Stormwater, Water, Sewer				\$293,275.87		
Test Pit	\$537.48	3	EACH	\$1,612.44		treat as allowance
Undercut/Backfill	\$31.79	100	CY	\$3,178.50		treat as allowance
Site Work Item #2 Total					\$298,066.81	
Site Work Item #3 (Landscaping)					\$5,131.96	
Additive Site Work Bid Item #1 - Geogrid	\$25.79	100	SY		\$2,579.42	treat as allowance
Additive Site Work Bid Item #2 - compacted ABC	\$67.71	20	TONS		\$1,354.19	treat as allowance
Additive Site Work Bid Item #3 - Hydroseed					\$815.71	treat as allowance
Additive Site Work Bid Item #4 - Sod					\$5,054.04	treat as allowance
Additive Site Work Bid Item #5 - Concrete Curbs	\$28.88		LF			Unit Price only - no quantity listed in bid
<b>TOTAL BID</b>					<b>\$3,213,029.49</b>	

Attachment: Maritime Museum-Change Order (Change Order-Maritime Museum)

## Maritime Museum

Change Order #1 Summary

January 21, 2020

RFC 001	Construction Fencing (ADD)	Due to the nature of the site location and the tourist traffic between the Lighthouse and Historic Corolla Park, it was desired to have construction fencing around the site to protect the public from the construction activities.	\$10,859.20
RFC 002	Sitework - Retaining Wall, Concrete, and Sewer (DEDUCT)	Re-route proposed sewer force main for Maritime Museum due to field verification of the locations of the Lighthouse and Wildlife Center sewer lines. Re-route existing Lighthouse sewer main which is in conflict with proposed work. Eliminate retaining wall and adjust concrete slab with addition of curbing in order to better protect live oaks.	(\$4,335.00)
RFC 003	Sprinkler System (ADD)	The contract documents specified a dry pipe system to simplify design to a single type of system and eliminate a riser. After receiving more accurate flow tests during construction, it was determined that a combination wet/dry pipe system would be required to meet the museum's flow requirements.	\$3,472.13
RFC 004	Water Cooler Freeze Protection (ADD)	An outdoor unit was specified on the plans and it was assumed by the design team that the unit might be winterized so as not to require frost protect. Staff recommends that a freeze resistant package be provided to minimize future maintenance.	\$987.97
RFC 007	Buried Foundation Removal (DEDUCT)	An allowance was included in the contract for the possibility of removal of a buried foundation. The exact location was unknown but thought to be in the vicinity of our project. No foundation was encountered during earthwork operations so this allowance is no longer needed in the project.	(\$3,273.38)
	<b>Total Changes</b>		<b>\$7,710.92</b>

Staff recommends approval of Change Order #1 in the amount of \$7,710.92. The funds for this change order are available in the project budget.

Current Contract Amount	\$	3,213,029.49
Change Order	\$	7,710.92
Proposed Contract Amount	\$	3,220,740.41

Attachment: Change Order 1 - Summary Sheet (Change Order-Maritime Museum)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: LINE MAINTENANCE MECHANIC**

### **WATER AND WASTEWATER DIVISIONS**

### **PUBLIC SERVICES DEPARTMENT**

### **GENERAL STATEMENT OF DUTIES**

Performs responsible semi-skilled and skilled work in the installation, replacement, repair and maintenance of water and sewer lines, and appurtenances.

### **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs a variety of skilled work as a member of a crew engaged in the construction, installation and repair of water and sewer lines. Work involves operating construction equipment and participating in the installation, replacement and repair of water and sewer pipes to specific grade and depth, and back filling and compacting the site. Work also includes making taps to water and sewer mains, installing hydrants, meters, and valves, and making repairs to the water and sewer system. Work requires operation of backhoes and other heavy equipment in tight spaces, around parked cars and overhead and underground utilities. Employees are subject working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work is also subject to the final standards of OSHA on blood borne pathogens. Employees are also subject to on-call and call-back work. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

### **DUTIES AND RESPONSIBILITIES**

### **ESSENTIAL DUTIES AND TASKS**

Operates heavy construction equipment requiring skill and care around parked cars and overhead and/or underground utility lines; operates front end loader, dump trucks, jackhammers, tampers, pipe threading machines, tapping machines, trenchers, air compressors, and boring machines.

Locates and marks water lines in different locations in the county.

Performs hydrant and valve exercising; paints hydrants; mows and trims around hydrants and other utility facilities.

Performs work order tasks including inspecting meters for leaks; connect and disconnect water service for moving or non paying customers; flushes hydrants to insure water is fresh.

Operates tapping machine to make water and sewer taps and service connections.

Lays water and sewer pipes; repairs and replaces sewer and water lines and related facilities.

Installs, services and tests water meters and meter yokes.

Installs hydrants, meters, valves, clamps, and related pipeline apparatus; sets meter boxes; repairs and replaces fire hydrants.

Maintains assigned truck properly stocked and in proper operating condition.

Keeps customers informed when water service is turned off for repairs.

Assists with inspection and repair of pumping stations, reading water meters, and other related tasks.

Works with other departments and staff in collaborative effort to manage storm water and help prevent flooding.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

### **ADDITIONAL JOB DUTIES**

Completes assigned work by the Water Distribution Supervisor or their designee. Performs other related tasks as required.

### **KNOWLEDGES, SKILLS, AND ABILITIES**

Considerable knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines.

Considerable knowledge of a variety of maintenance and manual methods and tasks involved in the installation, maintenance, repair and replacement of utility lines and appurtenances.

