



CURRITUCK COUNTY NORTH CAROLINA

August 15, 2022

Minutes – Regular Meeting of the Board of Commissioners

WORK SESSION-5:00 PM

1. Advisory Boards Review

The Currituck County Board of Commissioners held a Work Session at 5:00 PM in the Board Meeting Room of the Historic Courthouse.

The Board reviewed county Advisory Boards. A list of existing Advisory Boards was provided to Board members for a review of each County Advisory Board. Commissioners discussed impacts, functions, values, and benefits of each Board and after consideration, staff was directed to take the following action:

- Dissolve the Historic Boat Building Advisory due to the completion of the Maritime Museum.
- Prepare and conduct orientations for new advisory members on the duties of the board on which they are appointed.
- Reduce membership of the Northwest Watershed Service District Advisory from five to three
- Dissolve the original, countywide Stormwater District Board.
- Hold further discussion of the Animal Services and Control Advisory Board; Carova Beach Road Maintenance Service District Advisory Board; Veterans Advisory Board; and the Tourism Advisory Board (marketing and promotion plan).

Challenges with solid waste collection services in the Whalehead Subdivision in Corolla were discussed, and the Board agreed to meet after the visitor season to talk about the Whalehead Solid Waste Service District.

2. Historic Corolla Park Playground & Maritime Museum

Commissioner Beaumont presented items for discussion related to a playground planned for Historic Corolla Park. He presented alternative design ideas and expressed concerns with the site location and its proximity to the air up stations. He suggested a fence be placed around the area with a single entry and exit. Board members agreed to include fencing to enhance safety.

Commissioner Beaumont suggested expanded operating hours for the Maritime Museum and Whalehead to allow both facilities to be open seven days a week during visitor season. Commissioners discussed the challenges finding staff to work the weekend, and Ike McRee, County Manager, reviewed a tourism staffing plan that would

allow the facilities to be open six days each week. Chairman Payment suggested continuing the discussion to allow all Board members to provide input so an operating schedule could be created.

The Work Session concluded at 5:58 PM.

6:00 PM CALL TO ORDER

The Currituck County Board of Commissioners held 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
Michael H. Payment	Chairman	Present	
Paul M. Beaumont	Vice Chairman	Present	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	
Bob White	Commissioner	Present	

Chairman Payment called the meeting to order and announced the earlier Work Session.

A) Invocation & Pledge of Allegiance

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

B) Ethics Awareness and Conflict of Interest Reminder

Commissioner McCord read the Ethics Awareness and Conflict of Interest Reminder. No conflicts were presented.

C) Approval of Agenda

Commissioner White moved for approval of the agenda. Commissioner Jarvis seconded the motion. The motion carried, 7-0.

Approved agenda:

Work Session-5:00 PM

Advisory Boards Review

Historic Corolla Park Playground & Maritime Museum

6:00 PM Call to Order

A) Invocation & Pledge of Allegiance

B) Ethics Awareness and Conflict of Interest Reminder

C) 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****County Attorney's****Report****Public Hearings**

- A. **PB 22-10 Beach Buggy, LLC: Use Permit request for Auto Sales and Rental Use to sell low speed electric vehicles located at 5760 Caratoke Highway, Tax Map 84, Parcel 30E, Poplar Branch Township. Use permit public hearing for low speed electric vehicle sales, Caratoke Highway, Poplar Branch Twp.**

- B. **PB 21-21 Algonquin Subdivision: Request for a preliminary plat/special use permit for a 10-lot traditional subdivision located on Indian Kettle Road, Jarvisburg, Tax Map 109, Parcel 53F, Poplar Branch Township.**

New Business

- A. **Ordinance Amending Section 10-64 of the Currituck County Code of Ordinances Providing for Issuance of User Permits to County Residents and Property Owners for the Operation of Utility Terrain Vehicles on the Beach**

- B. **Ordinance Amending the Code of Ordinances by Adding Section 12-70 Providing for the Penalty for Operating Golf Carts on Public Streets and Roads in Violation of Chapter 12, Article V, of the Code of Ordinances**

- C. **Resolution Authorizing Sole Source Purchase of Mueller/Hersey Water Meters from Water Works Supply, Inc. dba Water Works, Inc. through Sole Source Purchase Pursuant to NC G.S. §143-129(e)(6)**

- D. **Resolution Authorizing the Purchase with Install of New Railing by Art Graphics N Designs, Inc. Through Sole Source**

Purchase Pursuant to N.C. GEN. STAT. §143- 129(e)(6)**E. Board Appointments**

1. Game Commission
2. Library Board of Trustees

F. Consent Agenda

1. Budget Amendments
2. Surplus Resolution-2004 Dodge Durango
3. Personnel Policy Revisions
4. Public Works Department-Custodian Position
5. Job Descriptions-Travel & Tourism Positions
6. Approval Of Minutes-August 1, 2022

Closed Session

Closed Session Pursuant to G.S. 143-318.11(a)(3) to preserve the attorney-client privilege; and, G.S. 143-318.11(a)(4) to discuss matters related to the location or expansion of industry or business within the County; and, G.S. 143-318.11(a)(5) to establish or instruct County staff concerning the position to be taken by the County in negotiating the price or other material terms of a contract for purchase of real property, PIN No. 0029000011C0000 located on West Gibbs Road, owned by Jerry L. Old and Juanita F. Pendleton, Trustee, to be used for any governmental purpose.

Adjourn

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

Thom Roddy of Moyock discussed the absence of basketball courts in County's public parks, which he believes should be installed per the County's 2011 master plan. He reviewed data that showed no relation between basketball courts and increased crime.

County Manager, Ike McRee, said the County has nine basketball courts and fifteen goals available to the public. He said park amenities will differ over time based on citizen feedback, and we will see what amenities are suggested for incorporation into the Recreation Master Plan which is currently going through a rewrite. Commissioner Jarvis said her son was instrumental in securing grant funding for the basketball court at Mt. Zion Church in Grandy, which is for public use. Commissioner McCord suggested holding open gym nights at the recreation center.

Ken Langford of Corolla, owner of OBX Beach Buggies, voiced concern with the name of the business on the agenda being considered for a Use Permit, Beach Buggy, LLC, which is very similar to the name of his business.

There were no other speakers and Chairman Payment closed the Public Comment period.

COMMISSIONER'S REPORT

Commissioner Jarvis reported on the North Carolina Association of County Commissioners Annual Conference (NCACC) she recently attended and highlighted several sessions. She spoke of using visioning to move the county forward and better plan for projects such as school construction, infrastructure and utilities. She said Currituck County ranks number one in North Carolina for growth and twenty-ninth in the nation. She said housing helps the County grow, but does not help the County thrive.

Commissioner Mary Etheridge recounted an unfortunate accident her husband had while she was attending the National Association of Counties (NACO) Annual Conference and took a moment to thank those who came to his aid, including 911 and Emergency Medical Services (EMS) personnel. Her husband is improving daily.

Commissioner White discussed a recent fire in the Monterey Pines condos and took a moment to review some of issues and challenges that occurred during the fire response. He reported a positive discussion was had at a subsequent meeting of County staff and fire representatives on finding ways to improve departmental communication.

Chairman Payment discussed the fire meeting and agreed good things came out of it. He asked citizens to keep local firefighters in their thoughts and prayers and announced the selection of Ashley Stoop as the new Director of Albemarle Regional Health Services. He encouraged everyone to sign up for Currituck Alert and prepare with the arrival of peak hurricane season.

Commissioner Beaumont reported on the fire meeting held after the Monterey Pines condo fire, which opened the lines of communication and ensured accountability. He said there were good takeaways from the meeting about what went wrong and what went right. He discussed the fire response and said at no time did water run out, even with the hydrant challenges.

Commissioner McCord reported on successful events held in the County and announced upcoming events. He asked for prayers for law enforcement and welcomed Commissioner J. Owen Etheridge back to the meetings.

Commissioner J. Owen Etheridge offered his thanks and appreciation for Currituck County EMS staff and others who reached out to him during his illness. He encouraged the North Carolina Department of Transportation (NCDOT) to complete a turn lane at the intersection of Caratoke Highway and Tulls Creek Road and to perform a traffic study on Caratoke Highway in Moyock. He reported the US Motto Action Committee has asked to do a formal presentation to the Board to encourage the display of "In God We Trust" at County facilities.

COUNTY MANAGER'S REPORT

County Manager, Ike McRee, reported on the fire meeting discussion after the Monterey Pines condo fire and looks forward to better communication and operation between fire departments and County water department staff. He said the County's Moyock Wastewater consulting firm, PFAL, will provide a report to the Board the week of October 10, and a "mini-retreat" will be held at that time to discuss other matters the Board wishes to address. Meetings and calls related to the new Tulls Creek Elementary School were reported, as was a request from the North Carolina Department of Transportation (NCDOT) to meet with staff to discuss solutions to improve safety at Edgewater Road in Harbinger. He said he will report Commissioner J. Owen Etheridge's concerns at that meeting. He said the County is working with Dominion Power to have a light pole installed at the Edgewater Road intersection.

COUNTY ATTORNEY'S REPORT

Megan Morgan, County Attorney, said the Attorney's office is currently working through issues related to code violations, ordinance revisions, court processes, and public records. She participated in a Local Government Commission meeting to discuss school construction financing, announced plans to attend the upcoming County Attorneys Conference and discussed the County's contract process. Ms. Morgan spoke of her long family history in Currituck County and shared an old Currituck Times cover photo that featured her grandfather.

PUBLIC HEARINGS

- A. PB 22-10 Beach Buggy, LLC: Use Permit request for Auto Sales and Rental Use to sell low speed electric vehicles located at 5760 Caratoke Highway, Tax Map 84, Parcel 30E, Poplar Branch Township.**

APPLICATION SUMMARY	
Property Owner: 5752 Caratoke Highway, LLC	Applicant: NC Beach Buggy, LLC
Case Number: PB 22-10	Application Type: Use Permit
Parcel Identification Number: 0084000030E0000	Existing Use: Vacant
Land Use Plan Classification: Limited Service	Parcel Size (Acres): 10.01 Acres
Request: Use Permit – Automobile Sales and Rental	Zoning: General Business

SURROUNDING PARCELS		
	Land Use	Zoning
North	Vacant	General Business

South	Vacant	General Business
East	Vacant	General Business
West	Vacant	Agriculture

The purpose of the project is to build a showroom to showcase and sell low speed vehicles to the public.

The applicant is requesting a use permit to establish a low-speed electric vehicle sales business in the General Business (GB) zoning district. This project previously received Major Site Plan approval as a retail use for golf cart sales. Subsequently, the applicant decided to include sales of low-speed vehicles which requires a use permit when located in the General Business zoning district. The use will be established in a new building that has been approved through Major Site Plan review but has yet to be constructed.

COMMUNITY MEETING

A community meeting was held on April 20, 2022, at 5:30 pm at the subject property. No one from the community attended the meeting. Only the applicant and county staff were present. A summary of the community meeting is provided in the packet.

INFRASTRUCTURE

Water	Public
Sewer	Septic
Landscaping	Landscaping will be installed according to the approved major site plan.

RECOMMENDATIONS

TECHNICAL REVIEW COMMITTEE

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

- 1) The application complies with all applicable review standards of the UDO provided the following outstanding items are addressed:
 - a. *The building design shall meet the requirements of the UDO*
- 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 applicant shall work with staff to modify building elevations to preserve the aesthetics of the Corridor.*

USE PERMIT REVIEW STANDARDS

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

The use will not endanger the public health or safety.

Preliminary Applicant Findings:

1. The use will not be a danger to the public health or safety. The applicant will be installing a new fire hydrant. The business consists of sales and rental of low-speed electric vehicles so there will be no associated fuel storage.

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 use will not injure the value of adjoining or abutting lands and is in harmony with the other buildings and uses adjacent to the parcel.

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

Preliminary Staff Findings:

1. The 2006 land Use Plan classifies this site as Limited Service within the Aydlett-Waterlilly-Churches Island Subarea.
2. The proposed use is in keeping with the policies of the plan, including Policies ED1 and ED4.

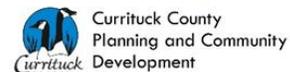
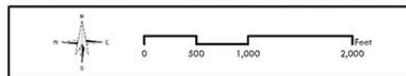
The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

Preliminary Staff Findings:

The use will have no effect on Currituck County Schools. The county has adequate public facilities to support this use. There will be no effect on the school system. Currituck County has adequate public facilities to serve this use.

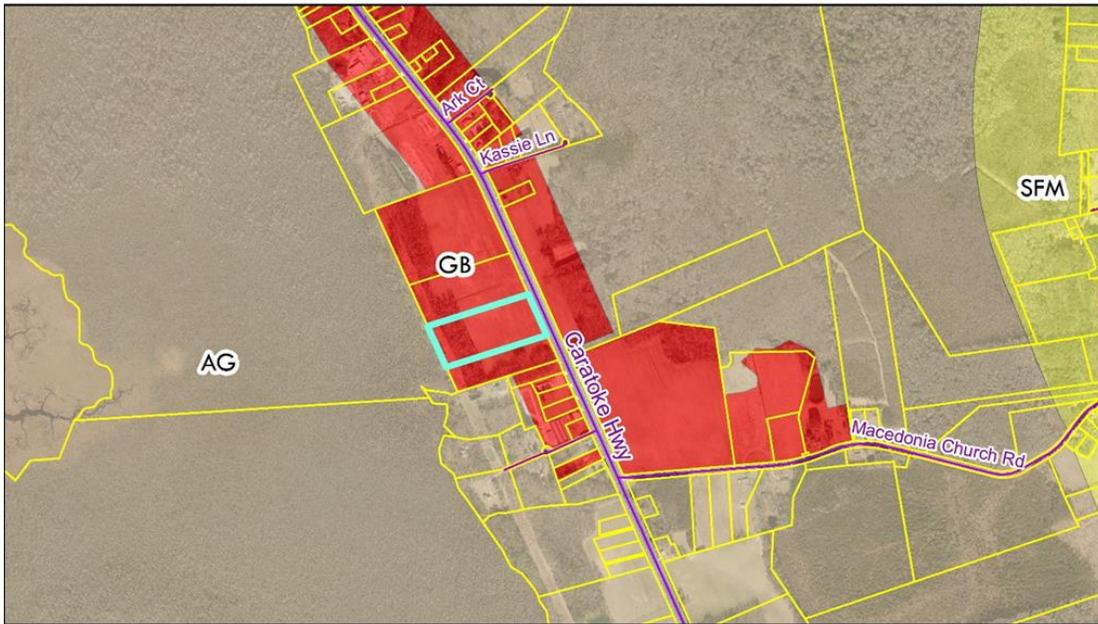
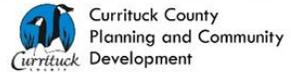
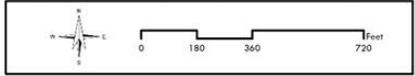


NC Beach Buggy, LLC
5670 Caratoke Hwy
Vicinity

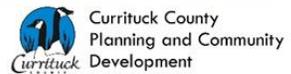
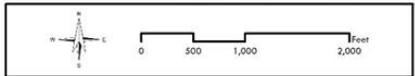




NC Beach Buggy, LLC
5670 Caratoke Hwy
Aerial

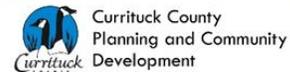
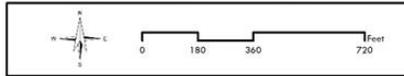


NC Beach Buggy, LLC
5670 Caratoke Hwy
Zoning





NC Beach Buggy, LLC
5670 Caratoke Hwy
LUP Classes



Parties to testify were sworn in and Kevin Kemp, Development Services Director, reviewed the Use Permit application for the Board. A powerpoint displayed the site plan, site location and area land use and zoning. Review standards were presented.

Tim Koller, applicant's Attorney, introduced LLC member, Brandon Reed, the dealer and operator of the business. In response to questions posed by Mr. Koller, Mr. Reed confirmed the business activity will consist only of sales of low-speed electric vehicles. He said they will operate using a "DBA" (doing business as) to avoid confusion and address concerns voiced at public comment by Ken Langford, owner of OBX Beach Buggies.

Mr. Reed said maintenance will be done by others and batteries will not be stored on site. He said the building will be used as a showroom for sales of low speed vehicles and accessories at this time. He said he would have a separate building for maintenance services, if added, and understands he would need to come before the Board again to expand the business.

Steven Craddock, Certified Real Estate Appraiser, testified on behalf of the applicant. He responded to questions posed by Mr. Koller to establish his education and experience in Real Estate appraising and was tendered as an expert witness. Documents submitted included a record of testimony and evaluation (Exhibit A), photos of the site location (Exhibit B) and Mr. Craddock's resume (Exhibit C). Mr. Craddock summarized the methodology used for the property assessment, presented statistical data and reviewed his findings based on research and inspection of the site and surrounding properties. He provided residential and commercial sale data on the mainland and reviewed benefits of a diversified tax base. Mr. Craddock determined the request will not injure the value of adjoining land, will be in harmony with the area in which it is located, and is in conformity with the local Land Use Plan (LUP).

Mr. Reed responded to Commissioner questions pertaining to operating hours and expected traffic flows at the facility, which will be low. There was no further testimony and Chairman Payment opened the Public Hearing. No one wished to speak, and the Public Hearing was closed.

Chairman Payment moved for approval of PB 22-10: Beach Buggy, LLC preliminary plat/special use permit because the applicant has demonstrated the proposed use meets the review standards of the UDO. The TRC review comments provided in the staff report shall become conditions of approval.

The use will not endanger the public health or safety: There will be no hazardous materials stored at the site and there will be a fire hydrant installed at the site to provide further protection.

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: Based on the testimony of Steven Craddock and Exhibit A, excluding the comments regarding traffic impacts on page 4.

The use will be in conformity with the Land Use Plan or other officially adopted plans: The 2006 Land Use Plan Policies ED1 and ED4.

The use will not exceed the County’s ability to provide adequate public facilities: As stated, there will be no impact to school systems.

Commissioner McCord seconded the motion. The motion carried, 7-0.

Chairman Payment called a recess at 7:20 PM. The meeting was reconvened at 7:32 PM.

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

B. PB 21-21 Algonquin Subdivision:

APPLICATION SUMMARY	
Property Owner: Joel K. & Stacy A. Justice PO Box 208 Grandy, NC 27939	Applicant: Same
Case Number: PB 21-21	Application Type: Preliminary Plat/Special Use Permit
Parcel Identification Number: 0109-000-053F-0000	Existing Use: Vacant

APPLICATION SUMMARY	
Land Use Plan Classification: 2006 LUP Limited Service	Parcel Size (Acres): 15.48 acres
Zoning: Single Family Residential Mainland (SFM)	
Number of Units: 10 residential lots	Project Density: .64 dwelling unit/acre
Required Open Space: 4.33 acres (30%)	Provided Open Space: 4.48 acres (30.83%)

SURROUNDING PARCELS		
	Land Use	Zoning
North	Low density residential	AG
South	Mining operation/Agricultural/ Low density residential	AG
East	Institutional (Jarvisburg Elementary School)	AG
West	Agricultural/Low density residential	AG

The applicants are requesting preliminary plat approval of a Type I, 10-lot Traditional Subdivision on a 15.48-acre tract zoned SFM. The minimum lot size for a Traditional Subdivision in SFM is 40,000 square feet and the proposed lots range from 40,000 to 43,064 square feet.

The subject parcel is the residual tract of Algonquin Subdivision, a four-lot private access subdivision that was recorded on July 22, 2002. The applicants propose to improve the existing gravel road, Indian Kettle Road (a 45' wide private right-of-way) to a 20' wide paved road in accordance with NCDOT construction standards. A sidewalk will be installed on one side of the road in the existing right-of-way to achieve compliance with the UDO. The applicants propose a 45' wide right-of-way extension of Indian Kettle Road and a cul-de-sac for access to the proposed lots and open space area. The new portion of the right-of-way will include a 20' wide paved street and 5' wide sidewalks on each side. Roadside swales are proposed. A 15' utility and drainage easement is proposed along Indian Kettle Road and street trees are proposed in a 10' planting easement.

Cluster mailbox units are proposed within the cul-de-sac in accordance with NCDOT standards. The requisite open space area is proposed at the rear of the subdivision and existing vegetation is required to be maintained.

INFRASTRUCTURE	
Water	Public
Sewer	On-site septic
Transportation	Pedestrian: Sidewalks on both sides of proposed street extension, sidewalk proposed on one side of existing street
Stormwater/Drainage	Property line vegetative swales will convey runoff to roadside swales and flow to the proposed open space pond that will discharge to Forbes ditch
Lighting	No street lighting proposed
Landscaping	Street trees along internal streets. Open space areas to remain forested.

Recreation and Park Area Dedication	A payment in lieu of the dedication shall be provided.
Riparian Buffers	Not required

COMMUNITY MEETING

A community meeting is not required for a Type I preliminary plat.

SCHOOLS

This development is in the Jarvisburg Elementary and Currituck Middle Schools' attendance area. There is capacity available. High schools in the County have actual capacity to serve the additional student generated by this development.

ADEQUATE PUBLIC FACILITIES – SCHOOLS¹			
School	2021-2022 Actual Capacity²	Committed Capacity³	Proposed Capacity Changes
			Number of Students
Moyock Elementary	132%	135%	0
Shawboro Elementary	101%		
Central Elementary	99%		
Griggs Elementary	61%	100%	1 student
Jarvisburg Elementary	92%		
Knotts Island Elementary	44%	44%	0
Moyock Middle	95%	93%	0 students
Currituck Middle	63%		
Currituck High	83%	100%	1 student
JP Knapp Early College	80%		

¹Does not include minor subdivisions, exempt subdivisions, and subdivisions approved prior to the adoption of the adequate public facilities ordinance (October 1994)

²Capacity percentages are based on 2021-2022 school year classroom standards and Apr 1, 2022 enrollment

³Capacity percentages are based on the 2021-2022 school year classroom standards and Apr 1, 2022 enrollment

STAFF REVIEW**TECHNICAL REVIEW COMMITTEE**

The Technical Review Committee (TRC) reviewed the application and provided the following comments:

1. A fee in lieu of recreation and park area dedication is required to be paid prior to recording the final plat.
2. Proposed recombination of existing Justice lot (shown on sheet 3 of 6) shall occur prior to submittal of construction drawings.

2006 Land Use Plan

The proposed development is in the Limited-service land class by the 2006 Currituck County Land Use Plan. The purpose of the Limited Services Area class is to provide for primarily residential development at low densities. While low-density development may continue to locate in these areas, it is recognized that soil limitations, flood prone areas, and a lack of infrastructure and services may prevent these areas from ever reaching an urban level of development. Residences in these areas usually employ wells and private septic tanks. Because many of the areas identified for Limited Service also include prime farmland efforts should be made to ensure that thriving agricultural

operations are protected from encroaching development through the use of buffering, landscaping, and conservation-oriented design.

Despite the overall low density of these areas, efforts should be made to encourage clusters of residential uses to preserve open space and to provide for a sense of a "community". Base development density should be 1 unit per acre but could be increased to 1.5 units per acre through overlay zoning depending upon whether service facilities are in place or planned and the potential impact on the surrounding community.

The proposed development is .64 units per acre with on-site septic systems and open space set-asides and is generally in conformance with the 2006 Land Use Plan.

SPECIAL USE PERMIT REVIEW STANDARDS

Following an evidentiary hearing, the board shall decide if the application is in accordance with Section 2.3.10, Decision-Making Body Review and Decision, and Section 2.4.6.D, Special Use Permit Review Standards. It is the burden of the applicant to provide evidence to address the Review Standards. The applicant's findings can be found in the attached application.

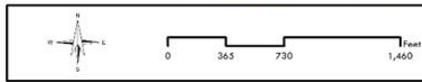
Special Use Permit Review Standards

A special use permit shall be approved on a finding that the applicant demonstrates the proposed use will:

1. Not endanger the public health or safety.
2. Not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.
3. Be in conformity with the Land Use Plan or other officially adopted plan.
4. 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.



PB 21-21 Algonquin
Preliminary Plat/Special Use Permit
Context



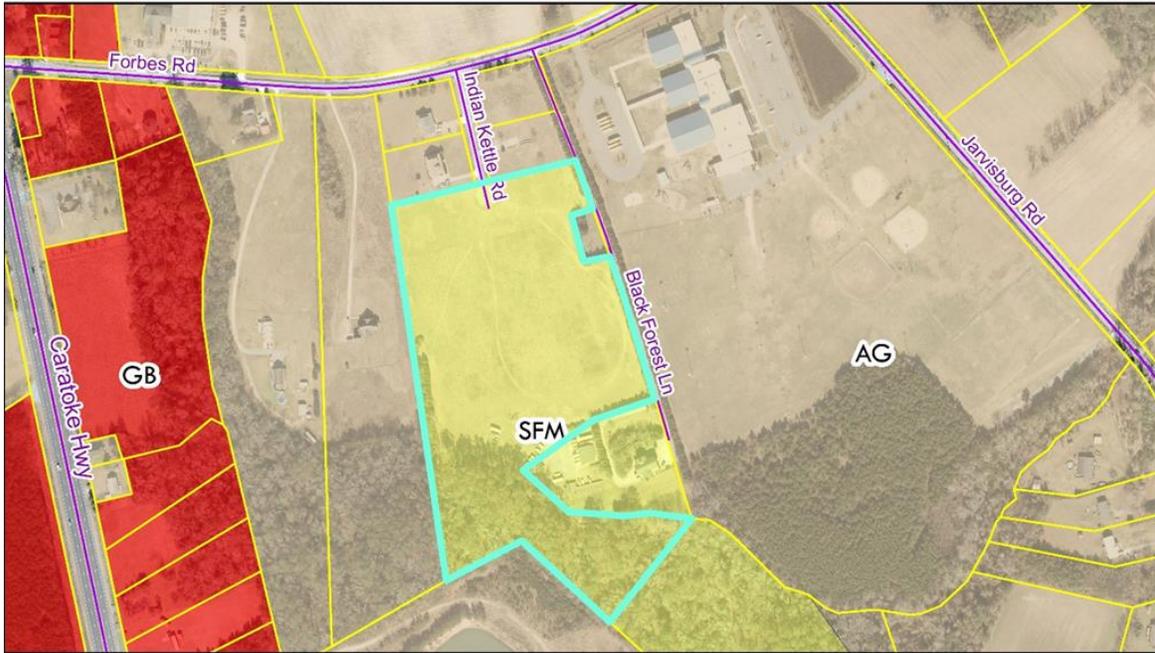
Currituck County
Development Services
Department



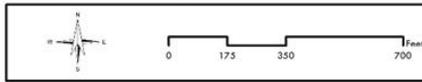
PB 21-21 Algonquin
Preliminary Plat/Special Use Permit
2020 Aerial Photography



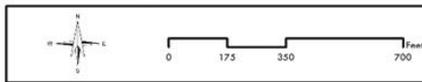
Currituck County
Development Services
Department



PB 21-21 Algonquin
Preliminary Plat/Special Use Permit
Official Zoning Map



PB 21-21 Algonquin
Preliminary Plat/Special Use Permit
2006 Land Use Plan



Parties to testify were sworn in and Kevin Kemp, Development Services Director, reviewed the request for Commissioners. Mr. Kemp explained the Use Permit request is before Commissioners due to requirements in the Adequate Public Facilities Ordinance based on school capacities at Jarvisburg Elementary. A powerpoint was used to review the site location, zoning and land uses. An overview of the site plan noted lot delineations, open

space, buffering, stormwater, infrastructure and a planned sidewalk for connectivity. Mr. Kemp provided information related to Adequate Public Facilities and school capacities, and review standards were presented.

