Board of Commissioners
Agenda Packet

January 7, 2019

Work Session

4:00 PM JCPC-Juvenile Crime Prevention Council Update

4:30 PM Beach Driving & Lifeguard Services

6:00 PM Call to Order

A) Invocation & Pledge of Allegiance-Rev. Walter Gallop, US Air Force Chaplain, Retired

B) Approval of Agenda

Public Comment

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

Commissioner's Report

Administrative Reports

A) **NC Forest Service Annual Report Presentation**

Public Hearings

A) **PB 18-26 David Shields:** Request for a zoning map amendment to rezone approximately .69 acres of Agriculture (AG) to General Business (GB) zoning district. The subject parcel is 2.69 acres in size with 2 acres currently zoned GB and .69 acres currently zoned AG. The property is located at 6615 Caratoke Highway in Grandy, Parcel Identification Number 0108-000-011B-0000, Poplar Branch Township.

B) **PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment:** Request for a zoning map amendment to relocate the split zoning of approximately 7.7 acres from General Business (GB) to Agriculture (AG) for property located in Moyock, west of Beechwood Shores, Parcel Identification Number 0031-000-064N-0000, Moyock Township.

C) **PB 08-48 Cape Currituck (Horgan/Mason):** PB 08-48 Cape Currituck (Horgan/Mason): Amended Conditional District-Planned Unit Development Zoning Overlay to decrease the number of dwelling units/density, canal realignment, reduce wetland fill, and reorient development layout on property located at 291 West Side Lane, Powells Point, Poplar Branch Township, Parcel Identification Numbers 0112-000-003B-0000 and 0112-000-003C-0000.

New Business

A) **Board Appointments**

1. Amended Item-Appointment to the Albemarle Commission

B) **Consent Agenda**

1. Approval Of Minutes for December 3, 2018
2. Budget Amendments

3. Project Ordinance - Airport PAPI Replacement & Airfield Lighting Vault Generator (Design & Bidding)
4. Resolution of the Currituck County Board of Commissioners Supporting Juvenile Crime Prevention Council Allocation Expansion
5. Job Descriptions-Finance Director & Assistant Finance Director
6. Consideration on Approval of Purchase Requests-Moyock VFD and Crawford Township VFD
7. Consideration for Approval of Lease Agreement with NC Forest Service for County Owned Property Located at 2950 Caratoke Highway, Currituck
8. EIC-Community Services Block Grant Funding Submission
9. Petition for Road Addition to State Maintenance-Waterlily Ridge Subdivision

C) **County Manager's Report**

Reconvene-January 14, 2019, 4:30 PM

Consideration of Nominees for Appointment to District 2 Vacancy on the Board of Commissioners

Adjourn

Currituck County
Agenda Item Summary Sheet

Agenda ID Number – (ID # 2340)

Agenda Item Title

4:00 PM JCPC-Juvenile Crime Prevention Council Update

Brief Description of Agenda Item:

Board Action Requested

Information

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Currituck County
Agenda Item Summary Sheet

Agenda ID Number – (ID # 2341)

Agenda Item Title

4:30 PM Beach Driving & Lifeguard Services

Brief Description of Agenda Item:

Feedback from community meeting regarding beach driving will be presented followed by a discussion of lifeguard services.

Board Action Requested

Discussion

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Currituck County
Agenda Item Summary Sheet

Agenda ID Number – (ID # 2342)

Agenda Item Title

NC Forest Service Annual Report Presentation

Brief Description of Agenda Item:

Aaron Bishop, Forest Ranger in Currituck County, will highlight activity and initiatives implemented in 2018.

Board Action Requested

Information

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

North Carolina Department of Agriculture & Consumer Services
N.C. Forest Service

Steven W. Troxler
Commissioner

Scott Bissette
Assistant Commissioner

November 20, 2018

Dear Currituck County Commissioners and County Manager Daniel Scanlon:

This letter highlights the North Carolina Forest Service's annual accomplishments in Currituck County for last fiscal year. The NCFS is responsible for the protection and development of all private and state woodlands in the county per North Carolina general statutes. Currituck County's woodland area consists of 39,281 acres as listed in the most recent NCFS Forest Inventory Analysis survey. Below are a number of our program areas and the accomplishments we have made during the year.

Personnel

The Currituck County Forestry Office has now been fully staffed for nearly 1 year. We are nearing the end of our formal Ranger Training progression and we are excited to build on the foundation we set in the previous year and make an even bigger impact in the coming year.

Fire Control

During the 2017/2018 Fiscal Year we have responded to 59 fire calls with 25 being for wildfire response. An unusually wet year has most likely minimized the number of calls received. We saw an overall decrease (13) in fire calls and a negligible decrease in wildfire calls (2) from the last fiscal year. Currituck County's Volunteer Fire Departments continue to be a tremendous asset to us in wildfire suppression. Thanks to their hard work, quick initial attacks, and close work with the North Carolina Forest Service, fires have been contained quickly, minimizing size and possible damage. We continue to work with the departments and provide any assistance in any we can. In addition, we are looking forward to forming a new working relationship with new County Staff in Knotts Island and Corolla. We have also just provided Carova Beach VFD with a 5 Ton Military 6x6 truck through our DoD donation program. After 2 years in service, the truck will be the permanent property of the Carova Beach VFD.

Forest Management

The NC Legislation passed a law in 2014 that requires the NC Forest Service to charge a fee for the creation of certain woodland management plans for forest landowners which began on July 1, 2014. This past year, we prepared 8 management plans for landowners. This is a 3-fold improvement from the previous year and we hope to continue the upward trend. These plans help landowners meet financial and personal objectives for their timberland. These plans address timber resources, wildlife, aesthetics, water quality, soil protection, and/or recreation opportunities. We are also responsible for conducting survival checks of last year's planting projects, land measurement of all projects funded with state funds using global positioning system instruments and collecting seed for our nursery. In addition, nearly 250 acres of forest was reestablished in the county.

1616 Mail Service Center, Raleigh, North Carolina 27699-1600
Phone: (919) 857-4801 • FAX: (919) 857-4802 • www.ncforestservice.gov
An Equal Opportunity Employer

Attachment: NC Forest Service-12_11_2018 (NC Forest Service Annual Report)

Water Quality Protection

We are also committed to randomly check on forestry logging operations. All forestry activities must adhere to Forest Practice Guidelines and Best Management Practices. These laws and regulations protect water quality and enable us to utilize forest resources in a sustainable manner. We conducted 11 inspections and re-inspections covering 264 acres of forest harvesting activities in the county. We were also able to implement NCFS Best Management Practices to protect 189 acres of land draining directly into water bodies.

Information and Education

These programs are a vital part of our organization used to educate the public in forestry and the prevention of wildfires. We conducted approximately 11 in the county this year. These programs included: Boy Scout events, local committee meetings, FAA competitions and various school field days and programs. This is nearly a 50% improvement from the previous fiscal year and we hope to continue to be active members of the community in the coming year.

Urban Assistance and Pest Control

We provide Currituck citizens with advice and support on shade trees, yard trees, windbreaks, and insect disease control. We were able to provide written assists to 3 landowners in the past year. We also assisted landowners in planting 900 trees for non-timber use. In an effort to protect urban and forested areas, each year we conduct aerial and ground surveys for forest pest outbreaks. We did not find any significant insect activity this past year. We continually work with cooperative agencies, including the North Carolina Department of Agriculture to monitor forest pest movements. They continue to work the Slow the Spread Project to reduce the gypsy moth population. Currently, only Currituck and a portion of Dare are listed by the state as counties that have quarantines implemented for the gypsy moth.

Other Services

We are also involved in overall emergency response in Currituck County, the State of North Carolina, and the Southeast Compact. We stand ready for natural disaster recovery efforts such as hurricanes, floods, tornadoes, and ice storms. We also offer assistance for planned events in the county. We were able to assist with the 4th of July Celebration for fire standby for the fireworks and participate in the Currituck/Dare Local Emergency Planning Committee Meetings.

Summary

The NC Forest Service had a successful 2017-2018 FY in Currituck County. Our achievements are made possible with support and cooperation from the Volunteer Fire Departments, Emergency Management Department, and many other county agencies. We strive to provide all Currituck landowners with wildfire control, forest management assistance, water quality protection, information and education programs, urban forestry assistance, and forest pest control. We will also strive to offer assistance in any natural disaster or planned event when possible.

If you need any assistance or have any questions, please feel free to contact me at 252-232-0983 or at currituck.ncfs@ncagr.gov.

Sincerely,

Eric Lefevers
Currituck County Ranger

Attachment: NC Forest Service-12_11_2018 (NC Forest Service Annual Report)

Currituck County
Agenda Item Summary Sheet

Agenda ID Number – (ID # 2322)

Agenda Item Title

PB 18-26 David Shields:

Brief Description of Agenda Item:

Request for a zoning map amendment to rezone approximately .69 acres of Agriculture (AG) to General Business (GB) zoning district. The subject parcel is 2.69 acres in size with 2 acres currently zoned GB and .69 acres currently zoned AG. The property is located at 6615 Caratoke Highway in Grandy, Parcel Identification Number 0108-000-011B-0000, Poplar Branch Township.

Planning Board Recommendation:

PLANNING BOARD 12/11/2018

RESULT: RECOMMENDED APPROVAL [UNANIMOUS]

AYES: Anamarie Hilgendorf, Board Member, Fred Whiteman, Chairman, C. Shay Ballance, Vice Chairman, Steven Craddock, Board Member, Jane Overstreet,

Board Member

ABSENT: Carol Bell, Board Member, Joanne M. DiBello, Board Member, J. Timothy Thomas, Board Member

MOTION: Mr. Craddock motioned to approve PB 18-26 David Shields zoning map amendment request since it is consistent with the goals, objectives, and policies of the Land Use Plan and is compatible with existing and proposed uses surrounding the land subject to the application, and is an appropriate zoning district and use for the land. Also, It is reasonable and in the public interest because it would result in a logical and orderly development pattern and addresses a demonstrated community need.

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

Board Action Requested

Action

Person Submitting Agenda Item

Cheri Elliott, Assistant

Presenter of Agenda Item

Jason Litteral

STAFF REPORT
PB 18-26 DAVID SHIELDS
BOARD OF COMMISSIONERS
JANUARY 7, 2019

APPLICATION SUMMARY	
Property Owner: David Shields 6615 Caratoke Hwy. Grandy, NC 27939	**Applicant:** Same as Owner
Case Number: PB 18-26	**Application Type:** Zoning Map Amendment
Parcel Identification Number: 0108000011B0000	**Existing Use:** Retail/Indoor Entertainment (Flipper's Arcade)
Land Use Plan Classification: Full Service	**Parcel Size (Acres):** 2.69
Current Zoning: General Business/Agriculture	**Proposed Zoning:** General Business
Zoning History: GB/RR (1989)	
Request: Rezone the AG portion (0.69 acres) of parcel 0108000011B0000 (2.69 acres total), which currently contains 2.0 acres of GB, thereby zoning the entire parcel GB.	

REQUEST

NARRATIVE

The applicant is requesting a conventional zoning map amendment to change 0.69 acres of Agriculture (AG) property to General Business (GB). The subject parcel is 2.69 acres in size consisting of 2 acres zoned GB and 0.69 acres zoned AG. The GB portion is currently used for retail purposes which include Flipper's arcade/convenient store, and a restaurant building which was formerly Laredo's. The applicant is proposing to install a laundromat in the last vacant unit in the Flipper's building. Due to the size of the septic system required for the laundromat, it must be installed on the rear portion of the lot which is currently zoned AG. In order for the AG area of the lot to be used for the laundromat's septic system, which is a commercial use, it must be rezoned from AG to GB.

Community Meeting

The community meeting was held on August 30, 2018 at 2:00 pm. Only the property owners and Jason Litteral from Currituck County Planning and Community Development Department were in attendance. There were no concerns from the public.

SURROUNDING PARCELS

	Land Use	Zoning
North	Residential (SFD)	General Business
South	Residential (SFD)	General Business
East	Residential (SFD)	Agriculture
West	Commercial (Wise Guys)	General Business

LAND USE PLAN

Attachment: Staff Report2 (PB 18-26 David Shields)

The 2006 Land Use Plan classifies this site as Full Service within the Grandy subarea. The policy emphasis for the Grandy subarea is to allow Grandy to further evolve as a community center in its own right. The proposed plan is consistent with the policies of the plan, some of which are:	
Policy CD2	Commercial and office development of greater than a neighborhood scale shall be encouraged to cluster in COMMERCIAL OR MIXED-USE CENTERS to curtail the proliferation.
Policy CD4	HIGHWAY ORIENTED COMMERCIAL USES should be clustered along segments of highways and contain land uses which are mutually compatible and reinforcing in use and design; they should be designed in such a way as to minimize signage, access points, and to prevent unsightly, dysfunctional STRIP DEVELOPMENT.
Policy ED4	In addition to the recruitment and expansion of major new industries, the considerable value of SMALL BUSINESS START-UPS, EXPANSIONS AND SPIN-OFFS shall also be recognized.

RECOMMENDATION

Planning Staff

The applicant is requesting an expansion of the General Business zoning district in the direction of Soundside Estates which is an existing residential development. The AG portion of the subject property was originally lot 1 of Soundside Estates. Lot 1 was purchased by David Shields and recombined with the existing commercial property along the highway creating one parcel with two zoning designations. If the zoning map amendment is approved, the new GB area will be used for a septic system which should have little to no impact on the adjacent properties. No new structures are being proposed. The majority of the property being rezoned will be occupied by active septic or future repair area for the laundromat leaving little room for other development. Staff recommends approval of the request as submitted.

Planning Board – 12/11/2018

RESULT: RECOMMENDED APPROVAL [UNANIMOUS]
AYES: Anamarie Hilgendorf, Board Member, Fred Whiteman, Chairman, C. Shay Ballance, Vice Chairman, Steven Craddock, Board Member, Jane Overstreet,
Board Member
ABSENT: Carol Bell, Board Member, Joanne M. DiBello, Board Member, J. Timothy Thomas, Board Member

MOTION: Mr. Craddock motioned to approve PB 18-26 David Shields zoning map amendment request since it is consistent with the goals, objectives, and policies of the Land Use Plan and is compatible with existing and proposed uses surrounding the land subject to the application, and is an appropriate zoning district and use for the land. Also, It is reasonable and in the public interest because it would result in a logical and orderly development pattern and addresses a demonstrated community need.

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

Attachment: Staff Report2 (PB 18-26 David Shields)

PLANNING BOARD DISCUSSION 12/11/2018: Planner II, Jason Litteral presented the staff report. The property is located in Grandy and is a convenience store and arcade. The owner, David Shields, would like to install a laundry mat and needs to rezone a small portion of the property to General Business for the septic system. Mr. Litteral said there was a community meeting for the requested change and no one came. Also, the septic system will work as a buffer for the subdivision located nearby since this will make this piece of land unbuildable.

Ms. Overstreet asked if the property is located in a full service area and Mr. Litteral said it is.

Mr. Shield came before the board and clarified the plans for the septic system.

CONSISTENCY AND REASONABLENESS STATEMENT

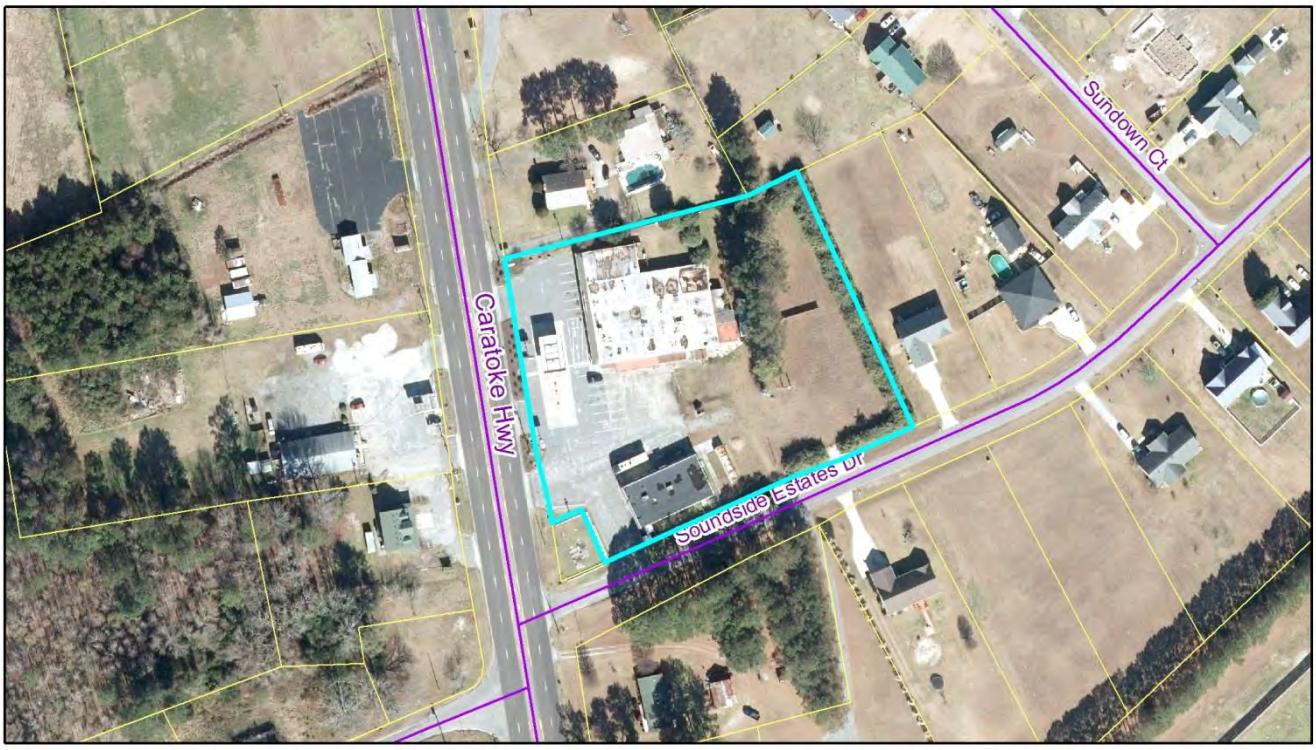
A zoning map amendment is a legislative decision of the Board of Commissioners. In determining whether to approve or deny a zoning map amendment the Board of Commissioners shall adopt a written statement of consistency and reasonableness.

This zoning map amendment request is consistent with the goals, objectives, and policies of the Land Use Plan, is compatible with existing and proposed uses surrounding the land subject to the application, and is an appropriate zoning district and use for the land.

It is reasonable and in the public interest because it would result in a logical and orderly development pattern and addresses a demonstrated community need.

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

Attachment: Staff Report2 (PB 18-26 David Shields)



PB 18-26 David Shields
Zoning Map Amendment
Aerial

0 55 110 220 Feet

Currituck County
Planning and
Community Development

PB 18-26 David Shields
Zoning Map Amendment
Current Zoning

0 120 240 480 Feet

Currituck County
Planning and
Community Development

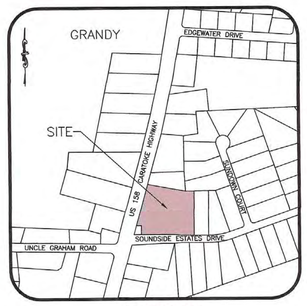
Attachment: Staff Report2 (PB 18-26 David Shields)

PB 18-26 David Shields
Zoning Map Amendment
Land Use Classification

0 120 240 480 Feet

Currituck County
Planning and
Community Development

Attachment: Staff Report2 (PB 18-26 David Shields)



VICINITY MAP
NTS

SEPTIC DESIGN PLAN

1. OWNER: DAVID SHIELDS
   PO BOX 1099
   KITTY HAWK, NC 27949
2. THE OWNER INTENDS TO CONVERT AN EXISTING BUILDING UNIT INTO A COIN OPERATED LAUNDRY FACILITY. THIS FACILITY WILL INCLUDE SIX (6) COIN OPERATED WASHING MACHINES AND TEN (10) DRYERS.
   - DAILY DESIGN FLOW IS 3,000 GPD
   - LTAR IS 0.3 GPD/SF
3. THE PROPERTY IS 2.69 ACRE RECOMBINATION PLAT FOR DAVID SHIELDS, RECORDED IN P.C. N, SL. 117, D.B. 1251, PG. 480 (OLD GRANDY SUPERMARKET AND LOT 1, SOUNDSIDE ESTATES AND OLD DRUG CARE BUILDING)
   CURRITUCK COUNTY PARCEL ID NO. 0108000011B0000
   PROPERTY ADDRESS: 6615 CARATOKE HIGHWAY, GRANDY, NORTH CAROLINA AND
4. THE SITE IS LOCATED IN FIRM ZONE "X". FIRM MAP NUMBER 3720992100 J, EFFECTIVE DATE DECEMBER 16, 2005. (SUBJECT TO CHANGE BY FEMA)
5. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES UNLESS OTHERWISE SPECIFIED. ELEVATIONS SHOWN ARE HEREON PER NAVD88.
6. AREAS SHOWN ARE BY COORDINATE METHOD.
7. EXISTING FEATURES AND SURVEY INFORMATION OBTAINED FROM RECOMBINATION PLAT FOR DAVID SHIELDS, PERFORMED BY HYMAN AND ROBEY ON JULY 26, 2006, DATED OCTOBER 1, 2012 AND RECORDED IN P.C. M, SL. 119, OTHER RECORDED DEEDS AND PLATS, AND NCONEMAP 2012 IMAGERY, GOOGLE EARTH IMAGERY DATED MARCH 9, 2013 AND SITE VISIT.
8. THE PROPERTY IS ZONED GENERAL BUSINESS (GB) AND AGRICULTURAL (AG) AND ARE PERMITTED/CONDITIONAL USE.
9. ALL DISTURBED AREAS SHALL BE STABILIZED WITH A COASTAL VEGETATION MIX.

Required Parking – 63 spaces

Provided Parking - 57 spaces

Deferred Parking – 6 spaces

Existing Parking

Proposed Parking

LEGEND

- BOUNDARY
- RIGHT OF WAY
- FENCE
- TREELINE / SHRUBLINE
- OVERHEAD ELECTRIC
- POWER POLE
- WELL
- ASPHALT
- CONCRETE
- GRAVEL / GRASS

GRAPHIC SCALE
20 0 10 20 40 80
(IN FEET)
1 INCH = 20 FT.

FINAL DRAWING
NOT FOR
CONSTRUCTION

SIGN POST
PROPOSED LAUNDRY FACILITY
N75°25'10"E 271.84'
3,500 GALLON PUMP TANK WITH SIMTEC FILTERS
CONTROL PANEL
N/F MIYASATO D.B. 1209, PG. 145 D.B. 1275, PG. 999 (RESIDENTIAL)
S25°54'30"E 59.98'
REMOVE EX. PINES AS NECESSARY TO INSTALL LPP DRAINFIELD
3" GATE VALVE
3" FORCEMAIN
S64°26'52"W 59.51'
N/F TYLER LOT 5 SOUNDSIDE ESTATES P.C. D, SL. 178 D.B. 1130, PG. 275 (RESIDENTIAL)
SEE ARCHITECTURAL PLANS
2,000 GALLON SEPTIC TANK WITH FILTER
3,000 GALLON SEPTIC TANK WITH FILTER
TALL PINES (CANOPY LINE)
APPROXIMATE LOCATION OF EXISTING DRAINFIELD (5) 150' LINES @ 3' O.C.
APPROXIMATE LOCATION OF EXISTING SEPTIC TANK
EXISTING BUILDING
N09°17'58"W 210.70'
SIGN POST
EX. CANOPY OVER GAS PUMPS
BOT
P.C. J, SL. 167
ACTIVE AREA 1000 SF (10) 100' LPP DRAINLINES @ 5' O.C.
STORAGE TRAILER
STORAGE TRAILER
SHED
TALL PINES (CANOPY LINE)
EXISTING WOOD FENCE
REPAIR AREA 5040 SF (60' X 84')
3" FORCEMAIN
3" GATE VALVE
S24°28'50"E 303.56'
ASPHALT PARKING LOT
GRAVEL / DIRT / GRASS
CONCRETE DUMPSTER PAD
ACTIVE AREA 5040 SF (60' X 84') (12) 84' LPP DRAINLINES @ 5' O.C.
N/F COOPER LOT 2 SOUNDSIDE ESTATES P.C. D, SL. 178 D.B. 1112, PG. 99 (RESIDENTIAL)
CARATOKE HIGHWAY (US 158) (66' R/W)
S00°17'08"E 85.70'
S65°50'00"W 41.93'
CEMETERY
N24°21'49"W 57.95'
EXISTING 21 SEAT RESTAURANT
EX. COOLERS ON CONCRETE
S65°30'11"W 223.04'
8" CMU WALL
EXISTING DRAINFIELD (4) 50' LINES @ 5' O.C. (PER AREA PERMIT FILES ONLY)
STORAGE TRAILER
6" WOOD FENCE
S70°46'15"W 54.63'
S65°31'10"W 85.81'
SANITARY CLEANOUTS
REPAIR AREA 5280 SF (60' X 88')
CHAINLINK FENCE AND RUSSIAN OLIVE HEDGE ALONG PROPERTY LINE
SOUNDSIDE ESTATES DRIVE
SR. 1140 (VARIABLE WIDTH R/W)

Albemarle & Associates, Ltd.
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NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 041113 JAMES M. DELUCIA, P.E.

REVISIONS

NO.	DATE	DESCRIPTION	BY
1	09/17/2018	REVISED LAYOUT	JMD

LAUNDRY FACILITY SEPTIC PLAN
DAVID SHIELDS
6615 CARATOKE HIGHWAY
POPLAR BRANCH TOWNSHIP CURRITUCK COUNTY NORTH CAROLINA
GRANDY

DATE:	05/23/2014
SURVEYED:	SEE NOTES
DESIGNED:	JMD
DRAWN:	KCA
CHECKED:	JMD

SCALE: 1" = 20

C401

PROJ NO. 08063A

Attachment: 2. Site Plan (PB 18-26 David Shields)

K:\Active Projects\08063 - Flippers Laundry Mat, Grandy\08063A - Septic Consultations & Design\Cand Flwk\08063A - SEWER.dwg, 1/12/2018 12:10:00 PM

Zoning Map Amendment
Application

OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:
Name: David Shields
Address: 16615 Caratoke Hwy
Grandy NC 27939
Telephone: 252-453-4386
E-Mail Address: flippersvariety@gmail.com

PROPERTY OWNER:
Name: David Shields
Address: 16615 Caratoke Hwy
Grandy NC 27939
Telephone: 252-599-0400
E-Mail Address: obxamuse@aol.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Self

Property Information

Physical Street Address: 16615 Caratoke Hwy
Location: Grandy NC
Parcel Identification Number(s): 0108-0000-11B-0000
Total Parcel(s) Acreage: 2.69ac
Existing Land Use of Property: Retail/Arcade

Request

Current Zoning of Property: GB-1Ag
Proposed Zoning District: GB
Total Acreage for Rezoning: .69ac
Are you rezoning the entire parcel(s): Yes (No)
Metes and Bounds Description Provided: Yes/No

Community Meeting, if Applicable

Date Meeting Held: Aug 30, 2018
Meeting Location: Flippers Arcade

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.

David Shields
Property Owner(s)/Applicant*

Aug. 30, 2018
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: 1. APPLICATION (PB 18-26 David Shields)

Zoning Map Amendment Design Standards and Submittal Checklist

The table below depicts the design standards of the site plan or map for a zoning map amendment application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

Zoning Map Amendment

Site Plan Design Standards and Submittal Checklist

Date Received: _____

Project Name: _____

Applicant/Property Owner: _____

Site Plan or Map Design Standards Checklist		
1	Lot/parcel dimensions.	
2	Zoning designation.	
3	All existing physical features (structures, buildings, streets, roads, etc.).	
4	Location and dimensions of any proposed construction.	

Zoning Map Amendment 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.

Zoning Map Amendment Submittal Checklist		
1	Complete zoning map amendment application	
2	Application fee ($200 plus $5 for each acre or part thereof)	
3	Community meeting written summary, if applicable	
4	Site plan or map	
5	Metes and bounds survey, if applicable	
6	2 copies of plans or maps	
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: 1. APPLICATION (PB 18-26 David Shields)

August 30, 2018

Our meeting was held today at 2pm to answer any questions or concerns the public may have in the use of the back lot for septic drain field for the laundry mat.

Jason Litteral, Currituck County, David Shields,Owner and Becky Connell were the only attendees. There were no concerns from the public.

Attachment: COMMUNITY MEETING (PB 18-26 David Shields)

Currituck County
Agenda Item Summary Sheet

Agenda ID Number – (ID # 2321)

Agenda Item Title

PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment:

Brief Description of Agenda Item:

Request for a zoning map amendment to relocate the split zoning of approximately 7.7 acres from General Business (GB) to Agriculture (AG) for property located in Moyock, west of Beechwood Shores, Parcel Identification Number 0031-000-064N-0000, Moyock Township.

Planning Board Recommendation:

PLANNING BOARD 12/11/2018

RESULT: RECOMMENDED APPROVAL [UNANIMOUS]

AYES: Anamarie Hilgendorf, Board Member, Fred Whiteman, Chairman, C. Shay Ballance, Vice Chairman, Steven Craddock, Board Member, Jane Overstreet, Board Member

ABSENT: Carol Bell, Board Member, Joanne M. DiBello, Board Member, J. Timothy Thomas, Board Member

MOTION: Mr. Ballance motioned to approve PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment since it is consistent with the Land Use Plan classifications and policies stated above and it is reasonable and in the public interest because:

· It is compatible with existing and proposed uses surrounding the land subject to the application, and is the appropriate zoning district and uses for the land;

  o The request, a downzoning of a portion of GB zoned property to AG, is compatible with existing and proposed uses, as a straight rezoning of the entire property to AG would create bifurcated GB zoned parcels adjacent to Caratoke Highway. Additionally, a straight rezoning of the entire property to AG would require removal of the existing billboards as billboards may only continue if located in the GB zoning district. Existing uses adjacent to the property include vacant property and single-family dwellings. An adjacent single-family dwelling is located in the GB zoning district.

· It will result in a logical and orderly development pattern;

o Permissible uses in AG are less intensive than those permissible in the GB zoning district and the LUP policies support AG uses over GB uses on this property.

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

Board Action Requested

Action

Person Submitting Agenda Item

Jennie Turner,

Presenter of Agenda Item

Jennie Turner

STAFF REPORT
PB 18-25 JERRY L. OLD & DON S. WILLIAMS, SR.(FEREBEE ACRES)
BOARD OF COMMISSIONERS
JANUARY 7, 2019

APPLICATION SUMMARY	
Property Owner: Jerry L. Old & Don S. Williams, Sr. PO Box 310 Moyock, NC 27958	**Applicant:** Jerry L. Old & Don S. Williams, Sr. PO Box 310 Moyock, NC 27958
Case Number: PB 18-25	**Application Type:** Zoning Map Amendment
Parcel Identification Number: 0031-000-064N-0000	**Existing Use:** Vacant/Agricultural with two billboards in GB area
Land Use Plan Classification: Rural & Conservation	**Parcel Size (Acres):** 57.95 (entire parcel)
Land Use Plan Subarea: Moyock	**Zoning History:** B & A-40 (1975), GB & A (1989)
Current Zoning: GB and AG	**Proposed Zoning:** GB and AG
Request: Request for a zoning map amendment to relocate the split zoning of approximately 7.7 acres from General Business (GB) to Agriculture (AG) for property located in Moyock, west of Beechwood Shores, Parcel Identification Number 0031-000-064N-0000, Moyock Township.	

REQUEST

Narrative

The proposed rezoning of approximately 7.7 acres from General Business (GB) to Agriculture (AG) is presented to the board as a conventional zoning map amendment. The 57.95 acre property is currently zoned GB and AG. The portion of the property that abuts Caratoke Highway is zoned GB and the remainder of the parcel is zoned AG. The applicants are seeking to relocate the split zoning on the property through downzoning approximately 7.7 acres from GB to AG. There are currently two billboards located adjacent to Caratoke Highway in the existing GB zoned portion of the property. The applicants are requesting to relocate the zoning line to reduce the GB area and retain a portion of GB area so that commercial lots may be created and the existing billboards may remain. The billboards are required by the UDO to be located in the GB zoning district. If the rezoning is approved, the applicants have indicated that they will submit a Minor Subdivision application to create GB parcels along Caratoke Highway. Subsequently, the applicants will propose a conservation subdivision (Major Subdivision) for the remaining AG zoned portion of property.

Community Meeting

A community meeting was held on July 23, 2018 and community meeting notices to adjacent property owners stated that the applicants were requesting a conditional rezoning to C-SFM for a traditional subdivision. Following conversations with planning staff, the applicants elected to apply for a straight rezoning (downzoning) from GB to AG. At the community meeting, the applicants informed attendees of their change in zoning approach. A copy of the community meeting summary is included in the agenda packet.

Attachment: 1 18-25 Jerry Old & Don S. Williams Sr. (Ferebee Acres) Staff Report 1.7.2019 BOC (PB 18-25 Jerry L. Old & Don S. Williams, Sr.

The UDO does not require a community meeting for zoning map amendments that establish a less intense base zoning district; therefore, the community meeting is not required for this request.

UDO

In North Carolina, it is illegal to impose conditions on rezonings to conventional zoning districts; therefore, this conventional zoning map amendment is a legislative decision of the Board of Commissioners and is not controlled by any one factor. Conditional zoning district applications may not contain bifurcated zoning districts where only a portion of the property is subject to a conditional zoning classification.

SURROUNDING PARCELS

	Land Use	Zoning
North	Wetland Area	AG
South	Wooded Area (Across Caratoke Highway)	AG
East	Wetland Area & Single-Family Dwellings (Beechwood Shores)	SFM
West	Vacant & Single-Family Dwellings	GB & AG

LAND USE PLAN

The 2006 Land Use Plan (LUP) classifies this site as Rural within the Moyock subarea. The policy emphasis for the Rural subarea is intended to provide for agriculture, forestry, and other allied uses. Preferred uses include very low-density dispersed development associated directly with farm uses. Residential dwellings associated with farm activity typically employ on-site water supply and waste disposal. The proposed zoning map amendment is in keeping with the policies of the plan, some of which are:

Policy AG4	County growth management tools, including particularly zoning, should provide PROTECTION TO AGRICULTURE and other RESOURCE BASED ACTIVITIES from incompatible land uses, such as a residential subdivision in the midst of generally uninterrupted farm land.
Policy ML 1	Currituck County recognizes the particular interest of residents and property owners in the Mainland Area in PRESERVING FARMLAND AND OPEN SPACE. The County shall exercise diligence in applying policies, plans and actions that will encourage compact growth and the preservation of farmland and open space in the Mainland Area.

CONSISTENCY AND REASONABLENESS STATEMENT

A zoning map amendment is a legislative decision of the Board of Commissioners. In determining whether to approve or deny a zoning map amendment the Board of Commissioners shall adopt a written statement of consistency and reasonableness.

This zoning map amendment request is consistent with the Land Use Plan classifications and policies stated above and it is reasonable and in the public interest because:

- It is compatible with existing and proposed uses surrounding the land subject to the application, and is the appropriate zoning district and uses for the land;
    - The request, a downzoning of a portion of GB zoned property to AG, is compatible with existing and proposed uses, as a straight rezoning of the entire

Attachment: 1 18-25 Jerry Old & Don S. Williams Sr. (Ferebee Acres) Staff Report 1.7.2019 BOC (PB 18-25 Jerry L. Old & Don S. Williams, Sr.

property to AG would create bifurcated GB zoned parcels adjacent to Caratoke Highway. Additionally, a straight rezoning of the entire property to AG would require removal of the existing billboards as billboards may only continue if located in the GB zoning district. Existing uses adjacent to the property include vacant property and single-family dwellings. An adjacent single-family dwelling is located in the GB zoning district.

- It will result in a logical and orderly development pattern;
    - Permissible uses in AG are less intensive than those permissible in the GB zoning district and the LUP policies support AG uses over GB uses on this property.

RECOMMENDATION

PLANNING STAFF

- Staff supports the proposed zoning map amendment of approximately 7.7 acres from GB to AG.

PLANNING BOARD 12/11/2018

RESULT: RECOMMENDED APPROVAL [UNANIMOUS]
AYES: Anamarie Hilgendorf, Board Member, Fred Whiteman, Chairman, C. Shay Ballance, Vice Chairman, Steven Craddock, Board Member, Jane Overstreet, Board Member
ABSENT: Carol Bell, Board Member, Joanne M. DiBello, Board Member, J. Timothy Thomas, Board Member

MOTION: Mr. Ballance motioned to approve PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment since it is consistent with the Land Use Plan classifications and policies stated above and it is reasonable and in the public interest because:

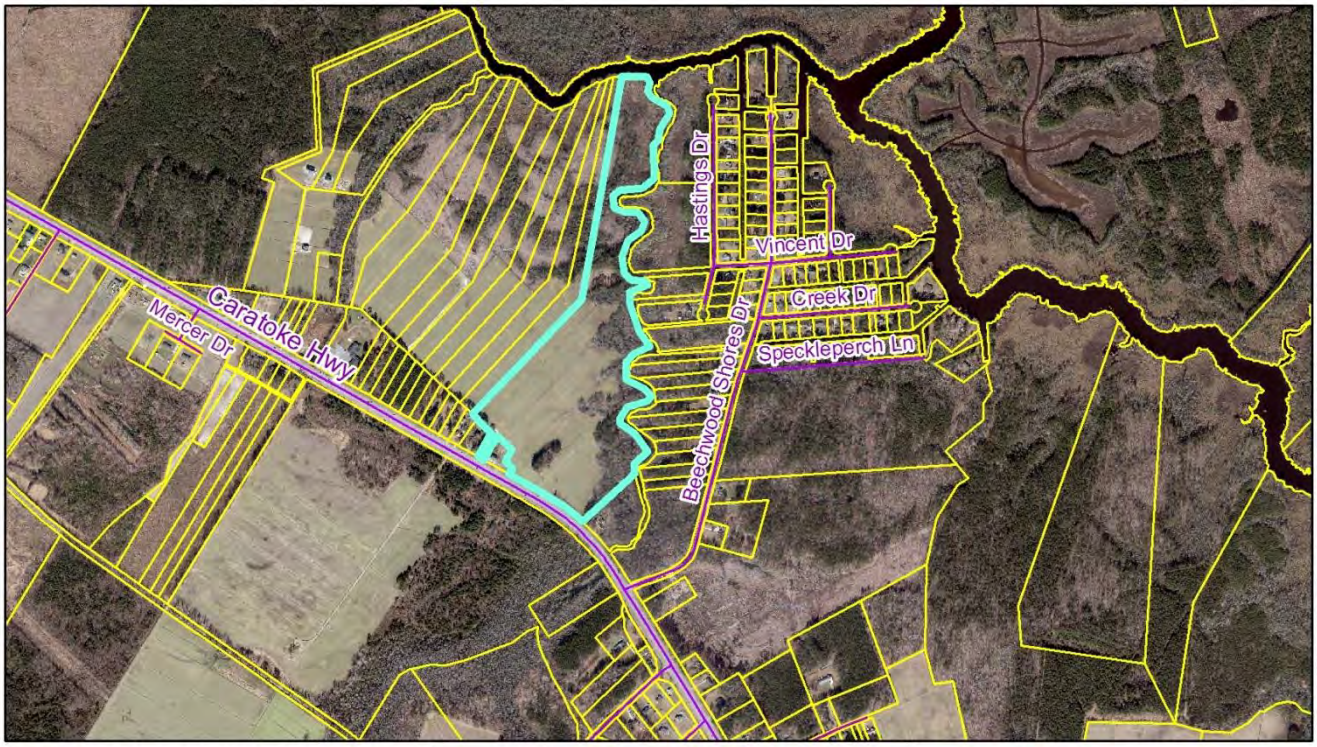
- It is compatible with existing and proposed uses surrounding the land subject to the application, and is the appropriate zoning district and uses for the land;
    - The request, a downzoning of a portion of GB zoned property to AG, is compatible with existing and proposed uses, as a straight rezoning of the entire property to AG would create bifurcated GB zoned parcels adjacent to Caratoke Highway. Additionally, a straight rezoning of the entire property to AG would require removal of the existing billboards as billboards may only continue if located in the GB zoning district. Existing uses adjacent to the property include vacant property and single-family dwellings. An adjacent single-family dwelling is located in the GB zoning district.
- It will result in a logical and orderly development pattern;
    - Permissible uses in AG are less intensive than those permissible in the GB zoning district and the LUP policies support AG uses over GB uses on this property.

