



## **CURRITUCK COUNTY NORTH CAROLINA**

November 2, 2020

Minutes – Regular Meeting of the Board of Commissioners

### **WORK SESSION**

#### **1. 5:00 PM Moyock Regional Wastewater Treatment Plant**

The Board of Commissioners met at 5:00 PM in the Board Meeting Room of the Historic Courthouse for a work session to consider options for county-provided sewer service in Moyock and continued operation of the Moyock Regional Wastewater Treatment Plant. Commissioner Payment and Commissioner Beaumont did not attend the work session. After a history of challenges were presented by County Manager, Ben Stikeleather, regarding the plant's continuous failure to meet treatment limits as required by the North Carolina Department of Environmental Quality, Board members were asked whether they prefer the County continue to operate the plant or if they would rather sell to a private sewer provider.

The financial impacts related to the costs for replacement and potential expansion of the plant were discussed, as were the potential impacts to customer rates, which would likely increase based on cost estimates and rate studies. Commissioners considered the economic development value of the plant and its use as a tool to target growth and development. Commissioners voiced concerns over the potential for tax increases due to shifting funds from other capital projects to repair or replace the plant.

After consideration and receiving the opinions relayed earlier to Mr. Stikeleather from Commissioners not in attendance, Chairman White, Commissioner Beaumont, Commissioner Mary Etheridge, and Commissioner Jarvis preferred keeping the system. Commissioner Beaumont had suggested replacing the system and expanding it to 200,000 gallons. Commissioner J. Owen Etheridge, Commissioner Payment and Commissioner McCord prefer selling the system.

Concerned with potential costs, the Board felt there was need for further discussion to make a final determination on the plant. Mr. Stikeleather will set up a work session to discuss further.

Mr. Stikeleather reported the need to reach out to County water customers due to the expiration of the North Carolina Governor's order prohibiting water shutoffs. In an effort to alert customers and notify them of payment plan options, the Board agreed to add door hangars as a method of notification in addition to continued social media posts. Discussion concluded and the work session ended at 5:49 PM.

#### **6:00 PM CALL TO ORDER**

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

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

Chairman White called the meeting to order.

**A) Invocation & Pledge of Allegiance**

Commissioner J. Owen Etheridge offered the Invocation and led the Pledge of Allegiance.

**B) Approval of Agenda**

Commissioner McCord moved for approval of the agenda. Commissioner Jarvis seconded the motion. The motion carried.

Approved agenda:

**Work Session**

5:00 PM Moyock Regional Wastewater Treatment Plant

**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) Submission of 2021 Reappraisal Schedule of Values-Tracy Sample, Tax Administrator

B) Economic Development Report-Larry Lombardi,

**Economic Development Director****Public Hearings**

- A) **PB 20-15 Tractor Supply Company - Text Amendment:**  
Request to amend the Unified Development Ordinance, Chapter 4. Use Standards and Chapter 10. Definitions and Measurement, to allow large outdoor display and storage areas and display areas that are not directly adjacent to the principle structure for agricultural support and services uses.

**New Business**

- A) **Sole Source Purchase Resolution-Maritime Museum Multimedia Software**
- B) **Recommendation of Bid Award-Raw Water Main Upgrade for Southern Outer Banks Water System**
- C) **Board Appointments**
1. Appointment of Commissioner McCord to Trillium Health Advisory
- D) **Consent Agenda**
1. Budget Amendments
  2. Project Ordinance-Airport Fencing Project
  3. Project Ordinance-Moyock Elementary & Moyock Middle-Design/Build Project
  4. Vehicle Surplus Resolution-Nissan Titan
  5. 2020 Order of Tax Collections
  6. Settlement of Delinquent Taxes for FY 2019-2020
  7. Salary Resolution and Classification Chart-Revised
  8. Gibbs Woods Convenience Site Lease - Olds
  9. Dominion Power Easement-Public Safety Support Building
  10. Approval Of Minutes-October 19, 2020

**Adjourn****Special Meeting of the Tourism Development Authority**

Budget Amendments-TDA

**Adjourn TDA**

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

## **PUBLIC COMMENT**

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

Chairman White opened the Public Comment period and noted several had signed up to speak on an upcoming Use Permit request for a sand mine in the county. He reminded speakers a Use Permit request requires a quasi-judicial proceeding, and only testimony presented at the hearing may be considered as evidence.

Sandy George, Pinewood Acres Drive, Powells Point, said her residence is very close to the proposed sand mine and opposes an industrial operation near a residential community. She referenced several sections in the Unified Development Ordinance to support the position and said the request should be denied.

Stacey Blake, a North Spot Road property owner, also opposes the sand mine and said she would not have purchased the land had she known about the proposed mine operation.

Leslie Livingston, Pinewood Acres, opposes the sand mine project and expressed concerns with noise, dust, traffic, reduced quality of life, and the potential for wells to run dry as a result of the operation. She asked that the Board deny the request.

No others wished to speak and the Public Comment was closed.

When asked by Chairman White, County Attorney, Ike McRee, discussed what is necessary for citizens who want to oppose the applicant when they come before the Board. He said similar to the applicant's need to provide expert testimony sufficient to meet the burden for approval, opposition must also put on expert evidence to contradict the applicant's experts. Mr. McRee reviewed the findings of fact and suggested those opposed retain legal counsel and secure experts. He explained if opponents cannot overcome the evidence, the permit must be granted. He recalled a situation when the Board denied the Ecoplexus Solar facility in Grandy, which was overturned by the North Carolina Court of Appeals, who found the evidence presented by the opposition was not competent.

Commissioners heard additional comment from resident Mike Nixon related to dewatering, which is regulated by the state, and Dannon Dawson regarding a proposed requirement for sand mines to have direct highway access. Chairman White said a text amendment that included that requirement had been proposed but was never brought before the Board for consideration.

## **COMMISSIONER'S REPORT**

Chairman White wished Senator Bob Steinburg and Representative Bobby Hanig success with their upcoming elections and congratulated Commissioners Paul Beaumont, Mary Etheridge, and Selina Jarvis, all of whom are running unopposed. He asked to add discussion of Public Notice requirements for intensive land uses to the list of topics at the Board's annual retreat.

Commissioner Mary Etheridge congratulated Samantha Hurd, Director of Social Services, for successful completion of the Director's Academy training program of the North Carolina Association of County Directors of Social Services. She thanked William Nelson, Airport Manager, for providing Board members an opportunity to tour the county by air. She encouraged everyone to vote and provided precinct voting information. She thanked precinct officials for their efforts.

Commissioner McCord conveyed birthday wishes to Commissioner Mary Etheridge. He recognized Teresa Thorton on her retirement from the County and Mike Lane, a Corolla Firefighter cross-trained in Emergency Medical Services, who was instrumental in another save on the beach. He discussed schools reopening and encouraged citizens to vote.

Commissioner J. Owen Etheridge discussed the importance of voting and noted the tremendous early voting turnout and absentee ballot submittals.

Commissioner Jarvis discussed close elections in the history of the country and expects the upcoming election to be close as well. She encouraged citizens to vote and to unite when a winner is determined. She offered birthday wishes to Commissioner Mary Etheridge.

Commissioners discussed political signs and voter turnout in prior elections.

### **COUNTY MANAGER'S REPORT**

Ben Stikeleather, County Manager, presented the North Carolina Forest Service annual report for Currituck County. The report included statistics for fire response in the county and initiatives related to forest management and education. He announced the Kansas City BBQ cookoff on November 7, 2020. The event is not open to the public but will be live-streamed. He reported on the expiration of the Governor's order allowing deferred water bill payments. Balances on accounts are now due and the County will begin to collect funds. Door hangars will be given to those who are getting close to cutoff and will encourage customers to call the Water Department to set up a payment plan.

### **ADMINISTRATIVE REPORTS**

#### **A. Submission of 2021 Reappraisal Schedule of Values-Tracy Sample, Tax Administrator**

Tax Administrator, Tracy Sample, discussed the property revaluation in process for Currituck County property owners and presented the statutory requirements for submittal of the schedule of values to Commissioners. A timeline for Public Hearing and adoption were presented, and Mr. Sample responded to questions on the property revaluation. With the exception of a few pockets in some areas, no major shifts were noted.

#### **B. Economic Development Report-Larry Lombardi, Economic Development Director**

Larry Lombardi, Economic Development Director, presented an update on Economic Development initiatives and activity in the county. Residential, commercial growth and development, and employment statistics were reviewed, as was the importance of small business growth for job creation. Website statistics and outreach efforts during the Covid-19 pandemic were reviewed. Mr. Lombardi offered suggestions for promoting future growth in the county by utilizing flexible zoning and providing infrastructure to encourage commercial development. Off-shore wind farms and the need for a national policy for energy independence were discussed. Mr. Lombardi responded to questions from Commissioners following presentation.

## **PUBLIC HEARINGS**

### **A. Motion for recusal of Commissioner McCord for consideration of PB 20-15: Tractor Supply Text Amendment.**

Following review of the application by the Planning and Community Development Director, Commissioner McCord said his company bid on a project at the Tractor Supply location and asked whether he should be recused. After confirming the bid is still open and not yet awarded, County Attorney, Ike McRee, suggested Commissioner McCord be recused. Commissioner J. Owen Etheridge moved for recusal and the motion was seconded by Commissioner Mary Etheridge. The motion carried and Commissioner McCord exited the meeting room.

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

### **B. PB 20-15 Tractor Supply Company - Text Amendment:**

To: Board of Commissioners

From: Planning Staff

Date: 11/2/2020

Subject: PB 20-15 Tractor Supply - Text Amendment

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### **Background**

The current ordinance language regarding outdoor display and storage limits the overall size of outdoor display areas to be proportionate to the building containing the use. One intent of this language was to address the cluttering effect that displayed items might have when located between the front of the retail structure and the street. At the time the language was enacted, outdoor display of retail items was a problem, particularly along NC 12 in Corolla. The language also offered protection of the aesthetics along Caratoke

Highway. At that time, the needs of large-scale retail businesses such as Tractor Supply where day to day operations are dependent on a large outdoor display and/or storage areas were not considered.

The purpose of the text amendment is to allow large outdoor display and storage areas for agricultural support and services uses only. The proposed amendment also will allow display areas that are not directly adjacent to the building and that may be located between the principle structure and the street.

The applicant submitted the following language as justification of the text amendment:

**Text Amendment Justification**

*Tractor Supply's store and site layout are designed to maximize the efficiency and security of its operation. This operation includes outdoor display adjacent to and detached from the building for its various larger item product lines. These items are a major component of Tractor Supply's sales and success.*

*The current ordinances do not allow adequate outdoor storage and display area for Tractor Supply to successfully operate in Currituck County.*

*There are two main areas where Tractor Supply requires outdoor display:*

- Adjacent to the building, which includes its Sidewalk Display and Fenced Outdoor Display Areas. These areas include products such as farm/ranch equipment and maintenance products; general maintenance products; lawn and garden equipment and products; all-terrain vehicles, mowers, troughs, gates, fencing, propane, etc. These items are too large and unsuitable for display within the store. For access, security and operational purposes, they need to be adjacent to the store.*
- Detached from the building, which includes the Permanent Trailer and Equipment Display Area. This area typically contains large equipment including items which can be towed behind cars and trucks and therefore needs full accessibility. Customers must be able to back up to this equipment, hook it up or load it onto their vehicle and drive away. The Permanent Trailer and Equipment Display provides this access. For security, operational and advertising reasons, Tractor Supply locates the Permanent Trailer and Equipment Display Area adjacent to the road, across its parking lot in front of the store.*

**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:

*The proposed text amendment is consistent with the following 2006 Land Use Plan Policies:*

**Northern Mainland Currituck County contains significant areas of agricultural zoning that could benefit from a rural retail supplier.**

**The Currituck County Northern Mainland Future Land Use (within the DRAFT Imagine Currituck 2040 Master Plan) indicates the proposed area should be considered “mixed use centers and corridors” POLICY CD1: NEIGHBORHOOD SERVING COMMERCIAL DISTRICTS and POLICY CD4:**

**HIGHWAY ORIENTED COMMERCIAL USES. In addition to this, the Moyock Small Area Plan expresses a desire to protect the community’s rural character and promote Moyock as a prime location for small businesses and light industrial development. The proposed development is consistent with these goals and objectives.**

Staff adds the following policies to further demonstrate consistency with the 2006 land use plan.

POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and (3) are compatible with the environmental quality and natural amenity based economy of Currituck County.

POLICY 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 a lesser extent those included in the Limited Service Areas.

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

**The site is not in conflict and will be developed in accordance with the County’s TRC review process including development and infrastructure standards. Changes to the County’s use standards are proposed to allow for more outdoor display and sales areas to account for the size and scale of the specialty items available for retail sale. POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES**

*The text amendment request is consistent with the provisions of the UDO and the County Code of Ordinances.*

3. Is required by changed conditions;

**Tractor Supply Company has unique site conditions as the specialty products they offer are larger than those typically stored within a retail structure. Additional outdoor display areas are required due to the size and scale of retail products.**

**POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES**

4. Addresses a demonstrated community need;

***Retail specific stores are sparse within the Moyock area and the proposed development would allow residents a location to purchase necessary items without travelling out of state or to Elizabeth City. POLICY CD1: NEIGHBORHOOD SERVING COMMERCIAL DISTRICTS; POLICY CD4: HIGHWAY ORIENTED COMMERCIAL USES***

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;

***The parcel is zoned GB and retail is a permitted use within this zone. An outdoor sales and display area is permitted within this zone. POLICY CD3: LARGE COMMERCIAL CENTERS ; POLICY CD8: MIXEDUSE DEVELOPMENTS***

6. Would result in a logical and orderly development pattern; and

***The proposed development is consistent with the surrounding area and required buffers will be provided between the GB zoning along the Caratoke Highway and the adjacent mixed residential zoning. POLICY CD1: NEIGHBORHOOD SERVING COMMERCIAL DISTRICTS; POLICY CD4: HIGHWAY ORIENTED COMMERCIAL USES***

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.

***The proposed development would not result in adverse environmental impacts. It should be noted that central wastewater is already permitted for the site and stormwater will meet or exceed County storage requirements. A retail use is not expected to impact air or noise quality. POLICY WS3: Currituck County endorses UTILITIES EXTENSION POLICIES***

#### **Staff Recommendation**

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

#### **Planning Board Recommendation – October 13, 2020**

Planning Board recommends approval.

Mr. Owens motioned to approve PB 20-15 with the staff recommended changes at the meeting because the request is consistent with the goals, objectives, and policies of the Land Use Plan including:

- 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.

And the request is reasonable and in the public interest because:

- Tractor Supply Company's product line is in harmony with the rural lifestyle of Currituck County and will provide a needed retail service to the community.

Ms. Krause seconded the motion and the motion carried unanimously (6-0).



Tractor Supply Company request an amendment to the Unified Development Ordinance, Chapter 4 Use Standards and Chapter 10 Definitions and Measurement, to allow large outdoor display and storage areas, and display areas that are not directly adjacent to the principle structure, for agricultural support and services uses.

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 adding the bold and underlined language in Section 4.2.1:

4.2.1

Agricultural Uses

A. (unchanged)

B. (unchanged)

C. Agricultural Support and Services (Not Directly Related)

(1) General

All agricultural support and services (not directly related) uses shall have direct access onto a railway, major arterial street, or collector street.

(2) Stockyard/Slaughterhouse (unchanged)

(3) Agronomic Uses (unchanged)

**(4) Agricultural Retail Facilities**

**(a) The following items are allowed within outdoor display and sales within the agricultural support and services use:**

i. **Fencing materials**

ii. **Pet and Livestock Equipment and feed.**

iii. **Piping**

iv. **Trailers**

v. **Tool Rental**

vi. **Pedal Boats**

vii. **All-Terrain Vehicles/Utility Vehicles**

viii. **Lawn and Garden Equipment including, but not limited to, mowers, plows, tillers, cultivators, fertilizer spreaders, seeders, bale carriers, etc.**

ix. **Lawn and Garden Materials including, but not limited to, bagged fertilizer, bagged mulch, bagged feed, etc.**

(b) **Outdoor display areas associated with agricultural support and services are exempt from section 4.3.3.Q.2 and 4.3.3.Q.4 and shall meet the following criteria:**

- i. **All outdoor display of goods shall be located immediately adjacent to the storefront, or building sides, with the exception of a non- building-adjacent or detached outdoor display area up to 17% of the building square footage allowed between the building and street frontage. Outdoor display areas are not to be placed in drive aisles, loading zones, fire lanes, or parking lots.**
- ii. **Non-building adjacent or detached outdoor display areas shall be screened with a type A buffer yard (option 2 with shrubs) or a type B buffer yard (option 1 or 2).**
- iii. **Outdoor display areas associated with agricultural support and services shall not be limited by length and shall be limited in size to 125% of the overall building square footage.**
- iv. **Outdoor display areas adjacent to the building (excluding sidewalk display areas) shall be contained by a fence for aesthetics and security reasons. The fence shall be either wrought iron, powder coated aluminum, or similar material, with decorative columns (for example stone or brick) adjacent to any street frontage.**

**Item 2:** That Chapter 4 is amended by adding the bold and underlined language in Section 4.3.3

#### **4.3.3 Specific Standards for Certain Accessory Uses**

##### R. Outdoor Display and Sales

Outdoor display or sales may be allowed as an accessory use for all retail sales and service uses and wholesale sales uses. It is the intent of this Ordinance to allow the display of merchandise for sale, but not where the display of such items is unsightly, impedes the flow of pedestrian or vehicular traffic, or creates an unsafe condition.

The outdoor display/sales of goods shall comply with the following standards:

1. Outdoor display/sales areas shall be depicted upon a site plan (see Section 2.4.7. Site Plan).
2. All outdoor display of goods shall be located immediately adjacent to the storefront, or building sides, and not in drive aisles, loading zones, fire lanes, or parking lots. **Outdoor display areas not adjacent to the principal building are only allowed within agricultural support and services use classification as specified under UDO Section 4.2.1.**

3. Containers or racks used for display shall be anchored in a manner capable of withstanding 120 mph winds, or shall be capable of being moved indoors.

U	USE TYPE	ZONING DISTRICT [NOTE: OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]	ADDITIONAL RE Q. (4.2)
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4. Outdoor display areas shall be limited to no more than one-half of the length of the store front or building side- **for all use classifications except Agricultural Support and Services. Outdoor display areas associated with agricultural support and services shall meet the criteria specified under UDO Section 4.2.1.**
5. In the case of a shopping center, the “storefront” shall include the entire frontage of the shopping center façade, meaning that the total amount of display for all the in-line tenants combined shall not exceed 50 percent of the aggregate store front length of the shopping center.
6. The area of outdoor display or sales shall not encompass the width of the entrance doors to the establishment as projected straight out from the facility. (For example, if the width of the entrance doors is ten feet, there shall be at least a ten-foot clearance from the doors as projected straight out and away from the facility.)
7. No goods shall be attached to a building’s wall surface.
8. The height of the outdoor display area shall not exceed nine feet, except in the case of live or recently cut trees or similar vegetation.
9. The outdoor display area shall take place on an improved surface such as the sidewalk or pavement.
10. At least three feet along the parking lot side of the display shall be maintained free of obstruction to allow for pedestrian and handicap movement, such that handicapped pedestrians and others do not have to enter the parking lot or drive aisle to walk around the display.
11. Outdoor sales shall not include hazardous and flammable materials, such as gasoline, oil, antifreeze, kerosene, poisons, pesticides, and similar items. **Sites designated as agricultural support and services use may include storage and sale of propane and welding gas. All storage and handling must meet the applicable North Carolina Fire Code and all appropriate State and Federal Regulations.**
12. No additional signage shall be permitted in association with outdoor display areas.
13. Outdoor display of large items (e.g., heavy equipment, vehicles, manufactured homes, prefabricated structures, etc.) shall comply with the standards applied to these activities when they occur as principal uses (see Section 4.2, Use Specific Standards).

**Item 3:** That Chapter 4 is amended by adding the bold and underlined language in the Summary Use Table 4.1.1.A

SE CATE GORY		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	
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Agriculture Support and Services (Not Directly Related)	Agricultural research facility														1.C
	Distribution hub for agricultural and agronomic products														1.C
	Farm machinery sales, rental, and service														1.C
	<b><u>Agricultural Retail Facility</u></b>														<b><u>1.C</u></b>
	Stockyard / Slaughterhouse														1.C

**Item 4:** That Chapter 10 is amended by deleting the following bold and underlined strikethrough language and adding the bold and underlined language in Section 10.5

**AGRICULTURAL RETAIL FACILITY**

**A facility where the principal use is retail sales of products related to agriculture.**

**Item 4:** Staff suggested Statement of Consistency and Reasonableness:

The requested zoning text amendment is consistent with the goals objectives and policies of the 2006 Land Use Plan referenced in the text amendment review standards:

The request is reasonable and in the public interest because:

It will allow Tractor Supply to maintain their typical operations within Currituck County where the business will provide citizens with much needed retail services.

**Item 5:** 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 6:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Planning and Community Development Director, Laurie LoCicero, reviewed the text amendment application with Commissioners. Tractor Supply Company, looking to open a store in Moyock, requested the amendment to increase the outdoor display areas at the facility. Using the overhead, Ms. LoCicero showed the site plan and described the display area that is needed for the sale of particular items. Ms. LoCicero reviewed the language in the text amendment to specifically address agricultural retail sales. Consistency and reasonableness statements were presented, and both staff and Planning Board recommend approval of the text amendment.

(A motion for recusal of Commissioner McCord was considered and approved following presentation)

Ms. LoCicero responded to questions from Commissioners. Commissioner J. Owen Etheridge suggested staff include promoting job creation to the reasonableness statement and that a more proactive approach be taken with regard to the Unified Development Ordinance (UDO) so businesses don't have to apply for text amendments.

Cathleen Saunders, Civil Engineer from Quible and Associates, addressed the Board on behalf of Tractor Supply in support of the request. She said the text amendment language is consistent with county plans and the UDO, and the use is permitted in General Business zoning. She described the items to be sold that require the additional outdoor display space. Commissioners had no questions for Ms. Saunders.

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

Commissioner J. Owen Etheridge moved to approve PB 20-15 because the request is consistent with the goals, objectives, and policies of the 2006 Land Use Plan, including Policy ED1, Policy CD1, Policy CD4 and Moyock Small Area Plan Policy BI 3. And, the request is reasonable and in the public interest because Tractor Supply Company's product line is in harmony with the rural lifestyle of Currituck County and will provide a needed retail service to the community and promote job creation.

The motion carried unanimously. Commissioner McCord returned to the Board Meeting room and rejoined the Board of Commissioners.

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	J. Owen Etheridge, Commissioner
<b>SECONDER:</b>	Bob White, Chairman
<b>AYES:</b>	Bob White, Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner
<b>ABSENT:</b>	Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner
<b>RECUSED:</b>	Kevin E. McCord, Commissioner

## **NEW BUSINESS**

### **A. Sole Source Purchase Resolution-Maritime Museum Multimedia Software**

Ben reviewed the Sole Source Purchase Resolution to provide for the purchase of software compatible with the multimedia displays developed for the Maritime Museum. Chairman White moved for approval and the motion was seconded by Commissioner J. Owen Etheridge. The motion carried.

**RESOLUTION AUTHORIZING THE PURCHASE OF MULTIMEDIA SOFTWARE FROM RIGGS WARD DESIGN, L.C. THROUGH SOLE SOURCE PURCHASE PURSUANT TO N.C. GEN. STAT. §143-129(e)(6)**

WHEREAS, N.C. Gen. Stat. § 143-129(e)(6) authorizes a unit of local government to purchase apparatus, supplies, materials or equipment when standardization or compatibility is an overriding consideration; and

WHEREAS, the county requires multimedia software for six (6) audio-visual interactives for the Currituck Maritime Museum Permanent Exhibition; and

WHEREAS, Riggs Ward Design, L.C. designed the Currituck Maritime Museum Permanent Exhibition; and

WHEREAS, Riggs Ward Design, L.C. is the only entity capable of providing the county with multimedia software compatible with the design of the Permanent Exhibition; and

WHEREAS, Riggs Ward Design, L.C. shall design, produce, and install multimedia software at a cost of \$132,500.00; and

WHEREAS, the total cost for the Currituck Maritime Museum multimedia software is \$132,500.00.

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

Section 1. The County of Currituck is authorized to enter into a contract in the amount of \$132,500.00 with Riggs Ward Design, L.C. for the sole source purchase of multimedia software in accordance with the sole source provision requirements set forth by N.C. Gen. Stat. § 143-129(e)(6). Further, the County Manager is authorized to execute the agreement with Riggs Ward Design, L.C. for the acquisition apparatus, materials, and equipment acquisition described in this resolution and the proposed contract.

Section 2. This resolution shall be effective upon its adoption.

This the 2<sup>nd</sup> day of November 2020.

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

**B. Recommendation of Bid Award-Raw Water Main Upgrade for Southern Outer Banks Water System**

County Manager, Ben Stikeleather, reviewed the bid and award recommendation to EnviroTech Unlimited Construction Services, LLC, with a bid amount of \$919,500, for installation of a deep water main for the Southern Outer Banks Water System. Chairman White moved for approval and the motion was seconded by Commissioner Mary Etheridge. The motion carried.

<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, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner

### C) Board Appointments

#### 1. Appointment of Commissioner McCord to Trillium Health Advisory

Chairman White moved to approve the appointment of Commissioner McCord to the Trillium Health Advisory Board. Commissioner J. Owen Etheridge seconded the motion. The motion carried.

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

### D) Consent Agenda

Commissioner J. Owen Etheridge moved for approval of the Consent Agenda. Commissioner Jarvis seconded the motion. The motion carried.

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

#### 1. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10490-545000	Contracted Services Other	\$ 5,500	
10490-516000	Repairs & Maintenance Other	\$ 3,000	
10490-516003	Repairs & Maintenance Court/Jail	\$ 5,000	
10490-590003	Capital Outlay		\$ 13,500
		\$ 13,500	\$ 13,500
<b>Explanation:</b> Judicial Building (10490) - Transfer budgeted funds from capital outlay for repair to Effis and for HVAC service contract at the Judicial Center.			
<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>		
10795-590000	Capital Outlay	\$ 18,335	
10320-411000	Article 39 Sales Tax		\$ 18,335
		\$ 18,335	\$ 18,335
<b>Explanation:</b> Parks & Recreation (10795) - Increase appropriations to replace a forklift. Cost of replacement will be \$18,335 after \$5,500 allowance for trade-in of old equipment.			
<b>Net Budget Effect:</b> Operating Fund (10) - Increased by \$18,335.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
66868-590000	Capital Outlay	\$ 230,000	
66390-495660	Transfer from SOBWS Dev Fees		\$ 230,000
660868-587066	Transfer to SOBWS Operating Fund	\$ 230,000	
660360-472000	Water System Dev Fees		\$ 230,000
		<u>\$ 460,000</u>	<u>\$ 460,000</u>
<b>Explanation:</b>	Southern Outer Banks Water (66868); Southern Outer Banks Developmental Fees (660868) - Increase appropriations for Southern Outer Banks 16" raw water main project.		
<b>Net Budget Effect:</b>	Southern Outer Banks Water Fund (66) - Increased by \$230,000. So Outer Banks Water Dev Fee Fund (660) - Increased by \$230,000.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10606-545000	Contract Services	\$ 2,500	
10320-411000	Article 39 Sales Tax		\$ 2,500
		<u>\$ 2,500</u>	<u>\$ 2,500</u>
<b>Explanation:</b>	Soil Conservations (10606) - Increase appropriations for Soil & Water grant application fee for assistance from the Albemarle Commission.		
<b>Net Budget Effect:</b>	Operating Fund (10) - Increased by \$2,500.		

## 2. Project Ordinance-Airport Fencing Project

### COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**SECTION 1.** The project authorized is design and bidding for terminal area fencing funded by NC Department of Transportation, Division of Aviation grant 36237.8.16.1.

**SECTION 2.** The following amounts are appropriated for the project:

Moyock Elementary School - Addition 2021	\$ 600,000
Moyock Middle School - Addition 2021	\$ 600,000
	<u>\$ 1,200,000</u>

**SECTION 3.** The following funds are available to complete this project:

Investment earnings	\$ 1,200,000
	<u>\$ 1,200,000</u>

**SECTION 4.** The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

#### **SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

#### **SECTION 6. CONTRACTUAL OBLIGATIONS**

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

**SECTION 7. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 2nd day of November 2020.

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Bob White, Chairman Board of  
Commissioners

ATTEST:

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Leeann Walton Clerk to the Board

**3. Project Ordinance-Moyock Elementary & Moyock Middle-Design/Build Project****COUNTY OF CURRITUCK  
CAPITAL PROJECT ORDINANCE**

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**SECTION 1.** The project authorized is for design/build contracts for additions to the Moyock Elementary School and Moyock Middle School. This phase will be to select a contractor and design the school expansions. Any excess funds for that portion of these projects will be applied toward construction costs.

**SECTION 2.** The following amounts are appropriated for the project:

Moyock Elementary School - Addition 2021	\$ 600,000
Moyock Middle School - Addition 2021	\$ 600,000
	<u>\$ 1,200,000</u>

**SECTION 3.** The following funds are available to complete this project:

Investment earnings	\$ 1,200,000
	<u>\$ 1,200,000</u>

**SECTION 4.** The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

**SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

**SECTION 6. CONTRACTUAL OBLIGATIONS**

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

**SECTION 7. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 2nd day of November 2020.

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Bob White, Chairman Board of  
Commissioners

ATTEST:

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Leeann Walton Clerk to the Board

**4. Vehicle Surplus Resolution-Nissan Titan**

<b>RESOLUTION</b>		
<p><b>WHEREAS,</b> THE Board of Commissioners of the County of Currituck, North Carolina during its regularly scheduled meeting authorized the following, pursuant to G.S. 160A and 270(b) that the property listed below will be sold at auction, negotiated sale or will be disposed of if not sellable.</p>		
County		
Asset Tag	Description	Serial Number
8818	2015 Nissan Titan King Cab	1N6AAOCJ8FN506206
<p><b>NOW, THEREFORE, BE IT RESOLVED,</b> that the Board of Commissioners of the County of Currituck reserves the right to reject any and all bids.</p>		
<p><b>ADOPTED,</b> this 2nd day of November 2020.</p>		
Bob White		
County of Currituck, Board of Commissioners		
Leeann Walton		
Clerk to the Board		(Seal)

**5. 2020 Order of Tax Collections**

STATE OF NORTH CAROLINA  
COUNTY OF CURRITUCK

ORDER OF COLLECTIONSTO THE TAX COLLECTOR OF THE COUNTY OF CURRITUCK:

You are hereby authorized, empowered, and commanded to collect the taxes due, for the current year and the nine prior years, set forth in the tax records filed in the office of the Tax Collector and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers

likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Currituck, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(SEAL)

Chairman, Board of Commissioners of

Currituck County

ATTEST:

Clerk of Board of Commissioners of  
Currituck County

(G.S. 105-321)

## 6. Settlement of Delinquent Taxes for FY 2019-2020

### FY 19-20 SETTLEMENT FOR DELINQUENT TAXES FOR TAX YEARS 2010-2019 (G.S. 105-373)

COLLECTION TOTALS FOR THE YEARS 2010 -2019*							
YEARS	Levy All Charge Codes	Adjustments Releases/Writeoffs	Net Levy	Interest Collected	Tax Payments*	Unpaid Balance*	% COLL
2019	36,309,857.19	36,402.57	36,273,454.62	63,311.47	35,683,308.15	590,146.47	98.37%
2018	35,527,521.71	26,855.64	35,500,666.07	79,613.39	35,416,451.73	84,214.34	99.76%
2017	32,887,340.66	-2,492.48	32,889,833.14	90,240.39	32,847,553.74	42,279.40	99.87%
2016	31,866,781.01	50,337.73	31,816,443.28	93,540.76	31,798,768.80	17,674.48	99.94%
2015	31,147,789.18	33,944.98	31,113,844.20	112,140.66	31,103,405.92	10,438.28	99.97%
2014	30,606,696.75	32,398.82	30,574,297.93	103,667.17	30,567,500.17	6,797.76	99.98%
2013	30,945,021.92	74,320.31	30,870,701.61	117,387.42	30,862,314.18	8,387.43	99.97%
2012	30,147,850.90	86,789.76	30,061,061.14	117,495.50	30,052,678.16	8,382.98	99.97%
2011	29,925,256.17	43,815.53	29,881,440.64	135,486.51	29,872,323.17	9,117.47	99.97%
2010	28,910,965.72	69,684.10	28,841,281.62	144,960.40	28,833,870.38	7,411.24	99.97%
<b>TOTALS</b>	<b>318,275,081.21</b>	<b>452,056.96</b>	<b>317,823,024.25</b>	<b>1,057,843.67</b>	<b>317,038,174.40</b>	<b>784,849.85</b>	<b>99.75%</b>

\*Collections through June 30, 2020

Respectfully Submitted

and Sworn to this the 20th day of October, 2020

Note: 2017 Adj/Rel/Writeoff negative  
due to \$19,997.55 demolition fee  
198 Shortcut Rd



Tracy Sample, Tax Collector

## 7. Salary Resolution and Classification Chart-Revised

CURRITUCK COUNTY NORTH CAROLINA			
SALARY AND COMPENSATION RESOLUTION FOR THE FISCAL YEAR ENDING JUNE 30, 2021			
BE IT RESOLVED by the County Commissioners that the following salaries and other compensation			
SECTION 1 - BOARDS			
<u>Animal Services and Control Advisory Board</u>			
Members	\$50. per meeting		
<u>Board of Adjustment</u>			
Members	\$50. per meeting		
<u>Board of Commissioners</u>			
Chairman	\$1300. per month		
Members	\$1200. per month		
Commissioners assigned to County advisory boards will receive the same compensation as other members of that board.			
<u>Board of Elections</u>			
Chairman	\$75. per month plus \$8.00 per meeting hour plus travel reimbursement at per diem rate		
Members	\$25. per month plus \$8.00 per meeting hour plus travel reimbursement at per diem rate		
Chief Judge	\$170. on election day, \$20. on canvass day, \$15. on instruction day plus travel reimbursement at per diem rate, \$20. on recount day		
Judge	\$125. on election day, \$15. on instruction day plus travel reimbursement at per diem rate		
Assistants	\$110 on election day, \$15. on instruction day plus travel reimbursement at per diem rate		
<u>Board of Equalization</u>			
Members	\$100. per day; \$50. per half day		
<u>Economic Development Board</u>			
Members	\$50. per meeting		
<u>Fire Advisory Board</u>			
Members	\$50. per meeting		
<u>Historic Preservation Commission</u>			
Members	\$50. per meeting		
<u>Carova Beach Road Service District Advisory Board</u>			
Members	\$50. per meeting		
<u>Ocean Sands North and Crown Pointe Stormwater Advisory Board</u>			
Members	\$50. per meeting		
<u>Tourism Development Authority</u>			
Members	\$50. per meeting		
<u>Land Transfer Tax Appeals Board</u>			
Members	\$50. per meeting		
<u>Jury Commission</u>	\$50. per day		
<u>Library Board of Trustees</u>			
Members	\$50. per meeting		
<u>Nutrition Board</u>			
Members	\$50. per meeting		
<u>Parks and Recreation Board</u>			
Members	\$50. per meeting		
<u>Planning Board</u>			
Members	\$50. per meeting		
<u>Senior Citizens Advisory Board</u>			
Members	\$50. per meeting		

<b>Social Services Board</b>			
Members	\$50. per meeting		
Chairman	\$75. per meeting		
<b>SECTION 2 - PAYMENTS TO BOARDS</b>			
Payments made to board members (except the Board of Commissioners and Board of Elections) are considered fees for the payment of all expenses incurred while serving in a voluntary capacity unless additional compensation is provided for in the enacting ordinance.			
<b>SECTION 3 - NEW APPOINTMENTS</b>			
<b>Compensation</b>			
The County Manager is authorized without further approval to enroll new personnel at a grade level not to exceed that of step 3; however, no new position may be established or salaries increased without the approval of the County Board of Commissioners.			
<b>Minimum Wage</b>			
Notwithstanding the above, the County Manager may raise the salary of any employee to the Federal minimum wage level without further approval from the County Board of Commissioners.			
<b>SECTION 4 - PART-TIME AND TEMPORARY EMPLOYEE BENEFITS</b>			
County employee benefits, including but not limited to vacation leave, holiday leave, sick leave, retirement, 401k, and health insurance, shall not be provided for part-time and temporary employees unless otherwise provided for by the Board of Commissioners.			
<b>PART-TIME/TEMPORARY PAY RATES</b>			
<b>Hourly</b>			
Airport Lineman - Part-time	\$14.81	per hr	
Animal Care Technician	\$13.84	per hr	
Camp Counselors - Seasonal	\$9.00	per hr	
Clerical Position - Temporary	\$11.91	per hr	
Deputy I - Part-time	\$18.68	per hr	
Deputy II - Part-time	\$19.65	per hr	
Deputy III - Part-time	\$20.61	per hr	
Deputy Trainee - Part-time	\$17.71	per hr	
Detention Officer - Part-time	\$15.09	per hr	
DSS On Call	\$22.00	per hr	
EMT Basic - Temporary	\$14.81	per hr	
EMT Intermediate - Temporary	\$17.71	per hr	
EMT Paramedic - Temporary	\$20.61	per hr	
Library Assistant I - Part-time	\$13.84	per hr	
Maintenance Helper - Temporary	\$12.88	per hr	
Park Attendant	\$12.88	per hr	
Summer Intern - Whalehead	\$14.81/\$15.37	per hr	
Telecommunicator - Part-time	\$16.75	per hr	
Telecommunicator Trainee - Part-time	\$15.78	per hr	
Tour Guides - Whalehead	\$14.81	per hr	
Visitor Relations Coordinator - Temporary	\$14.81	per hr	
<b>Parks &amp; Recreation Temporary Staff</b>			
Athletic Complex Attendant	\$11.50	per hr	
Janitor - All Sports	\$7.25	per hr	
Scorekeeper - All Sports	\$7.25	per hr	
Site Coordinator - All Sports	\$14.50	per hr	
Referee - 5 - 9 yr old Basketball	\$22.00	per game	
Referee - 10 - 15 yr old Basketball	\$26.00	per game	
Referee - Flag Football	\$22.00	per game	
Referee - Youth Volleyball	\$22.00	per game	
Referee - Soccer	\$22.00	per game	
Referee - Tackle Football	\$36.00	per game	
Umpire - Baseball Ages 7 - 8	\$30.00	per game	
Umpire - Softball 8U	\$30.00	per game	
Umpire - Softball 10U	\$35.00	per game	
Umpire - Baseball Ages 9 - 10	\$35.00	per game	
Umpire - Softball 12U - 18U	\$40.00	per game	
Umpire - Baseball Ages 11 - 15	\$40.00	per game	
<b>SECTION 5 - TRAVEL</b>			
<b>Per Diem Rate</b>			
Subject to the approval of their department head, employees are entitled to travel reimbursement for use of a personal vehicle while transacting County business at the current standard mileage rate allowed by the Internal Revenue Service.			
Adopted this 5th of October 2020.			
	ATTEST.		
Robert White, Chairman			
Board of Commissioners	Leeann Walton		
	Clerk to the Board		