Ben Gallop, Attorney for applicants Joel and Stacy Justice, introduced those to testify. Mr. Gallop questioned Mark Bissell, Civil Engineer, who presented his experience and was tendered as an expert witness. A powerpoint was used by Mr. Bissell to provide a summary of the request for the Board. He reviewed the zoning history, which was rezoned in 2008 as Single Family Mainland, and the site plan for the ten-lot subdivision. He said the gravel road serving the existing four lots will be upgraded to North Carolina Department of Transportation (NCDOT) standards when the extension is constructed. Stormwater and the drainage path into Forbes ditch was reviewed, which he said will be cleaned out. Mr. Bissell expects the stormwater pond will be a little less than an acre in size. Utilities and infrastructure were reviewed.

Mr. Bissell presented consistency statements with the 2006 Land Use Plan (LUP), Imagine Currituck and the County Unified Development Ordinance (UDO) based on review by the Technical Review Committee (TRC). He said the plan is compatible with the existing development and no adverse impacts are anticipated. Adequate public facilities exist for students generated by the development and specific LUP Policies to support the request were stated. Concerns of residents pertaining to the sidewalk plan were addressed, and he proposed a modification on the west side to move the swale closer to the existing road within the existing utility easement with the sidewalk located on the east side. Mr. Bissell said he would ask NCDOT if they would allow the sidewalk closer to the road.

Owner and applicant, Joel Justice, said they would have no objection to including the replacement of any landscaping of property owners damaged or destroyed by construction as a condition of approval.

Mr. Bissell responded to questions from Commissioners. He pointed out a revised location for the cluster mailbox and showed access to an existing cemetery on the property.

Mr. Gallop introduced Mr. Kim Tate, Real Estate Appraiser, who responded to questions related to his experience in real estate appraisals and acknowledged the report that he prepared based on his findings after assessing the property. He was tendered as an expert witness and his report was entered into the record as Exhibit A.

Mr. Tate had made two site visits and in the past performed appraisals for other properties at the location. He reviewed the methodology used for his determination and discussed sales and other data gathered for comparisons. He determined the subdivision will be in harmony and will not have a negative impact on the community. He said it will have stormwater improvements and a paved road which will enhance the marketability of existing homes. He clarified his determination that there will be no impacts or positive impacts on the subdivision.

Ben Gallop called the applicant, Mr. Joel Justice. He confirmed an existing tree buffer at fifty percent around the cemetery and agreed to plant additional screening at the back.

He confirmed he will continue to maintain the cemetery but will ask for assistance from the community. He discussed the continued maintenance of red cedar trees along the easement adjoining school property, which they planted years ago, and the continued beautification of the subdivision.

He said he and his neighbors are upset about the sidewalk that is required to be installed through the development to Forbes Road and spoke about other issues that caused a reduction of the number of lots from nineteen to ten and spoke of the extra costs to retool the existing home lots with the sidewalks and moving the swales.

Mr. Justice confirmed he would agree to remedy any landscaping that needs replacing but he and his neighbors are opposed to sidewalk.

Mr. Tate confirmed he would not change his opinion if the sidewalk was not constructed.

Chairman Payment opened the Public Hearing and Megan Morgan, County Attorney, reviewed the quasi-judicial process for the record.

Mike Ollum resides on Indian Kettle Road. He is opposed to the addition of a sidewalk, the movement of existing swales. He said he just planted trees on his property and wants things to remain the way they are.

Al Kwasnic resides on Indian Kettle Road after relocating to the area one year ago. He is opposed to moving the easement and losing land from his yard. He provided dimensions for the new road with ditching and sidewalk.

David Locklear resides on Indian Kettle Road. He is completely opposed to the sidewalk, and said they will have to take his trees, driveway, and culvert pipes and move them into his yard. He addressed drainage at the location and believes Mr. Justice should have to replant all the way down the front of all the properties.

Commissioners discussed several aspects of the plan. Commissioner McCord questioned the public safety of the sidewalk for children. Mr. Kemp explained the pedestrian plan for the area that is included in Connect Currituck. When asked, Mr. Tate said he is not qualified to calculate the cost for trees removed from properties.

Commissioners, Mr. Justice and Mr. Bissell discussed the replacement caliper of trees and Jennie Turner, Senior Planner, was sworn in to explain the caliper replacement requirement in the UDO for heritage trees, which is half of what was removed.

Mr. Gallop argued that the trees are in the easement, and Mr. Justice has agreed to remedy any loss. Mr. Gallop does not believe that a loss is being suffered because the trees were there at the time of purchase in the right of way.

Mr. Justice desires having one Home Owners Association (HOA) for the subdivision, but the existing property owners want to have a separate one.

Commissioners J. Owen Etheridge, McCord and Jarvis disagree with the sidewalk requirement citing safety concerns.

Mr. Kemp was asked by Mr. Gallop to read the language in the UDO pertaining to sidewalks. Mr. Kemp read the section in the UDO and confirmed that other subdivisions are required to have sidewalks.

Chairman Payment closed the Public Hearing.

Mr. Gallop said, after the reading of the language, that he believes the subdivision does not require a sidewalk. He said Mr. Justice requests the item be tabled to allow time to clarify whether a sidewalk is needed based on the language in the UDO.

Commissioner Jarvis made a motion to table PB 21-21: Algonquin Subdivision until the issues with the UDO presented during the hearing can be resolved. Commissioner J. Owen Etheridge seconded the motion. The motion carried, 7-0.

The meeting was recessed at 9:14 PM. Chairman Payment reconvened the meeting at 9:25 PM.

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

NEW BUSINESS

A. Ordinance Amending Section 10-64 of the Currituck County Code of Ordinances Providing for Issuance of User Permits to County Residents and Property Owners for the Operation of Utility Terrain Vehicles on the Beach

County Attorney, Megan Morgan, reviewed the Ordinance amendment which will add a permit requirement for residents wanting to operate a Utility Terrain Vehicle on the off-road area. As it is the second reading of the Ordinance, it may pass by a simple majority vote.

Commissioner White moved for approval. The motion was seconded by Commissioner Beaumont. The motion passed, 7-0.

AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS AMENDING SECTION 10-64 OF THE CURRITUCK COUNTY CODE OF ORDINANCES PROVIDING FOR ISSUANCE OF USER PERMITS TO COUNTY RESIDENTS AND PROPERTY OWNERS FOR THE OPERATION OF UTILITY TERRAIN VEHICLES ON THE BEACH

WHEREAS, pursuant to N.C. Gen. Stat. §153A-121 a county may by ordinance define, regulate, prohibit, or abate acts, omissions, or conditions detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the county; and

WHEREAS, pursuant to N.C. Gen. Stat. §153A-145.3 a county may, by

ordinance, define, prohibit, regulate, or abate acts, omissions, or conditions upon the State's ocean beaches and prevent or abate any unreasonable restriction of the public's right to use the State's ocean beaches; may regulate, restrict, or prohibit the placement, maintenance, location or use of equipment, personal property, or debris upon the State's ocean beaches; and may otherwise enforce any ordinance adopted pursuant to this section or any other of provision of law upon the State's ocean beaches located within the county's jurisdictional boundaries; and

WHEREAS, pursuant to Section 1 of Chapter 875 of the 1985 Session Laws, as amended by S.L. 1998-64 and S.L. 2001-33 the county may by ordinance regulate, restrict, and prohibit the use of dune or beach buggies, jeeps, motorcycles, cars, trucks, or any other form of power-driven vehicle specified by the county's governing board on the foreshore, beach strand and barrier dune system; and

WHEREAS, the Board of Commissioners finds as follows:

a. Approximately 23 mile of Currituck County fronts the Atlantic Ocean. Of those 23 miles, approximately 11 miles are only accessible by four-wheel drive motor vehicles traveling along the ocean beach in an area known as the off-road area of the county.

b. There are approximately 3,000 platted lots located in the off-road area of the county.

c. Particularly during late Spring, Summer and early Fall, the off-road area of the county attracts large numbers of motor vehicles and persons recreating on the ocean beach.

d. Due to the large numbers of motor vehicles traversing the ocean beach, which is the main north-south travel way, and recreating persons interacting with and exposed to heavy motor vehicle traffic, there exists a condition hazardous to the health, safety and welfare of the general public that must and can be addressed, by the reduction of motor vehicle traffic on the ocean beach.

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

PART I. The Code of Ordinances, Currituck County, North Carolina is amended by rewriting Section 10-64 of the Code of Ordinances to read as follows:

Sec. 10-64. - User Permit system.

(a) This section shall be applicable for those areas of Currituck County, including, but not limited to, the beach strand and foreshore areas, located from the Dare/Currituck line to the North Carolina/Virginia line.

(b) County residents and property owners desiring to operate a moped, motorcycle or off-road vehicles, including but not limited to, all-terrain vehicle, utility vehicle, recreational off-highway vehicle, multipurpose off-highway utility vehicle, utility terrain vehicle, side-by-side vehicle, or other off-road vehicle, ("ORV"), on the areas covered by this section shall obtain a user permit from the county manager or county manager's designated representative. User permits may be obtained at times and places designated by the county manager.

(c) Any person parking a motor vehicle, other than a moped, motorcycle or ORV, on the area covered by this section from the last Saturday in April to the first Saturday in October shall have first obtained from the county manager or county manager's designated representative a user parking permit which must be prominently displayed when parking on the area covered by this section. User

Parking permits may be obtained at times and places designated by the county manager.

(d) County residents may obtain for no fee two annual user permits for operation of a moped, motorcycle or ORV owned by them upon making application as provided in subsection (b) above and upon showing proof of liability insurance and ownership for the moped, motorcycle or ORV. Non-resident property owners may obtain at no fee a maximum of two annual user permits for operation of a moped, motorcycle or ORV owned by them upon making application as provided in subsection (b) above and showing proof of liability insurance and ownership for the moped, motorcycle or ORV. Liability insurance coverage on the moped, motorcycle or ORV shall be maintained continuously throughout the term of the user permit.

(e) County residents and non-resident property owners shall prominently display a county issued and designated user parking permit at all times when parking a motor vehicle, other than a moped, motorcycle or ORV, on the area covered by this section. Liability insurance on the motor vehicle shall be maintained continuously throughout the term of the permit.

(f) Persons who own a dwelling north of the North Beach Access Ramp may obtain for no fee two additional user parking permits assigned to the physical address of their dwelling for terms adopted by the board of commissioners upon making application in subsection (b) above and showing proof of ownership.

(g) Persons other than county-residents and non-resident property owners may obtain a user parking permit for a motor vehicle, other than a moped, motorcycle or ORV, upon payment of a fee and for a term adopted by the board of commissioners, making application as provided in paragraph (b) of this section, and acknowledgement that they have read and are familiar with county beach driving ordinances. Liability insurance on the motor vehicle shall be maintained continuously throughout the term of the user parking permit.

(h) County residents and property owners, operating mopeds, motorcycles or ORVs shall ensure that these vehicles have a valid permit prominently displayed at all times while operating, or parked, on the Currituck County outer banks, beach foreshore or beach strand.

(i) Any sworn law enforcement officer with jurisdiction is authorized to take possession of any user permit or user beach parking permit issued pursuant to this section upon expiration, revocation, cancellation, or suspension thereof, or which is fictitious, or which has been unlawfully or erroneously issued, which has been unlawfully used or upon issuance of citation for violation of section 10-59 of this Code. Any law enforcement officer who seizes a user permit or user parking permit pursuant to this section shall report the seizure to the county manager's office within 48 hours of the seizure and shall return the permit to the county manager's office within seven business days of the seizure unless the permit is deemed evidence in another pending matter.

(j) The county manager or county manager's designee shall refuse issuance of a

user permit or user parking permit under this section for a period of one year following seizure of a permit by a law enforcement officer pursuant to this section.

(k) An appeal of seizure of a user permit or user parking permit under this section shall be made to the county manager by filing a written notice of appeal, specifying with particularity the grounds upon which the appeal is made, no later than ten days from the date of the seizure. The county manager or county manager's designee shall fix a reasonable time for the hearing of the appeal, shall give due notice to all parties and shall render a decision within a reasonable time.

(l) The county manager is directed and authorized to establish forms, procedures, and directives as may be required to implement this permit system and ensure that it is run in an effective, safe, and fair manner.

(m) This section shall not apply to:

(1) Activity under a Coastal Area Management Act (CAMA) permit requiring access to the beach and authorized by the county permitting officer;

(2) County employees, county contractors, county vehicles or emergency vehicles or drivers of such vehicles, which may be required to enter upon the beach in the performance of their official duties or a governmental agency, its employees, agents, contractors and subcontractors and their motor vehicles when engaged in beach restoration or protection work or conducting scientific research or animal preservation studies or operations;

(3) Commercial fishermen;

(4) Hunters possessing valid hunting licenses while engaged in an active hunt or State or federal property located on the Currituck outer banks; or

(5) Outdoor tour operators with a valid license issued under Article IV, Chapter 8 of this Code when actively engaged in an outdoor tour.

(n) *Violation of section.* Notwithstanding Sec. 10-54 of this code, a violation of this section shall be a civil violation subjecting the offender to a civil penalty in the amount of \$75.00 and shall not constitute a misdemeanor or infraction enforceable under G.S. 14-4.

PART II. Severability. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed. Should a court of competent jurisdiction declare this ordinance or any part of this ordinance to be invalid, such decision shall not affect the remaining provisions of this ordinance or the Code of Ordinances of the County of Currituck, North Carolina.

PART III. This ordinance is effective upon its adoption.

ADOPTED at the second reading this 15th day of August, 2022.

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

B. Ordinance Amending the Code of Ordinances by Adding Section 12-70 Providing for the Penalty for Operating Golf Carts on Public Streets and Roads in Violation of Chapter 12, Article V, of the Code of Ordinances

County Attorney, Megan Morgan, explained the new North Carolina state statutory requirement which requires penalty provisions to be stated in ordinances. She reviewed the Ordinance amendment which includes the penalty for the illegal operation of a golf cart. As it is the second reading, the Ordinance may pass by a simple majority vote.

Commissioner Beaumont moved for approval. Commissioner Jarvis seconded the motion. The motion carried, 7-0.

AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS AMENDING THE CURRITUCK COUNTY CODE OF ORDINANCES BY ADDING SECTION 12-70 PROVIDING FOR THE PENALTY FOR OPERATING GOLF CARTS ON PUBLIC STREETS AND ROADS IN VIOLATION OF CHAPTER 12, ARTICLE V OF THE CODE OF ORDINANCES

WHEREAS, pursuant to N.C. Gen. Stat. §153A-245 a county may regulate the operation of golf carts on any public street, road or highway where the speed limit is 35 miles per hour or less;

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

PART I. That the Code of Ordinances, Currituck County, North Carolina is amended by adding Sec. 12-70 to Chapter 12, Article V. Operation of Golf Carts on Public Streets and Roads to read as follows:

ARTICLE V. OPERATION OF GOLF CARTS ON PUBLIC STREETS AND ROADS

Sec. 12-70. Violation of Article.

A violation of this article shall be a civil violation subjecting the offender to a civil penalty in the amount of \$75.00 and shall not constitute a misdemeanor or infraction enforceable under G.S. 14-4.

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

PART III. This ordinance is effective upon its adoption.

ADOPTED at the second reading this 15th day of August, 2022.

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

C. Resolution Authorizing Sole Source Purchase of Mueller/Hersey Water Meters from Water Works Supply, Inc. dba Water Works, Inc. through Sole Source Purchase Pursuant to NC G.S. §143-129(e)(6)

County Attorney, Megan Morgan, reviewed the Sole Source Purchase Resolution for the purchase of Mueller/Hersey Water Meters water meters to allow for compatibility and standardization with existing equipment.

Commissioner Beaumont moved for approval and Commissioner White seconded the motion. The motion carried, 7-0.

RESOLUTION AUTHORIZING THE PURCHASE OF MUELLER/HERSEY WATER METERS FROM WATER WORKS SUPPLY, INC. DBA WATER WORKS, INC. 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, proper functioning of the County's Southern Outer Banks Water System (SOBWS) requires replacement meters compatible with existing systems equipment; and

WHEREAS, as the sole and exclusive distributor of Mueller/Hersey water meters and required antennas in the State of North Carolina, Water Works Supply, Inc. dba Water Works, Inc. is the only entity capable of providing the county with meters and antennas compatible with current SOBWS equipment and operational systems, and

WHEREAS, the County's SOBWS has been using Water Works Supply, Inc. dba Water Works, Inc. to construct, develop and upgrade its system; and

WHEREAS, the County's SOBWS needs replacement water meters and antennas and Water Works Supply, Inc. dba Water Works, Inc. is supplier of compatible water meters; and

WHEREAS, Water Works Supply, Inc. dba Water Works, Inc. is supplying the County's SOBWS with three hundred (300) 5/8x3/4, 420, SG, ME8, IB, 5'NIC (Part# VEGB213N) and three hundred (300) MiNode M Water MIU (Part# MSW-NODE5-1P-05) at a total cost per meter of \$183.35; and

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 \$58,717.84 with Water Works Supply, Inc. dba Water Works, Inc. for the sole source purchase of 5/8x3/4, 420, SG, ME8,IB,5'NIC (Part# VEGB213N) and MiNode M Water MIU (Part# MSW-NODE5-1P-05) water meters 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 Water Works Supply, Inc. dba Water Works, Inc. 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 ____ day of _____ 20__.

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

D. Resolution Authorizing the Purchase with Install of New Railing by Art Graphics N Designs, Inc. Through Sole Source Purchase Pursuant to N.C. GEN. STAT. §143-129(e)(6)

County Attorney, Megan Morgan, reviewed the Sole Source Purchase Resolution for the purchase of hand rails that match the existing rails recently installed at the Historic Courthouse.

Commissioner White moved for approval. Chairman Payment seconded the motion and the motion carried, 7-0.

RESOLUTION AUTHORIZING THE PURCHASE OF STAIR HANDRAILS BY ART GRAPHICS N DESIGNS, INC. 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 stair handrail and accessible ramp handrail at the Historic Courthouse main entrance was replaced by Art Graphics N Designs, Inc. for the Historic Courthouse Entrance Renovations project; and

WHEREAS, Art Graphic N Designs is the only entity capable of providing the county with handrails compatible with the handrails installed for the renovation project; and

WHEREAS, the stair handrails at three (3) additional Historic Courthouse entrances require replacement; and

WHEREAS, Art N Graphics Design, Inc. is fabricating and installing the handrails at a cost of \$16,901.58; and

WHEREAS, the total cost for the Historic Courthouse stair handrail replacement is \$16,901.58.

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 \$16,901.58 with Art Graphics N Designs, Inc. for the sole source purchase of stair handrails at the Historic Courthouse 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 Art Graphics N Designs, Inc. 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 ____ day of _____ 2022.

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

E) Board Appointments

1. Game Commission

County Manager, Ike McRee, provided background on the creation of the Game Commission and explained that one member from each residency district must serve on the Commission. Recent appointments did not meet this member requirement and resulted in the need to rescind an appointment and make new appointments to fill positions.

Chairman Payment rescinded the appointment of Louis Davis and appointed Janet Rose Ross to serve as the District 3 member on the Game Commission.

Commissioner Jarvis nominated Thomas Newbern to serve on the Game Commission for District 2.

Chairman Payment moved for approval of the appointments and Commissioner McCord seconded the motion. The motion carried, 7-0.

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

2. Library Board of Trustees

Commissioner McCord nominated members to serve on the Library Board of Trustees. Commissioner White seconded the nominations and the following members were approved, 7-0.

New member, Jeff Gardner, was approved to fill an unexpired term ending June 30, 2023.

Serving member, Mike Fost, was reappointed to a second, two-year term ending June 30, 2024.

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

F) Consent Agenda

Commissioner Beaumont removed item 3 from the Consent Agenda, Personnel Policy Revisions-Sick Leave, and moved for approval of Consent Agenda. Commissioner J. Owen Etheridge seconded the motion and the motion carried, 7-0.

The Consent Agenda was approved with the omission of the Sick Leave Policy Revision, and staff agreed to provide a memo to Commissioners to explain the change.

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

1. Budget Amendments

20230006		Debit		Credit	
<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
10480-545200	Records Management	\$	2,347		
10480-545201	Records Management - 2023 Grant	\$	2,000		
10480-532000	Supplies			\$	2,347
10330-449480	ROD Records Management Grant			\$	2,000
		\$	4,347	\$	4,347
Explanation:	Register of Deeds (10480) - Increase appropriations to record State grant award of \$2,000 to the Register of Deeds office to preserve deed books.				
Net Budget Effect:	Operating Fund (10) - Increased by \$2,000.				

20230007		Debit		Credit	
<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
10441-514000	Travel	\$	3,400		
10441-514500	Training and Education	\$	4,000		
10441-590000	Capital Outlay			\$	7,400
		\$	7,400	\$	7,400
Explanation: Information Technology (10441) - Transfer budgeted funds for increased costs of Training for IT staff.					
Net Budget Effect: Operating Fund (10) - No change.					
20230008		Debit		Credit	
<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
61818-532000	Supplies	\$	30,000		
61818-557100	Software License Fee	\$	4,500		
61818-590000	Capital Outlay			\$	34,500
		\$	34,500	\$	34,500
Explanation: Mainland Water (61818) - Transfer funds from capital outlay that was originally allocated at \$40,000 for a vehicle to purchase Syncta software for Cross Connection operator, annual software maintenance and supplies necessary for the cross connection program.					
Net Budget Effect: Mainland Water Fund (61) - No change.					
20230009		Debit		Credit	
<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
10510-532510	Supplies - GHS Grant	\$	14,916		
10510-590510	Capital Outlay - GHS Grant	\$	9,840		
10390-499900	Appropriated Fund Balance			\$	24,756
		\$	24,756	\$	24,756
Explanation: Sheriff (10510) - To carry-forward Governor's Highway Safety grant funds from FY 2022.					
Net Budget Effect: Operating Fund (10) - Increased by \$24,756.					

		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10530-590000	Capital Outlay	\$ 249,401	
10380-484001	Insurance Recovery		\$ 51,066
10390-499900	Fund Balance Appropriated		\$ 198,335
		<u>\$ 249,401</u>	<u>\$ 249,401</u>
Explanation:	Emergency Medical Services (10530) - Increase appropriations to replace the ambulance that was totaled by accident on 6/14/2022.		
Net Budget Effect:	Operating Fund (10) - Increased by \$249,401.		

2. Surplus Resolution-2004 Dodge Durango

RESOLUTION			
<p>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 given to the Lower Currituck Volunteer Fire Department for fire training. Truck has not been in service for unknown time period.</p>			
County			
<u>Asset Tag</u>	<u>Description (Year & Make/Model)</u>	<u>Dept.</u>	<u>Serial Number</u>
7113	2004 Dodge Durango		1D4HB38N24F143391
<p>NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the County of Currituck approves transferring above vehicle to the Lower Currituck Volunteer Fire</p>			
<p>ADOPTED, this 15th day of August 2022.</p>			

3. Personnel Policy Revisions-Sick Leave

This item was removed from consideration on the Consent Agenda.

4. Public Works Department-Custodian Position

5. Job Descriptions-Travel & Tourism Positions

6) Approval Of Minutes-August 1, 2022

CLOSED SESSION

Closed Session Pursuant to G.S. 143-318.11(a)(3) to preserve the attorney-client privilege; and, G.S. 143-318.11(a)(4) to discuss matters related to the location or expansion of industry or business within the County; and, G.S. 143-318.11(a)(5) to establish or instruct County staff concerning the position to be taken by the County in negotiating the price or other material terms of a contract for purchase of real property, PIN No. 0029000011C0000 located on West Gibbs Road, owned by Jerry L. Old and Juanita F. Pendleton, Trustee, to be used for any governmental purpose.

Chairman Payment moved to enter into Closed Session pursuant to G.S. 143-318.11(a)(3) to preserve the attorney-client privilege; and, G.S. 143-318.11(a)(4) to discuss matters related to the location or expansion of industry or business within the County; and, G.S. 143-318.11(a)(5) to establish or instruct County staff concerning the position to be taken by the County in negotiating the price or other material terms of a contract for purchase of real property, PIN No. 0029000011C0000 located on West Gibbs Road, owned by Jerry L. Old and Juanita F. Pendleton, Trustee, to be used for any governmental purpose.

Commissioner Mary Etheridge seconded the motion. The motion carried, 7-0, and the Board entered Closed Session at 9:40 PM.

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

ADJOURN

Motion to Adjourn Meeting

Commissioners returned from Closed Session at 10:02 PM and considered a request for a Resolution to be included on an upcoming agenda to approve a fireworks display. Following discussion, the Board decided any fireworks Resolutions for private functions would not be considered for approval.

Commissioner Jarvis spoke of a Resolution honoring Veterans that had been shared with Board members. She said she would like to include the Resolution on the September 19, 2022 meeting agenda and asked Commissioners to review the document.

Cancellation of the September 6, 2022 regular Board meeting was announced. With no further business, Commissioner Jarvis moved to adjourn. Commissioner Mary Etheridge seconded the motion. The motion carried, 7-0, and the meeting adjourned at 10:06 PM.