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

PLANNING BOARD DISCUSSION 12/11/2018: Planner II, Jennie Turner presented the staff report. Jerry Old and Don Williams Sr. are requesting a zoning map amendment to relocate the split zoning of approximately 7.7 acres from General Business (GB) to Agriculture (AG). There are two existing billboards on the lot and they are required to remain in the General Business district. Ms. Turner said staff recommends approval.

Warren Eadas with Quible & Associates came before the board. He said they are working toward a conservation subdivision and require this zoning change. The community meeting was held and only two people showed up with no one in opposition.

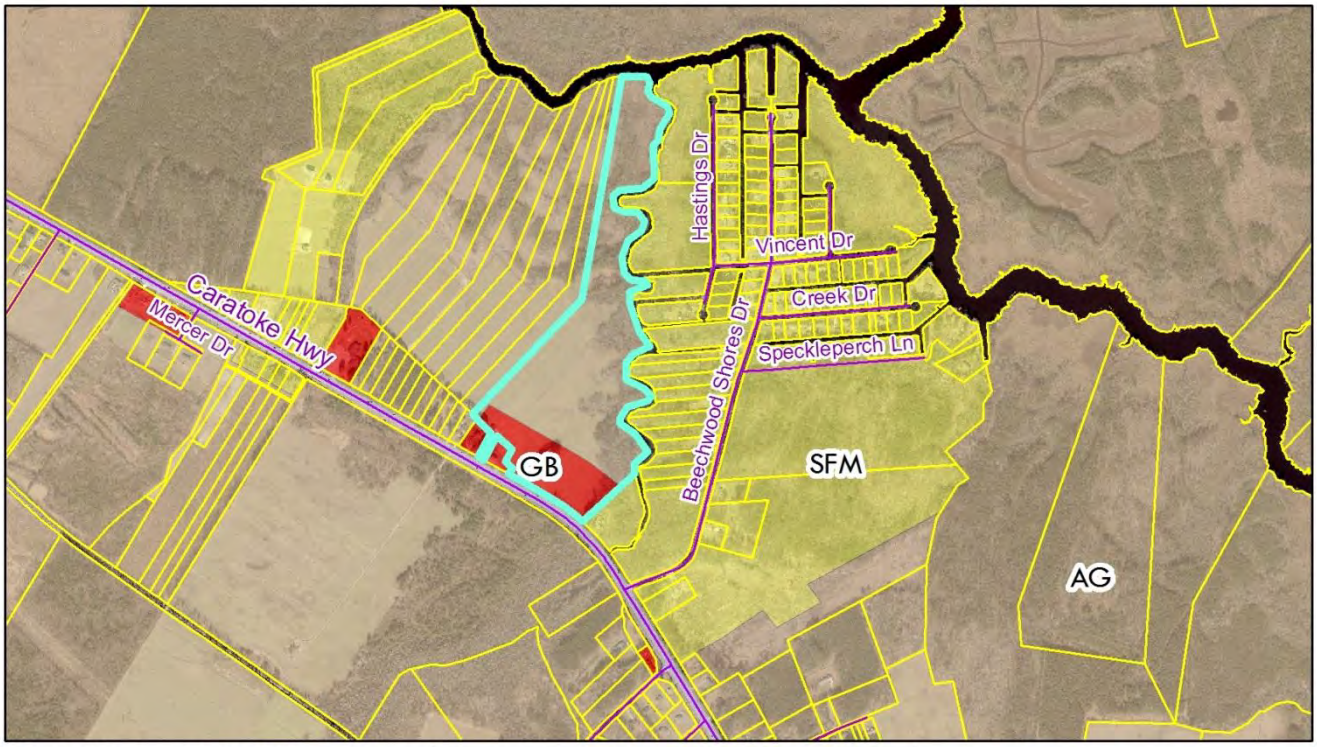
Attachment: 1 18-25 Jerry Old & Don S. Williams Sr. (Ferebee Acres) Staff Report 1.7.2019 BOC (PB 18-25 Jerry L. Old & Don S. Williams, Sr.



PB 18-25 Jerry L. Old &
Don S. Williams, Sr. (Ferebee Acres)
Aerial

0 550 1,100 2,200 Feet

Currituck County
Planning and Community
Development

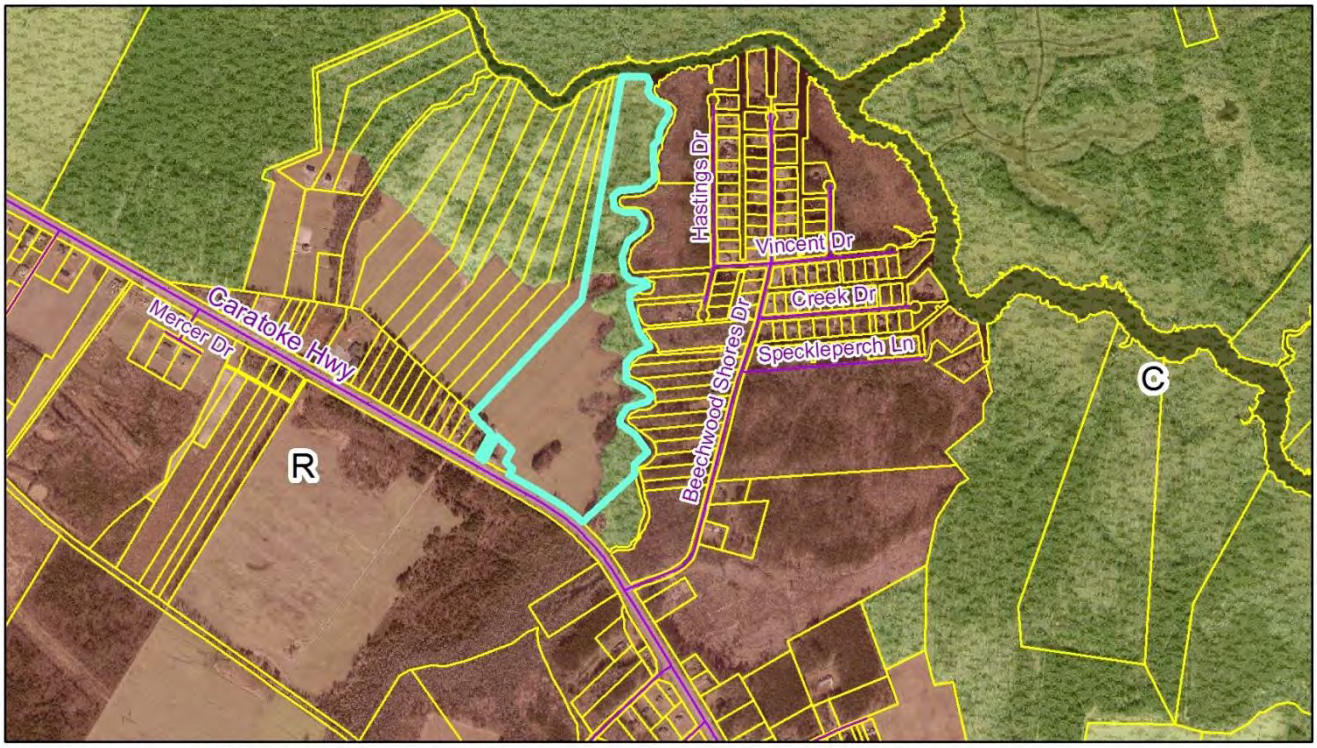


PB 18-25 Jerry L. Old &
Don S. Williams, Sr. (Ferebee Acres)
Official Zoning Map

0 550 1,100 2,200 Feet

Currituck County
Planning and Community
Development

Attachment: 1 18-25 Jerry Old & Don S. Williams Sr. (Ferebee Acres) Staff Report 1.7.2019 BOC (PB 18-25 Jerry L. Old & Don S. Williams, Sr.



PB 18-25 Jerry L. Old &
Don S. Williams, Sr. (Ferebee Acres)
Land Use Plan Classification

0 550 1,100 2,200 Feet

Currituck County
Planning and Community
Development

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

Attachment: 1 18-25 Jerry Old & Don S. Williams Sr. (Ferebee Acres) Staff Report 1.7.2019 BOC (PB 18-25 Jerry L. Old & Don S. Williams, Sr.

Quible

Quible & Associates, P.C.

ENGINEERING • ENVIRONMENTAL SCIENCES • PLANNING • SURVEYING
SINCE 1959

P.O. Drawer 870
Kitty Hawk, NC 27949
Phone: 252-491-8147
Fax: 252-491-8146
web: quible.com

July 30, 2018

Donna Voliva
Currituck County Planning and Community Development
153 Courthouse Road, Suite 110
Currituck, NC 27929

RE: **Community Meeting Report**
Zoning Map Amendment Application
Residual Parcel, Ferebee Acres LLC Exempt Subdivision
PID 0031000064N0000
Moyock, Currituck County, NC

Ms. Voliva,

A community meeting for the proposed Zoning Map Amendment Application of the above referenced parcel located in Moyock, Currituck County was held on Monday, July 23, 2018 at 11:30 am in the Moyock Public Library's Meeting Room located at 126 Campus Drive, Moyock, NC. The meeting was conducted by Quible & Associates, P.C. (Quible) on behalf of the owners, Don S. Williams, Sr. and Jerry L. Old. Mr. Old and a representative from Currituck County Planning Department were in attendance.

Purpose

The purpose of the meeting was to inform the community in the vicinity of the subject parcels of the intent to apply for a Zoning Map Amendment to allow for a conservation subdivision design. The existing parcel consists of vacant land, two (2) billboards, agricultural fields and woods. The parcel currently has two zones throughout it, GB and AG. The proposed Zoning Map Amendment is to reduce the size of the GB on the parcel in order to accumulate greater amounts of land zoned AG for a conservation subdivision.

Meeting synopsis

The Meeting Room was opened to the public prior to the meeting and guest/representatives started arriving at 11:25 am. Prior to the 11:30 start time, the Zoning Exhibit could be viewed in an "open house" setting. Along with the Zoning Exhibit, copies of the meeting agenda, printouts of all the surrounding zoning district regulations from the Currituck County UDO, business cards with my contact information, and blank comments sheets were available on the front table. As attendees arrived, they were asked to provide their contact information on the sign-in sheet that was located on the front table as well. Attendees were advised that comments could be received by either email, telephone, or comment sheet provided on the front table.

At 11:35 am a presentation of the proposed Zoning Map Amendment was provided by Quible. Attendees were introduced to Quible, the Owners, and the representative from Currituck County Planning. Attendees were reminded to fill out their contact information on the sign-in sheet and

Attachment: 2 Community Meeting Report pkg (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

to pick up copies of the meeting agenda as well as the comment form, if they would like. The presentation followed the outline of the Agenda that was provided (Attachment 1).

The presentation contained a brief description of the County procedures, the proposed project, and the purpose for the community meeting. The subject parcels were described and identified on the exhibit as well as the surrounding lots and their corresponding zoning districts. The subject parcel was described as being surrounded by adjacent SFM, AG and GB zoning districts. A subdivision sketch of the proposed subdivision concept was shown to the attendees. It was noted that the shown subdivision was not fully complete and could vary once further design took place. It was also noted during the meeting that the initial intent was to pursue a conditional rezone to C-SFM and a traditional subdivision. After discussion with Currituck County Planning Staff, the direction slightly changed to pursuing a zoning map amendment to reduce the size of the GB zoning near Caratoke Hwy and pursue a conservation subdivision. It was explained that the proposed conservation subdivision would be in compliance with the Bulk Dimensional requirements specified in the Currituck County UDO under the AG district requirements.

At the conclusion of the presentation, the floor was open for questions from the audience. Comments and questions received during the meeting are outlined as follows:

1. An attendee asked what the asking price on the vacant lots would be once the subdivision was complete.
   The applicant responded stating that the lots would be put for sell at prices of comparable market value.
2. An attendee asked would the owners sell just the vacant lots or only lots with houses on them.
   The applicant responded stating that they would intend to do either.
3. An attendee who lives in Beechwood Shores Road (across the canal from the subject project) asked if a proposed subdivision on the subject property would cause increased flooding in the Beechwood Shores lots.
   Quible responded that the proposed subdivision would be in accordance with all State and County Stormwater regulations. Due to having a large wetland/canal area where stormwater passed the required storage volumes would discharge, it should not increase downstream flooding or flooding in the Beechwood Shores area.
4. An attendee asked what the timeframe would be for the project.
   The applicant answered with a rough timeline of 2nd quarter of 2019 for receiving permits and 2020 for construction to be complete.
5. An attendee asked if the open space would remain open space after the completed project.
   Quible responded stating that the open space would remain the open space once the final plat was recorded. Any change to that would involve a formal revision process that would be reviewed by the County Planning Staff and/or County Boards.

Attachment: 2 Community Meeting Report pkg (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

After these questions, additional conversation regarding who owned adjacent property and such took place. Upon conclusion of the discussions, attendees were again reminded that any further questions or comments not addressed at the meeting could be forwarded to Quible and the meeting was adjourned. It was Quible's understanding that the attendees did not show any opposition to the proposed Zoning Map Amendment. The questions and discussions that took place reflected curiosity more than anything else. In fact, the attendees stated their satisfaction with the proposed project shortly before leaving.

Copies of all the handouts, exhibits, and other documents available at the meeting are provided in attachments to this document.

Please do not hesitate to contact me by phone at (252) 491-8147 or dtillett@quible.com should you have any questions.

Sincerely,
Quible & Associates, P.C.

Dylan L. Tillett, P.E.

cc: Jerry L. Old
Don S. Williams, Sr.
File

Attachment: 2 Community Meeting Report pkg (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

Attachment: 2 Community Meeting Report pkg (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

Attachment 1

Community Meeting Agenda

Quible & Associates, P.C. SINCE 1959
ENGINEERING * CONSULTING * PLANNING
ENVIRONMENTAL SCIENCES * SURVEYING
Phone: (252) 491-8147
Fax: (252) 491-8146
Web: www.quible.com

Community Meeting for Conditional Rezoning – To C-SFM For A Traditional Subdivision
Lots 1, 2, 8, 9, 10, & Lot Residual – Ferebee Acres LLC Exempt Subdivision
Parcel Identification Numbers 0031000064C0000, 0031000064D0000, 0031000064K0000, 0031000064L0000, 0031000064M0000, & 0031000064N0000
Moyock, Currituck County, NC

July 23, 2018

AGENDA

1. **General Introduction**
   a. Quible & Associates, P.C.
   b. Don S. Williams Sr. & Jerry L. Old
   c. Currituck County
   d. Sign In Sheet

2. **Existing Information**
   a. Location:
      i. Lots 1, 2, 8, 9, 10, & Residual Parcel of Ferebee Acres LLC Exempt Subdivision
      ii. Approximately 1,200 ft northwest of the intersection of Beechwood Shores Dr. and Caratoke Hwy.
   b. Current Land Use: Vacant/Agricultural
   c. Site Zoning: AG; Agricultural, & GB; General Business
   d. The existing site consists of a vacant lot without existing improvements.

3. **Discussion**
   a. Apply for a Conditional Rezoning to C-SFM for a Traditional Subdivision. A community meeting to inform owners and occupants of nearby lands about the application for a Conditional Rezoning is required by the Currituck County Unified Development Ordinance.
   b. The Conditional Rezoning Exhibit shown demonstrates the existing neighboring zoning districts and reflect that the vast majority of adjacent property are currently SFM or AG.
   c. The Sketch Plan shown demonstrates the proposed Traditional Subdivision design that will be proposed during Preliminary Plat submittal.

4. **Questions & Comments**
   a. Quible & Associates and the owners are available to answer questions and comments.
   b. Comments can be provided in writing on Comment Forms provided or they can be sent to Dylan L. Tillett, P.E. of Quible & Associates, P.C. by email at dtillett@quible.com or by phone at 252-491-8147.

Attachment: 2 Community Meeting Report pkg (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

Attachment: 2 Community Meeting Report pkg (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

Attachment 2

Printouts of Surrounding Zoning District Regulations

3.3.3. Agriculture (AG) District

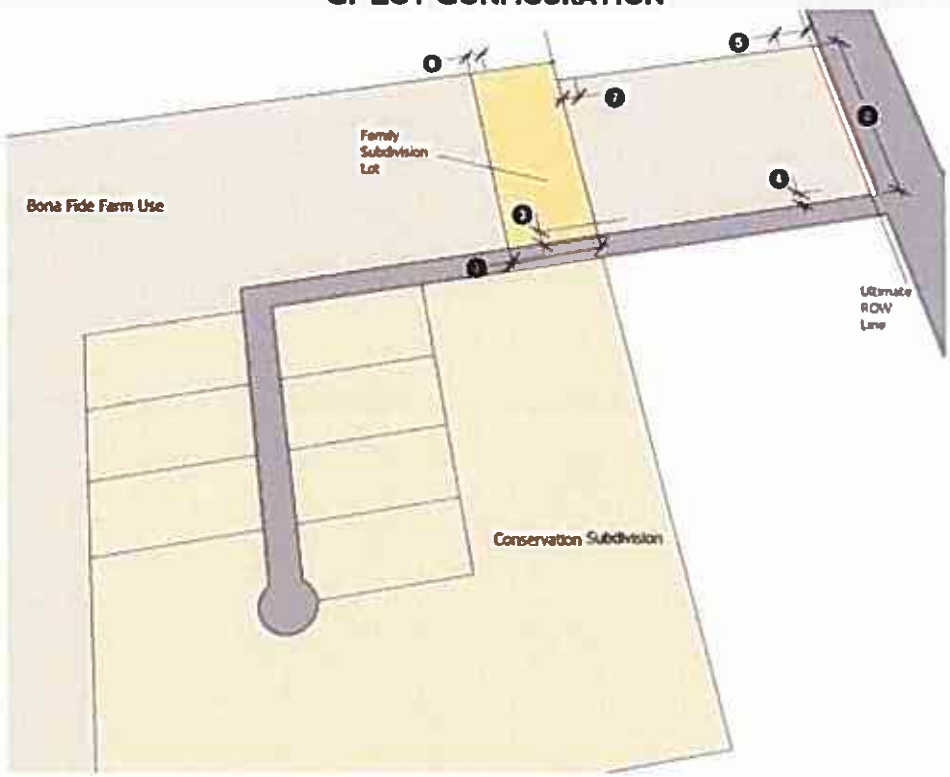
AG AGRICULTURE DISTRICT

A. District Purpose

The Agriculture (AG) district is established to accommodate agriculture and agriculturally-related uses (including residential development) at very low densities in rural portions of the county. The district is intended to preserve and protect active agricultural uses, farmlands, and other open lands for current or future agricultural use. The district accommodates small-scale residential uses and allows farmers to capture a portion of the land's development potential through special provisions for conservation subdivisions that allow a portion of a tract or site to be developed with single-family homes while the balance of the site is left as open lands available for continued agricultural use. The district accommodates a wide range of agricultural and agricultural-related uses like "agri-business" and "agri-entertainment", but prohibits uses that are not directly related to or that do not provide direct support for agricultural activities.

B. Lot Patterns

C. Lot Configuration

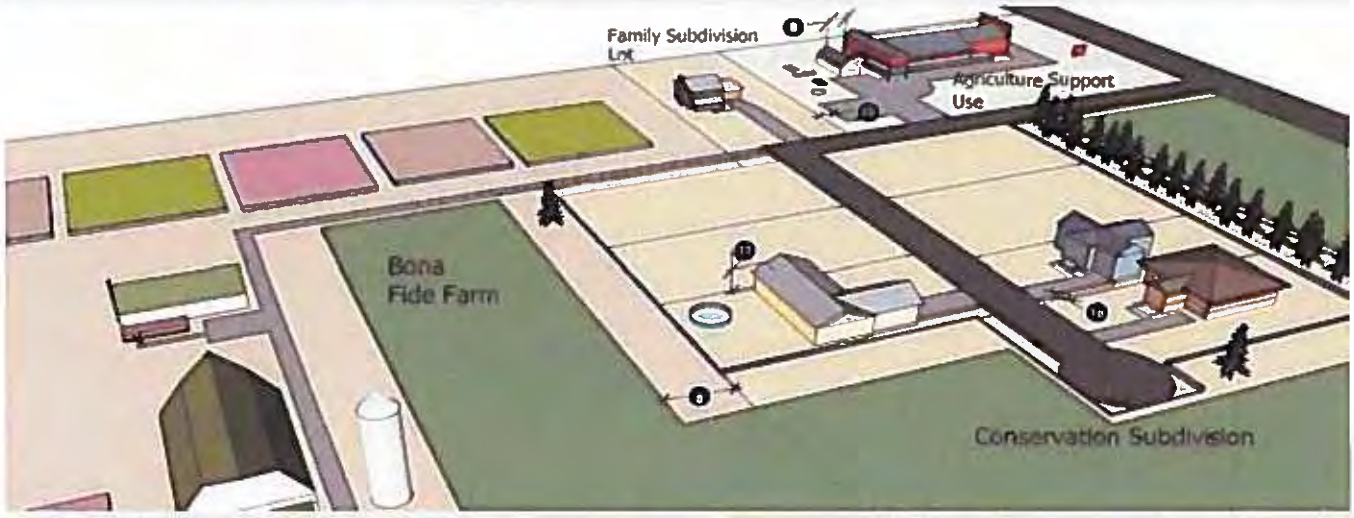


All subdivisions resulting in six or more lots shall be designed in accordance with the conservation subdivision standards in Section 6.4.

Attachment: 2 Community Meeting Report pkg (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

D. Typical Building Forms

E. Building Configuration



F. Dimensional Standards

TD = Traditional Development CS = Conservation Subdivision Development

	TD	CS			TD	CS	
Max. Gross Density (du/ac)	N/A	-		Max. Lot Coverage (%)	30	30	
With 50% Open Space (du/ac)				Min. Front Setback (ft) [4]	20	N/A	3
County Water Supply		0.33		Min. Corner Side Setback (ft)	20	N/A	4
No County Water Supply [7]		0.15		Min. Major Arterial Street Setback (ft)	50	50	5
With 60% Open Space (du/ac)	-	0.4		Min. Side Setback (ft)	15	15	6
Max. Nonresidential FAR (%)	0.40	N/A		Min. Rear Setback (ft)	25	N/A	7
Min. Lot Area [1]				Min. Agriculture Setback (ft) [5]	N/A	50	8
County Water Supply (square feet)		30,000		Min. Accessory Use Setback (ft)	10	10	9
No County Water Supply (acres) [7]		2		Min. Driveway/Parking Setback (ft)	10	N/A	10
Max. Lot Area (acres)	N/A	N/A		Min. Fill Setback from all Lot Lines (ft)	10	10	
Min. Lot Width, Interior Lot (ft) [2]	125	N/A	1	Min. Wetland/Riparian Buffer (ft) [5]	30	30	
Min. Lot Width, Corner Lot (ft)	135	N/A	2	Max. Building Height (ft) [6]	35	35	11
Max. Lot Depth	[3]	N/A		Min. Spacing Between Principal Buildings (ft)	10	10	12

[1] Minor subdivision lots shall be at least 40,000 square feet in area on public water supply and, 3 acres in area when the proposed minor subdivision exceeds the county water supply connection distance formula
[2] All lots shall maintain a minimum street frontage of 35 feet
[3] Lot depth shall not exceed four times the lot width
[4] Front setbacks shall be measured from ultimate ROW line
[5] Applied to major subdivisions platted after January 1, 2013 and site plans on lots 10 acres in area and greater
[6] Not applied to farm structures meeting minimum setbacks plus an additional setback of one foot for each foot in height over 35 feet
[7] Applied to subdivisions that exceed the county water supply connection distance formula in Chapter 6

Attachment: 2 Community Meeting Report pkg (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

3.4. RESIDENTIAL BASE ZONING DISTRICTS

3.4.1. General Purposes

The residential base zoning districts established in this section are intended to provide a comfortable, healthy, safe, and pleasant environment in which to live and recreate. More specifically, they are intended to:

A. Provide appropriately located lands for residential development that are consistent with the goals, objectives, and policies of the Land Use Plan and applicable small area plans;

B. Ensure adequate light, air, privacy, and recreational and open space areas for each dwelling, and protect residents from the negative effects of noise, excessive population density, traffic congestion, flooding, and other significant adverse environmental impacts;

C. Protect residential areas from fires, explosions, toxic fumes and substances, and other public safety hazards;

D. Provide for residential housing choice, affordability, and diversity with varying housing densities, types, and designs, including accessory dwelling units;

E. Provide for safe and efficient vehicular access and circulation and promote bicycle-,and pedestrian-friendly neighborhoods;

F. Provide for public services and facilities needed to serve residential areas and accommodate public and semi-public land uses that complement residential development or require a residential environment while protecting residential areas from incompatible nonresidential development;

G. Create neighborhoods and preserve existing community character while accommodating new development and redevelopment consistent with the county's goals and objectives; and

H. Preserve the unique character and historic resources of the traditional neighborhoods and the community.

Attachment: 2 Community Meeting Report pkg (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

3.5.2. General Business (GB) District

GB
GENERAL BUSINESS

A. District Purpose

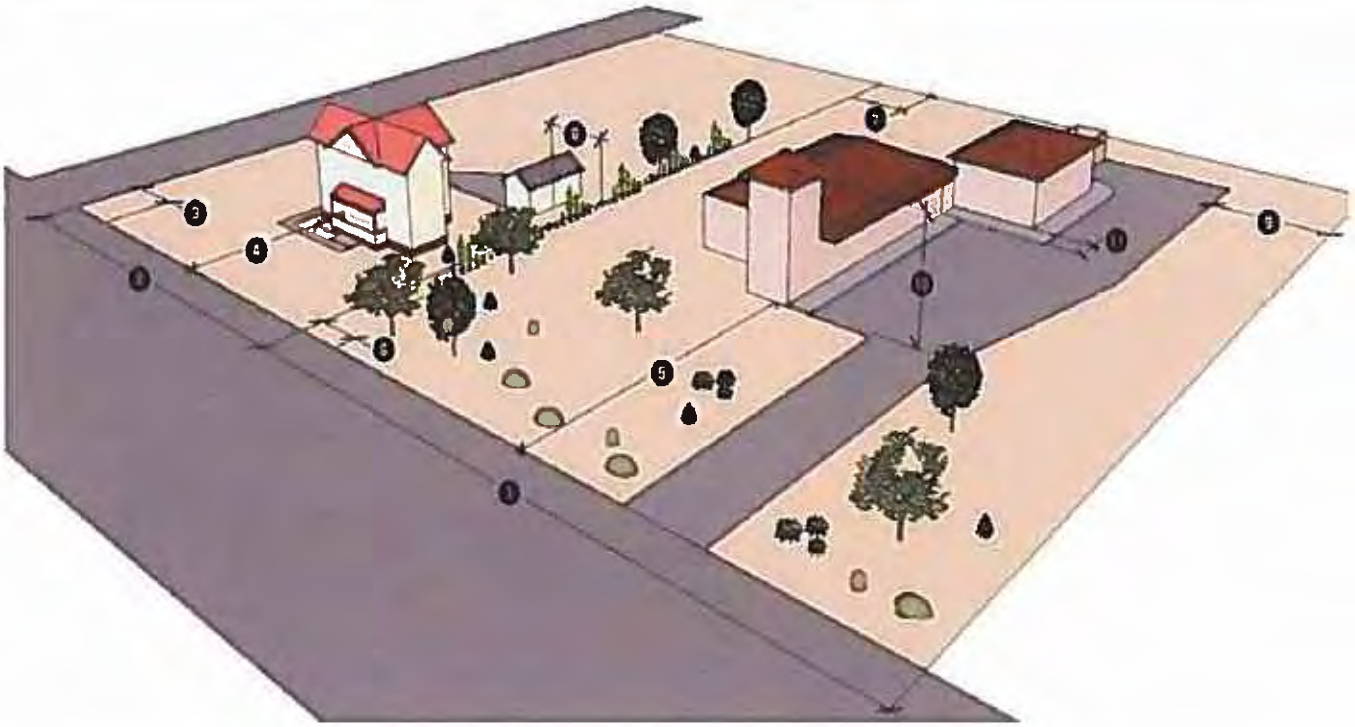
The General Business (GB) district is established to accommodate a wide variety of residential and nonresidential uses on lots bounding major roadways outside of community and village center areas. The district is intended to accommodate small to medium-sized commercial, office, personal service, and institutional uses that provide goods and services to county residents and visitors in ways that protect the county's scenic corridors as well as maintain the traffic carrying capacity of major roadways. The district also accommodates low density single-family detached dwellings, accessory dwelling units, and manufactured homes on individual lots (on the mainland). New commercial development is subject to commercial design standards to ensure development quality and consistency with surrounding development patterns. New commercial development of 5,000 square feet or more proposed on lots located outside of areas designated as Full Service areas in the Land Use Plan is required to obtain use permit approval. New development on lots along major arterials (like Caratoke Highway) outside designated Full Service areas are subject to increased minimum front setbacks and increased landscaping requirements to help protect the scenic character of these areas. New industrial, multi-family, and institutional residential uses are prohibited in the GB district.

B. Lot Patterns

C. Typical Building Forms

Attachment: 2 Community Meeting Report pkg (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

D. Building Configuration



E. Dimensional Standards

Max. Gross Density (du/ac)	N/A		Min. Major Arterial Street Setback (ft) [3]		
Max. Nonresidential FAR (%) [2]	0.40		Within Full Service Areas (ft)	30	4
Min. Lot Area (sf ft)	40,000		Outside Full Service Areas (ft)	100	5
Max. Lot Area (acres)	N/A		Min. Side Setback (ft)	15	6
Min. Lot Width, Interior Lot (ft)	125	1	Min. Rear Setback (ft)	25	7
Min. Lot Width, Corner Lot (ft)	125	2	Min. Agricultural Setback (ft) [4]	50	
Max. Lot Depth (ft)	[1]		Min. Accessory Use Setback (ft)	10	8
Max. Lot Coverage (%)	65		Min. Driveway/Parking Setback (ft)	10	9
Min. Front Setback (ft)	20		Min. Fill Setback from all Lot Lines (ft)	10	
Min. Corner Side Setback (ft)	20	3	Min. Wetland/Riparian Buffer (ft) [4]	30	
			Max. Building Height (ft)	35	10
			Min. Spacing Between Principal Buildings (ft)	10	11

[1] Lot depth shall not exceed four times the lot width
[2] Commercial structures exceeding 5,000 square feet must obtain use permit approval if proposed outside a Full Service area
[3] Metal siding is prohibited on building facades facing major arterial streets
[4] Applied to major subdivisions platted after January 1, 2013 and site plans on lots 10 acres in area and greater

Attachment: 2 Community Meeting Report pkg (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

3.4.2. Single-Family Residential-Mainland (SFM) District

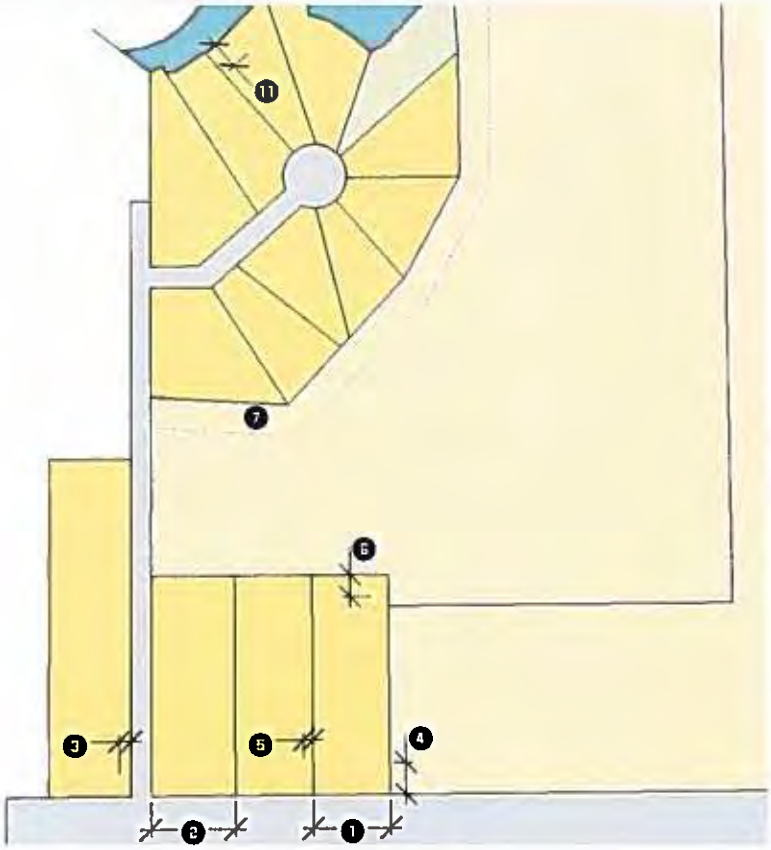
SFM
SINGLE-FAMILY RESIDENTIAL MAINLAND

A. District Purpose

The Single-Family Residential-Mainland (SFM) district is established to accommodate low density residential neighborhoods and supporting uses on mainland Currituck County. The district is intended to accommodate residential development in ways that will not interfere with agricultural activity, interrupt scenic vistas from the Caratoke Highway, or place undue stress on the county's educational infrastructure. A variety of residential use types are allowed in the district, including single-family detached homes, manufactured homes on their own lots, detached accessory dwelling units, as well as duplexes. The district accommodates agriculture, equestrian uses, minor utilities, as well as various neighborhood-supporting institutional uses such as parks, open space, religious institutions, schools, and similar uses. This district also includes the conservation subdivision option with the ability to accommodate up to one unit per acre in Full Service areas designated on the future land use map of the Land Use Plan. Major utilities require approval of a use permit, while commercial, office, and industrial uses are prohibited.

B. Lot Patterns

C. Lot Configuration

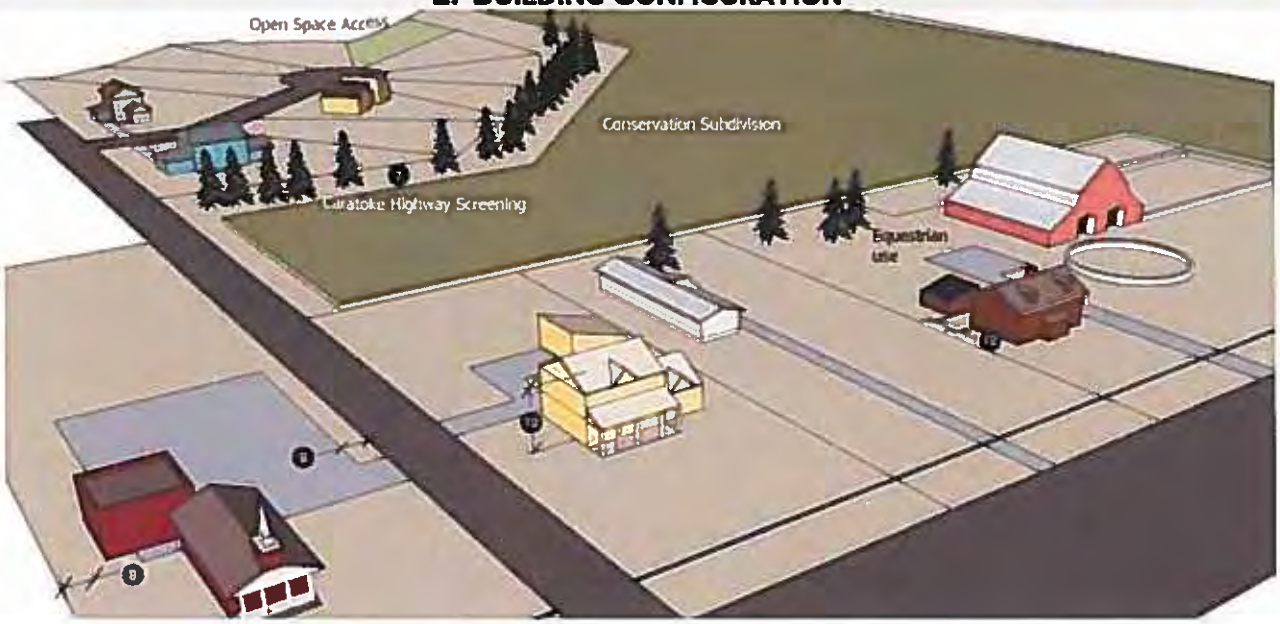


Development established after January 1, 2013 that fronts or is within 1,000 feet of a major arterial street shall provide streetscape landscaping in accordance with Section 5.2.8.

Attachment: 2 Community Meeting Report pkg (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

D. Typical Building Forms

E. Building Configuration



F. Dimensional Standards

TD = Traditional Development CS = Conservation Subdivision Development

	TD	CS			TD	CS	
Max. Gross Density – Traditional Dev. (du/ac)	N/A	-		Min. Front Setback (ft)	20	N/A	
Max. Gross Density – Conservation Sub.				Min. Corner Side Setback (ft) [4]	20	N/A	3
In Rural/Conservation Areas (du/ac)	-	0.33		Min. Major Arterial Street Setback (ft)	50	50	4
In Limited Service Areas (du/ac)	-	0.75		Min. Side Setback (ft)	10	10	5
In Full Service Areas (du/ac)	-	1.0		Min. Rear Setback (ft)	25	N/A	6
Max. Nonresidential FAR (%)	0.40	N/A		Min. Agriculture Setback (ft) [5]	50	50	7
Min. Lot Area (sf ft)	40,000	25,000		Min. Accessory Use Setback (ft)	10	10	8
Max. Lot Area (acres)	N/A	N/A		Min. Driveway/Parking Setback (ft)	10	N/A	9
Min. Lot Width, Interior Lot (ft) [1]	125	N/A	1	Min. Fill Setback from all Lot Lines (ft)	10	10	
Min. Lot Width, Corner Lot (ft)	135	N/A	2	Max. Building Height (ft)	35	35	10
Max. Lot Depth	[2]	N/A		Min. Wetland/Riparian Buffer (ft) [5]	30	30	11
Max. Lot Coverage (%)	30 [3]	30		Min. Spacing Between Principal Buildings (ft)	10	10	12

[1] All lots shall maintain a minimum street frontage of 35 feet
[2] Lot depth shall not exceed four times the lot width
[3] 35% for platted lots of 19,000 sf in area or less
[4] Front setbacks shall be measured from ultimate ROW line

[5] Applied to major subdivisions platted after January 1, 2013 and site plans on lots 10 acres in area and greater

Attachment: 2 Community Meeting Report pkg (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

Attachment: 2 Community Meeting Report pkg (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

Attachment 3

Copy of Blank Comment Sheet

Community Meeting for Conditional Rezoning – Lots 1, 2, 8, 9, 10, & Residual – Ferebee Acres LLC Exempt Subdivision

Parcel Identification Numbers 0031000064C0000, 0031000064D0000, 0031000064K0000, 0031000064L0000, 0031000064M0000, & 0031000064N0000

Moyock, Currituck County, NC

Comments: _____

Contact Information:_____

Comments can be sent to Dylan L. Tillett, P.E. of Quible & Associates, P.C. by email at dtillett@quible.com

Attachment: 2 Community Meeting Report pkg (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

Attachment: 2 Community Meeting Report pkg (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

Attachment 4

Meeting Sign-In Sheet

Quible & Associates, P.C. SINCE 1959
ENGINEERING * CONSULTING * PLANNING
ENVIRONMENTAL SCIENCES * SURVEYING
Phone: (252) 491-8147
Fax: (252) 491-8146
Web: www.quible.com

Community Meeting for Conditional Rezoning - Lots 1, 2, 8, 9, 10, & Lot Residual - Ferebee Acres LLC Exempt Subdivision Moyock, Currituck County, North Carolina

Quible & Associates Project No. 17079

Community Meeting Sign In: Monday, July 23rd, 2018 at 11:30 AM

#	Name	Company / Organization / Address	Telephone No.	Fax No.	Email
1.	Dylan L. Tillett, P.E.	Quible & Associates, P.C.	(252) 491-8147	(252) 491-8146	dtillett@quible.com
2.	JOE DEMNICKI	RESIDENT	252-232-2749	—	—
3.	Jim Wheeler	RESIDENT	421-0048		
4.	Tammy Glave	Currituck CTD			
5.	Trevor Old	Resident	207-3001		
6.	Jerry Old	Resident			
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

Attachment: 2 Community Meeting Report pkg (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

Attachment 5

Example of Adjacent Property Owner Letter

Quible

Quible & Associates, P.C.
ENGINEERING • ENVIRONMENTAL SCIENCES • PLANNING • SURVEYING
SINCE 1959

P.O. Drower 870
Kitty Hawk, NC 27949
Phone: 252-491-8147
Fax: 252-491-8146
web: quible.com

July 11, 2018

Laurie LoCicero
Planning & Community Development Director
Currituck County
153 Courthouse Rd Ste 110
Currituck, NC 27929

Re: **Notice of Community Meeting**
Conditional Rezoning Application – To C-SFM For a Traditional Subdivision
Moyock, Currituck County, NC

Dear Property Owner(s),

Please be advised that on behalf of Don S. Williams Sr. and Jerry L. Old, Quible & Associates, P.C. will conduct a community meeting on Monday, July 23, 2018 at 11:30 a.m. at the Moyock Public Library located at 126 Campus Drive, Moyock, NC 27958.