CURRITUCK COUNTY CLASSIFICATION BY SALARY GRADE FOR THE FISCAL YEAR ENDING JUNE 30, 2021		
		ED: 10/10/2020
SALARY GRADE	SALARY RANGE	CLASSIFICATION
50	\$24,775-\$33,959	Custodian
50.5	\$26,180-\$36,548	Senior Center Site Manager
51	\$26,786-\$36,775	Maintenance Helper
		Park Attendant
		Rural Attendant
52	\$28,796-\$39,629	Accounting Clerk I
		Aging Senior Services Admin. Supervisor
		Animal Care Technician
		Community Social Services Assistant DSS
		DCI CP/Clerk
		Deputy Register of Deeds
		Library Assistant I
		Permit Officer I
		Recreation Assistant
		Secretary I
		Tax Clerk I
53	\$30,808-\$42,407	Line Maintenance Mechanic Helper
		Library Assistant II
		Maintenance/Repair Worker
		Meter Reader
		EMT Basic/Firefighter
		Lineman - Airport
		Processing Assistant IV
		Public Information Assistant IV
		Tax Clerk II
		Utilities Customer Service Representative
		Visitor Relations Coordinator
53.5	\$31,388-\$43,467	Detention Officer
54	\$32,818-\$45,220	4H Program Assistant
		Accounting Clerk II
		Animal Control Officer
		Assistant Register of Deeds
		District Administrator
		F&C Sciences Associate
		Income Maintenance Caseworker I
		Library Associate I
		Permit Officer II
		Telecommunicator Trainee
54.5	\$33,438-\$46,350	Intake Officer

55	\$34,830-\$48,038	Accounting Clerk III Administrative Assistant I Line Maintenance Mechanic Maintenance/Repair Worker Electrician Park Superintendent Public Information Assistant V Telecommunicator I Tourism Promo & Event Coordinator Utilities Customer Service Supervisor
55.5	\$35,491-\$49,239	Deputy Director of Elections Rural Center Manager Shelter Manager
56	\$36,843-\$50,856	Deputy Tax Collector Deputy Trainee EMT/Intermediate Evidence Technician Income Maintenance Caseworker II Maintenance/Repair Worker HVAC Permit Officer III Sales & Marketing Associate Social Worker I Telecommunicator II Visitor Relations Specialist Wastewater ORC Trainee Water Plant Operator Trainee
56.5	\$38,257-\$53,698	Sergeant Detention Officer
57	\$38,852-\$53,669	Administrative Assistant II Athletic Grounds Manager Building Inspector I Code Enforcement Officer Deputy Sheriff I Human Resources Assistant Maintenance Supervisor Recreation Specialist Rural Center Director Support Technician Visitor Center Supervisor Wastewater Operator Water Plant Operator Water Plant Operator/Lab Technician
58	\$40,863-\$56,486	Deputy Sheriff II Firefighter/EMT Basic Income Maintenance Caseworker III Income Maintenance Investigator II Library Associate II Training Officer
59	\$42,874-\$59,302	Accounting Technician Accounting & Payroll Technician Building Inspector II probationary/ FQ Inspect I ** E Body Deputy Sheriff III Development Technician Detective I EMT Paramedic/Firefighter Planner I

59	\$42,874-\$59,302	Public Relations Coordinator Tax Appraiser
60	\$44,887-\$62,119	*Administrative Officer I
		*Communications Supervisor
		Deputy Emergency Management Coordinator
		EMS Training Officer
		Fire Training Officer/Recruitment Coordinator
		*Income Maintenance Supervisor II
		*Lieutenant Detention Officer
		Fire Marshal
		Lieutenant - EMS
		*Operations Director
		Risk Manager
		Social Worker II
		Stormwater Technician
		Water Distribution Supervisor Trainee
60.5	\$45,747-\$63,672	*Aging Senior Services Director Firefighter EMT/Advanced Firefighter EMT/Paramedic Maritime Museum Manager
61	\$46,898-\$64,936	Building Inspector III probationary/FQ BI II
		Creative Director
		Detective II
		GIS Specialist
		GIS Coordinator
		IT Coordinator
		Paralegal
		Planner II
		Marketing Director
		Public Information Officer
		Video Production Specialist
61	\$46,898-\$64,936	Wastewater Supervisor ORC
		Water Distribution Supervisor
		Web/AV Specialist
62	\$48,909-\$67,751	*Airport Manager
		*Contract Purchasing Agent
		Fire Lieutenant
		Fiscal & Budget Assistant
		*Operations Manager - PW/Solid Waste
		Sergeant
		Site Manager/Curator
		Soil & Stormwater Manager
		Social Worker III
		Social Worker Invest/Assess Treatment
63	\$50,918-\$70,566	Building Inspector III FQ
		*Director of Elections
		Engineering Technician
		*Social Work Supervisor II
		*Water Treatment Plant Supervisor
64	\$52,931-\$73,383	*Accountant
		*Jail Superintendent
		Senior Planner
65	\$55,373-\$76,803	*Administrative Assistant/Clerk to Board
		*Captain - EMS
		*Fire and EMT Captain
		*Project Coordinator
66	\$56,954-\$79,016	*Public Utilities Superintendent
		*Social Worker Supervisor III
		*Wastewater Superintendent
		*Water Superintendent

67	\$58,962-\$81,828	*Chief Building Inspector
		*Emergency Management Director
		*Lieutenant - Sheriff
		*Recreation Director
		*Social Work Program Manager
68	\$60,973-\$84,644	*Human Resources Director
		*IT Director
		*Public Works Director
		*Tax Administrator
69	\$62,984-\$87,461	
70	\$65,056-\$90,362	
71	\$67,006-\$93,092	*Captain- Sheriff
		*Chief Deputy - Fire/EMS
		*Tourism Director
72	\$69,019-\$95,910	*Assistant Planning Director
73	\$71,028-\$98,723	*Assistant Public Services Director/ Assistant County Engineer
		*Chief Deputy - Sheriff
		*Economic Development Director
74	\$73,041-\$101,541	
75	\$75,050-\$104,356	*Chief of EMS
76	\$77,063-\$107,173	*Director of Social Services
		*Public Utilities Director
77	\$79,072-\$109,987	
78	\$81,085-\$112,805	*Assistant Finance Director
79	\$83,096-\$115,621	
80	\$84,860-\$118,091	
81	\$86,981-\$131,724	
82	\$89,156-\$135,017	
83	\$91,385-\$138,393	*Assistant County Manager
		*Planning Director
84	\$93,670-\$141,852	
85	\$96,011-\$145,399	
86	\$98,412-\$149,034	
87	\$100,725-\$152,537	
88	\$100,724-\$154,050	*Senior Planning Director
89	\$104,267-\$157,901	
90	\$106,873-\$161,848	
91	\$109,545-\$165,895	
92	\$111,867-\$169,410	*Finance Director
		*Public Services Director/County Engineer
93	\$114,663-\$173,645	
94	\$117,530-\$177,986	
95	\$120,468-\$182,436	
96	\$123,480-\$186,997	
97	\$126,567-\$191,672	
98	\$129,731-\$196,463	
99	\$132,974-\$201,375	
100	\$136,298-\$206,409	
101	\$139,706-\$211,570	
102	\$143,199-\$216,859	
103	\$146,779-\$222,280	
104	\$150,448-\$227,837	
105	\$154,209-\$233,533	
106	\$158,064-\$239,372	
107	\$162,016-\$245,356	
108	\$166,066-\$251,490	
109	\$170,218-\$257,777	
110	\$174,474-\$264,221	
111	\$178,825-\$270,811	*Attorney
* indicates exempt status		
	Board determined	*County Manager's salary
	Board determined	*Sheriff's salary
	Board determined	*Register of Deeds' salary
	Board determined	*Attorney's salary
** E Body Grade is Dependent upon State Certification Level		

**8. Gibbs Woods Convenience Site Lease - Olds****9. Dominion Power Easement-Public Safety Support Building****10) Approval Of Minutes-October 19, 2020****1. Minutes for October 19, 2020****ADJOURN****Motion to Adjourn Meeting**

The Board had no further business and Commissioner McCord made a motion to adjourn. The motion was seconded by Commissioner Jarvis. The motion carried and the regular meeting of the Board of Commissioners adjourned at 7:27 PM.

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

**SPECIAL MEETING OF THE TOURISM DEVELOPMENT AUTHORITY**

The Currituck County Board of Commissioners held a Special Meeting sitting as the Tourism Development Authority following adjournment of the 6:00 PM regular meeting on November 2, 2020. The meeting was held in the Historic Courthouse Board Meeting Room, 153 Courthouse Road, Currituck, North Carolina, to consider budget amendments.

**E. Budget Amendments-TDA**

Ben Stikeleather, County Manager, reviewed two budget amendments for consideration. The first budget amendment is to fund facilities upgrades and repairs at Whalehead in Historic Corolla and the Historic Jarvisburg Colored School. Chairman White moved for approval. Commissioner McCord seconded the motion. The motion carried.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
15447-545002	Contract Services - Historic Preservation	\$ 47,000	
15448-590460	Capital Outlay - Public Works	\$ 40,000	
15320-415000	Occupancy Tax		\$ 87,000
		\$ 87,000	\$ 87,000
<b>Explanation:</b> Occupancy Tax - Tourism Related Expenses (15447); Whalehead Club (15448) - Increase appropriations for painting and window repair/replace at the Historic Jarvisburg Colored School and for HVAC replacement at the Whalehead Club.			
<b>Net Budget Effect:</b> Occupancy Tax Fund (15) - Increased by \$87,000.			

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

### Motion to Approve Budget Amendment-Extended Lifeguard Services Contract

Chairman White moved to approve the budget amendment to fund extended ocean rescue lifeguard service. Commissioner McCord seconded the motion. The motion carried.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
15447-545001	Beach Services	\$ 50,000	
15320-415000	Occupancy Tax		\$ 50,000
		\$ 50,000	\$ 50,000
<b>Explanation:</b> Occupancy Tax - Tourism Related Expenses (15447) - Increase appropriations to extends beach services roving patrol.			
<b>Net Budget Effect:</b> Occupancy Tax Fund (15) - Increased by \$50,000.			

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

### ADJOURN TDA

There was no further business and Commissioner McCord moved to adjourn. Commissioner J. Owen Etheridge seconded the motion. The motion carried and the Special Meeting of the Tourism Development Authority adjourned at 7:30 PM.

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

**Schedule of Rules, Standards, and Values to be  
used in appraising property in Currituck County  
for the Reappraisal effective January 1, 2021.  
(G.S. 105-317)**

**&**

**Present Use-Value Schedule of Values to be used  
in appraising property that qualifies for Use-  
Value Assessment in Currituck County for the  
Reappraisal effective January 1, 2021.  
(G.S. 105-277.6)**

**CURRITUCK COUNTY  
BOARD OF COMMISSIONERS**

**Approved**

\_\_\_\_\_  
*Date*

**CURRITUCK COUNTY BOARD OF COMMISSIONERS**

**Signed** \_\_\_\_\_  
*Chairman, Board of Commissioners*

Attachment: 2021 Schedule of Values (Admin Rept-Tax Submission of 2021 Reappraisal Schedule of Values)

## TABLE OF CONTENTS:

- Section 1: Statutory Requirements
- Section 2: Appraisal Theory and Mass Appraisal
- Section 3: Estimating Replacement Cost
- Section 4: Residential Buildings
- Section 5: Commercial Buildings
- Section 6: Other Buildings & Yard Improvement
- Section 7: Land

**STATUTORY REQUIREMENTS*****G S 105-286. Time for general reappraisal of Real Property.***

(a) Octennial Plan. - Unless the date shall be advanced as provided in subdivision (a)(2), each county of the State, as of January 1 of the year prescribed in the schedule set out in subdivision (a)(1), below, and every eighth year thereafter, shall reappraise all real property in accordance with the provisions of G.S. 105-283 and 105-317.

(1) Schedule of Initial Reappraisals. –  
Division Two – 1973: ---Currituck

***G S 105-296. Powers and duties of assessor.***

(b) Within budgeted appropriations, he shall employ listers, appraisers, and clerical assistants necessary to carry out the listing, appraisal, assessing, and billing functions required by law. The assessor may allocate responsibility among such employees by territory, by subject matter, or on any other reasonable basis. Each person employed by the assessor as a real property appraiser or personal property appraiser shall during the first year of employment and at least every other year thereafter attend a course of instruction in his area of work. At the end of the first year of their employment, such persons shall also achieve a passing score on a comprehensive examination in property tax administration conducted by the Department of Revenue.

***G S 105-299. Employment of experts.***

The board of county commissioners may employ appraisal firms, mapping firms or other persons or firms having expertise in one or more of the duties of the assessor to assist him or her in the performance of such duties. The county may make available to such persons any information it has that will facilitate the performance of a contract entered into pursuant to this section. Persons receiving such information shall be subject to the provisions of G.S. 105-289(e) and G.S. 105-259 regarding the use and disclosure of information provided to them by the county. Any person employed by an appraisal firm whose duties include the appraisal of property for the county shall be required to demonstrate that he or she is qualified to carry out such duties by achieving a passing grade on a comprehensive examination in the appraisal of property administered by the Department of Revenue. In the employment of such firms, primary consideration shall be given to the firms registered with the Department of Revenue pursuant to the provisions of G.S. 105-289(i). A copy of the specifications to be submitted to potential bidders and a copy of the proposed contract may be sent by the board to the Department of Revenue for review before the invitation or acceptance of any bids. Contracts for the employment of such firms or persons shall be deemed to be contracts for personal services and shall not be subject to the provisions of Article 8, Chapter 143, of the General Statutes.

**Schedule of Values****Currituck County 2021 Section 1**

(1939, c. 310, s. 408; 1971, c. 806, s. 1; 1973, c. 476, s. 193; 1975, c. 508, s. 2; 1983, c. 813, s. 4; 1985, ARTICLE 19.

***G S 105-317. Appraisal of real property; adoption of schedules, standards, and rules.***

(a) Whenever any real property is appraised it shall be the duty of the persons making appraisals:

(1) In determining the true value of land, to consider as to each tract, parcel, or lot separately listed at least its advantages and disadvantages as to location; zoning; quality of soil; waterpower; water privileges; dedication as a nature preserve; conservation or preservation agreements; mineral, quarry, or other valuable deposits; fertility; adaptability for agricultural, timber-producing, commercial, industrial, or other uses; past income; probable future income; and any other factors that may affect its value except growing crops of a seasonal or annual nature.

(2) In determining the true value of a building or other improvement, to consider at least its location; type of construction; age; replacement cost; cost; adaptability for residence, commercial, industrial, or other uses; past income; probable future income; and any other factors that may affect its value.

(3) To appraise partially completed buildings in accordance with the degree of completion on January 1.

(b) In preparation for each revaluation of real property required by G.S. 105-286, It shall be the duty of the assessor to see that:

(1) Uniform schedules of values, standards, and rules to be used in appraising real property at its true value and at its present-use value are prepared and are sufficiently detailed to enable those making appraisals to adhere to them in appraising real property.

(2) Repealed by Session Laws 1981, c. 678, s. 1.

(3) A separate property record be prepared for each tract, parcel, lot, or group of contiguous lots, which record shall show the information required for compliance with the provisions of G.S. 105-309 insofar as they deal with real property, as well as that required by this section. (The purpose of this subdivision is to require that individual property records be maintained in sufficient detail to enable property owners to ascertain the method, rules, and standards of value by which property is appraised.)

**Schedule of Values****Currituck County 2021 Section 1**

(4) The property characteristics considered in appraising each lot, parcel, tract, building, structure and improvement, in accordance with the schedules of values, standards, and rules, be accurately recorded on the appropriate property record.

(5) Upon the request of the owner, the board of equalization and review, or the board of county commissioners, any particular lot, parcel, tract, building, structure or improvement be actually visited and observed to verify the accuracy of property characteristics on record for that property.

(6) Each lot, parcel, tract, building, structure and improvement be separately appraised by a competent appraiser, either one appointed under the provisions of G.S. 105-296 or one employed under the provisions of G.S. 105-299.

(7) Notice is given in writing to the owner that he is entitled to have an actual visitation and observation of his property to verify the accuracy of property characteristics on record for that property.

(c) The values, standards, and rules required by subdivision (b)(1) shall be reviewed and approved by the board of county commissioners before January 1 of the year they are applied. The board of county commissioners may approve the schedules of values, standards, and rules to be used in appraising real property at its true value and at its present-use value either separately or simultaneously. Notice of the receipt and adoption by the board of county commissioners of either or both the true value and present-use value schedules, standards, and rules, and notice of a property owner's right to comment on and contest the schedules, standards, and rules shall be given as follows:

(1) The assessor shall submit the proposed schedules, standards, and rules to the board of county commissioners not less than 21 days before the meeting at which they will be considered by the board. On the same day that they are submitted to the board for its consideration, the assessor shall file a copy of the proposed schedules, standards, and rules in his office where they shall remain available for public inspection.

(2) Upon receipt of the proposed schedules, standards, and rules, the board of commissioners shall publish a statement in a newspaper having general circulation in the county stating:

a. That the proposed schedules, standards, and rules to be used in appraising real property in the county have been submitted to the board of county commissioners and are available for public inspection in the assessor's office; and

**Schedule of Values****Currituck County 2021 Section 1**

b. The time and place of a public hearing on the proposed schedules, standards, and rules that shall be held by the board of county commissioners at least seven days before adopting the final schedules, standards, and rules.

(3) When the board of county commissioners approves the final schedules, standards, and rules, it shall issue an order adopting them. Notice of this order shall be published once a week for four successive weeks in a newspaper having general circulation in the county, with the last publication being not less than seven days before the last day for challenging the validity of the schedules, standards, and rules by appeal to the Property Tax Commission. The notice shall state:

a. That the schedules, standards, and rules to be used in the next scheduled reappraisal of real property in the county have been adopted and are open to examination in the office of the assessor; and

b. That a property owner who asserts that the schedules, standards, and rules are invalid may except to the order and appeal therefrom to the Property Tax Commission within 30 days of the date when the notice of the order adopting the schedules, standards, and rules was first published.

(d) Before the board of county commissioners adopts the schedules of values, standards, and rules, the assessor may collect data needed to apply the schedules, standards, and rules to each parcel in the county

**§ 105-283. *Uniform appraisal standards.***

All property, real and personal, shall as far as practicable be appraised or valued at its true value in money. When used in this Subchapter, the words "true value" shall be interpreted as meaning market value, that is, the price estimated in terms of money at which the property would change hands between a willing and financially able buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of all the uses to which the property is adapted and for which it is capable of being used. For the purposes of this section, the acquisition of an interest in land by an entity having the power of eminent domain with respect to the interest acquired shall not be considered competent evidence of the true value in money of comparable land

**Authors Notes: The Machinery Act of North Carolina has been provided as an integral part of these Uniform Schedules of Value, Standards, and Rules. All applicable standards not recited in this test are included by reference.**

**APPRAISAL THEORY**

An appraisal, in itself, is nothing more than an opinion of value. This does not imply, however, that one opinion is necessarily as good as another; there are valid and accurate appraisals, and there are invalid and inaccurate appraisals. The validity of an appraisal can be measured against the supporting evidence from which it was derived, and its accuracy against that very thing it is supposed to predict - the actual behavior of the market. Each is fully contingent upon the ability of the appraiser to record adequate data and to interpret that data into an indication of value.

Appraising real property, like the solving of any problem, is an exercise in reasoning. It is a discipline, and like any discipline, it is founded on fundamental economic and social principles. From these principles evolve certain premises which, when applied to the valuation of property, serve to explain the reaction of the market. This section concerns itself with those concepts and principles basic to the property valuation process. One cannot overstate the necessity of having a workable understanding of them.

**BUNDLE OF RIGHTS**

Real estate and real property are often used interchangeably. Generally speaking, real estate pertains to the real or fixed improvements to the land such as structures and other appurtenances, whereas real property encompasses all the interests, benefits and rights enjoyed by the ownership of the real estate.

Real property ownership involves the Bundle of Rights Theory which asserts that the owner has the right to enter it, use it, sell it, lease it, or give it away, as he so chooses. Law guarantees these rights, but they are subject to certain governmental and private restrictions.

The Governmental restrictions are found in its power to:

- tax property
- take property by condemnation for the benefit of the public, providing that just compensation is made to the owner (Eminent Domain)
- police property by enforcing any regulations deemed necessary to promote the safety, health, morals and general welfare of the public
- provide for the reversion of ownership to the state in cases where a competent heir to the property cannot be ascertained (Escheat)

Private restrictions imposed upon property are often in the form of agreements incorporated into the deed. The deed also spells out precisely which rights of the total bundle of rights the buyer is acquiring. Since value is related to each of these rights, the appraiser should know precisely which rights are involved in his appraisal.

Appraisals for Ad Valorem tax purposes generally assume the property is, owned in the "Fee Simple", meaning that the total bundle of rights is considered to be intact.

**Schedule of Values****Currituck County 2021 Section 2****THE NATURE AND MEANING OF VALUE**

An appraisal is an opinion or estimate of value. The concept of value is basic to the appraisal process and calls for a thorough understanding. The American Institute of Real Estate Appraisers' Appraisal Terminology Handbook, 1981 edition, offers the following definitions of value:

"The measure of value is the amount (for example, of money) which the potential purchaser probably will pay for possession of the thing desired."

"The ratio of exchange of one commodity for another, for example, one bushel of wheat in terms of a given number of bushels of corn; thus the value of one thing may be expressed in terms of another thing. Money is the common denominator by which value is measured."

"It is the power of acquiring commodities in exchange, generally with a comparison of utilities - the utility of the commodity parted with (money) and that of the commodity acquired in the exchange (property)."

"Value depends upon the relation of an object to unsatisfied needs; that is, supply and demand."

"Value is the present worth of future benefits arising out of ownership to typical users and investors."

With these definitions, one can see that value is not an intrinsic characteristic of the commodity itself. On the contrary, value is determined by people, created by desire, modified by varying degrees of desire and reduced by lack of desire. Throughout the definitions a relationship between the purchase and the commodity (property) is implied; this relationship is "value". A purchaser desires a property because it is a useful commodity in that it has utility. Utility is a prerequisite to value, but utility standing alone does not sufficiently cause value. If a great supply of a useful commodity exists, as for example air, needs would be automatically satisfied, desire would not be aroused, and therefore value would not be created. Therefore, besides having utility, to effectively arouse desire, the commodity must also be scarce.

One additional factor is necessary to complete the value equation. . . the ability to become a buyer. A translation must be made of desire into a unit of exchange; a buyer must have purchasing power. The relationship is now complete . . . the commodity has utility and is relatively scarce, it arouses desire, and the buyer is able to satisfy that desire by trading for it . . . value is created. The question is how much value, and herein lays the job of the appraiser.

Numerous definitions of value have been offered, some simple and some complex. It would seem though that any valid definition of value would necessarily embody the

## **Schedule of Values**

## **Currituck County 2021 Section 2**

elements of utility, desire, scarcity and purchasing power. Furthermore, the concept of value very rarely stands alone. Instead, it is generally prefixed by a descriptive term that serves to relate it to a specific appraisal purpose or activity such as "loan value". Since appraisals are made for a variety of reasons, it is important for the appraiser to clarify the specific purpose for the appraisal and the type of value that he seeks to estimate.

For Ad Valorem Tax purposes, the value sought is generally market value. The descriptive term "market" indicates the activity of buyers and sellers. MARKET VALUE is the justifiable price, or that price which an informed and intelligent buyer, fully aware of the existence of competing properties, and not being compelled to act, would be justified in paying for a particular property.

### **VALUE IN USE AS OPPOSED TO VALUE IN EXCHANGE**

We have stated that there are a number of qualifying distinctions made in reference to the meaning of value. One of the most common and probably the most important relative to the purpose of this manual is the distinction between value in use and value in exchange. We have defined market value as a justifiable price which buyers, in general, will pay in the market. The question arises then as to the value of property which, by nature of its special and highly unique design, is useful to the present owner, but relatively less useful to buyers in the market. One can readily see that such a property's utility value may differ greatly from its potential sales price. It is even possible that no market for such a property exists. Such a property is said to have value in use, which refers to the actual value of a commodity to a specific person, as opposed to value in exchange, which aligns itself with market value, referring to the dollar-value of a commodity to buyers in general.

### **THE PRINCIPLE OF SUPPLY AND DEMAND**

Among the forces which constantly operate to influence supply and demand are population growth, new techniques in transportation, purchasing power, price levels, wage rates, taxation, governmental controls, and scarcity. A sudden population growth in an area would create an increase in demand for housing. If the demand increased at a higher rate than the supply, this could soon be a scarcity of housing. If the demand was backed up by purchasing power, rentals and sale prices would tend to increase and ultimately reach a level which would tend to stimulate more builders to compete for the potential profits and thus serve to increase the supply toward the level of demand. As the supply is increased demand would begin to taper off. This would cause rentals and sale prices to level off. When builders, due to increases in labor and material rates, are no longer able to build cheaply enough to meet the new level of prices and rents, competition would tend to taper off and supply would level off. The cycle is then complete.

Balance occurs when reasonable competition serves to coordinate supply with demand. When competition continues unchecked to produce a volume that exceeds the demand,

## **Schedule of Values**

## **Currituck County 2021 Section 2**

the net returns to investors are no longer adequate to pay all the costs of ownership, resulting in loss rather than profit and consequently, a decline in values.

A community may well support two shopping centers, but the addition of a third shopping center may increase the supply to excess. If this occurs, one of two effects are caused; either the net dollar return to all the shopping centers will be reduced below that level necessary to support the investment, or one of the shopping centers will flourish at the others' expense.

### **THE PRINCIPLE OF HIGHEST AND BEST USE**

The highest and best use for a property is that use which will produce the highest net return to the land for a given period of time within the limits of those uses which are economically feasible, probable and legally permissible.

On a community-wide basis, the major determining factor in highest and best use is the maximum quantity of land that can be devoted to a specific use and still yield a satisfactory return. Once a suitable basic use has been chosen for a specific property, each increment of capital investment to the existing or planned improvement will increase the net return to the land only up to a certain point; after this point is reached; the net return to the land begins to diminish. This is the point at which the land is at its highest and best use

For example, in planning a high-rise office building, each additional upper floor represents an extra capital expenditure that must yield a certain return to the investor. This return will be dependent upon the levels of economic rent that the market will bear at the time. An optimum number of floors can be calculated above which the income yield requirements of additional expenditures will no longer be satisfactorily met. This, notwithstanding the possibility of other more particular considerations, should determine the number of stories of the building.

Detailed analysis of this type is rarely thrust upon the property tax appraiser. Generally the tax appraiser will find the most prudent course of action is to consider the present use and follow development rather than anticipate it.

### **THE PRINCIPLE OF CHANGE**

The impact of change on the value of real property manifests itself in the life cycle of a neighborhood. The cycle is characterized by three stages of evolution: the development and growth evidenced by improving values; the leveling off stage evidenced by static values; and finally, the stage of infiltration of decay evidenced by declining values.

The highest and best use today is not necessarily the highest and best use tomorrow. The highest and best use of the land often lies in a succession of uses. A declining single-family residential neighborhood may be ripe for multi-family, commercial or industrial

## Schedule of Values

## Currituck County 2021 Section 2

development. Whether it is or not depends upon the relationship of present or anticipated future demand with existing supply.

In estimating value, the appraiser is obligated to reasonably anticipate the future benefits, as well as the present benefits derived from ownership and to evaluate the property in light of the quality, quantity, and duration of these benefits based on actual data as opposed to speculative or potential benefits that may or may not occur.

### THE PRINCIPLE OF SUBSTITUTION

Value is created by the market place. It is the function of translating demand into a commodity of exchange. When the benefits and advantages derived from two properties are equal, the lowest priced property receives the greatest demand, and rightfully so. The informed buyer is not justified in paying anything more for a property than it would cost to acquire an equally desirable property. That is to say that the value of a property is established as that amount for which equally desirable comparable properties are being bought and sold in the market. Herein lies an approach to value . . . and the basis of the valuation process.

### TRADITIONAL APPROACHES TO VALUE

In the preceding paragraphs, it has been stated that value is an elusive item that occurs in many different forms, and that the forces and influences which combine to create, sustain, or destroy value are numerous and varied. It is the appraiser's function to define the type of value sought, to compile and to analyze all related data, and giving due consideration to all the factors which may influence the value, to process and translate that data into a final opinion or *estimate of value*. This he must do for each property he is to appraise.

The processing of this data into a conclusion of value generally takes the form of three recognized approaches to value: Cost Approach, Market Data Approach and Income Approach. Underlying each of the approaches is the principle that the justifiable price of a property is no more than the cost of acquiring and/or reproducing an equally desirable substitute property. The use of one or all three approaches in the valuation of a property is determined by the quantity, quality, and accuracy of the data available to the appraiser.

The *COST APPROACH* involves making an estimate of the depreciated cost of reproducing or replacing the building and site improvements. *Reproduction Cost* refers to the cost at a given point in time of reproducing a replica property, whereas *Replacement Cost* refers to the cost of producing improvements of equal utility. Depreciation is deducted from this cost new for loss in value caused by physical deterioration, and functional or economic obsolescence. To this depreciated cost is then added the estimated value of the land, resulting in an indication of value derived by the Cost Approach.

The significance of the Cost Approach lies in its extent of application . . . it is the one approach that can be used on all types of construction. It is a starting point for appraisers,

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## **Currituck County 2021 Section 2**

and therefore it is a very effective “yardstick” in any equalization program for Ad Valorem taxes. Its widest application is in the appraisal of properties where the lack of adequate market and income data preclude the reasonable application of the other traditional approaches.

The *MARKET DATA APPROACH* involves the compiling of sales and offerings of properties that are comparable to the property being appraised. These sales and offerings are then adjusted for any dissimilarity, and a value range obtained by comparison of said properties. The approach is reliable to the extent that the properties are comparable, and the appraiser's judgment of proper adjustments is sound. The procedure for using this approach is essentially the same for all types of property with the only difference being the elements of comparison.

The significance of this approach lies in its ability to produce estimates of value, which directly reflect the attitude of the market. Its application is contingent upon the availability of comparable sales, and therefore finds its widest range in the appraisal of vacant land and residential properties.

The *INCOME APPROACH* measures the present worth of the future benefits of a property by the capitalization of the net income stream over the remaining economic life of the property. The approach involves making an estimate of the “effective gross income” of a property, derived by deducing the appropriate vacant and collection losses from its estimated economic rent, as evidenced by the yield of comparable properties. From this figure applicable operating expenses are deducted, the cost of taxes and insurance, and reserve allowances for replacements resulting in an estimate of net income, which may then be capitalized into an indication of value.

The approach obviously has its basic application in the appraisals of properties universally bought and sold on their ability to generate and maintain a stream of income for their owners. The effectiveness of the approach lies in the appraiser's ability to relate to the changing economic environment and to analyze income yields in terms of their relative quality and durability.

**Schedule of Values****Currituck County 2021 Section 2****APPLYING THE COST APPROACH**

If the highest and best use of a property is its present use, a valid indication of value may be derived by estimating the value of the land, and adding the land value to the depreciated value of the structures on the land; the resulting equation being . . .

	Estimated Land Value
+	Estimated Replacement Cost New of Structures
-	Estimated Depreciation
<hr/>	
=	Indication of Property Value

Since estimating the land value is covered in a separate section, this section will address itself to the two remaining elements, Replacement Cost and Depreciation.

**REPLACEMENT COST**

Replacement Cost is the current cost of producing an improvement of equal utility to the subject property; it may or may not be the cost of reproducing a replica property. The distinction being drawn is one between *Replacement Cost*, which refers to a substitute property of equal utility, as opposed to *Reproduction Cost*, which refers to a substitute replica property. In a particular situation the two concepts may be interchangeable, but they are not necessarily so. They both, however, have application in the Cost Approach to value, the difference being reconciled in the consideration of depreciation allowances.

In actual practice, outside of a few historic type communities in this country, developers and builders, for obvious economic reasons, replace buildings, not reproduce them. It logically follows that if an appraiser's job is to measure the actions of knowledgeable persons in the market place, the use of proper replacement costs should provide an accurate point of beginning in the valuation of most improvements.

The replacement cost includes the total cost of construction incurred by the builder whether preliminary to, during the course of, or after completion of the construction of a particular building. Among these are material, labor, all subcontracts, builders' overhead and profit, architectural and engineering fees, consultation fees, survey and permit fees, legal fees, taxes, insurance, and the cost of interim financing.

**ESTIMATING REPLACEMENT COST**

There are various methods that may be employed to estimate replacement cost new. The methods widely used in the appraisal field are the quantity-survey method, the unit-in-place or component part-in-place method, and the model method.

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## **Currituck County 2021 Section 2**

The *Quantity-Survey Method* involves a detailed itemized estimate of the quantities of various materials used, labor and equipment requirements, architect and engineering fees, contractor's overhead and profit, and other related costs. This method is primarily employed by contractors and cost estimators for bidding and budgetary purposes and is much too laborious and costly to be effective in every day appraisal work, especially in the mass appraisal field. The method, however, does have its place in that it is used to develop certain unit-in-place costs which can be more readily applied to estimating for appraisal purposes.

The *Unit-in-Place Method* is employed by establishing in-place cost estimates (including material, labor, overhead and profit) for various structural components. The prices established for the specified components are related to their most common units of measurement such as cost per yard of excavation, cost per lineal foot of footings, and cost per square foot of floor covering.

The unit prices can then be multiplied by the respective quantities of each as they are found in the composition of the subject building to derive the whole dollar component cost, the sum of which is equal to the estimated cost of the entire building, providing of course, that due consideration is given to all other indirect costs which may be applicable. This components part-in-place method of using basic units can also be extended to establish prices for larger components in-place such as complete structural floors (including the finish flooring, sub-floor, joists and framing) which are likely to occur repeatedly in a number of buildings.

The *Model Method* is still a further extension, in that unit-in-place costs are used to develop base unit square foot or cubic foot costs for total specified representative structures in place, which may then serve as “models” to derive the base unit cost of comparable structures to be appraised. The base unit cost of the model most representative of the subject building is applied to the subject building and appropriate tables of additions and deductions are used to adjust the base cost of the subject building to account for any significant variations between it and the model.

Developed and applied properly, these pricing techniques will assist the appraiser in arriving at valid and accurate estimates of replacement cost new as of a given time. The cost generally represents the upper limit of value of a structure. The difference between its replacement cost new and its present value is depreciation. The final step in completing the Cost Approach then is to estimate the amount of depreciation and deduct said amount from the replacement cost new.

### **DEPRECIATION**

Simply stated, depreciation can be defined as “a loss in value from all causes.” As applied to real estate, it represents the loss in value between market value and the sum of the replacement cost new of the improvements plus the land value as of a given time.

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The causes for the loss in value may be divided into three broad classifications: Physical Deterioration, Functional Obsolescence, and Economic Obsolescence.

*Physical Deterioration* pertains to the wearing out of the various building components, referring to both short-life and long-life terms, through the action of the elements, age, and use. The condition may be considered either “curable” or “incurable”, depending upon whether it may or may not be practical and economically feasible to cure the deficiency by repair and replacement.

*Functional Obsolescence* is a condition caused by either inadequacies or over-adequacies in design, style, composition, or arrangement inherent to the structure itself, which tends to lessen its usefulness. Like physical deterioration, the condition may be considered either curable or incurable. Some of the more common examples of functional obsolescence are excessive wall and ceiling heights, excessive structural construction, surplus capacity, ineffective layouts, and inadequate building services.

*Economic Obsolescence* is a condition caused by factors extraneous to the property itself, such as changes in population characteristics and economic trends, encroachment of inharmonious land uses, excessive taxes, and governmental restrictions. The condition is generally incurable in that the causes lie outside the property owner's realm of control.

### **ESTIMATING DEPRECIATION**

An estimate of depreciation represents an opinion of the appraiser as to the degree that the present and future appeal of a property has been diminished by deterioration and obsolescence. Of the three estimates necessary to the cost approach, it is the one most difficult to make. The accuracy of the estimate will be a product of the appraiser's experience in recognizing the symptoms of deterioration and obsolescence and the ability to exercise sound judgment in equating all observations to the proper monetary allowance to be deducted from the replacement cost new. There are several acceptable methods that may be employed:

Physical deterioration and/or functional obsolescence can be measured by observing and comparing the physical condition and/or functional deficiencies of the subject property as of a given time with either an actual or hypothetical, comparable, new and properly planned structure.

Curable physical deterioration and functional obsolescence can be measured by estimating the cost of restoring each item of depreciation to a physical condition as good as new, or estimating the cost of eliminating the functional deficiency.

Functional and economic obsolescence can be measured by capitalizing the estimated loss in rental due to the structural deficiency, or lack of market demand.

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Total accrued depreciation may be estimated by first estimating the total useful life of a structure and then translating its present condition, desirability, and usefulness into an effective age (rather than an actual age) which would represent that portion of its total life (percentage) which has been used up.

Total accrued depreciation may also be estimated by deriving the amount of depreciation recognized by purchasers as evidenced in the prices paid for property in the market place; the loss of value being the difference between the cost of replacing the structure now and its actual selling price (total property selling price less the estimated value of the land).

**APPLYING THE MARKET DATA APPROACH**

An indication of the value of a property can be derived through analysis of the selling prices of comparable properties. The use of this technique, often referred to as the “comparison approach” or “comparable sales approach”, involves the selection of a sufficient number of valid comparable sales and the adjustment of each sale to the subject property to account for variations in time, location, site and structural characteristics.

**SELECTING VALID COMPARABLES**

Since market value has been defined as the price which an informed and intelligent buyer, fully aware of the existence of competing properties and not being compelled to act is justified in paying for a particular property, it follows that if market value is to be derived from analyzing comparable sales, that the sales must represent valid “arms length” transactions. Due consideration must be given to the conditions and circumstances of each sale before selecting the sales for analysis. Some examples of sales that do not normally reflect valid market conditions are as follows:

Sales in connection with: foreclosures, bankruptcies, condemnations and other legal actions.

Sales to or by federal, state, county and local governmental agencies.

Sales to or by religious, charitable or benevolent tax exempt agencies.

Sales involving family transfers, or "love and affection."

Sales involving intra-corporate affiliations.

Sales involving the retention of life interests.

Sales involving cemetery lots.

Sales involving mineral or timber rights, and access or drainage rights.

Sales involving the transfer of part interests.

In addition to selecting valid market transactions, it is equally important to select properties that are truly comparable to the property under appraisal. For instance, sales involving both real property and personal property or chattels may not be used unless the sale can be adjusted to reflect only the real property transaction, nor can sales of non-operating or deficient industrial plants be validly compared with operating plants. The comparable sales and subject properties must exhibit the same use, and the site and structural characteristics must exhibit an acceptable degree of comparability.

**Schedule of Values****Currituck County 2021 Section 2****PROCESSING COMPARABLE SALES**

All comparable sales must be adjusted to the subject property to account for variations in time and location. The other major elements of comparison will differ depending upon the type of property being appraised. In selecting these elements, the appraiser must give prime consideration to the same factors that influence the prospective buyers of particular types of properties.

The typical homebuyer is interested in the property's capacity to provide the family with a place to live. A primary concern is with the living area, utility area, number of rooms, number of baths, age, structural quality and condition, and the presence of a modern kitchen and recreational conveniences of the house. Equally important is the location and neighborhood, including the proximity to and the quality of schools, public transportation, and recreational and shopping facilities.