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



STAFF REPORT
PB 22-10 NC BEACH BUGGY, LLC
USE PERMIT
BOARD OF COMMISSIONERS
JULY 18, 2022

Attachment: NC BEACH BUGGIES STAFF REPORT (PB 22-10 Beach Buggy, LLC- Use Permit request for Auto Sales and Rental)

APPLICATION SUMMARY

Property Owner: 5752 Caratoke Highway, LLC	Applicant: NC Beach Buggy, LLC
Case Number: PB 22-10	Application Type: Use Permit
Parcel Identification Number: 0084000030E0000	Existing Use: Vacant
Land Use Plan Classification: Limited Service	Parcel Size (Acres): 10.01 Acres
Request: Use Permit – Automobile Sales and Rental	Zoning: General Business

SURROUNDING PARCELS

	Land Use	Zoning
North	Vacant	General Business
South	Vacant	General Business
East	Vacant	General Business
West	Vacant	Agriculture

APPLICANT NARRATIVE

The purpose of the project is to build a showroom to showcase and sell low speed vehicles to the public.

STAFF ANALYSIS

The applicant is requesting a use permit to establish a low-speed electric vehicle sales business in the General Business (GB) zoning district. This project previously received Major Site Plan approval as a retail use for golf cart sales. Subsequently, the applicant decided to include sales of low-speed vehicles which requires a use permit when located in the General Business zoning district. The use will be established in a new building that has been approved through Major Site Plan review but has yet to be constructed.

COMMUNITY MEETING

A community meeting was held on April 20, 2022, at 5:30 pm at the subject property. No one from the community attended the meeting. Only the applicant and county staff were present. A summary of the community meeting is provided in the packet.

INFRASTRUCTURE

Water	Public
Sewer	Septic
Landscaping	Landscaping will be installed according to the approved major site plan.

RECOMMENDATIONS**TECHNICAL REVIEW COMMITTEE**

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

- 1) The application complies with all applicable review standards of the UDO provided the following outstanding items are addressed:
 - a. *The building design shall meet the requirements of the UDO*
- 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 applicant shall work with staff to modify building elevations to preserve the aesthetics of the Corridor.*

USE PERMIT REVIEW STANDARDS

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

The use will not endanger the public health or safety.

Preliminary Applicant Findings:

1. The use will not be a danger to the public health or safety. The applicant will be installing a new fire hydrant. The business consists of sales and rental of low-speed electric vehicles so there will be no associated fuel storage.

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 use will not injure the value of adjoining or abutting lands and is in harmony with the other buildings and uses adjacent to the parcel.

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

Preliminary Staff Findings:

1. The 2006 land Use Plan classifies this site as Limited Service within the Aydlett-Waterlilly-Churches Island Subarea.
2. The proposed use is in keeping with the policies of the plan, including Policies ED1 and ED4.

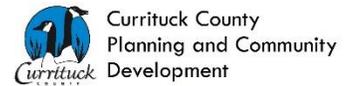
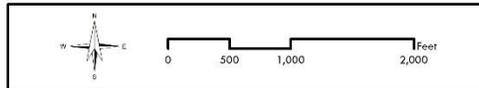
The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

Preliminary Staff Findings:

The use will have no effect on Currituck County Schools. The county has adequate public facilities to support this use. There will be no effect on the school system. Currituck County has adequate public facilities to serve this use.



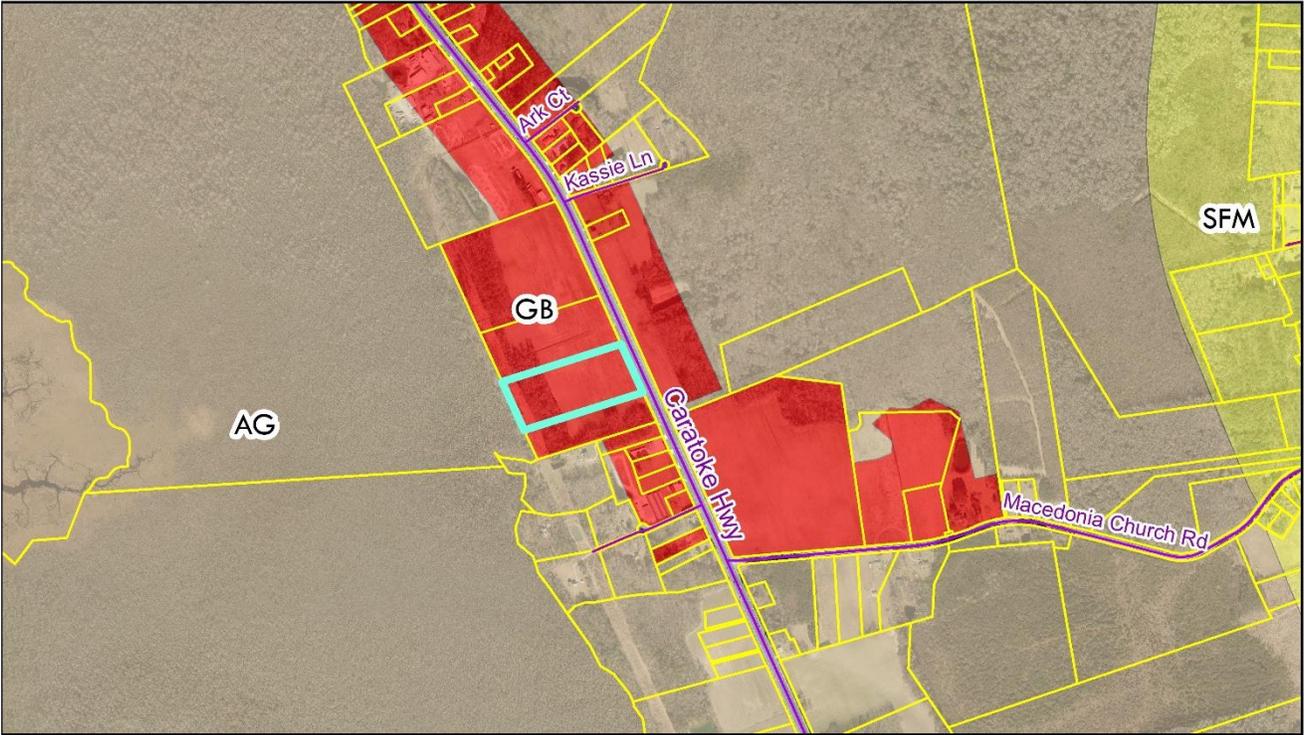
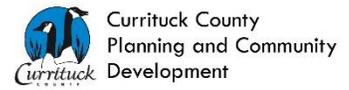
NC Beach Buggy, LLC
5670 Caratoke Hwy
Vicinity



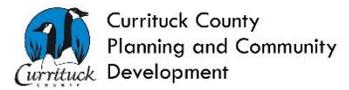
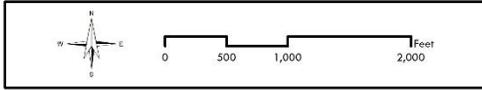
Attachment: NC BEACH BUGGIES STAFF REPORT (PB 22-10 Beach Buggy, LLC- Use Permit request for Auto Sales and Rental)

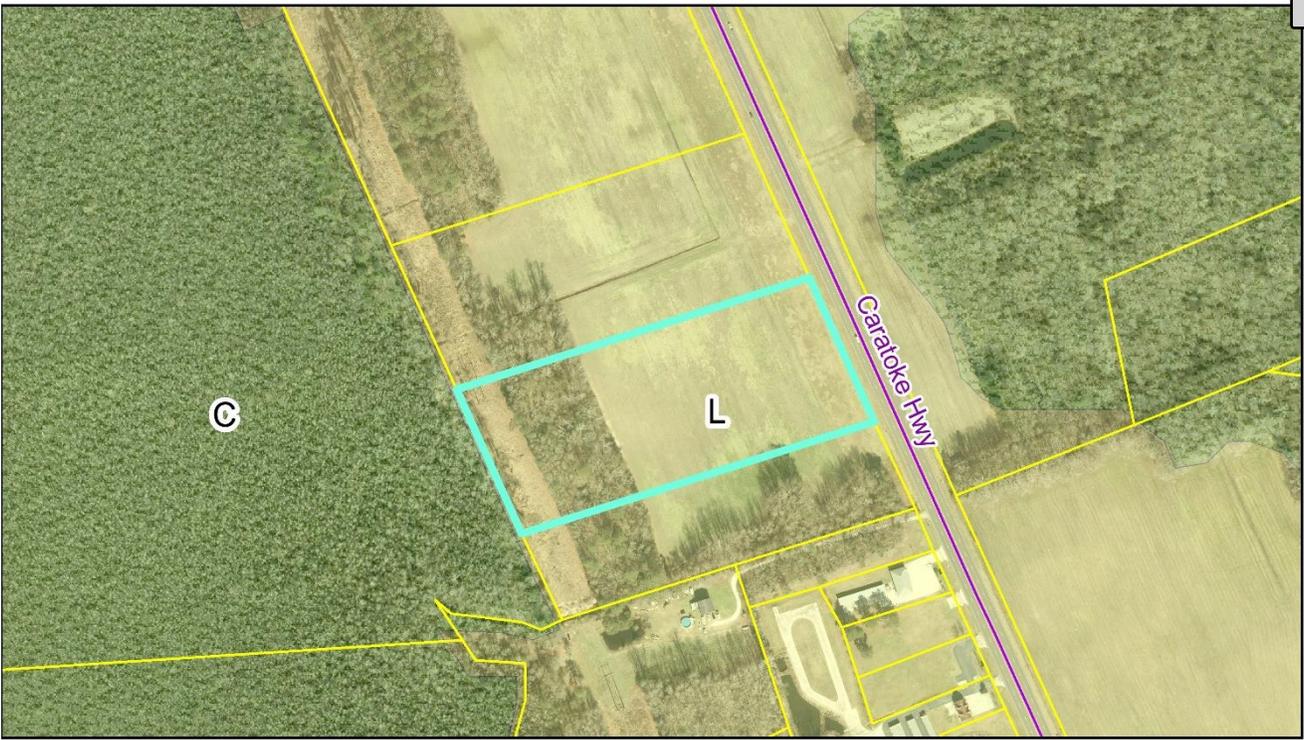


NC Beach Buggy, LLC
5670 Caratoke Hwy
Aerial

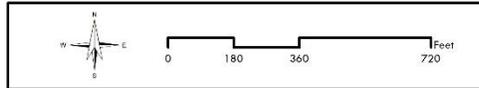


NC Beach Buggy, LLC
5670 Caratoke Hwy
Zoning





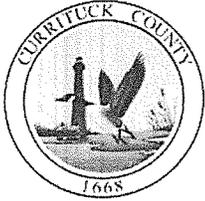
NC Beach Buggy, LLC
 5670 Caratoke Hwy
 LUP Classes



 Currituck County
 Planning and Community
 Development

THE APPLICATION AND RELATED MATERIALS ARE AVAILABLE ON THE COUNTY'S WEBSITE
 Board of Commissioners: www.co.currituck.nc.us/board-of-commissioners-minutes-current.cfm

Attachment: NC BEACH BUGGIES STAFF REPORT (PB 22-10 Beach Buggy, LLC- Use Permit request for Auto Sales and Rental)



Use Permit Application

OFFICIAL USE ONLY:

Case Number: _____
 Date Filed: _____
 Gate Keeper: _____
 Amount Paid: _____

Contact Information

APPLICANT:		PROPERTY OWNER:	
Name:	<u>NC Beach Buggy, LLC</u>	Name:	<u>5752 Caratoke Highway, LLC</u>
Address:	<u>200 N. Main St.</u>	Address:	<u>200 N. Main St.</u>
	<u>Suffolk, VA 23434</u>		<u>Suffolk, VA 23434</u>
Telephone:	<u>(252) 260-5700</u>	Telephone:	<u>(757) 416-4744</u>
E-Mail Address:	<u>brandon@ncbeachbuggies.com</u>	E-Mail Address:	<u>justin@bushtaylor.com</u>

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Landlord/Tenant

Property Information

Physical Street Address: 5670 Caratoke Highway, Poplar Branch, NC 27965

Location: 5670 Caratoke Highway, Poplar Branch, NC 27965

Parcel Identification Number(s): 0084000030E0000

Total Parcel(s) Acreage: 10.01

Existing Land Use of Property: vacant land

Request

Project Name: NC Beach Buggy auto dealership

Proposed Use of the Property: Auto sales (low speed electric vehicles).

Deed Book/Page Number and/or Plat Cabinet/Slide Number: BK 1563 PF #868-870 (3)

Total square footage of land disturbance activity: 2,885 (all structures and parking lot)

Total lot coverage: 5668.28 Total vehicular use area: 3500

Existing gross floor area: 0 Proposed gross floor area: 1400

Community Meeting

Date Meeting Held: April 20, 2022 @ 5:30pm Meeting Location: 5760 Caratoke Hwy Poplar Branch, NC 27965

Attachment: NC BEACH BUGGIES-APPLICATION (PB 22-10 Beach Buggy, LLC- Use Permit request for Auto Sales and Rental)

Purpose of the Use Permit and Project Narrative (please provide on additional paper if needed): _____
The purpose of the project is to build a showroom to showcase and sell low speed electric vehicles to the public.

The applicant shall provide a response to the each one of the following issues. The Board of Commissioners must provide specific findings of fact based on the evidence submitted. All findings shall be made in the affirmative for the Board of Commissioners to issue the use permit.

A. The use will not endanger the public health or safety.
The use will not endanger the public health or safety.

B. The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.
The use will not injure the value of any adjoining or abutting and is in harmony with the other buildings and uses adjacent to the parcel.

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

D. 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.
Yes. The use will not exceed any of these community services.

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

Justin Bush
Property Owner(s)/Applicant* JUSTIN BUSH *Member* NC BEACH BUGGY LLC *Member* April 24, 2022 *5752 Caraboke Hwy LLC* Date

*NOTE: Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants a signature is required for each.

Attachment: NC BEACH BUGGIES-APPLICATION (PB 22-10 Beach Buggy, LLC- Use Permit request for Auto Sales and Rental)

Use Permit Conceptual Plan Design Standards Checklist

The table below depicts the design standards of the use permit application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

**Use Permit
Conceptual Plan Design Standards Checklist**

Date Received: _____ TRC Date: _____

Project Name: NC Beach Buggy auto dealership

Applicant/Property Owner: NC Beach Buggy LLC / 5752 Caratoke Highway, LLC

Use Permit Conceptual Plan Design Standards Checklist		
1	Property owner name, address, phone number, and e-mail address.	
2	Site address and parcel identification number.	
3	North arrow and scale to be 1" = 100' or larger.	
4	Vicinity map showing property's general location in relation to streets, railroads, and waterways.	
5	Existing zoning classification and zoning setback lines of the property.	
6	A scaled drawing showing existing boundary lines, total acreage, adjacent use types, location of streets, rights-of-way, and easements.	
7	Approximate location of the following existing site features and infrastructure within the property and within 50' of the existing property lines: Pedestrian circulation, vehicular use areas, structures, septic systems, wells, utility lines, water lines, culverts, storm drainage pipes, ditches, canals, streams, wooded areas, ponds, and cemeteries.	
8	Approximate location of the following proposed site features and infrastructure: Structures and usages, parking and circulation plan (including streets, drives, loading and service areas parking layout and pedestrian circulation features), fences and walls, exterior lighting, drainage patterns and facilities intended to serve the development, landscape buffers and screening, and riparian buffers.	
9	Approximate Flood Zone line and Base Flood Elevation as delineated on the "Flood Insurance Rate Maps/Study Currituck County."	
10	Approximate location of all designated Areas of Environmental Concern or other such areas which are environmentally sensitive on the property, such as Maritime Forest, CAMA, 404, or 401 wetlands as defined by the appropriate agency.	
11	Sight distance triangles.	
12	Proposed common areas, open space set-asides, and required buffers.	
13	Architectural drawings and/or sketches illustrating the design and character of the proposed uses.	

Attachment: NC BEACH BUGGIES-APPLICATION (PB 22-10 Beach Buggy, LLC- Use Permit request for Auto Sales and Rental)

Use Permit Submittal Checklist

Staff will use the following checklist to determine the completeness of your application within ten business days of submittal. Please make sure all of the listed items are included. Staff shall not process an application for further review until it is determined to be complete.

Use Permit Submittal Checklist

Date Received: _____

TRC Date: _____

Project Name: NC Beach Buggy auto dealership

Applicant/Property Owner: NC Beach Buggy LLC / 5752 Caratoke Highway, LLC

Use Permit Submittal Checklist		
1	Complete Use Permit application	
2	Application fee (\$300)	
3	Community meeting written summary	
4	Conceptual plan, if applicable	
5	Architectural elevations, if applicable	
6	2 copies of plans	
7	2 hard copies of ALL documents	
8	1 PDF digital copy of all plans AND 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

Attachment: NC BEACH BUGGIES-APPLICATION (PB 22-10 Beach Buggy, LLC- Use Permit request for Auto Sales and Rental)

NC Beach Buggy LLC
Community Meeting Notes

Meeting was held at:
5760 Caratoke Hwy, Poplar Branch, NC 27965
April 20, 2022

Meeting Began at 5:30pm.

Brandon Reed with NC Beach Buggy LLC, Jason Litteral and Savannah Newbern with Currituck County were the only attendees.

No Questions or concerns were raised.

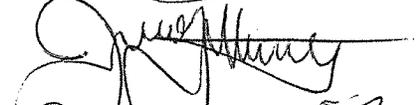
The meeting ended at 5:45 pm.

Community Meeting

April 20 2022

5:30 PM

Attendance

Name	phone	Sign
Brandon Reed	757-286-5363	
JASON LITTERAL	252-232-6052	
Savannah Newbern	252-232-6066	



STAFF REPORT
PB 21-21 ALGONQUIN SUBDIVISION
PRELIMINARY PLAT/SPECIAL USE PERMIT
BOARD OF COMMISSIONERS
AUGUST 15, 2022

APPLICATION SUMMARY

Property Owner: Joel K. & Stacy A. Justice PO Box 208 Grandy, NC 27939	Applicant: Same
Case Number: PB 21-21	Application Type: Preliminary Plat/Special Use Permit
Parcel Identification Number: 0109-000-053F-0000	Existing Use: Vacant
Land Use Plan Classification: 2006 LUP Limited Service	Parcel Size (Acres): 15.48 acres
Zoning: Single Family Residential Mainland (SFM)	
Number of Units: 10 residential lots	Project Density: .64 dwelling unit/acre
Required Open Space: 4.33 acres (30%)	Provided Open Space: 4.48 acres (30.83%)

SURROUNDING PARCELS

	Land Use	Zoning
North	Low density residential	AG
South	Mining operation/Agricultural/ Low density residential	AG
East	Institutional (Jarvisburg Elementary School)	AG
West	Agricultural/Low density residential	AG

STAFF ANALYSIS

The applicants are requesting preliminary plat approval of a Type I, 10-lot Traditional Subdivision on a 15.48-acre tract zoned SFM. The minimum lot size for a Traditional Subdivision in SFM is 40,000 square feet and the proposed lots range from 40,000 to 43,064 square feet.

The subject parcel is the residual tract of Algonquin Subdivision, a four-lot private access subdivision that was recorded on July 22, 2002. The applicants propose to improve the existing gravel road, Indian Kettle Road (a 45' wide private right-of-way) to a 20' wide paved road in accordance with NCDOT construction standards. A sidewalk will be installed on one side of the road in the existing right-of-way to achieve compliance with the UDO. The applicants propose a 45' wide right-of-way extension of Indian Kettle Road and a cul-de-sac for access to the proposed lots and open space area. The new portion of the right-of-way will include a 20' wide paved street and 5' wide sidewalks on each side. Roadside swales are proposed. A 15' utility and drainage easement is proposed along Indian Kettle Road and street trees are proposed in a 10' planting easement.

Cluster mailbox units are proposed within the cul-de-sac in accordance with NCDOT standards. The requisite open space area is proposed at the rear of the subdivision and existing vegetation is required to be maintained.

INFRASTRUCTURE	
Water	Public
Sewer	On-site septic
Transportation	Pedestrian: Sidewalks on both sides of proposed street extension, sidewalk proposed on one side of existing street
Stormwater/Drainage	Property line vegetative swales will convey runoff to roadside swales and flow to the proposed open space pond that will discharge to Forbes ditch
Lighting	No street lighting proposed
Landscaping	Street trees along internal streets. Open space areas to remain forested.
Recreation and Park Area Dedication	A payment in lieu of the dedication shall be provided.
Riparian Buffers	Not required

COMMUNITY MEETING

A community meeting is not required for a Type I preliminary plat.

SCHOOLS

This development is in the Jarvisburg Elementary and Currituck Middle Schools' attendance area. There is capacity available. High schools in the County have actual capacity to serve the additional student generated by this development.

ADEQUATE PUBLIC FACILITIES – SCHOOLS ¹			
School	2021-2022 Actual Capacity ²	Committed Capacity ³	Proposed Capacity Changes
			Number of Students
Moyock Elementary	132%	135%	0
Shawboro Elementary	101%		
Central Elementary	99%		
Griggs Elementary	61%	100%	1 student
Jarvisburg Elementary	92%		
Knotts Island Elementary	44%	44%	0
Moyock Middle	95%	93%	0 students
Currituck Middle	63%		
Currituck High	83%	100%	1 student
JP Knapp Early College	80%		

¹Does not include minor subdivisions, exempt subdivisions, and subdivisions approved prior to the adoption of the adequate public facilities ordinance (October 1994)

²Capacity percentages are based on 2021-2022 school year classroom standards and Apr 1, 2022 enrollment

³Capacity percentages are based on the 2021-2022 school year classroom standards and Apr 1, 2022 enrollment

Attachment: 1 - BOC Staff Report Algonquin PP SUP (PB 21-21 Algonquin Subdivision)

STAFF REVIEW

TECHNICAL REVIEW COMMITTEE

The Technical Review Committee (TRC) reviewed the application and provided the following comments:

1. A fee in lieu of recreation and park area dedication is required to be paid prior to recording the final plat.
2. Proposed recombination of existing Justice lot (shown on sheet 3 of 6) shall occur prior to submittal of construction drawings.

2006 Land Use Plan

The proposed development is in the Limited-service land class by the 2006 Currituck County Land Use Plan. The purpose of the Limited Services Area class is to provide for primarily residential development at low densities. While low-density development may continue to locate in these areas, it is recognized that soil limitations, flood prone areas, and a lack of infrastructure and services may prevent these areas from ever reaching an urban level of development. Residences in these areas usually employ wells and private septic tanks. Because many of the areas identified for Limited Service also include prime farmland efforts should be made to ensure that thriving agricultural operations are protected from encroaching development through the use of buffering, landscaping, and conservation-oriented design.

Despite the overall low density of these areas, efforts should be made to encourage clusters of residential uses to preserve open space and to provide for a sense of a "community". Base development density should be 1 unit per acre but could be increased to 1.5 units per acre through overlay zoning depending upon whether service facilities are in place or planned and the potential impact on the surrounding community.

The proposed development is .64 units per acre with on-site septic systems and open space set-asides and is generally in conformance with the 2006 Land Use Plan.

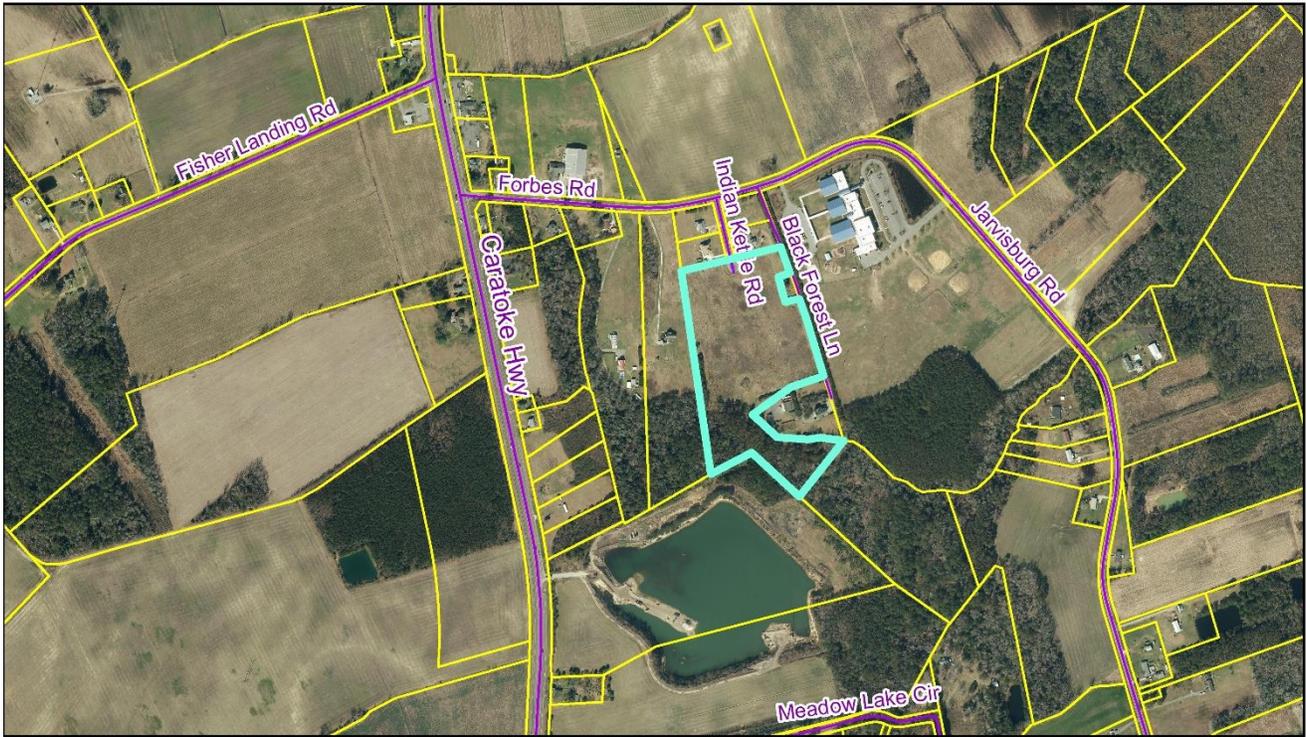
SPECIAL USE PERMIT REVIEW STANDARDS

Following an evidentiary hearing, the board shall decide if the application is in accordance with Section 2.3.10, Decision-Making Body Review and Decision, and Section 2.4.6.D, Special Use Permit Review Standards. It is the burden of the applicant to provide evidence to address the Review Standards. The applicant's findings can be found in the attached application.