The purpose of this meeting is to inform the community of a proposed conditional rezoning application for Lots 10, 9, 8, 1, 2, & the Residual Parcel of Ferebee Acres LLC Exempt Subdivision from zoning district AG & GB to C-SFM district to allow for a traditional subdivision design.

The subject parcels are identified by Parcel ID Numbers 0031000064N0000, 0031000064M0000, 0031000064L0000, 0031000064K0000, 0031000064C0000 and 0031000064D0000. The project is located approximately 1,200 feet NW of the intersection of Beechwood Shores Dr. and Caratoke Hwy in Moyock, Currituck County.

All persons having an interest in this matter are invited to attend the informational meeting. Further information regarding the application may be obtained by contacting Dylan L. Tillett, P.E. or Michael W. Strader, Jr., P.E. of Quible & Associates, P.C. by phone at 252-491-8147 or by email at dtillett@quible.com.

Sincerely,
Quible & Associates, P.C.

Dylan L. Tillett, P.E.

Cc: Don S. Williams Sr.
Jerry L. Old
File

Attachment: 2 Community Meeting Report pkg (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

Attachment: 2 Community Meeting Report pkg (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

Attachment 6

Photo of Community Meeting Sign

COMMUNITY MEETING
WHAT:
CONDITIONAL REZONING APPLICATION - TO C-SFM
FOR A TRADITIONAL SUBDIVISION
WHEN:
JULY 23, 2018 11:30 A.M.
WHERE:
MOYOCK PUBLIC LIBRARY (MEETING ROOM)
126 CAMPUS DRIVE
MOYOCK, NC 27958
PARCEL PID:
0031000064N0000, 0031000064M0000,
0031000064L0000, 0031000064K0000,
0031000064C0000, & 0031000064D0000
CONTACT:
QUIBLE & ASSOCIATES, P.C.
ATTN: DYLAN L. TILLETT, P.E.
252.491.8147
Quible & Associates, P.C.

Attachment 7

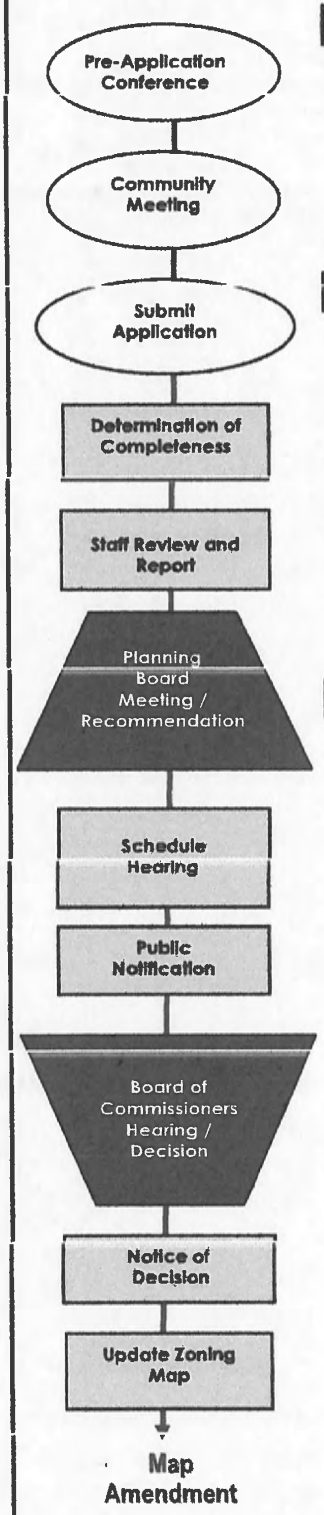
Photo of Community Meeting Room

Attachment: 2 Community Meeting Report pkg (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

EXIT

Zoning Map Amendment

Review Process



Contact Information

Currituck County
Planning and Community Development
153 Courthouse Road, Suite 110
Currituck, NC 27929

Phone: 252.232.3055
Fax: 252.232.3026

Website: www.co.currituck.nc.us/departments/planning-community-development

Step 1: Pre-application Conference

The purpose of a pre-application conference is to provide an opportunity for the applicant to determine the submittal requirements and the procedures and standards applicable to an anticipated development application. A pre-application conference is also intended to provide an opportunity for county staff to become familiar with, and offer the applicant preliminary comments about, the scope, features, and impacts of the proposed development, as it relates to the standards in the Unified Development Ordinance (UDO).

The applicant may submit conceptual drawings that show the location, general layout, and main elements of the development to be proposed as part of the application to the Planning and Community Development Department at least three business days before the pre-application conference.

Step 2: Community Meeting (only when more intense base zoning district is proposed)

The purpose of the community meeting is to inform owners and occupants of nearby lands about the application for a conditional rezoning that is going to be reviewed under the UDO, and to provide the applicant an opportunity to hear comments and concerns about the application as a means of resolving conflicts and outstanding issues, where possible.

Community meetings are opportunities for informal communication between applicants and the owners and occupants of nearby lands, and other residents who may be affected by the application.

The community meeting shall comply with the following procedures:

- **Time and Place**
  - The meeting shall be held at a place that is convenient and accessible to neighbors residing in close proximity to the land subject to the proposed zoning map amendment application.
- **Notification**
  - Mailed Notice
    - The applicant shall mail notice of the meeting a minimum of ten days in advance of the meeting to the Planning Director and to:
      i. All owners of the land subject to the application;
      ii. All owners of land within 200 feet of the property lines of land subject to the application (including owners of land located outside the county) whose address is known by reference to the latest ad valorem tax records; and
      iii. Commanders of military bases located within five miles of the subject application when the development proposal affects the type of uses allowed.

Attachment: 3 Zoning Map Amendment Application (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

- Posted Notice
  - The applicant shall post notice of the community meeting on the land subject to the application for at least ten days before the date fixed for the meeting, in a form established by the Planning Director. Signs used for posted notice shall have a minimum size of six square feet per side.
- Notice Content
  - The notice shall state the time and place of the meeting and general nature of the zoning map amendment application.

- **Conduct of Meeting**
  At the meeting, the applicant shall explain the development proposal and application, inform attendees about the application review process, respond to question and concerns neighbors raise about the application, and propose ways to resolve conflicts and concerns.
- **Staff Attendance**
  County staff shall attend the meeting for purpose of advising attendees about the applicable provisions of the UDO and the land use plan, but shall not serve as facilitators or become involved in discussions about the proposed zoning map amendment.
- **Written Summary of Community Meeting**
  The applicant shall prepare a written summary of the meeting that includes a list of meeting attendees, a summary of attendee comments, discuss issues related to the zoning map amendment application, and any other information the applicants deems appropriate. The meeting summary shall be included with the application materials and be made available to the public for inspection.
- **Response to Summary**
  Any person attending the community meeting may submit a written response to the applicant's meeting summary to the Planning Director within 30 days after the application is determined complete. The response may state their understanding of attendee comments, discuss issues related to the development proposal, and include any other information they deem appropriate. All written responses to the applicant's summary of the community meeting shall be transmitted to the applicant, included with the application materials, and made available to for public inspection.

Step 3: Application Submittal and Acceptance

The applicant must submit a complete application packet on or before the application submittal date. Zoning map amendment applications may be initiated by the Board of Commissioners, Planning Board, the Planning Director, or other party with recognized property interest. A complete application packet consists of the following:

- Completed Currituck County Zoning Map Amendment Application.
- Application Fee ($200 plus $5 for each acre)
- Written Summary of Community Meeting, if applicable.
- A site plan or map drawn to scale that includes the following, unless otherwise waived by the administrator:
  - Lot/parcel dimensions;
  - Zoning designation;
  - All existing physical features (structures, buildings, streets, roads, etc.); and,
  - Location and dimensions of any proposed construction.
- A copy of the metes and bounds of the proposed area to be rezoned [if the request does not include entire parcel(s)].
- Number of Copies Submitted:
  - 2 Copies of plans or maps
  - 2 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

On receiving an application, staff shall, within ten business days, determine whether the application is complete or incomplete. A complete application contains all the information and materials listed above, and is in sufficient detail to evaluate and determine whether it complies with appropriate review standards. If an application is determined to be incomplete, the applicant may correct the deficiencies and resubmit the application for completeness determination. Failure to resubmit a complete application within 45 calendar days after being determined incomplete will result in the application being considered withdrawn.

Attachment: 3 Zoning Map Amendment Application (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

Step 4: Staff Review and Action

Once an application is determined complete, it will be distributed to the appropriate staff for review. Staff shall review the application, prepare a staff report, and provide a recommendation on the application. The report will also include any outstanding concerns with the application.

Step 5: Advisory Body Review and Recommendation

After staff prepares the report and provides a recommendation on the application, staff shall schedule the application for a public meeting with the Planning Board. At the public meeting, the Planning Board shall consider the application, relevant support materials, staff report, and any public comments. It shall then recommend approval, approval subject to additional conditions, or denial, and clearly state that factors considered in making the recommendation. The Planning Board shall provide a recommendation on an application it reviews within two months from the date of its initial meeting to consider the application.

Step 6: Public Hearing Scheduling and Public Notification

After the Planning Board provides a recommendation on the application, staff shall ensure that the public hearing on it is scheduled for a regularly scheduled Board of Commissioners meeting or a meeting specially called for by the Board of Commissioners. The required public hearing with the Board of Commissioners shall be scheduled so there is sufficient time for a staff report to be prepared and for the public notification requirements to be satisfied under state law.

The application shall meet the following public notification requirements:

- **Published Notice**
  Staff shall publish a notice of the hearing once a week for two successive calendar weeks in a newspaper having general circulation in the county. The first time notice is published, it shall not be less than 10 days nor more than 25 days before the date fixed for the hearing.
- **Mailed Notice**
  Staff shall be responsible for preparing and mailing a written notice between 10 and 25 days before the public hearing. Notice shall be mailed to:
  - All owners of the land subject to the application;
  - The applicant, if different from the land owner;
  - All owners of land within 200 feet of the property lines of land subject to the application (including owners of land located outside the county) whose address is known by reference to the latest ad valorem tax records; and
  - Commanders of military bases located within five miles of the subject application when the development proposal affects the type of uses allowed.

  Mailed Notice shall not be required when a zoning map amendment includes more than 50 lots or tracts, owned by at least 50 different landowners, provided the county publishes a map (occupying at least one-half of a newspaper of general circulation once a week for two successive calendar weeks, with the first notice published not less than ten days nor more than 25 days before the date fixed for a public hearing. Affected land owners residing outside the newspaper circulation are shall be notified via first class mail.
- **Posted Notice**
  At least 10 days before the public hearing, posted notice shall be made by staff. A sign shall be placed in a conspicuous location as to be clearly visible to the traveled portion of the respective street. Where the land subject to the notice does not have frontage on a public street, the sign shall be erected on the nearest street right-of-way with an attached notation generally indicating the direction and distance to the land subject to the application.

Step 7: Public Hearing Procedures, and Decision-Making Body Review and Decision

The applicant must be in attendance at the public hearing. During the public hearing, the Planning Director will present the staff report and any review body findings and recommendation to the Board of Commissioners. The applicant will then have the opportunity to present any information they deem appropriate. The burden of demonstrating that an application complies with applicable review and approval standards of the UDO is on the applicant. The public may be permitted to speak in accordance with the Board of Commissioners rules of procedure, or at their discretion, as appropriate, in support of or in opposition to the application. The applicant and Planning Director may respond to any comments, documents, or materials presented.

Attachment: 3 Zoning Map Amendment Application (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

The Board of Commissioners shall make one of the following decisions on the application:

- Approval of the map amendment as submitted;
- Approval of the map amendment with a reduction in the area proposed to be rezoned;
- Approval of a map amendment to more restricted base zoning district; or
- Denial of the map amendment application.

A zoning map amendment is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny a zoning map amendment application, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the application:

- is consistent with the goals, objectives, and policies of the Land Use Plan, other applicable county-adopted plans, and the purposes of the UDO;
- Is in conflict with any provision of the UDO, or the County Code of Ordinances;
- Is required by changed conditions;
- Addresses a demonstrated community need;
- Is compatible with existing and proposed uses surrounding the land subject to the application, and is the appropriate zoning district and uses for the land;
- Adversely impacts nearby lands;
- Would result in a logical and orderly development pattern;
- Would result in significant adverse impacts on the natural environment including, but not limited to, water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment;
- Would result in development that is adequately served by public facilities (e.g., streets, potable water, sewerage, stormwater management, solid waste collection and disposal, schools, parks, police, and fire and emergency medical facilities.);
- Would not result in significantly adverse impacts on the land values in the surrounding area; and
- Would not conflict with the public interest, and is in harmony with the purposes and intent of the UDO.

Attachment: 3 Zoning Map Amendment Application (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

Zoning Map Amendment
Application

OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:
Name: Jerry L. Old & Don S. Williams, Sr.
Address: PO Box 310
Moyock, NC 27958
Telephone: _____
E-Mail Address: _____

PROPERTY OWNER:
Name: Jerry L. Old & Don S. Williams, Sr.
Address: PO Box 310
Moyock, NC 27958
Telephone: _____
E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Same

Property Information

Physical Street Address: Caratoke Hwy
Location: ±1,200 ft. NW of the interesection of Beechwood Shores Dr. & Caratoke Hwy.
Parcel Identification Number(s): 003100064N0000
Total Parcel(s) Acreage: 57.95
Existing Land Use of Property: Vacant / Agricultural

Request

Current Zoning of Property: AG & GB
Proposed Zoning District: AG & GB
Total Acreage for Rezoning: 7.7 Acres
Are you rezoning the entire parcel(s): Yes (No)
Metes and Bounds Description Provided: (Yes) No

Community Meeting, if Applicable

Date Meeting Held: 07/23/2018
Meeting Location: Moyock Public Library

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.

_____ 9/24/18
Property Owner(s)/Applicant* 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: 3 Zoning Map Amendment Application (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

Zoning Map Amendment Design Standards and Submittal Checklist

The table below depicts the design standards of the site plan or map for a zoning map amendment application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

Zoning Map Amendment

Site Plan Design Standards and Submittal Checklist

Date Received: _____

Project Name: Ferebee Acres Rezone

Applicant/Property Owner: Jerry L. Old & Don S. Williams, Sr.

Site Plan or Map Design Standards Checklist		
1	Lot/parcel dimensions.	✓
2	Zoning designation.	✓
3	All existing physical features (structures, buildings, streets, roads, etc.).	✓
4	Location and dimensions of any proposed construction.	✓

Zoning Map Amendment 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.

Zoning Map Amendment Submittal Checklist		
1	Complete zoning map amendment application	✓
2	Application fee ($200 plus $5 for each acre or part thereof)	✓
3	Community meeting written summary, if applicable	✓
4	Site plan or map	✓
5	Metes and bounds survey, if applicable	✓
6	2 copies of plans or maps	✓
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:

_____

_____

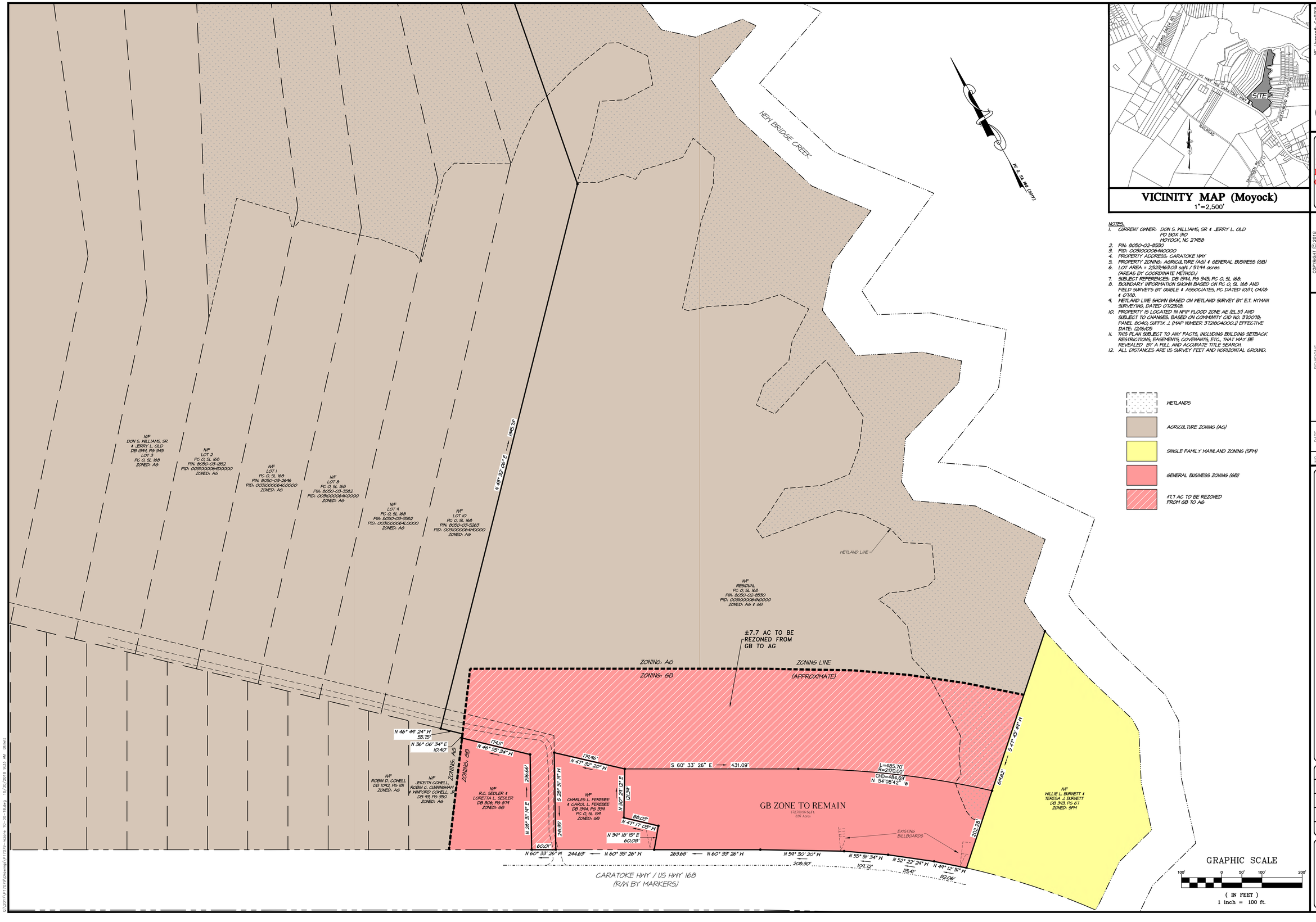
Comments

_____

_____

_____

Attachment: 3 Zoning Map Amendment Application (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)



VICINITY MAP (Moyock)
1"=2,500'

NOTES:
1. CURRENT OWNER: DON S. WILLIAMS, SR & JERRY L. OLD
   PO BOX 310
   MOYOCK, NC 27958
2. PIN: 8050-02-8530
3. PID: 0031000064N00000
4. PROPERTY ADDRESS: CARATOKE HWY
5. PROPERTY ZONING: AGRICULTURE (AG) & GENERAL BUSINESS (GB)
6. LOT AREA = 2523963.03 sqft / 57.94 acres (AREAS BY COORDINATE METHOD.)
7. SUBJECT REFERENCES: DB 1944, PG 345; PC 0, SL 168.
8. BOUNDARY INFORMATION SHOWN BASED ON PC 0, SL 168 AND FIELD SURVEYS BY GUIBLE & ASSOCIATES, PC DATED 10/17, 04/18 & 07/18.
9. WETLAND LINE SHOWN BASED ON WETLAND SURVEY BY E.T. HYMAN SURVEYING, DATED 07/23/18.
10. PROPERTY IS LOCATED IN NFIP FLOOD ZONE AE (EL 5') AND SUBJECT TO CHANGES, BASED ON COMMUNITY CID NO. 370018; PANEL 8040; SUFFIX J, (MAP NUMBER 3721804000J) EFFECTIVE DATE: 12/16/05.
11. THIS PLAN SUBJECT TO ANY FACTS, INCLUDING BUILDING SETBACK RESTRICTIONS, EASEMENTS, COVENANTS, ETC., THAT MAY BE REVEALED BY A FULL AND ACCURATE TITLE SEARCH.
12. ALL DISTANCES ARE US SURVEY FEET AND HORIZONTAL GROUND.

- WETLANDS
- AGRICULTURE ZONING (AG)
- SINGLE FAMILY MAINLAND ZONING (SFM)
- GENERAL BUSINESS ZONING (GB)
- ±7.7 AC TO BE REZONED FROM GB TO AG

Quible & Associates, P.C.
ENGINEERING** * CONSULTING * PLANNING
ENVIRONMENTAL SCIENCES * SURVEYING**
**NOT FOR CONSTRUCTION PURPOSES * ALL PROJECTS
9165 CARATOKE HWY
POWELLS POINT, NC 27966
Phone: (252) 491-8147
Fax: (252) 491-8146
admin@quible.com
NC License# C-0208
SINCE 1959
90 CHURCH STREET, SUITE B
BLACK MOUNTAIN, NC 28711
Phone: (828) 357-3008
admin@quible.com

PRELIMINARY PLAT-NOT FOR RECORDATION, CONVEYANCES OR SALES
CERTIFICATION

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IF THIS DOCUMENT IS NOT SIGNED AND SEALED BY A LICENSED PROFESSIONAL ENGINEER, IT SHALL BE CONSIDERED PRELIMINARY, NOT A CERTIFIED DOCUMENT AND SHALL NOT BE USED FOR CONSTRUCTION, RECORDATION, SALES OR ANY OTHER PURPOSES UNLESS OTHERWISE NOTED.

NO.	DATE	REVISIONS

ZONING MAP EXHIBIT

RESIDUAL PARCEL (FEREBEE ACRES)
PID: 0031000064N00000

MOYOCK TOWNSHIP CURRITUCK COUNTY NORTH CAROLINA

COMMISSION NO.	P17079
DESIGNED BY	DLT/JMH
DRAWN BY	DLT/JMH
CHECKED BY	DLT
ISSUE DATE	10/30/18

SHEET NO. 1 OF 1 SHEETS

Attachment: 4 Proposed Zoning Map Amendment (PB 18-25 Jerry L. Old & Don S. Williams, Sr. (Ferebee Acres) Zoning Map Amendment)

Currituck County
Agenda Item Summary Sheet

Agenda ID Number – (ID # 2323)

Agenda Item Title

PB 08-48 Cape Currituck (Horgan/Mason):

Brief Description of Agenda Item:

PB 08-48 Cape Currituck (Horgan/Mason): Amended Conditional District-Planned Unit Development Zoning Overlay to decrease the number of dwelling units/density, canal realignment, reduce wetland fill, and reorient development layout on property located at 291 West Side Lane, Powells Point, Poplar Branch Township, Parcel Identification Numbers 0112-000-003B-0000 and 0112-000-003C-0000.

Planning Board Recommendation:

PLANNING BOARD MEETING 12/11/2018

RESULT: RECOMMENDED APPROVAL WITH PLANNING BOARD RECOMMENDED CHANGES [UNANIMOUS]

AYES: Anamarie Hilgendorf, Board Member, Fred Whiteman, Chairman, C. Shay Ballance, Vice Chairman, Steven Craddock, Board Member, Jane Overstreet, Board Member

ABSENT: Carol Bell, Board Member, Joanne M. DiBello, Board Member, J. Timothy Thomas, Board Member

MOTION: Mr. Craddock motioned to approve PB 08-48 Cape Currituck for the conditional rezoning with the agreed upon conditions since total number of dwellings has reduced with no more than 30 residential dwelling units shall receive a certificate of occupancy prior to the public marina being fully permitted and approved by any local, state, and federal regulatory or permitting agency, no more than 60 residential dwelling units shall receive a certificate of occupancy prior to the marina being fully operational and open to the public and no more than 100 residential dwelling units shall receive a certificate of occupancy prior to the commercial components of the request being approved and fully constructed. Also, to include the pedestrian walkway between the parking and the boat ramp with additional signage to prevent pedestrian danger.

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

Board Action Requested

Action

Person Submitting Agenda Item

Cheri Elliott, Assistant

Presenter of Agenda Item

Tammy Glave

STAFF REPORT
PB 08-48 CAPE CURRITUCK
BOARD OF COMMISSIONERS
JANUARY 7, 2019

APPLICATION SUMMARY	
Property Owner: Denny Horgan and Donna Mason 291 West Side Lane Powells Point NC 27966	**Applicant:** Denny Horgan and Donna Mason 291 West Side Lane Powells Point NC 27966
Case Number: PB 08-48	**Application Type:** Amended Conditional District - Planned Unit Development Zoning Overlay
Parcel Identification Numbers: 0112-000-003B-0000, 0112-000-003C-0000	**Existing Use:** Single-Family Dwelling, Agricultural
Land Use Plan Classification: Full Service and Conservation	**Parcel Size (Acres):** 120.15
Zoning History: A (1989) rezoned to CD-PUD (2008)	**Access:** West Side Lane (SR 1112)
Utilities: County Water/Private WWTP	**Stormwater:** Multiple manmade wetland pockets, wet detention basins, and permeable pavement throughout the development
Plan Request: Decrease the number of dwelling units/density, canal realignment, reduce wetland fill, and reorient types of dwelling units to improve transition from this development to Kilmarlic Subdivision single-family dwelling lots.	

STAFF ANALYSIS

The Board of Commissioners approved a conditional rezoning request (A to CD-PUD Overlay) in 2008 for this property. The CD-PUD Overlay included 237 mixed residential units, a small commercial hub, boat marina, public boat ramp, and associated infrastructure improvements. During the permitting process, the applicant was notified that the proposed waterway connection to the Albemarle Sound was not a desired alignment by State and Federal agencies. Based on that feedback, the master plan has been redesigned to reflect a new access to the sound and a new project layout. Due to the time between the previous approval and the current revised master plan, wetlands were reassessed with the appropriate State and Federal agencies. Changes to the wetland boundaries significantly impacted the uplands available for development and required an overall decrease in the number of units in the previously approved plan.

The proposed amended plan includes a total of 160 mixed residential units with a residential density of 1.33 dwelling units per acre. The project also has neighborhood serving retail uses, a restaurant, traditional uses associated with a full-service marina, and associated infrastructure that includes a small, wastewater treatment plant that serves the project. The development is predicated on a public access marina, including boat ramp, with a realigned access canal to the Albemarle Sound. The project is positioned to take boat traffic from the Intracoastal Waterway (ICW) which traverses just

Attachment: 1 Cape Currituck ACZ Staff Report ! (PB 08-48 Cape Currituck (Horgan/Mason):)

offshore from the proposed project. The marina will provide approximately 208 boat slips for use by the general public, visitors, and ICW traffic.
The approved master plan included approximately 2.7 acres of wetland fill. Because of the reduction in density and site redesign, the propose wetland fill impact for upland development is 0.48 acres which includes filling for road crossings. Wetland fill will be permitted and mitigated through the appropriate State and Federal agencies. The amended plan also includes a better transition from Kilmarlic Subdivision by placing the single-family condo style housing units closes to that neighborhood. Lot 175 within Kilmarlic Club Phase II is the only lot that directly abuts the proposed planned development. At this location, all buildings have been placed approximately 45 feet from the residential property line. A minimum 10 feet wide vegetated buffer will be provided along the adjacent properties zoned residential. All commercial development has been centralized within the community and will not be adjacent to the existing residential development.

The previously approved plan showed no permanent structures built within 100' of the mean high water mark. The proposed plan reduces that setback to 30' which matches the UDO 30' required riparian buffer. The previous plan required waterfront property within 100' of mean high water mark to remain in common open space. The proposed plan reduces that open space measurement to 30' of the normal water level. This is consistent with the UDO requirement that riparian buffers remain as open space.

Community concern has been expressed regarding West Side Lane (SR 1112) being used to access the development. West Side Lane is an NCDOT maintained road and NCDOT expressed no concern for the increased traffic on West Side Lane during their review process. Internal pedestrian circulation will be provided throughout the development and to all commercial areas. Golf cart and bicycle parking will be provided at the proposed commercial hub to encourage alternative transportation methods.

RECOMMENDATIONS

TECHNICAL REVIEW COMMITTEE

The Technical Review Committee recommends approval of the conditional rezoning subject to the following conditions:

1. Staff is concerned with the maneuverability of vehicles pulling boat trailers (turning radius) at the public boat ramp, lack of vehicle hauling boat trailer parking at the ramp, and the distance from the ramp to the boat trailer parking lot. (Planning) UPDATE FROM APPLICANT: *The drive aisles within the boat ramp parking lot are currently 32'-35' wide to allow for a boat maneuvering and access. AutoTURN has been run using a vehicle length of 19' and boat length of 32' (with an anticipated 11' wheel base). The steering lock angle was assumed at 31.6 degrees. Based on the results of the AutoTURN, simulation areas of the site have been widened and radii enlarged as necessary. Boat and trailer parking remains proposed adjacent to the proposed wastewater treatment plant.* STAFF NOTE: Staff is satisfied with the maneuverability of the vehicles pulling boat trailers at the public boat ramp. Staff remains concerned regarding the distance from the boat ramp to the vehicle/boat parking area (approximately four-tenths of a mile).
2. A CAMA Major Permit will be required for project development. For permitting assistance, please contact Ron Renaldi, DCM Field Representative at 252-264-3901. (CAMA) UPDATE FROM APPLICANT: *Acknowledged. A CAMA Major Permit is being prepared and will be submitted for review prior to the anticipated Board of Commissioners meeting date of December 3, 2018.*
3. Page 3 of the Site Narrative indicates that the proposed subdivision is predicated on a marina being constructed that offers a connection to the Albemarle Sound, however Page 8 indicates

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that permitting for the marina will occur in Phase 2---after 43 units and associated improvements for those units are installed in Phase 1. It is recommended that permitting for the marina occur in Phase 1. (CAMA) UPDATE FROM APPLICANT: *Acknowledged.*

SURROUNDING PARCELS		
	Land Use	**Zoning**
North	Undeveloped	AG
South	Albemarle Sound	n/a
East	Kilmarlic Subdivision/Undeveloped	SFM/AG
West	Undeveloped	AG

LAND USE PLAN	
The 2006 Land Use Plan classifies this site as Full Service and Conservation within the subarea. The policy emphasis for the Point Harbor subarea is to allow this area to continue to evolve as a full service community, but with better attention to the planning needed to protect residential areas and the natural features that make the area so attractive. Vegetative buffers should be required/maintained along shorelines to preserve public access and open space at the waters edge and to protect water quality in the sound. The proposed plan is in keeping with the policies of the plan, some of which are:	
Policy HN1	Currituck County shall encourage development to occur at densities appropriate for the location. LOCATION AND DENSITY FACTORS shall include whether the development is within an environmentally suitable area, the type and capacity of sewage treatment available to the site, the adequacy of transportation facilities providing access to the site, and the proximity of the site to existing and planned urban services.
Policy PA1	Public access to the sound and ocean waters of Currituck County is essential to the quality of life of residents and visitors, as well as the economy of the area. The County supports the establishment of ADDITIONAL PUBLIC AND PRIVATE ACCESS opportunities to the waters of Currituck County.
Policy PA5	PUBLIC AND PRIVATE MARINAS offering access to area waters should be encouraged when developed in accordance with the CAMA specific use standards for marinas (i.e. docks for more than 10 vessels). Marinas shall not be approved, however, that are incompatible with nearby land uses or whose designs fail to meet the environmental quality and development standards of the County's Unified Development Ordinance.
Policy CD8	MIXED-USE DEVELOPMENTS, properly planned from the outset, which allow for a compatible mixture of residential and non-residential uses with a pedestrian scale and design, are encouraged.
Policy WQ6	Currituck County supports the retention or preservation of VEGETATED BUFFERS along the edge of drainage ways, streams and other components of the estuarine system as an effective, low cost means of protecting water quality.
Policy ML3	The interests of Mainland Area residents in having ACCESS TO THE AREA'S OCEAN AND ESTUARINE WATERS shall be fostered through County actions to increase the number of additional public access sites at a rate commensurate with the population growth of the Currituck County. Included in the actions taken to increase public access shall be a consideration given to transportation needs, including boat docks and ferry services.

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Policy ES2	NON-COASTAL WETLANDS, including FRESHWATER SWAMPS, AND INLAND, NON-TIDAL WETLANDS, shall be conserved for the important role they play in absorbing floodwaters, filtering pollutants from stormwater runoff, recharging the ground water table, and providing critical habitat for many plant and animal species.
Policy WQ5	Development that preserves the NATURAL FEATURES OF THE SITE, including existing topography and significant existing vegetation, shall be encouraged. COASTAL AND NON-COASTAL WETLANDS shall not be considered part of a lot's acreage for the purpose of determining minimum lot size or development density.

CONSISTENCY AND COMPATIBILITY STATEMENT

This amended CD - Planned Unit Development Zoning request is consistent with the goals, objectives, and policies of the Land Use Plan, is compatible with existing and proposed uses surrounding the land subject to the application, and is an appropriate zoning district and use for the land.

CONDITIONS OF APPROVAL

Only conditions mutually agreed to by the owner(s) may be approved as part of a conditional zoning district. Conditions shall be limited to those that address conformance of development and use of the site with county regulations and adopted plans and that address the impacts reasonably expected to be generated by the development or use. No condition shall be less restrictive than the standards of the parallel general use zoning district.

Agreed upon conditions of approval:

Staff recommends that the conditions approved in 2008 remain in effect with the following revisions:

Uses

1. Limited to mixed residential uses, neighborhood serving retail uses, restaurants, and those traditional uses associated with a marina, and other items contained in the Currituck Marina Conceptual Plan.
2. Maximum gross residential density shall not exceed 2.0 dwelling units per acre.
3. No more than 50 residential dwelling units shall receive a certificate of occupancy prior to the public marina being fully permitted and approved by any local, state, and federal regulatory or permitting agency. **The board may wish to discuss revising this number with the applicant since total lot count has dropped from 237 residential dwelling units to 160 residential dwelling units*
4. No more than 100 residential dwelling units shall receive a certificate of occupancy prior to the marina being fully operational and open to the public. **The board may wish to discuss revising this number with the applicant since total lot count has dropped from 237 residential dwelling units to 160 residential dwelling units.*
5. No more than 150 residential dwelling units shall receive a certificate of occupancy prior to the commercial components of the request being approved and fully constructed. **The board may wish to discuss revising this number with the applicant since total lot count has dropped from 237 residential dwelling units to 160 residential dwelling units.*

Transportation

1. Multimodal pathways a minimum of six feet in width shall be provided throughout the development. This shall include interconnected sidewalks, bikeways and natural trails.
2. Internal pedestrian circulation shall be required for all commercial areas through the use of clearly defined walkways.

Landscaping/Screening

Attachment: 1 Cape Currituck ACZ Staff Report ! (PB 08-48 Cape Currituck (Horgan/Mason):)

1. All inland, non-tidal and coastal wetlands ***not proposed to be filled*** shall remain undisturbed in accordance with the Currituck Marina Conceptual Plan. Delineated CAMA, 404, and 401 wetlands shall be placed in a conservation easement or preservation trust preventing individual ownership or development.
2. There shall be no development, land disturbing ***(other than excavation of access channel, restoration or enhancement of natural ecosystems and management of invasive species)***, or logging activities in areas designated by the 2006 Land Use Plan as Conservation in accordance with the Currituck Marina Conceptual Plan. This shall not preclude elevated walkways, utilities, or other necessary public improvements.
3. A combination of Low Impact Development (LUD) techniques such as cisterns, pervious materials, stormwater rain gardens, and soft stabilization of the marina basin shall be utilized as approved by the County Engineer.
4. Existing mature trees within 300 feet of the mean high water mark or 100 feet of any adjacent property line shall be identified as a tree conservation area and be preserved to the extent practicable.
5. When developing within 300 feet of the shoreline, precedence should be given to "soft" stabilization approaches including but not limited to preservation of existing vegetation, creation of natural, living shorelines for areas needing stabilization, and establishment of vegetative buffers.
6. In commercial areas every parking space shall be entirely located within 120 feet of a landscape island containing a minimum of 2 canopy trees, a minimum of 2 inches in caliper at time of planting. Landscape islands shall be a minimum of 10 feet in width and 400 square feet in size.
7. In commercial areas pedestrian plazas or similar shaded outdoor seating areas shall be provided at a rate of 100 square feet for every 2,000 square feet of gross floor area.

Site Design/Architectural

1. The proposed development will be in accordance with the Currituck Marina conceptual site plan dated ***(final plan date)***.
2. Maximum size of an individual commercial building shall not exceed 10,000 square feet of gross floor area.
3. Residential structures shall include vertical and horizontal relief in buildings, including but not limited to façade articulation and other architectural elements that add visual interest; variation in exterior architectural materials or styles; and, inclusion of front porches, projecting bays, or vestibules.
4. Commercial structures, including mixed use structures, shall be subject to the following requirements:
    a. Building facades shall incorporate the traditional architectural style or vernacular of the general area.
    b. Large expanses of blank walls shall be avoided. Facades shall incorporate architectural elements that add visual interest, including but not limited to variation in exterior materials; functioning windows and doorways; and, projecting elements such as eaves, cornices, canopies, bays, shadow lines, overhangs, porticos and colonnades.
    c. Corrugated metal building materials shall not be permitted. Architectural grade finished metal may be used as an accent material or on elevations not visible from a right-of-way or area designated for residential uses.

Water Access

1. Public access to the waterfront and Albemarle Sound shall be required and include at a minimum a marina, public boat launching and parking, and multimodal pathways.
2. The marina shall include docking for a minimum of ten vessels.
3. The marina shall participate and become a Certified Clean Marina in the North Carolina Clean Marina program.
4. No permanent structures shall be built within ~~***100***~~ ***30*** feet of the ~~***mean high water mark***~~ ***normal water level***, or on or over a pier.
5. Waterfront property within ~~***100***~~ ***30*** feet of the ~~***mean high water mark***~~ ***normal water*** level shall remain in common open space.

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Suggested condition of approval:

1. That the truck with trailer parking be moved closer to the public boat ramp, a method of transportation be provided to get visitors the approximate four-tenths of a mile from the truck with trailer parking lot to the board ramp, or a clearly visible pedestrian pathway be delineated from the truck with trailer parking lot to the boat ramp.