In addition to the residential amenities, the buyer of agricultural property is primarily interested in the productive capacity of the land, the accessibility to the market place, and the condition and functional utility of the farm buildings and structures on the land.

The typical buyer of commercial property, including warehouses and certain light industrial plants, is primarily concerned with its capability to produce revenue. Of special interest will be the age, design and structural quality and condition of the improvements, the parking facilities, and the location relative to transportation, labor markets and trade centers.

In applying the market data approach to commercial/industrial property, the appraiser will generally find it difficult to locate a sufficient number of comparable sales, especially of properties that are truly comparable in their entirety. It will, therefore, generally be necessary to select smaller units of comparison such as price per square foot, per unit, per room, etc. In doing so, great care must be exercised in selecting a unit of comparison that represents a logical common denominator for the properties being compared. A unit of comparison that is commonly used and proven to be fairly effective is the Gross Rent Multiplier, generally referred to as G.R.M., which is derived by dividing the gross annual income into the sales price. Using such units of comparison enables the appraiser to compare two properties that are similar in use and structural features, but differ significantly in size and other characteristics.

Having selected the major factors of comparison, it remains for the appraiser to adjust each of the factors to the subject property. In comparing the site, adjustments for size, location, accessibility, and site improvements must be made. In comparing the structures, adjustments for size, quality, design, condition, and significant structural and mechanical components also must be made. The adjusted selling prices of the comparable properties will establish a range in value in which the value of the subject property will fall. Further analysis of the factors should enable the appraiser to narrow the range down to the value level that is most applicable to the subject property.

**APPLYING THE INCOME APPROACH****INTRODUCTION**

The justified price paid for income producing property is no more than the amount of investment required to produce a comparably desirable return; and since the market can be analyzed in order to determine the net return actually anticipated by investors, it follows that the value of income producing property can be derived from the income which it is capable of producing. What is involved is an estimate of income through the collection and analysis of available economic data, the development of a property capitalization rate, and the processing of the net income into an indication of value by employing one or more of the acceptable capitalization methods and techniques.

**THE PRINCIPLES OF CAPITALIZATION**

Capitalization is the process for converting the net income produced by property into an indication of value. Through the years of appraisal history, a number of procedures have been recognized and employed by appraisal authorities in determining the value of real estate by the income approach. Although present-day practice recommends only certain methods, we will at least touch on the other approaches to value - even though they may not be accepted in today's appraisal scene because they do not accurately reflect the current market conditions.

**EXPLORING THE RENTAL MARKET**

The starting point for the appraiser is an investigation of current economic rent in a specific area in order to establish a sound basis for estimating the gross income that should be returned from competitive properties. The appraiser must make a distinction between economic rent or the rent which property is normally expected to produce on the open market, as opposed to control rent or the rent which property is actually realizing at the time of the appraisal due to lease terms established some time in the past.

The first step then is to obtain specific income and expense data on properties that best typify normal market activity. The data is necessary to develop local guidelines for establishing the economic rent and related expenses for various types of properties.

The next step is to similarly collect income and expense data on individual properties, and to evaluate the data against the established guidelines. The collection of income and expense data (I & E) is an essential phase in the valuation of commercial properties. The appraiser is primarily concerned with the potential earning power of the property. The objective is to estimate its expected net income. Income and Expense Statements of past years are valuable only to the extent that they serve this end. The statements must not only be complete and accurate, but must also stand the test of market validity. Consideration of the following factors should assist the appraiser in evaluating the

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income and expense (I & E) data in order to arrive at an accurate and realistic estimate of net income.

**QUESTIONS RELATING TO INCOME DATA**

- A. Was the reported income produced entirely by the subject property? Very often the rent will include an amount attributable to one or more additional parcels of real estate. In this case, it would be necessary to obtain the proper allocations of rent.
- B. Was the income attributable to the subject property as it physically existed at the time of the appraisal, or did the appraisal include the value of leasehold improvements and remodeling for which the tenant paid in addition to rent? If so, it may be necessary to adjust the income to reflect economic rent.
- C. Does the reported income represent a full year's return? It is often advisable to obtain both monthly and annual amounts as verification.
- D. Does the income reflect current economic rent? Is either part or all of the income predicated on old leases? If so, what are the provisions for renewal options and rates?
- E. Does the reported income reflect 100% occupancy? What percentage of occupancy does it reflect? Is this percentage typical of this type of property, or is it due to special non-recurring causes?
- F. Does the income include rental for all marketable space? Does it include an allowance for space, if any, which is either owner or manager occupied? Is the allowance realistic?
- G. Is the income attributable directly to the real estate and conventional amenities? Is some of the income derived from furnishings and appliances? If so, it will be necessary to adjust the income or make provisions for reserves to eventually replace them, whichever local custom dictates.
- H. In many properties an actual rental does not exist because the real estate is owner occupied. In this event it is necessary to obtain other information to provide a basis to estimate economic rent. The information required pertains to the business operation using the property. Proper analysis of the annual operating statements of the business, including gross sales or receipts, can provide an accurate estimate of economic rent. Information requirements for a few of the more common property uses are as follows:

Retail Stores	The annual net gross sales. (Gross sales less returned merchandise).
Hotels and Motels	The annual operating statement of the business. If retail or office space is leased in these properties, obtain the actual rent paid.
Theaters	The annual gross receipts (including admissions and concessions) and seating capacity.
Automobile Parking	The annual gross receipts.

**Schedule of Values****Currituck County 2021 Section 2****ANALYSIS OF EXPENSE DATA**

The appraiser must consider only those expenses that are applicable to the cost of ownership; that is, those expenses that are normally owner incurred. Any portion of the expenses incurred directly or indirectly by the tenant should not be considered. Each expense item must stand the test of both legitimacy and accuracy. How do they compare with the established guidelines and norms? Are they consistent with the expenses incurred by comparable properties?

*Management* - refers to the cost of administration. These charges should realistically reflect what a real estate management company would actually charge to manage the property. If no management fee is shown on the statement; an allowance must be made, by the appraiser. On the other hand, if excessive management charges are reported, as is often the case, the appraiser must disregard the reported charges and use an amount that he deems appropriate and consistent with comparable type properties. The cost of management bears a relationship with the risk of ownership and will generally range between 4 to 10% of the gross income.

*General expenses* - may include such items as the cost of services and supplies not charged to a particular category. Unemployment and F.I.C.A. taxes, Workmen's Compensation, and other employee insurance plans are usually legitimate deductions when employees are a part of the building operation.

*Reimbursed expenses* - refer to the cost associated with the maintenance of public or common areas of the commercial property. This expense is passed on to the tenants and should, therefore, only be considered when the amount of reimbursement is included as income.

*Miscellaneous expenses* - is the "catch-all" category for incidentals. This item should reflect a very nominal percentage of the income. If expenses reported seem to be excessive, the appraiser must examine the figures carefully in order to determine if they are legitimate expenses, and if so, to allocate them to their proper category.

*Cleaning expenses* - are legitimate charges. They are for such items as general housekeeping and maid service, and include the total cost of labor and related supplies. All or a portion of the cleaning services may be provided by outside firms working on a "contract" basis. Cleaning expenses vary considerably and are particularly significant in operations such as offices and hotels. "Rule of thumb" norms for various operations are made available through national management associations. The appraiser should have little difficulty in establishing local guidelines.

*Utilities* - are generally legitimate expenses and if reported accurately, need very little reconstruction by the appraiser, other than to determine if the charges are consistent with comparable properties. Local utility companies can provide the appraiser with definite guidelines.

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*Heat and Air Conditioning* - costs are often reported separately and in addition to utilities. The expenses would include the cost of fuel other than the above mentioned utilities, and may include, especially in large installations, the cost of related supplies, inspection fees, and maintenance charges. These are generally legitimate costs, and the same precautions prescribed for “utilities” are in order.

*Elevator expenses* - including the cost of repairs and services, are legitimate deductions, and are generally handled through service contracts. These fees can generally be regarded as fairly stable annual recurring expenses.

*Decorating and minor alterations* - are necessary to maintain the income stream of many commercial properties. In this respect they are legitimate expenses. However, careful scrutiny of these figures is required. Owners tend to include the cost of major alterations and remodeling which are, in fact, capital expenditures, and as such are not legitimate operating expenses.

*Repairs and Maintenance* - expenses reported for any given year, are not necessarily a true indication of the average or typical annual expense for these items. For example, a statement could reflect a substantial expenditure for a specific year (possibly because the roof was replaced and/or several items of deferred maintenance were corrected); yet the statement for the following year may indicate that repairs and maintenance charges were practically nil. It is necessary for the appraiser to either obtain complete economic history on each property in order to make a proper judgment as to the average annual expense for these items, or include a proper allowance based on norms for the type and age of the improvements to cover annual expenses. Since it is neither possible nor practical to obtain enough economic history on every property, the latter method is generally used and the amounts reported for repairs and maintenance are then estimated by the appraiser.

*Insurance* - Caution must be used in accepting insurance expense figures. Cost shown may be for more than one year, or may be for blanket policies including more than one building. It is generally more effective for the appraiser to establish his own guidelines for insurance. He must also be careful to include only items applicable to the real estate. Fire extended coverage and owner's liability are the main insurance expense items. Separate coverage on special component parts of the buildings, such as elevators and plate glass, are also legitimate expenses.

*Real Estate Taxes* - In making appraisals for tax purposes, the appraiser must exclude the actual amount reported for real estate taxes. Since future taxes will be based on his appraised value, the appraiser must express the taxes as a factor of the estimated value. This can be done, by including an additional percentage in the capitalization rate to account for real estate taxes.

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*Depreciation* - The figure shown for depreciation on an operating statement is a “bookkeeping figure” which the owner uses for Internal Revenue purposes and should not be considered in the income approach. This reflects a tax advantage that is one of the benefits of ownership.

*Interest* - Although interest is considered a legitimate expense, it is always included in the Capitalization Rate. Most property is appraised as if it were “free and clear”; however, the appraiser does consider the interest of a current mortgage in the Capitalization Rate build-up.

*Land Rent* - When appraising for real estate tax purposes, only the sum of the leasehold and the leased fee is usually considered. Land rent is not deducted as an expense. Considered separately, rent from a ground lease would be an expense to the leasehold interest and an income to the leased fee. However, if land were rented from another property to supply additional parking for example, that land rent would be an allowable expense.

It is obvious that there are some expense items encountered on operating statements that the appraiser should not consider as allowable. This is because he is interested in legitimate cash expenses only. Income statements are usually designed for income tax purposes where credit can be taken for borrowing costs and theoretical depreciation losses.

It is virtually impossible and certainly not always practical to obtain a complete economic history on every commercial property being appraised. On many properties, however, detailed economic information can be obtained through the use of Income and Expense forms. One must realistically recognize the fact that the data obtainable on some properties is definitely limited.

In most cases, the gross income and a list of the services and amenities furnished can be obtained during the data gathering operation. However, in order to insure a sound appraisal, it may be necessary to estimate the fixed and operating expenses. This is best accomplished by setting guidelines for expenses, based on a percent of Effective Gross Income or a cost per square foot of leased area. These percentages or costs will vary depending on the services supplied and the type of property.

### **CAPITALIZATION METHODS**

The most prominent methods of capitalization are Direct, Straight Line, Sinking Fund, and Annuity. Each of these is a valid method for capitalizing income into an indication of value. The basis for their validity lies in the action of the market, which indicates that the value of income producing property can be derived by equating the net income with the net return anticipated by informed investors. This can be expressed in terms of a simple equation:

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Value = Net Income divided by Capitalization Rate

The *Straight Line* and *Sinking Fund* methods are both actual forms of Straight Capitalization, with one using Straight Line recapture and the other using Sinking Fund recapture. Both methods follow the same basic principles as Direct Capitalization, differing only in that they provide for separate capitalization rates for land and buildings; the building rate differing from the land rate in that it includes an allowance for recapture.

*Straight Line Capitalization* allows for “recapture” based on remaining economic life of the building - implying that at the end of that period of time, there would be a zero improvement value. There are three fallacies in this thinking. First, the potential buyer (investor) has no intention of holding the property that long. The average investment period might average ten years. Second, the investor anticipates that at the end of that period he will either get all his money back or will make a profit. And third, is the depreciation allowance possible in connection with federal income taxes.

Depreciation allowances begin to “run out” between seven and ten years, so the advantages of owning the property are reduced considerably. A prudent owner may choose to sell the property at this point and re-invest in another property so that he may begin the depreciation cycle again and continue to take full advantage of the favorable tax laws.

For these reasons, the Straight Line Capitalization Method does not usually follow what the market indicates.

*Straight Line* recapture calls for the return of investment capital in equal increments or percentage allowances spread over the estimated remaining economic life of the building.

*Sinking Fund recapture* calls for the return of invested capital in one lump sum at the termination of the estimated remaining economic life of the building. This is accomplished by providing for the annual return of a sufficient amount needed to invest and annually re-invest in “safe” interest-bearing accounts, such as government bonds or certificates of deposit, which will ultimately yield the entire capital investment during the course of the building's economic life.

*Annuity Capitalization* lends itself to the valuation of long-term leases. In this method, the appraiser determines, by the use of annuity tables, the present value of the right to receive a certain specified income over stipulated duration of the lease. In addition to the value of the income stream, the appraiser must also consider the value that the property will have once it reverts back to the owner at the termination of the lease. This reversion is valued by discounting its anticipated value against its present day worth. The total property value then is the sum of the capitalized income stream plus the present worth of the reversion value.

**Schedule of Values****Currituck County 2021 Section 2****CURRENT TECHNIQUES**

There are two methods, however, that do lend themselves to an accurate measure of market value based on potential income. These are Direct Capitalization, utilizing the Direct Comparison Method of Rate Selection, and Mortgage Equity Capitalization.

In *Direct Capitalization*, the appraiser determines a single “overall” capitalization rate. This is done through analysis of actual market sales of similar types of properties. He develops the net income of each property, and divides the net income by the sales price to arrive at an overall rate to provide an indication of value.

*Mortgage Equity Capitalization* is a form of direct capitalization with the major difference in the two approaches being the development of the overall capitalization rate.

In this method, equity yields and mortgage terms are considered influencing factors in construction of the interest rate. In addition, a plus or minus adjustment is required to compensate for anticipated depreciation or appreciation. This adjustment can be related to the recapture provisions used in other capitalization methods and techniques.

**RESIDUAL TECHNIQUES**

It can readily be seen that any one of the factors of the Capitalization Equation ( $\text{Value} = \text{Net Income} \div \text{Capitalization Rate}$ ) can be determined if the other two factors are known. Furthermore, since the value of property is the sum of the land value plus the building value, it holds that either of these can be determined if the other is known. The uses of these mathematical formulas in capitalizing income into an indication of value are referred to as the residual techniques, or more specifically, the property residual, the building residual, and the land residual techniques.

The *Property Residual Technique* is an application of Direct Capitalization. In this technique, the total net income is divided by an overall capitalization rate (which provides for the return on the total investment) to arrive at an indicated value for the property. This technique has received more popular support in recent years because it closely reflects the market. With this technique, the capitalization rate may be developed by either “direct comparison” in the market or by the Mortgage Equity Method.

The *Building Residual Technique* requires the value of the land to be a known factor. The amount of net income required to earn an appropriate rate of return on the land investment is deducted from the total net income. The remainder of the net income (residual) is divided by the building capitalization rate (which is composed of a percentage for the return on the investment, plus a percentage for the recapture of the investment) to arrive at an indicated value for the building.

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The *Land Residual Technique* requires the value of the building to be a known factor. The amount of net income required to provide both, a proper return on and the recapture of the investment is deducted from the total net income. The remainder of the net income (residual) is then divided by the land capitalization rate (which is composed of a percentage for the return on the investment) to arrive at an indicated value for the land.

**MORTGAGE EQUITY METHOD EXAMPLE**

For purposes of illustration, assume an investment financed with a 70% loan at 14.0% interest. The term of the mortgage is 20 years, paid off in level monthly payments. The total annual cost for principal and interest on such a loan can be determined by referring to the mortgage equity tables. Select the Constant Annual percent for an interest rate of 14.0% and a term of 20 years. Note that the constant is 14.92% of the amount borrowed, or .92% more than the interest rate alone.

Assume that the equity investor will not be satisfied with less than a 18% yield. The income necessary to satisfy both Lender and Equity can now be shown. The product of the percent portion and the rate equals the weighted rate. The total of each weighted rate equals the weighted average.

	PORTION	RATE		WEIGHTED RATE
Mortgage loan (principle interest)	70%	.1492	=	.1044
Equity (down payment)	30%	.18	=	.0540
Weighted Average	100%			100%

Note that the “constant annual percent” is used for the rate of the loan.

Since there is a gain in equity's position through the years by the loan being paid off little by little, it is necessary to calculate the credit for “Equity Build-Up”. Assume that the investor plans to hold the property for ten years. Since the mortgage is for 20 years, only a portion of the principal will be paid off and this amount must be discounted, as it won't be received for ten years. From the Table of Loan Balance and Debt Reduction, at the end of ten years for a 20 year mortgage at 14%, the figure is .199108. Consulting the sinking fund tables indicates that the discount factor for 18% and 10 years is .0425.

The credit for Equity Build-Up can now be deducted from the basic rate, thus . . .

$$\begin{array}{rclcl}
 .199108 & & 70\% & & .0425 & & = & .0059 \\
 (\% \text{ of loan paid in 10 yrs.}) & \times & (\text{loan rate}) & \times & (\text{sinking fund 18\% for 10 yrs.}) & & & \\
 \text{Resulting Net Rate} & & & & & & = & .1525
 \end{array}$$

**LAND VALUATION TECHNIQUES**

In making appraisals for Ad Valorem Tax purposes, it is generally necessary to estimate separate values for the land and the improvements on the land. In actuality, the two are not separated and the final estimate of the property as a single unit must be given prime consideration. However, in arriving at that final estimate of value, aside from the requirements for property tax appraisals, there are certain other reasons for making a separate estimate of value for the land:

An estimate of land value is required in the application of the Cost Approach.

An estimate of land value is required to be deducted, from the total property sales price in order to derive indications of depreciation through market-data analysis. (Depreciation being equal to the difference between the replacement cost new of a structure and the actual price paid in the market place for the structure.)

As land is not a depreciable item, a separate estimate of land value is required for bookkeeping and accounting purposes; likewise, the total capitalization rate applicable to land will differ from the rate applicable to the improvements on the land.

Since land may or may not be used to its highest potential, the value of land may be completely independent of the existing improvements on the land.

Real Estate is valued in terms of its highest and best use. The highest and best use of the land (or site), if vacant and available for use, may be different from the highest and best use of the improved property. This will be true when the improvement is not an appropriate use and yet makes a contribution to total property value in excess of the value of the site. Highest and Best Use (Highest and Most Profitable Use; Optimum Use) is that reasonable and probable use which will support the highest present value as of the date of the appraisal. Alternatively, it is the most profitable likely use to which a property can be put. It may be measured in terms of the present worth of the highest net return that the property can be expected to produce over a stipulated long run period of time. (American Institute of Real Estate Appraisers' Appraisal Terminology Handbook, 1981 edition.)

As appraisers' opinions are based on data derived from the market, it is necessary to study and adapt, if possible, procedures used by those closest to everyday transactions.

**Schedule of Values****Currituck County 2021 Section 2****COMPARABLE SALES METHOD**

The most frequently used method in estimating the value of land is the comparable sales method in which land values are derived from analyzing the selling prices of similar sites. This method is in essence the application of the market data approach to value and all the considerations pertaining thereto are equally applicable here.

The appraiser must select comparable and valid market transactions, and must weigh and give due consideration to all the factors significant to value, adjusting each to the subject property. The comparable sites must be used in the same way as is the subject property, and subjected to the same zoning regulations and restrictions. It is also preferable, whenever possible, to select comparable sales from the same or a similar neighborhood. The major adjustments will be to account for variations in time, location, and physical characteristics to include size, shape, topography, landscaping, access, as well as other factors which may significantly influence the selling price, such as the productivity of farm land.

Although it is always preferable to use sales of unimproved lots for comparison, it is not always possible to do so. Older neighborhoods are not likely to yield a sufficient number of representative sales of unimproved lots to permit a valid analysis. In such cases, in order to arrive at an estimate of land values using the comparable sales approach, it is necessary to consider improved property sales and to estimate the portion of the selling price applicable to the structure. The procedure would be to estimate the replacement cost of the buildings as of the date of sale, estimate the accrued depreciation and deduct that amount from the replacement cost resulting in the estimated selling price of the buildings, which can be deducted from the total selling price of the property to derive the portion of the selling price which can be allocated to the land. The equation is as follows:

$$\begin{array}{r}
 \text{Selling Price of Property} \\
 - \text{Estimated Depreciated Value of Buildings} \\
 \hline
 = \text{Indication of Land Value}
 \end{array}$$

In some of these older neighborhoods, vacant lots will exist often as a result of fire or normal deterioration. Since the desirability as a new building site is restricted, value is generally determined by adjoining property owners who have a desire for additional land area.

In order to apply the comparable sales method, it is first necessary to establish a common unit of comparison. The units generally used in the valuation of land are price per front foot, price per square foot, price per acre, price per lot or site or home site price per apartment unit, and price per motel unit. The selection of any one particular unit depends upon the type of property being appraised . . . frontage being commonly used for platted, uniform type residential lots, and square footage and acreage for larger, unplatted tracts, as well as irregularly shaped lots lacking in uniformity. Use of square footage is especially desirable in Central Business Districts where the entire lot maintains the same

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level of value: depth factor adjustments have a tendency to distort this concept. Commercial arteries are also best valued on a square foot basis.

The utility of a site will vary with the frontage, width, depth, and overall area. Similarly, the unit land values should be adjusted to account for differences in size and shape between the comparable and the subject property. Since such an adjustment is generally necessary for each lot, it is beneficial that the appraiser adopts and/or develops standardized procedures for adjusting the lot size and the unit values to account for the variations. It is not uncommon for all lots within a development to market at the same price. Should data indicate this, it is necessary to make alterations or adjustments to maintain this value level. In some cases, a “site value” concept has advantages. Site value tables provide for uniform pricing of standard sized lots within homogenous neighborhoods or subdivisions. Some of the techniques commonly employed are as follows:

*Standard lot sizing techniques* provide for the adjustment of the frontage, width, and depth of irregular shaped lots to make the units of measurement more comparable with uniform rectangular lots. Incremental and decremented adjustments can be applied to account for size differences.

*Standard Depth Tables* provide for the adjustment of front foot unit values to account for variations in depth from a predetermined norm.

*Frontage Tables* provide for the adjustment of front footage unit values to account for variations in the relative utility value of excessive or insufficient frontage as compared to a predetermined norm.

*Acreage or Square Footage Tables* provide for the adjustment of unit values to account for variations in the relative utility value of excessive or insufficient land sizes as compared to a predetermined norm.

During the process of adjusting the comparable sales to account for variations between them and the subject property, the appraiser must exercise great care to include all significant factors and to properly consider the impact of each of the factors upon the total value. If done properly, the adjusted selling prices of the comparable properties will establish a range in value in which the value of the subject property will fall. Further analysis of the factors should enable the appraiser to narrow the range down to the value level that is most applicable to the subject property.

**Schedule of Values****Currituck County 2021 Section 2****THE LAND RESIDUAL TECHNIQUE**

In the absence of sufficient market data, income-producing land may be valued by determining the portion of the net income attributable to the land and capitalizing the net income into an indication of value. The procedure is as follows:

1. Determine the highest and best use of the land, which may be either its present use or hypothetical use.
2. Estimate the net income which the property can be expected to yield.
3. Estimate the replacement cost new of the improvements.
4. If the case involves the present use, estimate the proper allowance for depreciation, and deduct that amount from the replacement cost new of the improvements to arrive at an estimate of their depreciated value.
5. Develop appropriate capitalization rates.
6. Calculate the income requirements of the improvements, and deduct the amount from the total net income to derive that portion of the income that can be said to be attributable to the land.
7. Capitalize the residual income attributable to the land to an indication of value.

**RATIO METHOD**

A technique useful for establishing broad indications of land values is a “typical” allocation or ratio method. In this technique, the ratio of the land value to the total value of improved properties is observed in situations where there is good market and/or cost evidence to support both the land values and total values. This market abstracted ratio is then applied to similar properties where the total values are known, but the allocation of values between land and improvements are not known. The ratio is usually expressed as a percentage that represents the portion of the total improved value that is land value, or as a formula:

$$\frac{\text{Total Land Value}}{\text{Total Property Value}} \times 100\% = \% \text{ Land Is of Total Property Value}$$

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This technique can be used on most types of improved properties, with important exceptions being farms and recreational facilities, provided that the necessary market and/or cost information is available. In actual practice, available market information limits this technique primarily to residential properties, and to a much lesser extent, commercial and industrial properties such as apartments, offices, shopping centers, and warehouses. The ratio technique cannot give exact indications of land values. It is nevertheless useful, especially when used in conjunction with other techniques of estimating land values because it provides an indication of the reasonableness of the final estimate of land value.

The ratio should be extracted from available market information and applied to closely similar properties. It should be noted that any factor that affects the value could also affect the ratio of values. Zoning is particularly important because it may require more or less improvements be made to the land, or may require a larger or smaller minimum size. This tends to have a bearing on the land values, and may influence the ratio of values considerably from community to community.

The following is an example of a residential land valuation situation:

Market information derived from an active new subdivision

Typical Lot Sale Price (most lots equivalent)	\$15,000
Improved Lot Sales (range)	\$65,000 to \$75,000
Indicated Ratio	$\frac{\$15,000}{75,000}$ To $\frac{15,000}{65,000}$ X 100% 20% to 23%

Similar subdivision, but 100% developed

Typical Lot Sale Price (most lots equivalent)	Unavailable
Improved Lot Sales (range)	\$85,000 to \$105,000
Broadest Indicated Range of Lot Values (20% x \$85,000 to 23% x \$105,000)	\$17,000 to \$24,150
Narrowest Indicated Range of Lot Values (23% x \$85,000 to 20% x \$105,000)	\$19,550 to \$21,000

If both lots and improvements vary considerably, the broadest range is most appropriate. If most lots vary little and are judged equivalent but the improvements vary somewhat, the narrowest range is appropriate. Most subdivisions exhibit a combination of the two ranges, showing a narrow typical range, but a wider actual range of land values.

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### **MASS APPRAISING**

In preceding sections, we have outlined the fundamental concepts, principles, and valuation techniques underlying the Appraisal Process. We will now approach the problem at hand . . . the reappraisal of certain specified real property within a total taxing jurisdiction, be it an entire county or any subdivision thereof . . . and to structure a systematic mass appraisal program to effect the appraisal of said properties in such a way as to yield valid, accurate, and equitable property valuations at a reasonable cost dictated by budgetary limitations, and within a time span totally compatible with assessing administration needs.

The key elements of the program are validity, accuracy, equity, economy, and efficiency. To be effective, the program must. . . .

- incorporate the application of proven and professionally acceptable techniques and procedures;
- provide for the compilation of complete and accurate data and the processing of that data into an indication of value approximating the prices actually being paid in the market place;
- provide the necessary standardization measures and quality controls essential to promoting and maintaining uniformity throughout the jurisdiction;
- provide the appropriate production controls necessary to execute each phase of the operation in accordance with a carefully planned budget and work schedule; and –
- provide techniques especially designed to streamline each phase of the operation, eliminating superfluous functions, and reducing the complexities inherent in the Appraisal Process to more simplified but equally effective procedures.

In summary, the objective of an individual appraisal is to arrive at an opinion of value, the key elements being the validity of the approach and the accuracy of the estimate. The objective of a mass appraisal for tax purposes is essentially the same. However, in addition to being valid and accurate, the value of each property must be equitable to that of each other property, and what's more, these valid, accurate, and equitable valuations must be generated as economically and efficiently as possible.

### **OVERVIEW**

The prime objective of mass appraisals for tax purposes is to equalize property values. Not only must the value of one residential property be equalized with another, but it must

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also be equalized with each agricultural, commercial, and industrial property within the political unit.

The common denominator or the basis for equalization is market value . . . that price which an informed and intelligent person, fully aware of the existence of competing properties and not being compelled to act, is justified in paying for a particular property.

The job of the appraiser is to arrive at a reasonable estimate of that justified price. To accomplish this, the coordination of approaches to the valuation of the various classes of property must be made so that they are related one to another in such a way as to reflect the motives of the prospective purchasers of each type of property.

A prospective purchaser of a residential property is primarily interested in its capacity to render service to the family as a place to live. Its location, size, quality, design, age, condition, desirability and usefulness are the primary factors to be considered in making a selection. By relying heavily upon powers of observation and inherent intelligence, knowing what could be afforded and simply comparing what is available, one property will eventually stand out to be more appealing than another. So it is likewise the job of the appraisers to evaluate the relative degree of appeal of one property to another for tax purposes.

The prospective purchaser of agricultural property will be motivated somewhat differently. The primary interest will be in the productive capabilities of the land. It is reasonable to assume that the purchaser will be familiar, at least in a general way, with the productive capacity of the farm. It might be expected that the prudent investor will have compared one farm's capabilities against another. Accordingly, the appraiser for local tax equalization purposes must rely heavily upon prices being paid for comparable farmland in the community.

The prospective purchaser of commercial property is primarily interested in the potential net return and tax shelter the property will provide. That price which is justified to pay for the property is a measure of the prospects for a net return from the investment. Real estate, as an investment then, must not only compete with other real estate, but also with stocks, bonds, annuities, and other similar investment areas. The commercial appraiser must explore the rental market and compare the income-producing capabilities of one property to another.

The prospective purchaser of industrial property is primarily interested in the overall utility value of the property. Of course, in evaluating the overall utility, individual consideration must be given to the land and each improvement thereon. Industrial buildings are generally of special purpose design, and as such, cannot readily be divorced from the operation for which they were built. As long as the operation remains effective, the building will hold its values; if the operation becomes obsolete, the building likewise becomes obsolete. The upper limit of its value is its replacement cost new, and its present day value is some measure of its present day usefulness in relation to the purpose for which it was originally designed.

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Any effective approach to valuations for tax purposes must be patterned in such a way as to reflect the “modus operandi” of buyers in the market place. As indicated above, the motives influencing prospective buyers tend to differ depending upon the type of property involved. It follows that the appraiser's approach to value must differ accordingly.

The residential appraiser must rely heavily upon the market data approach to value . . . analyzing the selling prices of comparable properties and considering the very same factors of location, size, quality, design, age, condition, desirability, and usefulness, which were considered by the buyer.

The commercial appraiser will find that since commercial property is not bought and sold as frequently as is residential property, the sales market cannot be readily established. By relying heavily on the income approach to value, the net economic rent that the property is capable of yielding can be determined, and the amount of investment required to effect that net return at a rate commensurate with that normally expected by investors could also be determined. This can only be achieved through a comprehensive study of the income-producing capabilities of comparable properties and an analysis of present-day investment practices.

The industrial appraiser will not be able to rely on the market data approach because of the absence of comparable sales, each sale generally reflecting different circumstances and conditions. Also, it is not possible to rely upon the income approach . . . again because of the absence of comparable investments, and because of the inability to accurately determine the contribution of each unit of production to the overall income produced. Therefore, by relying heavily on the cost approach to value, a determination must be made of the upper limit or replacement cost new of each improvement and the subsequent loss of value resulting overall from physical, functional and economic factors.

The fact that there are different approaches to value, some of which are more applicable to one class of property than to another, does not, by any means, preclude equalization between classes. Remember that the objective in each approach is to arrive at a price which an informed and intelligent person, fully aware of the existence of competing properties and not being compelled to act, is justified in paying for any one particular property. Underlying, and fundamental to each of the approaches is the comparison process. Regardless of whether the principal criteria are actual selling prices, income-producing capabilities, or functional usefulness, like properties must be treated alike. The primary objective is equalization. The various approaches to value, although valid in themselves, must nevertheless be coordinated one to the other in such a way as to produce values that are not only valid and accurate, but are also equitable. The same “yardstick” of values must be applied to all properties, and must be applied by systematic and uniform procedures.

It is obvious that sales on all properties are not required to effectively apply the market data approach. The same is true regarding any other approach. What is needed is a

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comprehensive record of all the significant physical and economic characteristics of each property in order to compare the properties of “unknown” values with the properties of “known” values. All significant differences between properties must in some measure, either positively or negatively, be reflected in the final estimate of value.

Each property must be given individual treatment, but the treatment must be uniform and standardized, and essentially no different than that given to any other property. All the factors affecting value must be analyzed and evaluated for each and every property within the entire political unit. It is only by doing this that equalization between properties and between classes of properties can be ultimately effected.

All this, at best, is an oversimplification of the equalization process underlying the entire Mass Appraisal Program. The program itself consists of various operational phases, and its success depends primarily upon the systematic coordination of collecting and recording data, analyzing the data, and processing the data to an indication of value.

### **DATA INVENTORY**

Basic to the appraisal process is the collecting and recording of pertinent data. The data will consist of general supporting data, referring to the data required to develop the elements essential to the valuation process; neighborhood data, referring to information regarding pre-delineated neighborhood units; and specific property data, referring to the data compiled for each parcel of property to be processed into an indication of value by the cost, market and/or income approach.

The data must be comprehensive enough to allow for the adequate consideration of all factors that significantly affect property values. In keeping with the economics of a mass appraisal program, it is costly and impractical to collect, maintain, and process data of no or marginal contribution to the desired objectives. The axiom “too much data is better than insufficient data” does not apply. What does apply is the proper amount of data, no more or no less, which is necessary to provide the database necessary to generate the desired output.

*Cost data* must be sufficient enough to develop or select and validate the pricing schedules and cost tables required to compute the replacement cost new of improvements needed to apply the cost approach to value.

All data pertaining to the cost of total buildings in place should include the parcel identification number, property address, and date of completion, construction cost, name of builder, source of information, structural characteristics, and other information pertinent to analysis.

Cost information may be recorded on the same form (unassigned property record card) used to record specific property data.

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The principal sources for obtaining cost data are builders, suppliers, and developers, and it is generally advisable to collect cost data in conjunction with new construction pick-ups.

*Sales data* must be sufficient enough to provide a representative sampling of comparable sales needed to apply the market data approach, to derive unit land values and depreciation indicators needed to apply the cost approach, and to derive gross rent multipliers and elements of the capitalization rate needed to apply the income approach.

All sales data should include the parcel identification number, property qualification code, month and year of sale, selling price, source of information, i.e., buyer, seller, agent, or fee, and a reliable judgment as to whether or not the sale is representative of a true arm's length transaction.

Sales data should be recorded on the same form (assigned property record card) used to record specific property data, and verified during the property-listing phase.

The principal source for obtaining sales data is the County Register of Deeds Office, MLS, Sales Letters, Fee Appraisers and the real estate transfer returns. Other sources may include developers, realtors, lending institutions, and individual owners during the listing phase of the operation.

*Income and expense data* must be sufficient enough to derive capitalization rates and accurate estimates of net income needed to apply the income approach. Income and expense data should include both general data regarding existing financial attitudes and practices, and specific data regarding the actual incomes and expenses realized by specific properties.

The general data should include such information as equity return expectations, gross rentals, vacancy and operating cost expectations and trends, prevailing property management costs, and prevailing mortgage costs.

Specific data should include the parcel identification number, property address (or building ID), source of information, the amount of equity, the mortgage and lease terms, and an itemized account of the annual gross income, vacancy loss, and operating expenses for the most recent two-year period.

The general data should be documented in conjunction with the development of capitalization procedural guidelines. The specific data, since it is often considered confidential and not subject to public access, should be recorded on special forms, designed in such a way as to accommodate the property owner or

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agent thereof in submitting the required information. The forms should also have space reserved for the appraiser's analysis and calculations.

The principal sources for obtaining the general financial data are investors, lending institutions, fee appraisers and property managers. The primary sources for obtaining specific data are the individual property owners and/or tenants during the listing phase of the operation.

*Neighborhood data.* At the earliest feasible time during the data inventory phase of the operation, and after a thorough consideration of the living environment and economic characteristics of the overall county, or any political sub-division thereof, the appraisal staff should delineate the larger jurisdictions into smaller “neighborhood units,” each exhibiting a high degree of homogeneity in residential amenities, land use, economic trends, and housing characteristics such as structural quality, age, and condition. The neighborhood delineation should be outlined on an index (or comparable) map and each assigned an arbitrary Neighborhood Identification Code, which when combined with the parcel identification numbering system, will serve to uniquely identify it from other neighborhoods.

Neighborhood data must be comprehensive enough to permit the adequate consideration of value-influencing factors to determine the variations in selling prices and income yields attributable to benefits arising from the location of one specific property as compared to another. The data should include the taxing district, the school district, the neighborhood identification code, special reasons for delineation (other than obvious physical and economic boundaries), and various neighborhood characteristics such as the type (urban, suburban, etc.), the predominant class (residential, commercial, etc.), the trend (whether it is declining, improving, or relatively stable), its accessibility to the central business district, shopping centers, interstate highways and primary transportation terminals, its housing characteristics, the estimated range of selling prices for residentially-improved properties, and a rating of its relative durability.

All neighborhood data should be recorded on a specially designed form during the delineation phase.

Specific property data must be comprehensive enough to provide the data base needed to process each parcel of property to an indication of value, to generate the tax roll requirements, to generate other specified output, and to provide the assessing officials with a permanent record to facilitate maintenance functions and to administer taxpayer assistance and grievance proceedings.

The data should include the parcel identification number, ownership and mailing address, legal description, property address, property classification code, local zoning code, neighborhood identification code, site characteristics, and structural characteristics.

All the data should be recorded on a single, specially-designed property record card customized to meet individual assessing needs. Each card should be designed and

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formatted in such a way as to accommodate the listing of information and to facilitate data processing. In addition to the property data items noted above, space must be provided for a building sketch, land and building computations, summarization, and memoranda. In keeping with the economy and efficiency of a mass appraisal program, the card should be formatted to minimize writing by including a sufficient amount of site and structural descriptive data that can be checked and/or circled. The descriptive data should be comprehensive enough to be suitable for listing any type of land and improvement data regardless of class, with the possible exception of large industrial, institutional, and utility complexes that require lengthy descriptions. In these cases, it will generally be necessary to use a specially- designed supplemental property record document, keyed and indexed to the corresponding property record card. The property record card should be made a permanent part of the assessing system, and used not only in conjunction with the revaluation, but also to update the property records for subsequent assessments.

The specific property data should be compiled from existing assessing records and field inspections. The parcel identification number, ownership, mailing address, and legal description may be obtained from existing tax rolls. Property classification codes may also be obtained from existing tax rolls (whenever available) and verified in the field. Local zoning codes may be obtained from existing zoning maps. Neighborhood identification codes may be obtained from the neighborhood delineation maps. Lot sizes and acreage may be obtained from existing tax maps. The property address, and the site and structural characteristics may be obtained by making a physical inspection of each property.

In transferring lot sizes from the tax maps to the property record cards, the personnel performing the tasks must be specially trained in the use of standardized lot sizing techniques and depth tables, may be used, which are necessary to adjust irregular shaped lots and abnormal depths to account for variations from predetermined norms. In regard to acreage, the total acreage may be transferred, but the acreage breakdowns required to effect the valuation of agricultural, residential, forestry, commercial, and industrial properties must be obtained in the field from the property owner and verified by personal observation and aerial photographs, if available.