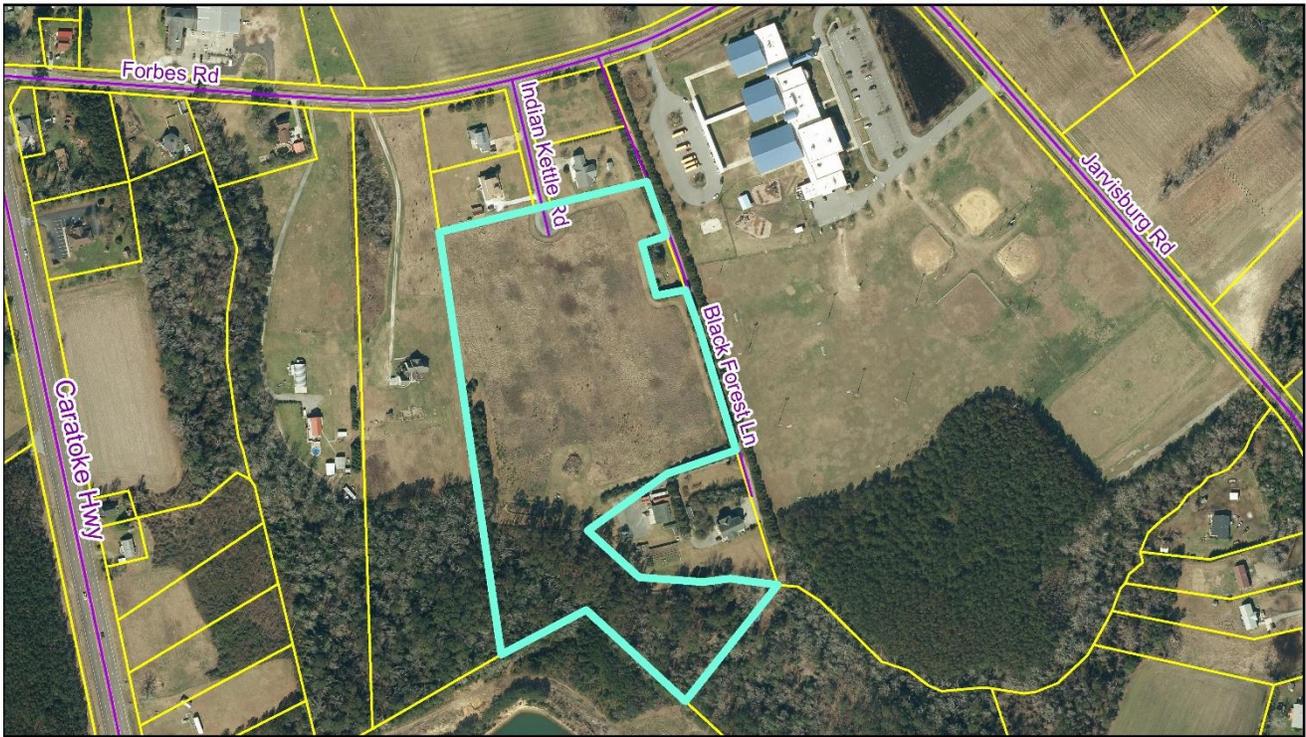
Special Use Permit Review Standards

A special use permit shall be approved on a finding that the applicant demonstrates the proposed use will:

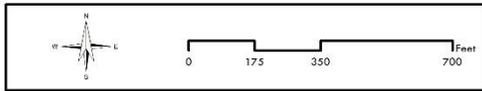
1. Not endanger the public health or safety.
2. Not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.
3. Be in conformity with the Land Use Plan or other officially adopted plan.
4. Not exceed the county's ability to provide adequate public facilities, 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.



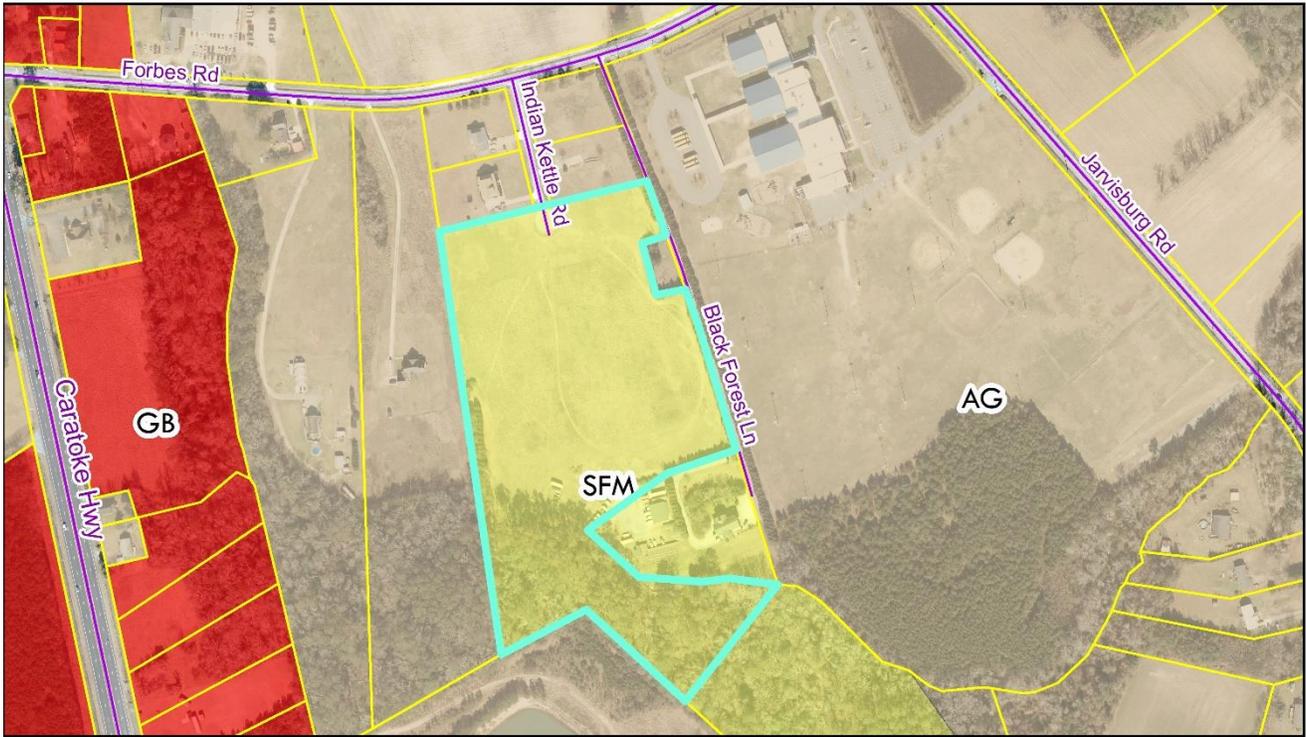
PB 21-21 Algonquin
 Preliminary Plat/Special Use Permit
 Context



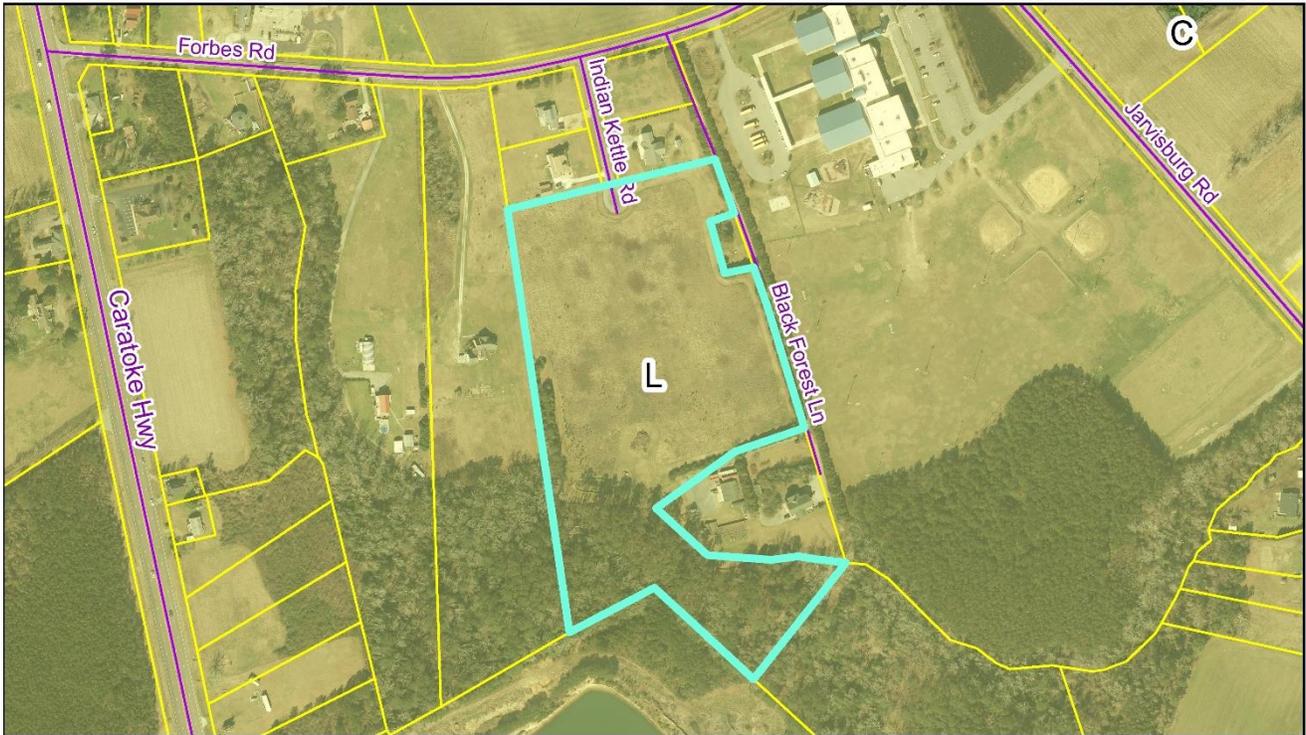
PB 21-21 Algonquin
 Preliminary Plat/Special Use Permit
 2020 Aerial Photography



Attachment: 1 - BOC Staff Report Algonquin PP SUP (PB 21-21 Algonquin Subdivision)



PB 21-21 Algonquin
 Preliminary Plat/Special Use Permit
 Official Zoning Map



PB 21-21 Algonquin
 Preliminary Plat/Special Use Permit
 2006 Land Use Plan



Attachment: 1 - BOC Staff Report Algonquin PP SUP (PB 21-21 Algonquin Subdivision)

THE APPLICATION AND RELATED MATERIALS ARE AVAILABLE ON THE COUNTY'S WEBSITE
Board of Commissioners: www.co.currituck.nc.us/board-of-commissioners-minutes-current.cfm



Major Subdivision Application

OFFICIAL USE ONLY
 Case Number: PB 21-21
 Date Filed: 5/26/2022
 Gate Keeper: Kelly
 Amount Paid: \$1,000.00

Contact Information

APPLICANT:	PROPERTY OWNER:
Name: Joel K. & Stacy A. Justice	Name: Joel K. Justice, Stacy A. Justice
Address: PO Box 208	Address: Same
Grandy, NC 27939	
Telephone: 252-493-2500	Telephone: Same
E-Mail Address: joel@bluewaterrestoration.com	E-Mail Address: Same
	Same

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Same

Request

Physical Street Address: Indian Kettle Road
 Parcel Identification Number(s): 0109-000-053F-0000 & 0109-000-053E-0000
 Subdivision Name: Algonquin
 Number of Lots or Units: 10
 Phase: _____

TYPE OF SUBMITTAL

- Conservation and Development Plan
- Amended Sketch Plan/Use Permit
- Preliminary Plat (or amended)
 Type I OR Type II
- Construction Drawings (or amended)
- Final Plat (or amended)

TYPE OF SUBDIVISION

- Traditional Development
- Conservation Subdivision
- Planned Unit Development
- Planned Development

I hereby authorize county officials to enter my property for purposes of determining compliance with all applicable standards. All information submitted and required as part of this process shall become public record.

Joel K. Justice *Stacy A. Justice*
 Property Owner(s)/Applicant*

5-23-2022
 Date

*NOTE: Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants a signature is required for each.

Community Meeting, if applicable

Date Meeting Held: N/A Meeting Location: _____

Attachment to Application (Use Permit Criteria)

Purpose:

The Algonquin subdivision proposes the division of approximately 15.5 acres of land that is zoned SFM into a traditional subdivision of only ten 40,000 sq. ft. single-family lots, leaving the wooded portion as a residual open space area. Open space set-asides exceed the UDO requirements; stormwater management and erosion control will be provided in accordance with the current Currituck stormwater manual and the UDO by directing runoff to an appropriately sized stormwater retention pond. The existing roadway will be improved to NCDOT construction standards.

Suggested Findings:

- A. The use will adhere to County health and safety standards, including recommendations made by Albemarle Regional Health Services, the NC Department of Transportation and the NC Public Water Supply Section. The project should not adversely affect the public health or safety.
- B. Land to the north and west is single family homes; the land to the south is woodland and a sand mine; land to the east is the Jarvisburg elementary school. A wooded open space buffer is being provided to the sand mine. This tract will be developed with lot sizes similar to the existing adjacent minor subdivision. The use will not injure the value of adjoining or abutting lands, and will be in harmony with the surrounding area.
- C. The Land Use Plan classifies this area as Limited Service, intended " to provide for primarily residential development at low densities". "Base development density should be 1 unit per acre but could be increased to 1.5 units per acre..." The proposed development density is 0.67 unit per acre, well under the density envisioned in the Land Use Plan and consistent with the UDO density proposed for traditional subdivisions in the SFM zoning district.

The following Land Use Plan policies are relevant to and support this request:

POLICY HN1: Currituck County shall encourage development to occur at densities appropriate for the location.

- The density is below the allowable density in this zoning district and Land Use Plan classification.

POLICY TR12: New residential developments shall provide for the installation of **PAVED PUBLIC ROADWAY AND DRAINAGE INFRASTRUCTURE** at the time of development.

- An existing gravel road will be upgraded to meet NCDOT standards for paved roads.

POLICY WS6: Currituck County endorses the proper use and maintenance of **APPROVED SEPTIC SYSTEMS** in suitable soils as an environmentally acceptable means of treating and dispersing waste from low-density development.

- ARHS has approved each lot for development using conventional septic systems.

POLICY PR6: All new residential development shall provide for **ADEQUATE OPEN SPACE AND RECREATION IMPROVEMENTS** including, as may be appropriate, funding in proportion to the demand created by the development. The amount of open space and improvements may be determined according to the number of dwelling units in the development and/or by a percentage of the total acreage in the development. Fees in lieu of land dedication shall be based on the inflation adjusted assessed value of the development or subdivision for property tax purposes.

- Over 30% open space is being provided. Because of the small required recreation & parkland dedication, a fee in lieu of dedication is being offered.

POLICY WQ3: Currituck County supports policies, plans and actions that help protect the water quality of the county's estuarine system by preventing **SOIL EROSION AND SEDIMENTATION**, and by controlling the quantity and quality of **STORMWATER RUNOFF** entering the estuary; and **POLICY WQ4:** **RUNOFF AND DRAINAGE** from development, forestry and agricultural activities shall be of a quality and quantity as near to natural conditions as possible. Post-development runoff shall not exceed pre-development volumes.

- Stormwater management and erosion control will be provided in accordance with the current Currituck stormwater manual and the UDO by directing runoff to an appropriately sized stormwater retention pond.
- The existing Forbes ditch will be cleaned out through the property and an easement will be provided for ongoing maintenance.

D. Currituck County has adequate public facilities to serve the proposed subdivision.

Use Permit Review Standards, if applicable

PUD Amended Sketch Plan/Use Permit, Type II Preliminary Plat

Purpose of Use Permit and Project Narrative (please provide on additional paper if needed):
See attached

The applicant shall provide a response to the each one of the following issues. The Board of Commissioners must provide specific findings of fact based on the evidence submitted. All findings shall be made in the affirmative for the Board of Commissioners to issue the use permit.

A. The use will not endanger the public health or safety.

See attached

B. 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.

See attached

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

See Attached

D. 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.

See attached

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

[Handwritten Signature]
Property Owner(s)/Applicant*

5/26/2022
Date

*NOTE: Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants a signature is required for each.

Major Subdivision Application
Updated 9/2021
Page 6 of 12

Attachment: Updated Use Permit review standards (PB 21-21 Algonquin Subdivision)

Attachment to Application (Use Permit Criteria)

Purpose:

The Algonquin subdivision proposes the division of approximately 15.48 acres of land that is zoned SFM into a traditional subdivision of only ten 40,000 sq. ft. single-family lots, leaving the wooded portion as a residual open space area. Open space set-asides exceed the UDO requirements; stormwater management and erosion control will be provided in accordance with the current Currituck stormwater manual and the UDO by directing runoff to an appropriately sized stormwater retention pond. The existing roadway will be improved to NCDOT construction standards.

Suggested Findings:

- A. The use will adhere to County health and safety standards, including recommendations made by Albemarle Regional Health Services, the NC Department of Transportation and the NC Public Water Supply Section. The project should not adversely affect the public health or safety.
- B. Land to the north and west is single family homes; the land to the south is woodland and a sand mine; land to the east is the Jarvisburg elementary school. A wooded open space buffer is being provided to the sand mine. This tract will be developed with lot sizes similar to the existing adjacent minor subdivision. The use will not injure the value of adjoining or abutting lands, and will be in harmony with the surrounding area.
- C. The Land Use Plan classifies this area as Limited Service, intended " to provide for primarily residential development at low densities". "Base development density should be 1 unit per acre but could be increased to 1.5 units per acre..." The proposed development density is 0.67 unit per acre, well under the density envisioned in the Land Use Plan and consistent with the UDO density proposed for traditional subdivisions in the SFM zoning district.

The following Land Use Plan policies are relevant to and support this request:

POLICY HN1: Currituck County shall encourage development to occur at densities appropriate for the location.

- The density is below the allowable density in this zoning district and Land Use Plan classification.

POLICY TR12: New residential developments shall provide for the installation of **PAVED PUBLIC ROADWAY AND DRAINAGE INFRASTRUCTURE** at the time of development.

- An existing gravel road will be upgraded to meet NCDOT standards for paved roads.

POLICY WS6: Currituck County endorses the proper use and maintenance of **APPROVED SEPTIC SYSTEMS** in suitable soils as an environmentally acceptable means of treating and dispersing waste from low-density development.

- ARHS has approved each lot for development using conventional septic systems.

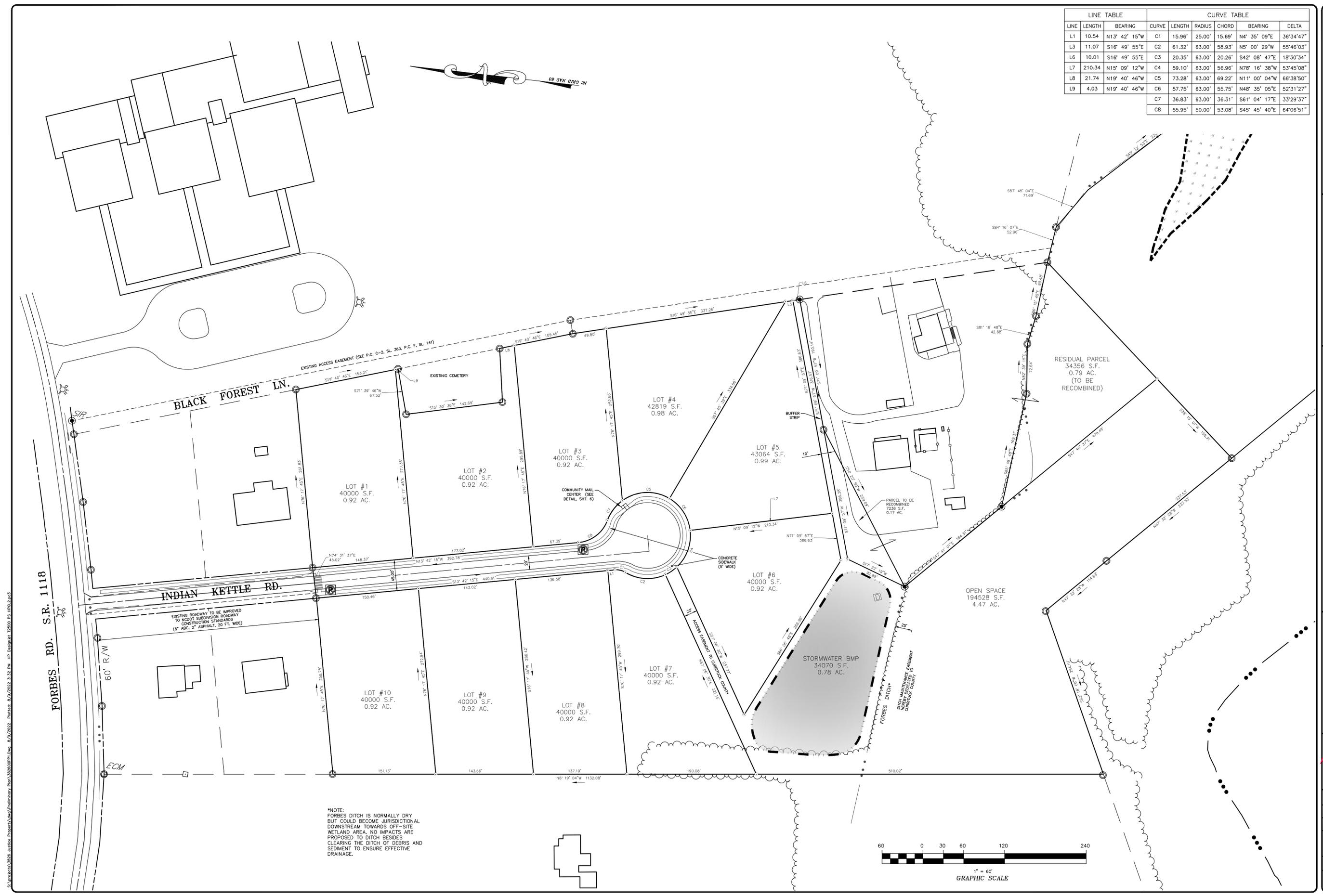
POLICY PR6: All new residential development shall provide for **ADEQUATE OPEN SPACE AND RECREATION IMPROVEMENTS** including, as may be appropriate, funding in proportion to the demand created by the development. The amount of open space and improvements may be determined according to the number of dwelling units in the development and/or by a percentage of the total acreage in the development. Fees in lieu of land dedication shall be based on the inflation adjusted assessed value of the development or subdivision for property tax purposes.

- Over 30% open space is being provided. Because of the small required recreation & parkland dedication, a fee in lieu of dedication is being offered.

POLICY WQ3: Currituck County supports policies, plans and actions that help protect the water quality of the county's estuarine system by preventing **SOIL EROSION AND SEDIMENTATION**, and by controlling the quantity and quality of **STORMWATER RUNOFF** entering the estuary; and **POLICY WQ4:** **RUNOFF AND DRAINAGE** from development, forestry and agricultural activities shall be of a quality and quantity as near to natural conditions as possible. Post-development runoff shall not exceed pre-development volumes.

- Stormwater management and erosion control will be provided in accordance with the current Currituck stormwater manual and the UDO by directing runoff to an appropriately sized stormwater retention pond.
- The existing Forbes ditch will be cleaned out through the property in consultation with the Currituck County stormwater manager and an easement will be provided to Currituck County for ongoing maintenance.

D. Currituck County has adequate public facilities to serve the proposed subdivision.



LINE TABLE			CURVE TABLE					
LINE	LENGTH	BEARING	CURVE	LENGTH	RADIUS	CHORD	BEARING	DELTA
L1	10.54	N13° 42' 15"W	C1	15.96'	25.00'	15.69'	N4° 35' 09"E	36°34'47"
L3	11.07	S16° 49' 55"E	C2	61.32'	63.00'	58.93'	N5° 00' 29"W	55°46'03"
L6	10.01	S16° 49' 55"E	C3	20.35'	63.00'	20.26'	S42° 08' 47"E	18°30'34"
L7	210.34	N15° 09' 12"W	C4	59.10'	63.00'	56.96'	N78° 16' 38"W	53°45'08"
L8	21.74	N19° 40' 46"W	C5	73.28'	63.00'	69.22'	N11° 00' 04"W	66°38'50"
L9	4.03	N19° 40' 46"W	C6	57.75'	63.00'	55.75'	N48° 35' 05"E	52°31'27"
			C7	36.83'	63.00'	36.31'	S61° 04' 17"E	33°29'37"
			C8	55.95'	50.00'	53.08'	S45° 45' 40"E	64°06'51"

S:\Projects\2024\Projects\Algonquin\Drawings\382600PP1.dwg, 8/9/2024, 3:32 PM, HP, D:\ppl\k1, 12500 PLS 1602.2.dwg

NOTE: FORBES DITCH IS NORMALLY DRY BUT COULD BECOME JURISDICTIONAL DOWNSTREAM TOWARDS OFF-SITE WETLAND AREA. NO IMPACTS ARE PROPOSED TO DITCH BESIDES CLEARING THE DITCH OF DEBRIS AND SEDIMENT TO ENSURE EFFECTIVE DRAINAGE.