PLANNING BOARD RECOMMENDATION

Only conditions mutually agreed to by the owner(s) may be approved as part of a conditional zoning district. Conditions shall be limited to those that address conformance of development and use of the site with county regulations and adopted plans and that address the impacts reasonably expected to be generated by the development or use. No condition shall be less restrictive than the standards of the parallel general use zoning district.

Agreed upon conditions of approval:

Planning Board recommends that the conditions approved in 2008 remain in effect with the following revisions:

Uses

1. Limited to mixed residential uses, neighborhood serving retail uses, restaurants, and those traditional uses associated with a marina, and other items contained in the Currituck Marina Conceptual Plan.
2. Maximum gross residential density shall not exceed 2.0 dwelling units per acre.

Transportation

3. Multimodal pathways a minimum of six feet in width shall be provided throughout the development. This shall include interconnected sidewalks, bikeways and natural trails.
4. Internal pedestrian circulation shall be required for all commercial areas through the use of clearly defined walkways.

Landscaping/Screening

5. All inland, non-tidal and coastal wetlands ***not proposed to be filled*** shall remain undisturbed in accordance with the Currituck Marina Conceptual Plan. Delineated CAMA, 404, and 401 wetlands shall be placed in a conservation easement or preservation trust preventing individual ownership or development.
6. There shall be no development, land disturbing ***(other than excavation of access channel, restoration or enhancement of natural ecosystems and management of invasive species)***, or logging activities in areas designated by the 2006 Land Use Plan as Conservation in accordance with the Currituck Marina Conceptual Plan. This shall not preclude elevated walkways, utilities, or other necessary public improvements.
7. A combination of Low Impact Development (LUD) techniques such as cisterns, pervious materials, stormwater rain gardens, and soft stabilization of the marina basin shall be utilized as approved by the County Engineer.
8. Existing mature trees within 300 feet of the mean high water mark or 100 feet of any adjacent property line shall be identified as a tree conservation area and be preserved to the extent practicable.
9. When developing within 300 feet of the shoreline, precedence should be given to “soft” stabilization approaches including but not limited to preservation of existing vegetation, creation of natural, living shorelines for areas needing stabilization, and establishment of vegetative buffers.
10. In commercial areas every parking space shall be entirely located within 120 feet of a landscape island containing a minimum of 2 canopy trees, a minimum of 2 inches in caliper at

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time of planting. Landscape islands shall be a minimum of 10 feet in width and 400 square feet in size.

11. In commercial areas pedestrian plazas or similar shaded outdoor seating areas shall be provided at a rate of 100 square feet for every 2,000 square feet of gross floor area.

Site Design/Architectural

12. The proposed development will be in accordance with the Currituck Marina conceptual site plan dated ***(final plan date)***.
13. Maximum size of an individual commercial building shall not exceed 10,000 square feet of gross floor area.
14. Residential structures shall include vertical and horizontal relief in buildings, including but not limited to façade articulation and other architectural elements that add visual interest; variation in exterior architectural materials or styles; and, inclusion of front porches, projecting bays, or vestibules.
15. Commercial structures, including mixed use structures, shall be subject to the following requirements:
    a. Building facades shall incorporate the traditional architectural style or vernacular of the general area.
    b. Large expanses of blank walls shall be avoided. Facades shall incorporate architectural elements that add visual interest, including but not limited to variation in exterior materials; functioning windows and doorways; and, projecting elements such as eaves, cornices, canopies, bays, shadow lines, overhangs, porticos and colonnades.
    c. Corrugated metal building materials shall not be permitted. Architectural grade finished metal may be used as an accent material or on elevations not visible from a right-of-way or area designated for residential uses.

Water Access

16. Public access to the waterfront and Albemarle Sound shall be required and include at a minimum a marina, public boat launching and parking, and multimodal pathways.
17. The marina shall include docking for a minimum of ten vessels.
18. The marina shall participate and become a Certified Clean Marina in the North Carolina Clean Marina program.
19. No permanent structures shall be built within ~~***100***~~ ***30*** feet of the ~~***mean high water mark***~~ ***normal water level***, or on or over a pier.
20. Waterfront property within ~~***100***~~ ***30*** feet of the ~~***mean high water mark***~~ ***normal water*** level shall remain in common open space.

Suggested condition of approval that must be agreed upon:

1. That the truck with trailer parking be moved closer to the public boat ramp, a method of transportation be provided to get visitors the approximate four-tenths of a mile from the truck with trailer parking lot to the board ramp, or a clearly visible pedestrian pathway be delineated from the truck with trailer parking lot to the boat ramp. *NOTE: At the Planning Board meeting the applicant offered a shuttle service or an ADA compliant walkway from the parking area to the boat ramp. The Planning Board was agreeable to either option.*
2. No more than ~~**50**~~ **30** residential dwelling units shall receive a certificate of occupancy prior to the public marina being fully permitted and approved by any local, state, and federal regulatory or permitting agency.
3. No more than ~~**100**~~ **60** residential dwelling units shall receive a certificate of occupancy prior to the marina being fully operational and open to the public.

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4. No more than ~~150~~ **100** residential dwelling units shall receive a certificate of occupancy prior to the commercial components of the request being approved and fully constructed.

PLANNING BOARD MEETING 12/11/2018

RESULT: RECOMMENDED APPROVAL WITH PLANNING BOARD RECOMMENDED CHANGES [UNANIMOUS]
AYES: Anamarie Hilgendorf, Board Member, Fred Whiteman, Chairman, C. Shay Ballance, Vice Chairman, Steven Craddock, Board Member, Jane Overstreet, Board Member
ABSENT: Carol Bell, Board Member, Joanne M. DiBello, Board Member, J. Timothy Thomas, Board Member

MOTION: Mr. Craddock motioned to approve PB 08-48 Cape Currituck for the conditional rezoning with the agreed upon conditions since total number of dwellings has reduced with no more than 30 residential dwelling units shall receive a certificate of occupancy prior to the public marina being fully permitted and approved by any local, state, and federal regulatory or permitting agency, no more than 60 residential dwelling units shall receive a certificate of occupancy prior to the marina being fully operational and open to the public and no more than 100 residential dwelling units shall receive a certificate of occupancy prior to the commercial components of the request being approved and fully constructed. Also, to include the pedestrian walkway between the parking and the boat ramp with additional signage to prevent pedestrian danger.

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

PLANNING BOARD DISCUSSION 12/11/2018: Senior Planner, Tammy Glave presented the staff report. Ms. Glave said staff is recommending approval. The number of dwelling units will be reduced from 237 to 160 which will reduce the density. The applicants are putting in extra buffers that are not required. All the conditions of approval remain the same except two are changing - Ms. Glave referenced the conditions in the staff report for the changes being underlined (below).

Landscaping/Screening
1. All inland, non-tidal and coastal wetlands ***not proposed to be filled*** shall remain undisturbed in accordance with the Currituck Marina Conceptual Plan. Delineated CAMA, 404, and 401 wetlands shall be placed in a conservation easement or preservation trust preventing individual ownership or development.
2. There shall be no development, land disturbing ***(other than excavation of access channel, restoration or enhancement of natural ecosystems and management of invasive species)***, or logging activities in areas designated by the 2006 Land Use Plan as Conservation in accordance with the Currituck Marina Conceptual Plan.
This shall not preclude elevated walkways, utilities, or other necessary public improvements.

Ms. Glave said one of staff's concerns was the parking area being a long distance from the boat ramp. Staff would like a walking path from this area with signs for pedestrian safety.

Mr. Craddock asked if there was adequate space for turning in this parking area and Ms. Glave said yes, the applicant has run software to show this is adequate.

Cathleen Saunders with Quible & Associates came before the board to represent the applicant. She said they are reducing the units to 160 and making the design more environmentally friendly with a 30 foot buffer and 42 acre environmental area. Wet pavers will be used to address wet areas. At the community meeting the key concerns was the use of West Side Lane as an entrance and she said they have to use this because of the wetlands. NCDOT was onsite and

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they are in agreement that using this road as the entrance is compliant with their standards. The boat ramp was not something that we wanted, but was a requirement made by the Board of Commissioners. The wastewater area was flipped with the parking area so it would be farther away from the adjourning properties. As far as the distance of the parking area from the boat ramp, shuttles have been considered.

Chairman Whiteman asked for if there were any persons wishing to speak in opposition.

Tom Voorhees of Duncans Way, Powells Point, said he is the Kilmarlic board representative and they are concerned about the amount of traffic for West Side Lane. He said there are no lights or sidewalks and this causes safety concerns for people walking in the neighborhood.

Warren Eadus with Quible & Associates gave their rebuttal. He said they have spoken with NCDOT about having speed bumps put on the road and this is not favorable due to emergency services having to have a quick access if needed.

Ray Bruce, a Kilmarlic resident, spoke in opposition. He said he is concerned with flooding and evacuation of his property if needed.

Mr. Eadus said they have addressed the flooding concerns and there will be a softened shoreline and elevated homes.

Mr. Craddock asked if West Side Lane was a state maintained road and Ms. Glave said yes. Mr. Craddock said since it is a state maintained road, shouldn't the residents be taking up their concerns with NCDOT and Ms. Glave affirmed his statement.

More discussion was held concerning the distance of the boat ramp and parking area. Ms. Hilgendorf was in favor of an ADA compliant walkway between the two areas. Mr. Craddock asked if the applicant will agree to walkways and signage. Mr. Eadus said they are willing to do a walkway.

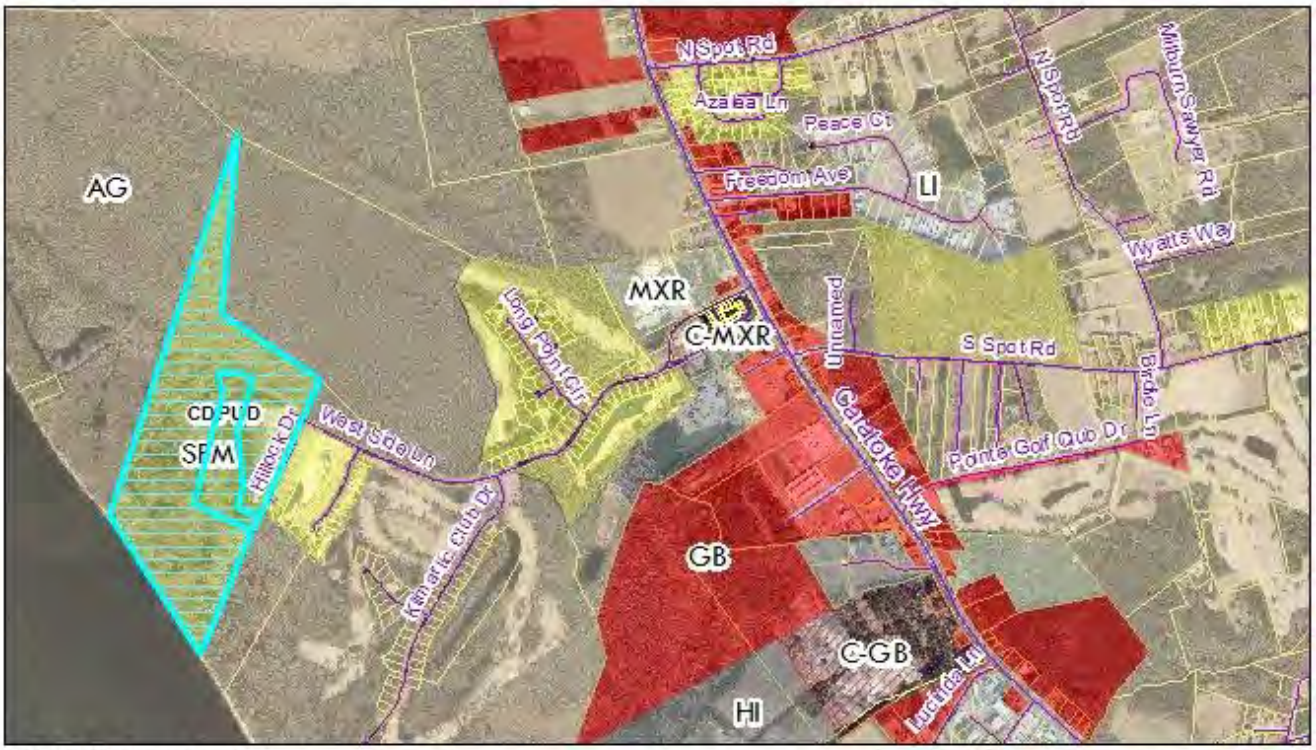
THE APPLICATION AND RELATED MATERIALS ARE AVAILABLE ON THE COUNTY'S WEBSITE
Board of Commissioners: www.co.currituck.nc.us/ board-of-commissioners-minutes-current.cfm

Attachment: 1 Cape Currituck ACZ Staff Report ! (PB 08-48 Cape Currituck (Horgan/Mason):)

PB 08-48 Cape Currituck
Amended CD-PUD Zoning
2016 Aerial Photography

0 700 1,400 2,800 Feet

Currituck County
Planning and
Community Development



PB 08-48 Cape Currituck
Amended CD-PUD Zoning
Zoning

0 600 1,200 2,400 Feet

Currituck County
Planning and
Community Development

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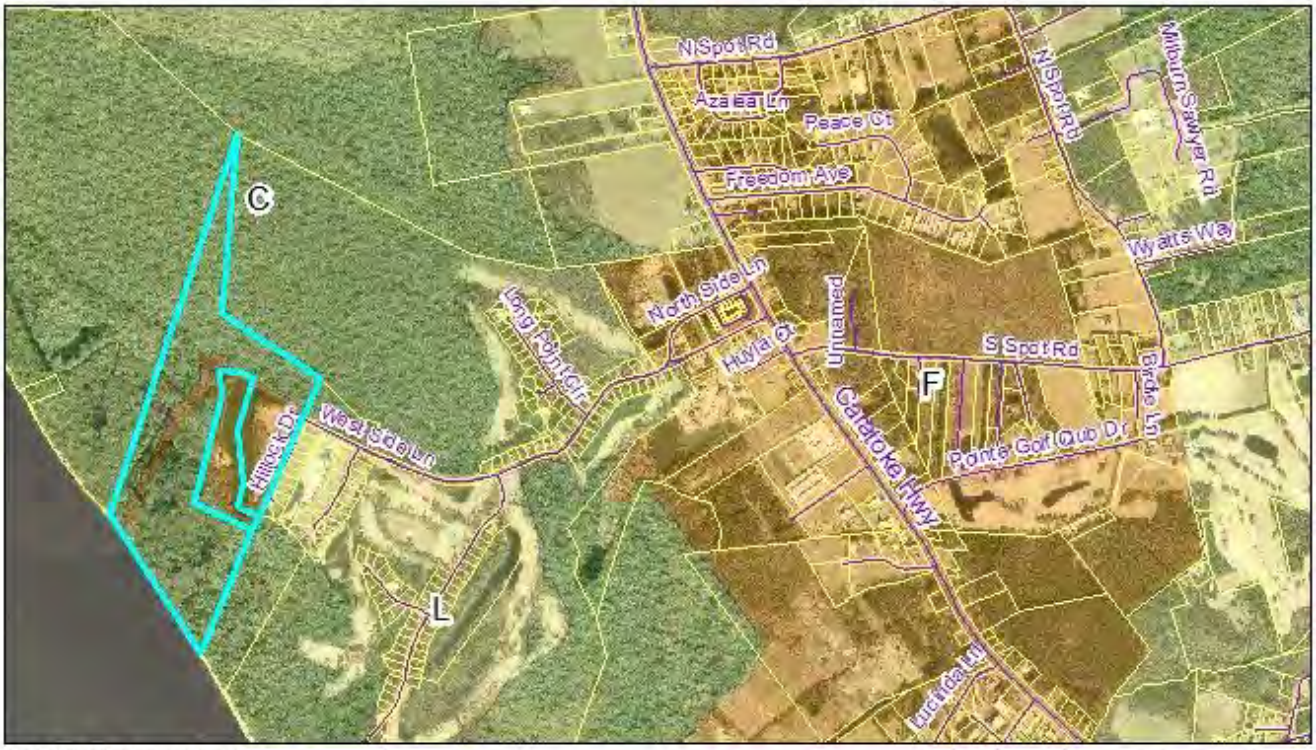

PB 08-48 Cape Currituck
Amended CD-PUD Zoning
LUP Classification

0 600 1,200 2,400 Feet

Currituck County
Planning and
Community Development

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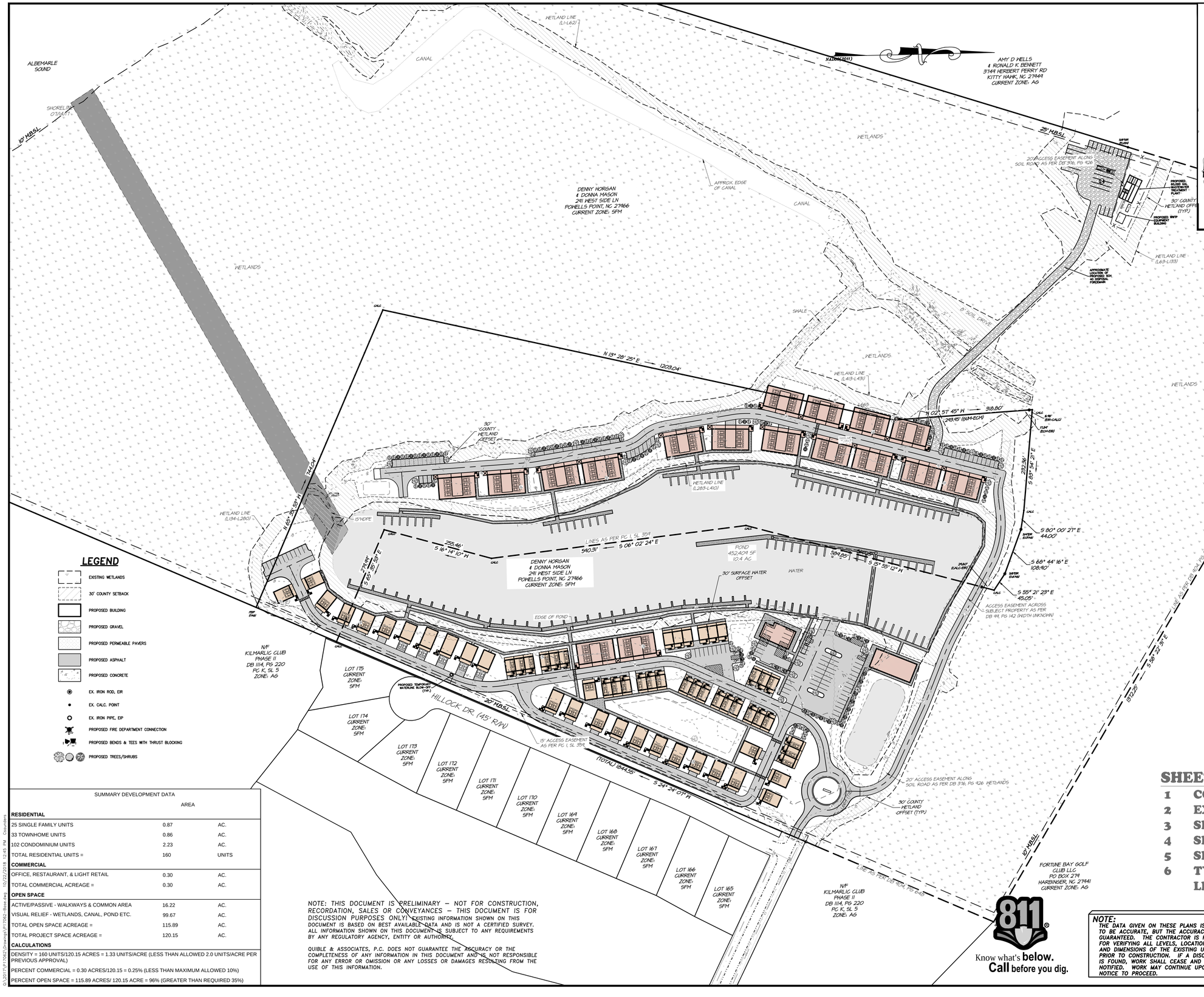

VICINITY MAP (Powell's Point)

N.T.S.

NOTES

1. OWNER/APPLICANT: DENNY HORGAN & DONNA MASON
   291 WEST SIDE LANE
   POWELLS POINT, NC 27966
2. ENGINEER: QUIBLE & ASSOCIATES, P.C.
   P.O. DRAWER 870
   KITTY HAWK, NC
   TEL: (252) 491-8147
3. PROPERTY INFO: ADDRESS: WEST SIDE LANE
   PIN: 9827-86-9588 (PARCEL A),
   9827-96-2401 (PARCEL B)
   PID: 011200000300000 (PARCEL A),
   011200000380000 (PARCEL B)
4. SUBJECT REFERENCES: D.B. 904, PG. 648; PC I, SL 359
5. ZONE: SFM WITH APPROVED CONDITIONAL DISTRICT – PLANNED UNIT DEVELOPMENT OVERLAY ZONE (CD-PUD) (11/18/2008)
6. TOTAL PARCEL AREA = 5,233,637.63 SQ. FT./120.15 ACRES
   UPLANDS = 891,901.43 SQ.FT./ 20.48 ACRES
   WETLANDS = 4,341,736.20 SQ. FT./99.67 ACRES (INCLUDES 10.4 ACRES OF MANMADE BORROW PIT/POND)
   (AREAS BY COORDINATE METHOD)
7. APPROXIMATELY 0.48 ACRES OF WETLANDS FILL IS PROPOSED WITH THIS DEVELOPMENT. WETLANDS PERMITTING MUST TAKE PLACE PRIOR TO ANY ONSITE DISTURBANCE.
7. TOPOGRAPHIC INFORMATION BASED ON FIELD SURVEY PERFORMED BY QUIBLE & ASSOCIATES, PC. DATED 7/2017, 11/2017, 12/2017, & 01/2018.
8. FLOOD ZONE: AE (EL. 7') AND SUBJECT TO CHANGES. BASED ON COMMUNITY CID NO. 370078; PANEL 9827; SUFFIX J. (MAP NUMBER 3720982700J) EFFECTIVE DATE: 12/16/05.
9. PLANNING OBJECTIVE: PLANNED DEVELOPMENT COMMUNITY INCLUDING SINGLE AND MULTI-FAMILY DEVELOPMENT ENCOMPASSING A BOAT MARINA, AND SMALL COMMERCIAL DEVELOPMENT HUB. LOW IMPACT DEVELOPMENT METHODS INCLUDING PERMEABLE PAVEMENTS, CONSTRUCTED WETLANDS, AND VEGETATED SWALES WILL BE IMPLEMENTED TO COMPLIMENT THE EXISTING ESTUARINE ENVIRONMENT. AMENITIES WILL INCLUDE PEDESTRIAN FRIENDLY WALKS SURROUNDING THE MARINA AND CONNECTING RESIDENTIAL DEVELOPMENT TO THE PROPOSED PARK AREA.
10. PROPOSED ZERO LOT LINE DEVELOPMENT.
11. MAXIMUM BUILDING HEIGHT = 35'
12. MINIMUM SETBACK FROM AGRICULTURAL = 50.0'
13. MINIMUM SETBACK FROM ADJACENT RESIDENTIAL = 20.0'
14. STORMWATER WILL BE ADDRESSED THROUGH ONSITE CONSTRUCTED WETLANDS AND WET DETENTION BASINS. A STATE HIGH DENSITY STORMWATER PERMIT MUST BE OBTAINED PRIOR TO CONSTRUCTION.
15. WATER WILL BE PROVIDED VIA CURRITUCK COUNTY EXISTING SYSTEM. CONNECTION AND WATER MAIN EXTENSION ARE PROPOSED WITHIN WEST SIDE LANE.
16. WASTEWATER IS PROPOSED TO BE TREATED VIA ONSITE WWTP. WWTP DISPOSAL IS TO BE PLACED OFFSITE.
17. ALL SINGLE FAMILY AND TOWN HOMES ARE TO UTILIZE ROLL-OUT REFUSE CONTAINERS. CONDOMINIUMS AND COMMERCIAL DEVELOPMENT WILL UTILIZE THE ONSITE CENTRALIZED DUMPSTER FOR WASTE REFUSE.
18. THE ENTIRE SITE SHALL BE IN FULL COMPLIANCE WITH ALL APPLICABLE NFPA REGULATIONS PERTAINING TO FIRE PROTECTION AND THE NC STATE BUILDING CODE.
26. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THESE DRAWINGS, APPLICABLE CURRITUCK COUNTY CODES AND ORDINANCES, AND NCDEQ DIVISION OF WATER QUALITY REGULATIONS.

LEGEND

- EXISTING WETLANDS
- 30' COUNTY SETBACK
- PROPOSED BUILDING
- PROPOSED GRAVEL
- PROPOSED PERMEABLE PAVERS
- PROPOSED ASPHALT
- PROPOSED CONCRETE
- EX. IRON ROD, EIR
- EX. CALC. POINT
- EX. IRON PIPE, EIP
- PROPOSED FIRE DEPARTMENT CONNECTION
- PROPOSED BENDS & TEES WITH THRUST BLOCKING
- PROPOSED TREES/SHRUBS

SUMMARY DEVELOPMENT DATA

	AREA	
RESIDENTIAL		
25 SINGLE FAMILY UNITS	0.87	AC.
33 TOWNHOME UNITS	0.86	AC.
102 CONDOMINIUM UNITS	2.23	AC.
TOTAL RESIDENTIAL UNITS =	160	UNITS
COMMERCIAL		
OFFICE, RESTAURANT, & LIGHT RETAIL	0.30	AC.
TOTAL COMMERCIAL ACREAGE =	0.30	AC.
OPEN SPACE		
ACTIVE/PASSIVE - WALKWAYS & COMMON AREA	16.22	AC.
VISUAL RELIEF - WETLANDS, CANAL, POND ETC.	99.67	AC.
TOTAL OPEN SPACE ACREAGE =	115.89	AC.
TOTAL PROJECT SPACE ACREAGE =	120.15	AC.
CALCULATIONS		
DENSITY = 160 UNITS/120.15 ACRES = 1.33 UNITS/ACRE (LESS THAN ALLOWED 2.0 UNITS/ACRE PER PREVIOUS APPROVAL)		
PERCENT COMMERCIAL = 0.30 ACRES/120.15 = 0.25% (LESS THAN MAXIMUM ALLOWED 10%)		
PERCENT OPEN SPACE = 115.89 ACRES/ 120.15 ACRE = 96% (GREATER THAN REQUIRED 35%)		

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SHEET INDEX

1 COVER SHEET
2 EXISTING CONDITIONS
3 SITE PLAN - PHASE 1
4 SITE PLAN - PHASE 2
5 SITE PLAN - PHASE 3
6 TYPICAL CONDOMINIUM LOT
LINE PARCELS

811 Know what's **below.** **Call** before you dig.

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GRAPHIC SCALE
100' 0 50' 100' 200'
(IN FEET)
1 inch = 100 ft.

Quible & Associates, P.C.
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ENVIRONMENTAL SCIENCES * SURVEYING**
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admin@quible.com
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SINCE 1959

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 049081 CATHY M. SIMONS — PRELIMINARY NOT FOR CONSTRUCTION — CERTIFICATION

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REVISIONS

NO.	DATE	
1	10/22/2018	PER TRC COMMENTS

COVER SHEET

CAPE CURRITUCK
291 WEST SIDE LANE

NORTH CAROLINA
CURRITUCK COUNTY
POWELLS POINT

COMMISSION NO.	P17062
DESIGNED BY	CMS
DRAWN BY	CMS/DAC
CHECKED BY	MWS
ISSUE DATE	9/26/18

SHEET NO. 1 OF 6 SHEETS

Attachment: 2 Revised Plan (PB 08-48 Cape Currituck (Horgan/Mason))

NOTES

1. OWNER/APPLICANT: DENNY HORGAN & DONNA MASON
291 WEST SIDE LANE
POWELLS POINT, NC 27966

2. ENGINEER: QUIBLE & ASSOCIATES, P.C.
P.O. DRAWER 870
KITTY HAWK, NC
TEL: (252) 491-8147

3. PROPERTY INFO: ADDRESS: WEST SIDE LANE
PIN: 9827-86-9588 (PARCEL A),
9827-96-2401 (PARCEL B)
PID: 0112000003C0000 (PARCEL A),
0112000003B0000 (PARCEL B)

4. SUBJECT REFERENCES: D.B. 904, PG. 648; PC I, SL 359

5. ZONE: SFM WITH APPROVED CONDITIONAL DISTRICT – PLANNED UNIT DEVELOPMENT OVERLAY ZONE (CD-PUD) (11/18/2008)

6. TOTAL PARCEL AREA = 5,233,637.63 SQ. FT./120.15 ACRES
UPLANDS = 891,901.43 SQ.FT./ 20.48 ACRES
WETLANDS = 4,341,736.20 SQ. FT./99.67 ACRES (INCLUDES 10.4 ACRES OF MANMADE BORROW PIT/POND)
(AREAS BY COORDINATE METHOD)

7. APPROXIMATELY 0.48 ACRES OF WETLANDS FILL IS PROPOSED WITH THIS DEVELOPMENT. WETLANDS PERMITTING MUST TAKE PLACE PRIOR TO ANY ONSITE DISTURBANCE.

8. TOPOGRAPHIC INFORMATION BASED ON FIELD SURVEY PERFORMED BY QUIBLE & ASSOCIATES, PC. DATED 7/2017, 11/2017, 12/2017, & 01/2018.

9. FLOOD ZONE: AE (EL. 7') AND SUBJECT TO CHANGES. BASED ON COMMUNITY CID NO. 370078; PANEL 9827; SUFFIX J. (MAP NUMBER 3720982700J) EFFECTIVE DATE: 12/16/05.

10. PLANNING OBJECTIVE: PLANNED DEVELOPMENT COMMUNITY INCLUDING SINGLE AND MULTI-FAMILY DEVELOPMENT ENCOMPASSING A BOAT MARINA, PUBLIC RAMP, AND SMALL COMMERCIAL DEVELOPMENT HUB. LOW IMPACT DEVELOPMENT METHODS INCLUDING PERMEABLE PAVEMENTS, CONSTRUCTED WETLANDS, AND VEGETATED SWALES WILL BE IMPLEMENTED TO COMPLIMENT THE EXISTING ESTUARINE ENVIRONMENT. AMENITIES WILL INCLUDE PEDESTRIAN FRIENDLY WALKS SURROUNDING THE MARINA AND CONNECTING RESIDENTIAL TO THE PROPOSED PARK AREA.

POTENTIAL SEQUENCE OF PERMITTING/CONSTRUCTION:

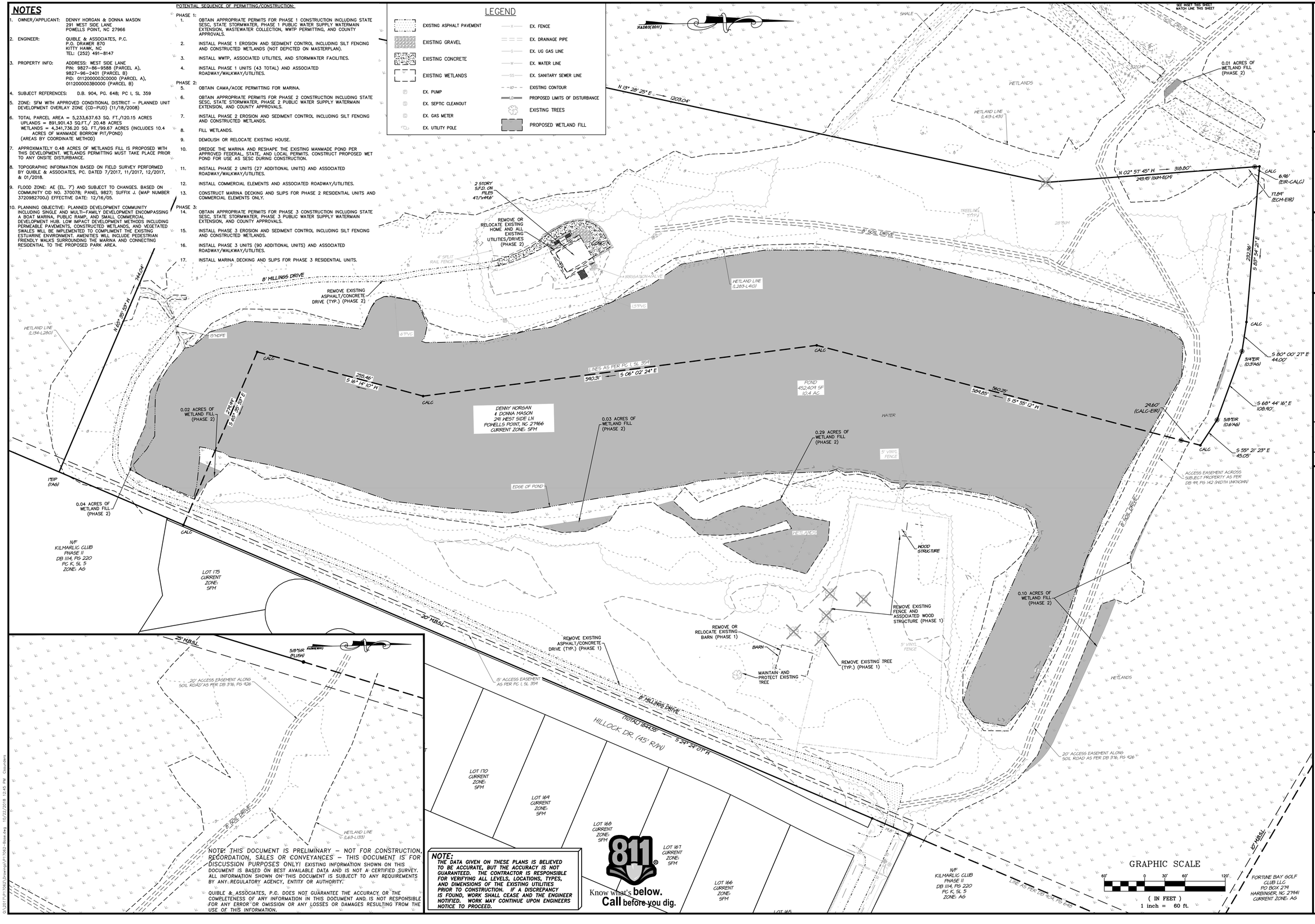
PHASE 1:
1. OBTAIN APPROPRIATE PERMITS FOR PHASE 1 CONSTRUCTION INCLUDING STATE SESC, STATE STORMWATER, PHASE 1 PUBLIC WATER SUPPLY WATERMAIN EXTENSION, WASTEWATER COLLECTION, WWTP PERMITTING, AND COUNTY APPROVALS.
2. INSTALL PHASE 1 EROSION AND SEDIMENT CONTROL INCLUDING SILT FENCING AND CONSTRUCTED WETLANDS (NOT DEPICTED ON MASTERPLAN).
3. INSTALL WWTP, ASSOCIATED UTILITIES, AND STORMWATER FACILITIES.
4. INSTALL PHASE 1 UNITS (43 TOTAL) AND ASSOCIATED ROADWAY/WALKWAY/UTILITIES.

PHASE 2:
5. OBTAIN CAMA/ACOE PERMITTING FOR MARINA.
6. OBTAIN APPROPRIATE PERMITS FOR PHASE 2 CONSTRUCTION INCLUDING STATE SESC, STATE STORMWATER, PHASE 2 PUBLIC WATER SUPPLY WATERMAIN EXTENSION, AND COUNTY APPROVALS.
7. INSTALL PHASE 2 EROSION AND SEDIMENT CONTROL INCLUDING SILT FENCING AND CONSTRUCTED WETLANDS.
8. FILL WETLANDS.
9. DEMOLISH OR RELOCATE EXISTING HOUSE.
10. DREDGE THE MARINA AND RESHAPE THE EXISTING MANMADE POND PER APPROVED FEDERAL, STATE, AND LOCAL PERMITS. CONSTRUCT PROPOSED WET POND FOR USE AS SESC DURING CONSTRUCTION.
11. INSTALL PHASE 2 UNITS (27 ADDITIONAL UNITS) AND ASSOCIATED ROADWAY/WALKWAY/UTILITIES.
12. INSTALL COMMERCIAL ELEMENTS AND ASSOCIATED ROADWAY/UTILITIES.
13. CONSTRUCT MARINA DECKING AND SLIPS FOR PHASE 2 RESIDENTIAL UNITS AND COMMERCIAL ELEMENTS ONLY.

PHASE 3:
14. OBTAIN APPROPRIATE PERMITS FOR PHASE 3 CONSTRUCTION INCLUDING STATE SESC, STATE STORMWATER, PHASE 3 PUBLIC WATER SUPPLY WATERMAIN EXTENSION, AND COUNTY APPROVALS.
15. INSTALL PHASE 3 EROSION AND SEDIMENT CONTROL INCLUDING SILT FENCING AND CONSTRUCTED WETLANDS.
16. INSTALL PHASE 3 UNITS (90 ADDITIONAL UNITS) AND ASSOCIATED ROADWAY/WALKWAY/UTILITIES.
17. INSTALL MARINA DECKING AND SLIPS FOR PHASE 3 RESIDENTIAL UNITS.

LEGEND

- EXISTING ASPHALT PAVEMENT
- EXISTING GRAVEL
- EXISTING CONCRETE
- EXISTING WETLANDS
- EX. PUMP
- EX. SEPTIC CLEANOUT
- EX. GAS METER
- EX. UTILITY POLE
- EX. FENCE
- EX. DRAINAGE PIPE
- EX. UG GAS LINE
- EX. WATER LINE
- EX. SANITARY SEWER LINE
- EXISTING CONTOUR
- PROPOSED LIMITS OF DISTURBANCE
- EXISTING TREES
- PROPOSED WETLAND FILL



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811 Know what's below. Call before you dig.

GRAPHIC SCALE
60' 0 30' 60' 120'
(IN FEET)
1 inch = 60 ft.