Field inspections must be conducted by qualified listers under the close supervision of the appraisal staff. During this phase of the operation, the lister must visit each property and attempt personal contact with the occupant. In the course of the inspection, the following procedures must be adhered to.

Identification of the property.

Recording the property address.

Interviewing the occupant of the building and recording all pertinent data.

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Measuring and inspecting the exterior of the building, as well as all other improvements on the property, and recording the story height, and the dimensions and/or size of each.

Recording a sketch of the principal building(s), consisting of a plan view showing the main portion of the structure along with any significant attached exterior features, such as porches, etc. All components must be identified and the exterior dimensions shown for each.

Selection of and recording the proper quality grade of the improvement.

Selection of and recording the proper adjustments for all field priced items.

Reviewing the property record card for completeness and accuracy.

After the field inspection is completed, the property record cards must be submitted to clerical personnel to review the cards for completeness, calculate the areas, and make any necessary mathematical extensions.

Complete and accurate data are essential to the program. Definite standardized data collection and recording procedures must be followed if these objectives are to be met.

### **PROCESSING THE DATA**

This phase of the operation involves the analysis of data compiled during the data inventory phase and the processing of that data to an indication of value through the use of the cost, market, and income approaches to value.

During the analytical phase, it will be necessary to analyze cost, market, and income data in order to provide a basis for validating the appropriate cost schedules and tables required to compute the replacement cost new of all buildings and structures; for establishing comparative unit land values for each class of property; for establishing the appropriate depreciation tables and guidelines for each class of property; and for developing gross rent multipliers, economic rent and operating expense norms, capitalization rate tables and other related standards and norms required to effect the mass appraisal of all the property within an entire political unit on an equitable basis.

After establishing the appropriate standards and norms, it remains to analyze the specific data compiled for each property by giving due consideration to the factors influencing the value of that particular property as compared to another, and then to process the data into an indication of value by employing the techniques described in the section of the manual dealing with the application of the traditional approaches to value.

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Any one, or all three of the approaches, if applied properly, should lead to an indication of market value; of primary concern is applying the approaches on an equitable basis. This will require the coordinated effort of a number of individual appraisers, each appraiser acting as a member of a team, with the team effort directed toward a valid, accurate and equitable appraisal of each property within the political unit. Each property must be physically reviewed, during which time the following procedures must be adhered to.

- verification of the characteristics recorded on the property record card.
- certification that the proper schedules and cost tables were used in computing the replacement cost of each building and structure.
- determination of the proper quality grade and design factor to be applied to each building to account for variations from the base specifications.
- making a judgment of the overall condition, desirability, and usefulness of each improvement in order to arrive at a sound allowance for depreciation.
- capitalization of net income capabilities into an indication of value in order to determine the loss of value attributable to functional and economic obsolescence.
- addition of the depreciated value of all improvements to the land value, and reviewing the total property value in relation to the value of comparable properties.

At the completion of the review phase, the property record cards must be, once again, submitted to clerical personnel for final mathematical calculations and extensions, and a final check for completeness and accuracy.

Once the final values have been established for each property, the entire program should be evaluated in terms of its primary objectives . . . do the values approximate a satisfactory level of market value, and what's more important, are the values equitable? Satisfactory answers to these questions can best be obtained through a statistical analysis of recent sales in an appraisal-to-sale ratio study, if sufficient sales are available.

To perform the study, it is necessary to take a representative sampling of recent valid sales and compute the appraisal-to-sale ratio for each of the sales. If the sample is representative, the computed median appraisal-to-sale ratio will give an indication of how close the appraisals within each district approximates the market value. This is providing, of course, that the sales included represent true market transactions. It is then necessary to determine the deviation of each individual appraisal-to-sale ratio from the median ratio, and to compute either the average or the standard deviation, which will give an indication of the degree of equity within each individual district. What remains then is to compare the statistical measures across property classes in order to determine those areas, if any, which need to be

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further investigated, revising the appraisal, if necessary, to attain a satisfactory level of value and equity throughout the entire jurisdiction.

The techniques and procedures set forth herein, if applied skillfully, should yield highly accurate and equitable property valuations, and should provide a sound property tax base. It should be noted, however, that no program, regardless of how skillfully administered, can ever be expected to be error-free. The appraisal must be fine-tuned and this can best be done by giving the taxpayer an opportunity to question the value placed upon his property and to produce evidence that the value is inaccurate or inequitable. During this time, the significant errors will be brought to light, and taking the proper corrective action will serve to further the objectives of the program. What's important in the final analysis is to use all these measures as well as any other resources available to affect the highest degree of accuracy and equity possible.

**ESTIMATING REPLACEMENT COST NEW**

The informed buyer is not justified in paying anything more for a property than what it would cost him to acquire an equally desirable substitute property. Likewise, the upper limit of value of most improvements is the cost of reproducing an equally desirable substitute improvement. It follows, then, that a uniform starting point for an Equalization Program is to determine the Replacement Cost New of each and every improvement.

**REPLACEMENT COST**

Replacement Cost is the current cost of producing an improvement of equal utility to the subject property; it may or may not be the cost of reproducing a replica property. The distinction being drawn is one between Replacement Cost, which refers to a substitute property of equal utility, as opposed to Reproduction Cost, which refers to a substitute replica property.

The Replacement Cost of an improvement includes the total cost of construction incurred by the builder, whether preliminary to, during the course of, or after completion of its construction. Among these are materials, labor, all sub-contracts, builder's overhead and profit, architectural and engineering fees, consultation fees, survey and permit fees, legal fees, taxes, insurance and the cost of interim financing.

**PRICING SCHEDULES**

Major pricing schedules and related cost tables are included in this manual to assist the appraiser in arriving at accurate estimation of Replacement Cost New. They have been developed by applying unit-in-place costs to the construction of specified hypothetical or model buildings. Application of the schedules involves the selection of the model which most nearly resembles the subject building and adjusting its price to compensate for all significant variations. Minor pricing schedule schedules and related cost table are not included in this manual, but are hereby included by means of reference.

Pricing schedules are included for various types of Residential, Agricultural, Commercial and Institutional structures.

Cost adjustments for the variations which are most frequently encountered in a particular type building are included. Adjustments for other variations may be made by using either the other Feature Cost Tables or other appropriate schedules

**SELECTING THE PROPER QUALITY GRADE**

The quality of materials and workmanship is the one most significant variable to be considered in estimating the replacement cost of a structure. Two buildings may be built from the same general plan, each offering exactly the same facilities and with the same specific features, but with widely different costs due entirely to the quality of materials and workmanship used in their construction. For instance, the cost of a dwelling constructed of high quality materials and with the best of workmanship throughout can be more than twice that of one built from the same floor plan, but with inferior materials and workmanship.

The schedules included in this manual have been developed to provide the appraiser with a range of grades comprehensive enough to distinguish all significant variations in the quality of materials and workmanship which may be encountered; the basic specifications for each grade as to the type of facility furnished remain relatively consistent throughout, and the primary criterion for establishing the grade being the overall quality of materials and workmanship.

The majority of buildings erected fall within a definite class of construction, involving the use of average quality of materials with average quality of workmanship. This type of construction being the most common, it can readily be distinguished by the layman as well as the professional appraiser. Consequently, better or inferior quality of construction can be comparatively observed. The quality grading system and pricing schedules in this manual are keyed to this obvious condition; the basic grade being representative of that cost of construction using average quality of materials with average quality workmanship. The principal Quality Grade classifications are as follows:

Grade X	Superior Quality
Grade A	Excellent Quality
Grade B	Good/Very Good Quality
Grade C	Average Quality
Grade D	Fair Quality

The five grades listed above will cover the entire range of construction qualities.

The general quality specifications for each grade are as follows:

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X Grade	Buildings generally having an outstanding architectural style and design, constructed with the finest quality materials and workmanship. Superior quality interior finish, built-in features, deluxe heating system, plumbing and lighting fixtures.
A Grade	Buildings usually constructed with higher quality materials and workmanship throughout. Higher quality interior finish and built-in features. Deluxe heating system and very good grade plumbing and lighting fixtures.
B Grade	Buildings constructed with good quality materials and above average workmanship throughout. Moderate architectural treatment. Good quality interior finish and built-in features. Good grade heating, plumbing and lighting fixtures.
C Grade	Buildings constructed with average quality materials and workmanship throughout, conforming to the base specifications used to develop the pricing schedule. Minimal architectural treatment. Average quality interior finish and built-in features. Standard grade heating, plumbing and lighting fixtures.
D Grade	Buildings constructed with economy quality materials and fair workmanship throughout. Void of architectural treatment. Cheaper quality interior finish and built-in features. Lower grade heating, plumbing and lighting fixtures.

In order to facilitate using this grading system, and again to promote and maintain uniformity in approach, the value relationship of grade to grade as just described has been incorporated into the development of the base specifications relating to each schedule used in the manual.

Note: The appraiser must exercise extreme caution not to confuse the concepts “quality” and “condition” when selecting the proper grade. This is especially applicable to older buildings, wherein a deteriorated condition can have a noticeable effect on their physical appearance. A building will always retain its initial grade of construction, regardless of its existing deteriorated condition. The Quality Grade ultimately selected must reflect that original built-in quality, and the selection of that grade cannot be influenced in any way by the physical condition of the building.

### APPLYING THE PROPER GRADE FACTOR

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Grading would be a relatively simple process if all buildings were built to conform to the quality grade specifications outlined above. The fact is, however, that this ideal condition does not exist. It is not unusual for any conventional building to be built incorporating construction qualities that fall between the established grade levels. The grading system in this manual has been designed in such a way as to provide the appraiser with a method for accounting for such variations by establishing intermediate grades.

If the Subject building is judged to be of a better or inferior quality than the actual grade levels, a grade factor of plus (+) or minus (-) should be applied, i.e., C+ would be better than a straight "C" Grade, B- poorer than a straight "B" Grade, etc.

There is rarely a clear-cut designation of a specific grade factor. The appraiser will generally select a range, such as C+ to B-, and then weigh the various quality factors exhibited in the construction in order to select the proper factor.

Following the above procedures results in the full range of Quality Grade Factors, examples of theses factors are listed below.

X (+)	220%	B (+)	135%	D (+)	85%
X	200%	B	126%	D	78%
X (-)	180%	B (-)	117%	D (-)	65%
A (+)	167%	C (+)	110%		
A	155%	C	100%		
A (-)	145%	C (-)	92%		

Note: the quality factor ultimately selected should represent a composite judgment of the overall Quality Grade. Generally, the quality of materials and workmanship is fairly consistent throughout the construction of a specific building; however, since this is not always the case, it is frequently necessary to weight the quality of each major component in order to arrive at the proper "overall" Quality Grade. Equal consideration must also be given to any "Additions" which are constructed of materials and workmanship inconsistent with the quality of the main building.

### **APPLYING THE PROPER COST AND DESIGN FACTOR**

Architectural fees, material quantities, labor efficiency, and other factors influencing total construction costs may vary considerable from one building to another, depending upon its particular design. Two dwellings, for instance, showing no

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marked difference in size and quality may still show a measurable difference in cost, attributable primarily to a difference in design.

In computing the replacement cost of any building, therefore, it is necessary to adjust the cost to account for any features varying significantly from the base specifications from which the pricing schedules were developed.

The pricing schedules included in this manual, unless otherwise specified, have been developed to reflect perimeter-to-area wall ratios of rectangular shaped buildings, uniform eave lines and roof slopes, overhangs, ceiling heights, and other architectural features most typical of conventional designs.

The adjustment for variations in design must be made by applying a Cost and Design Factor denoting a percentage adjustment of the sub-total replacement cost, i.e., apply a +5% to indicate a 5% increase in the replacement cost, apply a +10% to indicate a 10% increase, etc.

The Cost and Design Factors applicable to dwellings will normally range from 0 to 15%. However, the Cost and Design Factors applicable to special architectural designs may range considerably higher. The selection of the proper Cost and Design Factor is largely a product of the experience and sound judgment of the appraiser, who must have the ability to analyze various construction components and determine the influence of each upon the overall cost.

In lieu of Cost and Design Factors, the appraiser may choose to use the following Grade factors for residences of superior quality.

X3	230%	X4	240%	X5	250%
X6	260%	X7	270%	X8	280%
X9	290%				

### PRICING SCHEDULES AND COST TABLES

The Pricing Schedules and Cost Tables in this manual are provided to assist the appraiser in arriving at accurate and uniform valuations. Used properly, they should prove to be an invaluable tool. Quality valuations, however, are not the product of schedules and tables themselves, but rather of the appraiser's ability to use them effectively. In order to bring this about, a thorough understanding of the make-up and the capabilities and limitations of each schedule is essential. The appraiser must know the specifications, from which the base prices were derived, the composition of the prices, and the proper techniques and procedures for applying the prices. What's more important, the appraiser must be able to exercise good common sense and sound judgment in selecting and using them.

It should also be noted that the schedules and tables in the manual have been developed primarily for mass appraisal and tax equalization purposes. They have,

## **Schedule of Values**

## **Currituck County 2021 Section 3**

therefore, been designed to provide the appraiser with an uncomplicated, fast, and effective method of arriving at an accurate estimate of replacement costs. In order to maintain simplicity in the schedules, techniques, and procedures, it is often necessary to make certain compromises from a strictly technical and engineering point of view. Extensive effort has been made in developing the schedules to minimize these compromises and limit them to variables that have minimal influence on the final value of the building. The schedules have been designed to reflect actual building costs and practices.

**Schedule of Values****Currituck County 2021 Section 4****RESIDENTIAL BUILDINGS****QUALITY GRADE OR CLASS**

The quality grade of materials and workmanship is the one most significant variable to be considered in estimating the replacement cost of a structure. Two buildings may be built from the same general plan, each offering exactly the same facilities and with the same specific features, but with widely different cost due entirely to the quality of materials and workmanship used in their construction. For instance, the cost of a dwelling constructed of high quality materials and with the best of workmanship throughout can be more than twice that of one built from the same floor plan but with inferior materials and workmanship prevailing.

The following schedule has been developed to distinguish between variations in cost. This schedule represents the full range of conventional dwelling construction. The basic specifications for each grade, as to type of facilities furnished is relatively constant; that is, each has a specific type of heating system, two bathrooms, kitchen unit, and other typical living facilities, but with variable quality of materials and workmanship prevailing.

The basic grade represents cost of construction using average quality materials, with average workmanship. The majority of dwellings erected fall within one class above and one class below the base grade of C. The layman or professional appraiser can readily distinguish between these classes. The three classes of grade of quality for this group of dwelling have been established as follows:

Grade C+ Good	Quality 110%
Grade C Average	Quality 100%
Grade C- Fair	Quality 92%

In order to justify variation in cost, maintain uniformity and retain complete control throughout the cost range, we have established these base grades. The pricing spread of 15-20%  $\pm$  between each grade is based upon the use of better grade materials and higher quality workmanship from C Grade to B Grade. B Grade dwellings are found to have better individual features and interior finish, which reflects approximately 25% higher costs than C Grade. Likewise, the D Grade dwelling would be constructed of approximately 22% less quality than C Grade, due to the type of materials used and workmanship. Consequently, better quality of construction or construction of cheaper quality can be comparatively observed.

To cover the entire range of dwelling construction, three additional classes of dwellings above the three base grade dwellings must be considered along with one grade dwelling below the base three grades.

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## **Currituck County 2021 Section 4**

The three base grades above are:

“X”	Superior Quality	220%
“A”	Excellent Quality	155%
“B”	Good/VGood Quality	126%

The X, A and B Grade dwelling incorporates the best quality of materials and workmanship. Construction costs of X Grade dwellings usually run 220% and higher than the cost of C Grade dwellings. Large Beach Homes, mini-mansion, or country estate-type homes are usually in this class. The A Grade dwellings having outstanding architectural style and design are generally the custom built homes and are 55% better in overall construction than the C Grade dwellings. The B Grade dwellings have better workmanship & materials that the C Grade home are are 26% better in overall construction.

The dwelling of the cheapest quality construction built of lower-grade materials and is the E Grade quality.

These five (5) established base grades or classes of quality will cover the entire range of dwelling construction, from the cheapest to the finest in quality.

### **USE OF GRADE FACTORS**

The grading method is based on C Grade as standards of quality and design. A factor highest grade level to the lowest grade level is established by means of grade factor multipliers. Since not all dwellings are constructed to fall into one of the precise grade levels with no adjustments, it becomes necessary to further refine our grading system. It is not unusual for conventional houses to be built incorporation qualities that fall above or below these established grades. If the house that is being appraised does not fall exactly on a specific grade, but should be classified within that grade, the use of Grade Factor Symbols (+ or -) will accomplish this adjustment in the Grade X, A, B, C, and D Classes.

For a grading increase in the A Grade category, a plus factor can be used, which will result in each factor being higher than the last.

A Sample Would Be - A dwelling with outstanding architectural style and design, constructed with the finest quality materials and workmanship throughout. Superior quality interior, finish with extensive built-in features. Deluxe heating system and high-grade lighting and plumbing fixtures may be graded A+. The A+ Grade places this house in the Superior Quality range. The + part of the A+ Grade places this house one level above the A Grade category. Grade A+ has a multiplier of 167%. Thus, once you have priced this house to the base level of C, a multiplier of 167% would be applied to adjust the C Grade base level up to the A+ Grade level you desired.

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The same approach would apply should you have a house constructed with a very cheap grade of materials, usually culls and seconds, and very poor quality workmanship resulting from unskilled, inexperienced, do-it-yourself type labor. Minimal code, low-grade mechanical features and fixtures may be graded D. The D Grade places this house in the Cheap Quality range. Grade E has a multiplier of 78%. Thus once you have priced this house to the base level of "C", a multiplier of 78% would be applied to adjust the C Grade base level down to the D Grade level you desired.

**NOTE:** The quality factor ultimately selected is to represent a composite judgment of the overall Quality Grade. Generally, the quality of materials and workmanship is fairly consistent throughout the construction of a specific building; however, since this is not always the case, it is frequently necessary to weigh the quality of each major component in order to arrive at the proper overall Quality Grade. Equal consideration must also be given to any additions which are constructed of materials and workmanship inconsistent with the quality of the main building.

The appraiser must use extreme caution not to confuse Quality and Condition when establishing grades for older houses in which a deteriorated condition may have a noticeable effect on their appearance. Grades should be established on original built-in quality as new dwellings, and not be influenced by physical condition. Proper grading must reflect replacement cost of new buildings. Bear in mind a house will always retain its initial grade of construction, regardless of its present deteriorated condition.

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**Grade X+**

**Grade X+**



# Schedule of Values

## Currituck County 2021 Section 4



**Grade X**



**Grade X**

**Schedule of Values****Currituck County 2021 Section 4****Grade X-****Grade X-****Grade A+**

**Schedule of Values**

**Currituck County 2021 Section 4**

**Grade A+**



**Grade A**

**Schedule of Values**

**Currituck County 2021 Section 4**



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**Currituck County 2021 Section 4**



# Schedule of Values

## Currituck County 2021 Section 4



**Grade B+**



**Grade B**

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**Grade B**



**Grade  
B**

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**Grade  
B-**

**Grade  
B-**



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**Grade  
B-**



**Grade B-**

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**Grade  
C+**



**Grade  
C+**

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**Grade  
C+**

**Grade C**



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**Grade  
C**



**Grade  
C-**

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**Grade  
C-**



**Grade D+**

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**Grade  
D+**

**Grade  
D**



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**Grade  
D**



**Grade  
D-**

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### **MANUFACTURED HOUSING**

While many site-built homes are constructed according to a specific building code to ensure proper design and safety, all manufactured homes are constructed in accordance with the Federal Manufactured Home Construction and Safety Standards, in effect since June 15, 1976. This building code, administered by the United States Department of Housing and Urban Development (HUD) and known as the HUD Code, regulates manufactured home design and construction, strength and durability, fire resistance, and energy efficiency. In the early 1990s, this building code was revised to enhance energy efficiency and ventilation standards and to improve the wind resistance of manufactured homes in areas prone to winds of hurricane force. Every manufactured home has red and silver label certifying that it was built and inspected in compliance with the HUD Code. No manufactured home may be shipped from the factory unless it complies with the HUD Code and receives the certification label from an independent, third-party inspection agency.

### **MANUFACTURED HOME CLASSIFICATION STANDARDS**

Any manufactured home will be considered *real property* and will be valued in accordance with the schedule of values if the owner of the land and the owner of the home placed upon the land are the same, having the towing hitch and axle assembly removed and placed upon a permanent foundation.

If the owner of the manufactured home does not own the land it occupies, the home may be considered a *personal property* item.

Manufactured homes will be graded within the classifications shown above. Special depreciation or adjustment may be applied at the appraisers discretion to bring the value in line with the values of other comparable homes or to the appraiser's opinion of value.

# Schedule of Values

## Currituck County 2021 Section 4

### RESIDENTIAL COST SCHEDULES

The Cost Approach to value lends itself best to property valuation for tax purposes for two principle reasons.

- 1) Appraisals for Ad Valorem purposes require separate land value estimates.
- 2) The Cost Approach can be applied to all classes of property.

The use of one approach to the exclusion of others is contrary to the appraisal process. The approach outlined in this manual includes cost schedules which have been developed and are supported through analysis and incorporation of economic factors indicated by all three approaches to value; Cost, Income and Market.

The following cost schedules are based on a model residence (Grade C) constructed using typical components, average quality workmanship and materials, consisting of one twelve hundred (1200) square feet, one full bath, vinyl siding, central heating system and crawl space.

Major adjustments from base specifications are included in the following schedules. Additional factors

Base Cost	104.15/sq ft
Size Adjustment	Area x .000584 +.2992
<u>Exterior Wall</u>	
Wood/Vinyl/Stucco/Block	Base
Brick	+6%
Masonry Frame	+3%
Stone	+9%
<u>Plumbing</u>	
	+1500/additional fixtures
<u>HVAC</u>	
Central heat – No AC	Base
No central heat	-2250
None	-4050
Centra; heat with AC	+4500
<u>Foundation</u>	
Crawl/Piers	Base
Slab	-1500
Pilings	+2250
<u>Elevators</u>	
	14400

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<u>Basement</u>	
Unfinished	\$12.25/ft
Finished	\$34.95/ft
<u>Fireplaces</u>	
WBFP w/1 Opening	5200
Prefab	3200
Additional Openings	900

Some factors and adjustment are also influenced by size, grade, and other factors.

**Schedule of Values****Currituck County 2021 Section 4****Depreciation Table (typical) - %Good**

Age	Excellent	Very Good	Good	Average	Fair	Poor	Very Poor
1	100	100	100	100	95	84	74
2	100	100	100	100	95	84	73
3	100	100	100	100	94	83	72
4	100	100	100	99	94	83	71
5	100	100	100	99	93	82	70
6	100	100	100	98	93	82	69
7	100	100	100	98	92	81	68
8	100	100	100	97	91	81	67
9	100	100	100	97	91	80	66
10	100	100	99	96	90	80	65
11	100	100	99	96	89	79	64
12	100	100	99	95	89	79	63
13	100	100	98	95	88	78	62
14	100	100	98	94	87	77	61
15	100	100	98	94	87	77	60
16	100	100	97	93	86	76	59
17	100	100	97	93	95	75	58
18	100	100	97	92	85	74	57
19	100	100	96	92	84	74	57
20	100	100	96	91	83	73	56
21	100	100	96	91	83	72	55
22	100	99	95	90	82	72	55
23	100	99	95	90	82	71	54
24	100	99	95	89	81	70	53
25	100	99	94	89	80	70	53
26	100	98	94	88	80	69	52
27	100	98	93	88	79	68	51
28	100	98	93	87	78	68	51
29	100	97	92	87	78	67	50
30	100	97	92	86	77	66	49
31	100	97	91	86	77	66	49
32	100	96	91	85	76	65	48
33	100	96	90	86	76	64	48

**Schedule of Values****Currituck County 2021 Section 4****Depreciation Table (Continued)**

Age	Excellent	Very Good	Good	Avg	Fair	Poor	Very Poor
34	100	96	90	84	75	64	64
35	100	95	89	84	75	63	63
36	100	95	89	83	74	62	62
37	100	95	88	83	74	62	62
38	100	94	88	82	73	61	61
39	100	94	87	81	73	60	60
40	100	94	87	81	72	60	60
41	99	93	86	80	72	59	59
42	99	93	86	80	71	58	58
43	99	93	85	79	71	58	58
44	99	92	85	79	70	57	57
45	98	92	84	78	70	56	56
46	98	91	84	78	69	56	56
47	98	91	83	77	69	55	55
48	97	90	83	77	68	54	54
49	97	90	82	76	68	54	54
50	96	89	82	76	67	53	53
51	96	89	81	75	67	53	53
52	95	88	81	75	66	52	52
53	95	88	80	74	66	52	52
54	94	87	80	74	65	51	51
55	94	87	79	73	65	51	51
56	93	86	79	73	64	50	50
57	93	86	78	72	64	50	50
58	92	85	78	72	63	49	49
59	92	85	77	71	63	49	49
60	91	84	77	71	62	48	48
61+	90	83	76	70	61	47	47

All factors, rates, formulas, and depreciation in this section is subject to modification if warranted to arrive at fair market value.

**COMMERCIAL BUILDING SCHEDULES**

Commercial and Industrial pricing schedules are provided for a variety of buildings based on the use of the property. The General Commercial Schedule is to be used as a guide for computing the replacement cost of mercantile type buildings, offices, retail, service and similar type structures.

The general application of all the schedules is essentially the same. . . selecting the base price (per square foot) which is most representative of the subject building and adjusting the base price to account for any significant variation. The following rates and schedules are subject to change if it is found during the reassessment process that a rate must be tweaked in order achieve market value.

**SCHEDULE FORMAT - BASE PRICES**

The schedules designate base prices by use type for a series of perimeter-area ratios and wall types. "C" Grade base prices are provided for various finish types at different floor levels with specified floor-to-floor heights, for fire resistant construction with brick ( or equal), frame ( or equal), and metal superstructure walls and reinforced concrete basement walls.

Pricing adjustments for variations in both wall height and construction type, i.e., wood joist or reinforced concrete, together with prices for the various exterior walls are included. This makes it possible to select the proper base price which is representative of the actual, floor-to-floor heights of the subject buildings for either wood joist, fire resistant, fire proof, or light steel construction.

The base prices are determined by selecting the appropriate square foot price for fire resistant steel frame construction by exterior wall type and use, adjusting it for variations in wall height, and making the proper deduction or addition for wood joist or fire proof construction, if necessary.

The base prices for each floor level use type include the exterior walls with normal openings, interior finish, mechanical features, and other features for that particular floor. In addition to these, each respective floor level includes the following features:

First Floor - site preparation and normal foundation construction for a building at grade level, normal parapets and coping, ground floor slab including base and cement finish, normal roof construction consisting of insulation, decking, framing, and utility service.

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## **Currituck County 2021 Section 5**

Basement - excavation and backfill and structural floor (for first floor) construction consisting of sub floor and framing.

Note: The cost of the basement exterior wall construction and spread footings exclude an allowance for the normal foundation construction included with the first floor.

Upper Floors - structural floor construction consisting of sub-floor and framing for each respective floor.

Normal partitions, plumbing, and lighting are included for each floor level based on use type. Adjustments may be made by for the various base price components if the component is greater or less than what is considered normal for the use type.

Example: For general retail, normal is considered a cross partition (separating the sales area from the stock area) and partitions for two toilet rooms. If the store would be divided into several sales areas, an addition for excessive partitions would be applicable.

Stairways (with enclosures in the finished use types) are included in the basement and upper floor prices.

### **BASE PRICE COMPONENTS**

This table is provided to identify the cost associated with the various components included in the base price components for variations in the construction features of the floor level. The adjustments are listed for variations most frequently encountered in the particular type buildings included with the schedule. Adjustments for other variations should be made by using the following tables, or other appropriate schedules.

Note: In making adjustments for variations, it is important to consider only those items which are significant to value. The replacement cost of a building represents the cost of replacing it with a building of equal utility.

### **QUALITY GRADE SPECIFICATIONS**

The base prices are for normal "C" Grade buildings erected with average quality materials and workmanship. A Table of Quality Factors is provided to adjust the "C" Grade prices in order to account for variations in construction quality.

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A Grade	VERY GOOD: Architecturally attractive buildings constructed with higher quality materials and workmanship. Higher quality interior finish, built-in features, heating system, and very good grade plumbing and lighting fixtures.
B Grade	GOOD: Buildings constructed with good quality materials and above average workmanship, moderate architectural treatment. Good quality interior finish, built-in features, heating, plumbing, and lighting fixtures.
C Grade	AVERAGE: Buildings constructed with average quality materials and workmanship conforming with the base specifications used to develop the pricing schedule. Minimal architectural treatment. Average quality interior finish and built-in features. Standard quality heating system, plumbing, and lighting fixtures.
D Grade	BELOW AVERAGE: Buildings constructed with economy quality materials and fair workmanship. Void of architectural treatment. Cheap quality interior finish and built-in features. Low grade heating, plumbing, and lighting fixtures.
+/-	The appraiser may elect to use apply a positive (+) or minus (-) factor to the above grades when in his/her opinion an adjustment is warranted. (Examples: A-, B+, C-, etc.)

Note: The quality factor selected is to represent a composite judgment of the overall grade. Generally, the quality of materials and workmanship is consistent throughout the construction of a specific building. However, since this is not always the case, it is necessary to weigh the quality of each major component in order to arrive at the proper "overall" quality grade. Particular consideration must be given to "special features" such as elevators and banking features, since variations for quality are already considered in the respective pricing tables. Equal consideration must also be given to those "additions" which are constructed of materials and workmanship inconsistent with the quality of the main building.

**COMMERCIAL GRADE FACTORS:**

A+ = 2.00	B+ = 1.42	C+ = 1.15	D+ = .85
A = 1.62	B = 1.35	C = 1.00	D = .75
A- = 1.50	B- = 1.25	C- = 0.92	D- = .65

**Schedule of Values****Currituck County 2021 Section 5****COMMERCIAL STRUCTURE CODE ASSIGNMENTS**

Structure Code	Description	Basic Structure Code	Frame	Fire Res	Use Group
101	RESIDENTIAL 1 FAMILY	10	COM40	COM40	00
102	RESIDENTIAL 2 FAMILY	10	COM40	COM40	00
103	RESIDENTIAL 3 FAMILY	10	COM40	COM40	00
104	RESIDENTIAL 4 FAMILY MIXED	10	COM40	COM40	00
105	RESIDENTIAL/COMMERCIAL	10	COM40	COM40	00
106	CONDO COMMON ELEMENT	10	COM40	COM40	00
107	CONDO FEE SIMPLE	10	COM40	COM40	00
201	RES STRCT ON APT VAL	10	COM40	COM40	17
211	APARTMENTS - GARDEN	02	COM40	COM50	01
212	APARTMENTS HIGH RISE	01	COM50	COM50	01
301	RES ON COMM LAND	10	COM40	COM40	17
314	HOTEL/MOTEL HI RISE	01	COM50	COM50	02
315	HOTEL/MOTEL LO RISE	02	COM30	COM40	02
316	NURSING HOME	02	COM40	COM50	00
318	BRDING-ROOMING HOUSE	10	COM40	COM50	17
319	MIXED RES/COMM	03	COM40	COM50	03
321	RESTAURANT	03	COM30	COM40	16
323	FOOD STAND	03	COM20	COM20	20
325	FRANCHISE FOOD	09	COM20	COM20	20
327	BAR/LOUNGE	03	COM30	COM40	24
328	NIGHT/CLUB/DNR THEATER	03	COM30	COM40	16
331	AUTO DEALER/F-SERVICE	05	COM30	COM40	04
332	AUTO SERVICE GARAGE	04	COM30	COM40	14
333	SERVICE STATION - FULL	03	COM20	COM20	00
334	SERVICE STATION FULL SERVE	03	COM20	COM20	00
335	TRUCK STOP	04	COM30	COM40	16
336	CAR WASH - MANUAL	07	COM20	COM20	00
337	CAR WASH - AUTOMAITC	04	COM20	COM30	00
338	PARKING GARAGE/DECK	04	COM40	COM40	13
339	KWIK LUBE	03	COM20	COM40	14
340	SUPER REG SHOPMALL	03	COM40	COM50	05
341	REGIONAL SHPMALL/CNT	03	COM40	COM50	05
342	COMM SHOPPING CENTER	03	COM30	COM40	03
343	NBHD SHOPPING CENTER	03	COM30	COM40	03
344	STRIP SHOPPING CNTR	03	COM30	COM40	03
345	DISCOUNT DEPT STORE	03	COM30	COM40	19
346	DEPARTMENT STORES	03	COM40	COM50	09
347	SUPERMARKET	03	COM30	COM40	19
348	CONVENIENCE FOOD MKT	03	COM30	COM40	22
349	MEDICAL OFFICE BLDG	05	COM40	COM50	10

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351	BANK	05	COM40	COM60	15
352	SAVINGS INSTITUTION	05	COM40	COM50	15
353	OFFICE BLDG L/R 1-4S	05	COM40	COM50	04
354	OFFICE BLDG H-R 5ST	08	COM60	COM60	04
355	OFFICE CONDOMINIUM	05	COM40	COM50	04
356	RETAIL CONDOMINIUM	05	COM40	COM50	03
361	FUNERAL HOME	10	COM40	COM50	00
362	VETERINARY CLINIC	03	COM30	COM40	24
363	LEGITIMATE THEATER	06	COM60	COM60	24
364	MOTION PICTURE THEATER	06	COM40	COM50	24
365	CINEMA/THEATER	06	COM40	COM40	24
366	RADIO/TV/MIN PIC STUDIO	05	COM40	COM50	24
367	SOCIAL/FRATERNAL HALL	03	COM30	COM40	24
368	HANGAR	04	COM30	COM40	07
369	DAY CARE CENTER	03	COM30	COM40	23
370	GREENHOUSE/FLORIST	04	COM30	COM40	03
371	DOWNTOWN ROW TYPE	03	COM40	COM50	03
373	RETAIL SINGLE OCCUP	03	COM30	COM40	03
374	RETAIL MULTI OCCUP	03	COM30	COM40	03
375	RETAIL DRIVE-UP	03	COM30	COM40	03
381	BOWLING ALLEY	04	COM30	COM40	24
382	SKATING RINK	04	COM30	COM40	00
383	HEALTH SPA	05	COM30	COM40	00
384	SWIMMING-INDOOR POOL	04	COM20	COM30	00
385	TENNIS CLUB - INDOOR	04	COM30	COM40	00
386	RACQUET CLUB INDOOR	03	COM30	COM40	00
387	COUNTRY CLUB	05	COM40	COM50	04
388	CLUB HOUSE	03	COM30	COM40	03
389	COUNTRY CLUB/W CRSE	05	COM40	COM50	04
391	COLD STORAGE	04	COM30	COM40	12
392	LUMBER STORAGE	07	COM20	COM30	07
395	TRUCK TERMINAL	04	COM30	COM40	07
396	MINI WAREHOUSE	04	COM30	COM40	08
397	OFFICE/WAREHOUSE	04	COM40	COM50	07
398	WAREHOUSE	04	COM30	COM40	07
399	PREFAB WAREHOUSE	07	COM30	COM30	07
401	MFG/PROCESSING	04	COM40	COM50	12
405	RESEARCH & DEVELOPMENT	05	COM40	COM50	04
610	RECREATIONAL/HEALTH	05	COM30	COM40	00
611	LIBRARY	05	COM50	COM60	00
612	SCHOOL	05	COM50	COM60	00
613	COLLEGES & UNIVERSITY	05	COM50	COM60	00
620	RELIGIOUS	05	COM50	COM60	00
630	AUDITORIUM	06	COM50	COM60	00
640	HOSPITALS	05	COM50	COM60	00

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660	POLICE/FIRE STATIONS	05	COM50	COM60	00
670	CORRECTIONAL	05	COM50	COM60	00
680	CULTURAL FACILITIES	05	COM50	COM60	00
690	RAIL/BUS/AIR TERMINAL	05	COM50	COM50	00
710	TELEPHONE EQUIPMENT BLDG	04	COM50	COM60	00
715	TELE SRV GAR FACILITY	04	COM30	COM40	00
720	RADIO/TV TRANSMITTER BLD	04	COM30	COM40	00

**COMMERCIAL BASE SF RATES**

Code	Level	Const Type	Rate		Code	Level	Const Type	Rate
01	Basement	1	12.25	05	First Floor	2	17.05	
01	First Floor	1	9.7	05	Upper Floor	2	15.5	
01	Upper Floor	1	8.8	05	Basement	3	14.1	
01	Basement	2	13.1	05	First Floor	3	21.65	
01	First Floor	2	13.1	05	Upper Floor	3	19.7	
01	Upper Floor	2	11.9	05	Basement	4	11.35	
01	Basement	3	13.1	05	First Floor	4	11.75	
01	First Floor	3	17.75	05	Upper Floor	4	10.7	
01	Upper Floor	3	16.15	06	Basement	1	12.2	
02	Basement	1	8.1	06	First Floor	1	12	
02	First Floor	1	8.75	06	Upper Floor	1	10.9	
02	Upper Floor	1	8	06	Basement	2	14.45	
02	Basement	2	9.85	06	First Floor	2	18.25	
02	First Floor	2	11.1	06	Upper Floor	2	16.55	
02	Upper Floor	2	10.1	06	Basement	3	14.45	
02	Basement	3	9.85	06	First Floor	3	23.8	
02	First Floor	3	16.3	06	Upper Floor	3	21.65	
02	Upper Floor	3	14.8	06	Basement	4	11.7	
03	Basement	1	12.5	06	First Floor	4	11.9	
03	First Floor	1	10	06	Upper Floor	4	10.8	
03	Upper Floor	1	9.1	07	Basement	1	9.9	
03	Basement	2	13.75	07	First Floor	1	9	
03	First Floor	2	14.4	07	Upper Floor	1	8.15	
03	Upper Floor	2	13.1	07	Basement	2	10.6	
03	Basement	3	13.75	07	First Floor	2	9.9	
03	First Floor	3	18.3	07	Upper Floor	2	9	
03	Upper Floor	3	16.6	07	Basement	3	10.6	
03	Basement	4	12.35	07	First Floor	3	13.1	
03	First Floor	4	10.6	07	Upper Floor	3	11.9	
03	Upper Floor	4	9.65	07	Basement	4	8.6	
04	Basement	1	10.2	07	First Floor	4	8	
04	First Floor	1	9.3	07	Upper Floor	4	7.3	

## Schedule of Values      Currituck County 2021      Section 5

04	Upper Floor	1	8.4	08	Basement	1	14.15
04	Basement	2	10.9	08	First Floor	1	13
04	First Floor	2	10.2	08	Upper Floor	1	11.8
04	Upper Floor	2	9.3	08	Basement	2	15.4
04	Basement	3	10.9	08	First Floor	2	19.2
04	First Floor	3	13.5	08	Upper Floor	2	17.45
04	Upper Floor	3	12.2	08	Basement	3	15.4
04	Basement	4	8.9	08	First Floor	3	24.6
04	First Floor	4	8.3	08	Upper Floor	3	22.4
04	Upper Floor	4	7.5	10	Basement	1	3.95
05	Basement	1	10.2	10	First Floor	1	8.75
05	First Floor	1	12.3	10	Upper Floor	1	8
05	Upper Floor	1	11.15	10	Basement	2	4.6
05	Basement	2	14.1	10	First Floor	2	10.15
				10	Upper Floor	2	9.25