BISSELL
PROFESSIONAL GROUP
Engineers, Planners, Surveyors
and Environmental Specialists

PROPOSED SUBDIVISION &
SITE AMENITIES PLAN
THIS DOCUMENT IS THE SOLE PROPERTY OF BPG, INC. OF KITY
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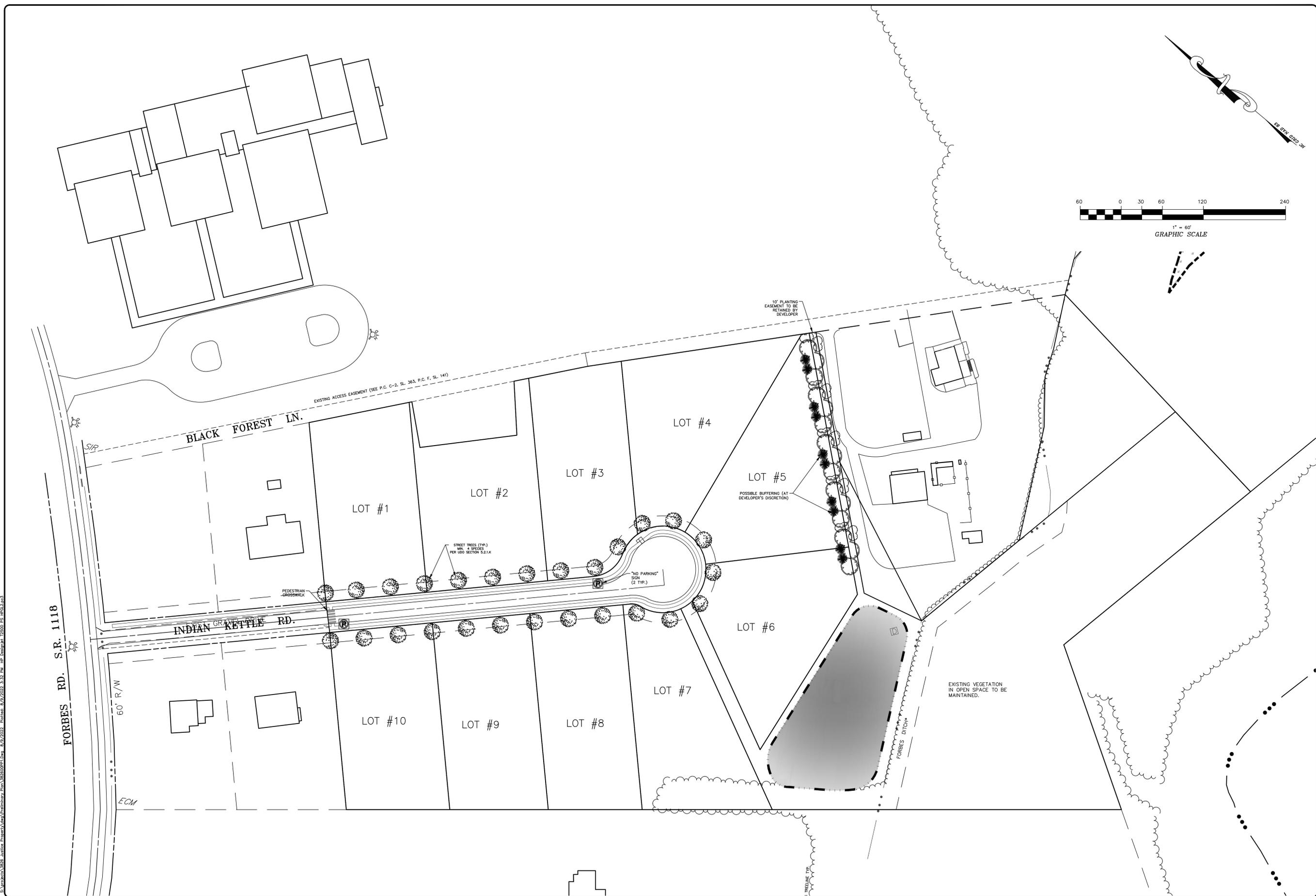
PROJECT:
ALGONQUIN SUBDIVISION
POPULAR BRANCH TOWNSHIP CURRITUCK COUNTY NORTH CAROLINA
PRELIMINARY LAND DEVELOPMENT PLAN

NO.	DATE	DESCRIPTION	BY	CHK
1	5/24/22	INITIAL COMMENTS	MSB	KFW
2	7/27/22	REVISIONS	MSB	KFW
3	8/04/24	FINAL COMMENTS	MSB	KFW

PRELIMINARY FOR REVIEW PURPOSES ONLY

DATE: 5/24/22 SCALE: 1" = 60'
 DESIGNED: BPG CHECKED: MSB
 DRAWN: KFW APPROVED: BPG
 SHEET: 3 OF 6
 CAD FILE: 382600PP1
 PROJECT NO: 3826

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BISSELL
PROFESSIONAL GROUP
Engineers, Planners, Surveyors
and Environmental Specialists

**PROPOSED LANDSCAPING
BUFFERING & SIGNAGE PLAN**
THIS DOCUMENT IS THE SOLE PROPERTY OF BPG, INC. OF KITY
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PROJECT: **ALGONQUIN SUBDIVISION** NORTH CAROLINA
POPULAR BRANCH TOWNSHIP CURRITUCK COUNTY
PRELIMINARY LAND DEVELOPMENT PLAN

NO.	DATE	DESCRIPTION	BY
1	5/24/22	PRELIMINARY PLAN	MSB
2	6/2/22	REVISIONS	MSB
3	6/2/22	REVISIONS	MSB

**PRELIMINARY
FOR REVIEW
PURPOSES ONLY**

DATE: 5/24/22	SCALE: 1" = 60'
DESIGNED: BPG	CHECKED: MSB
DRAWN: KFW	APPROVED: BPG
SHEET: 5	OF 6
CAD FILE: 382600PP1	
PROJECT NO: 3826	



Currituck County

Development Services Department
 153 Courthouse Road, Suite 110
 Currituck, North Carolina 27929
 252-232-3055
 FAX 252-232-3026

MEMORANDUM

To: Joel and Stacy Justice
 Mark Bissell, P.E.
 Bissell Professional Group

From: Planning Staff

Date: June 9, 2022

Re: Algonquin Preliminary Plat/Special Use Permit TRC Comments

The following comments have been received for the June 8, 2022, TRC meeting. The preliminary plat/special use permit requires Board of Commissioners action. Revisions shall be submitted in accordance with the 2022 Submittal Schedule. TRC comments are valid for six months from the date of the TRC meeting.

Planning (Jennie Turner, 252-232-6031 and Savannah Newbern, 252-232-6066)

Reviewed

1. Special Use Permit required due to school capacity.
2. Please remove fee in lieu note on preliminary plat. Fee in lieu is calculated and due prior to recording final plat.
3. Please correct land area discrepancies across application documents, including use permit narrative, preliminary plat and stormwater narrative.
4. Please resolve lot of record inquiry for the Justice property. This may impact subdivision design.
5. Staff recommends that recombination occur prior to construction drawing submittal.
6. Sidewalks are required along existing (where improvements are required to connect proposed subdivision) and proposed right-of-way of Indian Kettle Rd.
 UDO Section 5.6.2.A
 Unless exempted in accordance with Section 5.6.2.E, Exemptions, or except where otherwise expressly stated, the standards in this section apply to all new development in the county, as well as to all street rights-of-way.
 UDO Section 5.6.10.A.1
 Sidewalks shall be located within an existing public street right of way or an easement dedicated to the public and running parallel to the street. Pedestrian pathways and trails shall be located within open space set-asides.
7. Show access easement (dedicated to county) to the drainage easement along Forbes Ditch. Consider locating access easement on other side of Forbes Ditch to accommodate access.
8. It appears that backing into the street may be required to access CBU, this is prohibited by the UDO. Consider relocating CBU. Could location of CBU in area of Lot 2 also help with odd property shape proposed due to existing cemetery?
9. Please label existing cemetery.
10. Provide note on preliminary plat stating existing vegetation in open space shall be maintained.
11. Provide grading and drainage plans, including property line swales, ditch grades and slopes, driveway culvert elevations, and run-off calculations.

Attachment: Algonquin PP TRC Comments 6.9.2022 (PB 21-21 Algonquin Subdivision)

Currituck County Building and Fire Inspections (Bill Newns, 252-232-6023)

Approved with corrections

Need street parking signage. Cluster mailbox must meet ADA standards. Need blue reflective markers in center of road at hydrants. Need to have a discussion about fire hydrant located on private property and not in a ROW.

Currituck County GIS (Harry Lee, 252-232-4039)

Reviewed

Addresses will be assigned by GIS during the final plat review.

Currituck County Parks and Recreation (Jason Weeks, 252-232-3007)

No Comment

Currituck County Economic Development (Larry Lombardi, 252-232-6015)

Reviewed

No comment

Currituck Soil and Stormwater (Dylan Lloyd, 252-232-3360)

Approved with Corrections

- 1) Will existing neighborhood street - which is to be updated to DOT standards – include roadside swales or ditches that convey into the new designed system?
- 2) Please include information on latest wetland delineation from Army Corps. I did see the email from the environmental specialist.
- 3) How deep is pond proposed to be?
- 4) What is timing of proposed ditch maintenance? Coordinate with me regarding area of ditch clearing.

Currituck County Public Utilities, Water (Dave Spence/Will Rumsey, 252-232-6060)

Reviewed

Water plans are good.

NC Division of Coastal Management (Charlan Owens, 252-264-3901)

No Comment

US Army Corps of Engineers (Anthony Scarbraugh, 910-251-4619)

Reviewed

Any impacts to jurisdictional waters or wetlands of the US require prior approval from the US Army Corps of Engineers.

Albemarle Regional Health Services (Joe Hobbs, 252-232-6603)

Reviewed

The owner/developer will need to consult with Kevin Carver RS at 252-232-6603 concerning septic system approval for each lot that makes up this proposed subdivision.

Mediacom (252-482-5583)

See attached letter.

US Post Office

Contact the local post office for mail delivery requirements.

NCDOT, David B. Otts, P.E.

General Notes

Consider using typical CBU layouts, proposed location will likely create conflict due to needing to drive directly across cul-de-sac to access CBU.

Sidewalks may be impacted during NCDOT ditch cleanout/maintenance, consider switching sidewalk and swale locations.

The following items are necessary for resubmittal:

- 2 - full size copies of revised plans.
- 1- 8.5"x11" copy of all revised plans.
- 1- PDF digital copy of all revised documents and plans.

A special use permit hearing is an evidentiary hearing where the Board of Commissioners must make a Quasi-Judicial Decision.

- An evidentiary hearing will be held for the Board of Commissioners to gather competent, material, and substantial evidence to establish the facts of the case.
- All testimony is made under oath.
- The applicant or opposing parties shall establish written findings of fact and conclusions of law.
- Parties with standing may participate fully in the evidentiary hearing, including presenting evidence, cross-examining witnesses, objecting to evidence, and making legal arguments.
- Non-parties may present competent, material, and substantial evidence that is not repetitive.

Typical Special Use Permit (Evidentiary) Hearing at BOC

- Swearing in of witnesses/speakers
- Presentation by County Staff on Application
- Required Presentation by Applicant or Authorized Agent (20-25 minutes)
 - Applicant to Present Findings of Fact
- Public Comment Period (typically 3 minutes each)
- Applicant Rebuttal (typically 5 minutes)
- BOC Deliberation & Decision



Kim Mason, NC Area Director

kmason@mediacomcc.com

216 B Shannonhouse Road

Edenton NC, 27932

Edenton: 252-482-5583

Plymouth: 252-793-2491

Mobile: 252-497-0328

RE: New Build & Development

Dear Development manager;

As you know the key need for all homes in this 21st Century is a solid internet connection, be it for business, education or entertainment, the public demand is here.

With this in mind, as you plan for your development and build out, we would like to encourage you to reach out to us, as you do for other essential utilities. It is most economical and reasonable for you to work with us and have this valuable infrastructure in advance of selling and building the homes. Any build out costs can easily be recouped as the lots are developed and make your neighborhoods more appealing to families and professionals.

We invite, you to partner with us and contact us locally. We will process a ROI for your location to determine partnership feasibility and estimated cost to ensure your development has access to the best internet services available.

Our key contacts are, Kim Mason, Director for North Carolina – information above and our construction coordinator Nathaniel Harris at 252- 793-5256 or 252-339-9375.

Mediacom launched 1-Gig broadband speeds in the following areas of North Carolina and operates customer service offices in Edenton and Plymouth.

Bertie County	Martin County	Chowan County	Perquimans County
Colerain	Jamesville	Arrowhead / Chowan Beach	Hertford
Kelford	Northampton County	Edenton	Winfall
Lewiston	Conway	Currituck County	Tyrrell County
Powellsville	Galatia	Barco	Columbia
Roxobel	Jackson	Currituck	Washington County
Windsor	Rich Square	Grandy	Creswell
Camden County	Seaboard	Moyock	Plymouth
Camden	Severn	Point Harbor	Roper
Shiloh	Woodland	Poplar Branch	
South Mills		Tulls Bay	

About Mediacom Communications

Mediacom Communications Corporation is the 5th largest cable operator in the U.S. serving over 1.3 million customers in smaller markets primarily in the Midwest and Southeast. Mediacom offers a wide array of information, communications and entertainment services to households and businesses, including video, high-speed data, phone, and home security and automation. Through Mediacom Business, the company provides innovative broadband solutions to commercial and public sector customers of all sizes and sells advertising and production services under the OnMedia brand. More information about Mediacom is available at www.mediacomcable.com.

We look forward to partnering with you to ensure your projects are successful and your development has the best services available for your buyers.

Best regards,

Kim Mason

Kim Mason
Operations Director, North Carolina

Attachment: Algonquin PP TRC Comments 6.9.2022 (PB 21-21 Algonquin Subdivision)



Currituck County

Development Services Department
 153 Courthouse Road, Suite 110
 Currituck, North Carolina 27929
 252-232-3055
 FAX 252-232-3026

MEMORANDUM

To: Joel and Stacy Justice
 Mark Bissell, P.E.
 Bissell Professional Group

From: Planning Staff

Date: June 9, 2022 **June 23, 2022 Response to TRC comments**

Re: Algonquin Preliminary Plat/Special Use Permit TRC Comments

The following comments have been received for the June 8, 2022, TRC meeting. The preliminary plat/special use permit requires Board of Commissioners action. Revisions shall be submitted in accordance with the 2022 Submittal Schedule. TRC comments are valid for six months from the date of the TRC meeting.

Planning (Jennie Turner, 252-232-6031 and Savannah Newbern, 252-232-6066)

Reviewed

1. Special Use Permit required due to school capacity. **Acknowledged. The SUP application is included with the subdivision application.**
2. Please remove fee in lieu note on preliminary plat. Fee in lieu is calculated and due prior to recording final plat. **The fee in lieu note has been removed.**
3. Please correct land area discrepancies across application documents, including use permit narrative, preliminary plat and stormwater narrative. **The areas have been coordinated between these documents.**
4. Please resolve lot of record inquiry for the Justice property. This may impact subdivision design. **The results of a review of the deed and plat history of these parcels is attached. It is our opinion that the Justice home is on a lot of record that is separate from the property that is the subject of this request.**
5. Staff recommends that recombination occur prior to construction drawing submittal. **Agreed.**
6. Sidewalks are required along existing (where improvements are required to connect proposed subdivision) and proposed right-of-way of Indian Kettle Rd.

UDO Section 5.6.2.A

Unless exempted in accordance with Section 5.6.2.E, Exemptions, or except where otherwise expressly stated, the standards in this section apply to all new development in the county, as well as to all street rights-of-way.

UDO Section 5.6.10.A.1

Sidewalks shall be located within an existing public street right of way or an easement dedicated to the public and running parallel to the street. Pedestrian pathways and trails shall be located within open space set-asides.

While we do not necessarily agree that these provisions require the installation of sidewalks in front of the existing lots on Indian Kettle Road, we are willing to accept the compromise that was offered at the pre-application conference to install a sidewalk along one side of the existing road, and will provide a crosswalk where the new road begins. The walkway is shown on the east side of the street, which will facilitate pedestrian access to the adjacent school property.

7. Show access easement (dedicated to county) to the drainage easement along Forbes Ditch. Consider locating access easement on other side of Forbes Ditch to accommodate access. The access easement is being dedicated to Currituck County, including the open space strip between lots 6 and 7 for access to the ditch. The easement needs to be on the south side of the ditch, or would be in the pond and would also extend onto the Justice home site.
8. It appears that backing into the street may be required to access CBU, this is prohibited by the UDO. Consider relocating CBU. Could location of CBU in area of Lot 2 also help with odd property shape proposed due to existing cemetery? The CBU has been relocated to lot 2 as suggested.
9. Please label existing cemetery. The cemetery has been labeled.
10. Provide note on preliminary plat stating existing vegetation in open space shall be maintained. The note has been added to the plat (sheets 1 and 5).
11. Provide grading and drainage plans, including property line swales, ditch grades and slopes, driveway culvert elevations, and run-off calculations. The general grading and drainage scheme is shown on sheet 4 as is customary at this stage of the review process; detailed grading and drainage plans with runoff calculations will be provided at the construction drawing review stage.

Currituck County Building and Fire Inspections (Bill Newns, 252-232-6023)

Approved with corrections

Need street parking signage. Cluster mailbox must meet ADA standards. Need blue reflective markers in center of road at hydrants. Need to have a discussion about fire hydrant located on private property and not in a ROW. No parking signs have been added to the plan. The revised mail area appears to meet ADA requirements; additional detail will be provided at the construction drawing stage. Blue reflectors will be provided. The drawing scale makes it appear the hydrant is located farther onto private property than the actual condition; it will be located in a utility easement just outside the right-of-way and beyond the proposed roadway swale.

Currituck County GIS (Harry Lee, 252-232-4039)

Reviewed

Addresses will be assigned by GIS during the final plat review. Acknowledged.

Currituck County Parks and Recreation (Jason Weeks, 252-232-3007)

No Comment

Currituck County Economic Development (Larry Lombardi, 252-232-6015)

Reviewed

No comment

Currituck Soil and Stormwater (Dylan Lloyd, 252-232-3360)

Approved with Corrections

- 1) Will existing neighborhood street - which is to be updated to DOT standards – include roadside swales or ditches that convey into the new designed system? Yes; the new roadway swales will be designed to accept and convey stormwater from the existing road to the new BMP.
- 2) Please include information on latest wetland delineation from Army Corps. I did see the email from the environmental specialist. When it has been determined that there are no wetlands on a property, it has customarily not been a requirement that a separate letter be provided by the COE. There are no wetlands and there is a dry ditch that does not qualify as WOTUS.
- 3) How deep is pond proposed to be? The pond depth will be based on attempting to achieve a cut and fill balance on the site when final grading plans are completed. It will be designed to have a minimum of 6' of water in the summertime for water quality reasons, and will likely be much deeper, on the order of 12-15'.
- 4) What is timing of proposed ditch maintenance? Coordinate with me regarding area of ditch clearing. As discussed, only minimal maintenance will be needed; this will be done as part of the overall site grading. A note about coordination has been added to plan sheet 4.

Currituck County Public Utilities, Water (Dave Spence/Will Rumsey, 252-232-6060)

Reviewed

Water plans are good. Thank you.

NC Division of Coastal Management (Charlan Owens, 252-264-3901)

No Comment

US Army Corps of Engineers (Anthony Scarbraugh, 910-251-4619)

Reviewed

Any impacts to jurisdictional waters or wetlands of the US require prior approval from the US Army Corps of Engineers. No impacts are proposed.

Albemarle Regional Health Services (Joe Hobbs, 252-232-6603)

Reviewed

The owner/developer will need to consult with Kevin Carver RS at 252-232-6603 concerning septic system approval for each lot that makes up this proposed subdivision. ARHS has provided lot evaluations for all of the proposed lots.

Mediacom (252-482-5583)

See attached letter.

US Post Office

Contact the local post office for mail delivery requirements. The plan has been sent to the post office.

NCDOT, David B. Otts, P.E.

General Notes

Consider using typical CBU layouts, proposed location will likely create conflict due to needing to drive directly across cul-de-sac to access CBU. The CBU has been relocated to lot 2 as suggested by County staff.

Sidewalks may be impacted during NCDOT ditch cleanout/maintenance, consider switching sidewalk and swale locations. Since there is no pedestrian easement along the existing lots, it will be necessary to locate the sidewalk within the right-of-way, so the ditch will need to be on the outside of the sidewalk. The HOA will be responsible for sidewalk maintenance.

The following items are necessary for resubmittal:

- 2 - full size copies of revised plans.
- 1- 8.5"x11" copy of all revised plans.
- 1- PDF digital copy of all revised documents and plans.

The appropriate number of copies is being included with this submittal.

A special use permit hearing is an evidentiary hearing where the Board of Commissioners must make a Quasi-Judicial Decision.

- An evidentiary hearing will be held for the Board of Commissioners to gather competent, material, and substantial evidence to establish the facts of the case.
- All testimony is made under oath.
- The applicant or opposing parties shall establish written findings of fact and conclusions of law.
- Parties with standing may participate fully in the evidentiary hearing, including presenting evidence, cross-examining witnesses, objecting to evidence, and making legal arguments.
- Non-parties may present competent, material, and substantial evidence that is not repetitive.

Typical Special Use Permit (Evidentiary) Hearing at BOC

- Swearing in of witnesses/speakers
- Presentation by County Staff on Application

- Required Presentation by Applicant or Authorized Agent (20-25 minutes)
 - Applicant to Present Findings of Fact
- Public Comment Period (typically 3 minutes each)
- Applicant Rebuttal (typically 5 minutes)
- BOC Deliberation & Decision



Currituck County

Development Services Department
 153 Courthouse Road, Suite 110
 Currituck, North Carolina 27929
 252-232-3055
 FAX 252-232-3026

MEMORANDUM

To: Joel and Stacy Justice
 Mark Bissell, P.E.
 Bissell Professional Group

From: Planning Staff

Date: July 14, 2022

Re: Algonquin Preliminary Plat/Special Use Permit TRC Comments

The following comments have been received for the July 13, 2022, TRC meeting. The preliminary plat/special use permit requires Board of Commissioners action. Revisions shall be submitted in accordance with the 2022 Submittal Schedule. TRC comments are valid for six months from the date of the TRC meeting.

Planning (Jennie Turner, 252-232-6031 and Savannah Newbern, 252-232-6066)

Reviewed

1. On the preliminary plat, please add back fee in lieu note regarding the requirement for fee in lieu, please remove fee in lieu calculations below the development notes. Fee in lieu is calculated and due prior to recording final plat. It appears staff's original TRC comment was not completely clear.
2. Please correct land area discrepancies across application documents, including use permit narrative, preliminary plat and stormwater narrative.
 - a. Please correct the total development area on the preliminary plat development notes. Documents appear to indicate that the area is 15.48 acres, please correct on all pages of preliminary plat.
3. CBU proposed within private lot area in easement may present issues for lot coverage, setbacks, maximum driveway width and number of driveways for Lot 2. Please consider locating CBU in open space or street right of way. Additionally, the proposed location appears to conflict with the NCDOT Policy of September 1st, 2015, Location Requirements, regarding common area, utility and private stormwater easements.
4. Traditional major subdivisions in the SFM zoning district have a front setback of 20' enforced by Currituck County. Please clarify which entity will enforce the 25' MBL on the plat.
5. Consider providing a planting easement for the buffer depicted along the Justice property, open space, and Lot 5.
6. Please add this note to the plat:
 - a. (UDO Section 5.3.3.B.) In Easements or Around Fire Protection Facilities
 Fences located within utility easements or around fire protection facilities shall receive written authorization from the easement holder or the county (as appropriate). The county shall not be responsible for damage to, or the repair or replacement of, fences that must be removed to access such easements or facilities.

The following items are necessary for resubmittal:

- 2 - full size copies of revised plans.
- 1- 8.5"x11" copy of all revised plans.
- 1- PDF digital copy of all revised documents and plans.

A special use permit hearing is an evidentiary hearing where the Board of Commissioners must make a Quasi-Judicial Decision.

- An evidentiary hearing will be held for the Board of Commissioners to gather competent, material, and substantial evidence to establish the facts of the case.
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 - Applicant to Present Findings of Fact
- Public Comment Period (typically 3 minutes each)
- Applicant Rebuttal (typically 5 minutes)
- BOC Deliberation & Decision



Kim Mason, NC Area Director

kmason@mediacomcc.com

216 B Shannonhouse Road

Edenton NC, 27932

Edenton: 252-482-5583

Plymouth: 252-793-2491

Mobile: 252-497-0328

RE: New Build & Development

Dear Development manager;

As you know the key need for all homes in this 21st Century is a solid internet connection, be it for business, education or entertainment, the public demand is here.

With this in mind, as you plan for your development and build out, we would like to encourage you to reach out to us, as you do for other essential utilities. It is most economical and reasonable for you to work with us and have this valuable infrastructure in advance of selling and building the homes. Any build out costs can easily be recouped as the lots are developed and make your neighborhoods more appealing to families and professionals.

We invite you to partner with us and contact us locally. We will process a ROI for your location to determine partnership feasibility and estimated cost to ensure your development has access to the best internet services available.

Our key contacts are, Kim Mason, Director for North Carolina – information above and our construction coordinator Nathaniel Harris at 252- 793-5256 or 252-339-9375.

Mediacom launched 1-Gig broadband speeds in the following areas of North Carolina and operates customer service offices in Edenton and Plymouth.

Bertie County	Martin County	Chowan County	Perquimans County
Colerain	Jamesville	Arrowhead / Chowan Beach	Hertford
Kelford	Northampton County	Edenton	Winfall
Lewiston	Conway	Currituck County	Tyrrell County
Powellsville	Galatia	Barco	Columbia
Roxobel	Jackson	Currituck	Washington County
Windsor	Rich Square	Grandy	Creswell
Camden County	Seaboard	Moyock	Plymouth
Camden	Severn	Point Harbor	Roper
Shiloh	Woodland	Poplar Branch	
South Mills		Tulls Bay	

About Mediacom Communications

Mediacom Communications Corporation is the 5th largest cable operator in the U.S. serving over 1.3 million customers in smaller markets primarily in the Midwest and Southeast. Mediacom offers a wide array of information, communications and entertainment services to households and businesses, including video, high-speed data, phone, and home security and automation. Through Mediacom Business, the company provides innovative broadband solutions to commercial and public sector customers of all sizes and sells advertising and production services under the OnMedia brand. More information about Mediacom is available at www.mediacomcable.com.

We look forward to partnering with you to ensure your projects are successful and your development has the best services available for your buyers.

Best regards,

Kim Mason

Kim Mason
Operations Director, North Carolina

Attachment: Algonquin PP TRC Comments 7.13.2022 (PB 21-21 Algonquin Subdivision)



Currituck County

Development Services Department
 153 Courthouse Road, Suite 110
 Currituck, North Carolina 27929
 252-232-3055
 FAX 252-232-3026

MEMORANDUM

To: Joel and Stacy Justice
 Mark Bissell, P.E.
 Bissell Professional Group

From: Planning Staff

Date: July 14, 2022 Response dated July 28, 2022

Re: Algonquin Preliminary Plat/Special Use Permit TRC Comments

The following comments have been received for the July 13, 2022, TRC meeting. The preliminary plat/special use permit requires Board of Commissioners action. Revisions shall be submitted in accordance with the 2022 Submittal Schedule. TRC comments are valid for six months from the date of the TRC meeting.