Quible & Associates, P.C.
NC License# C-0208 SINCE 1959
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CERTIFICATION
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NO.	DATE	REVISIONS
1	10/22/2018	PER TRC COMMENTS

EXISTING CONDITIONS/DEMOLITION PLAN

CAPE CURRITUCK
291 WEST SIDE LANE

POWELLS POINT — CURRITUCK COUNTY — NORTH CAROLINA

COMMISSION NO.	P17062
DESIGNED BY	CMS
DRAWN BY	CMS/DAC
CHECKED BY	MWS
ISSUE DATE	9/26/18

SHEET NO. 2 OF 6 SHEETS

Attachment: 2 Revised Plan (PB 08-48 Cape Currituck (Horgan/Mason))

NOTES

1. OWNER/APPLICANT: DENNY HORGAN & DONNA MASON
   291 WEST SIDE LANE
   POWELLS POINT, NC 27966
2. ENGINEER: QUIBLE & ASSOCIATES, P.C.
   P.O. DRAWER 870
   KITTY HAWK, NC
   TEL: (252) 491-8147
3. PROPERTY INFO: ADDRESS: WEST SIDE LANE
   PIN: 9827-86-9588 (PARCEL A),
   9827-96-2401 (PARCEL B)
   PID: 0112000003C0000 (PARCEL A),
   0112000003B0000 (PARCEL B)
4. SUBJECT REFERENCES: D.B. 904, PG. 648; PC I, SL 359
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6. TOTAL PARCEL AREA = 5,233,637.63 SQ. FT./120.15 ACRES
   UPLANDS = 891,901.43 SQ.FT./ 20.48 ACRES
   WETLANDS = 4,341,736.20 SQ. FT./99.67 ACRES (INCLUDES 10.4 ACRES OF MANMADE BORROW PIT/POND)
   (AREAS BY COORDINATE METHOD)
7. APPROXIMATELY 0.48 ACRES OF WETLANDS FILL IS PROPOSED WITH THIS DEVELOPMENT. WETLANDS PERMITTING MUST TAKE PLACE PRIOR TO ANY ONSITE DISTURBANCE.
8. TOPOGRAPHIC INFORMATION BASED ON FIELD SURVEY PERFORMED BY QUIBLE & ASSOCIATES, PC. DATED 7/2017, 11/2017, 12/2017, & 01/2018.
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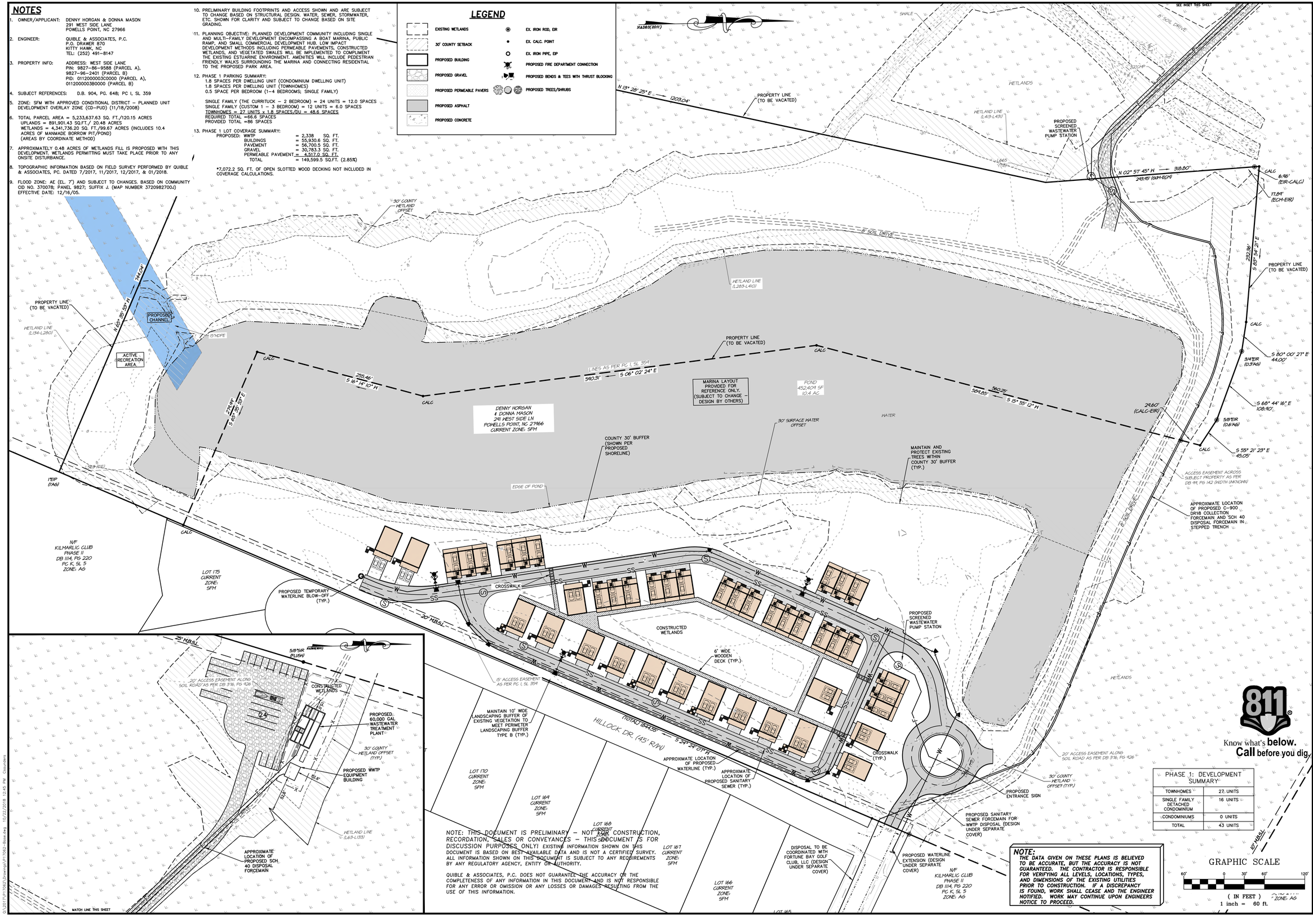
12. PHASE 1 PARKING SUMMARY:
    1.8 SPACES PER DWELLING UNIT (CONDOMINIUM DWELLING UNIT)
    1.8 SPACES PER DWELLING UNIT (TOWNHOMES)
    0.5 SPACE PER BEDROOM (1-4 BEDROOMS; SINGLE FAMILY)

    SINGLE FAMILY (THE CURRITUCK – 2 BEDROOM) = 24 UNITS = 12.0 SPACES
    SINGLE FAMILY (CUSTOM 1 – 3 BEDROOM) = 12 UNITS = 6.0 SPACES
    TOWNHOMES = 27 UNITS x 1.8 SPACES/DU = 48.6 SPACES
    REQUIRED TOTAL =66.6 SPACES
    PROVIDED TOTAL =86 SPACES
13. PHASE 1 LOT COVERAGE SUMMARY:
    PROPOSED: WWTP = 2,338 SQ. FT.
    BUILDINGS = 55,930.6 SQ. FT.
    PAVEMENT = 56,700.5 SQ. FT.
    GRAVEL = 30,783.3 SQ. FT.
    PERMEABLE PAVEMENT = 4,517.0 SQ. FT.
    TOTAL = 149,599.5 SQ.FT. (2.85%)

    *7,072.2 SQ. FT. OF OPEN SLOTTED WOOD DECKING NOT INCLUDED IN COVERAGE CALCULATIONS.

LEGEND

- EXISTING WETLANDS
- 30' COUNTY SETBACK
- PROPOSED BUILDING
- PROPOSED GRAVEL
- PROPOSED PERMEABLE PAVERS
- PROPOSED ASPHALT
- PROPOSED CONCRETE
- EX. IRON ROD, ER
- EX. CALC. POINT
- EX. IRON PIPE, EP
- PROPOSED FIRE DEPARTMENT CONNECTION
- PROPOSED BENDS & TEES WITH THRUST BLOCKING
- PROPOSED TREES/SHRUBS



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PHASE 1: DEVELOPMENT SUMMARY	
TOWNHOMES	27 UNITS
SINGLE FAMILY DETACHED CONDOMINIUM	16 UNITS
CONDOMINIUMS	0 UNITS
TOTAL	43 UNITS

NOTE:
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GRAPHIC SCALE
60' 0 30' 60' 120'
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Know what's **below.** **Call** before you dig.

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NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 040787 CATHLEEN M. SWEENEY
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NO.	DATE	REVISIONS
1	10/22/2018	PER TRC COMMENTS

SITE - PHASE 1

CAPE CURRITUCK
291 WEST SIDE LANE

NORTH CAROLINA
CURRITUCK COUNTY
POWELLS POINT

COMMISSION NO.	P17062
DESIGNED BY	CMS
DRAWN BY	CMS/DAC
CHECKED BY	MWS
ISSUE DATE	9/26/18

SHEET NO. 3 OF 6 SHEETS

Attachment: 2 Revised Plan (PB 08-48 Cape Currituck (Horgan/Mason))

NOTES

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   291 WEST SIDE LANE
   POWELLS POINT, NC 27966
2. ENGINEER: QUIBLE & ASSOCIATES, P.C.
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12. PHASE 1 & 2 PARKING SUMMARY:
    1.8 SPACES PER DWELLING UNIT (CONDOMINIUM DWELLING UNIT)
    1.8 SPACES PER DWELLING UNIT (TOWNHOMES)
    0.5 SPACE PER BEDROOM (1-4 BEDROOMS; SINGLE FAMILY)
    1 SPACE PER 150 SQ. FT. RESTAURANT
    1 SPACE PER 300 SQ. FT. LIGHT RETAIL
    1 SPACE PER 300 SQ. FT. OFFICE SPACE

    COMMERCIAL
    RESTAURANT = 4,500 SQ. FT. x 1 SPACE/150 SQ. FT. = 30.0 SPACES
    LIGHT RETAIL = 2,000 SQ. FT. x 1 SPACE/300 SQ. FT. = 6.6 SPACES
    OFFICE SPACE = 600 SQ. FT. x 1 SPACE/300 SQ. FT. = 2.0 SPACES
    TOTAL COMMERCIAL REQUIRED = 35.6 SPACES (2 ADA SPACES REQUIRED)
    TOTAL COMMERCIAL PROVIDED = 64.0 SPACES (3 ADA SPACES PROVIDED)

    RESIDENTIAL
    CONDOMINIUMS = 12 UNITS X 1.8 SPACES/DU = 21.6 SPACES
    SINGLE FAMILY (THE CURRITUCK – 2 BEDROOM) = 38 UNITS = 19.0 SPACES
    SINGLE FAMILY (CUSTOM 1 – 3 BEDROOM) = 18 UNITS = 9.0 SPACES
    TOWNHOMES = 33 UNITS X 1.8 SPACES/DU = 59.4 SPACES
    TOTAL RESIDENTIAL REQUIRED =109.0 SPACES
    TOTAL RESIDENTIAL PROVIDED =131.0 SPACES
13. PHASE 1 &2 LOT COVERAGE SUMMARY:

PROPOSED:		
WWTP	=	2,338.0 SQ. FT.
BUILDINGS	=	88,216.6 SQ. FT.
PAVEMENT	=	107,368.1 SQ. FT.
GRAVEL	=	30,783.3 SQ. FT.
PERMEABLE PAVEMENT	=	9,365.6 SQ. FT.
TOTAL	=	238,071.6 SQ.FT. (4.5%)

*12,621.2 SQ. FT. OF OPEN SLOTTED WOOD DECKING NOT INCLUDED IN COVERAGE CALCULATIONS.

LEGEND

EXISTING WETLANDS
30' COUNTY SETBACK
PROPOSED BUILDING
PROPOSED GRAVEL
PROPOSED PERMEABLE PAVERS
PROPOSED ASPHALT
PROPOSED CONCRETE
EX. IRON ROD, ER
EX. CALC. POINT
EX. IRON PIPE, EP
PROPOSED FIRE DEPARTMENT CONNECTION
PROPOSED BENDS & TEES WITH THRUST BLOCKING
PROPOSED TREES/SHRUBS

SEE INSET THIS SHEET

NAD83(2011)

N 13° 28' 25" E — 1203.04'

PROPERTY LINE (TO BE VACATED)

SHALE

8' SOIL DRIVE

WETLANDS

WETLAND LINE (L413-L430)

LINES AS PER PC I, SL 359

PROPOSED SCREENED WASTEWATER PUMP STATION

N 02° 57' 45" W — 310.80'
248.45' (GM-ECM)

CALC

6.96' (EIR-CALC)

11.84' (ECM-EIR)

30' COUNTY WETLAND OFFSET

WETLAND LINE (L283-L410)

PROPERTY LINE (TO BE VACATED)

S 83° 54' 27" E
232.36'

CALC

S 80° 00' 27" E
44.00'

3/4"EIR (0.93')

S 68° 44' 16" E
100.90'

5/8"EIR (0.61')

CALC

S 55° 21' 23" E
45.05'

29.60' (CALC-EIR)

ACCESS EASEMENT ACROSS SUBJECT PROPERTY AS PER DB 191, PG 142 (WIDTH UNKNOWN)

APPROXIMATE LOCATION OF PROPOSED C-900 DR18 COLLECTION FORCEMAIN AND SCH 40 DISPOSAL FORCEMAIN IN STEPPED TRENCH

PROPERTY LINE (TO BE VACATED)

S 16° 38' 53" W — 714.04'

PROPOSED CHANNEL

WETLAND LINE (L134-L280)

15"HDPE

ACTIVE RECREATION AREA

CALC

255.46'
S 16° 14' 10" W

CALC

PROPERTY LINE (TO BE VACATED)

LINES AS PER PC I, SL 359

340.31' — S 06° 02' 24" E

MARINA LAYOUT PROVIDED FOR REFERENCE ONLY. (SUBJECT TO CHANGE – DESIGN BY OTHERS)

POND 452,404 SF 10.4 AC

WATER

560.25'
504.85' — S 15° 55' 10" W

DENNY HORGAN & DONNA MASON
291 WEST SIDE LN
POWELLS POINT, NC 27966
CURRENT ZONE: SFM

214.98'
S 65° 38' 59" E

30' SURFACE WATER OFFSET

6' WIDE WALKWAY (TYP.)

COUNTY 30' BUFFER (SHOWN PER PROPOSED SHORELINE)

6' WIDE WALKWAY (TYP.)

MAINTAIN AND PROTECT EXISTING TREES WITHIN COUNTY 30' BUFFER (TYP.)

MAINTAIN AND PROTECT EXISTING TREES WITHIN COUNTY 30' BUFFER (TYP.)

UNDERGROUND FUEL TANKS

EDGE OF POND

CONSTRUCTED WETLANDS

2,600 SF SHIPS STORE AND LIGHT RETAIL

4,500 SF RESTAURANT

PROPOSED 2" ACI CANOPY TREE (TYP.)

5' WIDE LANDSCAPING BUFFER ADJACENT TO PARKING (TYP.)

PROPOSED WET POND

6' WIDE WOODEN DECK (TYP.)

PROPOSED SCREENED WASTEWATER PUMP STATION

WETLANDS

RESHAPE BASIN TO NC DEQ STANDARDS. BASIN DESIGN TO MEET REQUIREMENTS FOR PERMITTED WET POND

20' ACCESS EASEMENT ALONG SOIL ROAD AS PER DB 316, PG 426

30' COUNTY WETLAND OFFSET (TYP.)

PROPOSED ENTRANCE SIGN

PROPOSED SANITARY SEWER FORCEMAIN FOR WWTP DISPOSAL (DESIGN UNDER SEPARATE COVER)

PROPOSED WATERLINE EXTENSION (DESIGN UNDER SEPARATE COVER)

N/F KILMARLIC CLUB PHASE II DB 1114, PG 220 PC K, SL 5 ZONE: AS

DISPOSAL TO BE COORDINATED WITH FORTUNE BAY GOLF CLUB, LLC (DESIGN UNDER SEPARATE COVER)

LOT 167 CURRENT ZONE: SFM

LOT 166 CURRENT ZONE: SFM

LOT 165 CURRENT ZONE: SFM

LOT 168 CURRENT ZONE: SFM

LOT 169 CURRENT ZONE: SFM

LOT 170 CURRENT ZONE: SFM

LOT 175 CURRENT ZONE: SFM

N/F KILMARLIC CLUB PHASE II DB 1114, PG 220 PC K, SL 5 ZONE: AS

HILLOCK DR. (45' R/W)

(NOT TO SCALE) — S 34° 24' 07" E

APPROXIMATE LOCATION OF PROPOSED WATERLINE (TYP.)

APPROXIMATE LOCATION OF PROPOSED SANITARY SEWER (TYP.)

CROSSWALK (TYP.)

CROSSWALK

15' ACCESS EASEMENT AS PER PC I, SL 359

MAINTAIN 10' WIDE LANDSCAPING BUFFER OF EXISTING VEGETATION TO MEET PERIMETER LANDSCAPING BUFFER TYPE B (TYP.)

20' MBSL

CROSSWALK (TYP.)

15"HDPE (1.96')

WETLAND

APPROXIMATE LOCATION OF PROPOSED WATERLINE (TYP.)

APPROXIMATE LOCATION OF PROPOSED SANITARY SEWER (TYP.)

CALC

N/F KILMARLIC CLUB PHASE II DB 1114, PG 220 PC K, SL 5 ZONE: AS

LOT 170 CURRENT ZONE: SFM

LOT 175 CURRENT ZONE: SFM

MATCH LINE THIS SHEET

25' MBSL

5/8"SR (FLUSH)

20' ACCESS EASEMENT ALONG SOIL ROAD AS PER DB 316, PG 426

CONSTRUCTED WETLANDS

PROPOSED 60,000 GAL WASTEWATER TREATMENT PLANT

30' COUNTY WETLAND OFFSET (TYP.)

PROPOSED WWTP EQUIPMENT BUILDING

52.8'

52.8'

WETLAND LINE (L63-L133)

APPROXIMATE LOCATION OF PROPOSED SCH 40 DISPOSAL FORCEMAIN

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PHASE 2: DEVELOPMENT SUMMARY (TOTALS)	
TOWNHOMES	33 UNITS
SINGLE FAMILY DETACHED CONDOMINIUM	25 UNITS
CONDOMINIUMS	12 UNITS
TOTAL	70 UNITS

NOTE: *THE DATA GIVEN ON THESE PLANS IS BELIEVED TO BE ACCURATE, BUT THE ACCURACY IS NOT GUARANTEED. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL LEVELS, LOCATIONS, TYPES, AND DIMENSIONS OF THE EXISTING UTILITIES PRIOR TO CONSTRUCTION. IF A DISCREPANCY IS FOUND, WORK SHALL CEASE AND THE ENGINEER NOTIFIED. WORK MAY CONTINUE UPON ENGINEERS NOTICE TO PROCEED.*

GRAPHIC SCALE
60' 0 30' 60' 120'
(IN FEET)
1 inch = 60 ft.

Quible & Associates, P.C.
NC License# C-0208 SINCE 1959
ENGINEERING** * CONSULTING * PLANNING
ENVIRONMENTAL SCIENCES * SURVEYING**
**NOT PERFORMED ON THIS PROJECT
8446 CARATOKE HWY
POWELLS POINT, NC 27966
P.O. DRAWER 870
KITTY HAWK, NC 27949
Fax: (252) 491-8146
PO CHURCH STREET, SUITE B
BLACK MOUNTAIN, NC 28711
Fax: (252) 491-8146
admin@quible.com

NORTH CAROLINA PRELIMINARY NOT FOR CONSTRUCTION SEAL 036161 ENGINEER JOSEPH M. SEWELL

CERTIFICATION

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NO.	DATE	REVISIONS
1	10/22/2018	PER TRC COMMENTS

SITE - PHASE 2

CAPE CURRITUCK
291 WEST SIDE LANE
POWELLS POINT — CURRITUCK COUNTY — NORTH CAROLINA

COMMISSION NO.	P17062
DESIGNED BY	CMS
DRAWN BY	CMS/DAC
CHECKED BY	MWS
ISSUE DATE	9/26/18

SHEET NO. 4 OF 6 SHEETS

Attachment: 2 Revised Plan (PB 08-48 Cape Currituck (Horgan/Mason))

NOTES

1. OWNER/APPLICANT: DENNY HORGAN & DONNA MASON
291 WEST SIDE LANE
POWELLS POINT, NC 27966

2. ENGINEER: QUIBLE & ASSOCIATES, P.C.
P.O. DRAWER 870
KITTY HAWK, NC
TEL: (252) 491-8147

3. PROPERTY INFO: ADDRESS: WEST SIDE LANE
PIN: 9827-86-9588 (PARCEL A),
9827-96-2401 (PARCEL B)
PID: 011200000C00000 (PARCEL A),
011200003B0000 (PARCEL B)

4. SUBJECT REFERENCES: D.B. 904, PG. 648; PC I, SL 359

5. ZONE: SFM WITH APPROVED CONDITIONAL DISTRICT – PLANNED UNIT DEVELOPMENT OVERLAY ZONE (CD-PUD) (11/18/2008)

6. TOTAL PARCEL AREA = 5,233,637.63 SQ. FT./120.15 ACRES
UPLANDS = 891,901.43 SQ.FT./ 20.48 ACRES
WETLANDS = 4,341,736.20 SQ. FT./99.67 ACRES (INCLUDES 10.4 ACRES OF MANMADE BORROW PIT/POND)
(AREAS BY COORDINATE METHOD)

7. APPROXIMATELY 0.48 ACRES OF WETLANDS FILL IS PROPOSED WITH THIS DEVELOPMENT. WETLANDS PERMITTING MUST TAKE PLACE PRIOR TO ANY ONSITE DISTURBANCE.

8. TOPOGRAPHIC INFORMATION BASED ON FIELD SURVEY PERFORMED BY QUIBLE & ASSOCIATES, PC. DATED 7/2017, 11/2017, 12/2017, & 01/2018.

9. FLOOD ZONE: AE (EL. 7') AND SUBJECT TO CHANGES. BASED ON COMMUNITY CID NO. 370078; PANEL 9827; SUFFIX J. (MAP NUMBER 3720982700J) EFFECTIVE DATE: 12/16/05.

10. PRELIMINARY BUILDING FOOTPRINTS AND ACCESS SHOWN AND ARE SUBJECT TO CHANGE BASED ON STRUCTURAL DESIGN, WATER, SEWER, STORMWATER, ETC. SHOWN FOR CLARITY AND SUBJECT TO CHANGE BASED ON SITE GRADING.

11. PLANNING OBJECTIVE: PLANNED DEVELOPMENT COMMUNITY INCLUDING SINGLE AND MULTI-FAMILY DEVELOPMENT ENCOMPASSING A BOAT MARINA, PUBLIC RAMP, AND SMALL COMMERCIAL DEVELOPMENT HUB. LOW IMPACT DEVELOPMENT METHODS INCLUDING PERMEABLE PAVEMENTS, CONSTRUCTED WETLANDS, AND VEGETATED SWALES WILL BE IMPLEMENTED TO COMPLIMENT THE EXISTING ESTUARINE ENVIRONMENT. AMENITIES WILL INCLUDE PEDESTRIAN FRIENDLY WALKS SURROUNDING THE MARINA AND CONNECTING RESIDENTIAL TO THE PROPOSED PARK AREA.

12. PHASE 1 & 2 PARKING SUMMARY:
1.8 SPACES PER DWELLING UNIT (CONDOMINIUM DWELLING UNIT)
1.8 SPACES PER DWELLING UNIT (TOWNHOMES)
0.5 SPACE PER BEDROOM (1-4 BEDROOMS; SINGLE FAMILY)
1 SPACE PER 150 SQ. FT. RESTAURANT
1 SPACE PER 300 SQ. FT. LIGHT RETAIL
1 SPACE PER 300 SQ. FT. OFFICE SPACE

COMMERCIAL
RESTAURANT = 4,500 SQ. FT. X 1 SPACE/150 SQ. FT. = 30.0 SPACES
LIGHT RETAIL = 2,000 SQ. FT. X 1 SPACE/300 SQ. FT. = 6.6 SPACES
OFFICE SPACE = 600 SQ. FT. X 1 SPACE/300 SQ. FT. = 2.0 SPACES
TOTAL COMMERCIAL REQUIRED = 38.6 SPACES (2 ADA SPACES REQUIRED)
TOTAL COMMERCIAL PROVIDED = 64.0 SPACES (3 ADA SPACES PROVIDED)

RESIDENTIAL
CONDOMINIUMS = 102 UNITS X 1.8 SPACES/DU = 183.6 SPACES
SINGLE FAMILY (THE CURRITUCK – 2 BEDROOM) = 38 UNITS = 19.0 SPACES
SINGLE FAMILY (CUSTOM 1 – 3 BEDROOM) = 18 UNITS = 9.0 SPACES
TOWNHOMES = 33 UNITS X 1.8 SPACES/DU = 59.4 SPACES
TOTAL RESIDENTIAL REQUIRED =271.0 SPACES
TOTAL RESIDENTIAL PROVIDED =296.0 SPACES (2 ADA SPACES PROVIDED)

OVERFLOW/BOAT PARKING
24 SPACES PROVIDED

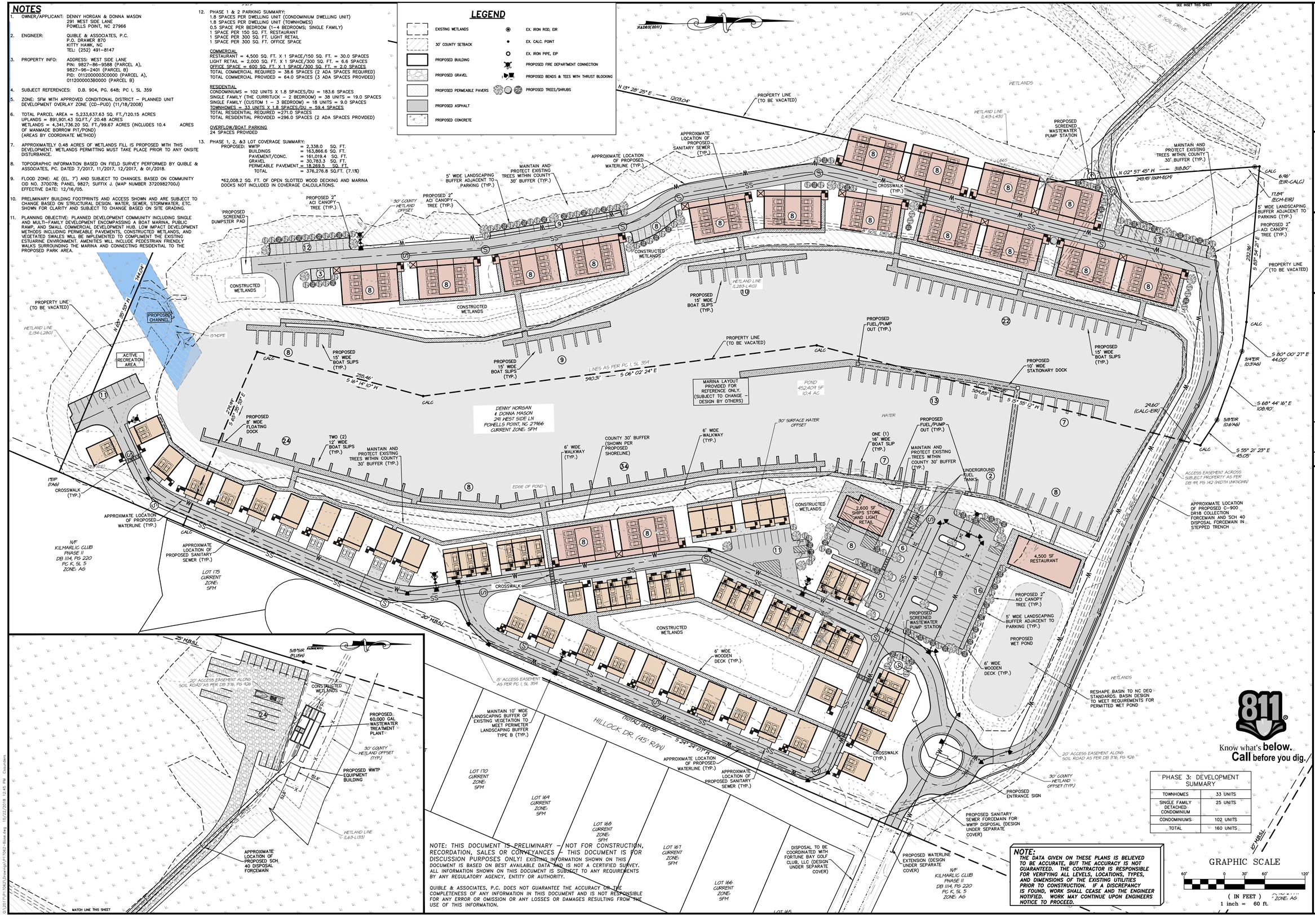
13. PHASE 1, 2, &3 LOT COVERAGE SUMMARY:

PROPOSED:		
WWTP	=	2,338.0 SQ. FT.
BUILDINGS	=	163,866.6 SQ. FT.
PAVEMENT/CONC.	=	161,019.4 SQ. FT.
GRAVEL	=	30,783.3 SQ. FT.
PERMEABLE PAVEMENT	=	18,269.5 SQ. FT.
TOTAL	=	376,276.8 SQ.FT. (7.1%)

*52,008.2 SQ. FT. OF OPEN SLOTTED WOOD DECKING AND MARINA DOCKS NOT INCLUDED IN COVERAGE CALCULATIONS.

LEGEND

- EXISTING WETLANDS
- 30' COUNTY SETBACK
- PROPOSED BUILDING
- PROPOSED GRAVEL
- PROPOSED PERMEABLE PAVERS
- PROPOSED ASPHALT
- PROPOSED CONCRETE
- EX. IRON ROD, ER
- EX. CALC. POINT
- EX. IRON PIPE, EP
- PROPOSED FIRE DEPARTMENT CONNECTION
- PROPOSED BENDS & TEES WITH THRUST BLOCKING
- PROPOSED TREES/SHRUBS



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PHASE 3: DEVELOPMENT SUMMARY	
TOWNHOMES	33 UNITS
SINGLE FAMILY DETACHED CONDOMINIUM	25 UNITS
CONDOMINIUMS	102 UNITS
TOTAL	160 UNITS

NOTE:
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GRAPHIC SCALE
60' 0 30' 60' 120'
(IN FEET)
1 inch = 60 ft.

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NORTH CAROLINA PRELIMINARY NOT FOR CONSTRUCTION 10/22/2018 SEAL 040181 ENGINEER CATHLEEN M. SHEARIN
CERTIFICATION

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NO.	DATE	REVISIONS
1	10/22/2018	PER TRC COMMENTS

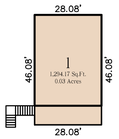
SITE - PHASE 3

CAPE CURRITUCK
291 WEST SIDE LANE
POWELLS POINT — CURRITUCK COUNTY — NORTH CAROLINA

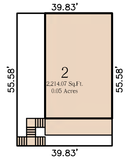
COMMISSION NO. P17062
DESIGNED BY CMS
DRAWN BY CMS/DAC
CHECKED BY MWS
ISSUE DATE 9/26/18

SHEET NO. 5 OF 6 SHEETS

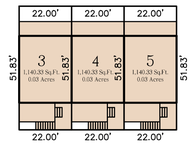
Attachment: 2 Revised Plan (PB 08-48 Cape Currituck (Horgan/Mason))



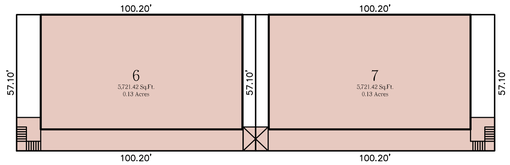
TYPICAL DETACHED CONDOMINIUM LOT LINE (THE CURRITUCK)



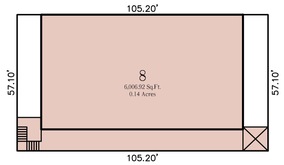
TYPICAL DETACHED CONDOMINIUM LOT LINE (CUSTOM 1)



TYPICAL CONDOMINIUM LOT LINE (TOWNHOMES)



TYPICAL CONDOMINIUM LOT LINE (DUAL CONDOMINIUM)



TYPICAL CONDOMINIUM LOT LINE (SINGLE CONDOMINIUM)

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MAINLAND OFFICE: 90 CHURCH STREET, SUITE B BLACK MOUNTAIN, NC 28711 Phone: (828) 255-0266 Fax: (252) 491-8146 admin@quible.com

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 043844 CHRISTOPHER M. STOCKS — CERTIFICATION

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NO.	DATE	REVISIONS
1	10/22/2018	PER TRC COMMENTS

TYPICAL CONDOMINIUM LOT LINES

CAPE CURRITUCK
291 WEST SIDE LANE

POWELLS POINT CURRITUCK COUNTY NORTH CAROLINA

COMMISSION NO.	P17062
DESIGNED BY	CMS
DRAWN BY	CMS/DAC
CHECKED BY	MWS
ISSUE DATE	9/26/18

SHEET NO. 6 OF 6 SHEETS

Attachment: 2 Revised Plan (PB 08-48 Cape Currituck (Horgan/Mason))

G:\2017\P17062\Drawings\P17062 Sheet.dwg 11/27/2018 12:45 PM Chandler

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

MEMORANDUM

To: Cathleen Saunders, Quible and Associates

From: Tammy Glave, Senior Planner

Date: October 11, 2018

Re: PB 08-48 Cape Currituck, Amended Conditional Zoning, TRC Comments

The following comments have been received for the October 17, 2018 Technical Review Committee meeting. In order to be scheduled for the November 13, 2018 Planning Board meeting, please address all comments and resubmit a corrected plan by 3:00 p.m. on October 22, 2018. TRC comments are valid for six months from the date of the TRC meeting.

Planning, (Tammy Glave, 252-232-6025)
Approved with comment:
1. Staff is concerned with the maneuverability of vehicles pulling boat trailers (turning radius) at the public boat ramp, lack of vehicle hauling boat trailer parking at the ramp, and the distance from the ramp to the boat trailer parking lot.

Currituck County Building-Fire Inspector (Bill Newns, 252-232-6023)
Reviewed without comment.

Currituck County GIS (Harry Lee, 252-232-4039)
Reviewed without comment.

Currituck County Parks and Recreation (Jason Weeks, 252-232-3007)
Reviewed without comment.

Currituck County Utilities – SOBWS (Benjie Carawan, 252-453-2620)
Reviewed without comment.

Albemarle Regional Health Services (Joe Hobbs, 252-232-6603)
Reviewed with comment:
1. DEVELOPERS NEED TO CONSULT WITH KEVIN CARVER RS (252-232-6603)CONCERNING PROPOSED SUB-SURFACE SEWAGE TREATMENT AND DISPOSAL SYSTEMS WITHIN PROPOSED DEVELOPMENT.

NC Division of Coastal Management (Charlan Owens, 252-264-3901)
Reviewed with comment:
1. A CAMA Major Permit will be required for project development. For permitting assistance, please contact Ron Renaldi, DCM Field Representative at 252-264-3901.

Attachment: 3 Cape Currituck ACZ TRC Comments 10-17-18 (PB 08-48 Cape Currituck (Horgan/Mason):)

2. Page 3 of the Site Narrative indicates that the proposed subdivision is predicated on a marina being constructed that offers a connection to the Albemarle Sound, however Page 8 indicates that permitting for the marina will occur in Phase 2---after 43 units and associated improvements for those units are installed in Phase 1. It is recommended that permitting for the marina occur in Phase 1.

Comments not received from the following:
Currituck County Engineer (Eric Weatherly, 252-232-6035)
Currituck Soil and Stormwater (Will Creef, 252-232-3360)
Currituck County Utilities - Water (Yama Jones, 252-232-6061)

The following items are necessary for resubmittal:

- 3 - full size copies of revised plans.
- 1- 8.5”x11” copy of all revised plans.
- 1- PDF digital copy of all revised or new documents and plans.

Attachment: 3 Cape Currituck ACZ TRC Comments 10-17-18 (PB 08-48 Cape Currituck (Horgan/Mason):)

SITE NARRATIVE

Cape Currituck Conditional Rezoning Amendment to Existing Planned Unit Development Overlay Zone Currituck County, North Carolina

Prepared for:
Timothy Mike Morrison
8443 Caratoke Highway Ste E,
Powells Point, NC 27966

Prepared by:
Quible & Associates, P.C.
PO Drawer 870
Kitty Hawk, NC 27949

September 27, 2018
P17062

Attachment: 4 P17062 -Site Narrative Combined-2018-09-25 (PB 08-48 Cape Currituck (Horgan/Mason):)

Table of Contents

Overview 2
Planned Development 2
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Appendix A – Previously approved CD-PUD Permit (2008)

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Appendix C – Supporting letter for off-site disposal of wastewater effluent

Attachment: 4 P17062 -Site Narrative Combined-2018-09-25 (PB 08-48 Cape Currituck (Horgan/Mason):)

Overview

The site consists of a parcel of land (120.15 acres) located adjacent to the Kilmarlic Golf Club/Residential Community and the Albemarle Sound. The developer (Cape Currituck) proposes to amend an existing Conditional Rezoning – Planned Unit Development Overlay Zoning. This development is mixed-use and includes 160 residential units, a small commercial hub, full service marina, and associated infrastructure. Development of the site will take place within phases. Anticipated phasing of the project is outlined within the proposed Sequence of Permitting/Construction section of this narrative.

A conceptual development masterplan was submitted to Currituck County and granted approval in 2008. A copy of the Currituck County approval has been attached as **Appendix A**.

Existing Conditional Rezoning Planned Unit Development

A previous Conditional District Zoning Map Amendment package was submitted and approved in November of 2008. This conditional zoning map amendment rezoned the subject parcel from SFM to CD-PUD with the intention of building a development including 237 residential units, a small commercial hub, boat marina, public boat ramp, and associated infrastructure improvements. The previous rezoning was necessary as the proposed development desired mixed use (commercial and residential) was not a permitted use in the SFM zoning district. A copy of the previous CD-PUD permit is included within **Appendix A**.

During the permitting stages it became apparent that the proposed waterway alignment to connect to the sound was not desirable by State and Federal resource and permit agencies. The Masterplan has been redesigned to take this change into account and a revised Planned Development Masterplan is proposed to address the current desired layout. Due to the lapse in time between the previous masterplan and the current desire for construction, wetlands onsite were revisited with the appropriate State and Federal agencies. Changes to the wetland boundaries defined onsite, significantly impacted the available uplands for development and required a change (an overall decrease in the number of units) in the previously approved masterplan. The masterplan associated with the existing CD-PUD will be modified to reflect current site conditions.

Existing Site

A majority of the property is a mix of wetlands with approximately 20 acres of uplands. There is approximately 1,800 linear feet of shoreline within the project area. Much of the interior of the property is dominated by coastal wetlands species. However, there are approximately 40 acres of the wetlands that have been invaded by *Phragmites australis*. The wetlands that are dominated by *P. australis* have been determined to not fall under the jurisdiction of the Division of Coastal Management (DCM). The interior wetlands are not connected directly to the Sound due to high berms along the shoreline and a berm that extends from the shoreline east into the property along the existing canal. Historically, there was a connection to the Albemarle Sound from a series of man-made canals on the property.

Much of the uplands on site are maintained grasses, paths and unimproved roads that are used by the current owner. There is a single-family residential home on the property along with horse barns and paddocks.

Existing grades throughout the site are generally between elevation 3-feet to 5-feet. All impervious coverage currently on the site sheet flows or has a direct connection into the existing pond, man-made canals and wetlands.

Attachment: 4 P17062 -Site Narrative Combined-2018-09-25 (PB 08-48 Cape Currituck (Horgan/Mason):)

Proposed Development

Cape Currituck proposes a development with mixed residential uses, neighborhood serving retail uses, a restaurant, and traditional uses associated with a full-service marina. The planned development includes 160 total residential units, a small commercial hub, restaurant, full service marina, and associated infrastructure. The developers, Cape Currituck, LLC (not yet incorporated but planned), propose to excavate a channel to connect the existing pond to the Albemarle Sound. The proposed subdivision is predicated on a marina being constructed that offers a connection to the Albemarle Sound. There are no public marinas on the Albermarle Sound shoreline in Currituck County. This project will provide access to the Albemarle Sound and is positioned to take boat traffic from the Intracoastal Waterway which traverses just offshore from the proposed project.

The proposed site is generally consistent with the County Land Use Plan. A portion of the site is considered 'conservation' within the County's Future Land Use plan. This area is currently wetlands and will predominately remain undisturbed with the site development. Approximately 0.48 acres of wetland fill will be permitted and mitigated through the appropriate State and Federal agencies. The proposed development will incorporate sustainable development practices and permeable pavement to the extent practical to encourage an environmentally conscious development adjacent to the existing wetlands and waterbody.

The uplands available on the subject parcel of land are designated as 'Full Service' by the County's 2006 Land Use Plan (LUP). Areas designated as Full Service are those parts of the county where a broad range of infrastructure and service investments have been provided or will be made available by the public and/or private sectors. Residential development is considered an appropriate development within the full-service district and is typically allowed to have 2 units per acre. Commercial Development within the full-service district is acceptable per the 2006 LUP and the proposed small commercial hub will reflect the existing community in scale, architectural style, materials, landscaping, and site design.

The planned development would address a community need for access to the Albemarle Sound while providing an increased inventory of resort style homes and condominiums. The proposed condominiums will also address the need for multifamily housing within lower Currituck. The proposed smaller single-family homes/cottages (1,000 sq. ft. to 1,800 sq. ft.) are anticipated to compliment surrounding developments, which allow for larger floor plans. The proposed marina and access to the Intracoastal Waterway (ICW) will provide needed access to the underutilized Albemarle Sound and positively impact the land values in the surrounding area.

Access

Access to the site will be available from West Side Lane (SR 1112). A minimum 20' wide all-weather asphalt drive aisle capable of supporting 75,000 pounds is proposed to allow for fire access. A refuse collection center will be provided adjacent to the condominiums for centralized trash pickup. All single-family condominiums are anticipated to have single roll-out refuse containers. A 15'x30' loading zone will be provided within the commercial area to meet the Currituck County Unified Development Ordinance (UDO) requirements.