### COMMERCIAL EXTERIOR WALL RATES

Wall Code	Struct code	Description	Rate
01	01	BRICK VENEER	13.55
01	02	BRICK VENEER	11.5
01	03	BRICK VENEER	13.85
01	04	BRICK VENEER	13.2
01	05	BRICK VENEER	15.4
01	06	BRICK VENEER	15.2
01	07	BRICK VENEER	11.5
01	08	BRICK VENEER	15.4
01	10	BRICK VENEER	11.5
02	01	FRAME	9.1
02	02	FRAME	8.45
02	03	FRAME	9.85
02	04	FRAME	9.1
02	05	FRAME	10.15
02	06	FRAME	9.95
02	07	FRAME	7.7
02	08	FRAME	10.15
02	10	FRAME	8.45
03	01	CONCRETE BLOCK	11.8
03	02	CONCRETE BLOCK	10.55
03	03	CONCRETE BLOCK	11.6
03	04	CONCRETE BLOCK	10.8
03	05	CONCRETE BLOCK	13
03	06	CONCRETE BLOCK	12.4
03	07	CONCRETE BLOCK	8.45

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03	08	CONCRETE BLOCK	13
03	10	CONCRETE BLOCK	10.55
04	01	BRICK & CONCRETE BLOCK	12.6
04	02	BRICK & CONCRETE BLOCK	11.1
04	03	BRICK & CONCRETE BLOCK	12.8
04	04	BRICK & CONCRETE BLOCK	12.05
04	05	BRICK & CONCRETE BLOCK	14.15
04	06	BRICK & CONCRETE BLOCK	13.75
04	07	BRICK & CONCRETE BLOCK	9.8
04	08	BRICK & CONCRETE BLOCK	14.5
04	10	BRICK & CONCRETE BLOCK	11.1
05	01	TILE	16.9
05	02	TILE	16.6
05	03	TILE	17
05	04	TILE	16.1
05	05	TILE	16.6
05	06	TILE	16.75
05	08	TILE	16.6
05	10	TILE	16.6
06	01	MASONRY & FRAME	11.3
06	02	MASONRY & FRAME	10
06	03	MASONRY & FRAME	11.9
06	04	MASONRY & FRAME	11.15
06	05	MASONRY & FRAME	12.8
06	06	MASONRY & FRAME	12.55
06	07	MASONRY & FRAME	9.35
06	08	MASONRY & FRAME	12.8
06	10	MASONRY & FRAME	10
07	03	METAL, LIGHT	2.95
07	04	METAL, LIGHT	2.95
07	05	METAL, LIGHT	2.95
07	06	METAL, LIGHT	2.95
07	07	METAL, LIGHT	2.5
07	08	METAL, LIGHT	2.95
08	03	METAL, SANDWICH	14.6
08	04	METAL, SANDWICH	13.8
08	05	METAL, SANDWICH	13.8
08	06	METAL, SANDWICH	13.8
08	07	METAL, SANDWICH	13.8
08	08	METAL, SANDWICH	13.8
09	01	CONCRETE LOAD BEARING	12.8
09	02	CONCRETE LOAD BEARING	11.9
09	03	CONCRETE LOAD BEARING	13.6
09	04	CONCRETE LOAD BEARING	13.15
09	05	CONCRETE LOAD BEARING	14.65

# **Schedule of Values**

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09	06	CONCRETE LOAD BEARING	14.3
09	07	CONCRETE LOAD BEARING	10.3
09	08	CONCRETE LOAD BEARING	14.65
09	10	CONCRETE LOAD BEARING	11.9
10	01	CONCRETE NON-LOAD BEARING	12.2
10	03	CONCRETE NON-LOAD BEARING	12.4
10	04	CONCRETE NON-LOAD BEARING	12.1
10	05	CONCRETE NON-LOAD BEARING	13.5
10	06	CONCRETE NON-LOAD BEARING	12.3
10	07	CONCRETE NON-LOAD BEARING	9.65
10	08	CONCRETE NON-LOAD BEARING	13.5
11	01	GLASS	19.75
11	02	GLASS	18.6
11	03	GLASS	20
11	04	GLASS	18.25
11	05	GLASS	20.95
11	06	GLASS	20.5
11	07	GLASS	15.95
11	08	GLASS	20.95
11	10	GLASS	18.6
12	01	GLASS & MASONRY	18.1
12	02	GLASS & MASONRY	16.9
12	03	GLASS & MASONRY	18
12	04	GLASS & MASONRY	16.55
12	05	GLASS & MASONRY	20.2
12	06	GLASS & MASONRY	21.42
12	07	GLASS & MASONRY	0
12	08	GLASS & MASONRY	20.2
12	10	GLASS & MASONRY	16.9
13	04	ENCLOSURE	2.65
13	07	ENCLOSURE	2.75
14	03	CONCRETE TILT-UP	10.75
14	04	CONCRETE TILT-UP	9.7
14	05	CONCRETE TILT-UP	11.15
14	06	CONCRETE TILT-UP	11.1
14	07	CONCRETE TILT-UP	7.4
14	08	CONCRETE TILT-UP	11.15
15	01	SOLAR GLASS	26.95
15	02	SOLAR GLASS	29.7
15	03	SOLAR GLASS	31.75
15	04	SOLAR GLASS	29.35
15	05	SOLAR GLASS	34.85
15	06	SOLAR GLASS	34.25
15	08	SOLAR GLASS	34.85
15	10	SOLAR GLASS	29.7

Attachment: 2021 Schedule of Values (Admin Rept-Tax Submission of 2021 Reappraisal Schedule of Values)

**Schedule of Values****Currituck County 2021 Section 5**

16	01	ASBESTOS, COR. RIG.	8.15
16	02	ASBESTOS, COR. RIG.	7.7
16	03	ASBESTOS, COR. RIG.	9
16	04	ASBESTOS, COR. RIG.	8.6
16	05	ASBESTOS, COR. RIG.	9.4
16	06	ASBESTOS, COR. RIG.	9.2
16	07	ASBESTOS, COR. RIG.	6.2
16	08	ASBESTOS, COR. RIG.	9.4
16	10	ASBESTOS, COR. RIG.	7.7
17	01	MASONRY & MTL	12.2
17	02	MASONRY & MTL	10.75
17	03	MASONRY & MTL	12.5
17	04	MASONRY & MTL	12.1
17	05	MASONRY & MTL	13.5
17	06	MASONRY & MTL	11.75
17	07	MASONRY & MTL	0
17	08	MASONRY & MTL	13.5
17	10	MASONRY & MTL	10.75
18	01	NATIVE STONE	11.3
18	02	NATIVE STONE	10
18	03	NATIVE STONE	11.9
18	04	NATIVE STONE	11.5
18	05	NATIVE STONE	12.8
18	06	NATIVE STONE	12.55
18	07	NATIVE STONE	9.35
18	08	NATIVE STONE	12.8
18	10	NATIVE STONE	9.95

**Schedule of Values****Currituck County 2021 Section 5****COMMERCIAL INTERIOR FINISH RATES**

USE		BASE		USE		BASE	
		SF	INT			SF	
TYPE	DESCRIPTION	RATE	FIN	TYPE	DESCRIPTION	RATE	INT FIN
11	APARTMENT	42	-4.75	54	NURSING HOMES	45.5	-9.25
12	HOTEL	33.8	-4.3	55	SCHOOL	41.15	-9.25
21	MOTEL	30.5	-4	56	HOSPITAL	122.4	-15.7
23	DORMITORY	35.05	-4.3	57	LIBRARY	44.4	-9.25
25	DWG CONV-OFFICE	54	-4.75	58	FUNERAL HOME	32.75	-4.85
26	DWG CONV-SALES	54	-4.75	61	AUDITORIUM/THEATER	34.4	-4.55
27	DWG	54	-4.75	62	CINEMA	33.2	-4.55
31	RESTAURANT	33.6	-6	63	RELIGIOUS INST	33.9	-4.55
32	DEPARTMENT STORE	24.9	-5.35	64	SOCIAL/FRATERNAL HALL	31.6	-4.55
		18.6	-5.35		SERVICE STATION		
33	DISCOUNT STORE/MKT			70	W/BAYS	19.10	-0.9
		18.9	-5.35		SERVICE STN-CONV		
34	RETAIL STORE			71	RETAIL	20.15	-0.9
35	TAVERN/BAR	31.2	-5.35	72	SERVICE STN-CONV STG	19.1	-0.9
		31.2	-5.35		SERVICE STATION W/O		
36	BAR LOUNGE			73	BAY	28.85	-0.9
37	CAFETERIA	34	-4.4	74	CAR WASH MANUAL	7.85	-2
38	CONVENIENCE STORE	26.4	-5.35	75	CAR WASH AUTOMATIC	7.85	-2
39	MALL SHOPS	20.82	-5.75	76	KWIK LUBE	19.1	-0.9
41	MINI-WAREHOUSE	7.2	-0.9	81	MULTI-USE APARTMENTS	23.65	-3.7
42	HANGAR	7.55	-0.9	82	MULTI-USE OFFICE	32.76	-4.85
43	MANUFACTURING	7.92	-0.9	83	MULTI USE SALES	15.55	-2.45
44	LIGHT MANUFACTURING	6.5	-0.9	84	MULTI USE STORAGE	7.85	-2
45	WAREHOUSE	6.5	-0.9	85	ENCLOSURE	18	-4.8
46	AUTO SHOWRM/OFFICE	21.2	-4.85	86	SUPPORT AREA	7.85	-2
47	AUTO PARTS/SERVICE	7.9	-0.9	88	MULTI USE RR/LOCKER	7.85	-2
48	TENNIS CLUB	17.15	-9	90	PARKING GARAGE	2.4	0
49	RACQUET BALL COURT	32.8	-2	91	UNFIN RES BSMT	5.8	-2
50	SKATE RINK ICE/ROLL	15.55	-2.45	95	COVERED MALL	17.5	-5.35
51	BANK/SAVINGS INST	47.82	-9.45	100	FOOD FRANCHISE	82.2	0
		51.2	-9.25		PARKING GAR UPPER		
52	MEDICAL CENTER			990	LEVEL	0.01	0
53	OFFICES	40.8	-9.25				

Attachment: 2021 Schedule of Values (Admin Rept-Tax Submission of 2021 Reappraisal Schedule of Values)

**Schedule of Values****Currituck County 2021 Section 5****COMMERCIAL PARTITION ADJ**

USE			BELOW		ABOVE
TYPE	NAME	NONE	NORM	NORM	NORM
11	APT	-9.1	-0.95		1.02
12	HOTEL	-13.7	-1.55		1.9
21	MOTEL	-12.65	-1.55		1.9
23	DORM	-13.85	-1.55		1.85
25	DWG CNV-OFFC	-8.8	-1.5		1.9
26	DWG CONV-SAL	-8.8	-1.5		1.9
27	DWG	-8.8	-1.5		1.9
31	RESTAURANT	-11.75	-4.1		8.2
32	DEPT STORE	-5.15	-1.15		1.5
33	DISCNT STORE	-1.8	-0.2		0.3
34	RETAIL STORE	-2.35	-0.78		0.95
35	TAVERN/BAR	-7.7	-2.6		3
36	BAR LOUNGE	-7.7	-2.6		4.2
37	CAFETERIA	-4	-1.4		2.15
38	CONVNCE STOR	-2.35	-0.8		0.95
39	MALL SHOPS	-2.35	-0.8		0.95
41	MINI WRHSE	-0.85	-0.65		0.85
42	HANGAR	-0.65	-0.2		0.3
43	MFTG	-01.1	-0.4		0.85
44	LT MFGT	-1.1	-0.4		0.85
45	WRHSE	-0.85	-0.65		0.85
46	AUTO SHWRM	-3.6	-0.95		1.4
47	AUTO PRTS/SR	-1.1	-0.4		0.65
48	TENNIS CLUB	-3.6	-0.4		0.65
49	RQT BALL COR	-18	-1.8		5.2
50	SKT RNK	-2.3	-0.8		0.95
51	BNK/SAV INST	-19.75	-3.05		3.55
52	MED CENTER	-21.1	-3.1		3.6
53	OFFICES	-15.4	-3.35		4.4
54	NRSNG HOMES	-16.1	-2.6		3.1
55	SCHOOL	-15.4	-0.65		2.6
56	HSPTL	-35.5	-3.2		3.55
57	LIBRARY	-1.4	-2		2.35
58	FNRL HOME	-12.8	-3.1		4
61	AUDTRM/THETR	-12.55	-2.35		3.5
62	CINEMA	-12.6	-2.95		3.7
63	RLIGUS INST	-13.2	-3.1		4
64	SCL/FRAT HAL	-11.4	-2.15		2.5
70	SRVC STN BAY	-7.85	-0.95		01.1
71	SRVC STN-CV	-7.85	-0.95		1.1
72	SRVC ST-CV	-7.85	-0.95		1.1

**Schedule of Values****Currituck County 2021 Section 5**

73	SRVC STN	-7.85	-0.95	0	1.1
74	CAR WSH MANL	-0.9	-0.3		0.4
75	CAR WSH AUTO	-0.95	-0.3	0	0.4
76	KWIK LUBE	-7.85	-0.95	0	1.1
81	MULT-USE APT	-9.45	-0.95		1.1
82	MULT-USE OFC	-12.8	-3.2		4
83	MULTI SALES	-2.3	-0.8		0.95
84	MLTI STORAGE	-0.95	-0.3		0.4
85	ENCLOSURE	-8.8	-1.5		1.9
86	SPRT AREA	-0.95	-0.3		0.4
88	MULT-USE RR	-0.5	-0.		0.4
90	PRKNG GRGE	-0.85	-0.65		0.85
91	UNFIN BSMT	-0.95	-0.3		0.5
95	COVERED MALL	-0.95	-0.3		0.4

**COMMERCIAL HEATING ADJ**

USE			HOT	STEAM	UNIT		HEAT	
TYPE	NAME	NONE	AIR	OTHER	HEATER	ELEC.	PUMP	SOLAR
11	APT	-1.9			-1.3			
12	HOTEL	-2.15			-1.5			
21	MOTEL	-2.05			-1.5			
23	DORM	-2.15			-1.5			
25	DWG CNV-OFFC	-2.05			-1.5			
26	DWG CONV-SAL	-2.05			-1.5			
27	DWG	-2.05			-1.5			
31	RESTAURANT	-2.3			-1.3			
32	DEPT STORE	-2.3			-1.3			
33	DISCNT STORE	-2.3			-1.3			
34	RETAIL STORE	-2.3			-1.3			
35	TAVERN/BAR	-2.3			-1.3			
36	BAR LOUNGE	-2.3			-1.3			
37	CAFETERIA	-1.55			-1.1			
38	CONVNCE STOR	-2.3			-1.3			
39	MALL SHOPS	-2.3			-1.3			
41	MINI WRHSE	-2.15			-1.15			
42	HANGAR	-2.15			-1.15			
43	MFTG	-2.15			-1.15			
44	LT MFGT	-2.15			-1.15			
45	WRHSE	-2.15			-1.15			
46	AUTO SHWRM	-2.15			-1.15			
47	AUTO PRTS/SR	-2.15			-1.15			
48	TENNIS CLUB	-2.15			-1.15			
49	RQT BALL COR	-1.8			-0.8			
50	SKT RNK	-2.05			-1.15			

**Schedule of Values****Currituck County 2021 Section 5**

51	BNK/SAV INST	-3.1			-2.3			
52	MED CENTER	-3.1			-2.3			
53	OFFICES	-3.1			-2.3			
54	NRSNG HOMES	-3.1			-2.3			
55	SCHOOL	-3.1			-2.3			
56	HSPTL	-4.7	3.77		2.6			
57	LIBRARY	-3.1			-2.3			
58	FNRL HOME	-3.05			-2.15			
61	AUDTRM/THETR	-3.55			-2.6			
62	CINEMA	-3.55			-2.6			
63	RLIGUS INST	-3.55			-2.6			
64	SCL/FRAT HAL	-3.55			-2.6			
70	SRVC STN BAY	-2			-0.3			
71	SRVC STN-CV	-2			-0.3			
72	SRVC ST-CV	-2			-0.3			
73	SRVC STN	-2	0	0	-0.3	0	0	0
74	CAR WSH MANL	-2.05			-1.15			
75	CAR WSH AUTO	-2.05	0	0	-1.15	0	0	0
76	KWIK LUBE	-2	0	0	-0.3	0	0	0
81	MULT-USE APT	-1.9			-1.4			
82	MULT-USE OFC	-3.05			-2.15			
83	MULTI SALES	-2.05			-1.15			
84	MLTI STORAGE	-2.05			-1.15			
85	ENCLOSURE	-2.05			-1.5			
86	SPRT AREA	-2.05			-1.15			
88	MULT-USE RR	-2.05			-1.15			
90	PRKNG GRGE							
91	UNFIN BSMT		2.05	2.05	1.15	2.05	2.05	2.05
95	COVERED MALL	-2.3			-1.3			

**COMMERCIAL AIR CONDITIONING ADJ**

USE

TYPE	NAME	NONE	CENT.	UNIT	HVAC
11	APT	-2.95		-1.15	
12	HOTEL	-3.25		-1.3	
21	MOTEL	-3.25		-1.3	
23	DORM	-3.05	0	-1.3	
25	DWG CNV-OFFC	-3.05	0	-1.3	
26	DWG CONV-SAL	-3.05		-1.3	
27	DWG	-3.05		-1.3	
31	RESTAURANT	-7.85		-1.9	
32	DEPT STORE	-3.6		-1.9	
33	DISCNT STORE	-3.6		-1.9	

**Schedule of Values****Currituck County 2021 Section 5**

34	RETAIL STORE	-3.6	-1.9
35	TAVERN/BAR	-3.6	-1.9
36	BAR LOUNGE	-3.6	-1.9
37	CAFETERIA	-3.6	-1.9
38	CONVNCE STOR	-3.6	-1.9
39	MALL SHOPS	-3.6	-1.9
41	MINI WRHSE	3.3	1.5
42	HANGAR	3.3	1.5
43	MFTG	3.3	1.5
44	LT MFGT	3.3	1.5
45	WRHSE	3.3	1.5
46	AUTO SHWRM	-3.3	-1.5
47	AUTO PRS/SR	-3.3	-1.5
48	TENNIS CLUB	-3.3	-1.5
49	RQT BALL COR	-2.65	-1.5
50	SKT RNK	-3.55	-1.4
51	BNK/SAV INST	-4	-1.85
52	MED CENTER	-4	-1.85
53	OFFICES	-4	-1.85
54	NRSNG HOMES	-4	-1.85
55	SCHOOL	-4	-1.85
56	HSPTL	-4.85	-2.25
57	LIBRARY	-4	-1.85
58	FNRL HOME	-4	-1.85
61	AUDTRM/THETR	-4	-1.6
62	CINEMA	-4	-1.6
63	RLIGUS INST	-4	-1.6
64	SCL/FRAT HAL	-4	-1.6
70	SRVC STN BAY	3.3	1.5
71	SRVC STN-CV	3.3	1.5
72	SRVC ST-CV	3.3	1.5
73	SRVC STN	0	3.3
74	CAR WSH MANL	3.25	1.45
75	CAR WSH AUTO	0	3.25
76	KWIK LUBE	0	3.3
81	MULT-USE APT	-2.9	-1.15
82	MULT-USE OFC	-3.95	-1.85
83	MULTI SALES	-3.55	-1.85
84	MLTI STORAGE	3.25	1.45
85	ENCLOSURE	-3.05	-1.15
86	SPRT AREA	3.25	1.45
88	MULT-USE RR	3.25	1.45
91	UNFIN BSMT	3.25	1.45
95	COVERED MALL	-3.6	-1.9

**Schedule of Values****Currituck County 2021 Section 5****COMMERCIAL PLUMBING ADJ**

USE			BELOW		ABOVE
TYPE	NAME	NONE	NORM	NORM	NORM
11	APT	-2.8	-0.8		0.9
12	HOTEL	-5.75	-1.45		1.85
21	MOTEL	-5.4	-1.4		1.85
23	DORM	-5.6	-1.45	0	2
25	DWG CNV-OFFC	-3.35	-1	0	1.45
26	DWG CONV-SAL	-3.35	-1		1.45
27	DWG	-3.35	-1		1.45
31	RESTAURANT	-6.8	-2.3		3.3
32	DEPT STORE	-2.65	-2.35		0.85
33	DISCNT STORE	-1.55	-0.4		1.55
34	RETAIL STORE	-1.5	-0.65		0.95
35	TAVERN/BAR	-6.8	-2.3		3.3
36	BAR LOUNGE	-6.8	-2.3		3.3
37	CAFETERIA	-4.4	-1.5		2.15
38	CONVNCE STOR	-1.5	-0.6		0.95
39	MALL SHOPS	-1.5	-0.6		0.95
41	MINI WRHSE	-1	-0.85		0.9
42	HANGAR	-1	-0.85		1
43	MFTG	-1.15	-0.4		0.65
44	LT MFGT	-1.15	-0.4		0.65
45	WRHSE	-1	-0.85		0.9
46	AUTO SHWRM	-2.45	-0.8		0.95
47	AUTO PRS/SR	-1.4	-0.65		0.9
48	TENNIS CLUB	-2.45	-0.65		0.95
49	RQT BALL COR	-1.8	-0.5		1.8
50	SKT RNK	-1.5	-0.65		0.9
51	BNK/SAV INST	-4.2	-1.5		2.3
52	MED CENTER	-6.3	-2.35		3.25
53	OFFICES	-2.05	-0.3		2.6
54	NRSNG HOMES	-6.65	-1.9		2.6
55	SCHOOL	-4.3	-1.45		2.05
56	HSPTL	-12.8	-3.05		4.15
57	LIBRARY	-3.5	-1.3		1.9
58	FNRL HOME	-2.95	-1.15		1.8
61	AUDTRM/THETR	-4.32	-1		1.4
62	CINEMA	-3.1	-0.8		0.95
63	RLIGUS INST	-3.3	-1.15		1.8
64	SCL/FRAT HAL	-3.5	-1.3		1.9
70	SRVC STN BAY	-5.7	-1.9		1.1
71	SRVC STN-CV	-5.7	-1.9		1.1
72	SRVC ST-CV	-5.7	-1.9		1.1

**Schedule of Values****Currituck County 2021 Section 5**

73	SRVC STN	-15.4	-7.85	0	2.95
74	CAR WSH MANL	-0.95	-01.4		0.4
75	CAR WSH AUTO	-0.95	-0.3	0	0.4
76	KWIK LUBE	-5.7	-1.9	0	1.1
81	MULT-USE APT	-2.9	-0.85		0.95
82	MULT-USE OFC	-2.95	-1.15		1.8
83	MULTI SALES	-1.5	-0.65		0.9
84	MLTI STORAGE	-0.95	-0.3		0.4
85	ENCLOSURE	-3.35	-1		1.45
86	SPRT AREA	-0.95	-0.3		0.4
88	MULT-USE RR	-0.95	-0.3		0.4
		-0.95			
91	UNFIN BSMT	0	-0.3		0.5
95	COVERED MALL				

**COMMERCIAL OTHER FEATURES**

Code	Description	Unit	Rate Per Unit
AE1	AERIAL WALK	Area	214.55
AT3	ATRIUM-COVER ONLY	Area	34.3
AT4	ATRIUM WALLS	Area	12.4
BA1	BALCONY	Area	8.4
BC1	BANK CANOPY-DRIVE IN	Area	30.9
BE0	BANK PNEUMATIC TUBE	Lineal	620
BE1	BANK VAULT - NO DOOR	Area	110.7
BE2	BANK VAULT REC ST/ND	Area	33.4
BE3	BANK VAULT DR CIRC \$	Each	125500
BE4	BANK VAULT DR RECT \$	Each	34300
BE5	BANK VAULT DR REC ST	Each	2750
BE6	BANK NT DEP CHUTE	Each	7120
BE7	BANK DR IN WINDOW	Each	9160
BE8	BANK SERV WINDOW	Each	
BE9	BANK DR IN TELLER BOOTH	Area	79.5
BT0	ATM STRUCTURE	Each	24340
BT1	BASEMENT TOP	Area	7.9
CA1	CENTRAL AIR CONDITIONING	Area	3.55
CA2	UNIT AIR CONDITIONER	Area	1.85
CF1	COOLER-CHILLER	Area	7.7
CF2	COOLER-FREEZER	Area	9.65
CF3	COOLER-SHARP FREEZE	Area	13.15
CM1	COVERED MALL	Area	24.75
CP5	CANOPY ONLY	Area	6.7
CP6	CANOPY ROOF/SLAB	Area	8.2
CP7	CANOPY RF-ECONOMY	Area	10.8

**Schedule of Values****Currituck County 2021 Section 5**

CP8	CANOPY RF-AVERAGE	Area	15
CP9	CANOPY RF-GOOD	Area	24
CR1	COMPUTER FLOOR	Area	12.05
CR2	COMPUTER ROOM AIR CTL	Area	8
CR3	COMPUTER FIRE SUPP	Area	10.25
CS1	CONCESSION STAND (EL)	Area	9
CS2	CONCESSION STAND (BA)	Area	18
CW1	CRANEWAYS	Lineal	37.75
CW2	CRANEWAYS	Lineal	45.3
CW3	CRANEWAYS	Lineal	50.65
DL1	DOCK LEVEL FLOOR	Area	1.15
EE1	ENCLOSED ENTRY	Area	23.15
FI1	FIREPLACE 1 OPENING	Each	3000
FI2	FIREPLACE 2 OPENINGS	Each	4410
FI3	FIREPLACE 3 OPENINGS	Each	5880
GH4	GREENHSE-ECONOMY	Area	8.45
GH5	GREENHSE-AVERAGE	Area	10.85
GH6	GREENHSE-GOOD	Area	12.65
GZ1	GAZEBO	Area	14.4
LD1	LOAD DOCK,ST OR CONC	Area	1.25
LD2	LOADING DOCK, WOOD	Area	7
LD3	LOADING DOCK, INTR	Area	22.3
LD4	TRUCK & TRAIN WELLS	Area	12.25
LD5	DOCK LEVELERS	Each	5110
LP3	PATIO, CONCRETE	Area	2.7
LP4	PATIO, ASPHALT	Area	1.75
LP5	PATIO, FLGST-SND-BSE	Area	5.45
LP6	PATIO, FLGST-CON-BSE	Area	6.9
LP7	PATIO, BRICK	Area	6.6
MR1	MONITOR ROOF	Area	3.3
MR2	HIGH BAY ROOF	Area	3.3
MS1	MISCELLANEOUS	Each	1.2
OA1	OPEN AREA APT. HOTEL	Area	6.35
OA2	OPEN AREA MOTEL DWLG	Area	5.8
OA3	OPEN AREA STORE RSTR	Area	6.85
OA4	OPEN AREA INDSTR/WHS	Area	6.85
OA5	OPEN AREA BANKS OFFICE	Area	8.35
OA6	OPEN AREA THEAT AUDT	Area	8
OA7	OPEN AR.LT MTL/AG BD	Area	4.9
OA8	OPEN AREA HI RISE OFFICE	Area	8.6
OD1	OVERHEAD DR-WOOD/MTL	Area	11.9
OD2	OVERHEAD DR-ROLL STL	Area	18.85
OD3	OVRHD DR-MTR-OP-WD-MT	Area	15.8
OD4	OVRHD DR-MTR-OP-RL-ST	Area	25.1
PR1	PORCH, OPEN	Area	19.2

**Schedule of Values****Currituck County 2021 Section 5**

PR2	PORCH, ENCLOSED	Area	30
PR3	PORCH, OPEN UPPER	Area	12
PR4	PORCH, ENCLOSED UPPER	Area	18
PR6	PORCH, SCREENED	Area	26.4
PR8	PORCH SCREEN-UPPER	Area	16.3
RA1	GARAGE-ATTACHED-FRM	Area	14.6
RA2	GARAGE-ATTACHED-MAS	Area	18.65
RC1	CARPORT	Area	8.2
RR1	RAILROAD TRACKAGE	Lineal	72.1
RS1	UTILITY BLDG-FRAME	Area	9.3
RS2	UTILITY BLDG-METAL	Area	12.2
RS3	UTILITY BLDG-BRK/STN	Area	13.2
SC2	INDOOR POOL	Area	42.9
SF1	STORE FRONT/WOOD FRAM	Lineal	85.85
SF2	STORE FRONT/AV MET F	Lineal	171.6
SF3	STORE FRONT/ELABORATE	Lineal	247.45
SK1	INDOOR SKATING RINK	Area	13
SS1	SPRINKLER SYS WET	Area	2.1
SS2	SPRINKLER SYS DRY	Area	2.4
TS1	TRUCK SCALE	Area	0
TS2	TRUCK SCALE-ELEC.RDR.	Each	5900
TU1	TUNNEL	Area	360.4
TU2	TUNNEL UTILITY	Area	112.85
WD1	WOOD DECK	Area	8.05

All factors, rates, formulas, and depreciation in this section is subject to modification if warranted to arrive at fair market value.

**Schedule of Values****Currituck County 2021 Section 6****OTHER BUILDING AND YARD ITEMS PRICING SCHEDULES**

The Other Building and Yard Item pricing schedules are provided to calculate the replacement cost new of a variety of types of structures typically associated with residential property.

Base prices and adjustments are provided for swimming pools, detached garages, greenhouses, carports, canopies, utility buildings, tennis courts, boat houses, and boat docks. Each structure has been assigned a unique Structure Type Code to be utilized on Computer-Assisted Mass Appraisal (CAMA) programs.

Depreciation allowances, where applicable, are included on the appropriate schedule.

**GRADE FACTOR:**

Grade A	Grade B	Grade C	Grade D	Grade E
155%	125%	100%	85%	55%

The depreciated values of most other buildings are arrived using the following formula. The rates (R1, R2 & R3) used are contained in the following table. There may be instances where the appraiser finds it necessary to make other adjustments to arrive a fair estimate of value.

**Formula:**

$$[R1 + (\text{square root of area} \times R2) + (\text{Area} \times R3)] \times 1.25 \times \text{Grade Factor} \times \text{Depreciation\%} = \text{Value}$$

Area = area of building

CODE	DESCRIB	R1	R2	R3
AB1	BANK BARN			30.60
AB2	FLAT BARN			13.75
AB3	STABLE			38.75
AB4	EQUESTRIAN BARN/STABLE			60.50
AC1	WOOD CORN CRIB			7.50
AC2	WOOD CORN CRIB			7.50
AG1	STL GRN BIN ND			0
AK1	BUNKER SILO			0
AL1	LEAN-TO			4.40
AO1	POT STRG UNDGD			5.10

**Schedule of Values****Currituck County 2021 Section 6**

CODE	DESCRIB	R1	R2	R3
AO1	POT STRG UNDDG			5.10
AP1	MTL PL.BARN 4S			5.60
AP2	WD POLEBARN 4S			5.90
AP3	MTL PL.BN 1SOP			5.20
AP4	WD PL.BRN 1SOP			5.20
AP5	MTL PL.BN 4SOP			3.50
AP6	WD PL.BRN 4SOP			3.20
AQ1	QUONSET HUT			11.25
AS1	CONC SILO W RF			5.30
AS5	SILO-PREFAB			2.85
AV1	SWINE FARROW B			10.00
AW2	SWINE CONFIN B			6.75
AX1	PREFAB STL BLD			8.10
BC1	BANK CANOPY-DRIVE			71.25
BD1	BOAT DOCK (WOOD T			18.75
BH1	BOATHOUSE OPEN			25.00
BH2	BOAT HOUSE ENCLOS			28.00
BK1	BULKHEAD/RET.WALL			85
BRW	BRICK WALL			190
BS1	BOAT SLIP ECONOMY			1500
BS2	BOAT SLIP AVERAGE			2000
BS3	BOAT SLIP GOOD			2500
BT0	AUTO TELLER MACHINE			100
BT2	BATH HOUSE			86.25
CB1	CABIN WITH PLUMBING			86.25
CB2	CABIN WITHOUT PLUMBING			76.25
CBW	CONCRETE BLK WALL			200
CD1	COMMERCIAL WOOD DECK			20.35
CP5	CANOPY ONLY			15.25
CP6	CANOPY ROOF/SLAB			21.60
CP7	CANOPY RF-ECONOMY			26.65
CP8	CANOPY RF-AVERAGE			34.30
CP9	CANOPY RF-GOOD			44.50
FN1	FENCE CHN-LNK			15.25
FN2	EFNCE PICKETT			12.10
FN3	FENCE PRIVACY			14.30
FN4	FENCE POST & RAIL			11.45
FN5	FENCE BSKTWEAVE			13.70
FN6	FENCE BRCK/STONE WA			24.15
FN7	FENCE WROUGHT IRON			24.15

**Schedule of Values****Currituck County 2021 Section 6**

CODE	DESCRIB	R1	R2	R3
GC1	GOLF COURSE HOLE-EX.			190000
GC2	GOLF COURSE HOLE-VG			160000
GC3	GOLF COURSE HOLE-GD			130000
GC4	GOLF COURSEHOLE-AV			100000
GC5	GOLF COURSE HOLE-FR			85000
GC6	GOLF COURSE HOLE-PAR 3			50000
GC7	GOLF COURSE HOLE-MINIATURE			7000
GH1	GHOUSE WD FRAME			68.15
GH2	GHOUSE PIPE METAL			12.20
GH3	GHOUSE PLAS FRAME			6.10
GS3	ATTENDANT BOOTH MASONRY/GLASS			193.00
GS4	ATTENDANT BOOTH FRAME/BLOCK			155.00
GT1	GATE HOUSE			8.15
GZ1	GAZEBO			21.25
LD1	LOADING DOCK -CONC OR STL			17.75
LD2	LOADING DOCK -WOOD			17.75
LD3	LOADING DOCK -INTERIOR			17.75
LD4	TRUCK/TRAIN WELLS			17.75
LD5	DOCK LEVELERS			17.75
LT1	LGHT MER-WL-MTD-F			800
LT2	LGHT INC-WL-MTD-F			240
LT3	LGHT FLO-POLE & B			1200
LT4	LGHT INCN-POLE &			1900
LT5	LGHT MER-POLE & B			2200
MH1	M.H. SITE PARK-EX			19000
MH2	M.H. SITE PARK-GD			16000
MH3	M.H. SITE PARK-AV			12000
MH4	M.H. SITE PARK-FR			8800
MH5	M.H. SITE PARK-PR			4800
MH6	M.H. SITE PARK-RV			2400
PA1	PAVING-ASPHALT PA			3.50
PA2	PAVING-ASP/CONC-S			5.00
PA3	PATIO/POOL APRON			6.5
PA4	PATIO/SLAB (RAISED)			6.5
PB1	PLUMBING FIXTURES			1500
PC1	PAVING CONC-AVG			5.00
PC2	PAVING CONC-HEAVY			6.5

**Schedule of Values****Currituck County 2021 Section 6**

CODE	DESCRIB	R1	R2	R3
PC3	PAVING CONC MAT/S			8.5
RC1	CARPORT			13.00
RC2	CANOPY			13.00
RC3	METAL CARPORT/SHED			5.10
RD1	LIGHT DOC			17.00
RD2	MEDIUM DOC			22.50
RD3	HEAVY DOC			28.50
TS1	TRUCK SCALES			800
WD1	WOOD DECK			18.00

**Schedule of Values****Currituck County 2021 Section 6****Depreciation Table (typical) - %Good**

Age	Excellent	Very Good	Good	Average	Fair	Poor	Very Poor
1	100	98	96	95	90	80	70
2	100	98	95	94	89	79	69
3	100	97	94	93	88	78	68
4	99	96	93	90	85	75	65
5	99	96	93	89	84	74	64
6	98	95	92	88	83	73	63
7	98	95	92	87	82	72	62
8	97	94	91	86	81	71	61
9	96	93	90	85	80	70	60
10	96	93	89	84	79	69	59
11	95	92	88	83	78	68	58
12	94	91	87	82	77	67	57
13	94	91	86	81	76	66	56
14	93	90	85	80	75	65	55
15	92	89	84	79	74	64	54
16	92	88	83	78	73	63	53
17	91	87	82	77	72	62	52
18	90	86	81	76	71	61	51
19	90	85	80	75	70	60	50
20	89	84	79	74	69	59	49
21	88	83	78	73	68	58	48
22	87	82	77	72	67	57	47
23	86	81	76	71	66	56	46
24	85	80	75	70	65	55	45
25	84	79	74	69	64	54	44
26	83	78	73	68	63	53	43
27	82	77	72	67	62	52	42
28	81	76	71	66	61	51	41
29	80	75	70	65	60	50	40
30	80	75	70	65	60	50	40
31	79	74	69	64	59	49	39
32	79	73	68	63	58	48	38
33	78	73	68	63	58	48	38

**Schedule of Values****Currituck County 2021 Section 6****Depreciation Table (Continued)**

Age	Excellent	Very Good	Good	Average	Fair	Poor	Very Poor
34	77	72	67	62	57	47	37
35	77	72	67	62	57	47	37
36	76	71	66	61	56	46	36
37	76	71	66	61	56	46	36
38	75	70	65	60	55	45	35
39	75	70	65	60	55	45	35
40	74	69	64	59	54	44	34
41	74	69	64	59	54	44	34
42	73	68	63	58	53	43	33
43	73	68	63	58	53	43	33
44	72	67	62	57	52	42	32
45	72	67	62	57	52	42	32
46	71	66	61	56	51	41	31
47	71	66	61	56	51	41	31
48	70	65	60	55	50	40	30
49	70	65	60	55	50	40	30
50	69	64	59	54	49	39	29
51	69	64	59	54	49	39	29
52	68	63	58	53	48	38	28
53	68	63	58	53	48	38	28
54	67	62	57	52	47	37	27
55	67	62	57	52	47	37	27
56	66	61	56	51	46	36	26
57	66	61	56	51	46	36	26
58	65	60	55	50	45	35	25
59	65	60	55	50	45	35	25
60	65	60	55	50	45	35	25
61+	64	59	54	49	44	34	24

All factors, rates, formulas, and depreciation in this section is subject to modification if warranted to arrive at fair market value.

**Schedule of Values****Currituck County 2021 Section 7**

<b><u>OUTERBANKS</u></b>			<b>Typical Range*</b>		<b>Schedule Range*</b>	
			<b><u>Low</u></b>	<b><u>High</u></b>	<b><u>Low</u></b>	<b><u>High</u></b>
Oceanfront	- Acre =		\$600,000/AC	\$2,500,000/AC	\$400,000/AC	\$3,000,000/AC
Residential	- Lot =		\$400,000/LT	\$1,500,000/LT	\$100,000/LT	\$5,000,000/LT
Semi OF	- Acre =		\$200,000/AC	\$850,000/AC	\$100,000/AC	\$1,500,000/AC
Residential	- Lot =		\$100,000/LT	\$850,000/LT	\$100,000/LT	\$1,000,000/LT
Residential	- Acre =		\$100,000/AC	\$600,000/AC	\$20,000/AC	\$800,000/AC
Lots	- Lot =		\$20,000/LT	\$500,000/LT	\$10,000/LT	\$800,000/LT
Non-Residential	- Acre =		\$600,000/AC	\$1,500,000/AC	\$400,000/AC	\$3,000,000/AC
	- Lot =		\$400,000/LT	\$1,250,000/LT	\$100,000/LT	\$5,000,000/LT

**MAINLAND (Including Knotts Island)**

Residential	- Acre =		\$30,000/AC	\$95,000/AC	\$20,000/AC	\$200,000/AC
Lots	- Lot =		\$20,000/LT	\$100,000/LT	\$15,000/LT	\$300,000/LT
Waterfront	- Acre =		\$100,000/AC	\$400,000/AC	\$50,000/AC	\$700,000/AC
	- Lot =		\$75,000/LT	\$400,000/LT	\$40,000/LT	\$600,000/LT
Non Residential	- Acre =		\$30,000/AC	\$200,000/AC	\$10,000/AC	\$500,000/AC
Lots	- Lot =		\$20,000/LT	\$100,000/LT	\$10,000/LT	\$400,000/LT
Rural Open Land	- Acre =		\$2,000/AC	\$20,000/AC	\$1,200/AC	\$50,000/AC
Rural Wooded Land	- Acre =		\$250/AC	\$20,000/AC	\$150/AC	\$50,000/AC
Swamp/Marsh	- Acre =		\$100/AC	\$1,000/AC	\$40/AC	\$5,000/AC

Special Use Property – Solar Farms = \$6,000 minimum/ AC

\*Land rates are to be applied as noted or equivalent units that corresponds with the valuation method used.