Planning (Jennie Turner, 252-232-6031 and Savannah Newbern, 252-232-6066)

Reviewed

1. On the preliminary plat, please add back fee in lieu note regarding the requirement for fee in lieu, please remove fee in lieu calculations below the development notes. Fee in lieu is calculated and due prior to recording final plat. It appears staff's original TRC comment was not completely clear. The note has been added back (note 16) and the calculation has been removed. Thank you for the clarification.
2. Please correct land area discrepancies across application documents, including use permit narrative, preliminary plat and stormwater narrative.
 - a. Please correct the total development area on the preliminary plat development notes. Documents appear to indicate that the area is 15.48 acres, please correct on all pages of preliminary plat. The plat has been corrected to 15.48 acres.
3. CBU proposed within private lot area in easement may present issues for lot coverage, setbacks, maximum driveway width and number of driveways for Lot 2. Please consider locating CBU in open space or street right of way. Additionally, the proposed location appears to conflict with the NCDOT Policy of September 1st, 2015, Location Requirements, regarding common area, utility and private stormwater easements. The CBU has been relocated to the cul-de-sac right-of-way in accordance with the NCDOT policy memo and in consultation with the NCDOT District Office.
4. Traditional major subdivisions in the SFM zoning district have a front setback of 20' enforced by Currituck County. Please clarify which entity will enforce the 25' MBL on the plat. The setback will be enforced by the HOA through covenants. A note has been added to the detail on sheet 6.
5. Consider providing a planting easement for the buffer depicted along the Justice property, open space, and Lot 5. The planting easement has been noted on sheet 5.
6. Please add this note to the plat:
 - a. (UDO Section 5.3.3.B.) In Easements or Around Fire Protection Facilities
 Fences located within utility easements or around fire protection facilities shall receive written authorization from the easement holder or the county (as appropriate). The county shall not be responsible for damage to, or the repair or replacement of, fences that must be removed to access such easements or facilities.+ This note has been added (Sheet 1, note 17).

Attachment: 7-28-22 Response to Algonquin PP TRC Comments 7.13.2022 (PB 21-21 Algonquin Subdivision)

The following items are necessary for resubmittal:

- 2 - full size copies of revised plans.
- 1- 8.5"x11" copy of all revised plans.
- 1- PDF digital copy of all revised documents and plans.

The requisite number of copies and the cd are included with this resubmittal.

A special use permit hearing is an evidentiary hearing where the Board of Commissioners must make a Quasi-Judicial Decision.

- An evidentiary hearing will be held for the Board of Commissioners to gather competent, material, and substantial evidence to establish the facts of the case.
- All testimony is made under oath.
- The applicant or opposing parties shall establish written findings of fact and conclusions of law.
- Parties with standing may participate fully in the evidentiary hearing, including presenting evidence, cross-examining witnesses, objecting to evidence, and making legal arguments.
- Non-parties may present competent, material, and substantial evidence that is not repetitive.

Typical Special Use Permit (Evidentiary) Hearing at BOC

- Swearing in of witnesses/speakers
- Presentation by County Staff on Application
- Required Presentation by Applicant or Authorized Agent (20-25 minutes)
 - Applicant to Present Findings of Fact
- Public Comment Period (typically 3 minutes each)
- Applicant Rebuttal (typically 5 minutes)
- BOC Deliberation & Decision



Kim Mason, NC Area Director
kmason@mediacomcc.com
216 B Shannonhouse Road
Edenton NC, 27932
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RE: New Build & Development

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We invite, you to partner with us and contact us locally. We will process a ROI for your location to determine partnership feasibility and estimated cost to ensure your development has access to the best internet services available.

Our key contacts are, Kim Mason, Director for North Carolina – information above and our construction coordinator Nathaniel Harris at 252- 793-5256 or 252-339-9375.

Mediacom launched 1-Gig broadband speeds in the following areas of North Carolina and operates customer service offices in Edenton and Plymouth.

Table with 4 columns listing service areas: Bertie County, Martin County, Chowan County, Perquimans County, etc.

About Mediacom Communications

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We look forward to partnering with you to ensure your projects are successful and your development has the best services available for your buyers.

Best regards,

Kim Mason

Kim Mason
Operations Director, North Carolina

Attachment: 7-28-22 Response to Algonquin PP TRC Comments 7.13.2022 (PB 21-21 Algonquin Subdivision)

Conceptual Stormwater Management Narrative Algonquin Subdivision

Jarvisburg, NC
May 26, 2022

PRELIMINARY
For Review Purposes Only

General

Algonquin Subdivision is a single family residential development to be located on a 15.48 acre parcel located on Indian Kettle Road off of Forbes Road in Jarvisburg. The development will consist of 10 single family lots, with associated open space and infrastructure.

Summary of Existing Conditions

The subject property is currently undeveloped and drains toward a single outlet (Forbes ditch) at the south side of the property, which then drains eastward off site.. Per the NRCS Soils Report, the soils in this area consist primarily of sandy loam and loam. These soil conditions do not lend themselves to the installation of stormwater infiltration systems. The existing field is relatively flat (existing surface elevations generally range from 10' to 12'), but is relatively well drained toward the Forbes ditch.

To ensure no negative impacts, both outfalls will be modeled.

Summary of Proposed Conditions

While the soils are relatively well-drained, they do not readily support the installation of infiltration based stormwater management systems. Therefore, in order to meet Currituck County's Stormwater Management Ordinance requirements, a wet pond is proposed. This pond will be sized in accordance with Currituck County Stormwater Ordinance requirements to mitigate peak flows / mitigate increases in downstream water surface elevations associated with the proposed development. The pond will discharge via a control structure to the adjacent Forbes outfall ditch. The proposed roadway ditch will accept runoff from the lots and convey it to the proposed BMP.

Minimal grading is necessary to establish drainage within the subdivision. Lot line swales and roadway swales will convey surface drainage into the proposed stormwater management system.

Attachment: Conceptual SW MGMT narrative (PB 21-21 Algonquin Subdivision)

Surface drainage from the lots will flow via shallow lot-line swales that will be installed to convey runoff to roadside swales . Lots are generally anticipated to be 0.50'- 1.0' above existing grade, roads are anticipated to be at about 0.5' above grade, unimproved open space will be at grade, and stormwater improvements will be below grade. The permanent pool within the ponds is expected to be established at / normalize at an elevation of around 8', which will be confirmed during final design.

Engineering Design

Once the preliminary plat is approved, the engineer will build a drainage model of the proposed development and incorporate it into a model of the existing outfall. The drainage model will demonstrate the interactions of the proposed system with the existing Forbes ditch system and will provide the basis for the sizing of the pond, sizing and layout of conveyances, and establishment of final grades throughout the subdivision. This model / design will then be presented to Currituck County for review as is customary in the Construction Drawing approval phase of the subdivision approval process.

Mark Bissell

Subject: 3826 Justice property delineation

From: Doug Dorman <dougdaec@gmail.com>
Sent: Thursday, May 26, 2022 8:33 AM
To: Mark Bissell <mark@bissellprofessionalgroup.com>
Subject: Re: 3826 Justice property delineation

Mark,

I have reviewed the Algonquin Subdivision property and have determined there are no wetlands within the boundaries of the 15.48 acre tract with the possible exception of the Forbes Ditch. The ditch within the 15.48 acre tract was dry at the time of my evaluation and did not have any signs of an ordinary high water mark, therefore it should not be considered jurisdictional by the US Army Corps of Engineers.

If you need additional information please let me know,

Sincerely,

Doug Dorman
Atlantic Environmental Consultants, LLC
PO Box 3266
Kitty Hawk, NC 27949
252-261-7707 office
252-599-2603 cell

Attachment: Wetland Memo (PB 21-21 Algonquin Subdivision)



Currituck County Mainland Water Capacity Availability Form

County Contact Information

Will Rumsey, Utilities Director
444 Maple Road
Maple, NC 27956

Phone: 252.232.2769
Fax: 252.453.3721

Website: <https://co.currituck.nc.us/departments/water/>

Request

This request is for:

- Single Family Residence
- Residential Development
- Non-residential

Owner Information

Name(s): Joel K. & Stacy A. Justice

Mailing Address: PO Box 208, Grandy, NC 27939

E-Mail Address: joel@bluewaterrestoration.com

Phone Number: Joel 252-202-4000 Stacy 252-491-2500

Applicant Information (If different from Owner)

Name(s): Same

Mailing Address: _____

E-Mail Address: _____

Phone Number: _____

Attachment: Water Capacity - Executed (PB 21-21 Algonquin Subdivision)

Parcel Information

PIN(s): 0109-000-053F-0000 0109-000-053E-0000

Street Address: Indian Kettle Road

Project Information

Name of Project: Algonquin

Number of Units: 10 Projected Daily Project Demand (gpd): 4000

Anticipated Water Access Date: 1/2023

Applicant's Signature

I declare, that to the best of my knowledge, the information provided herein is true, correct, and complete.

[Signature]
Property Owner/Applicant Signature

5-25-2022
Date

[Signature]

Note: Water connection and/or developmental fees are due at building permit application. See the Currituck County Master Fee Schedule for rates. <https://co.currituck.nc.us/master-fee-schedule/>

For Office Use Only

Water capacity is available for this project.

Water capacity is not available for this project.

[Signature] 5-26-22
Utilities Director Date

[Signature] 5/31/22
County Manager Date

This capacity availability is valid for one year from approval date.

Attachment: Water Capacity - Executed (PB 21-21 Algonquin Subdivision)

ALBEMARLE REGIONAL HEALTH SERVICES

7.B.n

374556

Applicant:

Joel Justice
PO Box 208
Grandy, NC 27939

Owner:

Joel Justice
PO Box 208
Grandy, NC 27939

Site Location:

Lot 1

Indian Kettle Road
Poplar Branch, NC 27965

GPD: 360 **LTAR:** 0.500 **Classification:** Provisionally Suitable

If unsuitable, the site may be reclassified to provisionally suitable with the following modification(s):

To obtain an Authorization to Construct:

- * Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed -- structures and driveways
- * Pay permit fee of \$225

Comments:

Fill house pad higher than finished septic tank grade, Seasonal Soil Wetness 30"

EHS:



Carver, Kevin

Date: 05/09/2022

THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY.

Bertie (252) 794-5303 Camden (252) 338-4460 Chowan (252) 482-1199 Currituck (252) 232-6603
Gates (252) 357-1380 Pasquotank (252) 338-4490 Perquimans (252) 426-2100

ALBEMARLE REGIONAL HEALTH SERVICES

7.B.n

374557

Applicant:

Joel Justice
PO Box 208
Grandy, NC 27939

Owner:

Joel Justice
PO Box 208
Grandy, NC 27939

Site Location:

Indian Kettle Road
Poplar Branch, NC 27965

Lot 2

GPD: 360 **LTAR:** 0.500 **Classification:** PS Shallow Placement

If unsuitable, the site may be reclassified to provisionally suitable with the following modification(s):

- * Shallow Placement - Type II System

To obtain an Authorization to Construct:

- * Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- * Pay permit fee of \$225

Comments:

Fill house pad higher than finished septic tank grade, Seasonal Soil Wetness 24"

EHS:



Carver, Kevin

Date: 05/09/2022

THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY.

Bertie (252) 794-5303 Camden (252) 338-4460 Chowan (252)482-1199 Currituck (252) 232-6603
Gates (252) 357-1380 Pasquotank (252) 338-4490 Perquimans (252) 426-2100

ALBEMARLE REGIONAL HEALTH SERVICES

7.B.n
374558

Applicant:

Joel Justice
PO Box 208
Grandy, NC 27939

Owner:

Joel Justice
PO Box 208
Grandy, NC 27939

Site Location:

Indian Kettle Road *Lot 3*
Poplar Branch, NC 27965

GPD: 360 **LTAR:** 0.500 **Classification:** Provisionally Suitable

If unsuitable, the site may be reclassified to provisionally suitable with the following modification(s):

To obtain an Authorization to Construct:

- * Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- * Pay permit fee of \$225

Comments:

Fill house pad higher than finished septic tank grade, Seasonal Soil Wetness 30"

EHS: 
Carver, Kevin

Date: 05/09/2022

THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY.

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Gates (252) 357-1380 Pasquotank (252) 338-4490 Perquimans (252) 426-2100

Attachment: Septic Lot Evaluations (PB 21-21 Algonquin Subdivision)

ALBEMARLE REGIONAL HEALTH SERVICES

7.B.n

374559

Applicant:

Joel Justice
PO Box 208
Grandy, NC 27939

Owner:

Joel Justice
PO Box 208
Grandy, NC 27939

Site Location:

Indian Kettle Road *Lot 4*
Poplar Branch, NC 27965

GPD: 360 **LTAR:** 0.500 **Classification:** Provisionally Suitable

If unsuitable, the site may be reclassified to provisionally suitable with the following modification(s):

To obtain an Authorization to Construct:

- * Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- * Pay permit fee of \$225

Comments:

Fill house pad higher than finished septic tank grade, Seasonal Soil Wetness 36"

EHS:



Carver, Kevin

Date: 05/09/2022

THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY.

Bertie (252) 794-5303 Camden (252) 338-4460 Chowan (252)482- 1199 Currituck (252) 232-6603
Gates (252) 357-1380 Pasquotank (252) 338-4490 Perquimans (252) 426-2100

ALBEMARLE REGIONAL HEALTH SERVICES

7.B.n

374561

Applicant:

Joel Justice
PO Box 208
Grandy, NC 27939

Owner:

Joel Justice
PO Box 208
Grandy, NC 27939

Site Location:

Indian Kettle Road
Poplar Branch, NC 27965

Lot 5

GPD: 360 LTAR: 0.500 Classification: Provisionally Suitable

If unsuitable, the site may be reclassified to provisionally suitable with the following modification(s):

To obtain an Authorization to Construct:

- * Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- * Pay permit fee of \$225

Comments:

Fill house pad higher than finished septic tank grade, Seasonal Soil Wetness 36"

EHS:



Carver, Kevin

Date: 05/09/2022

THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY.

Bertie (252) 794-5303 Camden (252) 338-4460 Chowan (252)482-1199 Currituck (252) 232-6603
Gates (252) 357-1380 Pasquotank (252) 338-4490 Perquimans (252) 426-2100

ALBEMARLE REGIONAL HEALTH SERVICES

7.B.n
374562

Applicant:

Joel Justice
PO Box 208
Grandy, NC 27939

Owner:

Joel Justice
PO Box 208
Grandy, NC 27939

Site Location:

Indian Kettle Road *Lot 6*
Poplar Branch, NC 27965

GPD: 360 **LTAR:** 0.500 **Classification:** Provisionally Suitable

If unsuitable, the site may be reclassified to provisionally suitable with the following modification(s):

To obtain an Authorization to Construct:

- * Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- * Pay permit fee of \$225

Comments:

Fill house pad higher than finished septic tank grade, Seasonal Soil Wetness 36"

EHS:

Kevin Carver

Carver, Kevin

Date: 05/09/2022

THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY.

Bertie (252) 794-5303 Camden (252) 338-4460 Chowan (252)482- 1199 Currituck (252) 232-6603
Gates (252) 357-1380 Pasquotank (252) 338-4490 Perquimans (252) 426-2100

Attachment: Septic Lot Evaluations (PB 21-21 Algonquin Subdivision)

ALBEMARLE REGIONAL HEALTH SERVICES

7.B.n
374563

Applicant:

Joel Justice
PO Box 208
Grandy, NC 27939

Owner:

Joel Justice
PO Box 208
Grandy, NC 27939

Site Location:

Indian Kettle Road
Poplar Branch, NC 27965

Lot 7

GPD: 360 LTAR: 0.500 Classification: Provisionally Suitable

If unsuitable, the site may be reclassified to provisionally suitable with the following modification(s):

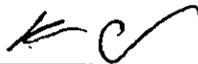
To obtain an Authorization to Construct:

- * Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- * Pay permit fee of \$225

Comments:

Fill house pad higher than finished septic tank grade, Seasonal Soil Wetness 36"

EHS:



Carver, Kevin

Date: 05/09/2022

THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY.

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Gates (252) 357-1380 Pasquotank (252) 338-4490 Perquimans (252) 426-2100

ALBEMARLE REGIONAL HEALTH SERVICES

7.B.n
374564

Applicant:

Joel Justice
PO Box 208
Grandy, NC 27939

Owner:

Joel Justice
PO Box 208
Grandy, NC 27939

Site Location:

Indian Kettle Road
Poplar Branch, NC 27965

Lot 8

GPD: 360 LTAR: 0.500 Classification: PS w/Fill

If unsuitable, the site may be reclassified to provisionally suitable with the following modification(s):

- * Fill Area 80 ft. by 50 ft. with 16 in. of Sand

To obtain an Authorization to Construct:

- * Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- * Pay permit fee of \$225

Comments:

Fill house pad higher than finished septic tank grade, Seasonal Soil Wetness 20"

EHS:


Carver, Kevin

Date: 05/09/2022

THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY.

Bertie (252) 794-5303 Camden (252) 338-4460 Chowan (252)482-1199 Currituck (252) 232-6603
Gates (252) 357-1380 Pasquotank (252) 338-4490 Perquimans (252) 426-2100

ALBEMARLE REGIONAL HEALTH SERVICES

7.B.n
374565

Applicant:

Joel Justice
PO Box 208
Grandy, NC 27939

Owner:

Joel Justice
PO Box 208
Grandy, 27939

Site Location:

Lot 9

Indian Kettle Road
Poplar Branch, NC 27965

GPD: 360 LTAR: 0.500 Classification: PS w/Fill

If unsuitable, the site may be reclassified to provisionally suitable with the following modification(s):

- * Fill Area 80 ft. by 50 ft. with 16 in. of Sand

To obtain an Authorization to Construct:

- * Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- * Pay permit fee of \$225

Comments:

Fill house pad higher than finished septic tank grade, Seasonal Soil Wetness 20"

EHS:


Carver, Kevin

Date: 05/09/2022

THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY.

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Gates (252) 357-1380 Pasquotank (252) 338-4490 Perquimans (252) 426-2100

Attachment: Septic Lot Evaluations (PB 21-21 Algonquin Subdivision)

1 **AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF**
2 **COMMISSIONERS AMENDING SECTION 10-64 OF THE CURRITUCK**
3 **COUNTY CODE OF ORDINANCES PROVIDING FOR ISSUANCE OF USER**
4 **PERMITS TO COUNTY RESIDENTS AND PROPERTY OWNERS FOR THE**
5 **OPERATION OF UTILITY TERRAIN VEHICLES ON THE BEACH**

6 WHEREAS, pursuant to N.C. Gen. Stat. §153A-121 a county may by ordinance
7 define, regulate, prohibit, or abate acts, omissions, or conditions detrimental to the
8 health, safety, or welfare of its citizens and the peace and dignity of the county; and

9 WHEREAS, pursuant to N.C. Gen. Stat. §153A-145.3 a county may, by
10 ordinance, define, prohibit, regulate, or abate acts, omissions, or conditions upon the
11 State's ocean beaches and prevent or abate any unreasonable restriction of the
12 public's right to use the State's ocean beaches; may regulate, restrict, or prohibit the
13 placement, maintenance, location or use of equipment, personal property, or debris
14 upon the State's ocean beaches; and may otherwise enforce any ordinance adopted
15 pursuant to this section or any other of provision of law upon the State's ocean
16 beaches located within the county's jurisdictional boundaries; and

17 WHEREAS, pursuant to Section 1 of Chapter 875 of the 1985 Session Laws, as
18 amended by S.L. 1998-64 and S.L. 2001-33 the county may by ordinance regulate,
19 restrict, and prohibit the use of dune or beach buggies, jeeps, motorcycles, cars,
20 trucks, or any other form of power-driven vehicle specified by the county's governing
21 board on the foreshore, beach strand and barrier dune system; and

22 WHEREAS, the Board of Commissioners finds as follows:

- 23 a. Approximately 23 mile of Currituck County fronts the Atlantic Ocean.
24 Of those 23 miles, approximately 11 miles are only accessible by four-
25 wheel drive motor vehicles traveling along the ocean beach in an area
26 known as the off-road area of the county.
- 27 b. There are approximately 3,000 platted lots located in the off-road area
28 of the county.
- 29 c. Particularly during late Spring, Summer and early Fall, the off-road
30 area of the county attracts large numbers of motor vehicles and
31 persons recreating on the ocean beach.
- 32 d. Due to the large numbers of motor vehicles traversing the ocean beach,
33 which is the main north-south travel way, and recreating persons
34 interacting with and exposed to heavy motor vehicle traffic, there
35 exists a condition hazardous to the health, safety and welfare of the
36 general public that must and can be addressed, by the reduction of
37 motor vehicle traffic on the ocean beach.

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

3 PART I. The Code of Ordinances, Currituck County, North Carolina is amended by
4 rewriting Section 10-64 of the Code of Ordinances to read as follows:

5 **Sec. 10-64. – User Permit system.**

6 (a) This section shall be applicable for those areas of Currituck County,
7 including, but not limited to, the beach strand and foreshore areas, located from
8 the Dare/Currituck line to the North Carolina/Virginia line.
9

10 (b) County residents and property owners desiring to operate a moped,
11 motorcycle or off-road vehicles, including but not limited to, all-terrain vehicle,
12 utility vehicle, recreational off-highway vehicle, multipurpose off-highway
13 utility vehicle, utility terrain vehicle, side-by-side vehicle, or other off-road
14 vehicle, (“ORV”), on the areas covered by this section shall obtain a user permit
15 from the county manager or county manager’s designated representative. User
16 permits may be obtained at times and places designated by the county manager.
17

18 (c) Any person parking a motor vehicle, other than a moped, motorcycle or
19 ORV, on the area covered by this section from the last Saturday in April to the
20 first Saturday in October shall have first obtained from the county manager or
21 county manager’s designated representative a user parking permit which must
22 be prominently displayed when parking on the area covered by this section. User
23 Parking permits may be obtained at times and places designated by the county
24 manager.
25

26 (d) County residents may obtain for no fee two annual user permits for
27 operation of a moped, motorcycle or ORV owned by them upon making
28 application as provided in subsection (b) above and upon showing proof of
29 liability insurance and ownership for the moped, motorcycle or ORV. Non-
30 resident property owners may obtain at no fee a maximum of two annual user
31 permits for operation of a moped, motorcycle or ORV owned by them upon
32 making application as provided in subsection (b) above and showing proof of
33 liability insurance and ownership for the moped, motorcycle or ORV. Liability
34 insurance coverage on the moped, motorcycle or ORV shall be maintained
35 continuously throughout the term of the user permit.
36

37 (e) County residents and non-resident property owners shall prominently
38 display a county issued and designated user parking permit at all times when
39 parking a motor vehicle, other than a moped, motorcycle or ORV, on the area
40 covered by this section. Liability insurance on the motor vehicle shall be
41 maintained continuously throughout the term of the permit.
42

1 (f) Persons who own a dwelling north of the North Beach Access Ramp may
2 obtain for no fee two additional user parking permits assigned to the physical
3 address of their dwelling for terms adopted by the board of commissioners upon
4 making application in subsection (b) above and showing proof of ownership.
5

6 (g) Persons other than county-residents and non-resident property owners
7 may obtain a user parking permit for a motor vehicle, other than a moped,
8 motorcycle or ORV, upon payment of a fee and for a term adopted by the board
9 of commissioners, making application as provided in paragraph (b) of this
10 section, and acknowledgement that they have read and are familiar with county
11 beach driving ordinances. Liability insurance on the motor vehicle shall be
12 maintained continuously throughout the term of the user parking permit.
13

14 (h) County residents and property owners, operating mopeds, motorcycles
15 or ORVs shall ensure that these vehicles have a valid permit prominently
16 displayed at all times while operating, or parked, on the Currituck County outer
17 banks, beach foreshore or beach strand.
18

19 (i) Any sworn law enforcement officer with jurisdiction is authorized to take
20 possession of any user permit or user beach parking permit issued pursuant to
21 this section upon expiration, revocation, cancellation, or suspension thereof, or
22 which is fictitious, or which has been unlawfully or erroneously issued, which
23 has been unlawfully used or upon issuance of citation for violation of section 10-
24 59 of this Code. Any law enforcement officer who seizes a user permit or user
25 parking permit pursuant to this section shall report the seizure to the county
26 manager's office within 48 hours of the seizure and shall return the permit to
27 the county manager's office within seven business days of the seizure unless the
28 permit is deemed evidence in another pending matter.
29

30 (j) The county manager or county manager's designee shall refuse issuance of
31 a user permit or user parking permit under this section for a period of one year
32 following seizure of a permit by a law enforcement officer pursuant to this
33 section.
34

35 (k) An appeal of seizure of a user permit or user parking permit under this
36 section shall be made to the county manager by filing a written notice of appeal,
37 specifying with particularity the grounds upon which the appeal is made, no
38 later than ten days from the date of the seizure. The county manager or county
39 manager's designee shall fix a reasonable time for the hearing of the appeal,
40 shall give due notice to all parties and shall render a decision within a
41 reasonable time.
42

1 (l) The county manager is directed and authorized to establish forms,
2 procedures, and directives as may be required to implement this permit system
3 and ensure that it is run in an effective, safe, and fair manner.
4

5 (m) This section shall not apply to:
6

7 (1) Activity under a Coastal Area Management Act (CAMA) permit
8 requiring access to the beach and authorized by the county permitting officer;
9

10 (2) County employees, county contractors, county vehicles or emergency
11 vehicles or drivers of such vehicles, which may be required to enter upon the
12 beach in the performance of their official duties or a governmental agency, its
13 employees, agents, contractors and subcontractors and their motor vehicles
14 when engaged in beach restoration or protection work or conducting scientific
15 research or animal preservation studies or operations;
16

17 (3) Commercial fishermen;
18

19 (4) Hunters possessing valid hunting licenses while engaged in an active
20 hunt or State or federal property located on the Currituck outer banks; or
21

22 (5) Outdoor tour operators with a valid license issued under Article IV,
23 Chapter 8 of this Code when actively engaged in an outdoor tour.
24

25 (n) *Violation of section.* Notwithstanding Sec. 10-54 of this code, a violation of
26 this section shall be a civil violation subjecting the offender to a civil penalty in
27 the amount of \$75.00 and shall not constitute a misdemeanor or infraction
28 enforceable under G.S. 14-4.

29 PART II. Severability. All ordinances or parts of ordinances in conflict with this
30 ordinance are hereby repealed. Should a court of competent jurisdiction declare this
31 ordinance or any part of this ordinance to be invalid, such decision shall not affect
32 the remaining provisions of this ordinance or the Code of Ordinances of the County
33 of Currituck, North Carolina.