Pedestrian Access

All walks are proposed to be open-slotted wood decking at a minimum of 6-feet wide. Internal pedestrian circulation will be provided to all commercial development areas. Golf cart and Bicycle parking will be provided at the proposed commercial hub to encourage alternative transportation methods.

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Parking

The proposed project includes 364 parking spaces. Calculations for the final parking count are based on the current ordinance using the following standards:

- 1.8 spaces per dwelling unit (condominium dwelling unit);
- 1.8 spaces per dwelling unit (townhomes);
- 0.5 space per bedroom (1-4 bedrooms; single family);
- 1 space per 150 sq. Ft. Restaurant;
- 1 space per 300 sq. Ft. Light retail;
- 1 space per 300 sq. Ft. Office space;

The parking summary for the entire development is provided within Table 1 below.

Table 1: Parking Summary

	Name	***Building Size (SF)***	***Bedrooms***	***# Buildings***	***#Units***	***Parking Required Estimate***	***Parking Provided***
1	Single Family (The Currituck)		2	19	38	19.0	44.5
2	Single Family (Custom 1)		3	6	18	9.0	
3	Townhome			33	33	59.4	59.5
4	Condominiums			17	102	183.6	186.5
5	Light Retail	2,000				6.6	69.5
6	Restaurant	4,500				30.0	
7	Office/Clubhouse	600				2.0	
8	Overflow/Boat Trailer parking					24	24
					Totals	**333.6**	**384**

Based on the parking summary above, approximately 334 parking spaces are recommended. The proposed masterplan has provided 384 spaces.

The proposed development proposes following dimensional standards:

- Proposed condominium development.
- Minimum interior lot area = 1,200 sq. Ft. (Reduced with additional area proposed to be added to minimum open space set-aside per Table 1.8.6.A Note [1]; Zero lot line)
- Minimum lot width (overall lot) = 65'
- Minimum lot setback (overall lot) = 10.0'
- Maximum lot coverage (overall lot) = 10.0% (Does not include open slotted wood decking)
- Maximum building height = 35'
- Maximum individual building size = 5,000 sq. Ft.
- Minimum setback from agricultural = 50.0'
- Minimum setback from adjacent residential = 20.0'

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Utilities

Water

The existing waterlines adjacent to the site within Kilmarlic are 6” in size. Water service to the site is proposed to be modeled based on the number of approved units to determine the best available connection with regards to available fire protection. Two options for water services are being considered including a connection to the existing 6” stub out within West Side Lane adjacent to the site or connection and extension of the existing 10” waterline within West Side Lane at the intersection of Kilmarlic Club Drive. If the 6” stub out connection is used, the existing waterline throughout Kilmarlic would be upgraded as necessary with the project to maintain required pressures for fire service. If modelling determines that an extension of the existing 10” waterline alignment is the best available for the development, a 10” extension will parallel the existing 6”-8” line within the West Side Lane right-of-way until it enters the development adjacent to Hillock.

Water service and fire hydrants will be provided throughout the development. All commercial buildings, townhomes, and condominiums (including detached condominiums) will be protected by sprinkler systems as required by National Fire Prevention Association and applicable building codes.

Sanitary Sewer

Sanitary sewer service throughout the development is anticipated to be collected via a gravity sewer network. This system will collect to onsite lift stations that will pump sewage to a proposed wastewater treatment plant at the rear of the site adjacent to boat trailer parking. Disposal of the treated effluent is proposed to take place through drip irrigation off-site through agreements with adjacent property owners. A letter of support from the adjacent property owner is available in **Appendix C** for off-site disposal of effluent.

Stormwater Management Plan

Low impact development methods including permeable pavements, constructed wetlands, a wet pond, and vegetated swales will be implemented to complement the existing estuarine environment. Amenities will include pedestrian friendly walks surrounding the marina and connecting residential development to the proposed park area. Walks are proposed as open slotted wood decking to allow stormwater to infiltrate into the ground naturally.

Stormwater to serve the proposed site improvements is anticipated to include multiple manmade wetland pockets, wet detention basins, and permeable pavement throughout the development. The existing soils at the site do not adequately allow for infiltration or bioretention options. Anticipated locations of pocket wetlands and wet ponds are shown on the provided masterplan. Stormwater Control Measures will be permitted as appropriate to address State and Local storage and treatment requirements.

Permeable pavers and permeable asphalt will be used onsite within parking areas to provide additional stormwater storage and infiltration. Pavers will be installed with underdrains that convey stormwater to the centralized storm sewer network Permeable pavers are provided to meet stormwater storage requirements. Permeable pavers are not anticipated to be permitted through NC DEQ.

These stormwater management control measures will provide an adequate system to meet and exceed State and local requirements for stormwater storage and treatment.

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Soils

The USDA NRCS Soil Survey lists the soils in the vicinity of the proposed development as described below. A copy of the NRCS web soil survey is available within **Appendix B** for reference.

- Bp – Borrow Pit
  This soil typically has 0 to 3 percent slopes. Typically has a very low runoff rate.

- Do—Dorovan mucky peat
  This soil typically has 0 to 1 percent slope. Dorovan mucky peat typically has a very high runoff class and is very poorly drained. This soil is categorized in Hydrologic Soil Group: A/D.

- CnA—Conetoe loamy sand
  This soil typically has 0 to 3 percent slope. Conetoe loamy sand typically has a very low runoff class and is well drained. This soil is categorized in Hydrologic Soil Group: A.

Marina

The proposed marina development has been designed to promote flushing to the maximum extent practicable, while limiting the square footage of wetlands and shallow water impacts by selecting the most direct channel route to reach the desired connecting water depth in the Albemarle of -8.0 feet (relative to normal water level). The marina development process over the last year has been refined to avoid and minimize environmental impacts. Specifically, the developer has reduced the overall proposed wetlands impacts (from the previously approved Masterplan). In addition, a robust mitigation plan is proposed that will restore native wetlands onsite, manage invasive species and preserve a large tract (greater than 80 acres) of non-coastal wetlands.

Please note, the existing onsite pondwas created out of agricultural lands. Fringe wetlands that exist around the pond have naturalized, but these wetlands appear to be the result of the Mine Reclamation activities/attempts after the mine was decommissioned. As proposed, the total wetlands fill impact for upland development is 0.48 acres which includes filling for road crossings. Dredge impacts to non-coastal wetlands (Phragmites, which is a federally listed invasive species) are 1.6 acres.

The proposed marina will provide approximately 208 boat slips (at build out based on available parking) for use by the general public, visitors and ICW traffic. Proposed slips will range in size to accommodate a variety of boats, sailboats and ICW traffic. The marina will be “full service”, defined as providing wet slips, sewage pump out, fuel and a ships store.

Buffers and Site Vegetation

Zoning

The surrounding zoning is a mixture of single-family mainland (SFM) and agriculture (AG). A setback of 20’ is proposed from the adjacent single-family zoning on the eastern side of the site. However, this 20’ setback is predominately against the Hillock right-of-way, which is 45-feet wide. Lot 175 within Kilmarlic Club Phase II is the only lot that directly abuts the proposed planned development. At this location, all buildings have been placed approximately 45-feet from the residential property line. A minimum of a 10-feet wide vegetated buffer will be provided along the adjacent properties zoned residential. All commercial development has been

Attachment: 4 P17062 -Site Narrative Combined-2018-09-25 (PB 08-48 Cape Currituck (Horgan/Mason):)

centralized within the community and will not be adjacent to the existing residential developments.

Adjacent to all agricultural zoning and along the north and west, a buffer of greater than 50-feet is available. These areas are predominately wetlands and will remain undisturbed with the proposed development. The southern boundary of the site is the Albemarle Sound and a buffer of greater than 500-feet for all development is provided by the existing wetlands.

The proposed development appears to be consistent with the surrounding uses of agriculture and residential zoning. Building types and placement at the site are proposed to provide a transition from adjacent offsite residential zoning to the mixed use and commercial elements of the proposed development plan. Transitions of residential buildings have been provided adjacent to the existing off site residential prior to proposed commercial or multi-family building placement.

Environmental Buffers

Within the current Currituck County UDO Section 1.8.6 (B)(3), the previously approved development shall comply with the standards in Chapters 5, 6, and 7 of the post-2013 UDO provided the compliance with the standards does not have the effect of decreasing the type, density, or intensity of the land designation contained in the approved master plan establishing the planned unit development.

The proposed development has held a 30' buffer from the shoreline as required by State and Federal requirements. Within Chapter 7, the County requires a 30' environmental setback from all wetlands (coastal and non-coastal) above and beyond State and Federal regulations. This 30' setback has been shown on the proposed masterplan for reference and is required to establish a riparian buffer around the county's surface waters, estuarine systems, and wetlands to ensure surface water runoff does not degrade or contaminate water quality in these resources. More specifically, these standards are intended to protect the following items:

A. Establish a riparian buffer zone around key water resource;
   Necessary wetlands impact and proposed structures and infrastructure have been minimized and avoided to the maximum extent practicable and all proposed development is adjacent to the man-made lake (former sand mine) and subsequent wetlands that were created as a result of final grading at mine closing. This statement is evidenced by historical aerial photography which shows the property as agricultural lands prior to the excavation of the mine and creation of the lake.

B. Protect private on-site drinking water supplies;
   The development as proposed will not damage on-site or off-site drinking water supplies. The project as proposed will not adversely impact (either through contamination or lowering) the shallow groundwater table or any known aquifer used for drinking water supplies.

C. Trap sediment and other pollutants in surface runoff;
   The proposed development includes stormwater planning that eliminates any discharge to surface waters, wetlands etc. Engineered and properly permitted Stormwater Control Measures will capture pollutants and sediment. Runoff from all homes within the 30' setback will be routed to appropriate basins prior to discharge.

D. Promote shoreline stabilization;

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The proposed development includes naturalized bank enhancement and stabilization. The project as proposed will not adversely impact any natural shorelines, but rather through the use of natural shoreline stabilization (not hardened) the shoreline will better protect water quality within the basin.

E. Protect wildlife habitat and critical aquatic nurseries;
A thorough review of wildlife habitat and critical aquatic nurseries has been conducted as part of the environmental review of this project. Based on a review of State and Federal databases and discussions with USFWS staff, there are no listed or mapped critical wildlife habitats or critical aquatic nurseries located within the proposed project area. All proposed development activities will be reviewed by State and Federal Permitting and Resource agencies as appropriate. All required permits will be obtained prior to any development activities.

F. Minimize the impacts of floods by helping maintain flood water storage volume.
The proposed development will manage and maintain flood water storage volumes and an engineered Site Plan; which includes both State and County stormwater management plans, will be submitted as part of the overall design of the project.

As proposed, Cape Currituck will meet the intent of UDO Section 7.6.1 through maintaining the 30' County setback adjacent to a majority of the existing natural wetlands and waterbodies throughout. Permitting and implementation of an engineered stormwater plan will assist in meeting the intent of this UDO Section in areas of roadway crossings. In addition to County setback requirements, all wetlands identified carry certain protections as outlined in Section 401 and Section 404 of the Clean Water Act. It is important to note that the proposed development is currently allowed (in a similar form) under a previous board action in 2008. The previously approved development proposed a greater density and proposed greater impacts to wetlands than the current proposal.

Proposed Sequence of Permitting/Construction

Phase 1:

1. Obtain appropriate permits for Phase 1 construction including State SESC, State Stormwater, Phase 1 Public Water Supply watermain extension, Wastewater collection, WWTP permitting, and County approvals.
2. Install Phase 1 erosion and sediment control including silt fencing and constructed wetlands.
3. Install WWTP, associated utilities, and stormwater facilities.
4. Install Phase 1 units (43 total) and associated roadway/walkway/utilities.

Phase 2:

5. Obtain CAMA/USACE, DWR permitting for Marina.
6. Obtain appropriate permits for Phase 2 construction including State SESC, State Stormwater, Phase 2 Public Water Supply watermain extension, and County approvals.
7. Install Phase 2 erosion and sediment control including silt fencing and constructed wetlands.
8. Fill wetlands.
9. Demolish or relocate existing house.
10. Dredge the marina and reshape the existing manmade pond per approved Federal, State, and local permits. Construct proposed wet pond for use as SESC during construction.

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11. Install Phase 2 units (27 additional units) and associated roadway/walkway/utilities.
12. Install commercial elements and associated roadway/utilities.
13. Construct marina decking and slips for Phase 2 residential units and commercial elements only.

Phase 3:

14. Obtain appropriate permits for Phase 3 construction including State SESC, State Stormwater, Phase 3 Public Water Supply watermain extension, and County approvals.
15. Install Phase 3 erosion and sediment control including silt fencing and constructed wetlands.
16. Install Phase 3 units (90 additional units) and associated roadway/walkway/utilities.
17. Install marina decking and slips for Phase 3 residential units.

Proposed Zoning Conditions/Dimensional Standards

Use Conditions:

1. The maximum gross residential density shall not exceed 2.0 dwelling units per acre.
2. No more than 50 residential units shall receive a certificate of occupancy prior to the public marina being fully permitted and approved by any local, state, and federal regulatory or permitting agency.
3. No more than 100 residential dwelling units shall receive a certificate of occupancy prior to the marina being fully operational and open to the public.
4. No more than 150 residential dwelling units shall receive a certificate of occupancy prior to the commercial components of the request being approved and fully constructed.

Transportation Conditions:

1. Multimodal pathways a minimum of six feet in width shall be provided throughout the development. This shall include interconnected sidewalks, bikeways, and natural trails.
2. Internal pedestrian circulation shall be required for all commercial areas through the use of clearly defined walkways.

Landscaping/Screening Conditions:

1. All inland, non-tidal and coastal wetlands not proposed to be filled shall remain undisturbed in accordance with the Currituck Marina Conceptual Plan. Delineated CAMA, 404 and 401 wetlands shall be preserved in perpetuity, either through a deed restriction, conservation easement or preservation trust preventing individual ownership or development.
2. There shall be no development, land disturbing (other than excavation of access channel, restoration or enhancement of natural ecosystems and management of invasive species), or logging activities in areas designated by the 2006 Land Use Plan as Conservation in accordance with the Currituck Marina Conceptual Plan. This shall not preclude elevated walkways, utilities, or other necessary public improvements.
3. A combination of Low Impact Development (LID) techniques such as cisterns, pervious materials, stormwater rain gardens, and soft stabilization of the marina basin shall be utilized as approved by the County Engineer.
4. Existing mature trees within 300 feet of the mean high-water mark or 100 feet of any adjacent property line shall be identified as a tree conservation area and be preserved to the extent practicable.
5. When developing within 300 feet of the shoreline, precedence should be given to “soft” stabilization approaches including, but not limited to, preservation of existing vegetation,

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creation of natural, living shorelines for areas needing stabilization, and establishment of vegetative buffers.

6. In commercial areas every parking space shall be entirely located within 120 feet of a landscape island containing a minimum of 2 canopy trees, a minimum of 2-inch caliper at time of planting. Landscape islands shall be a minimum of 10 feet in width and 400 square feet in size.
7. In commercial areas pedestrian plazas or similar shaded outdoor seating areas shall be provided at a rate of 100 square feet for every 2,000 square feet of gross floor area.

Site Design/Architectural Conditions:

1. The proposed development will be in accordance with the Currituck Marina Conceptual Plan (dated September 2018).
2. Maximum size of an individual commercial building shall not exceed 10,000 square feet of gross floor area.
3. Residential structures shall include vertical and horizontal relief in buildings, including but not limited to façade articulation and other architectural elements that add visual interest; variation in exterior architectural materials or styles; and, inclusion of front porches, projecting bays, or vestibules.
4. Commercial structures, including mixed use structures, shall be subject to the following requirements:
    a. Building facades shall incorporate the traditional architectural style or vernacular of the general areas.
    b. Large expanses of blank walls shall be avoided. Facades shall incorporate architectural elements that add visual interest, including but not limited to variation in exterior materials; functioning windows and doorways; and, projecting elements such as eaves, cornices, canopies, bays, shadow lines, overhangs, porticos, and colonnades.
    c. Corrugated metal building materials shall not be permitted. Architectural grade finished metal may be used as an accent material of on elevations not visible from a right-of-way or area designated for residential uses.

Water Access Conditions:

1. Public access to the waterfront and Albemarle Sound shall be required and include at a minimum a marina, public boat launching and parking, and multimodal pathways.
2. The marina shall include docking for a minimum of ten vessels.
3. The marina shall participate and become a Certified Clean Marina in the North Carolina Clean Marina program.
4. No permanent structures shall be built within 30 feet of the normal water level, or on or over a pier.
5. Waterfront property within 30 feet of the normal water level shall remain in common open space.

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Appendix A – Previously approved Planned Unit Development Permit (Approved 2008)

Attachment: 4 P17062 -Site Narrative Combined-2018-09-25 (PB 08-48 Cape Currituck (Horgan/Mason):)

Post Office Box 70
Currituck, North Carolina 27929

252-232-3055
Fax 252-232-3026

COUNTY OF CURRITUCK

Department of Planning

November 18, 2008

Mr. Denny Horgan
291 West Side Lane
Powells Point, NC 27966

Tim Morrison/Edward Myers
2600 South Virginia Dare Trail
Nags Head, NC 27959

RE: PB 08-48 Currituck Marina – Conditional District Zoning Map Amendment

Dear Applicant,

At its November 17, 2008 meeting, the Currituck County Board of Commissioners approved the request to establish a Conditional District – Planned Unit Development Overlay Zone (CD-PUD) on 119.96 acres located at 291 West Side Lane, adjacent to Kilmarlic, Tax Map 112, Parcel 3C, Poplar Branch Township with the following zoning conditions:

Uses

1. Limited to mixed residential uses, neighborhood serving retail uses, restaurants, traditional uses associated with a marina, and other items contained in the Currituck Marina Conceptual Plan.
2. Maximum gross residential density shall not exceed 2.0 dwelling units per acre.
3. No more than 50 residential dwelling units shall receive a certificate of occupancy prior to the public marina being fully permitted and approved by any local, state, and federal regulatory or permitting agency.
4. No more than 100 residential dwelling units shall receive a certificate of occupancy prior to the marina being fully operational and open to the public.
5. No more than 150 residential dwelling units shall receive a certificate of occupancy prior to the commercial components of the request being approved and fully constructed.

Transportation

1. Multimodal pathways a minimum of six feet in width shall be provided throughout the development. This shall include interconnected sidewalks, bikeways and natural trails.
2. Internal pedestrian circulation shall be required for all commercial areas through the use of clearly defined walkways.

Landscaping/Screening

1. All inland, non-tidal and coastal wetlands shall remain undisturbed in accordance with the Currituck Marina Conceptual Plan. Delineated CAMA, 404 and 401 wetlands shall be placed in a conservation easement or preservation trust preventing individual ownership or development.

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2. There shall be no development, land disturbing, or logging activities in areas designated by the 2006 Land Use Plan as Conservation in accordance with the Currituck Marina Conceptual Plan. This shall not preclude elevated walkways, utilities, or other necessary public improvements.
3. A combination of Low Impact Development (LID) techniques such as cisterns, pervious materials, stormwater rain gardens, and soft stabilization of the marina basin shall be utilized as approved by the County Engineer.
4. Existing mature trees within 300 feet of the mean high water mark or 100 feet of any adjacent property line shall be identified as a tree conservation area and be preserved to the extent practicable.
5. When developing within 300 feet of the shoreline, precedence should be given to "soft" stabilization approaches including but not limited to preservation of existing vegetation, creation of natural, living shorelines for areas needing stabilization, and establishment of vegetative buffers.
6. In commercial areas every parking space shall be entirely located within 120 feet of a landscape island containing a minimum of 2 canopy trees, a minimum of 2 inches in caliper at time of planting. Landscape islands shall be a minimum of 10 feet in width and 400 square feet in size.
7. In commercial areas pedestrian plazas or similar shaded outdoor seating areas shall be provided at a rate of 100 square feet for every 2,000 square feet of gross floor area.

Site Design/Architectural

1. The proposed development will be in accordance with the Currituck Marina Conceptual Plan.
2. Maximum size of an individual commercial building shall not exceed 10,000 square feet of gross floor area.
3. Residential structures shall include vertical and horizontal relief in buildings, including but not limited to façade articulation and other architectural elements that add visual interest; variation in exterior architectural materials or styles; and, inclusion of front porches, projecting bays, or vestibules.
4. Commercial structures, including mixed use structures, shall be subject to the following requirements:
   a. Building facades shall incorporate the traditional architectural style or vernacular of the general area.
   b. Large expanses of blank walls shall be avoided. Facades shall incorporate architectural elements that add visual interest, including but not limited to variation in exterior materials; functioning windows and doorways; and, projecting elements such as eaves, cornices, canopies, bays, shadow lines, overhangs, porticos and colonnades.
   c. Corrugated metal building materials shall not be permitted. Architectural grade finished metal may be used as an accent material or on elevations not visible from a right-of-way or area designated for residential uses.

Water Access

1. Public access to the waterfront and Albemarle Sound shall required and include at a minimum a marina, public boat launching and parking, and multimodal pathways.
2. The marina shall include docking for a minimum of ten vessels.
3. The marina shall participate and become a Certified Clean Marina in the North Carolina Clean Marina program.
4. No permanent structures shall be built within 100 feet of the mean high water mark, or on or over a pier.
5. Waterfront property within 100 feet of the mean high water mark shall remain in common open space.

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If you have any questions regarding this action, please call me at 252-232-6029.

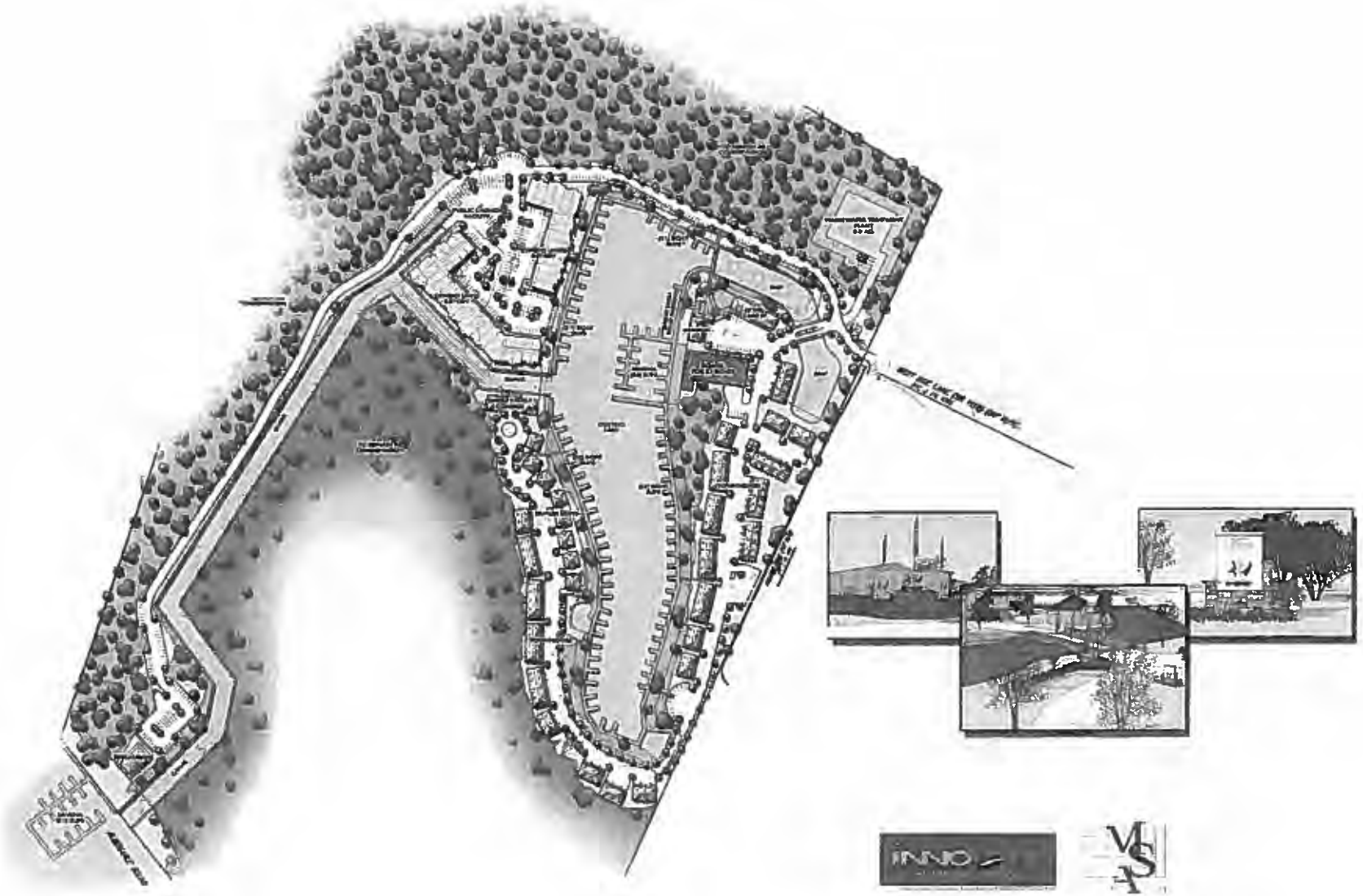
Sincerely,

Ben E. Woody, AICP
Planning Director

BW/st

cc: NCDOT – Elizabeth City
Tax Office
Harry Lee

Attachment: 4 P17062 -Site Narrative Combined-2018-09-25 (PB 08-48 Cape Currituck (Horgan/Mason):)



Appendix B – On-site Soils Map and Data

Attachment: 4 P17062 -Site Narrative Combined-2018-09-25 (PB 08-48 Cape Currituck (Horgan/Mason):)

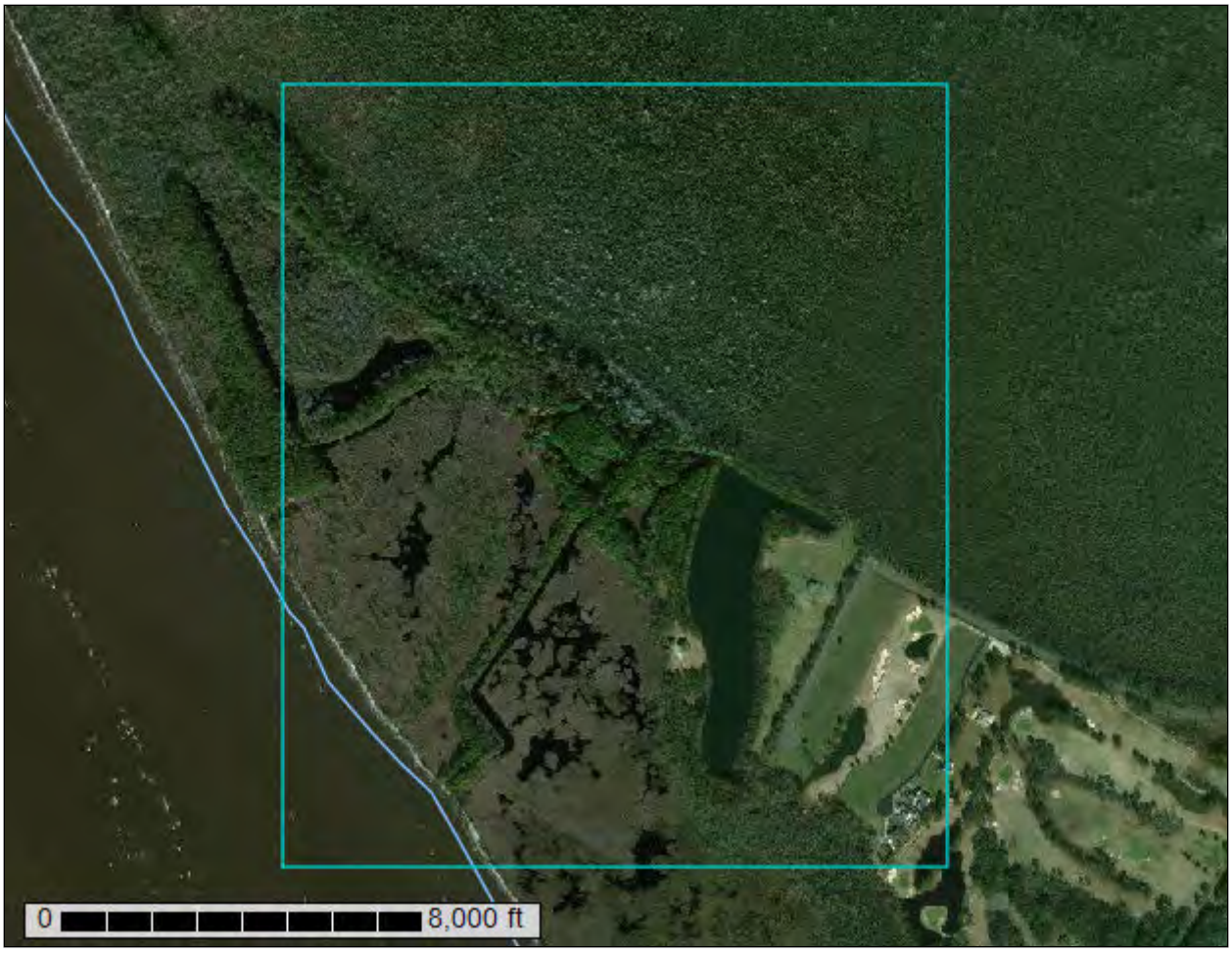
United States Department of Agriculture

NRCS

Natural Resources Conservation Service

A product of the National Cooperative Soil Survey, a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local participants

Custom Soil Resource Report for Currituck County, North Carolina



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Preface

Soil surveys contain information that affects land use planning in survey areas. They highlight soil limitations that affect various land uses and provide information about the properties of the soils in the survey areas. Soil surveys are designed for many different users, including farmers, ranchers, foresters, agronomists, urban planners, community officials, engineers, developers, builders, and home buyers. Also, conservationists, teachers, students, and specialists in recreation, waste disposal, and pollution control can use the surveys to help them understand, protect, or enhance the environment.

Various land use regulations of Federal, State, and local governments may impose special restrictions on land use or land treatment. Soil surveys identify soil properties that are used in making various land use or land treatment decisions. The information is intended to help the land users identify and reduce the effects of soil limitations on various land uses. The landowner or user is responsible for identifying and complying with existing laws and regulations.

Although soil survey information can be used for general farm, local, and wider area planning, onsite investigation is needed to supplement this information in some cases. Examples include soil quality assessments (http://www.nrcs.usda.gov/wps/portal/nrcs/main/soils/health/) and certain conservation and engineering applications. For more detailed information, contact your local USDA Service Center (https://offices.sc.egov.usda.gov/locator/app?agency=nrcs) or your NRCS State Soil Scientist (http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/contactus/?cid=nrcs142p2_053951).

Great differences in soil properties can occur within short distances. Some soils are seasonally wet or subject to flooding. Some are too unstable to be used as a foundation for buildings or roads. Clayey or wet soils are poorly suited to use as septic tank absorption fields. A high water table makes a soil poorly suited to basements or underground installations.

The National Cooperative Soil Survey is a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local agencies. The Natural Resources Conservation Service (NRCS) has leadership for the Federal part of the National Cooperative Soil Survey.

Information about soils is updated periodically. Updated information is available through the NRCS Web Soil Survey, the site for official soil survey information.

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Soil Map

The soil map section includes the soil map for the defined area of interest, a list of soil map units on the map and extent of each map unit, and cartographic symbols displayed on the map. Also presented are various metadata about data used to produce the map, and a description of each soil map unit.

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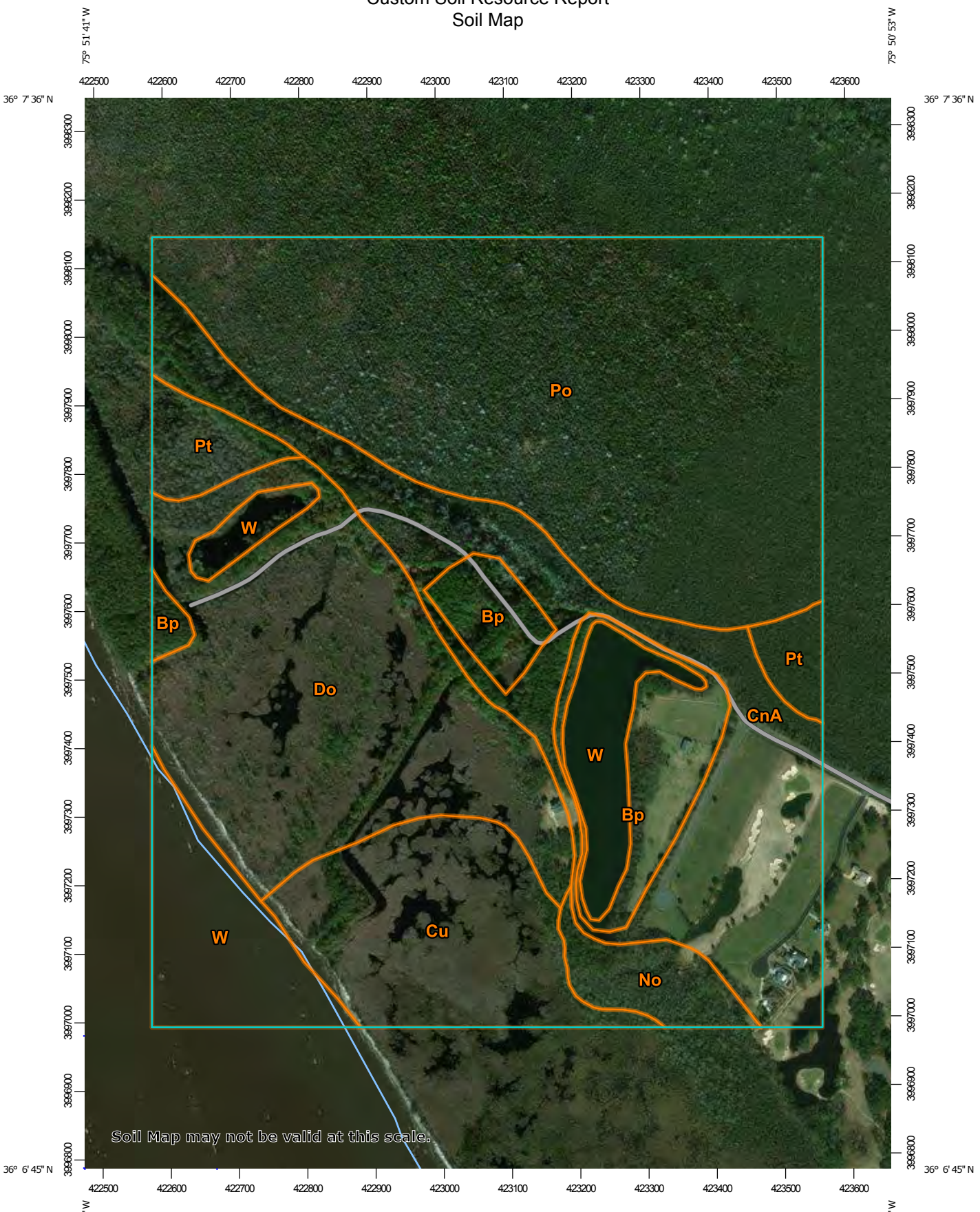
Custom Soil Resource Report
Soil Map



Map Scale: 1:7,620 if printed on A portrait (8.5" x 11") sheet.

N

Meters: 0 100 200 400 600

Feet: 0 350 700 1400 2100

Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 18N WGS84

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MAP LEGEND

Area of Interest (AOI)
- Area of Interest (AOI)

Soils
- Soil Map Unit Polygons
- Soil Map Unit Lines
- Soil Map Unit Points

Special Point Features
- Blowout
- Borrow Pit
- Clay Spot
- Closed Depression
- Gravel Pit
- Gravelly Spot
- Landfill
- Lava Flow
- Marsh or swamp
- Mine or Quarry
- Miscellaneous Water
- Perennial Water
- Rock Outcrop
- Saline Spot
- Sandy Spot
- Severely Eroded Spot
- Sinkhole
- Slide or Slip
- Sodic Spot
- Spoil Area
- Stony Spot
- Very Stony Spot
- Wet Spot
- Other
- Special Line Features

Water Features
- Streams and Canals

Transportation
- Rails
- Interstate Highways
- US Routes
- Major Roads
- Local Roads

Background
- Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:20,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL:
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Currituck County, North Carolina
Survey Area Data: Version 16, Sep 26, 2017

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Dec 31, 2009—Feb 23, 2017

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

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Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
Bp	Borrow pit	16.4	5.8%
CnA	Conetoe loamy sand, 0 to 3 percent slopes	45.6	16.2%
Cu	Currituck mucky peat	27.0	9.6%
Do	Dorovan mucky peat	56.2	20.0%
No	Nimmo loamy sand	6.7	2.4%
Po	Ponzer muck, 0 to 2 percent slopes, rarely flooded	94.5	33.6%
Pt	Portsmouth fine sandy loam	8.4	3.0%
W	Water	26.1	9.3%
Totals for Area of Interest		**280.9**	**100.0%**

Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it

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was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however, onsite investigation is needed to define and locate the soils and miscellaneous areas.

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.