Land is to be adjusted to reflect Zoning and added value due to amenities, special-use permits, special densities & height allowances; will be valued by one of the following methods: Acres, Square Ft, Front Ft, Lot/Site

Note: All the above values may be given a percent condition (up or down) by the appraiser to adjust for topography, size, location, shape, access, road frontage, rights of way, etc or other influences that affect value. Rates may be modified if needed to arrive at fair market value.

**Present Use-Value Schedule of Values to be used  
in appraising property that qualifies for Use-  
Value Assessment in Currituck County for the  
Reappraisal effective January 1, 2021.  
(G.S. 105-277.6)**

**CURRITUCK COUNTY  
BOARD OF COMMISSIONERS**

**Approved**

\_\_\_\_\_  
*Date*

**CURRITUCK COUNTY BOARD OF COMMISSIONERS**

**Signed** \_\_\_\_\_  
*Chairman, Board of Commissioners*

**Schedule of Values****Currituck County 2021****2021 USE-VALUE SCHEDULE****AGRICULTURE & HORTICULTURE**

Class1 \$1,200	Class2 \$1,085	Class 3 \$815	Class 4 \$40
Altavista	Augusta	Bojac	Beaches
Cape Fear	Conaby	Conetoe	Corolla
Pasquotank	Dragston		Currituck Muck
Portsmouth	Munden		Dare Muck
State	Nimmo		Dorovan
Tomotley	Ponzer		Duckston
Wasda	Roanoke		Dune Land
	Wahee		Newhan
			Osier
			Ousley
			Udorthents
			Wando

**FORESTRY**

Class1 \$256	Class 2 \$205	Class 3 \$193	Class 4 \$179	Class 5 \$54	Class 6 \$40
Altavista	Bojac				
Augusta	Conetoe	None	None	Dare Muck	Beaches Newhan
Cape Fear	Wando			Dorovan	Corolla
Conaby				Ousley	Currituck Muck
Dragston				Ponzer	Duckston
Munden					DuneLand
Nimmo					Newhan
Osier					Udorthents
Pasquotank					
Portsmouth					
Roanoke					
State					
Tomotley					
Wahee					
Wasda					

Agricultural values are based on the average rents for each soil divided by a capitalization rate of 6.5% per the 2021 USE-VALUE MAUNAL FOR AGRICULTURAL, HORTICULTUREAL AND FOREST LAND published by the North Carolina Use-Value Advisory Board. Forestry Land is also based on the values listed in the 2021 manual. Said manual is hereby made a part of the Currituck Schedule of Values and incorporated by reference.

Attachment: 2021 Schedule of Values (Admin Rept-Tax Submission of 2021 Reappraisal Schedule of Values)

**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: 11/2/2020

Subject: PB 20-15 Tractor Supply - Text Amendment

**Background**

The current ordinance language regarding outdoor display and storage limits the overall size of outdoor display areas to be proportionate to the building containing the use. One intent of this language was to address the cluttering effect that displayed items might have when located between the front of the retail structure and the street. At the time the language was enacted, outdoor display of retail items was a problem, particularly along NC 12 in Corolla. The language also offered protection of the aesthetics along Caratoke Highway. At that time, the needs of large-scale retail businesses such as Tractor Supply where day to day operations are dependent on a large outdoor display and/or storage areas were not considered.

The purpose of the text amendment is to allow large outdoor display and storage areas for agricultural support and services uses only. The proposed amendment also will allow display areas that are not directly adjacent to the building and that may be located between the principle structure and the street.

The applicant submitted the following language as justification of the text amendment:

***Text Amendment Justification***

*Tractor Supply's store and site layout are designed to maximize the efficiency and security of its operation. This operation includes outdoor display adjacent to and detached from the building for its various larger item product lines. These items are a major component of Tractor Supply's sales and success.*

*The current ordinances do not allow adequate outdoor storage and display area for Tractor Supply to successfully operate in Currituck County.*

*There are two main areas where Tractor Supply requires outdoor display:*

- *Adjacent to the building, which includes its Sidewalk Display and Fenced Outdoor Display Areas. These areas include products such as farm/ranch equipment and maintenance products; general maintenance products; lawn and garden equipment and*

Attachment: staff report final (PB 20-15 Tractor Supply)

products; all-terrain vehicles, mowers, troughs, gates, fencing, propane, etc. These items are too large and unsuitable for display within the store. For access, security and operational purposes, they need to be adjacent to the store.

- Detached from the building, which includes the Permanent Trailer and Equipment Display Area. This area typically contains large equipment including items which can be towed behind cars and trucks and therefore needs full accessibility. Customers must be able to back up to this equipment, hook it up or load it onto their vehicle and drive away. The Permanent Trailer and Equipment Display provides this access. For security, operational and advertising reasons, Tractor Supply locates the Permanent Trailer and Equipment Display Area adjacent to the road, across its parking lot in front of the store.

### 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:

*The proposed text amendment is consistent with the following 2006 Land Use Plan Policies:*

***Northern Mainland Currituck County contains significant areas of agricultural zoning that could benefit from a rural retail supplier. The Currituck County Northern Mainland Future Land Use (within the DRAFT Imagine Currituck 2040 Master Plan) indicates the proposed area should be considered "mixed use centers and corridors" POLICY CD1: NEIGHBORHOOD SERVING COMMERCIAL DISTRICTS and POLICY CD4: HIGHWAY ORIENTED COMMERCIAL USES. In addition to this, the Moyock Small Area Plan expresses a desire to protect the community's rural character and promote Moyock as a prime location for small businesses and light industrial development. The proposed development is consistent with these goals and objectives.***

*Staff adds the following policies to further demonstrate consistency with the 2006 land use plan.*

***POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES*** should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and (3) are compatible with the environmental quality and natural amenity based economy of Currituck County.

***POLICY 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 a lesser extent

those included in the Limited Service Areas.

2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;  
***The site is not in conflict and will be developed in accordance with the County's TRC review process including development and infrastructure standards. Changes to the County's use standards are proposed to allow for more outdoor display and sales areas to account for the size and scale of the specialty items available for retail sale. POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES***

*The text amendment request is consistent with the provisions of the UDO and the County Code of Ordinances.*

3. Is required by changed conditions;

***Tractor Supply Company has unique site conditions as the specialty products they offer are larger than those typically stored within a retail structure. Additional outdoor display areas are required due to the size and scale of retail products. POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES***

4. Addresses a demonstrated community need;

***Retail specific stores are sparse within the Moyock area and the proposed development would allow residents a location to purchase necessary items without travelling out of state or to Elizabeth City. POLICY CD1: NEIGHBORHOOD SERVING COMMERCIAL DISTRICTS; POLICY CD4: HIGHWAY ORIENTED COMMERCIAL USES***

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;

***The parcel is zoned GB and retail is a permitted use within this zone. An outdoor sales and display area is permitted within this zone. POLICY CD3: LARGE COMMERCIAL CENTERS ; POLICY CD8: MIXEDUSE DEVELOPMENTS***

6. Would result in a logical and orderly development pattern; and

***The proposed development is consistent with the surrounding area and required buffers will be provided between the GB zoning along the Caratoke Highway and the adjacent mixed residential zoning. POLICY CD1: NEIGHBORHOOD SERVING COMMERCIAL DISTRICTS; POLICY CD4: HIGHWAY ORIENTED COMMERCIAL USES***

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.

***The proposed development would not result in adverse environmental impacts. It should be noted that central wastewater is already permitted for the site and stormwater will meet or exceed County storage requirements. A retail use is not expected to impact air or noise quality. POLICY WS3: Currituck County endorses UTILITIES EXTENSION POLICIES***

### **Staff Recommendation**

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

### **Planning Board Recommendation – October 13, 2020**

Planning Board recommends approval.

Mr. Owens motioned to approve PB 20-15 with the staff recommended changes at the meeting because the request is consistent with the goals, objectives, and policies of the Land Use Plan including:

- 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.

And the request is reasonable and in the public interest because:

- Tractor Supply Company's product line is in harmony with the rural lifestyle of Currituck County and will provide a needed retail service to the community.

Ms. Krause seconded the motion and the motion carried unanimously (6-0).



**PB 20-15 TRACTOR SUPPLY  
COMPANY  
TEXT AMENDMENT  
BOARD OF COMMISSIONERS  
11/2/2020**

Tractor Supply Company request an amendment to the Unified Development Ordinance, Chapter 4 Use Standards and Chapter 10 Definitions and Measurement, to allow large outdoor display and storage areas, and display areas that are not directly adjacent to the principle structure, for agricultural support and services uses.

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 adding the bold and underlined language in Section 4.2.1:

4.2.1

Agricultural Uses

A. (unchanged)

B. (unchanged)

C. Agricultural Support and Services (Not Directly Related)

(1) General

All agricultural support and services (not directly related) uses shall have direct access onto a railway, major arterial street, or collector street.

(2) Stockyard/Slaughterhouse (unchanged)

(3) Agronomic Uses (unchanged)

**(4) Agricultural Retail Facilities**

**(a) The following items are allowed within outdoor display and sales within the agricultural support and services use:**

i. **Fencing materials**

ii. **Pet and Livestock Equipment and feed.**

iii. **Piping**

iv. **Trailers**

v. **Tool Rental**

vi. **Pedal Boats**

vii. **All-Terrain Vehicles/Utility Vehicles**

viii. **Lawn and Garden Equipment including, but not limited to, mowers, plows, tillers, cultivators, fertilizer spreaders, seeders, bale carriers, etc.**

ix. **Lawn and Garden Materials including, but not limited to, bagged fertilizer, bagged mulch, bagged feed, etc.**

(b) Outdoor display areas associated with agricultural support and services are exempt from section 4.3.3.Q.2 and 4.3.3.Q.4 and shall meet the following criteria:

- i. All outdoor display of goods shall be located immediately adjacent to the storefront, or building sides, with the exception of a non- building-adjacent or detached outdoor display area up to 17% of the building square footage allowed between the building and street frontage. Outdoor display areas are not to be placed in drive aisles, loading zones, fire lanes, or parking lots.
- ii. Non-building adjacent or detached outdoor display areas shall be screened with a type A buffer yard (option 2 with shrubs) or a type B buffer yard (option 1 or 2).
- iii. Outdoor display areas associated with agricultural support and services shall not be limited by length and shall be limited in size to 125% of the overall building square footage.
- iv. Outdoor display areas adjacent to the building (excluding sidewalk display areas) shall be contained by a fence for aesthetics and security reasons. The fence shall be either wrought iron, powder coated aluminum, or similar material, with decorative columns (for example stone or brick) adjacent to any street frontage.

**Item 2:** That Chapter 4 is amended by adding the bold and underlined language in Section 4.3.3

### 4.3.3 Specific Standards for Certain Accessory Uses

#### R. Outdoor Display and Sales

Outdoor display or sales may be allowed as an accessory use for all retail sales and service uses and wholesale sales uses. It is the intent of this Ordinance to allow the display of merchandise for sale, but not where the display of such items is unsightly, impedes the flow of pedestrian or vehicular traffic, or creates an unsafe condition.

The outdoor display/sales of goods shall comply with the following standards:

1. Outdoor display/sales areas shall be depicted upon a site plan (see Section 2.4.7. Site Plan).
2. All outdoor display of goods shall be located immediately adjacent to the storefront, or building sides, and not in drive aisles, loading zones, fire lanes, or parking lots. Outdoor display areas not adjacent to the principal building are only allowed within agricultural support and services use classification as specified under UDO Section 4.2.1.

3. Containers or racks used for display shall be anchored in a manner capable of withstanding 120 mph winds, or shall be capable of being moved indoors.
4. Outdoor display areas shall be limited to no more than one-half of the length of the store front or building side, **for all use classifications except Agricultural Support and Services. Outdoor display areas associated with agricultural support and services shall meet the criteria specified under UDO Section 4.2.1.**
5. In the case of a shopping center, the “storefront” shall include the entire frontage of the shopping center façade, meaning that the total amount of display for all the in-line tenants combined shall not exceed 50 percent of the aggregate store front length of the shopping center.
6. The area of outdoor display or sales shall not encompass the width of the entrance doors to the establishment as projected straight out from the facility. (For example, if the width of the entrance doors is ten feet, there shall be at least a ten-foot clearance from the doors as projected straight out and away from the facility.)
7. No goods shall be attached to a building’s wall surface.
8. The height of the outdoor display area shall not exceed nine feet, except in the case of live or recently cut trees or similar vegetation.
9. The outdoor display area shall take place on an improved surface such as the sidewalk or pavement.
10. At least three feet along the parking lot side of the display shall be maintained free of obstruction to allow for pedestrian and handicap movement, such that handicapped pedestrians and others do not have to enter the parking lot or drive aisle to walk around the display.
11. Outdoor sales shall not include hazardous and flammable materials, such as gasoline, oil, antifreeze, kerosene, poisons, pesticides, and similar items. **Sites designated as agricultural support and services use may include storage and sale of propane and welding gas. All storage and handling must meet the applicable North Carolina Fire Code and all appropriate State and Federal Regulations.**
12. No additional signage shall be permitted in association with outdoor display areas.
13. Outdoor display of large items (e.g., heavy equipment, vehicles, manufactured homes, prefabricated structures, etc.) shall comply with the standards applied to these activities when they occur as principal uses (see Section 4.2, Use Specific Standards).

**Item 3:** That Chapter 4 is amended by adding the bold and underlined language in the Summary Use Table 4.1.1.A

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		
Agriculture Support and Services (Not Directly Related)	Agricultural research facility			Z						Z	Z	Z		Z	Z	1.C
	Distribution hub for agricultural and agronomic products			Z						Z	Z			Z	Z	1.C
	Farm machinery sales, rental, and service			Z						Z	Z	Z		Z	Z	1.C
	<u>Agricultural Retail Facility</u>			<u>Z</u>						<u>Z</u>	<u>Z</u>	<u>Z</u>		<u>Z</u>	<u>Z</u>	<u>1.C</u>
	Stockyard / Slaughterhouse			U											U	1.C

**Item 4:** That Chapter 10 is amended by deleting the following bold and underlined strikethrough language and adding the bold and underlined language in Section 10.5

### **AGRICULTURAL RETAIL FACILITY**

**A facility where the principal use is retail sales of products related to agriculture.**

**Item 4:** Staff suggested Statement of Consistency and Reasonableness:

The requested zoning text amendment is consistent with the goals objectives and policies of the 2006 Land Use Plan referenced in the text amendment review standards:

The request is reasonable and in the public interest because:

It will allow Tractor Supply to maintain their typical operations within Currituck County where the business will provide citizens with much needed retail services.

**Item 5:** 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 6:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

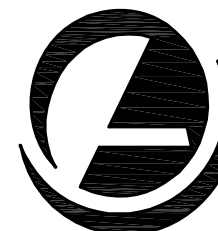
\_\_\_\_\_  
Board of Commissioners' Chairman  
Attest:

\_\_\_\_\_  
Leeann Walton  
Clerk to the Board

DATE ADOPTED: \_\_\_\_\_  
MOTION TO ADOPT BY COMMISSIONER: \_\_\_\_\_  
SECONDED BY COMMISSIONER: \_\_\_\_\_  
VOTE: \_\_\_\_\_AYES\_\_\_\_\_NAYS\_\_\_\_\_

PLANNING BOARD DATE: 10/13/20  
PLANNING BOARD RECOMMENDATION: \_\_\_\_\_Approval\_\_\_\_\_  
VOTE: 6AYES0NAYS  
ADVERTISEMENT DATE OF PUBLIC HEARING: 10/21/20 & 10/28/20  
BOARD OF COMMISSIONERS PUBLIC HEARING: \_\_\_\_\_  
BOARD OF COMMISSIONERS ACTION: \_\_\_\_\_  
POSTED IN UNIFIED DEVELOPMENT ORDINANCE: \_\_\_\_\_  
AMENDMENT NUMBER: \_\_\_\_\_

Attachment: staff report final (PB 20-15 Tractor Supply)



GLEN P. OXFORD  
ARCHITECT

2934 Sidco Drive  
Suite 120  
Nashville, TN 37204

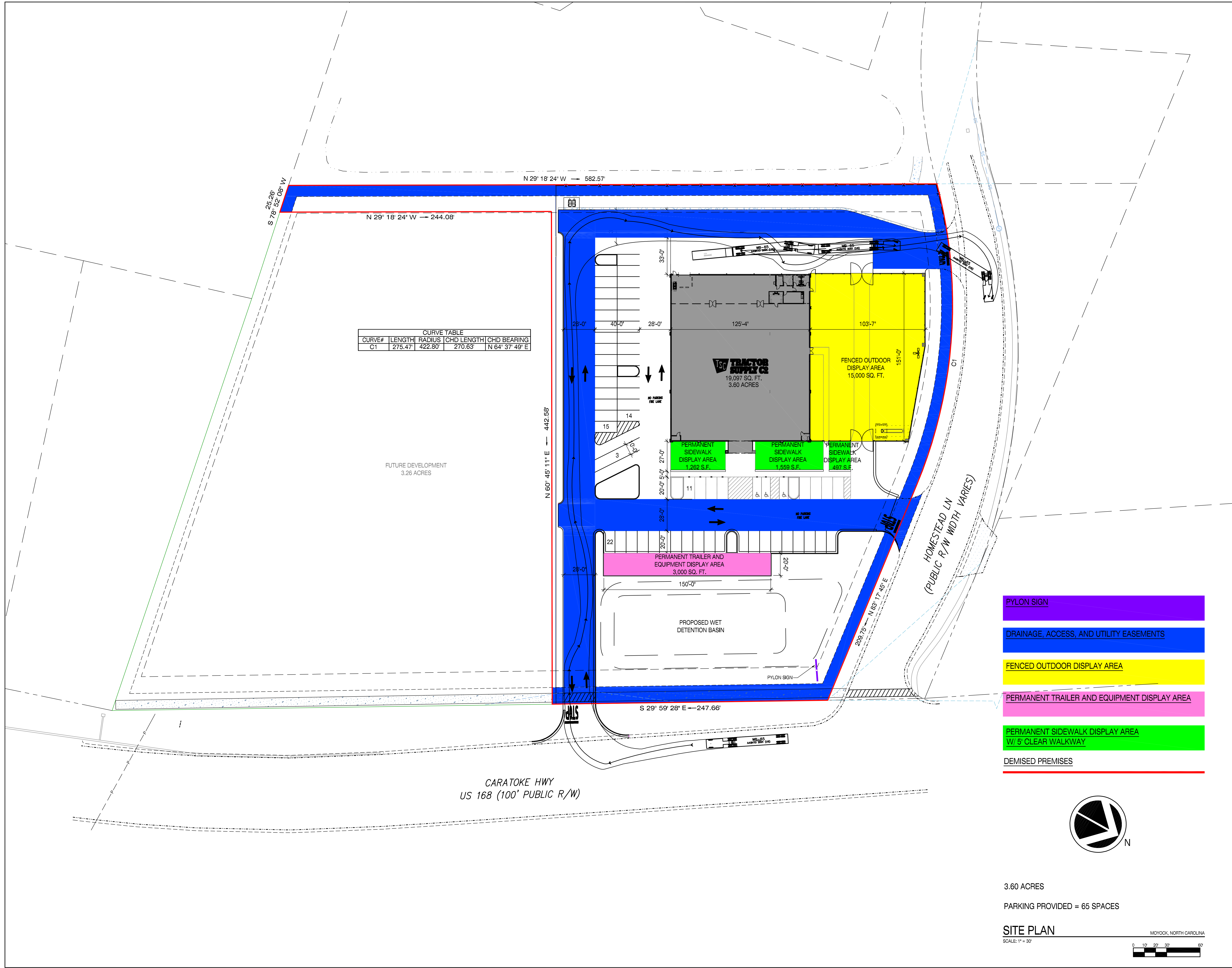
Architecture  
Planning  
Interior Architecture



TRACTOR SUPPLY COMPANY

MOYOCK  
NORTH CAROLINA

Attachment: 2 Site Plan Tractor Supply (PB 20-15 Tractor Supply)



This drawing and the design shown is the property of the architect. The reproduction, copying or use of this drawing without their written consent is prohibited and any infringement will be subject to legal action.

Job Number: 0820.062

Date: 09.28.2020

Revisions:

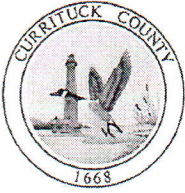
Revisions:

Revisions:

Revisions:

Sheet Number:

SITE



## Text Amendment Application

### OFFICIAL USE ONLY:

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

### Contact Information

#### APPLICANT:

Name: MOYOCK DEVELOPMENT GROUP, LLC  
 Address: 155 W. NEW YORK AVE., SUITE 200  
SOUTHERN PINES, NC 28387  
 Telephone: 910-695-3694  
 E-Mail Address: \_\_\_\_\_

### Request

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

Amend Chapter(s) 4. Section(s) 4.3.3.Q as follows:

SEE ATTACHED SUPPORTING DOCUMENTATION  
AND REQUESTED CHANGES.

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

Petitioner

David A. Long Manager & Member 8/18/2020  
 Date

## 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: TSC - MOYOCK, NC

Applicant/Property Owner: Maple Development Group, LLC Eastlong  
Manager or Member

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

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

**NARRATIVE:**

Tractor Supply Company (NASDAQ: TSCO), the largest **rural lifestyle retailer** in the United States, has been passionate about serving its unique niche, as a one-stop shop for recreational farmers, ranchers and all those who enjoy living the rural lifestyle, for more than 80 years.

Tractor Supply offers an extensive mix of products necessary to care for home, land, pets and animals, men's and women's workwear, with a focus on product localization, exclusive brands and legendary customer service that addresses the needs of the "Out Here" lifestyle. With more than 33,000 team members, the Company leverages its physical store assets with digital capabilities to offer customers the convenience of purchasing products they need anytime, anywhere and any way they choose at the everyday low prices they deserve. Each store team includes welders, farmers and animal owners who provide an exceptional depth of knowledge and resources.

At March 28, 2020, the Company operated 1,863 Tractor Supply stores in 49 states and an e-commerce website at [www.TractorSupply.com](http://www.TractorSupply.com).

During the 2020 epidemic, Tractor Supply stores have remained open, having been classified across the nation as an "essential business".

The proposed store consists of a 19,000 +/- square foot building with a 15,000 sq. ft. fenced outdoor display area, sidewalk display areas, and a 3,000 sq. ft. Trailer and Equipment display area.

**Text Amendment Justification**

Tractor Supply's store and site layout are designed to maximize the efficiency and security of its operation. This operation includes outdoor display adjacent to and detached from the building for its various larger item product lines. These items are a major component of Tractor Supply's sales and success.

The current ordinances do not allow adequate outdoor storage and display area for Tractor Supply to successfully operate in Currituck County.

There are two main areas where Tractor Supply requires outdoor display:

- Adjacent to the building, which includes its Sidewalk Display and Fenced Outdoor Display areas. These areas include products such as farm/ranch equipment and maintenance products; general maintenance products; lawn and garden equipment and products; all-terrain vehicles, mowers, troughs, gates, fencing, propane, etc. These items are too large and unsuitable for display within the store. For access, security and operational purposes, they need to be adjacent to the store.
- Detached from the building, which includes the Permanent Trailer and Equipment Display area. This area typically contains large equipment including items which can be towed behind cars and trucks and therefore needs full accessibility. Customers must be able to back up to this equipment, hook it up or load it onto their vehicle and drive away. The Permanent Trailer and Equipment Display provides this access. For security, operational and advertising reasons, Tractor Supply locates the Permanent Trailer and Equipment Display area adjacent to the road, across its parking lot in front of the store.

**Proposed Amendments**

## 4.2.1 Agricultural Uses

A. (unchanged)

B. (unchanged)

**C. Agricultural Support and Services (Not Directly Related)****(1) General**

All agricultural support and services (not directly related) uses shall have direct access onto a railway, major arterial street, or collector street.

**(2) Stockyard/Slaughterhouse (unchanged)****(3) Agronomic Uses (unchanged)****(4) Agricultural Retail Facilities****(a) The following items are allowed within outdoor display and sales within the agricultural support and services use:**

- i. Fencing materials
- ii. Pet and Livestock Equipment
- iii. Piping
- iv. Trailers
- v. Tool Rental
- vi. Pedal Boats
- vii. All-Terrain Vehicles/Utility Vehicles
- viii. Lawn and Garden Equipment including, but not limited to, mowers, plows, tillers, cultivators, fertilizer spreaders, seeders, bale carriers, etc.
- ix. Lawn and Garden Materials including, but not limited to, bagged fertilizer, bagged mulch, bagged feed, etc.

**(b) Outdoor display areas associated with agricultural support and services are exempt from section 4.3.3.Q.2 and 4.3.3.Q.4 and shall meet the following criteria:**

- i. All outdoor display of goods shall be located immediately adjacent to the storefront, or building sides, with the exception of a non-building-adjacent or detached outdoor display area up to 25% of the building square footage allowed between the building and street frontage. Outdoor display areas are not to be placed in drive aisles, loading zones, fire lanes, or parking lots.
- ii. Non-building adjacent or detached outdoor display areas shall be screened with a type A buffer yard (option 2 with shrubs) or a type B buffer yard (option 1 or 2).
- iii. Outdoor display areas associated with agricultural support and services shall not be limited by length and shall be limited in size to 125% of the overall building square footage.
- iv. Outdoor display areas adjacent to the building shall be contained by a fence for aesthetics and security reasons. The fence shall be either wrought iron, powder coated aluminum, or similar material, with decorative columns (for example stone or brick) adjacent to any street frontage.

#### 4.3.3 Specific Standards for Certain Accessory Uses

- A. Accessory Dwelling Units (unchanged)
- B. Aggregate Storage and Processing (unchanged)
- C. Amateur Ham Radio (unchanged)
- D. Campground, Public (unchanged)
- E. Cemetery, Family or Religious Institution (unchanged)
- F. Child Care, Incidental (unchanged)
- G. Community Agriculture (unchanged)
- H. Drive-Through (unchanged)
- I. Electronic gaming Operation (unchanged)
- J. Excavation (unchanged)
- K. Gasoline Sales (unchanged)
- L. Home Occupations (unchanged)
- M. Housing for Poultry (unchanged)
- N. Ice House (unchanged)
- O. Inoperable Vehicles (unchanged)
- P. Land Application of sludge or Septage (unchanged)
- Q. Outdoor Display and Sales

Outdoor display or sales may be allowed as an accessory use for all retail sales and service uses and wholesale sales uses. It is the intent of this Ordinance to allow the display of merchandise for sale, but not where the display of such items is unsightly, impedes the flow of pedestrian or vehicular traffic, or creates an unsafe condition.

The outdoor display/sales of goods shall comply with the following standards:

- (1) Outdoor display/sales areas shall be depicted upon a site plan (see Section 2.4.7. Site Plan).
- (2) All outdoor display of goods shall be located immediately adjacent to the storefront, or building sides, and not in drive aisles, loading zones, fire lanes, or parking lots. **Outdoor display areas not adjacent to the principal building are only allowed within agricultural support and services use classification as specified under UDO Section 4.2.1.**
- (3) Containers or racks used for display shall be anchored in a manner capable of withstanding 120 mph winds, or shall be capable of being moved indoors.
- (4) Outdoor display areas shall be limited to no more than one-half of the length of the store front or building side: **for all use classifications except agricultural support and services. Outdoor display areas associated with agricultural support and services shall meet the criteria specified under UDO Section 4.2.1.**
- (5) In the case of a shopping center, the “storefront” shall include the entire frontage of the shopping center façade, meaning that the total amount of display for all the in-line

tenants combined shall not exceed 50 percent of the aggregate store front length of the shopping center.

- (6) The area of outdoor display or sales shall not encompass the width of the entrance doors to the establishment as projected straight out from the facility. (For example, if the width of the entrance doors is ten feet, there shall be at least a ten-foot clearance from the doors as projected straight out and away from the facility.)
- (7) No goods shall be attached to a building's wall surface.
- (8) The height of the outdoor display area shall not exceed nine feet, except in the case of live or recently cut trees or similar vegetation.
- (9) The outdoor display area shall take place on an improved surface such as the sidewalk or pavement.
- (10) At least three feet along the parking lot side of the display shall be maintained free of obstruction to allow for pedestrian and handicap movement, such that handicapped pedestrians and others do not have to enter the parking lot or drive aisle to walk around the display.
- (11) Outdoor sales shall not include hazardous and flammable materials, such as gasoline, oil, antifreeze, kerosene, poisons, pesticides, and similar items. **Sites designated as agricultural support and services use may include storage and sale of propane. All storage and handling must meet the applicable North Carolina Fire Code and all appropriate State and Federal Regulations.**
- (12) No additional signage shall be permitted in association with outdoor display areas.
- (13) Outdoor display of large items (e.g., heavy equipment, vehicles, manufactured homes, prefabricated structures, etc.) shall comply with the standards applied to these activities when they occur as principal uses (see Section 4.2, Use Specific Standards).

Is consistent with the goals, objectives, and policies of the Land Use Plan, other applicable county-adopted plans, and the purposes of the UDO; ***Northern Mainland Currituck County contains significant areas of agricultural zoning that could benefit from a rural retail supplier. The Currituck County Northern Mainland Future Land Use (within the DRAFT Imagine Currituck 2040 Master Plan) indicates the proposed area should be considered "mixed use centers and corridors" POLICY CD1: NEIGHBORHOOD SERVING COMMERCIAL DISTRICTS and POLICY CD4: HIGHWAY ORIENTED COMMERCIAL USES. In addition to this, the Moyock Small Area Plan expresses a desire to protect the community's rural character and promote Moyock as a prime location for small businesses and light industrial development. The proposed development is consistent with these goals and objectives.***

Is in conflict with any provision of the UDO, or the County Code of Ordinances; ***The site is not in conflict and will be developed in accordance with the County's TRC review process including development and infrastructure standards. Changes to the County's use standards are proposed to allow for more outdoor display and sales areas to account for the size and scale of the specialty items available for retail sale. POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES***

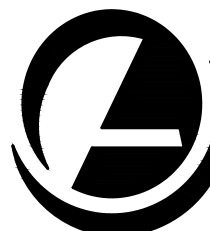
Is required by changed conditions; ***Tractor Supply Company has unique site conditions as the specialty products they offer are larger than those typically stored within a retail structure. Additional outdoor display areas are required due to the size and scale of retail products. POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES***

Addresses a demonstrated community need; ***Retail specific stores are sparse within the Moyock area and the proposed development would allow residents a location to purchase necessary items without travelling outside of the County. POLICY CD1: NEIGHBORHOOD SERVING COMMERCIAL DISTRICTS; POLICY CD4: HIGHWAY ORIENTED COMMERCIAL USES***

Is compatible with the purpose and intent of the zoning district in the UDO or would improve compatibility among uses and ensure efficient development within the County; ***The parcel is zoned GB and retail is a permitted use within this zone. Outdoor sales and display areas are permitted within GB Zoning. POLICY CD3: LARGE COMMERCIAL CENTERS ; POLICY CD8: MIXED-USE DEVELOPMENTS***

Would result in a logical and orderly development pattern; ***The proposed development is consistent with the surrounding area and required buffers will be provided between the GB zoning along the Caratoke Highway and the adjacent mixed residential zoning. POLICY CD1: NEIGHBORHOOD SERVING COMMERCIAL DISTRICTS; POLICY CD4: HIGHWAY ORIENTED COMMERCIAL USES***

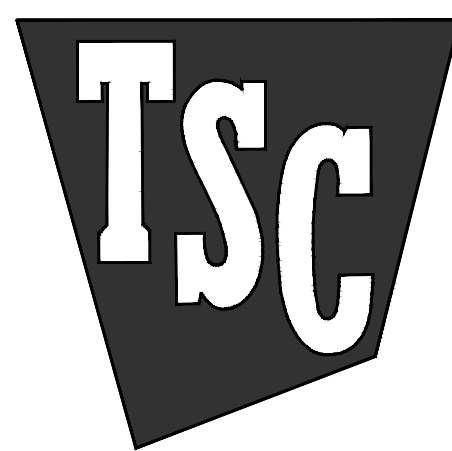
Would result in significant adverse impacts on the natural environment including, but not limited to, water, air, noise, stormwater management. ***The proposed development would not result in adverse environmental impacts. It should be noted that central wastewater is already permitted for the site and stormwater will meet County storage requirements at a minimum. A retail use is not expected to impact air or noise quality. POLICY WS3: Currituck County endorses UTILITIES EXTENSION POLICIES***



GLEN P. OXFORD  
ARCHITECT

2934 Sidco Drive  
Suite 120  
Nashville, TN 37204

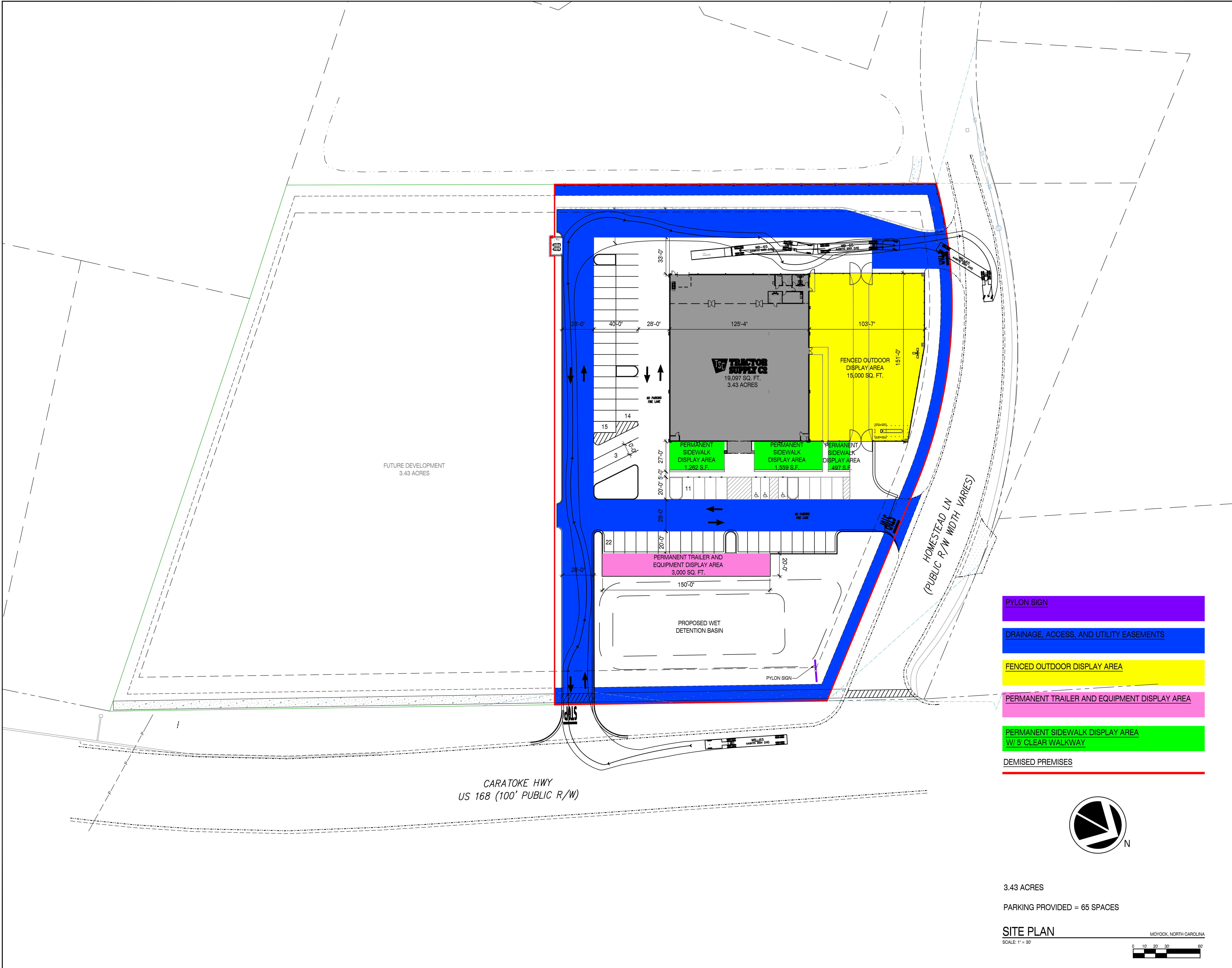
Architecture  
Planning  
Interior Architecture



TRACTOR SUPPLY COMPANY

MOYOCK  
NORTH CAROLINA

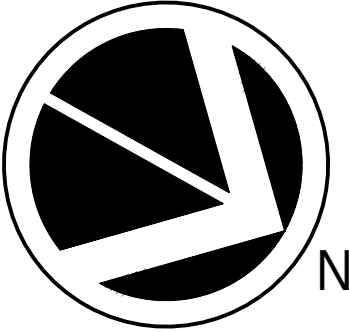
Attachment: 3 tractor-supply-nc-app-20sep2d (P8 20-15 Tractor Supply)



- PYLON SIGN
- DRAINAGE, ACCESS, AND UTILITY EASEMENTS
- FENCED OUTDOOR DISPLAY AREA
- PERMANENT TRAILER AND EQUIPMENT DISPLAY AREA
- PERMANENT SIDEWALK DISPLAY AREA  
W/ 5' CLEAR WALKWAY
- DEMISED PREMISES

3.43 ACRES  
PARKING PROVIDED = 65 SPACES

SITE PLAN  
SCALE: 1" = 30'  
MOYOCK, NORTH CAROLINA



This drawing and the design shown is the property of the architect. The reproduction, copying or use of this drawing without their written consent is prohibited and any infringement will be subject to legal action.

Job Number:	0820.062
Date:	08.25.2020
Revisions:	
Revisions:	
Revisions:	

Sheet Number:

SITE



## **COUNTY OF CURRITUCK**

### **RESOLUTION AUTHORIZING THE PURCHASE OF MULTIMEDIA SOFTWARE FROM RIGGS WARD DESIGN, L.C. THROUGH SOLE SOURCE PURCHASE PURSUANT TO N.C. GEN. STAT. §143-129(e)(6)**

WHEREAS, N.C. Gen. Stat. § 143-129(e)(6) authorizes a unit of local government to purchase apparatus, supplies, materials or equipment when standardization or compatibility is an overriding consideration; and

WHEREAS, the county requires multimedia software for six (6) audio-visual interactives for the Currituck Maritime Museum Permanent Exhibition; and

WHEREAS, Riggs Ward Design, L.C. designed the Currituck Maritime Museum Permanent Exhibition; and

WHEREAS, Riggs Ward Design, L.C. is the only entity capable of providing the county with multimedia software compatible with the design of the Permanent Exhibition; and

WHEREAS, Riggs Ward Design, L.C. shall design, produce, and install multimedia software at a cost of \$132,500.00; and

WHEREAS, the total cost for the Currituck Maritime Museum multimedia software is \$132,500.00.