Considerable knowledge of the use of common hand and power tools.

Considerable knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.

Some knowledge of the operating requirements of sewer lift stations and water pumping stations.  
Some knowledge of the water service policies and procedures.

Skill in the operation of a backhoe and other heavy construction equipment.

Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.

Ability to read utility line maps and operation and service manuals and to understand and follow oral and written instructions.

### **PHYSICAL REQUIREMENTS**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform very heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.

Must possess the visual acuity to operate mobile equipment such as loaders in a safe manner to fit pipes and other parts, read gauges, and make written records.

**DESIRABLE EDUCATION AND EXPERIENCE**

Graduation from high school and considerable experience in construction-related utility work, including considerable experience in water distribution and/or sewer collection system maintenance involving the operation of back hoes and excavators; or an equivalent combination of education and experience.

**SPECIAL REQUIREMENTS**

Possession of valid North Carolina commercial driver's license. Must obtain C-Distribution certification within one year of employment date.

ED: 02/03/2020 (REV BOC)  
ED: 08/21/2017 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

**JOB TITLE: WATER PLANT OPERATOR**

**WATER DIVISION**

**PUBLIC SERVICES DEPARTMENT**

### **GENERAL STATEMENT OF THE JOB**

Under general supervision, performs responsible technical work in the operation and minor maintenance of equipment at a water treatment plant on an assigned shift. Work involves collecting and testing water samples, and controlling mechanical, electrical, and chemical equipment involved in pumping and/or treating water. Adjusts chemical feed as required, monitors tank levels, and answers inquiries or complaints from the general public. Reports to the Water Plant Supervisor.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Obtains water samples for required tests including, but not limited to, checking water acidity, turbidity, chlorine, and levels of irons, nitrates, alkalinity, fluoride, color, hardness, and conductivity.

Operates and maintains wastewater disposal equipment; performs maintenance on pumps, motors, and mixers etc. as needed.

Inspects control systems and meters, and on the basis of such information makes adjustments to controls in conformance with operating instructions; obtains information pertaining to external water distribution systems and makes repairs or adjustments to controls and instruments; calibrates instruments, as necessary.

Utilizes mathematical formulas to calculate chemical feed rates; adjusts feed rates accordingly.

Monitors and records tank water levels.

Starts and stops pumps to maintain proper pressures.

Maintains plant records, including operating logs and maintenance work sheets.

Responds to inquiries from the general public pertaining to plant operations, procedures, programs, etc.

Performs routine custodial duties in various areas of plant, as necessary.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

#### **ADDITIONAL JOB FUNCTIONS**

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

Completes assigned work by the Water Plant Supervisor or their designee. Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with one to two years experience in the operation of water treatment plants; or any equivalent combination of training and experience, which provides the required skills, knowledge and abilities.

### **SPECIAL REQUIREMENTS**

~~Prefer p~~ Possession of certifications at C – Well for well water treatment and Wastewater Operator Grade I issued by the State of North Carolina within one year of employment date. Possession of a valid driver's license issued by the State of North Carolina.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of office machinery and water treatment plant equipment including pH meters, turbidimeters, computers, calculator, water pumps, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for that of Light Work.

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

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, maintenance records, letters and memos, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak 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; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, and geometry.

**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 office and water treatment plant equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires 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 hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

### **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of the operating principles and practices and the maintenance requirements of water treatment plant equipment and machinery.

General knowledge of the occupational hazards and safety precautions associated with water plant and related activities.

General knowledge of chemistry as applied to water treatment.

General knowledge of water testing procedures.

Knowledge of standard laboratory principles, techniques, terminology and equipment.

Ability to understand and follow specified operating and recording procedures.

Ability to detect defects and to take appropriate action in the operation of water treatment equipment chemical feed systems and other related equipment.

Ability to keep accurate records and prepare reports.

Ability to exercise considerable tact and courtesy in contact with the general public.

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

ED: 02/03/2020 (REV BOC)

ED: 08/21/2017 (REV BOC)

**North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition**

**ROADWAY INFORMATION:** (Please Print/Type)

County: Currituck Road Name: Pan Ridge Ct  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Panridge Length (miles): .12

Number of occupied homes having street frontage: 8 Located (miles): .12

miles N ☐ S ☐ E ☒ W ☐ of the intersection of Route 168 and Route N/A.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Pan Ridge Ct in Currituck County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: Bobby Shavender Phone Number: (252) 943-7169

Street Address: \_\_\_\_\_

Mailing Address: P.O. Box 206 Pantego, NC 27860

**PROPERTY OWNERS**NameMailing AddressTelephone


**INSTRUCTIONS FOR COMPLETING PETITION:**

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

**FOR NCDOT USE ONLY:** Please check the appropriate block

☐ Rural Road    ☐ Subdivision platted prior to October 1, 1975    ☒ Subdivision platted after September 30, 1975

**REQUIREMENTS FOR ADDITION**

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
Pan Ridge		.12 Miles			

[illegible]

Number

TDA2020010

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 3rd day of February 2020, 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>
15448-516000	Repairs & Maintenance		\$ 7,500
15448-554000	Insurance	\$ 7,500	
		<u>\$ 7,500</u>	<u>\$ 7,500</u>

**Explanation:** Tourism Related - Whalehead (15448) - Transfer funds for increased in insurance premiums.

**Net Budget Effect:** Occupancy Tax Fund (15) - No change.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board

Attachment: TDA\_Feb 3\_Budget (TDA-Budget Amendments)