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Currituck County, North Carolina

Bp—Borrow pit

Map Unit Setting

National map unit symbol: 21ydy
Elevation: 0 to 20 feet
Mean annual precipitation: 42 to 58 inches
Mean annual air temperature: 61 to 64 degrees F
Frost-free period: 190 to 270 days
Farmland classification: Not prime farmland

Map Unit Composition

Pits, sand: 100 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Pits, Sand

Setting

Parent material: Sandy fluviomarine deposits

Typical profile

C1 - 0 to 10 inches: sand
C2 - 10 to 80 inches: sand

Properties and qualities

Slope: 0 to 3 percent
Runoff class: Very low
Capacity of the most limiting layer to transmit water (Ksat): High to very high (5.95 to 39.96 in/hr)
Depth to water table: About 0 to 6 inches
Available water storage in profile: Very low (about 2.4 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 8s
Hydric soil rating: No

CnA—Conetoe loamy sand, 0 to 3 percent slopes

Map Unit Setting

National map unit symbol: 3rnf
Elevation: 0 to 20 feet
Mean annual precipitation: 42 to 58 inches
Mean annual air temperature: 61 to 64 degrees F
Frost-free period: 190 to 270 days
Farmland classification: Farmland of statewide importance

Map Unit Composition

Conetoe and similar soils: 85 percent
Minor components: 5 percent

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Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Conetoe

Setting

Landform: Ridges on stream terraces, ridges on marine terraces
Landform position (two-dimensional): Shoulder, summit
Landform position (three-dimensional): Crest
Down-slope shape: Convex
Across-slope shape: Convex
Parent material: Sandy and loamy fluviomarine deposits and/or marine deposits

Typical profile

Ap - 0 to 8 inches: loamy sand
E - 8 to 22 inches: loamy sand
Bt - 22 to 40 inches: sandy loam
BC - 40 to 46 inches: loamy sand
C - 46 to 80 inches: sand

Properties and qualities

Slope: 0 to 5 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Well drained
Runoff class: Very low
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.57 to 5.95 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Available water storage in profile: Low (about 5.1 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 2s
Hydrologic Soil Group: A
Hydric soil rating: No

Minor Components

Leon

Percent of map unit: 5 percent
Landform: Flats on marine terraces
Down-slope shape: Linear
Across-slope shape: Concave
Hydric soil rating: Yes

Cu—Currituck mucky peat

Map Unit Setting

National map unit symbol: 3rnj
Elevation: 0 feet

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Mean annual precipitation: 42 to 58 inches
Mean annual air temperature: 61 to 64 degrees F
Frost-free period: 190 to 270 days
Farmland classification: Not prime farmland

Map Unit Composition

Currituck, tidal, and similar soils: 90 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Currituck, Tidal

Setting

Landform: Tidal marshes
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: Herbaceous organic material over sandy fluviomarine deposits

Typical profile

Oe - 0 to 14 inches: mucky peat
Oa - 14 to 28 inches: muck
Cg - 28 to 80 inches: sand

Properties and qualities

Slope: 0 to 1 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Very poorly drained
Runoff class: Very high
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.57 to 5.95 in/hr)
Depth to water table: About 0 to 12 inches
Frequency of flooding: Very frequent
Frequency of ponding: None
Salinity, maximum in profile: Very slightly saline to slightly saline (2.0 to 4.0 mmhos/cm)
Sodium adsorption ratio, maximum in profile: 10.0
Available water storage in profile: High (about 10.6 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 8w
Hydrologic Soil Group: A/D
Hydric soil rating: Yes

Do—Dorovan mucky peat

Map Unit Setting

National map unit symbol: 3rnl
Elevation: 0 feet
Mean annual precipitation: 42 to 58 inches
Mean annual air temperature: 61 to 64 degrees F
Frost-free period: 190 to 270 days
Farmland classification: Not prime farmland

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Map Unit Composition

Dorovan, undrained, and similar soils: 85 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Dorovan, Undrained

Setting

Landform: Flood plains
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: Woody organic material

Typical profile

Oe1 - 0 to 3 inches: mucky peat
Oe2 - 3 to 63 inches: mucky peat
C - 63 to 80 inches: loamy sand

Properties and qualities

Slope: 0 to 1 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Very poorly drained
Runoff class: Negligible
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.57 to 1.98 in/hr)
Depth to water table: About 0 inches
Frequency of flooding: Frequent
Frequency of ponding: Frequent
Available water storage in profile: Very high (about 13.8 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 7w
Hydrologic Soil Group: B/D
Hydric soil rating: Yes

No—Nimmo loamy sand

Map Unit Setting

National map unit symbol: 3rnv
Elevation: 0 to 20 feet
Mean annual precipitation: 42 to 58 inches
Mean annual air temperature: 61 to 64 degrees F
Frost-free period: 190 to 270 days
Farmland classification: Farmland of statewide importance

Map Unit Composition

Nimmo, drained, and similar soils: 80 percent
Nimmo, undrained, and similar soils: 10 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

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Description of Nimmo, Drained

Setting

Landform: Depressions on marine terraces, flats on marine terraces
Down-slope shape: Concave
Across-slope shape: Linear
Parent material: Sandy and loamy fluviomarine deposits and/or marine deposits

Typical profile

Ap - 0 to 6 inches: loamy fine sand
Btg - 6 to 25 inches: fine sandy loam
Cg - 25 to 80 inches: sand

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Poorly drained
Runoff class: Very high
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.57 to 5.95 in/hr)
Depth to water table: About 0 to 12 inches
Frequency of flooding: None
Frequency of ponding: None
Available water storage in profile: Low (about 5.1 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 3w
Hydrologic Soil Group: A/D
Hydric soil rating: Yes

Description of Nimmo, Undrained

Setting

Landform: Flats on marine terraces, depressions on marine terraces
Down-slope shape: Concave
Across-slope shape: Linear
Parent material: Sandy and loamy fluviomarine deposits and/or marine deposits

Typical profile

Ap - 0 to 6 inches: loamy fine sand
Btg - 6 to 25 inches: fine sandy loam
Cg - 25 to 80 inches: sand

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Poorly drained
Runoff class: Very high
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.57 to 5.95 in/hr)
Depth to water table: About 0 to 12 inches
Frequency of flooding: None
Frequency of ponding: None
Available water storage in profile: Low (about 5.1 inches)

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Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 4w
Hydrologic Soil Group: A/D
Hydric soil rating: Yes

Po—Ponzer muck, 0 to 2 percent slopes, rarely flooded

Map Unit Setting

National map unit symbol: 2v9nw
Elevation: 0 to 30 feet
Mean annual precipitation: 45 to 60 inches
Mean annual air temperature: 60 to 61 degrees F
Frost-free period: 190 to 270 days
Farmland classification: Farmland of statewide importance

Map Unit Composition

Ponzer, undrained, and similar soils: 90 percent
Minor components: 10 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Ponzer, Undrained

Setting

Landform: Depressions, flats
Landform position (three-dimensional): Dip, talf
Down-slope shape: Concave, linear
Across-slope shape: Concave, linear
Parent material: Herbaceous organic material and/or woody organic material over loamy marine deposits

Typical profile

Oa - 0 to 32 inches: muck
Cg - 32 to 63 inches: loam

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Very poorly drained
Runoff class: Very high
Capacity of the most limiting layer to transmit water (Ksat): Very low to moderately low (0.00 to 0.06 in/hr)
Depth to water table: About 0 to 6 inches
Frequency of flooding: Rare
Frequency of ponding: None
Available water storage in profile: Very high (about 19.5 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 6w

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Hydrologic Soil Group: D
Hydric soil rating: Yes

Minor Components

Belhaven, undrained

Percent of map unit: 6 percent
Landform: Flats, pocosins, flood plains, depressions
Landform position (three-dimensional): Tread, talf, dip
Down-slope shape: Linear, concave
Across-slope shape: Linear, concave
Hydric soil rating: Yes

Roper, undrained

Percent of map unit: 4 percent
Landform: Depressions on marine terraces, flats on marine terraces
Landform position (three-dimensional): Talf
Down-slope shape: Linear, concave
Across-slope shape: Linear, concave
Hydric soil rating: Yes

Pt—Portsmouth fine sandy loam

Map Unit Setting

National map unit symbol: 3rp0
Elevation: 0 to 30 feet
Mean annual precipitation: 42 to 58 inches
Mean annual air temperature: 61 to 64 degrees F
Frost-free period: 190 to 270 days
Farmland classification: Prime farmland if drained

Map Unit Composition

Portsmouth, drained, and similar soils: 75 percent
Portsmouth, undrained, and similar soils: 10 percent
Minor components: 7 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Portsmouth, Drained

Setting

Landform: Flats on marine terraces, depressions on marine terraces
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: Loamy fluviomarine deposits over sandy fluviomarine deposits

Typical profile

Ap - 0 to 12 inches: fine sandy loam
Eg - 12 to 19 inches: fine sandy loam
Btg - 19 to 35 inches: sandy clay loam
BCg - 35 to 38 inches: sandy loam
2Cg - 38 to 80 inches: loamy sand

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Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: 20 to 40 inches to strongly contrasting textural stratification
Natural drainage class: Very poorly drained
Runoff class: Very high
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.57 to 1.98 in/hr)
Depth to water table: About 0 to 12 inches
Frequency of flooding: None
Frequency of ponding: None
Available water storage in profile: Low (about 5.8 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 3w
Hydrologic Soil Group: B/D
Hydric soil rating: Yes

Description of Portsmouth, Undrained

Setting

Landform: Depressions on marine terraces, flats on marine terraces
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: Loamy fluviomarine deposits over sandy fluviomarine deposits

Typical profile

A - 0 to 12 inches: fine sandy loam
Eg - 12 to 19 inches: fine sandy loam
Btg - 19 to 35 inches: sandy clay loam
BCg - 35 to 38 inches: sandy loam
2Cg - 38 to 80 inches: loamy sand

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: 20 to 40 inches to strongly contrasting textural stratification
Natural drainage class: Very poorly drained
Runoff class: Very high
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.57 to 1.98 in/hr)
Depth to water table: About 0 to 12 inches
Frequency of flooding: None
Frequency of ponding: None
Available water storage in profile: Low (about 5.8 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 6w
Hydrologic Soil Group: B/D
Hydric soil rating: Yes

Minor Components

Cape lookout, undrained

Percent of map unit: 4 percent

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Landform: Flats, pocosins, depressions
Down-slope shape: Linear
Across-slope shape: Concave
Hydric soil rating: Yes

Portsmouth, undrained

Percent of map unit: 3 percent
Landform: Depressions on marine terraces, flats on marine terraces
Down-slope shape: Linear
Across-slope shape: Linear
Hydric soil rating: Yes

W—Water

Map Unit Composition

Water: 100 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Water

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 8w
Hydric soil rating: No

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Attachment: 4 P17062 -Site Narrative Combined-2018-09-25 (PB 08-48 Cape Currituck (Horgan/Mason):)

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Attachment: 4 P17062 -Site Narrative Combined-2018-09-25 (PB 08-48 Cape Currituck (Horgan/Mason):)

Appendix C – Supporting Letter for Off-site Disposal of Wastewater Effluent

Attachment: 4 P17062 -Site Narrative Combined-2018-09-25 (PB 08-48 Cape Currituck (Horgan/Mason):)

WATER SIDE ELEVATION

ADD FOUNDATION EXPOSURE TO OVERALL DIMINSIONS FOR AN ACCURATE ASSEMENT OF THE OVERALL HEIGHT AND MEAN ROOF HEIGHT

OVERALL HT 30'-7 1/2"	OVERALL HT 9'-9 1/2"
MRH 25'-3 1/4"	MRH 4'-10 3/4"
HEIGHT 20'-4 ¾"	HEIGHT 9'-0 ½"
FLR/CLG 11'-4 ¼"	FLR/CLG 0'-17 ¾"
HEIGHT 9'-10 ½"	HEIGHT 9'-0 ½"
FLOOR 0'-10"	TOP OF FND

NOTE:
PORCHES, DECKS AND/OR GARAGE TO BE THE DECISION OF THE BUILDER OR OWNER PER LOCAL CODES & REQUIREMENTS.

6 UNIT CONDO LAYOUT
2 BRM/2 BATH
1120 SQ. FT. PER LIV. UNIT

CARDINAL HOMES ®

HO. NUMBER
-

FP. NUMBER
-

PRINT NO.
218139

DATE
9/26/18

DRAWN BY:
GKW

SCALE:
3/16"=1'-0"

REVISIONS

ELEVATION

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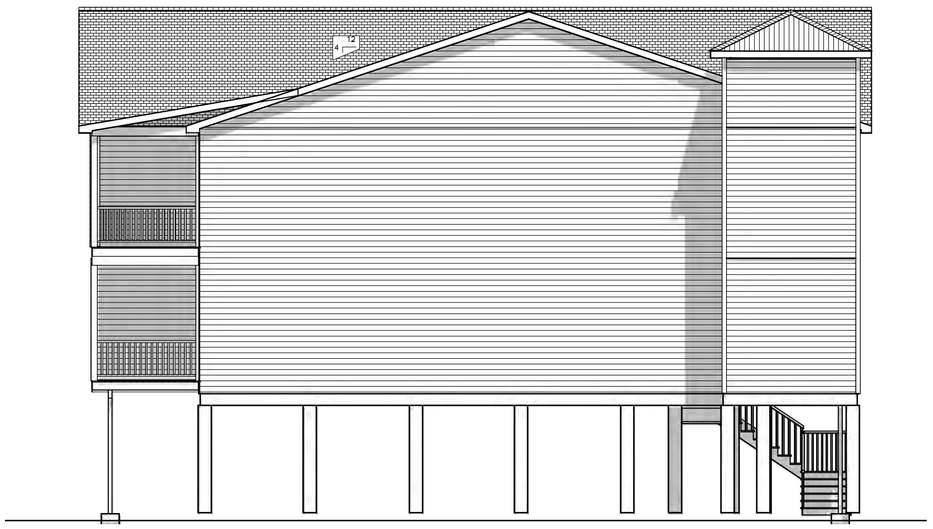
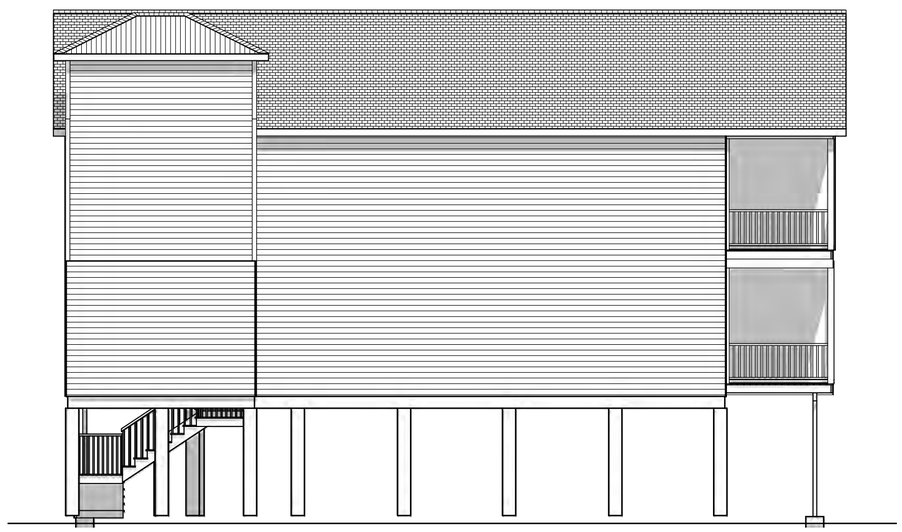
SHEET:
1.0 OF 6

Attachment: 5 6 unit condo 9-26-18 (PB 08-48 Cape Currituck (Horgan/Mason):)

PARKING SIDE ELEVATION



LEFT ELEVATION



RIGHT ELEVATION

6 UNIT CONDO LAYOUT
2 BRM/2 BATH
1120 SQ. FT. PER LIV. UNIT

CARDINAL HOMES ®

HO. NUMBER
-

FP. NUMBER
-

PRINT NO.
218139

DATE
9/26/18

DRAWN BY:
GKW

SCALE:
3/16"=1'-0"

REVISIONS

ELEVATION

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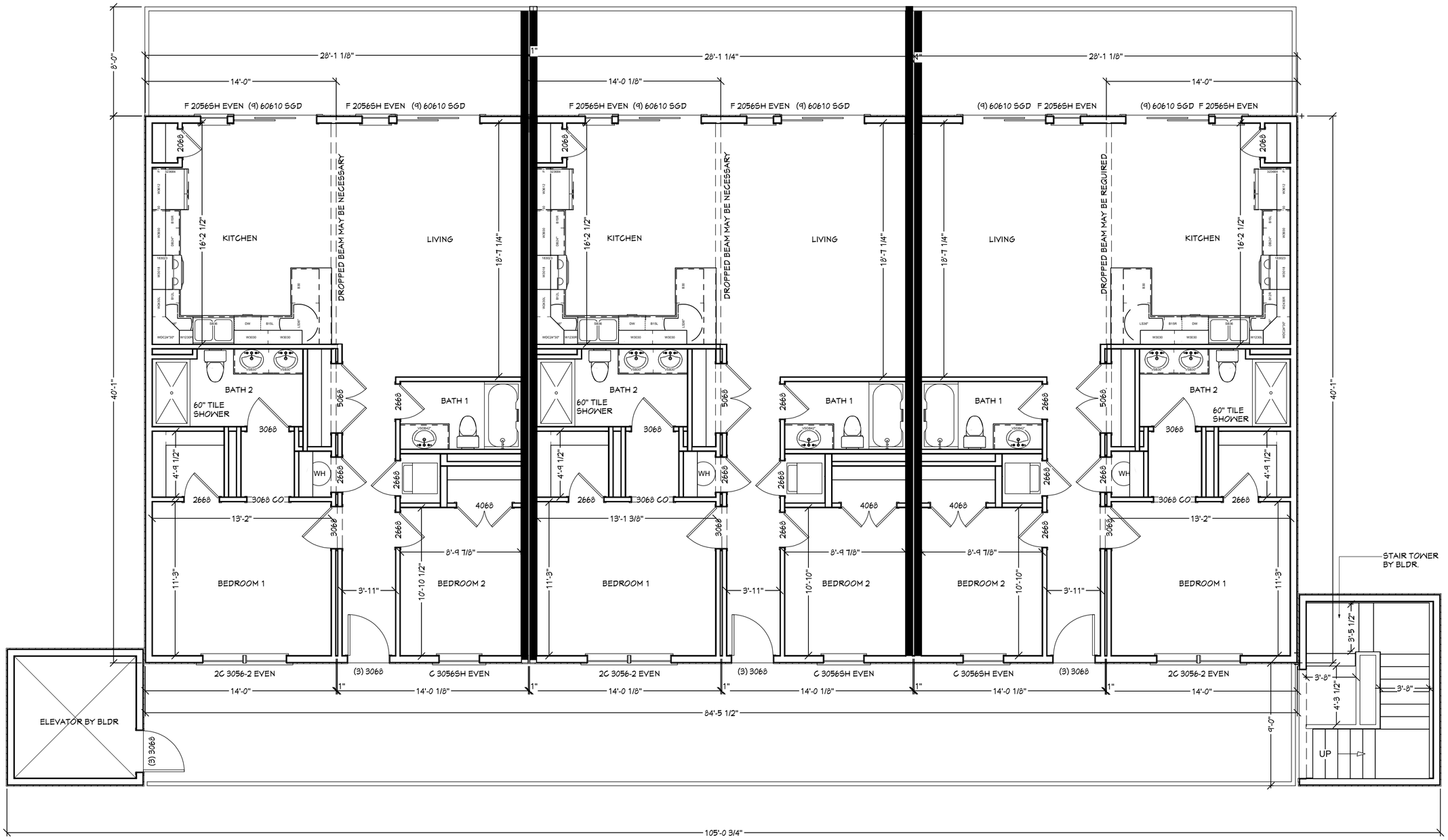
SHEET:
1.1 OF 6

Attachment: 5 6 unit condo 9-26-18 (PB 08-48 Cape Currituck (Horgan/Mason):)



1st Floor

6 UNIT CONDO LAYOUT
2 BRM/2 BATH
1120 SQ. FT. PER LIV. UNIT

CARDINAL HOMES ®

HO. NUMBER	-
FP. NUMBER	-
PRINT NO.	218139
DATE	9/26/18
DRAWN BY:	GKW
SCALE:	3/16"=1'-0"

REVISIONS

BUILDING LAYOUT

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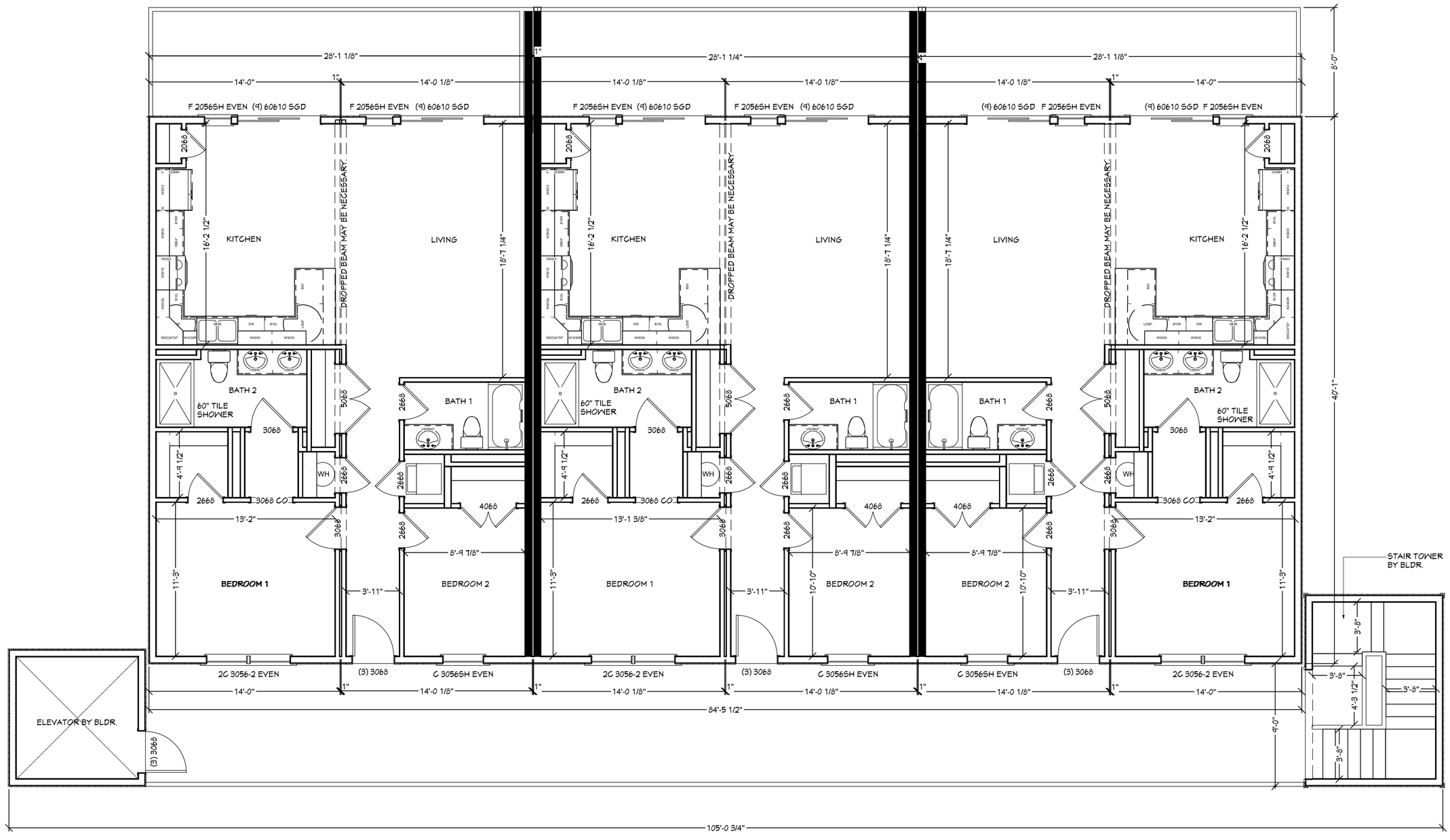
SHEET: 2.0 OF 6

Attachment: 5 6 unit condo 9-26-18 (PB 08-48 Cape Currituck (Horgan/Mason):)



2nd Floor

6 UNIT CONDO LAYOUT
2 BRM/2 BATH
1120 SQ. FT. PER LIV. UNIT

CARDINAL HOMES ®

HO. NUMBER	-
FP. NUMBER	-
PRINT NO.	218139
DATE	9/26/18
DRAWN BY:	GKW
SCALE:	3/16"=1'-0"

REVISIONS

BUILDING LAYOUT

SHEET: 2.1 OF 6

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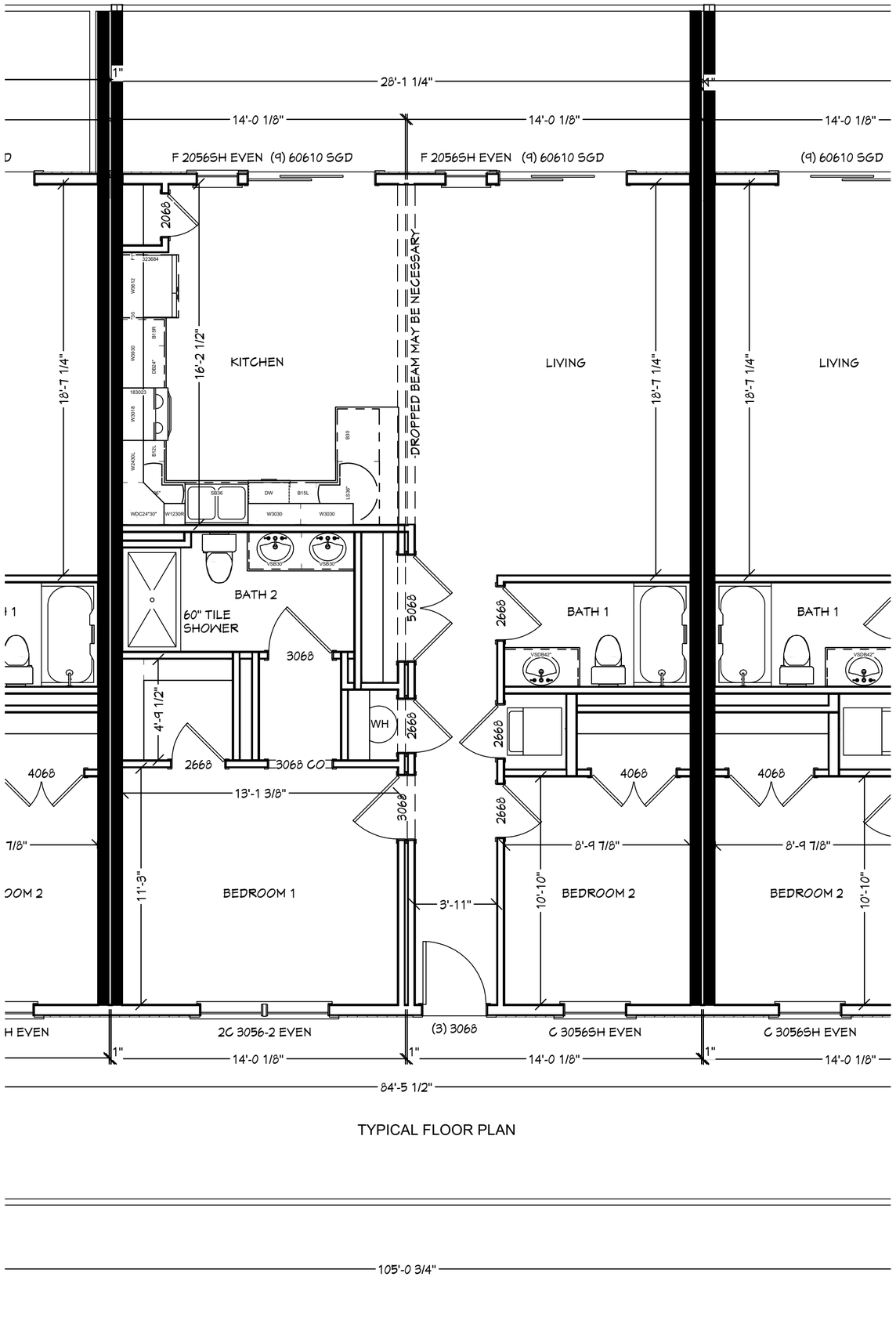
Attachment: 5 6 unit condo 9-26-18 (PB 08-48 Cape Currituck (Horgan/Mason):)



TYPICAL FLOOR PLAN

6 UNIT CONDO LAYOUT
2 BRM/2 BATH
1120 SQ. FT. PER LIV. UNIT

CARDINAL HOMES ®

HO. NUMBER	-
FP. NUMBER	-
PRINT NO.	218139
DATE	9/26/18
DRAWN BY:	GKW
SCALE:	3/16"=1'-0"

REVISIONS

TYPICAL FLOOR PLAN

SHEET: 2.2 OF 6

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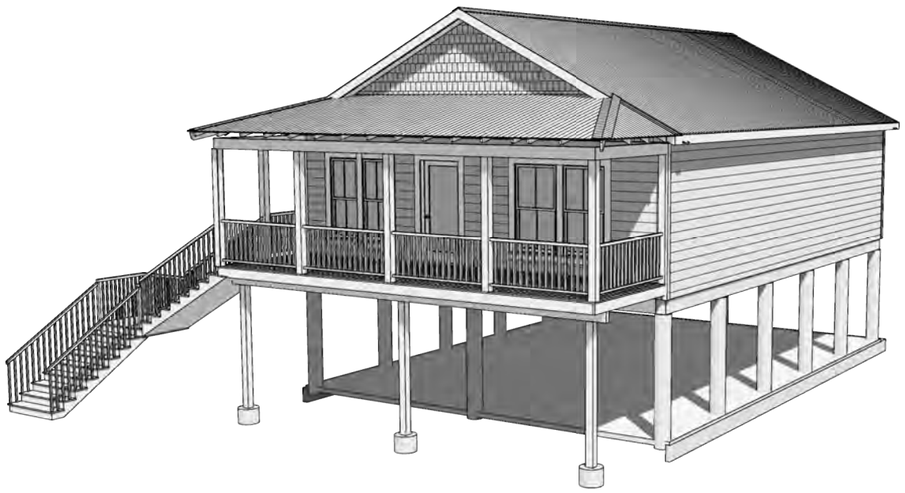
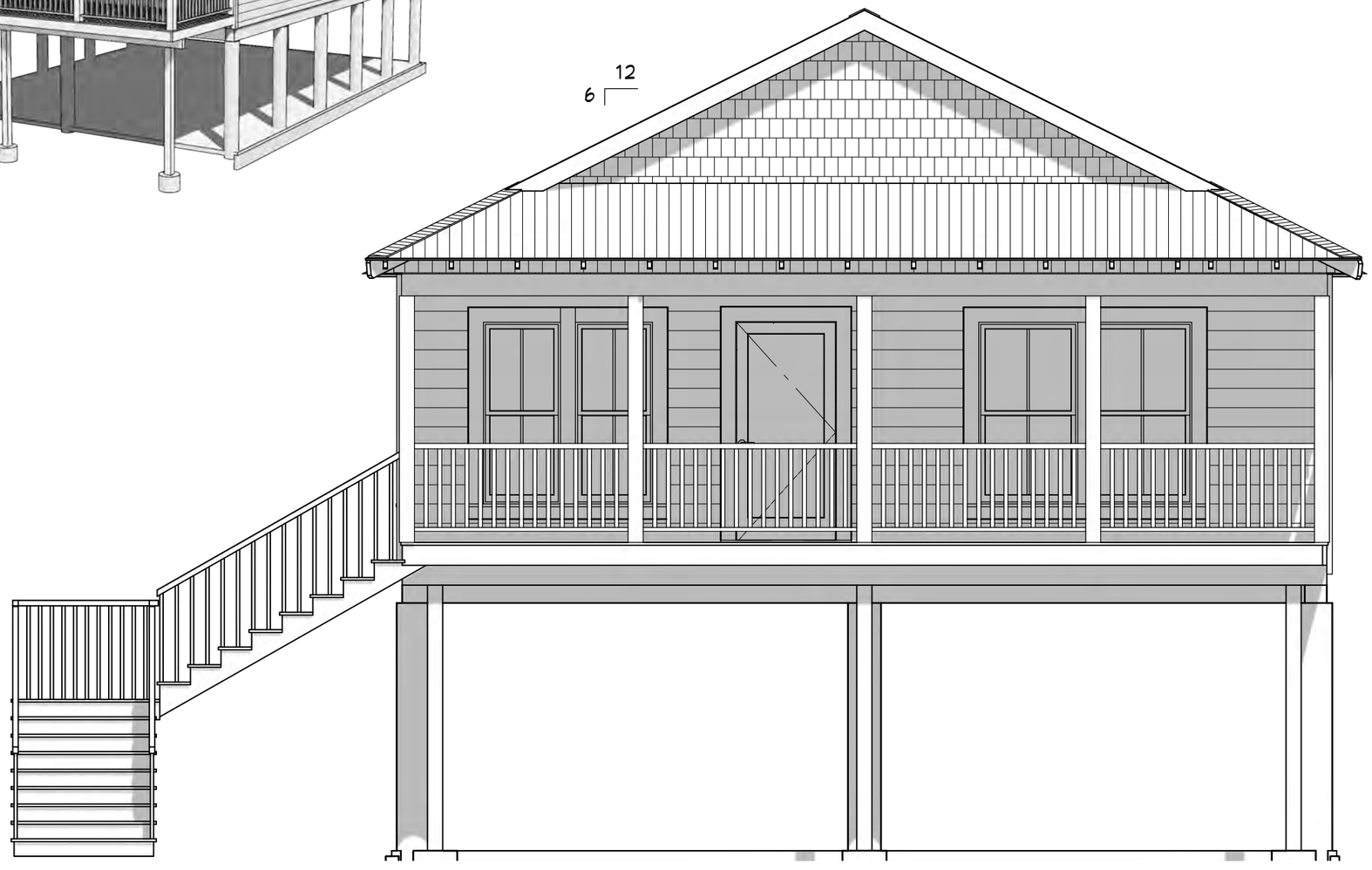
Attachment: 5 6 unit condo 9-26-18 (PB 08-48 Cape Currituck (Horgan/Mason):)

NOTE:
PORCHES, DECKS AND/OR GARAGE TO BE THE DECISION OF THE BUILDER OR OWNER PER LOCAL CODES & REQUIREMENTS.





FRONT ELEVATION

NOTE:
THESE RENDERINGS ARE AN ARTIST'S DEPICTION ONLY, MAY NOT REFLECT THE ACTUAL FINAL PRODUCT. PLAN UPDATES MAY NOT BE REFLECTED IN RENDERINGS. REFER TO THE CONSTRUCTION DOCUMENTS FOR ADDITIONAL INFORMATION. RENDERINGS SHALL NOT BE USED FOR CONSTRUCTION.

THE CURRITUCK
END DESIGN RANCH
2 BRM/2 BATH
14' MODULES
1064 LIVEABLE SQ. FT.

CARDINAL HOMES ®

PROJECT NO
-

FP. NUMBER
-

PRINT NO.
218137

DATE
7/21/17

DRAWN BY:
GKW

SCALE:
3/16" = 1'-0"

REVISIONS
2/26/18 GKW
-
-

ELEVATION

SHEET:
1.0 OF 6

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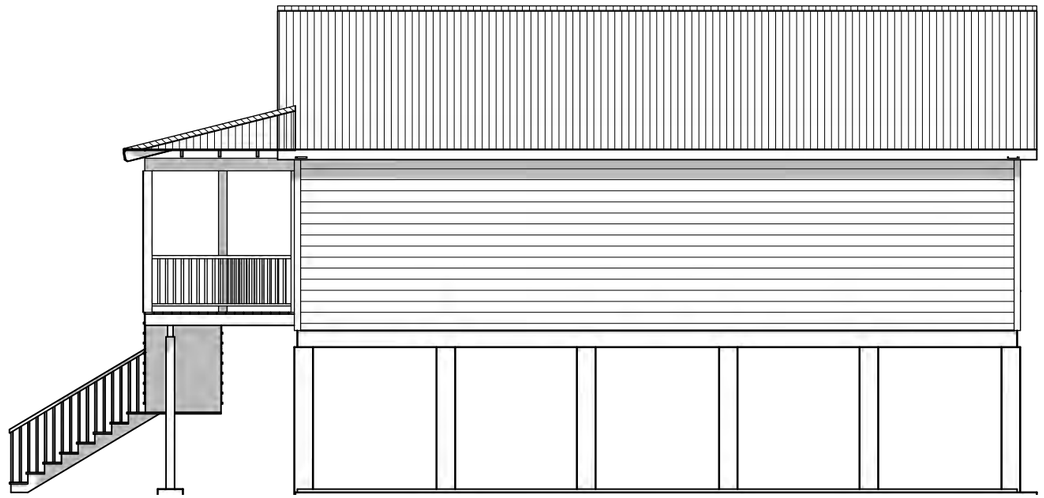
Attachment: 6 218137-Currituck Ranch 2-26-18 (PB 08-48 Cape Currituck (Horgan/Mason):)

NOTE:
PORCHES, DECKS AND/OR GARAGE TO BE THE DECISION OF THE BUILDER OR OWNER PER LOCAL CODES & REQUIREMENTS.

REAR ELEVATION

LEFT ELEVATION



RIGHT ELEVATION

THE CURRITUCK
END DESIGN RANCH
2 BRM/2 BATH
14' MODULES
1064 LIVEABLE SQ. FT.

NOTE:
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CARDINAL HOMES ®

PROJECT NO
-

FP. NUMBER
-

PRINT NO.
218137

DATE
2/26/18

DRAWN BY:
GKW

SCALE:
3/16" = 1'-0"

REVISIONS
-
-
-

ELEVATION

SHEET:
1.1 OF 6

Attachment: 6 218137-Currituck Ranch 2-26-18 (PB 08-48 Cape Currituck (Horgan/Mason):)
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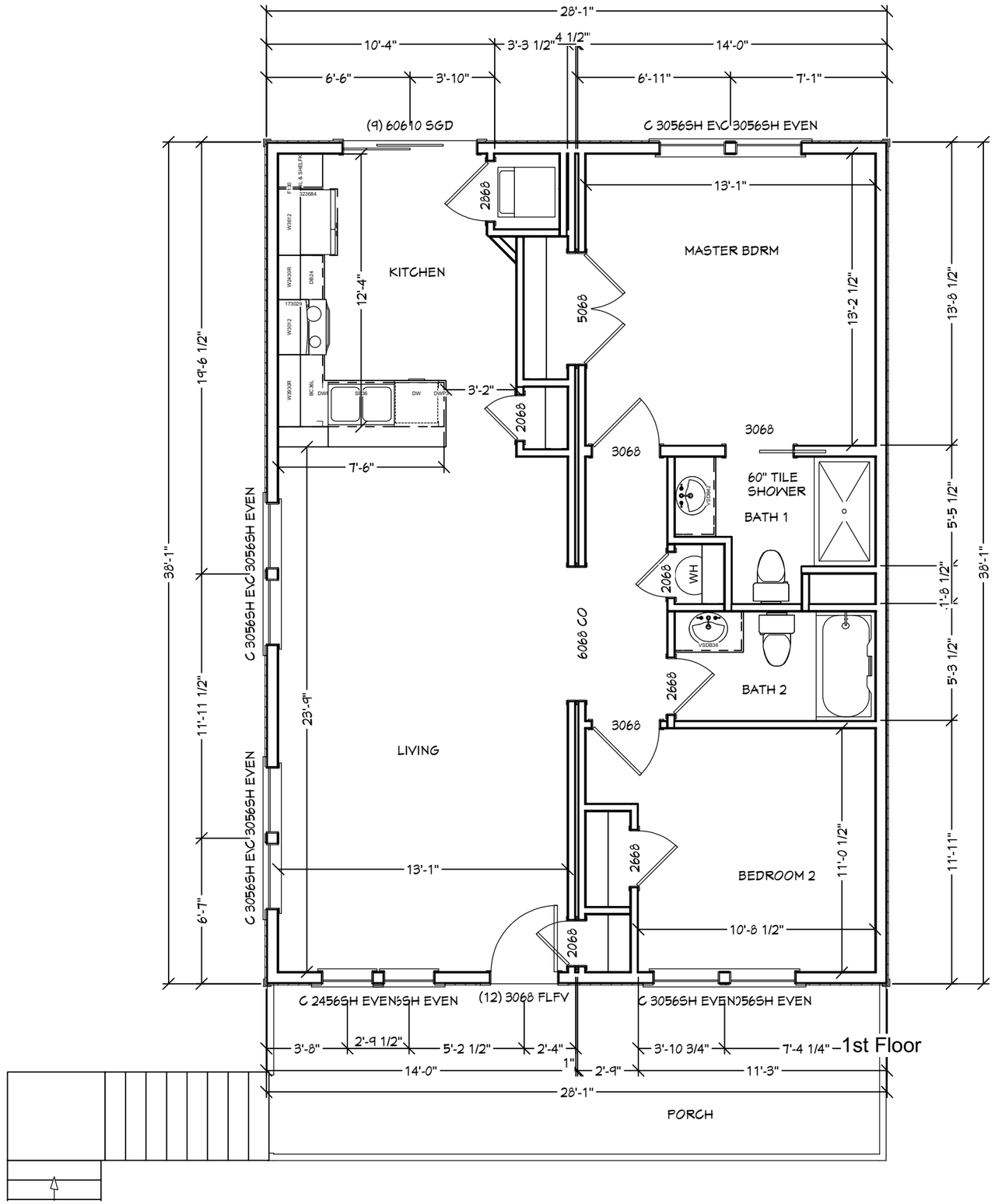

THE CURRITUCK
END DESIGN RANCH
2 BRM/2 BATH
14' MODULES
1064 LIVEABLE SQ. FT.