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

Section 1. The County of Currituck is authorized to enter into a contract in the amount of \$132,500.00 with Riggs Ward Design, L.C. for the sole source purchase of multimedia software in accordance with the sole source provision requirements set forth by N.C. Gen. Stat. § 143-129(e)(6). Further, the County Manager is authorized to execute the agreement with Riggs Ward Design, L.C. for the acquisition apparatus, materials, and equipment acquisition described in this resolution and the proposed contract.

Section 2. This resolution shall be effective upon its adoption.

This the 2<sup>nd</sup> day of November 2020.

---

Bob White, Chairman  
Board of Commissioners

ATTEST:

---

Leeann Walton  
Clerk to the Board of Commissioners

(COUNTY SEAL)



Rebecca Gay  
Contract Purchasing Agent

**Currituck County**  
153 Courthouse Road, Suite 210  
Currituck, North Carolina 27929  
252-232-6080  
rebecca.gay@currituckcountync.gov

## MEMORANDUM

To: Board of Commissioners  
Ben Stikeleather, County Manager

From: Rebecca Gay, Contract Purchasing Agent *RG*

Subject: Recommendation of Award – 16” Deep Raw Water Main Upgrade - SOBWS  
Sailfish Street

Date: October 22, 2020

---

**Project Description:** The project consists of the installation of 3,100 lineal feet of 16” raw water main by directional bore methods. This project is the first phase of a multi-year capital improvement plan to increase capacity of the Southern Outer Banks Water System.

**Recommendation of Award:** Bids for 16” Deep Raw Water Main Upgrade - SOBWS were received and opened at 1:00 p.m. on October 8, 2020 on the front steps of the Currituck County Historic Courthouse. A total of three (3) bids were received. The bid tabulation is attached for your reference.

The low bidder is Enviro-Tech Unlimited Construction Services, LLC with a Lump Sum Bid Amount of Nine hundred nineteen thousand and five hundred dollars and no cents (\$919,500.00). The bid documents and Contractor’s qualifications have been reviewed and found satisfactory.

Staff recommends award of the project to Enviro-Tech Unlimited Construction Services, LLC in the amount of \$919,500.00.

Attachment: Recommendation of Award\_Raw Water Main Upgrade - SOBWS (Recommendation of Bid Award-Raw Water Main Upgrade-SOBWS)



## BID TABULATION

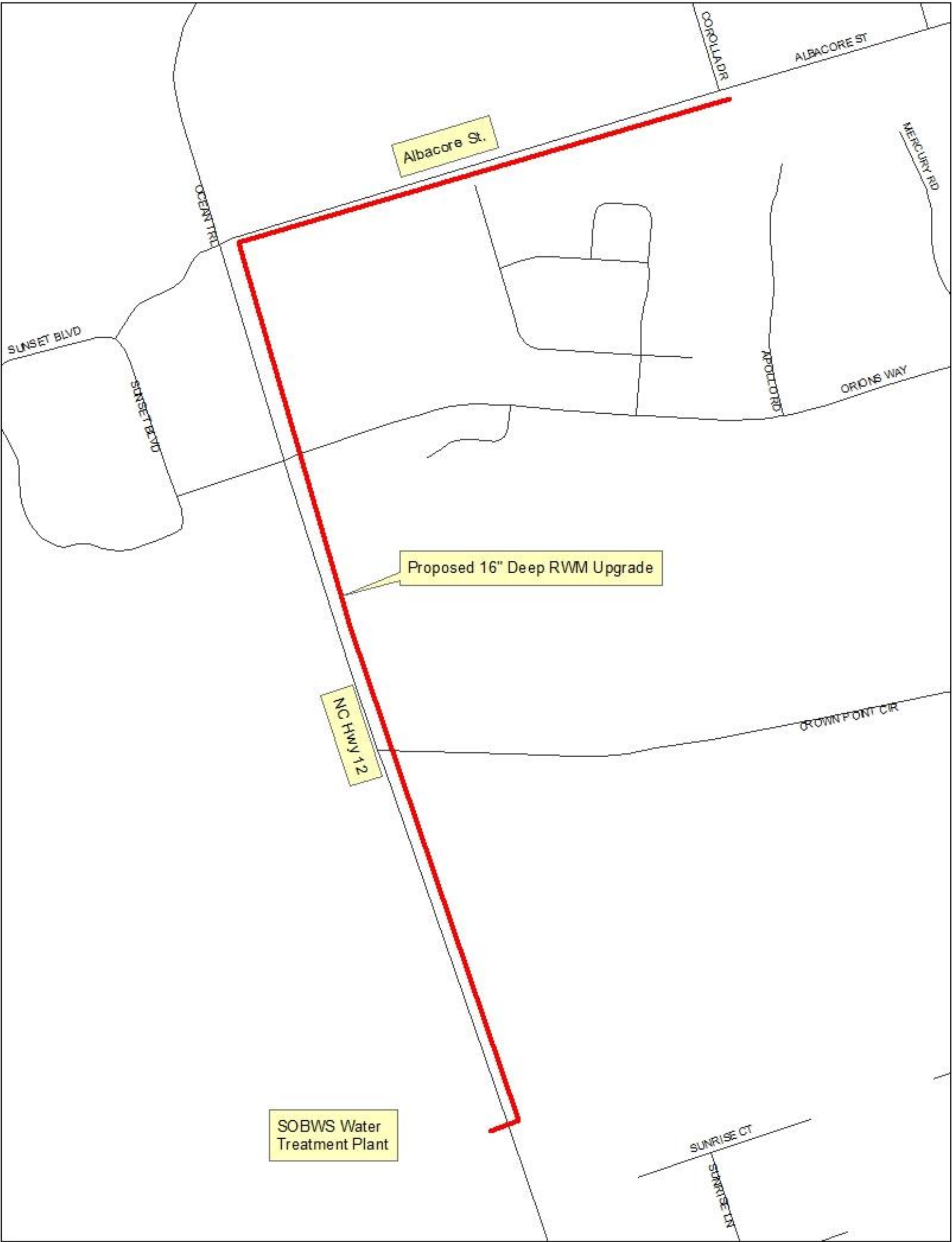
16" Deep Raw Water Main - SOBWS

Bid Opening: October 8, 2020 at 1:00 p.m.

Contractor	Scaled Bid	Bid Security Included	Acknowledge Addendum (I)	G.C. License Included	E-Verify Included	Lump Sum Bid Amount
Hatchell Concrete, Inc.	X	X	X	X	X	\$1,099,104.50
Basnight Construction Co., Inc.	X	X	X		X	\$1,060,870.00
Enviro-Tech Unlimited Construction Services, LLC	X	X	X	X	X	\$919,500.00
<p><i>Rebecca L. Gay</i> <u>10-9-2020</u></p> <p>Rebecca L. Gay, Contract Purchasing Agent      Date</p>						

# 16" Deep Raw Water Main Upgrade

## CURRITUCK COUNTY



Southern Outer Banks Water System  
Corolla, North Carolina  
August 2020

These plans were prepared by:  
Currituck County Engineering Department  
153 Courthouse Road, Suite 302  
Currituck, NC 27929

This project shall adhere to previously  
approved NC DEQ, Public Water Supply  
Section Standard Specifications for Currituck  
County Water Department, Serial Number 11-  
00630

Sheet Title	Sheet No.
Cover	Cover
Existing Utilities	EX-01
Existing Utilities	EX-02
Existing Utilities	EX-03
Plan View	C-01
Plan View	C-02
Plan View	C-03
Plan View	C-04
Plan View	C-05
Plan View	C-06
Notes	C-07

Currituck County  
Engineering Department  
153 Courthouse Rd  
Suite 302  
Currituck, NC 27929



PROJECT:  
**16" Deep RWM Upgrade**  
SOBWS Currituck County North Carolina



Revisions		Description				
No	Date					

Date: 08/20/20

Scale: 1 in = 40 ft

Drawn: ETW  
Checked: ETW

Sheet Title:  
**Cover**

Sheet No.:  
**Cover**

Number 20210037

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 2nd day of November 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<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	\$ 5,500	
10490-516000	Repairs & Maintenance Other	\$ 3,000	
10490-516003	Repairs & Maintenance Court/Jail	\$ 5,000	
10490-590003	Capital Outlay		\$ 13,500
		<u>\$ 13,500</u>	<u>\$ 13,500</u>

**Explanation:** Judicial Building (10490) - Transfer budgeted funds from capital outlay for repair to Effis and for HVAC service contract at the Judicial Center.

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

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Nov 2\_General Meeting (Budget Amendments)

Number 20210038

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 2nd day of November 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10795-590000	Capital Outlay	\$ 18,335	
10320-411000	Article 39 Sales Tax		\$ 18,335
		<u>\$ 18,335</u>	<u>\$ 18,335</u>

**Explanation:** Parks & Recreation (10795) - Increase appropriations to replace a forklift. Cost of replacement will be \$18,335 after \$5,500 allowance for trade-in of old equipment.

**Net Budget Effect:** Operating Fund (10) - Increased by \$18,335.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Nov 2\_General Meeting (Budget Amendments)

Number 20210039

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 2nd day of November 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
66868-590000	Capital Outlay	\$ 230,000	
66390-495660	Transfer from SOBWS Dev Fees		\$ 230,000
660868-587066	Transfer to SOBWS Operating Fund	\$ 230,000	
660360-472000	Water System Dev Fees		\$ 230,000
		<u>\$ 460,000</u>	<u>\$ 460,000</u>

**Explanation:** Southern Outer Banks Water (66868); Southern Outer Banks Developmental Fees (660868) - Increase appropriations for Southern Outer Banks 16" raw water main project.

**Net Budget Effect:** Southern Outer Banks Water Fund (66) - Increased by \$230,000.  
So Outer Banks Water Dev Fee Fund (660) - Increased by \$230,000.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Nov 2\_General Meeting (Budget Amendments)

Number 20210040

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 2nd day of November 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10606-545000	Contract Services	\$ 2,500	
10320-411000	Article 39 Sales Tax		\$ 2,500
		<u>\$ 2,500</u>	<u>\$ 2,500</u>

**Explanation:** Soil Conservations (10606) - Increase appropriations for Soil & Water grant application fee for assistance from the Albemarle Commission.

**Net Budget Effect:** Operating Fund (10) - Increased by \$2,500.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Nov 2\_General Meeting (Budget Amendments)

## COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**SECTION 1.** The project authorized is design and bidding for terminal area fencing funded by NC Department of Transportation, Division of Aviation grant 36237.8.16.1.

**SECTION 2.** The following amounts are appropriated for the project:

Terminal Area Fencing	\$ 29,900
	<u>\$ 29,900</u>

**SECTION 3.** The following funds are available to complete this project:

Investment earnings	\$ 2,990
NC DOT, DOA Grant	\$ 26,910
	<u>\$ 29,900</u>

**SECTION 4.** The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

### SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

### SECTION 6. CONTRACTUAL OBLIGATIONS

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. He may execute contracts for (1) purchases of apparatus, supplies, and

- materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

## **SECTION 7. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 2nd day of November 2020.

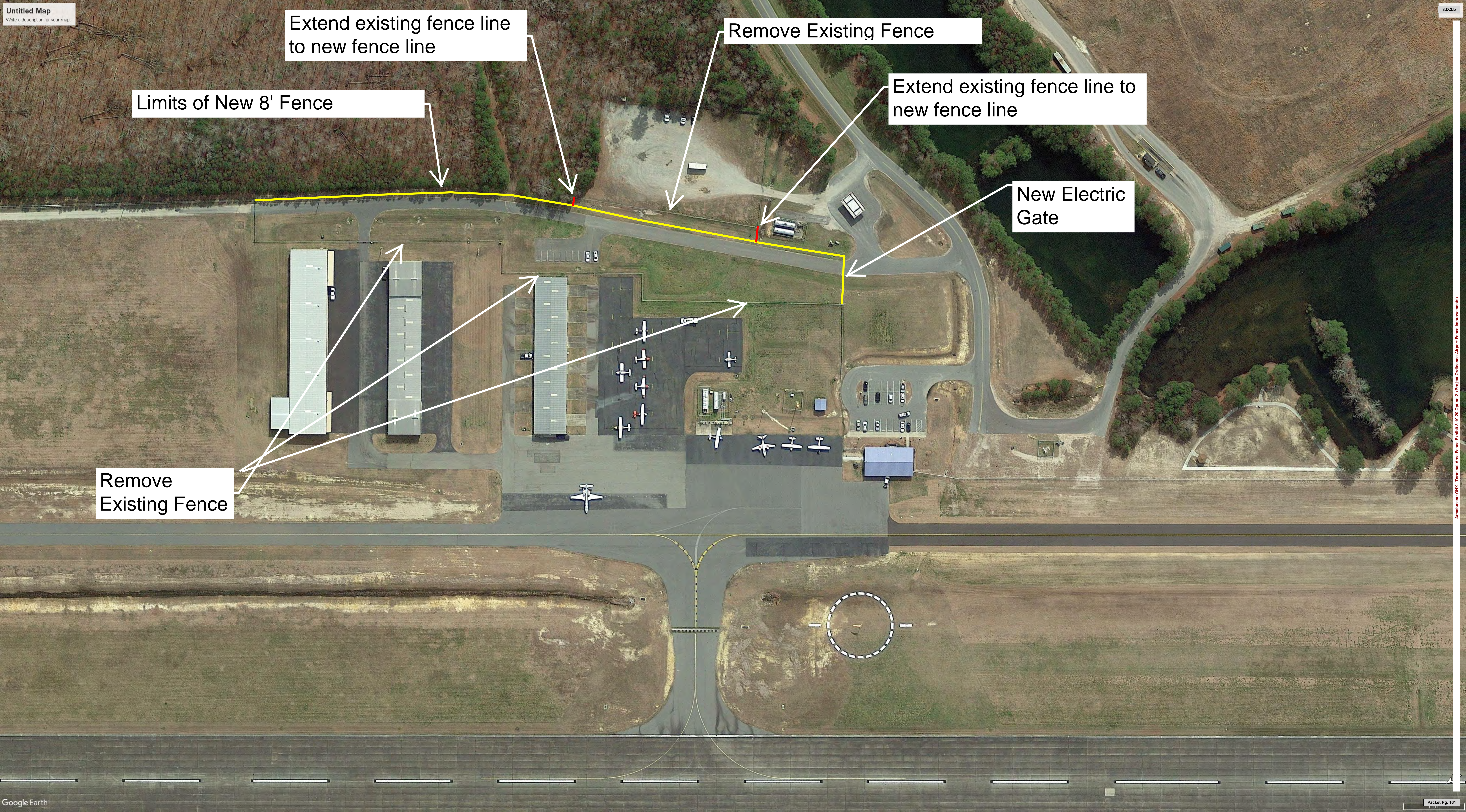
---

Bob White, Chairman  
Board of Commissioners

ATTEST:

---

Leeann Walton  
Clerk to the Board



Extend existing fence line to new fence line

Remove Existing Fence

Extend existing fence line to new fence line

New Electric Gate

Limits of New 8' Fence

Remove Existing Fence

## COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**SECTION 1.** The project authorized is for design/build contracts for additions to the Moyock Elementary School and Moyock Middle School. This phase will be to select a contractor and design the school expansions. Any excess funds for that portion of these projects will be applied toward construction costs.

**SECTION 2.** The following amounts are appropriated for the project:

Moyock Elementary School - Addition 2021	\$ 600,000
Moyock Middle School - Addition 2021	\$ 600,000
	<u>\$ 1,200,000</u>

**SECTION 3.** The following funds are available to complete this project:

Investment earnings	\$ 1,200,000
	<u>\$ 1,200,000</u>

**SECTION 4.** The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

### SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

### SECTION 6. CONTRACTUAL OBLIGATIONS

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.

- b. He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

## **SECTION 7. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 2nd day of November 2020.

---

Bob White, Chairman  
Board of Commissioners

ATTEST:

---

Leeann Walton  
Clerk to the Board

## RESOLUTION

**WHEREAS,** THE Board of Commissioners of the County of Currituck, North Carolina during its regularly scheduled meeting authorized the following, pursuant to G.S. 160A and 270(b) that the property listed below will be sold at auction, negotiated sale or will be disposed of if not sellable.

County		
<u>Asset Tag</u>	<u>Description</u>	<u>Serial Number</u>
8818	2015 Nissan Titan King Cab	1N6AAOCJ8FN506206

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Commissioners of the County of Currituck reserves the right to reject any and all bids.

**ADOPTED,** this 2nd day of November 2020.

\_\_\_\_\_  
 Bob White  
 County of Currituck, Board of Commissioners

\_\_\_\_\_  
 Leeann Walton  
 Clerk to the Board

(Seal)

Attachment: Surplus-Nissan Titan-Nov 2 (Surplus Resolution-Nissan Titan)



# COUNTY OF CURRITUCK

Tax Department  
P.O. Box 9  
Currituck, North Carolina 27929

Tracy Sample, Tax Administrator  
(252) 232-3005  
(252) 232-2109  
(252) 232-3568 (FAX)

## Memorandum

TO: Currituck County Board of Commissioners

CC: Sandra Hill, Finance Director

From: Tracy Sample, Tax Administrator

Date: October 21, 2020

RE: Order of Collections  
**2020 Tax Levy & Prior Year Taxes to be Charged to the Tax Collector**

---

<b>2020 REAL &amp; PERSONAL PROPERTY TAX LEVY*</b>	\$	36,876,234.82
<b>PRIOR YEARS TAXES**</b>	\$	<u>632,834.43</u>
<b>TOTAL TAXES</b>	\$	37,509,069.25

\*The Current Year levy includes all penalties, solid waste fees, nuisance fees, septic tank inspection fees, special district and animal taxes; does not include taxes levied on registered motor vehicles which are collected by DMV, nor tax discoveries, adjustments, releases, and deferred taxes. These are reported to the Finance Director as required throughout the year.

\*\* Prior Year Taxes as of **OCTOBER 21, 2020**

Attachment: 2020 Order of Collections\_memo (Tax-2020 Order of Collections)



STATE OF NORTH CAROLINA  
COUNTY OF CURRITUCK

ORDER OF COLLECTIONS

TO THE TAX COLLECTOR OF THE COUNTY OF CURRITUCK:

You are hereby authorized, empowered, and commanded to collect the taxes due, for the current year and the nine prior years, set forth in the tax records filed in the office of the Tax Collector and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Currituck, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_(SEAL)  
Chairman, Board of Commissioners of  
Currituck County

ATTEST:

\_\_\_\_\_  
Clerk of Board of Commissioners of  
Currituck County

(G.S. 105-321)

Attachment: 2020 Order of Collections (Tax-2020 Order of Collections)

**FY 19-20 SETTLEMENT FOR DELINQUENT TAXES FOR TAX YEARS 2010-2019 (G.S. 105-373)**
**COLLECTION TOTALS FOR THE YEARS 2010 -2019\***

YEARS	Levy All Charge Codes	Adjustments Releases/Writeoffs	Net Levy	Interest Collected	Tax Payments*	Unpaid Balance*	% COLL
2019	36,309,857.19	36,402.57	36,273,454.62	63,311.47	35,683,308.15	590,146.47	98.37%
2018	35,527,521.71	26,855.64	35,500,666.07	79,613.39	35,416,451.73	84,214.34	99.76%
2017	32,887,340.66	-2,492.48	32,889,833.14	90,240.39	32,847,553.74	42,279.40	99.87%
2016	31,866,781.01	50,337.73	31,816,443.28	93,540.76	31,798,768.80	17,674.48	99.94%
2015	31,147,789.18	33,944.98	31,113,844.20	112,140.66	31,103,405.92	10,438.28	99.97%
2014	30,606,696.75	32,398.82	30,574,297.93	103,667.17	30,567,500.17	6,797.76	99.98%
2013	30,945,021.92	74,320.31	30,870,701.61	117,387.42	30,862,314.18	8,387.43	99.97%
2012	30,147,850.90	86,789.76	30,061,061.14	117,495.50	30,052,678.16	8,382.98	99.97%
2011	29,925,256.17	43,815.53	29,881,440.64	135,486.51	29,872,323.17	9,117.47	99.97%
2010	28,910,965.72	69,684.10	28,841,281.62	144,960.40	28,833,870.38	7,411.24	99.97%
<b>TOTALS</b>	<b>318,275,081.21</b>	<b>452,056.96</b>	<b>317,823,024.25</b>	<b>1,057,843.67</b>	<b>317,038,174.40</b>	<b>784,849.85</b>	<b>99.75%</b>

\*Collections through June 30, 2020

Respectfully Submitted

and Sworn to this the 20th day of October, 2020



Tracy Sample, Tax Collector

Note: 2017 Adj/Rel/Writeoff negative  
due to \$19,997.55 demolition fee  
198 Shortcut Rd

**CURRITUCK COUNTY  
CLASSIFICATION BY SALARY GRADE  
FOR THE FISCAL YEAR ENDING JUNE 30, 2021**

8.D.7.a

ED: 10/10/2020

SALARY GRADE	SALARY RANGE	CLASSIFICATION
50	\$24,775-\$33,959	Custodian
50.5	\$26,180-\$36,548	Senior Center Site Manager
51	\$26,786-\$36,775	Maintenance Helper Park Attendant Rural Attendant
52	\$28,796-\$39,629	Accounting Clerk I Aging Senior Services Admin. Supervisor Animal Care Technician Community Social Services Assistant DSS DCI CP/Clerk Deputy Register of Deeds Library Assistant I Permit Officer I Recreation Assistant Secretary I Tax Clerk I

Attachment: Classification Chart 11-02-2020 (Salary Resolution and Classification Chart-Revised)

53	\$30,808-\$42,407	Line Maintenance Mechanic Helper Library Assistant II Maintenance/Repair Worker Meter Reader EMT Basic/Firefighter Lineman - Airport Processing Assistant IV Public Information Assistant IV Tax Clerk II Utilities Customer Service Representative Visitor Relations Coordinator
53.5	\$31,388-\$43,467	Detention Officer
54	\$32,818-\$45,220	4H Program Assistant Accounting Clerk II Animal Control Officer Assistant Register of Deeds District Administrator F&C Sciences Associate Income Maintenance Caseworker I Library Associate I Permit Officer II Telecommunicator Trainee
54.5	\$33,438-\$46,350	Intake Officer

55	\$34,830-\$48,038	Accounting Clerk III Administrative Assistant I Line Maintenance Mechanic Maintenance/Repair Worker Electrician Park Superintendent Public Information Assistant V Telecommunicator I Tourism Promo & Event Coordinator Utilities Customer Service Supervisor
55.5	\$35,491-\$49,239	Deputy Director of Elections Rural Center Manager Shelter Manager
56	\$36,843-\$50,856	Deputy Tax Collector Deputy Trainee EMT/Intermediate Evidence Technician Income Maintenance Caseworker II Maintenance/Repair Worker HVAC Permit Officer III Sales & Marketing Associate Social Worker I Telecommunicator II Visitor Relations Specialist Wastewater ORC Trainee Water Plant Operator Trainee
56.5	\$38,257-\$53,698	Sergeant Detention Officer

57	\$38,852-\$53,669	Administrative Assistant II Athletic Grounds Manager Building Inspector I Code Enforcement Officer Deputy Sheriff I Human Resources Assistant Maintenance Supervisor Recreation Specialist Rural Center Director Support Technician Visitor Center Supervisor Wastewater Operator Water Plant Operator Water Plant Operator/Lab Technician
58	\$40,863-\$56,486	Deputy Sheriff II Firefighter/EMT Basic Income Maintenance Caseworker III Income Maintenance Investigator II Library Associate II Training Officer
59	\$42,874-\$59,302	Accounting Technician Accounting & Payroll Technician Building Inspector II probationary/ FQ Inspect I ** E Body Deputy Sheriff III Development Technician Detective I EMT Paramedic/Firefighter Planner I

59	\$42,874-\$59,302	Public Relations Coordinator Tax Appraiser
60	\$44,887-\$62,119	*Administrative Officer I *Communications Supervisor Deputy Emergency Management Coordinator EMS Training Officer Fire Training Officer/Recruitment Coordinator *Income Maintenance Supervisor II *Lieutenant Detention Officer Fire Marshal Lieutenant - EMS *Operations Director Risk Manager Social Worker II Stormwater Technician Water Distribution Supervisor Trainee
60.5	\$45,747-\$63,672	*Aging Senior Services Director Firefighter EMT/Advanced Firefighter EMT/Paramedic Maritime Museum Manager
61	\$46,898-\$64,936	Building Inspector III probationary/FQ BI II Creative Director Detective II GIS Specialist GIS Coordinator IT Coordinator Paralegal Planner II Marketing Director Public Information Officer Video Production Specialist

61	\$46,898-\$64,936	Wastewater Supervisor ORC Water Distribution Supervisor Web/AV Specialist
62	\$48,909-\$67,751	*Airport Manager *Contract Purchasing Agent Fire Lieutenant Fiscal & Budget Assistant *Operations Manager - PW/Solid Waste Sergeant Site Manager/Curator Soil & Stormwater Manager Social Worker III Social Worker Invest/Assess Treatment
63	\$50,918-\$70,566	Building Inspector III FQ *Director of Elections Engineering Technician *Social Work Supervisor II *Water Treatment Plant Supervisor
64	\$52,931-\$73,383	*Accountant *Jail Superintendent Senior Planner
65	\$55,373-\$76,803	*Administrative Assistant/Clerk to Board *Captain - EMS *Fire and EMT Captain *Project Coordinator
66	\$56,954-\$79,016	*Public Utilities Superintendent *Social Worker Supervisor III *Wastewater Superintendent *Water Superintendent

67	\$58,962-\$81,828	*Chief Building Inspector *Emergency Management Director *Lieutenant - Sheriff *Recreation Director *Social Work Program Manager
68	\$60,973-\$84,644	*Human Resources Director *IT Director *Public Works Director *Tax Administrator
69	\$62,984-\$87,461	
70	\$65,056-\$90,362	
71	\$67,006-\$93,092	*Captain- Sheriff *Chief Deputy - Fire/EMS *Tourism Director
72	\$69,019-\$95,910	*Assistant Planning Director
73	\$71,028-\$98,723	*Assistant Public Services Director/ Assistant County Engineer *Chief Deputy - Sheriff *Economic Development Director
74	\$73,041-\$101,541	
75	\$75,050-\$104,356	*Chief of EMS
76	\$77,063-\$107,173	*Director of Social Services *Public Utilities Director
77	\$79,072-\$109,987	
78	\$81,085-\$112,805	*Assistant Finance Director
79	\$83,096-\$115,621	
80	\$84,860-\$118,091	
81	\$86,981-\$131,724	
82	\$89,156-\$135,017	

83	\$91,385-\$138,393	*Assistant County Manager *Planning Director
84	\$93,670-\$141,852	
85	\$96,011-\$145,399	
86	\$98,412-\$149,034	
87	\$100,725-\$152,537	
88	\$100,724-\$154,050	*Senior Planning Director
89	\$104,267-\$157,901	
90	\$106,873-\$161,848	
91	\$109,545-\$165,895	
92	\$111,867-\$169,410	*Finance Director *Public Services Director/County Engineer
93	\$114,663-\$173,645	
94	\$117,530-\$177,986	
95	\$120,468-\$182,436	
96	\$123,480-\$186,997	
97	\$126,567-\$191,672	
98	\$129,731-\$196,463	
99	\$132,974-\$201,375	
100	\$136,298-\$206,409	
101	\$139,706-\$211,570	
102	\$143,199-\$216,859	
103	\$146,779-\$222,280	
104	\$150,448-\$227,837	
105	\$154,209-\$233,533	
106	\$158,064-\$239,372	
107	\$162,016-\$245,356	
108	\$166,066-\$251,490	
109	\$170,218-\$257,777	
110	\$174,474-\$264,221	

111	\$178,825-\$270,811	*Attorney
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\* indicates exempt status

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

\*\* E Body Grade is Dependent upon State Certification Level

CURRITUCK COUNTY  
NORTH CAROLINA

SALARY AND COMPENSATION RESOLUTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2021

BE IT RESOLVED by the County Commissioners that the following salaries and other compensation

SECTION 1 - BOARDS

Animal Services and Control Advisory Board

Members	\$50. per meeting
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Board of Adjustment

Members	\$50. per meeting
---------	-------------------

Board of Commissioners

Chairman	\$1300. per month
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Members	\$1200. per month
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Commissioners assigned to County advisory boards will receive the same compensation as other members of that board.

Board of Elections

Chairman	\$75. per month plus \$8.00 per meeting hour plus travel reimbursement at per diem rate
Members	\$25. per month plus \$8.00 per meeting hour plus travel reimbursement at per diem rate
Chief Judge	\$170. on election day, \$20. on canvass day, \$15. on instruction day plus travel reimbursement at per diem rate, \$20. on recount day

Judge	\$125. on election day, \$15. on instruction day plus travel reimbursement at per diem rate
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Assistants	\$110 on election day, \$15. on instruction day plus travel reimbursement at per diem rate
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<u>Board of Equalization</u>	
Members	\$100. per day; \$50. per half day
<u>Economic Development Board</u>	
Members	\$50. per meeting
<u>Fire Advisory Board</u>	
Members	\$50. per meeting
<u>Historic Preservation Commission</u>	
Members	\$50. per meeting
<u>Carova Beach Road Service District Advisory Board</u>	
Members	\$50. per meeting
<u>Ocean Sands North and Crown Pointe Stormwater Advisory Board</u>	
Members	\$50. per meeting
<u>Tourism Development Authority</u>	
Members	\$50. per meeting
<u>Land Transfer Tax Appeals Board</u>	
Members	\$50. per meeting
<u>Jury Commission</u>	
	\$50. per day
<u>Library Board of Trustees</u>	
Members	\$50. per meeting
<u>Nutrition Board</u>	
Members	\$50. per meeting
<u>Parks and Recreation Board</u>	
Members	\$50. per meeting
<u>Planning Board</u>	
Members	\$50. per meeting
<u>Senior Citizens Advisory Board</u>	
Members	\$50. per meeting

Social Services Board

Members	\$50. per meeting
---------	-------------------

Chairman	\$75. per meeting
----------	-------------------

## SECTION 2 - PAYMENTS TO BOARDS

Payments made to board members (except the Board of Commissioners and Board of Elections) are considered fees for the payment of all expenses incurred while serving in a voluntary capacity unless additional compensation is provided for in the enacting ordinance.

## SECTION 3 - NEW APPOINTMENTS

Compensation

The County Manager is authorized without further approval to enroll new personnel at a grade level not to exceed that of step 3; however, no new position may be established or salaries increased without the approval of the County Board of Commissioners.

Minimum Wage

Not withstanding the above, the County Manager may raise the salary of any employee to the Federal minimum wage level without further approval from the County Board of Commissioners.

## SECTION 4 - PART-TIME AND TEMPORARY EMPLOYEE BENEFITS

County employee benefits, including but not limited to vacation leave, holiday leave, sick leave, retirement, 401k, and health insurance, shall not be provided for part-time and temporary employees unless otherwise provided for by the Board of Commissioners.

**PART-TIME/TEMPORARY PAY RATES****Hourly**

Airport Lineman - Part-time	\$14.81	per hr
Animal Care Technician	\$13.84	per hr
Camp Counselors - Seasonal	\$9.00	per hr
Clerical Position - Temporary	\$11.91	per hr
Deputy I - Part-time	\$18.68	per hr
Deputy II - Part-time	\$19.65	per hr
Deputy III - Part-time	\$20.61	per hr
Deputy Trainee - Part-time	\$17.71	per hr
Detention Officer - Part-time	\$15.09	per hr
DSS On Call	\$22.00	per hr
EMT Basic - Temporary	\$14.81	per hr
EMT Intermediate - Temporary	\$17.71	per hr
EMT Paramedic - Temporary	\$20.61	per hr
Library Assistant I - Part-time	\$13.84	per hr
Maintenance Helper - Temporary	\$12.88	per hr
Park Attendant	\$12.88	per hr
Summer Intern - Whalehead	\$14.81/\$15.37	per hr
Telecommunicator - Part-time	\$16.75	per hr
Telecommunicator Trainee - Part-time	\$15.78	per hr
Tour Guides - Whalehead	\$14.81	per hr
Visitor Relations Coordinator - Temporary	\$14.81	per hr

**Parks & Recreation Temporary Staff**

Athletic Complex Attendant	\$11.50	per hr
Janitor - All Sports	\$7.25	per hr
Scorekeeper - All Sports	\$7.25	per hr
Site Coordinator - All Sports	\$14.50	per hr
Referee - 5 - 9 yr old Basketball	\$22.00	per game
Referee - 10 - 15 yr old Basketball	\$26.00	per game
Referee - Flag Football	\$22.00	per game
Referee - Youth Volleyball	\$22.00	per game
Referee - Soccer	\$22.00	per game
Referee - Tackle Football	\$36.00	per game
Umpire - Baseball Ages 7 - 8	\$30.00	per game
Umpire - Softball 8U	\$30.00	per game
Umpire - Softball 10U	\$35.00	per game
Umpire - Baseball Ages 9 - 10	\$35.00	per game
Umpire - Softball 12U - 18U	\$40.00	per game
Umpire - Baseball Ages 11 - 15	\$40.00	per game

## SECTION 5 - TRAVEL

Per Diem Rate

Subject to the approval of their department head, employees are entitled to travel reimbursement for use of a personal vehicle while transacting County business at the current standard mileage rate allowed by the Internal Revenue Service.

Adopted this 5th of October 2020.

ATTEST.

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Robert White, Chairman  
Board of Commissioners

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Leeann Walton  
Clerk to the Board

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Area above this line for recording data

This instrument has been preaudited  
in the manner required by the Local  
Government Budget and Fiscal  
Control Act.

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Sandra Hill  
Finance Officer

NORTH CURRITUCK

LEASE AGREEMENT

CURRITUCK COUNTY

THIS LEASE AGREEMENT, which supersedes any prior lease agreements between the parties, made and entered into this day of October, 2020, by and between COUNTY OF CURRITUCK, NORTH CAROLINA, a body corporate and politic existing under the laws of the State of North Carolina, (the "Lessee"), and LINDA RAE OLD, JERRY L. OLD, and H. KIM OLD (the "Lessors").

WITNESSETH:

WHEREAS, N. C. Gen. Stat. §153A-165 provides that a county may lease as lessee any real property for any authorized public purpose; and

WHEREAS, the Lessee, in order to provide the public with a convenient method for the disposal of solid waste desires to enter into this lease for the siting and placement of a manned convenience center for use by the public for the disposal of solid waste;

WHEREAS, the Lessee held over occupancy of the Lessors' property after the expiration of the lease and thereby benefited for the use of the premises without having made payment and the Lessee shall pay to Lessors the amount of \$600.00/month, a total of \$9,000.00 due from holding over the prior lease.

NOW, THEREFORE, for and in consideration of the rental, specified below, and of the stipulated covenants, the Lessor and Lessee agree as follows:

1. Lessor agrees to lease to Lessee the premises situated in Moyock-Gibbs Woods Township, Currituck County, North Carolina, more particularly described as follows:

One acre more or less located at 132 Reeds Road, Knotts Island, North Carolina within the boundaries of Lot 2, Tax Map 29, parcel number of 0029-000-0002-0000, said property owned by Lessors and referenced in Deed recorded in Book 1005, Page 476 in the Currituck County Public Registry.

2. The lease of the above-described premises shall be for a term of ten (10) years commencing on the 1<sup>st</sup> day of November, 2020 and ending on the 31<sup>st</sup> day of June, 2030.
3. The rent for the term of this lease is \$600.00 per month, payable in advance without demand or notice. The rent shall be paid annually in equal payments to Linda Rae Old, Jerry L. Old and H. Kim Old. Lessee shall also pay Lessors at the execution of this lease the amount of \$9,000.00 representing rent payment for the period of months that the Lessee held over use of Lessors property following expiration of the prior lease agreement.
4. It is understood by the parties that the leased premises will be improved for Lessee's use as a solid waste disposal center. It is mutually agreed between Lessor and Lessee that any costs incurred and all improvements made to the leased premises shall at the expense of the Lessee.
5. Lessee agrees to keep the leased premises neat in appearance.
6. Lessee agrees to indemnify and hold Lessor harmless from an liability of any nature, which may arise in connection with Lessee's use of the leased premises, and Lessor shall indemnify and hold Lessee harmless from any liability due to conditions existing to or on the leased premises prior to the date of this lease agreement.
7. Lessee may not assign, transfer, sublease, pledge or otherwise encumber or dispose of this lease without the written consent of the Lessor, except as described in paragraph 4 of this lease agreement.

8. It is mutually agreed between the parties that following the third year of lease term, this lease agreement may be terminated upon one (1) year written notice sent by registered mail to the other party. Upon termination of this lease agreement, any rental paid by Lessee in advance shall be returned to Lessee on a pro-rata basis.
9. Upon termination or expiration of this lease, Lessee agrees to remove all fixtures, personal property and other improvements from the leased premises and to return the leased premises to Lessor in substantially the same condition as on the date Lessor takes possession of the premises.
10. Lessee shall have peaceful and quiet enjoyment of the premises for the term of this lease provided that Lessee pays the rent as agreed to in this lease agreement and otherwise performs all of the conditions and covenants set forth in this lease agreement.

IN WITNESS WHEREOF, Lessors and Lessee have executed this lease the day and year first written above.

#### LESSORS

By: \_\_\_\_\_(SEAL)  
Linda R. Old

By: \_\_\_\_\_(SEAL)  
Jerry L. Old

By: \_\_\_\_\_(SEAL)  
H. Kim Old

#### ATTEST:

#### LESSEE: COUNTY OF CURRITUCK

By: \_\_\_\_\_  
Leeann Walton  
Clerk to the Board of Commissioners

By: \_\_\_\_\_(SEAL)  
Bob White  
Chairman of Board of Commissioners

STATE OF \_\_\_\_\_  
CITY/COUNTY OF \_\_\_\_\_

I \_\_\_\_\_, the undersigned Notary Public, certify that  
**Linda R. Old** personally came before me this day and acknowledged the due execution of the  
foregoing instrument.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name

(OFFICIAL SEAL)

My Commission Expires: \_\_\_\_\_

STATE OF \_\_\_\_\_  
CITY/COUNTY OF \_\_\_\_\_

I \_\_\_\_\_, the undersigned Notary Public, certify that  
**Jerry L. Old** personally came before me this day and acknowledged the due execution of the  
foregoing instrument.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name

(OFFICIAL SEAL)

My Commission Expires: \_\_\_\_\_

STATE OF \_\_\_\_\_  
CITY/COUNTY OF \_\_\_\_\_

I \_\_\_\_\_, the undersigned Notary Public, certify that **H. Kim Old** personally came before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name

(OFFICIAL SEAL)

My Commission Expires: \_\_\_\_\_

NORTH CAROLINA  
COUNTY OF CURRITUCK

I, \_\_\_\_\_, a Notary Public of the County and State aforesaid, certify that **Leeann Walton** personally came before me this day and acknowledged that she is the Clerk of the Currituck County Board of Commissioners for the County of Currituck, a politic body and political subdivision of the State of North Carolina, and that by authority duly given and as the act of the County, the foregoing instrument was signed in its name by its County Manager, sealed with its County Seal and attested by her as its Clerk to the Board.