34 PART III. This ordinance is effective upon its adoption.
35

36 ADOPTED at the second reading this 15th day of August, 2022.
37
38

39 _____
40 Michael H. Payment, Chairman
41

42 ATTEST:

1
2 _____
3 Leeann Walton, Clerk to the Board

4
5 APPROVED AS TO FORM:

6 _____
7 Megan E. Morgan, County Attorney

8
9 Date adopted: _____

10
11 Motion to adopt by Commissioner _____

12 Second by Commissioner _____

13 Vote: _____ AYES _____ NAYS

1 AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF
2 COMMISSIONERS AMENDING THE CURRITUCK COUNTY CODE OF
3 ORDINANCES BY ADDING SECTION 12-70 PROVIDING FOR THE
4 PENALTY FOR OPERATING GOLF CARTS ON PUBLIC STREETS AND
5 ROADS IN VIOLATION OF CHAPTER 12, ARTICLE V OF THE CODE OF
6 ORDINANCES

7
8 WHEREAS, pursuant to N.C. Gen. Stat. §153A-245 a county may regulate
9 the operation of golf carts on any public street, road or highway where the speed
10 limit is 35 miles per hour or less;

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

13 PART I. That the Code of Ordinances, Currituck County, North Carolina is
14 amended by adding Sec. 12-70 to Chapter 12, Article V. Operation of Golf Carts on
15 Public Streets and Roads to read as follows:

16 ARTICLE V. OPERATION OF GOLF CARTS ON PUBLIC STREETS AND ROADS

17 Sec. 12-70. Violation of Article.

18 A violation of this article shall be a civil violation subjecting the offender to a
19 civil penalty in the amount of \$75.00 and shall not constitute a misdemeanor or
20 infraction enforceable under G.S. 14-4.

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

23 PART III. This ordinance is effective upon its adoption.
24 .

25
26 ADOPTED at the second reading this 15th day of August, 2022.
27

28
29 _____
30 Michael H. Payment, Chairman

31 ATTEST:

32
33 _____
34 Leeann Walton
35 Clerk to the Board
36
37
38

1 APPROVED AS TO FORM:

2

3

4 _____
Megan E. Morgan
5 County Attorney

6

7 Date adopted: _____

8

9 Motion to adopt by Commissioner _____

10 Second by Commissioner _____

11 Vote: ____ AYES ____ NAYS

12 S:\Legal\Ordinances\



COUNTY OF CURRITUCK

RESOLUTION AUTHORIZING THE PURCHASE OF MUELLER/HERSEY WATER METERS FROM WATER WORKS SUPPLY, INC. DBA WATER WORKS, INC. 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, proper functioning of the County's Southern Outer Banks Water System (SOBWS) requires replacement meters compatible with existing systems equipment; and

WHEREAS, as the sole and exclusive distributor of Mueller/Hersey water meters and required antennas in the State of North Carolina, Water Works Supply, Inc. dba Water Works, Inc. is the only entity capable of providing the county with meters and antennas compatible with current SOBWS equipment and operational systems, and

WHEREAS, the County's SOBWS has been using Water Works Supply, Inc. dba Water Works, Inc. to construct, develop and upgrade its system; and

WHEREAS, the County's SOBWS needs replacement water meters and antennas and Water Works Supply, Inc. dba Water Works, Inc. is supplier of compatible water meters; and

WHEREAS, Water Works Supply, Inc. dba Water Works, Inc. is supplying the County's SOBWS with three hundred (300) 5/8x3/4, 420, SG, ME8, IB, 5'NIC (Part# VEGB213N) and three hundred (300) MiNode M Water MIU (Part# MSW-NODE5-1P-05) at a total cost per meter of \$183.35; and

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 \$58,717.84 with Water Works Supply, Inc. dba Water Works, Inc. for the sole source purchase of 5/8x3/4, 420, SG, ME8, IB, 5'NIC (Part# VEGB213N) and MiNode M Water MIU (Part# MSW-NODE5-1P-05) water meters 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 Water Works Supply, Inc. dba Water Works, Inc. 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 ____ day of _____ 20__.

Michael H. Payment, Chairman
Board of Commissioners

ATTEST:

Leeann Walton
Clerk to the Board of Commissioners

(COUNTY SEAL)

Attachment: Sole Source Resolution for Purchase of Water Meters (Sole Source Purchase Resolution-Mueller/Hersey Water Meters)



10210 Statesville Blvd.

P. O. Box 128

Cleveland, NC 27013

Office: 704.278.2221 Fax: 704.278.9616

February 3, 2022 Currituck, NC

Attn: Cody Edwards, Water Superintendent Subject: Sole Source Materials

Mr. Edwards,

Mueller is the sole source manufacturer of Mueller/Hersey water meters. Mueller markets its products through Water Works Inc., our authorized Distributor in North Carolina. Please note that only parts manufactured by Mueller should be used in the repair of meters and products manufactured by Mueller. If you have any questions, please do not hesitate to contact me at (704) 929-9475 or jswantek@muellerwp.com. Thank you for giving us the opportunity to be of service to you.

Sincerely,

James Swantek

Territory Sales Manager – NC/VA/MD/DC

Attachment: Sole Source Meters quote (Sole Source Purchase Resolution-Mueller/Hersey Water Meters)



WATER WORKS INC.

Prepared for: Currituck
Re: Meter Quote 300

Attn: Cody Edwards
Quote #: BRE07191419

Tuesday, July 19, 2022

This quote represents our interpretation of the plans & specifications and is offered as an aid to bidding only. Customers should verify all materials & quantities before bidding or ordering.

Special order material & other non-stock items may be non-returnable or subject to cancellation charge. They must be shipped to the customer within 30 days of receipt by our company.

Prices are effective for 30 days from this quote date for shipment 30 days after receipt of the order, except as noted below:

**DIP, PVC and Wire prices are effective if:
Ordered by: 08/18/2022
Shipped by: 09/17/2022
and shipped in full truck load quantities.**

Our company is not responsible for delivery delays, cancellations or price increases resulting from any cause beyond our control. These include, but are not limited to: manufacturers' shortages, availability, or timeliness of transportation, materials, fuels or supplies.

This quote is not a contract to supply material or guarantee of product availability.

Print Name

Date

Signature

Attachment: Sole Source Meters quote (Sole Source Purchase Resolution-Mueller/Hersey Water Meters)



COUNTY OF CURRITUCK

RESOLUTION AUTHORIZING THE PURCHASE OF STAIR HANDRAILS BY ART GRAPHICS N DESIGNS, INC. 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 stair handrail and accessible ramp handrail at the Historic Courthouse main entrance was replaced by Art Graphics N Designs, Inc. for the Historic Courthouse Entrance Renovations project; and

WHEREAS, Art Graphic N Designs is the only entity capable of providing the county with handrails compatible with the handrails installed for the renovation project; and

WHEREAS, the stair handrails at three (3) additional Historic Courthouse entrances require replacement; and

WHEREAS, Art N Graphics Design, Inc. is fabricating and installing the handrails at a cost of \$16,901.58; and

WHEREAS, the total cost for the Historic Courthouse stair handrail replacement is \$16,901.58.

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 \$16,901.58 with Art Graphics N Designs, Inc. for the sole source purchase of stair handrails at the Historic Courthouse 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 Art Graphics N Designs, Inc. 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 ____ day of _____ 2022.

Michael H. Payment, Chairman
Board of Commissioners

ATTEST:

Leeann Walton
Clerk to the Board of Commissioners

(COUNTY SEAL)

Attachment: Sole Source Resolution for Railing (Sole Source Purchase Resolution-Railing-Art Graphics N Designs)

Art Graphics N Designs, Inc.

1337 Taylor Farm Road S-106
 Virginia Beach, VA 23453-3169
 463-9495 office 689-2658 fax

Budgetary Estimate

Date	Estimate #
6/4/2022	2022-14680

Name / Address
County of Currituck 145 Courthouse Road 153 Courthouse Road, Ste 302 Currituck, NC 27929

P.O. No.

Description	Qty	Cost	Total
Job to cut 38 feet from (11') from back steps (15') at side ramp (12') at front entrance a total of 38' and core out old Newel posts.		2,240.00	2,240.00
Job to fabricate 38' of 1 1/2" aluminum sch 40 Pipe rail with 1/2" solid pickets with grab		7,400.00	7,400.00
Job to measure Front , side and back		540.00	540.00
Job to install 38 ' of aluminum Sch 40 pipe rail with grab bar and 1/2" solid pickets on Front , Side and Back		3,360.00	3,360.00
Materials (Powder primer) ,(Powder Coat top Color Southern Bronze) (Aluminum Pipe and 1/2" solid Bar) Cement) Fuel) touch up paint and brushes		3,171.30	3,171.30T
a Deposit of \$ 8,450.79 due at signing to Accept this Estimate Sign _____ Date _____ And after completion within 15 days final payment of \$8,450.79 Due		0.00	0.00T

AGND Thank's You For The Opportunity To Bid Your Project!	Subtotal	\$16,711.30
	Sales Tax (6.0%)	\$190.28
	Total	\$16,901.58

Attachment: Sole Source Rails Quote (Sole Source Purchase Resolution-Railing-Art Graphics N Designs)

GAME COMMISSION
2 Year Terms

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Mike Cason	District 1		Bob White	6/20/2022	1st term 6/1/2024
Janet Rose Ross	District 2	New member Appt-Ms. Ross Will be Appointed to Dist 3	Selina Jarvis	6/20/2022	1st term 6/1/2024
Louis Davis	District 3	Rescind for new appointee	Mike Payment	7/18/2022	Unexp 6/1/2024
Robert Romm	District 4		Paul Beaumont	4/4/2022	3rd term 6/1/2023
Trevor Old	District 5		Owen Etheridge	4/4/2022	2nd term 6/1/2023
Andrew Shilling	At-Large		Kevin McCord	4/4/2022	1st term 6/1/2023
James Cason, Jr	At-Large		Kitty Etheridge	4/4/2022	3rd term 6/1/2023

Attachment: Game Commission Appointment Form (Board Appt-Game Commission)

LIBRARY BOARD OF TRUSTEES
2 Year Terms

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Kerri Engley	District 1		Bob White	4/4/2022	3rd 6/30/2023
Madolin Rose Kelly	District 2		Selina Jarvis	4/4/2022	3rd 6/30/2023
Charlotte Martin	District 3		Mike Payment	4/4/2022	1st 6/30/2023
Leigh Dix	District 4	Resigned	Paul Beaumont	11/5/2018	1st 6/30/2020
Sandy Fost	District 5		Owen Etheridge	4/4/2022	1st 6/30/2023
Coston Charles	At-Large	No longer wants to serve	Kevin McCord	8/19/2019	2nd 6/30/2021
Mike Fost	At-Large	Can be reappointed	Kitty Etheridge	1/4/2021	1st 6/30/2022
Can Be Reappointed					
Must be Replaced					

Attachment: Library Board Appointment Form (Board Appt-Library Board of Trustees)

Number 20230006

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 15th day of August 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2023.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or</u> <u>Increase Expense</u>		<u>Increase Revenue or</u> <u>Decrease Expense</u>	
10480-545200	Records Management	\$	2,347		
10480-545201	Records Management - 2023 Grant	\$	2,000		
10480-532000	Supplies			\$	2,347
10330-449480	ROD Records Management Grant			\$	2,000
		<u>\$</u>	<u>4,347</u>	<u>\$</u>	<u>4,347</u>

Explanation: Register of Deeds (10480) - Increase appropriations to record State grant award of \$2,000 to the Register of Deeds office to preserve deed books.

Net Budget Effect: Operating Fund (10) - Increased by \$2,000.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends_Aug 15_General Meeting (Budget Amendments)

Number 20230007

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 15th day of August 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2023.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or</u>	<u>Increase Expense</u>	<u>Increase Revenue or</u>	<u>Decrease Expense</u>
10441-514000	Travel	\$	3,400		
10441-514500	Training and Education	\$	4,000		
10441-590000	Capital Outlay			\$	7,400
		<u>\$</u>	<u>7,400</u>	<u>\$</u>	<u>7,400</u>

Explanation: Information Technology (10441) - Transfer budgeted funds for increased costs of Training for IT staff.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends_Aug 15_General Meeting (Budget Amendments)

Number 20230008

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 15th day of August 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2023.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or</u>	<u>Increase Expense</u>	<u>Increase Revenue or</u>	<u>Decrease Expense</u>
61818-532000	Supplies	\$	30,000		
61818-557100	Software License Fee	\$	4,500		
61818-590000	Capital Outlay			\$	34,500
		<u>\$</u>	<u>34,500</u>	<u>\$</u>	<u>34,500</u>

Explanation: Mainland Water (61818) - Transfer funds from capital outlay that was originally allocated at \$40,000 for a vehicle to purchase Syncta software for Cross Connection operator, annual software maintenance and supplies necessary for the cross connection program.

Net Budget Effect: Mainland Water Fund (61) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends_Aug 15_General Meeting (Budget Amendments)

Number 20230009

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 15th day of August 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2023.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
10510-532510	Supplies - GHS Grant	\$	14,916		
10510-590510	Capital Outlay - GHS Grant	\$	9,840		
10390-499900	Appropriated Fund Balance			\$	24,756
		<u>\$</u>	<u>24,756</u>	<u>\$</u>	<u>24,756</u>

Explanation: Sheriff (10510) - To carry-forward Governor's Highway Safety grant funds from FY 2022.

Net Budget Effect: Operating Fund (10) - Increased by \$24,756.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends_Aug 15_General Meeting (Budget Amendments)

Number 20230010

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 15th day of August 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2023.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or</u>	<u>Increase Expense</u>	<u>Increase Revenue or</u>	<u>Decrease Expense</u>
10530-590000	Capital Outlay	\$	249,401		
10380-484001	Insurance Recovery			\$	51,066
10390-499900	Fund Balance Appropriated			\$	198,335
		<u>\$</u>	<u>249,401</u>	<u>\$</u>	<u>249,401</u>

Explanation: Emergency Medical Services (10530) - Increase appropriations to replace the ambulance that was totaled by accident on 6/14/2022.

Net Budget Effect: Operating Fund (10) - Increased by \$249,401.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends_Aug 15_General Meeting (Budget Amendments)

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 given to the Lower Currituck Volunteer Fire Department for fire training. Truck has not been in service for unknown time period.

County Asset Tag	Description (Year & Make/Model)	Dept.	Serial Number
7113	2004 Dodge Durango		1D4HB38N24F143391

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the County of Currituck approves transferring above vehicle to the Lower Currituck Volunteer Fire Department.

ADOPTED, this 15th day of August 2022.

Michael H. Payment
County of Currituck, Board of Commissioners

Leeann Walton
Clerk to the Board

(Seal)

Attachment: Surplus_Aug 15_Truck LC VFD (Surplus Resolution-Dodge Durango to LCVFD)

ARTICLE 6

Holidays and Leave

Section 601 Paid Holidays Observed

- A. The North Carolina State Government Holiday Schedule as approved by the Office of State Human Resources and such others as the Board of Commissioners may designate shall be observed by County offices and shall be counted as hours worked.

All salaried employees appointed to a regular full-time established position, and all part-time employees normally scheduled to work the day on which the holiday falls, as documented on personnel action form, shall receive these days with pay.

- B. Employees who wish to use leave for religious observances must request leave from their respective Department Heads. The Department Head will attempt to arrange the work scheduled so that an employee may be granted annual leave for the religious observance. Annual leave for religious observance may be denied only when granting the leave would create an undue hardship for the County.

Section 602 Effect of Holidays on Other Types of Paid Leave

Regular holidays that occur during a vacation, sick, or other paid leave period of any employee of the County shall not be charged as vacation, sick, or other paid leave. Holidays that occur during leave without pay will not be paid.

Section 603 Holidays – When Work is Required

Regular full-time employees required to perform work on regularly scheduled holidays will be paid up to twenty-four (24) hours per holiday on top of their base pay for hours actually worked on a holiday. The holiday is recognized on the date of the actual holiday, rather than the observed holiday. Regular full-time employees who work less than (8) hours, or that do not work on a holiday, will be paid eight (8) hours of holiday pay. Regularly scheduled part-time employees required to perform work on a holiday will be paid a pro rata share of any (8) hour holiday. All other employees required to perform work on regularly scheduled holidays may be granted compensatory time off at the rate of one hour off for each hour worked on a holiday. **Compensatory time for holiday work shall be granted within three (3) months from the date it is earned.**

A holiday is defined as beginning at midnight and continuing for twenty-four (24) hours until the following midnight.

Section 604 Adverse Weather Conditions

County offices and departments shall remain open for the full scheduled work day unless authorization for early closing or other deviation is received from the County Manager's office. All departments and offices will be given sufficient advance notice of any authorized early closing. Employees scheduled to work during an authorized official closing or other deviation, will be given full credit for all their work hours scheduled but missed during the period covered by the authorized official closing or other deviation. Employees who leave work before an official early closing time, as well as those employees who report for work late or do not report for work at all, will be required to use earned vacation to account for this unauthorized missed time. Also, any employee who has leave time approved prior to the issuance of an authorization for early closing or other deviation, will be required to honor that approved leave time.

The authorization for early closing or other deviation issued by the County Manager's office is not applicable to those County offices and departments that perform an essential public safety function unless that office or department is specifically identified as being covered in the authorization.

Section 605 Annual Leave

- A. For the purpose of earning and accruing annual leave, the twelve (12) month period beginning with the first full pay period in January and ending with the pay period including December 31 is established as the leave year.
- B. Employees serving a probationary period following initial appointment shall not be permitted to take annual leave during the first six months of the probationary period unless the denial of such leave will create an unusual hardship. Any annual leave granted during this period shall have prior approval of the County Manager.
- C. Each employee normally scheduled to work at least 30 hours per week shall earn annual leave on a bi-weekly basis in accordance with the following table of total service:

Total Years of Service	60 hours but less than 80 hours	80 hours per pay period	84 hours per pay period (Sheriff, Jail, EMS, Communications)	112 hours per pay period (Fire)
Hours Earned per Pay Period				
0-2 yrs.	.0453 per hour	3.6240	3.8052	5.0736
2-5 yrs.	.0529 per hour	4.2320	4.4436	5.9248
5-10 yrs.	.0644 per hour	5.1520	5.4096	7.2128
10-15 yrs.	.0760 per hour	6.0800	6.3840	8.5120
15-20 yrs.	.0875 per hour	7.0000	7.3500	9.8000
20 yrs. plus	.0990 per hour	7.9200	8.3160	11.0880
Maximum Accrual Carried Over to Following Year	240	240	240	240

- D. Annual leave may be accumulated without any applicable maximum until the final pay period that includes December 31 of each leave year. However, if the employee separates from service, payment for accumulated leave shall not exceed thirty (30) days or 240 hours. On the final pay period that includes December 31 of the leave year, any employee with more than thirty (30) days or 240 hours of accumulated leave shall have the excess accumulation converted to sick leave so that only thirty (30) days or 240 hours are carried forward to January 1 of the next leave year.
- E. Annual leave shall be taken with the prior approval of the employee's Department Head. If approved, annual leave can be taken for each hour an employee is regularly scheduled to work.

ED: 01/06/2020 (REV)

6.2

- F. Annual leave shall not be advanced under any circumstances.
- G. An employee who is separated shall be paid for annual leave accumulated to the date of separation, not to exceed a maximum of thirty (30) days or 240 hours.
- H. The estate of an employee who dies while employed by the County shall be entitled to payment for all of the accumulated vacation leave credited to the employee's account, not to exceed a maximum of thirty (30) days or 240 hours.

Section 606 Sick Leave

A. Each employee normally scheduled to work at least 30 hours per week shall earn sick leave on a bi-weekly basis at the rate of .0461 per hour worked not to exceed hours shown on table below. Sick leave will be cumulative for an unlimited number of days.

60 but less than 80	80 hours per pay period	84 hours per pay period	112 hours per pay period
Maximum Hours of Sick Leave Earned Per Pay Period			
.0461	3.6880	3.8724	5.1632

- B. To the extent that employees have accrued sick leave, they may be granted sick leave for absence for each hour regularly scheduled to work due to the following:
 1. Sickness or bodily injury that prevents the employee from performing the regular duties of the job.
 2. Medical or dental appointments.
 3. The actual period of disability caused by or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom. A doctor's certificate is required to verify the employee's period of temporary disability for these reasons.
 4. Exposure to a contagious disease when continuing work might jeopardize the health of others.
 5. Death in the employee's immediate family as defined in Article 1 Section 604, not to exceed three (3) days for any one occurrence. Additional leave

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Attachment: Personnel Policy-ARTICLE 6 Proposed Changes 8.2022 (Personnel Policy Revisions-Sick Leave)

time, under exceptional circumstances, may be authorized by the Department Head.

6. Sick leave may also be requested for illness of a member of the employee's immediate family. For the purpose of leave policies, immediate family is defined as spouse, parent, sibling, son, daughter, grandparent and grandchild. Also included are the step, half and in-law relationships as appropriate based on the above listing.

C. Except in cases of emergency, Employees must notify their immediate supervisor of all requests for sick leave before the leave is taken, or an employee must call the immediate supervisor at or prior to their schedule starting time for that day. Sick leave may only be taken with the approval of the immediate supervisor.

D. The employee's Department Head or the County Manager may require a statement from the physician, or other acceptable proof, that the employee was unable to report for work as a condition of approving sick leave. At the expiration of an authorized sick leave period of 90 days or more, the employee's Department Head or County Manager may require a fitness-for-duty examination at the County's expense, to determine whether the employee is able to resume normal duties.

E. Unused sick leave is allowed as creditable service at the time of retirement to employees who are members of the North Carolina Local Government Employee's Retirement System. One month of credit is allowed for each twenty (20) days of unused sick leave when an employee retires, and an additional month is credited for any part of twenty (20) days unused sick leave left over.

F. Employee must notify County of any unused sick leave earned from another North Carolina governmental agency. The total number of days accepted as transferred will be added to the record after completion of the six months probationary period. Verification of accumulated sick leave must be received in writing from the previous employer.

G. Employees who retire or resign with the County ~~shall lose all sick leave credits. No employee~~ shall not be paid for any accrued sick leave if the employee leaves employment for any reason. A former employee reinstated by the County within five (5) years from the date of separation shall be credited with the balance of sick leave at the time of separation, except when the employee retired under the North Carolina Retirement System and the sick leave was credited towards service time for the purposes of retirement.

G.H. An employee who resigns from the County and becomes employed by the state of North Carolina or a local government participating in the North Carolina Local Government Employees' Retirement System within one (1)

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Attachment: Personnel Policy-ARTICLE 6 Proposed Changes 8.2022 (Personnel Policy Revisions-Sick Leave)

[year, may request to have their sick leave balance transferred to the employing agency. Once transferred, the sick leave balance will return to zero.](#)

Section 607 Leave without Pay

- A. Leave without pay may be granted for up to six (6) months by the County Manager upon recommendation of the Department Head. Upon returning to duty after being on leave without pay, the employee shall be guaranteed a position of the same classification and pay. Failure to report for duty at the expiration of the leave without pay period, unless an extension has been granted, shall be considered a resignation.
- B. Vacation, holiday and sick leave credits will not be accrued during leave without pay. Longevity eligibility date will be extended by the same length of days (partial days shall revert to whole days) the employee was on leave without pay. Individual hospitalization and dental insurance provided for the employee by the employer during regular pay will not be provided as employer expense benefits during leave without pay, unless the employee is on FMLA leave or on the payroll a minimum of half the working days during the calendar month. The employee, however, may continue to be eligible for any benefit(s) under the County's group plans, subject to regulations adopted by the Board of Commissioners and the respective group carriers.
- C. The employee must apply in writing to the Department Head for leave without pay. The employee is obligated to return to work within or at the end of the time granted. Requests for leaves of absence without pay will be submitted to the County Manager as far in advance as possible.

Section 608 Shared Leave

- A. Voluntary Shared Leave Program – There are occurrences brought about by serious and prolonged medical conditions that cause employees to exhaust all available leave and therefore be placed on leave-without-pay. It is recognized that such employees forced to go on leave- without-pay could be without income at the most critical point in their work life. It is also recognized that fellow employees may wish to voluntarily donate some of their vacation leave so as to provide assistance to a fellow County employee. This policy would provide an opportunity for employees to assist another affected by a serious medical condition that requires absence from duty for a period of time resulting in possible loss of income due to lack of accumulated leave. Vacation

leave may also be donated to an employee for the serious medical condition of that employee's spouse, parent or child. This policy and program will provide the opportunity for one employee to help another on a one-to-one, personal basis. It does not permit "banking" of leave.

In those cases of a medical condition an employee may apply for or be nominated to become a recipient of leave transferred from the vacation leave account of another employee. For purposes of this policy, medical condition means medical condition of an employee, or their immediate family member, that is likely to require an employee's absence from duty for a prolonged period of time and to result in a substantial loss of income to the employee due to limited leave in the employee's leave account. The intent of this policy is to allow one employee to assist another in case of a crisis involving a serious or prolonged medical condition. It is not the intent of this policy to apply to incidental, normal, short-term medical conditions. The use of vacation on a shared basis for any purpose other than specified in this policy is prohibited. Sick leave may not be used in the voluntary shared leave program. An employee who has a medical condition and who receives benefits from the Disability Income Plan is not eligible to participate in the shared leave program.

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Participation in this program is limited to 1,040 hours, either continuously or, if for the same condition on a recurring basis. However, management may grant employee continuation in the program, month by month for a maximum of 2,080 hours, if management would have otherwise granted leave-without-pay.

B. Administration - When implemented, this program shall be administered under the following conditions:

- 1. Qualifying to Participate and Application Process:
- 2. Employee must be in permanent, probationary, or trainee appointment status and must apply for Shared Leave:
 - a. By letter of application to the County Manager, a recipient shall apply, or be nominated by a fellow employee to participate in the program.
 - b. Application for participation would include name, social security number, job title, description of the medical condition and estimated length of time needed to participate in the program.
 - c. Prior to making the employee's status public for purpose of receiving shared leave, the employee must sign a release to allow the status to be known.

- d. The County Manager shall review the merits of the request and approve or disapprove. The County Manager may choose to delegate the responsibility for reviewing the validity of requests to the Human Resources Department for this purpose.
 - e. Establishment of a leave “bank” for use by unnamed employees is expressly prohibited.
3. Participation Requirements: A County employee may contribute only vacation leave to another County employee.
4. Recipient Guidelines
- a. A prospective recipient may make application for voluntary shared leave at such time as medical evidence is available to support the need for leave beyond the employee’s available accumulated leave.
 - b. Participation in this program is limited to 1,040 hours, either continuously or, if for the same condition, on a recurring basis. However, management may grant employee continuation in the program, month by month for a maximum of 2,080 hours, if management would have otherwise granted leave without pay.
 - c. Subject to the maximum of 1,040 hours, the number of hours of leave an employee can receive is equal to the projected recovery or treatment period, less the employee’s combined vacation and sick leave balance as of the beginning of the recovery or treatment period. The employee must exhaust all available leave before using donated leave.
 - d. Leave donated to a recipient’s leave account is exempt from the maximum accumulation carry over restrictions at calendar year end.
 - e. At the expiration of the medical condition, as determined by the County, any unused leave in the recipient’s donated leave account shall be treated as follows:

The vacation and sick leave account shall not exceed a combined total of 40 hours. Any additional unused donated leave will be returned to the donor(s) on a pro rata basis and credited to the leave account from which it was donated. Fractions of one hour shall not be returned to an individual donor.