WITNESS, my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name

(OFFICIAL SEAL)

My Commission Expires: \_\_\_\_\_

Attachment: Old Convenience Lease 2020-2030 (Gibbs Woods Convenience Site Lease - Olds)



## Right of Way Agreement

THIS RIGHT OF WAY AGREEMENT, is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between

COUNTY OF CURRITUCK

("GRANTOR") and VIRGINIA ELECTRIC AND POWER COMPANY, a Virginia public service corporation, doing business in Virginia as Dominion Energy Virginia, with its principal office in Richmond, Virginia ("GRANTEE").

### WITNESSETH:

1. That for and in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, **GRANTOR** grants and conveys unto **GRANTEE**, its successors and assigns, the perpetual right, privilege and non-exclusive easement over, under, through, upon, above and across the property described herein, for the purpose of transmitting and distributing electric power by one or more circuits; for its own internal telephone and other internal communication purposes directly related to or incidental to the generation, distribution, and transmission of electricity, including the wires and facilities of any other public service company in aid of or to effectuate such internal telephone or other internal communication purposes; and for lighting purposes; including but not limited to the right:

1.1 to lay, construct, operate and maintain one or more lines of underground conduits and cables including, without limitation, one or more lighting supports and lighting fixtures as **GRANTEE** may from time to time determine, and all wires, conduits, cables, transformers, transformer enclosures, concrete pads, manholes, handholes, connection boxes, accessories and appurtenances desirable in connection therewith; the width of said non-exclusive easement shall extend TWENTY ( 20 ) feet in width across the lands of **GRANTOR**; and

Initials: \_\_\_\_\_

**This Document Prepared by Virginia Electric and Power Company and should be returned to:**  
Dominion Energy Virginia, 304 NC Highway 11N, Ahoskie, NC 27910.

(Page 1 of 6 Pages)

VAROW No(s). 71-20-0054

Tax Map No. 8977-84-0404

## Right of Way Agreement

2. The easement granted herein shall extend across the lands of **GRANTOR** situated in Currituck County, Virginia, as more fully described on Plat(s) Numbered 71-20-0054, attached to and made a part of this Right of Way Agreement; the location of the boundaries of said easement being shown in broken lines on said Plat(s), reference being made thereto for a more particular description thereof.

3. All facilities constructed hereunder shall remain the property of **GRANTEE**. **GRANTEE** shall have the right to inspect, reconstruct, remove, repair, improve, relocate on and within the easement area, including but not limited to the airspace above the property controlled by **GRANTOR**, and make such changes, alterations, substitutions, additions to or extensions of its facilities as **GRANTEE** may from time to time deem advisable.

4. **GRANTEE** shall have the right to keep the easement clear of all buildings, structures, trees, roots, undergrowth and other obstructions which would interfere with its exercise of the rights granted hereunder, including, without limitation, the right to trim, top, retrim, retop, cut and keep clear any trees or brush inside and outside the boundaries of the easement that may endanger the safe and proper operation of its facilities. All trees and limbs cut by **GRANTEE** shall remain the property of **GRANTOR**.

5. For the purpose of exercising the right granted herein, **GRANTEE** shall have the right of ingress to and egress from this easement over such private roads as may now or hereafter exist on the property of **GRANTOR**. The right, however, is reserved to **GRANTOR** to shift, relocate, close or abandon such private roads at any time. If there are no public or private roads reasonably convenient to the easement, **GRANTEE** shall have such right of ingress and egress over the lands of **GRANTOR** adjacent to the easement. **GRANTEE** shall exercise such rights in such manner as shall occasion the least practicable damage and inconvenience to **GRANTOR**.

6. **GRANTEE** shall repair damage to roads, fences, or other improvements (a) inside the boundaries of the easement (subject, however, to **GRANTEE**'s rights set forth in Paragraph 4 of this Right of Way Agreement) and (b) outside the boundaries of the easement and shall repair or pay **GRANTOR**, at **GRANTEE**'s option, for other damage done to **GRANTOR**'s property inside the boundaries of the easement (subject, however, to **GRANTEE**'s rights set forth in Paragraph 4 of this Right of Way Agreement) and outside the boundaries of the easement caused by **GRANTEE** in the process of the construction, inspection, and maintenance of **GRANTEE**'s facilities, or in the exercise of its right of ingress and egress; provided **GRANTOR** gives written notice thereof to **GRANTEE** within sixty (60) days after such damage occurs.

Initials: \_\_\_\_\_

(Page 2 of 6 Pages)

VAROW No(s). 71-20-0054

Form No. 728493-2 (Apr 2020)

## Right of Way Agreement

7. **GRANTOR**, its successors and assigns, may use the easement for any reasonable purpose not inconsistent with the rights hereby granted, provided such use does not interfere with **GRANTEE's** exercise of any of its rights hereunder. **GRANTOR** shall not have the right to construct any building, structure, or other above ground obstruction on the easement; provided, however, **GRANTOR** may construct on the easement fences, landscaping (subject, however, to **GRANTEE's** rights in Paragraph 4 of this Right of Way Agreement), paving, sidewalks, curbing, gutters, street signs, and below ground obstructions as long as said fences, landscaping, paving, sidewalks, curbing, gutters, street signs, and below ground obstructions do not interfere with **GRANTEE's** exercise of any of its rights granted hereunder. In the event such use does interfere with **GRANTEE's** exercise of any of its rights granted hereunder, **GRANTEE** may, in its reasonable discretion, relocate such facilities as may be practicable to a new site designated by **GRANTOR** and acceptable to **GRANTEE**. In the event any such facilities are so relocated, **GRANTOR** shall reimburse **GRANTEE** for the cost thereof and convey to **GRANTEE** an equivalent easement at the new site.

8. **GRANTEE'S** right to assign or transfer its rights, privileges and easements, as granted herein, shall be strictly limited to the assignment or transfer of such rights, privileges and easements to any business which lawfully assumes any or all of **GRANTEE'S** obligations as a public service company or such other obligations as may be related to or incidental to **GRANTEE'S** stated business purpose as a public service company; and any such business to which such rights, privileges and easements may be assigned shall be bound by all of the terms, conditions and restrictions set forth herein.

9. If there is an Exhibit A attached hereto, then the easement granted hereby shall additionally be subject to all terms and conditions contained therein provided said Exhibit A is executed by **GRANTOR** contemporaneously herewith and is recorded with and as a part of this Right of Way Agreement.

10. Whenever the context of this Right of Way Agreement so requires, the singular number shall mean the plural and the plural the singular.

Initials: \_\_\_\_\_

(Page 3 of 6 Pages)

VAROW No(s). 71-20-0054



## Right of Way Agreement

11. **GRANTOR** covenants that it is seised of and has the right to convey this easement and the rights and privileges granted hereunder; that **GRANTEE** shall have quiet and peaceable possession, use and enjoyment of the aforesaid easement, rights and privileges; and that **GRANTOR** shall execute such further assurances thereof as may be reasonably required.

12. The individual executing this Right of Way Agreement on behalf of **GRANTOR** warrants that **GRANTOR** is a corporation duly organized and existing under the laws of the state hereinabove mentioned and that he or she has been duly authorized to execute this easement on behalf of said corporation.

**IN WITNESS WHEREOF**, **GRANTOR** has caused its corporate name to be signed hereto by its authorized officer or agent, described below, on the date first above written.

Corporate Name: County of Currituck

By: \_\_\_\_\_

Its: Chairman

(Title)

State of North Carolina  
County of \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public for the jurisdiction aforesaid  
(Name of Notary)

do hereby certify that \_\_\_\_\_ personally came  
(Name of Signatory)

before me and acknowledged that he (or she) is County Manager, of  
(Title)

County of Currituck, a corporation, and  
(Corporation Name)

that he (or she), as Chairman, being authorized to do so,  
(Title)

executed the foregoing on behalf of the corporation.

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

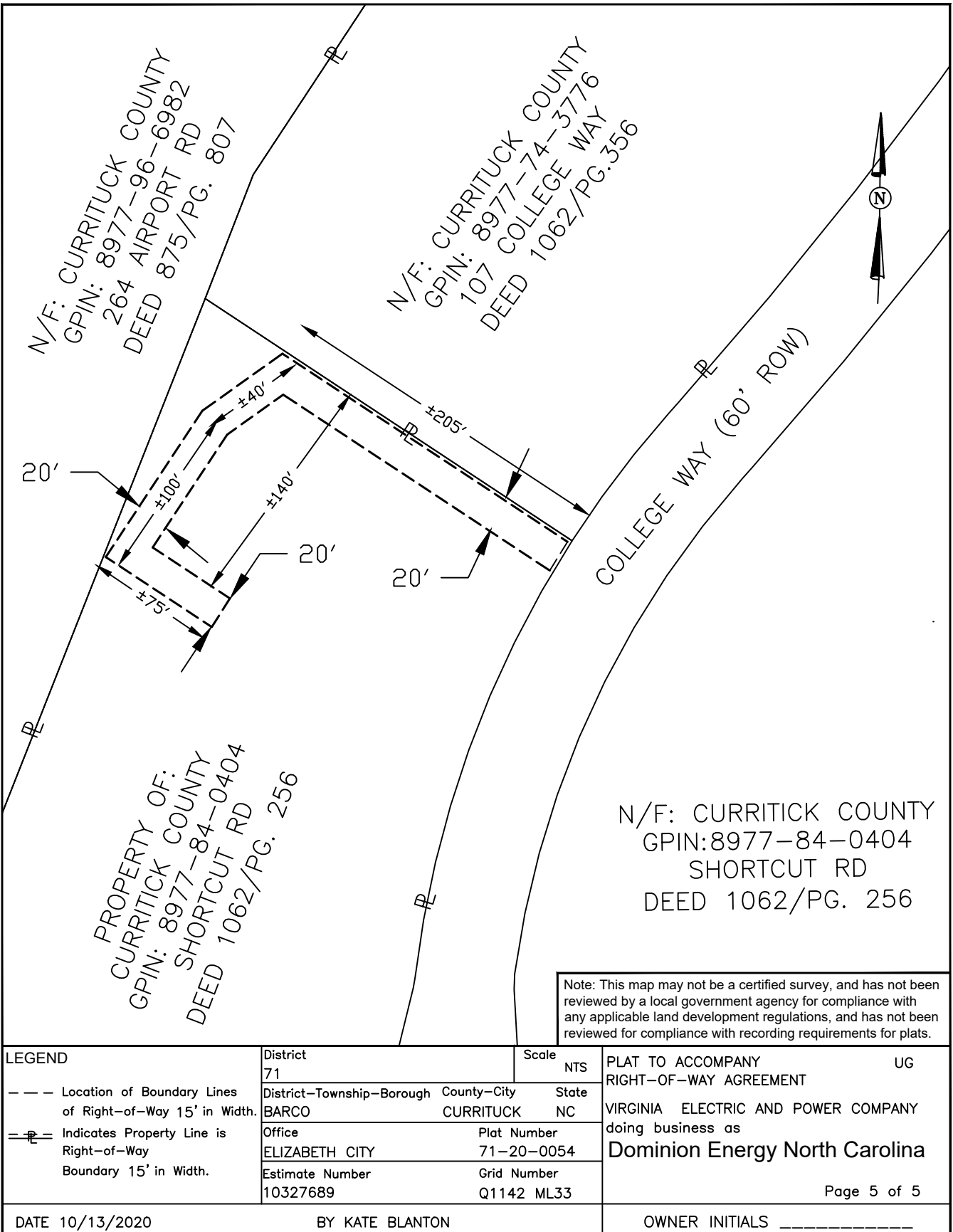
\_\_\_\_\_  
Notary Public (Print Name)

\_\_\_\_\_  
Notary Public (Signature)

My commission expires: \_\_\_\_\_

(Page 4 of 5 Pages)  
NCROW No(s). 71-20-0054

\_\_\_\_\_  
(Notary Seal Here)





## CURRITUCK COUNTY NORTH CAROLINA

October 19, 2020

Minutes – Regular Meeting of the Board of Commissioners

### WORK SESSION

#### 1. 5:00 PM Carova Roads

The Board of Commissioners attended a work session to discuss the Carova Road Maintenance Service District. Nick Ingold, Engineering Tech, used a powerpoint and reviewed the service district area and the roads within the district that have been upgraded so far. He outlined the scope of work for three additional miles of roads upgrades and maintenance to include culvert work, road widening and fill. Several comparison photos were displayed that showed the sand roads before and after improvements.

Mr. Ingold described challenges obtaining the fill material necessary for road upgrades. After a study of the area, he had identified several materials sources which were presented to the Board. After consideration, Commissioners directed that test areas on Sandfiddler Road be run utilizing both the high sand area and the linear basin options to determine which performs best. If neither option is determined to be viable the Board will look at the Bass Lane fire pond expansion, which is the preferred method of the Carova Roads Maintenance Service District Advisory Board. County Attorney, Ike McRee, said the County would need to be cautious due to use restrictions on the fire pond property.

During the presentation, Commissioners discussed whether Carova Corporation, the developer and owner of the roads, has any responsibility for maintenance and what action might be taken to require them to perform appropriate upgrades. Mr. McRee said he would research the issue and report back to the Board. The work session concluded at 5:34 PM.

#### 6:00 PM CALL TO ORDER

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

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

Chairman White called the meeting to order.

Communication: Minutes for October 19, 2020 (Approval Of Minutes-October 19, 2020)

**A) Invocation & Pledge of Allegiance**

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

**B) Approval of Agenda**

At the applicant's request, Chairman White moved to amend the agenda by removing Item A under Public Hearings, PB 20-14: Currituck Water and Sewer, LLC. A new date of November 16, 2020 was set. Commissioner Payment seconded the motion and the agenda was approved.

Approved agenda:

**Work Session**

5:00 PM Carova Roads

**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 20-13 Complete Auto Credit:** Marc Sisino has requested an Automobile Sales Use Permit for property located at 1383 Caratoke Highway, Parcel Identification Number 0023-000-0010-0000, Moyock Township.

**New Business**

**A) PB 19-20 Flora Farm Motion to Renew**

**B) Recommendation of Bid Award-Whalehead Subdivision Drainage Improvements, Sailfish Street**

**C) Consideration of an EMS Request to Allow Billing for Non-**

Communication: Minutes for October 19, 2020 (Approval Of Minutes-October 19, 2020)

**Emergency Transport- Currituck House, Moyock &  
Currituck Health and Rehab Center, Barco**

**D) Board Appointments**

1. Game Commission

**E) Consent Agenda**

1. Budget Amendments
2. Project Ordinance-CCMS Auditorium Roof Repair and Griggs Elementary HVAC
3. Approval Of Minutes-Oct. 5, 2020

**Adjourn**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Chairman
<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, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Mary "Kitty" Etheridge, Commissioner

**PUBLIC COMMENT**

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

Chairman White opened the Public Comment period.

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

**COMMISSIONER'S REPORT**

Chairman White recognized the absence of Commissioner Mary Etheridge. He addressed residents who left voicemail messages while he was on vacation related to the recent sewer system failure in Eagle Creek subdivision and apologized to callers to whom he did not respond because of cell phone issues. He announced the cancellation of the County's Trunk or Treat Halloween event in Corolla due to Covid-19, but said residents may trick or treat in neighborhoods if they choose.

Commissioner Payment relayed updated Covid-19 case counts for Currituck County as reported by Albemarle Regional Health Services. He encouraged people to have their chimneys inspected as the cold weather nears and reminded citizens to support local fire departments.

Commissioner Jarvis reported on the College of the Albemarle (COA) Board of Trustees meeting. She was pleased to announce that four of seven of the COA Student Government positions are held by Currituck County students from JP Knapp Early College. She congratulated Finance Director, Sandra Hill, and Finance Department staff, on receiving an award for Excellence in Financial Reporting.

Commissioner J. Owen Etheridge reported on the increased number of absentee ballots and early voters this election season and encouraged people to vote. He also commended Sandra Hill and the Finance Department on receiving the Financial Excellence award.

Commissioner McCord encouraged everyone to get out and vote and reminded people that stealing political signs is a Class 3 misdemeanor. He asked that people drive carefully, as school buses will be running again. He announced the start of Parks and Recreation baseball. Commissioner McCord congratulated winners of this year's sporting clay shooting event, whose team was made up of Currituck County employees. He congratulated County Inspector, Ron Schaecher, who was chosen as Building Inspector of the Year.

Commissioner Beaumont said he and Commissioner Payment also participated in the sporting clay event. He recognized Corolla Firefighter, Mike Lane, who cross trained in Ocean Rescue and was recently first on scene to help save a swimmer caught in a rip current.

### COUNTY MANAGER'S REPORT

County Manager, Ben Stikeleather, said Ocean Rescue roving patrols have been extended through Thanksgiving. He reported the largest plane ever to land at the Currituck County Airport, a Gulfstream 6, arrived on Sunday. He discussed the process and timeline for the future Moyock Elementary and Middle School expansions. He said no formal contract has been executed on a new school site and encouraged the Board of Education to continue to look for land. School financing and debt options were discussed with Commissioners. Mr. Stikeleather said a meeting is planned for residents, North Carolina Department of Environmental Quality representatives, and contract operators of the wastewater facility to discuss the recent sewer failure in the Eagle Creek community.

Commissioner Beaumont announced a vacancy on the Fire and Emergency Medical Services Advisory Board and encouraged residents who live in the Knotts Island Fire District to apply.

### PUBLIC HEARINGS

#### A. PB 20-14 Currituck Water & Sewer, LLC – Wastewater Treatment:

This item was removed from the agenda at the applicant's request. The item was rescheduled for the November 16, 2020 Board of Commissioners meeting.

#### B. PB 20-13 Complete Auto Credit:

APPLICATION SUMMARY	
<b>Property Owner:</b> Ella Bell Inc	<b>Applicant:</b> Marc Sisino
<b>Case Number:</b> PB 20-13	<b>Application Type:</b> Use Permit
<b>Parcel Identification Number:</b> 0023-000-0010-0000	<b>Existing Use:</b> Automobile sales
<b>Land Use Plan Classification:</b> Rural	<b>Parcel Size (Acres):</b> 1.58

**APPLICATION SUMMARY**

<b>Moyock Small Area Plan,</b> <b>Future Land Use Plan Classification:</b> Rural	<b>Parcel Address:</b> 1383 Caratoke Hwy
<b>Request:</b> Use Permit for Auto Sales in GB	<b>Zoning:</b> General Business

**SURROUNDING PARCELS**

	<b>Land Use</b>	<b>Zoning</b>
North	Office Strip	General Business
South	Vacant	Heavy Industrial
East	Vacant	Heavy Industrial
West	Solar Array	Heavy Industrial

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

A use permit for automobile sales was issued to the subject property in 2013 but the use was never established. By Unified Development Ordinance, use permits expire if the use is not established within two years of the approval date. On June 17, 2019, the Board of Commissioners approved a use permit for sales and rental of automobiles with the following conditions:

1. The applicant shall have ninety (90) days to complete having the building to commercial standards as required by the UDO and receive a Certificate of Occupancy.
2. Improvements will be made to the parking and display areas in accordance with the approved site plan.
3. Landscaping will be upgraded in accordance to the Unified Development Ordinance.
4. Trees can be moved to keep a twenty-five (25) foot area of visibility for the line of sight; the twenty-five foot sight line shall be measured from the existing curb.
5. Display Areas I be screened with a Type A buffer yard, also keeping the twenty-five foot area of visibility.
6. Outdoor storage of vehicles shall occur only within the approved display areas.

On February 17, 2020, the Board of Commissioners revoked the use permit for the following reasons. Revocation Order is attached.

*On October 15, 2019, staff inspected 1383 Caratoke Highway for compliance with the Conditions of Approval and found those conditions had not been met by the applicant. On October 15, 2019 a Notice of Violation was issued for non-compliance with the Use Permit Conditions of Approval for the following deficiencies:*

- 1. New paving for outdoor display areas are has been installed but applicant did not apply for or receive a zoning permit for the minor site plan.*
- 2. Landscaping along the northern property line, fence line or southern property line has not been installed.*
- 3. Type A buffer yard has not been installed to screen the display areas.*
- 4. Vehicles are being stored outside of areas designated as display areas on the approved site plan.*

*The deadline for appeal of Notice of Violation to the Board of Adjustment was November 14, 2019 and the applicant did not submit an appeal so Civil Citations were issued. The property*

was re-inspected on January 30, 2020, violations were found and the revocation hearing was scheduled.

The applicant is requesting a new use permit for automobile sales. The conceptual plan is identical to the one approved in 2019.

## INFRASTRUCTURE

Water	Public
Sewer	Septic
Landscaping	Shall meet current ordinance requirements

## RECOMMENDATIONS

### TECHNICAL REVIEW COMMITTEE

The Technical Review Committee recommends **adoption** of the use permit subject to the conditions of approval placed on the June 17, 2019 use permit approval and the following conditions:

1. The application complies with all applicable review standards of the UDO provided the following outstanding items are addressed:
  - a. ***A revised site plan produced by a professional surveyor, architect, or engineer, showing full compliance with the UDO shall be submitted for review.***
  - b. ***The site plan shall clearly depict areas intended for display of vehicles and areas intended for customer/employee parking.***
  - c. ***The site plan shall address all requirements of the fire department and NC fire code regarding traffic flow, emergency vehicle access, vehicle storage and proximity to the building, etc.***
  - d. ***Type A landscaping buffers are required between the street and all display areas.***
  - e. ***All permits required for adherence to the site plan shall be obtained prior to commencement of work.***
2. The conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands include:
  - a. ***The property shall be developed in accordance with an approved site plan.***
  - b. ***Outdoor storage of vehicles shall not occur outside of designated display areas or within setbacks.***

## USE PERMIT REVIEW STANDARDS

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

**The use will not endanger the public health or safety.**

Preliminary Applicant Findings:

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

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

**Preliminary Applicant Findings:**

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

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

**Preliminary Staff Findings:**

1. The 2006 land Use Plan classifies this site as Rural within the Moyock Subarea.  
The proposed use is in keeping with the policies of the plan, including Policies ED1 and ED4
2. The Moyock Small Area Plan Classifies the site as Rural.  
The proposed use is in keeping with the policies of the plan, including Policy BI3

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

**Preliminary Staff Findings:**

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



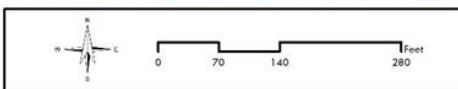
20-13 Complete Auto Credit  
1383 Caratoke Hwy  
2016 Aerial Photography



Currituck County  
Planning and Community  
Development



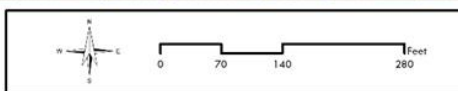
20-13 Complete Auto Credit  
1383 Caratoke Hwy  
Official Zoning Map



Currituck County  
Planning and Community  
Development



20-13 Complete Auto Credit  
1383 Caratoke Hwy  
2006 LUP Classification



Currituck County  
Planning and Community  
Development

Parties to testify were sworn in. Planning and Community Development Director, Laurie LoCicero, reviewed the Use Permit application request for Commissioners. A powerpoint

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was used to display the site location and surrounding zoning and land uses. Conditions placed on a use permit granted previously for the location were presented, and the applicant is reapplying due to that permit being revoked by Commissioners in February, 2020. Ms. LoCicero said a recent site visit by staff noted several items that remain non-compliant with the original Use Permit conditions, per the site plan. Ms. LoCicero said if the site becomes compliant, and conditions are met, staff does recommend approval. Use Permit review standards and findings of fact were presented.

Chairman White asked whether fire apparatus could access the property. County Manager, Ben Stikeleather, responded and said Fire and Emergency Medical Services (EMS) Chief Ralph Melton assessed the location and said access would be impeded. Compliance with the site plan, although not ideal, would allow for access.

In response to Commissioner questions, Ms. LoCicero said fines assessed on the property have not been paid. She was asked about the Technical Review Committee's (TRC) requirement for an engineered site plan, and it was suggested that an enforcement issue may arise if a Use Permit is issued before the site is brought into compliance. She said the building's interior has been brought into compliance with the exception of exterior handicap signage.

Commissioners discussed the site conditions and compliance requirements, and it was explained that additional fines were stayed when the Use Permit application was submitted per the Unified Development Ordinance. County Attorney, Ike McRee, discussed the rules relative to reapplying for a Use Permit and said a reapplication is allowed in this case because the Use Permit had been revoked and not denied. Ms. LoCicero confirmed the TRC conditions established in September were given to applicant and that the photos displayed of site were recent.

Applicant, Mark Sisino of Virginia Beach, was invited to speak. He began by distributing photos of current conditions. He responded to Commissioner's questions regarding vehicles behind the site and current vehicle stock. Commissioners expressed concerns with the fact that Mr. Sisino has had a year to bring the site into compliance and did not do so until now, and the Chairman suggested the Board has a hard time believing he will be a good steward of the property and follow through with compliance. Commissioners recalled extensions and leniency provided to Mr. Sisino due to staff confusion, initially, with what was believed to be a valid Use Permit already issued on the property, as well as personal issues.

Mr. Sisino said he believes he will be fully compliant within a day. He said he provides two Currituck County residents with full-time employment and wants a partnership with county. Addressing the findings of fact, he said a vacant property harms adjoining property values more than an improved property, and that no issues exist with regard to public safety. He wants to benefit the community, improve the property, and confirmed he will meet all conditions imposed.

Chairman White opened the Public Hearing.

James Innes, who has a business located on the neighboring property, said he has witnessed two accidents in front of his building and asked the Board to ensure that

nothing is implemented or allowed that would obstruct the ability to see and exit safely from his business. Mr. Innes presented a short video to demonstrate the site line when exiting onto Caratoke Highway from his driveway. He said Mr. Sisino has been cooperative with him.

No others were signed up nor wished to speak and the Public Hearing was closed.

There was no further discussion from the Board and Commissioner Payment moved to deny PB 20-13, Complete Auto Credit use permit, because the applicant has not demonstrated the proposed use meets the use permit review standards of the UDO.

The use will endanger the public health and safety: The applicant did not provide any evidence to meet the burden of proof that the sale of vehicles will not endanger the public health or safety.

The use will injure the value of adjoining property and lands and will not be in harmony with the area in which it is located: The applicant did not provide evidence to meet the burden of proof that the use of automobile sales will not injure the value of adjoining or abutting lands.

The use will not be in conformity with the Land Use Plan or other officially adopted plans:

CA1-The important economic, tourism, and community image benefits of attractive, functional major highway corridors through Currituck County shall be recognized. Such highway corridors, beginning with US 158 and NC 168, shall receive priority attention for improved appearance and development standards, including driveway access, landscaping, buffering, signage, lighting and tree preservation.

ML4-Currituck County recognizes that the appearance and traffic moving function of the NC 168/US 158 corridor is of exceptional importance to both the near-term quality of life and long-term economic prospects for residents and property owners in the Mainland Area. The Transportation and Community Appearance policy sections of this plan shall be implemented to give priority to this issue.

US 158/NC 168 Highway Corridor Plan-Identifies specific standards for protecting both the traffic moving function as well as the general appearance of this important highway corridor.

When asked, Mr. McRee confirmed that denial prohibits the applicant from bringing the same request back to the Board.

Commissioner Beaumont seconded the motion. The motion passed with a 4-2 member vote. Commissioner J. Owen Etheridge and Commissioner Jarvis voted against the motion.

<b>RESULT:</b>	<b>MOTION PASSED-ITEM DENIED [4 TO 2]</b>
<b>MOVER:</b>	Mike H. Payment, Vice Chairman
<b>SECONDER:</b>	Paul M. Beaumont, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Kevin E. McCord, Commissioner
<b>NAYS:</b>	J. Owen Etheridge, Commissioner, Selina S. Jarvis, Commissioner
<b>ABSENT:</b>	Mary "Kitty" Etheridge, Commissioner

## NEW BUSINESS

### A. PB 19-20 Flora Farm Motion to Renew

Commissioner J. Owen Etheridge explained his request for Board consideration of the Motion to Renew. He did not believe the item was properly denied when the rezoning was originally considered on October , as no action was specifically taken to deny. He reviewed language in the Unified Development Ordinance to support his request and presented comments received from University of North Carolina School of Government staff on the issue. He said the item should be brought back to be heard again or disposed of properly.

County Attorney, Ike McRee, was asked to discuss the matter. He said the Board has precedence when previous motions to approve an item were denied, and the Board has moved on to the next item of business. He recalled a prior instance when no motion was made, and the item was therefore deemed denied and not eligible to be reheard for one year. Mr. McRee said a remedy does exist in the Unified Development Ordinance (UDO) that would allow an application to be brought back before one-year. He said applying for MX-R zoning would likely be a sufficient enough change to bring the item forward again and would be consistent with prior action of the Board.

During discussion, Mr. McRee talked about how courts would look at past actions of the Board as one aspect of consideration when making a decision. Commissioners discussed whether figures presented for Board consideration were accurate as they related to available building lots and adequate public facilities in Moyock Township. Commissioner Beaumont said the figures are a planning tool and represent lots in the township and do not consider school districts.

Confirming there is a path for the applicant to bring the request back for consideration, Chairman White suggested it is prudent to heed the advice of County Attorney and moved to deny the request for a Motion to Renew. Commissioner Jarvis seconded the motion. The motion carried on a member vote of 4-2. Commissioner J. Owen Etheridge and Commissioner McCord voted against the motion.

Following the vote, Commissioner Beaumont suggested revised language to state that if a motion to approve fails, it results in a denial by default. Commissioners agreed to discuss further at next year's Board retreat.

<b>RESULT:</b>	<b>MOTION PASSED-ITEM DENIED [4 TO 2]</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, Selina S. Jarvis, Commissioner
<b>NAYS:</b>	J. Owen Etheridge, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Mary "Kitty" Etheridge, Commissioner

## **B. Recommendation of Bid Award-Whalehead Subdivision Drainage Improvements, Sailfish Street**

County Manager, Ben Stikeleather, reviewed the Whalehead Subdivision Drainage Improvements Sailfish Street project and associated bids and recommended low bidder, Hatchell Concrete, in the amount of \$362,235.30.

Chairman White moved for approval and the motion was seconded by Commissioner Beaumont. The motion carried.

<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, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Mary "Kitty" Etheridge, Commissioner

## **C. Consideration of an EMS Request to Allow Billing for Non-Emergency Transport-Currituck House, Moyock & Currituck Health and Rehab Center, Barco**

Chief Ralph Melton, Fire and Emergency Medical Service (EMS), reported that two assisted living facilities in Currituck County frequently call 911 for non-emergency transport. He said the frequency of calls, sometimes three to four times a day, will facilitate the need for an additional ambulance in Moyock, and he requested a billing policy be established for these non-emergency transport calls. Training Officer, April Elmore, reviewed the call log statistics for Commissioners. Consideration by the Fire and EMS Advisory Board resulted in a unanimous approval of the request, and after discussion, Commissioners agreed to allow staff to move forward with a billing policy.

## **D) Board Appointments**

### **1. Game Commission**

Three members were nominated for reappointment to the Game Commission.

Chairman White moved to nominate Ardell Waterfield for reappointment. Commissioner Beaumont seconded and the nominee was approved.

<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, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Mary "Kitty" Etheridge, Commissioner

## 2. Motion to reappoint Jason Belangia to the Game Commission

Commissioner Jarvis moved to nominate Jason Belangia for reappointment. Commissioner Beaumont seconded and the nominee was approved.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Selina S. Jarvis, Commissioner
<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, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Mary "Kitty" Etheridge, Commissioner

## 3. Motion to reappoint Jeremy Evans to the Game Commission

Commissioner Payment moved to nominate Jeremy Evans for reappointment. Commissioner Beaumont seconded and the nominee was approved.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike H. Payment, Vice 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, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Mary "Kitty" Etheridge, Commissioner

## E) Consent Agenda

Commissioner J. Owen Etheridge moved for approval of the Consent Agenda. Commissioner Beaumont seconded the motion. The motion carried.

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

### 1. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
29690-545000	Contract Services	\$ 8,025	
29690-590000	Capital Outlay		\$ 8,025
		\$ 8,025	\$ 8,025
<b>Explanation:</b> Emergency Equipment Replacement Fund (29) - Transfer budgeted funds to pay off the last year of payments for the Moyock Fire Truck in advance to take advantage of interest savings of \$1,300.			
<b>Net Budget Effect:</b> Equipment Replacement Fund (29) - No change.			
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
51848-592010	Griggs Elem - HVAC Phase III	\$ 10,000	
51380-425001	Lottery Funding		\$ 10,000
		\$ 10,000	\$ 10,000
<b>Explanation:</b> School Construction (51848) - Increase appropriations for revision of funding for the Griggs Elementary School HVAC Phase III.			
<b>Net Budget Effect:</b> School Construction Fund (51) - Increased by \$10,000.			

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		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
51848-592011	GES HVAC - Media & Cafeteria	\$ 300,000	
51848-591004	CCMS - Auditorium roof and skylights	\$ 150,000	
51380-425001	Lottery Funding		\$ 450,000
		<u>\$ 450,000</u>	<u>\$ 450,000</u>
<b>Explanation:</b>	School Construction (51848) - Increase appropriations for HVAC replacement at Griggs Elementary School Media Center and Cafeteria and for auditorium roof and skylight replacement at Currituck Middle School.		
<b>Net Budget Effect:</b>	School Construction Fund (51) - Increased by \$450,000.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
200430-503430	Poll Workers	\$ 9,011	
200430-505000	FICA	\$ 689	
200430-532000	Supplies	\$ 10,000	
200330-445430	Election - CARES		\$ 19,700
		<u>\$ 19,700</u>	<u>\$ 19,700</u>
<b>Explanation:</b>	Election CARES (220430) - Increase appropriations to record funding for elections to provide a \$100 stipend to all poll workers on Election Day and for expenditures incurred to prevent, prepare for, and respond to the coronavirus pandemic during the 2020 federal election cycle which are incurred for Election Day.		
<b>Net Budget Effect:</b>	CARES fund (200) - Increased by \$19,700.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10510-590000	Capital Outlay	\$ 7,660	
10510-532000	Supplies		\$ 384
10380-484001	Insurance Recovery		\$ 7,276
		\$ 7,660	\$ 7,660
<b>Explanation:</b> Sheriff (10510) - Increase appropriations to record insurance recovery for vehicle involved in an accident and transfer residual funds to replace vehicle that was a total loss from accident.			
<b>Net Budget Effect:</b> Operating Fund (10) - Increased by \$7,660.			
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10441-590000	Capital Outlay		\$ 3,304
10441-532000	Supplies	\$ 3,304	
		\$ 3,304	\$ 3,304
<b>Explanation:</b> Information Technology (10441) - Transfer funds to complete the Verizon failover project.			
<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		
10460-592000	Projects	\$ 356,500	
10390-495042	Transfer from Transfer Tax Capital Fund		\$ 356,500
42450-587010	Transfer to Operating Fund	\$ 356,500	
42320-414000	Transfer Tax		\$ 356,500
		<u>\$ 713,000</u>	<u>\$ 713,000</u>
<b>Explanation:</b>	Increase appropriations to add back capital projects that were not included in the original approved budgeted due to concerns of incoming revenues being reduced due to COVID 19. Items added back are as follows:		
	Windows at Cooperative Extension	\$ 40,000	
	Corolla Office Roof	\$ 35,000	
	Corolla Office Sidewalk	\$ 10,000	
	Corolla Office 3 HVAC Units	\$ 30,000	
	Engineering for Jail Plumbing	\$ 35,000	
	Elections Office Skirting/Eifis	\$ 20,000	
	Inspections Office - Paint	\$ 8,000	
	Historic Courthouse HVAC Zone Control	\$ 10,000	
	Historic Courthouse HVAC Legal	\$ 5,000	
	Historic Courthouse HVAC ITS	\$ 13,000	
	Communications HVAC	\$ 5,000	
	Judicial Center Front Doors	\$ 5,000	
	Judicial Center 4 HVAC Units	\$ 74,000	
	Sr Center - Knotts Island Roof	\$ 19,500	
	Sr Center - PPCB Ramp	\$ 15,000	
	Waterlily Fire Station Siding	\$ 20,000	
	COA Aviation - Roof Repairs	\$ 12,000	
		<u>\$ 356,500</u>	
<b>Net Budget Effect:</b>	Operating Fund (10) - Increased by \$356,500.		
	Transfer Tax Capital Fund (42) - Increased by \$356,500.		

## 2. Project Ordinance-CCMS Auditorium Roof Repair and Griggs Elementary HVAC

### COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**SECTION 1.** The project authorized is to repair leaks, extend the lift and apply a 20 year warranty to the original roof over the CCMS auditorium and skylights.

**SECTION 2.** The following amounts are appropriated for the project:

CCMS - Roof over auditorium and skylights	\$ 150,000
Griggs Elem - HVAC at Media Center & Cafeteria	\$ 300,000
	<u>\$ 450,000</u>

**SECTION 3.** The following funds are available to complete this project:

Lottery Funds	\$ 450,000
	<u>\$ 450,000</u>

**SECTION 4.** The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

#### **SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

#### **SECTION 6. CONTRACTUAL OBLIGATIONS**

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

#### **SECTION 7. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 19th day of October 2020.

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Bob White, Chairman Board of  
Commissioners

ATTEST:

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Leeann Walton Clerk to the Board

### **3) Approval Of Minutes-Oct. 5, 2020**

#### **1. Minutes for October 5, 2020**

## **ADJOURN**

### **Motion to Adjourn Meeting**

There was no further business and Commissioner Beaumont made a motion to adjourn. Commissioner Payment seconded the motion. The motion carried and the meeting of the Board of Commissioners adjourned at 8:00 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, 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, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Mary "Kitty" Etheridge, Commissioner

Communication: Minutes for October 19, 2020 (Approval Of Minutes-October 19, 2020)

Number

TDA2021005

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 2nd day of November 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
15447-545002	Contract Services - Historic Pres	\$	47,000		
15448-590460	Capital Outlay - Public Works	\$	40,000		
15320-415000	Occupancy Tax			\$	87,000
		<u>\$ 87,000</u>		<u>\$ 87,000</u>	

**Explanation:** Occupancy Tax - Tourism Related Expenses (15447); Whalehead Club (15448) - Increase appropriations for painting and window repair/replace at the Historic Jarvisburg Colored School and for HVAC replacement at the Whalehead Club.

**Net Budget Effect:** Occupancy Tax Fund (15) - Increased by \$87,000.

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Clerk to the Board

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Number

TDA2021006

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 2nd day of November 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15447-545001	Beach Services	\$ 50,000	
15320-415000	Occupancy Tax		\$ 50,000
		<u>\$ 50,000</u>	<u>\$ 50,000</u>

**Explanation:** Occupancy Tax - Tourism Related Expenses (15447) - Increase appropriations to extends beach services roving patrol.

**Net Budget Effect:** Occupancy Tax Fund (15) - Increased by \$50,000.

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Clerk to the Board

Attachment: BudAmends\_Nov 2\_TDA (TDA Budget Amendments)