If a recipient separates from the County, participation in the program ends. Donated leave shall be returned to donor(s) on a pro rata basis.
5. Donor Guidelines

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- a. County employees may choose to contribute ~~only~~ vacation or sick leave to another employee with the County. The minimum amount to be donated is four hours.
- b. The maximum amount of ~~vacation~~ leave allowed to be donated by one individual is to be no more than the amount of the individual's annual accrual rate. However, the amount donated is not to reduce the donor's vacation or sick leave balance below one-half of the annual vacation or sick leave accrual rate:

Example 1 – Employee with 5 but less than 10 years of County service earns 133.95 hours annually. Employee may contribute four or more hours but may not reduce vacation balance below 66.98 hours.

Example 2 – Employee with more than 20 or more years of County service earns 205.92 hours annually. Employee may contribute four or more hours but may not reduce vacation leave balance below 102.96 hours.

C. Leave Accounting Procedures

To facilitate the administration of the program, the County may establish a specific time period during which leave can be donated.

The County shall establish a system of leave accountability which will accurately record leave donations and recipients use. Such accounts shall provide a clear and accurate record for financial and management audit purposes.

Withdrawals from recipient's leave account will be charged to the recipient's account according to usual leave policies.

Leave transferred under this program will be available for use on a current basis or may be retroactive for up to 30 calendar days to substitute for leave without pay

Each approved medical condition shall stand alone and donated leave not used for each approved incident shall be returned to the donor(s). Employees who donate "excess" leave (any amount above 240 maximum allowable carryover) at the end of December may not have it returned and converted to sick leave.

Section 609 Military Leave

- A. An employee who is a member of the National Guard or Armed Forces Reserve will be allowed eighty hours (80) of military training leave with pay annually and will be entitled to receive regular compensation in addition to the compensation received from the U.S. Armed Forces while on military leave. If such military duty is required beyond this period of eighty hours (80), the employee shall be eligible to take accumulated personal leave or be placed on military leave-without-pay status or reschedule the work hours at the option of the employee.
- B. While on military leave with partial or full pay the employee's leave credits and other benefits shall continue to accrue as if the employee remained with the County during this period. Employees who are guardsmen and reservists have all job rights specified in the Veterans Readjustment Assistance Act and USERRA. While on military leave without pay, the employee's benefits (such as vacation, etc.) do not accrue but when the service member returns to work, he or she would be entitled to the accrual schedule that would apply if he or she had been continuously employed during military service.
- C. The County may request that the employee provide copies of official orders or other appropriate documentation for all periods of active-duty training. The employee may also be asked to provide a memorandum from the Unit Commander for periods of inactive duty training (weekend duty).
- D. Employees who are called to active duty or returning from active duty will have the rights provided for under the Uniformed Services Employment and Re-employment Rights Act of 1994. More information can be found at the following link: <http://webapps.dol.gov/elaws/vets/userra/userra.asp>.

Section 610 Court Leave

County employee called for jury duty or as a job-related court witness for the Federal or State government, or a subdivision thereof, is entitled to a leave with pay for the period of absence required. Leave is granted for the period of time an employee is required to be in court. Employee shall be required to provide documentation from the court verifying attendance. When the court releases an employee with instructions to report back at a later time, the employee is expected to return to the regular work schedule for that day. The employee is entitled to regular compensation, plus fees received for jury duty.

Employees shall take vacation or unpaid leave for court appearances that are not

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jury duty or for court appearances that are not required by the job for the period of absence required.

Section 611 Educational Leave with Pay

Leave of absence at full or partial pay for a period not to exceed sixty (60) working days may be granted, upon the recommendation of the Department Head and with the approval of the County Manager, to take courses of study that will better equip the employee to perform the respective job duties for the County. A leave of absence at full or partial pay for a period not to exceed nine (9) months may be granted for the same purpose, but only upon the recommendation of the Department Head and the County Manager with the approval of the Board of Commissioners. An employee on educational leave with full pay shall continue to earn leave credits and any others benefits to which County employees are entitled.

Section 612 Family and Medical Leave

A. Family and Medical Leave Act: In general, Currituck County provides an eligible employee up to 12 workweeks of job-protected, unpaid leave (or to substitute appropriate earned or accrued leave) within any 12-month period for:

1. Birth or adoption of a child. (An employee must conclude leave for the birth or placement of a child or adoption or foster care within 12 months after the event). Leave may begin prior to birth or placement, as circumstances dictate. To provide physical or psychological care for child, spouse, or parent with a serious health condition. A child, for purposes of FMLA leave is either under the age of 18 or is over the age of 18 but incapable of self-care due to a physical or mental disability that substantially limits one or more major life functions.
2. To care for the employee's own serious health condition that makes the employee unable to perform the functions of the employee's job or
3. For qualifying military exigencies arising from the fact that the employee's spouse, son or daughter or parent is on active duty or has been notified of an impending call to active duty as a member of the Armed Forces (including the National Guard or Reserves) in support of a contingency operation as defined in Section 101(a)(13) of Title 10, US Code. The entitlements differ for this category and are outlined in Section 612 M.

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4. Military caregiver leave as described below in paragraphs #Q and #R.

- B. Eligibility and Entitlement for Family and Medical Leave: Employees must have worked for the County a minimum of one year and this need not be consecutive and have worked for at least 1,250 hours or more during the 12 months prior to requesting leave. The County has designated entitlement for FMLA leave shall be determined using a "12-month period measured forward from the date any employee's first use of FMLA leave."
- C. Qualifying for Leave for the Employee's Own Serious Health Condition: The employee must have a serious health condition that involves:
1. Inpatient care in a medical-care facility, including any period of incapacity or inability to work or perform other regular daily activities or subsequent treatment in connection with such inpatient care or,
 2. Continuing treatment by a healthcare provider which includes
 - a. a period of incapacity lasting more than three full consecutive calendar days and any treatment relating to this condition that includes treatment two or more times by a healthcare provider (in-person visits beginning within 7 days and concluding within 30 days of the first day of incapacity) or one treatment by a healthcare provider with a continuing regimen of treatment such as prescription medication or physical therapy,
 - b. periods of incapacity related to pregnancy or for prenatal care,
 - c. periods of incapacity or treatment for a chronic condition which continues over an extended period of time that requires visits at least twice per year to a healthcare provider (employees should provide documentation related to these visits to Human Resources),
 - d. periods of incapacity that are permanent or long-term due to a condition for which treatment is not effective but is under the supervision of a healthcare provider,
 - e. absences to receive multiple treatments for restorative surgery or for a condition that may result in a period of incapacity of more than three days if not treated.
- D. Employer Notification: In cases in which the need for leave is foreseeable, the employee is required to provide at least thirty days' notice before the date leave is to begin. When circumstances prevent such notice, the employee must provide notice as soon as practicable. It is the responsibility of the Department Head to forward employee requests for Family Medical Leave to the Human Resources Director who will determine eligibility for coverage under this policy. A personnel action form placing the employee on Family Medical Leave and

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supporting documents must be forwarded to the Human Resources Office as soon as possible so that appropriate personnel and payroll adjustments can be made.

- E. Certification: Certification of the need for leave to care for the employee's illness or injury or that of a family member is required. Certification is also required for qualifying exigency and military caregiver leave. The employee must complete required FMLA requests and provide requested information as required by the Human Resources department within 15 calendar days from the date of their request for leave. Such verification is to include the date on which the serious health condition began; the probable duration of the condition; the appropriate medical facts known by the health care provider regarding the condition; and if the request is for a family member, a statement that the employee is needed to provide care. The applicable Certification of Health Care Provider forms are located in the Human Resources Department.

If no certification is provided, based on the information at hand, the County may not designate leave as qualifying as FMLA leave. If the County designates leave as qualifying as FMLA leave, the employee will be provided with a written notification of such designation.

Human Resources Department reserves the right to contact the employee's health care provider to verify the authenticity of any certification that is received.

- F. Medical Dispute Resolution: If there is a dispute about the medical opinion provided by the employee's physician, in support of a request for leave for a serious health condition of the employee or the employee's family member, the County may require a second opinion by a physician of the County's choice, at the county's expense. If a third opinion is necessary, a third physician may be selected. The third physician must be agreed upon by both the employee and the County. The third opinion is final and binding upon both parties. The costs of the second and third opinions, if any, are borne by the County.
- G. Leave Provisions: Employees must first use and exhaust any accrued paid leave time before taking unpaid family and/or medical leave. Sick leave will be used first and then vacation leave until all leave is exhausted. Vacation and sick leave credits will not be accrued, nor will the employee receive paid holidays during family and/or medical leave without pay. If the employee has available compensatory time this will be exhausted before any other type of paid leave can be used. Any combination of family and medical leave within the 12 month period may not exceed this maximum limit. In the case of military caregiver leave, more than 12 weeks in a single 12 month period may be available. If the initial period of approved absence proves insufficient, consideration may be given to a request for an extension.

- H. Leave Provisions for Spouses Both Working for the County: If leave is taken for adoption or birth of a healthy child, the maximum combined leave for both spouses is 12 weeks. If leave is taken for a serious medical condition of employee, spouse parent or child the maximum combined leave for both spouses is 12 weeks. If leave is taken for the care of a sick or injured covered service member the maximum combined leave for both spouses is 26 weeks.
- I. Employee Benefits: Both the County and the employee will continue to pay their customary portions of the monthly premiums during FMLA leave. If the employee chooses not to return from leave, under certain circumstances, the employee may be required to repay the County's portion of the premium payment as provided by statute.
- If the FMLA leave is unpaid, service and paid leave earnings cease (401K Match, retirement, vacation and sick leave accrual, etc.).
- J. Intermittent or Reduced Leave: There are cases when leave is needed intermittently or on a reduced-time schedule due to a serious health condition of the employee or a member of the employee's family. Intermittent or reduced schedule leave is also available for qualifying exigency and military caregiver leave. If the employee requests intermittent leave or leave on a reduced-time schedule for planned medical treatment, the County Manager may transfer the employee temporarily to another position of equal pay and benefits for which the employee is qualified. Such transfer is to be made for the purpose of accommodating the recurring periods of leave. The employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the County's operations.
- K. Return to Work: An employee returning from medical leave must submit a health care provider's verification of the employee's fitness to return to work. Failure to provide a medical certificate of fitness for duty may result in a denial of job reinstatement until medical certificate release is provided and approved by the Human Resources Department.
- L. So that an employee's return to work can be properly scheduled, an employee on family and/or medical leave is requested to provide the County with at least two (2) weeks advance notice of the date the employee intends to return to work. When a family and/or medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent or virtually identical position, i.e. with same benefits, pay, and other terms and conditions of employment, for which the employee is qualified.
- M. The employee may be required to report to the immediate supervisor at regular intervals regarding the status of the condition that prompted the requested leave.

- N. If, at the expiration of the family and/or medical leave without pay period, an employee fails to report for duty, and no extension of the leave without pay has been granted, then the failure to report is deemed a resignation.
- O. Periods of paid leave and periods of leave without pay count towards the FMLA 12 week entitlement. This includes Workers' Compensation leave and shared leave and will run concurrently.
- P. Job Restoration: Most employees granted leave will be returned to the same position held prior to the FMLA leave or one that is equivalent in pay, benefits, and other terms and conditions of employment. Certain highly compensated salaried employees (key employees) are eligible for leave, but are not guaranteed restoration to their position if they choose to take leave.
- Q. Military Caregiver Leave: THE FMLA Act provides an eligible employee with up to 26 weeks of unpaid leave within a "single 12 month period" to care for the serious injury or illness or a spouse, child, parent or next of kin who is a member of the Armed Forces, including National Guard or Reserves. Military caregiver leave also allows an eligible employee who is the spouse, son, daughter, parent, or "next of kin" of a covered veteran with a serious injury or illness to take up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to provide care for the veteran.
- A veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness is a covered veteran if he or she: was a member of the Armed Forces (including a member of the National Guard or Reserves); was discharged or released under conditions other than dishonorable; and was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for him or her.
- R. A serious injury or illness is defined as an injury or illness that the serve member incurred in the line of duty, while on active duty, that renders them medically unfit to perform the duties of their office, grade, rank or rating. The "single 12 month period" for Military Caregiver Leave begins on the first day the employee takes leave for this reason and ends 12 months later. Documentation and certification requirements can be found at the following links: <https://www.dol.gov/whd/regs/compliance/whdfs28mb.pdf> and <https://www.dol.gov/whd/regs/compliance/whdfs28ma.pdf>.
- S. Qualifying Military Exigencies include but are not limited to short notice deployment (seven or less days of notice prior to deployment, military events and related activities, making financial and legal arrangements, post-deployment activities, any other event that the employee and County agree is a qualifying military exigency.
- T. Grievance Procedure: It is the policy of Currituck County not to discharge or discriminate against any employee exercising his/her rights under the FMLA.

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Any employee who feels he/she has been treated unfairly should follow the Problem Resolution and Grievance Procedure as outlined in Article 10.

Section 613 Leave for Parent Involvement in School

In accordance with North Carolina General Statute 95-28.3, Currituck County allows the use of up to four (4) hours of vacation or compensatory leave per year to all employees who are a parent, guardian, or person standing in loco parentis of a school aged child so that the employee may attend or otherwise be involved at that child's school. However, any leave granted for such reasons is subject to the following conditions:

- A. The leave must be at a mutually agreed upon time between the employee and the Department Head.
- B. The employee must notify the immediate supervisor with a written request for the leave at least forty-eight hours before time desired for the leave.
- C. The supervisor or Department Head may require written verification from the child's school that the employee attended or was otherwise involved at that school during the time of the leave.

Section 614 Employee Service on Boards and Commissions

An employee serving as the County's representative on any State, Local or other boards, commissions and councils shall not be compensated for their services in addition to their regular salary. An employee serving as the County's representative on any State, Local or other boards, commissions and councils shall be reimbursed for subsistence and travel expenses allowed to County employees and for the actual amount expended for convention or meeting registration fees as shown by receipt.



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: ~~Video Production Specialist~~ DIRECTOR OF PHOTOGRAPHY

GENERAL STATEMENT OF JOB

Under general direction and limited supervision, plans and facilitates studio and field-based video production work, including the planning, filming, editing, sound mixing, graphic design and compression output and distribution of a wide range of products, and performs ~~Other~~ other related duties as assigned. Reports to Tourism Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

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• Coordinates Creative Visioning

In partnership with the Marketing Communications Director and Creative Director, plans all stages of video production: ~~interacting with the public,~~ campaigns for tourism destination promotion, including, but not limited to:

- o Commercial television and digital campaigns
- o Youtube series
- o Roku series
- o Event recaps and event promotions
- o Website and Social videos
- o Museum videos to enhance visitor experience

• Pre-Production

- o Script Writing
- o Storyboarding
- o Location scouting and location planning
- o Equipment selection including cameras, lights, etc. (specific for each shoot)
- o Planning talent needs
- o Hiring talent

• Production

- o Directing talent and production staff
- ~~o Location set-up, scripting, storyboarding, scheduling, shooting, directing, developing graphics, editing and follow up.~~
- ~~Develops a thorough understanding of the Currituck Outer Banks brand and how the brand relates to video output.~~
- ~~incorporates the Currituck Outer Banks brand through imagery and scripting.~~
- ~~Possesses knowledge of the use and operation of video and audio equipment needed for video production.~~
- ~~Produces a variety of video products for broadcasting, compression output, webcasting, video streaming, and digital distribution.~~
- ~~Provides limited troubleshooting and maintenance of field production equipment.~~

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- Plans and performs video post-production tasks which includes reviewing footage, making editorial decisions, video transcoding, rough cuts, audio adjustment, color correction, and final editing using Adobe Premiere.
- Utilizes computer graphics and special effects for video post-production in accordance with the overall production concepts.
- Compresses video projects for output.
- Captures recorded video using software and encode media as appropriate.
- Creates video products available in a variety of formats including DVDs or streaming media files.
 - Publishes, organizes, and Lighting
 - Camera operation

Post Production

- Editing
- Coloration
- Manages organization and storage of project files on server and online digital asset manager
- Organizes, optimizes and posts media on third party websites such as YouTube, Roku, Facebook, Twitter, and other social media platforms and channels.

Software Knowledge

- Adobe Premiere (Or similar video editing software)
- Adobe Photoshop
- Adobe Illustrator
- Adobe Lightroom
- Additional Experience in Adobe After Effects is a plus
- Microsoft Office products

Camera Operation

- Ability to film/video/photograph using modern cinema/dslr/mirrorless cameras
- Audio capture techniques
- Staging Shots
- Drone video filming and photography
- Operates and maintains a variety of digital video cameras and video editing equipment.
- Works with talent to be comfortable in front of the limited maintenance, repair and troubleshooting of camera.
 - Performs basic repairs on video/photo equipment.
- Researches solutions and makes technical decisions.

Additional Duties

- Manages and directs internal and outside media contributors and contractors
- Photography for print and digital media
- Edits and color corrects photography
- Manages organization and storage of photography on server and online digital asset manager
- Works with staff as a media liaison with outside media companies including, but not limited to, news and television networks
- Meets deadlines and manages multiple priorities.

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Attachment: Director of Photography 8.1.2022 (Job Descriptions-Tourism)

- ~~o~~ Researches and remains current on the developments and applications of state-of-the-art video production technology.

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ADDITIONAL JOB FUNCTIONS

Performs duties as assigned by the Tourism Director, County Manager or his designees ~~during a State of Emergency or other disaster~~, and performs other related work as required or assigned.

MINIMUM TRAINING AND EXPERIENCE

~~Prefer a Bachelor's Degree in telecommunication or video production or any~~ BA, BFA or MA in telecommunications, videography/cinematography or photography or 5-10 years equivalent combination of education, experience and/or training which demonstrates the ability to perform the duties and responsibilities as described.

Progressively responsible experience in a professional video editing/producing environment demonstrating competence in all areas of video production.

Experience in directing and managing staff and outside contractors

SPECIAL REQUIREMENTS

Possession of a valid North Carolina driver's license.
Possession of a Part 107 Drone License

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles, methods, and theory of media communication, professional video production procedures including practices, techniques, and terminology;
- Knowledge of the cinematography principles of analog and digital video capture
- Understanding of current video/photo formats, codecs, project-based file management, ~~and Adobe Creative Suite video editing software;~~
- Knowledge of the proper handling and troubleshooting of video production and post-production equipment and safety practices related to video production-
- ~~Considerable knowledge of the individual programs within the Adobe Creative Suite as well as Microsoft Office applications (Word, Excel, PowerPoint, etc.);~~
- Knowledge of general management and business organization principles and practices.
- ~~Knowledge of graphic file formats and production tools.~~
- Ability to exercise considerable independent judgment and discretion in establishing, applying
 - and interpreting policies and procedures.
- Ability to effectively express ideas orally and in writing.
- Ability to exercise tact and courtesy when in contact the general public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Skill in the operation of computers and other standard office equipment.
- Skill in planning, organization, and decision making.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, cameras, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 50 pounds of force occasionally, and/or

up to 30 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to clients and supporting personnel.

Language Ability: Requires the ability to read a variety of reports and correspondence. Requires the ability to prepare a variety of correspondence, reports, forms, budgets, studies, projects, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

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

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including computer and audio/visual terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs.

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

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

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

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

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

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

ED: 08/17/2020 (REV-21/2017 (BOC))



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE:
MARKETING AND COMMUNICATIONS DIRECTOR

GENERAL STATEMENT OF JOB

Under limited supervision, provides enhancements, maintenance, web content management, development, the Director of Marketing and support Communications is responsible for the Currituck County Internet website development and electronic publications. Develops supervision of internal and external marketing materials via the Internet, compiles data regarding web traffic, and has and communications strategies for the ability department. This individual will oversee the creation of goals and implementation of plans to adjust Internet execute comprehensive marketing as appropriate campaigns, with the mission of promoting the county's beaches and Mainland to attract guests for the purpose of visitation spending. Works closely in a team-oriented environment while providing best-practice guidance, technical support and training to County personnel. Reports to the Director of Travel & Tourism.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

GENERAL

- Creates annual strategic marketing and communications plan and place advertising in various formats/platforms for the department
Work closely with third party vendors to oversee Strategically guides and efficiently manages the management and development Department's Promotional Efforts budget.
Oversees a team of PPG County personnel, including (but not limited to): PR Coordinator, Marketing & Sales Associate, and Creative Director.
Researches, analyzes and regularly reports on the effectiveness of marketing initiatives and advertising campaigns, communicating those discoveries to key internal and external stakeholders.
Analyzes data and insights from KeyData, Google Analytics and other relevant software platforms to proactively impact advertising and marketing decisions to maximize local tourism impacts.
Other duties assigned by the Director of Travel & Tourism and County Manager.

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ADVERTISING

- Oversees advertising strategy and negotiates media rates with partners and vendors to secure the most cost-effective marketing opportunities for the department.
Manages the contract process for all advertising campaigns and video campaigns.
Manage the website content, layout and user experience for the Tourism website

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Attachment: Marketing and Communications Director 8.1.2022 (Job Descriptions-Tourism)

- ◆ ~~Assist~~Collaborates with the Creative Director and Director of Photography in the development of campaign messaging and implementation that adheres to brand standards.
- ◆ ~~Manage the contract process for all advertising campaigns~~
- ◆ ~~Attend sales~~Manages advertising production calendar to ensure all creative deliverables are submitted on time in coordination with Creative Director.
- ◆ Attends discovery meetings with third party vendors in order to ~~find~~identify new advertising opportunities.
- ◆ ~~Manage monthly e-blasts to both visitors and local businesses to update them on upcoming events or marketing opportunities~~
- ◆ ~~Develop and oversee the co-op advertising program that is offered to local businesses~~
- ◆ ~~Research and analyze the effectiveness of advertising campaigns by looking at analytics, setting up A/B testing and gathering feedback from local partners.~~
- ◆ ~~Ability to design, develop and maintain the website for Currituck County Travel & Tourism~~

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DIGITAL

- ◆ Manages strategic digital direction of the department, including website, social media, email marketing, and database management.
- ◆ Manages and maintains the website content, layout and user experience for the Tourism department.
- ◆ Assists with implementation of pixels and other mechanisms for tracking various digital campaigns.
- ◆ Ability to create website templates and functioning forms, surveys, and other interactive media.
- ◆ ~~Enhance~~Enhances multimedia elements ranging from user interface components and layout, content, icons, banners, and other online graphics.
- ◆ ~~Monitor~~Manages e-newsletter strategy and growth, as well as regular email deployments to various stakeholders (visitors, local businesses, and regional partners) to update them on relevant tourism-related news, upcoming events and or marketing opportunities.
- ◆ Monitors and updates links to other area Websites and relevant content on partner websites, including providing logos, photographs, copy, and ads when appropriate.
- ◆ ~~Assist with implementation of tracking pixels for various digital campaigns.~~
- ◆ ~~Hold~~Oversees social media marketing strategy, collaborating with the Sales & Marketing Associate and PR Coordinator on best practices and execution of the marketing plan by leveraging Facebook, Instagram, Twitter, and Pinterest.

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PR / COMMUNICATIONS

- ◆ Oversees strategic communications plan for the department, collaborating with the PR Coordinator on timing and execution of proactive media outreach, press release and advisory distribution and timing, media reporting, and other related earned media activity.

VENDOR MANAGEMENT

- ◆ Manages third party marketing vendor relationships, oversees the development of multi-channel marketing and media campaigns, including: television, radio, video, programmatic display and retargeting, PPC and social media.

INDUSTRY/BUSINESS PARTNER ENGAGEMENT

- ◆ Develops and oversees a co-op advertising program that is offered to local business partners.
- ◆ Attends various travel and tourism events to present and/or learn about new opportunities and trends.

Attachment: Marketing and Communications Director 8.1.2022 (Job Descriptions-Tourism)

- ♦ Schedules quarterly meetings with strategic Currituck business partners to build relationships, collaborate on opportunities, share marketing information and best practices, and identify potential issues.

ADMINISTRATIVE

- ♦ ~~Holds~~ bi-weekly meetings as ~~the~~ head of ~~the~~ Marketing and Communications Team, to discuss ongoing projects and strategize future opportunities.
- ♦ ~~Administer the operation and ongoing maintenance of the Travel & Tourism Department's computer software and assist IT with hardware operations.~~
- ♦ ~~Create PowerPoint~~ Creates presentations ~~&~~, slides and informational documents for trade shows, ~~meetings,~~ and presentations.
- ♦ ~~Analyze data and statistic from KeyData and other relevant software to proactively run advertising campaigns to push bookings for less active weeks.~~
- ♦ ~~Manage advertising production calendar to ensure print and digital ads are sent on time in coordination with Creative Director~~
- ♦ ~~Attend various Tourism events to present and/or learn about new trends~~
- ♦ ~~Negotiate advertising rates with vendors to find the best deals for the department.~~
- ♦ ~~Other duties assigned by the Director of Travel & Tourism and County Manager.~~

ADDITIONAL JOB FUNCTIONS

Performs duties as assigned ~~during a State of Emergency~~ by the Tourism Director, County Manager or other disaster/crisis.

~~Performs~~ his designees and performs other related work as required or assigned.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in marketing/business or other related field with experience in computer technology and internet marketing is preferred and two or more years experience in website design/web content management. Solid knowledge of Jav, JavaScript, VBScript, ASP and HTML, as well as computer applications. -Also required:

- Extensive knowledge of graphic file formats and production tools.
- Extensive knowledge of Internet advertising and web optimization.
- Experience in document conversion (Word, PowerPoint) into HTML.
- Knowledge of Microsoft Office applications (Word, Excel, Access, PowerPoint), Adobe products (Photoshop, Illustrator, InDesign), and WordPress
- Knowledge of the tourism industry/county government is preferred, but not required.

SPECIAL REQUIREMENT REQUIREMENTS

Possession of a valid North Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, cameras, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to

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Attachment: Marketing and Communications Director 8.1.2022 (Job Descriptions-Tourism)

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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, engineering, legal, and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs.

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the methods and techniques used in Internet design, marketing, development, and content management.

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Ability to create website templates, functioning forms, electronic newsletters, and other media.

Considerable knowledge of the available resources of the County.

Considerable knowledge of general management and business organization principles and practices.

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

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

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Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

Ability to effectively express ideas orally and in writing.

Ability to exercise tact, courtesy and firmness when in contact the general public.

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

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