CARDINAL HOMES ®

PROJECT NC
-

FP. NUMBER
-

PRINT NO.
218137

DATE
7/21/17

DRAWN BY:
GKW

SCALE:
3/16" = 1'-0"

REVISIONS
2/26/18 GKW
-
-

FLOOR PLAN

SHEET:
2.0 OF 6

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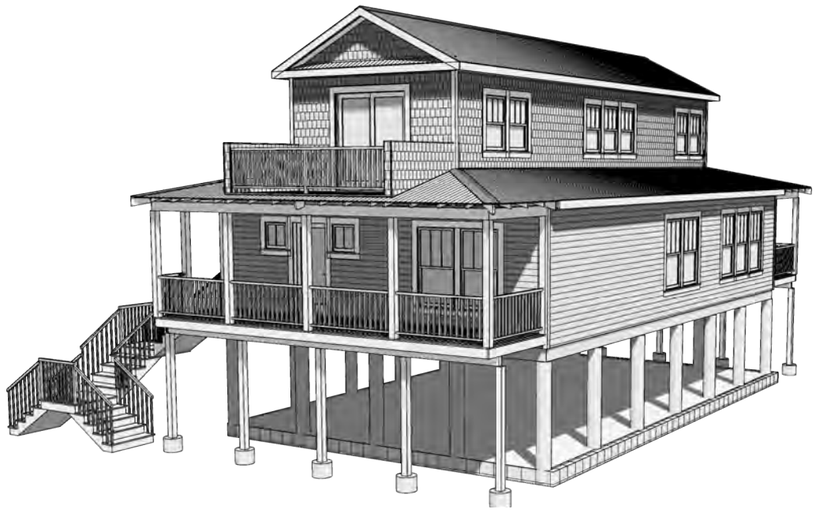
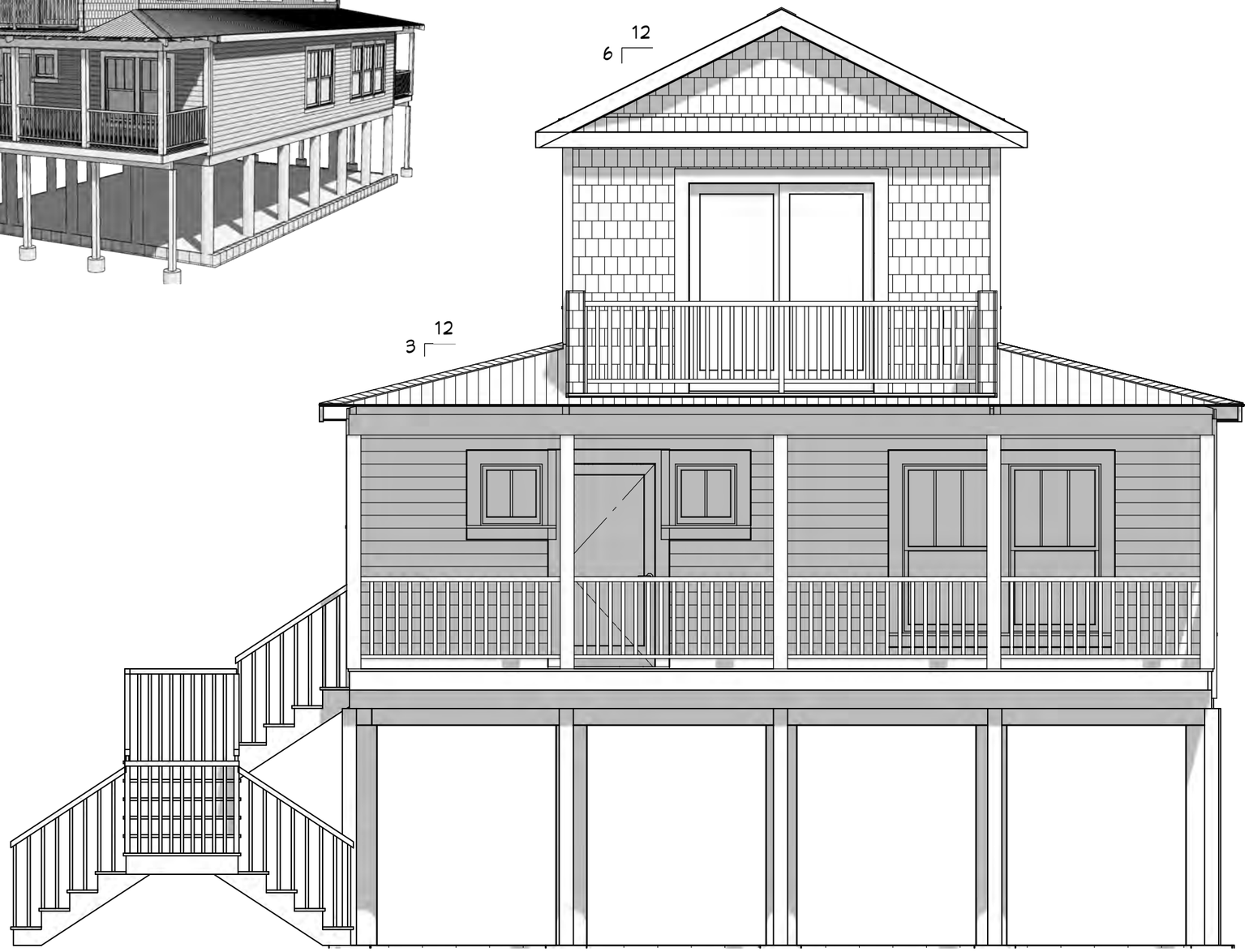
Attachment: 6 218137-Currituck Ranch 2-26-18 (PB 08-48 Cape Currituck (Horgan/Mason):)





FRONT ELEVATION

NOTE:
PORCHES, DECKS AND/OR GARAGE TO BE THE DECISION OF THE BUILDER OR OWNER PER LOCAL CODES & REQUIREMENTS.

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HATTERAS-3 BRM/2.5 BATH
1232 SQ. FT. FIRST FLOOR
541 SQ. FT. SECOND FLOOR
1773 SQ. FT. LIVABLE AREA
ADDITIONAL 392 SQ. FT. PORCH
+ 98 SQ. FT. DECK

CARDINAL HOMES ®

PROJECT NO
-

FP. NUMBER
-

PRINT NO.
218138

DATE
7/24/17

DRAWN BY:
GKW

SCALE:
3/16" = 1'-0"

REVISIONS
2/26/18 GKW
-
-

ELEVATION

SHEET:
1.0 OF 6

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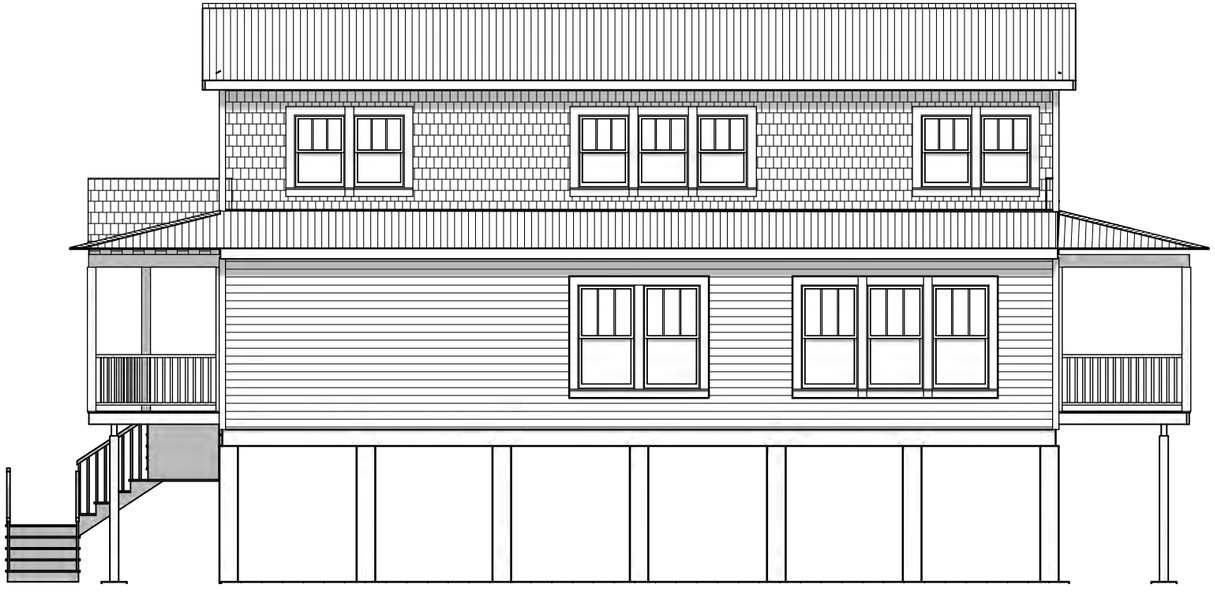
Attachment: 7 218138-Hatteras 2 story 2-26-18 (PB 08-48 Cape Currituck (Horgan/Mason):)

NOTE:
PORCHES, DECKS AND/OR GARAGE TO BE THE DECISION OF THE BUILDER OR OWNER PER LOCAL CODES & REQUIREMENTS.

LEFT ELEVATION

REAR ELEVATION



RIGHT ELEVATION

NOTE:
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HATTERAS-3 BRM/2.5 BATH
1232 SQ. FT. FIRST FLOOR
541 SQ. FT. SECOND FLOOR
1773 SQ. FT. LIVABLE AREA
ADDITIONAL 392 SQ. FT. PORCH
+ 98 SQ. FT. DECK

CARDINAL HOMES ®

PROJECT NO
-

FP. NUMBER
-

PRINT NO.
218138

DATE
2/26/18

DRAWN BY:
GKW

SCALE:
3/16" = 1'-0"

REVISIONS
-
-
-

ELEVATION

SHEET:
1.1 OF 6

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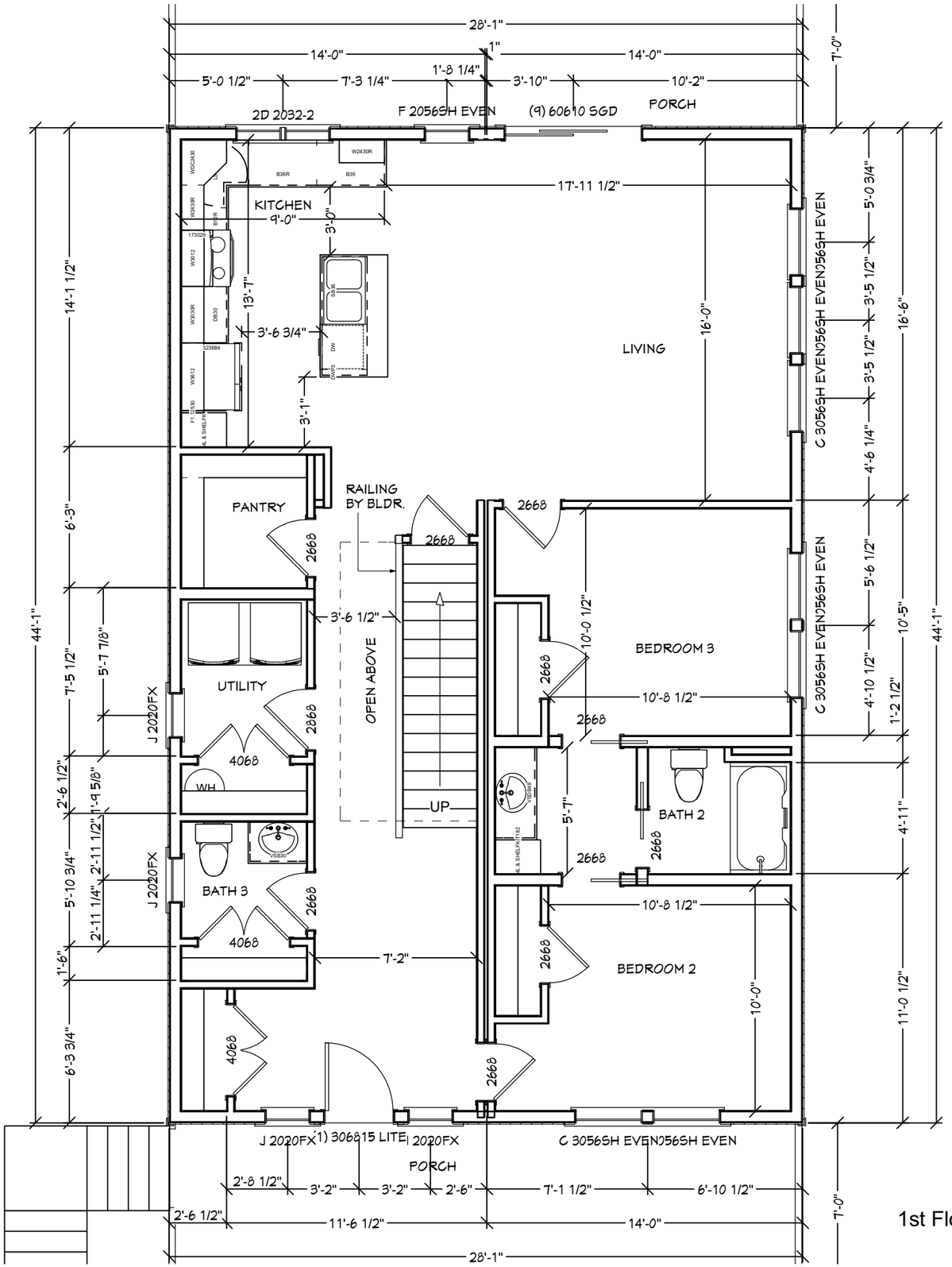
Attachment: 7 218138-Hatteras 2 story 2-26-18 (PB 08-48 Cape Currituck (Horgan/Mason):)



1st Floor

HATTERAS-3 BRM/2.5 BATH
1232 SQ. FT. FIRST FLOOR
541 SQ. FT. SECOND FLOOR
1773 SQ. FT. LIVABLE AREA
ADDITIONAL 392 SQ. FT. PORCH
+ 98 SQ. FT. DECK

CARDINAL HOMES ®

PROJECT NC
-

FP. NUMBER
-

PRINT NO.
218138

DATE
7/24/17

DRAWN BY:
GKW

SCALE:
3/16" = 1'-0"

REVISIONS
2/26/18 GKW
-
-

FLOOR PLAN

SHEET:
2.0 OF 6

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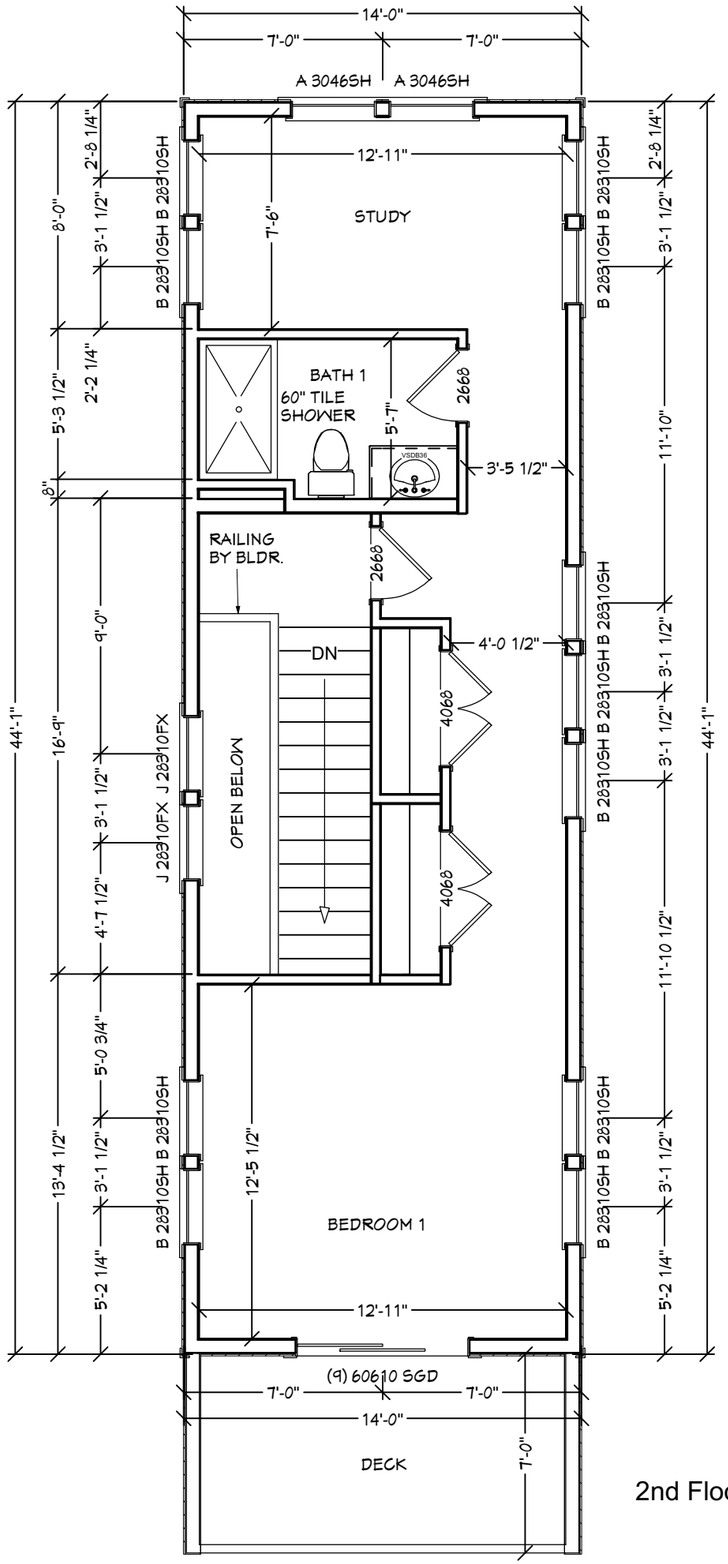
Attachment: 7 218138-Hatteras 2 story 2-26-18 (PB 08-48 Cape Currituck (Horgan/Mason):)



2nd Floor

HATTERAS-3 BRM/2.5 BATH
1232 SQ. FT. FIRST FLOOR
541 SQ. FT. SECOND FLOOR
1773 SQ. FT. LIVABLE AREA
ADDITIONAL 392 SQ. FT. PORCH
+ 98 SQ. FT. DECK

CARDINAL HOMES ®

PROJECT NO
-

FP. NUMBER
-

PRINT NO.
218138

DATE
7/24/17

DRAWN BY:
GKW

SCALE:
3/16" = 1'-0"

REVISIONS
2/26/18 GKW
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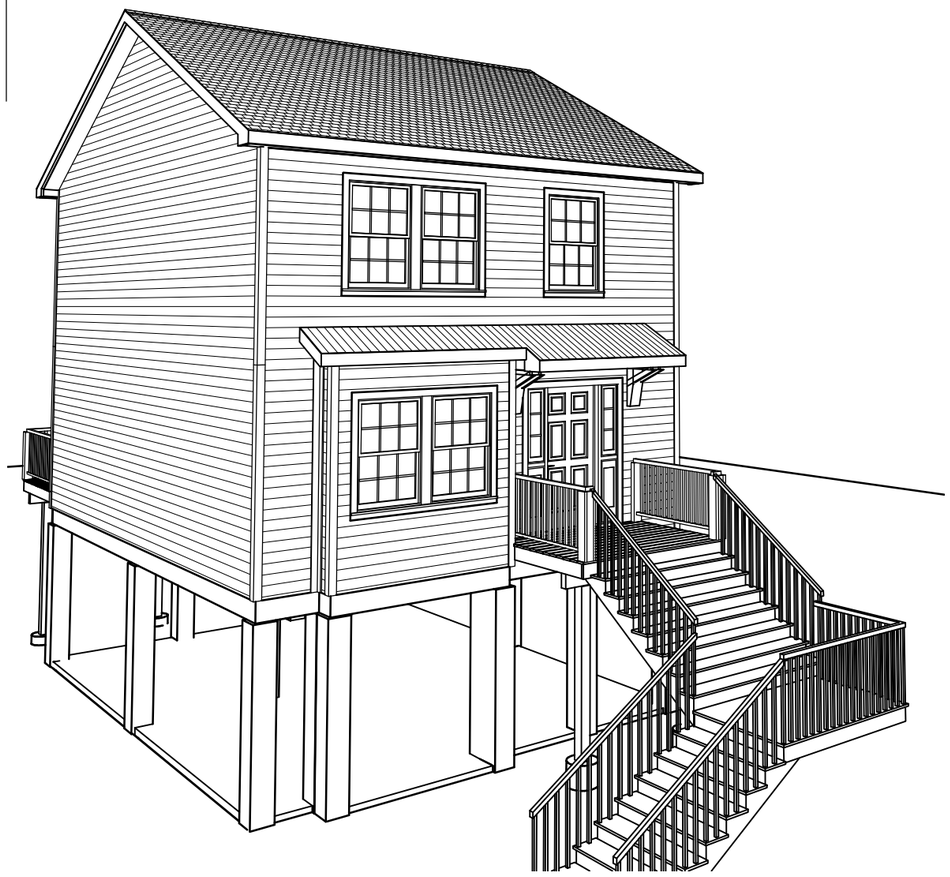
-

FLOOR PLAN

SHEET:
2.1 OF 6

Attachment: 7 218138-Hatteras 2 story 2-26-18 (PB 08-48 Cape Currituck (Horgan/Mason):)



6/12 ROOF PITCH

NOTE:
PORCHES, DECKS AND/OR GARAGE TO BE THE DECISION OF THE BUILDER OR OWNER PER LOCAL CODES & REQUIREMENTS.

ROOF EXTENSION OVER FRONT DOOR & SUPPORT BRACKETS BY BUILDER

FRONT ELEVATION

BASIC MODULE SET INSTRUCTIONS

THIS IS A BASIC SET OF INSTRUCTIONS TO HELP GUIDE THE SET CREW ON DAY OF SET. SET CREW SHOULD READ THE PLANS THOROUGHLY PRIOR TO SET DAY. THESE SET INSTRUCTIONS COVER THE SET ORDER AND ANY MAJOR POINTS THAT MAY NEED TO BE ADDRESSED, PROPER MODULE CONNECTIONS AND FASTENING IS NOT PART OF THESE INSTRUCTIONS. SET CREW TO FOLLOW INDUSTRY STANDARD SAFETY PRACTICES AND OSHA REQUIREMENTS.

BASIC TWO-STORY/ FINISHED CAPE
SET FIRST FLOOR MODULES
INSTALL 2X ACROSS MARRIAGE LINE DIVIDED EQUALLY
SET 2ND FLOOR MODULES
RAISE ROOF AND PULL THE KNEEWALL INTO POSITION
SET GABLE WALLS
FLIP THE UPPER PANELS
INSTALL TURN GABLES/DORMERS AS PER PLAN IF APPLICABLE
FINISH DRYING IN

NOTE:
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STONEHINGE III
616 SQ. FT. FIRST FLOOR
616 SQ. FT. SECOND FLOOR
1232 SQ. FT. TOTAL
BUILDER
CUSTOMER -

CARDINAL HOMES ®

PROJECT NO
-

FP. NUMBER
-

PRINT NO.
218165

DATE
3/29/18

DRAWN BY:
GKW

SCALE:
3/16" = 1'-0"

REVISIONS
-
-
-

ELEVATION

SHEET:
1.0 OF 6

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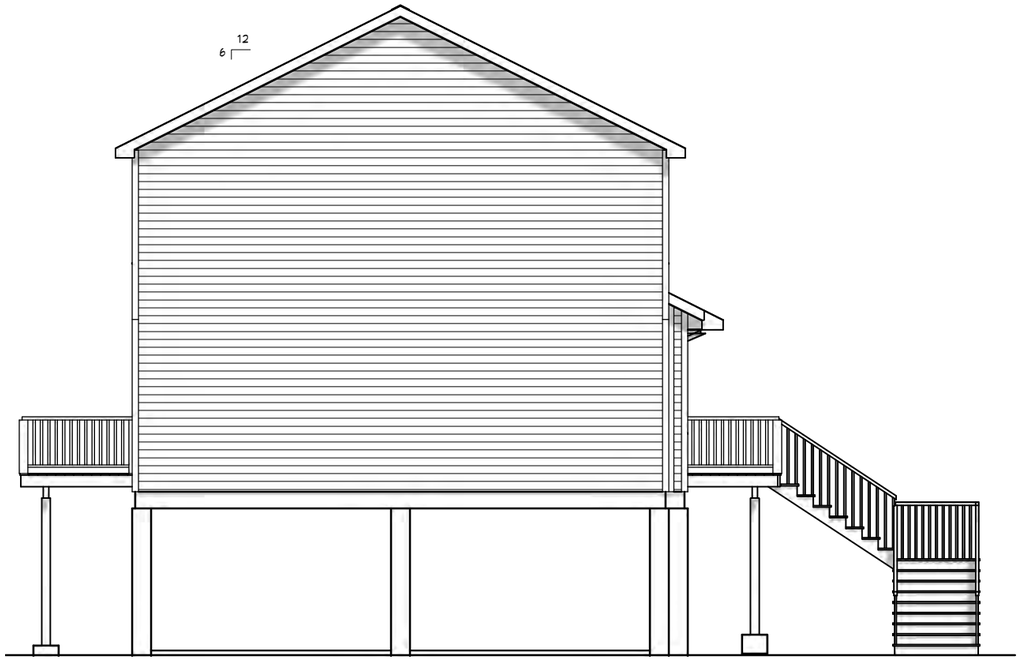
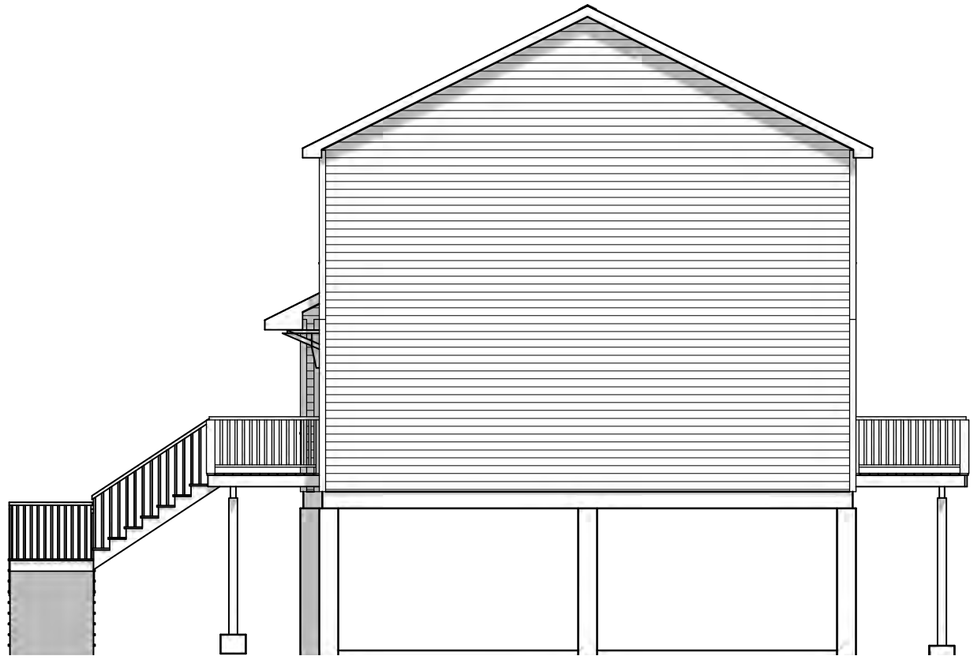
Attachment: 8 Stonehinge III-3-29-18 (PB 08-48 Cape Currituck (Horgan/Mason):)

NOTE:
PORCHES, DECKS AND/OR GARAGE TO BE THE DECISION OF THE BUILDER OR OWNER PER LOCAL CODES & REQUIREMENTS.



LEFT ELEVATION

REAR ELEVATION



RIGHT ELEVATION

NOTE:
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STONEHINGE III
616 SQ. FT. FIRST FLOOR
616 SQ. FT. SECOND FLOOR
1232 SQ. FT. TOTAL
BUILDER
CUSTOMER -

CARDINAL HOMES ®

PROJECT NO
-

FP. NUMBER
-

PRINT NO.
218165

DATE
3/29/18

DRAWN BY:
GKW

SCALE:
3/16" = 1'-0"

REVISIONS
-
-
-

ELEVATION

SHEET:
1.1 OF 6

Attachment: 8 Stonehinge III-3-29-18 (PB 08-48 Cape Currituck (Horgan/Mason):)
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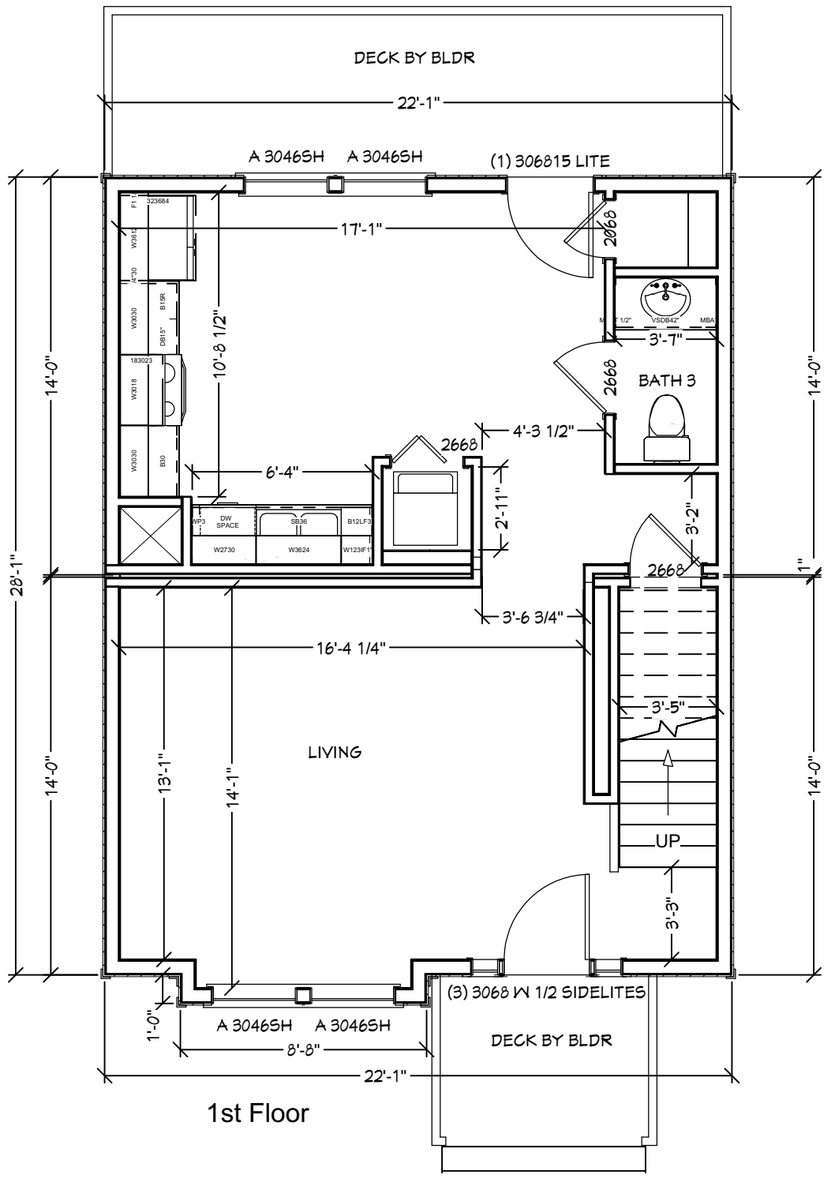
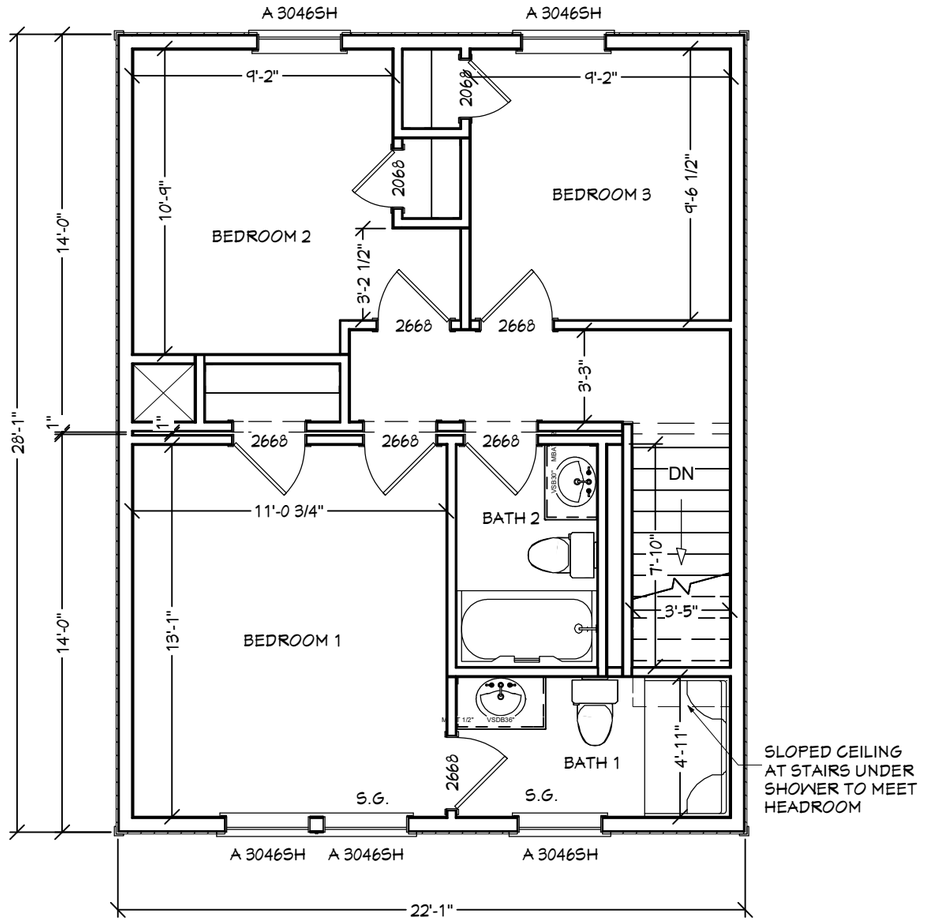


1st Floor



2nd Floor

STONEHINGE III
616 SQ. FT. FIRST FLOOR
616 SQ. FT. SECOND FLOOR
1232 SQ. FT. TOTAL
BUILDER
CUSTOMER -

CARDINAL HOMES ®

PROJECT NC
-

FP. NUMBER
-

PRINT NO.
218165

DATE
3/29/18

DRAWN BY:
GKW

SCALE:
3/16" = 1'-0"

REVISIONS
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-
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FLOOR PLAN

SHEET:
2.0 OF 6

Attachment: 8 Stonehinge III-3-29-18 (PB 08-48 Cape Currituck (Horgan/Mason):)

Conditional Rezoning
Application

OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:
Name: Denny Horgan & Donna Mason
Address: 291 West Side Lane
Powells Point, NC 27966
Telephone: _____
E-Mail Address: _____

PROPERTY OWNER:
Name: Denny Horgan & Donna Mason
Address: 291 West Side Lane
Powells Point, NC 27966
Telephone: _____
E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Same

Property Information

Physical Street Address: 291 West Side Lane Powells Point, NC
Location: Approximately a mile west of Caratoke Highway
Parcel Identification Number(s): 0112000003B0000 & 0112000003C0000
Total Parcel(s) Acreage: 120.15 acres
Existing Land Use of Property: Single Family Home

Request

Current Zoning of Property: CD-PUD
Proposed Zoning District: CD-PUD

Community Meeting

Date Meeting Held: 9/26/2018
Meeting Location: Currituck Senior Center

Attachment: 9 P17062 -Application-2018-09-25 (PB 08-48 Cape Currituck (Horgan/Mason):)

Conditional Rezoning Request

To Chairman, Currituck County Board of Commissioners:

The undersigned respectfully requests that, pursuant to the Unified Development Ordinance, a conditional zoning district be approved for the following use(s) and subject to the following condition(s):

Proposed Use(s):

MIXED RESIDENTIAL USES, NEIGHBORHOOD SERVING RETAIL USES, RESTAURANTS, TRADITIONAL USES ASSOCIATED WITH MARINA, AND OTHER ITEMS AS CONTAINED IN THE CURRITUCK MARINA CONCEPTUAL PLAN.

Proposed Zoning Condition(s):

1. MAXIMUM GROSS RESIDENTIAL DENSITY SHALL NOT EXCEED 2.0 DWELLING UNITS PER ACRE.

2. NO MORE THAN 50 RESIDENTIAL DWELLING UNITS SHALL RECEIVE A CERTIFICATE OF OCCUPANCY PRIOR TO THE MARINA BEING FULLY PERMITTED AND APPROVED BY ANY LOCAL, STATE, AND FEDERAL REGULATORY OR PERMITTING AGENCY.

**SEE ATTACHED SITE NARRATIVE FOR ADDITIONAL CONDITIONS. **

An application has been duly filed requesting that the property involved with this application be rezoned from: CD-PUD (11/18/2008) to: CD-PUD

It is understood and acknowledged that if the property is rezoned as requested, the property involved in this request will be perpetually bound to the conceptual development plan, use(s) authorized, and subject to such condition(s) as imposed, unless subsequently changed or amended as provided for in the Currituck County Unified Development Ordinance. It is further understood and acknowledged that final plans for any development be made pursuant to any such conditional zoning district so authorized and shall be submitted to the Technical Review Committee.

Property Owner (s) — Date: 9-28-2018

NOTE: Form must be signed by the owner(s) of record. If there are multiple property owners a signature is required for each owner of record.

Attachment: 9 P17062 -Application-2018-09-25 (PB 08-48 Cape Currituck (Horgan/Mason):)

Conditional Rezoning Design Standards Checklist

The table below depicts the design standards of the conceptual development plan for a conditional rezoning application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

Conditional Rezoning

Conceptual Development Plan Design Standards Checklist

Date Received: _____ TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

Conditional Rezoning Design Standards Checklist		
1	Property owner name, address, phone number, and e-mail address.	✓
2	Site address and parcel identification number.	✓
3	A scaled drawing showing existing boundary lines, total acreage, adjacent use types, location of streets, rights-of-way, and easements.	✓
4	North arrow and scale to be 1" = 100' or larger.	✓
5	Vicinity map showing property's general location in relation to streets, railroads, and waterways.	✓
6	Existing zoning classification of the property and surrounding properties.	✓
7	Approximate location of the following existing items within the property to be rezoned and within 50' of the existing property lines: Pathways, structures, septic systems, wells, utility lines, water lines, culverts, storm drainage pipes, ditches, canals, streams, wooded areas, ponds, and cemeteries.	✓
8	Approximate Flood Zone line and Base Flood Elevation as delineated on the "Flood Insurance Rate Maps/Study Currituck County."	✓
9	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.	✓
10	Proposed zoning classification and intended use of all land and structures, including the number of residential units and the total square footage of any non-residential development.	✓
11	Proposed building footprints and usages.	✓
12	Proposed traffic, parking, and circulation plans including streets, drives, loading and service areas, parking layout, and pedestrian circulation features.	✓
13	Approximate location of storm drainage patterns and facilities intended to serve the development.	✓
14	Proposed common areas, open space set-asides, anticipated landscape buffering, and fences or walls (if proposed).	✓
15	Architectural drawings and/or sketches illustrating the design and character of the proposed uses.	✓
16	Proposed development schedule.	✓

Attachment: 9 P17062 -Application-2018-09-25 (PB 08-48 Cape Currituck (Horgan/Mason):)

Conditional Rezoning 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.

Conditional Rezoning

Submittal Checklist

Date Received: _____ TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

Conditional Rezoning Submittal Checklist		
1	Complete Conditional Rezoning application	✓
2	Application fee ($200 plus $5 for each acre or part thereof)	✓
3	Community meeting written summary	✓
4	Conceptual development plan	✓
5	Architectural drawings and/or sketches of the proposed structures.	✓
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: 9 P17062 -Application-2018-09-25 (PB 08-48 Cape Currituck (Horgan/Mason):)

Currituck County
Agenda Item Summary Sheet

Agenda ID Number – (ID # 2351)

Agenda Item Title

Amended Item-Appointment to the Albemarle Commission

Brief Description of Agenda Item:

Agenda was amended so a Commissioner could be named to the vacant position on the Albemarle Commission.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

CURRITUCK COUNTY
NORTH CAROLINA

December 3, 2018
Minutes – Regular Meeting of the Board of Commissioners

WORK SESSION

1. 5:00 PM Historic Preservation Commission

The Board of Commissioners attended a work session at 5 PM in the Conference Room of the Historic Courthouse to receive a progress update from the Currituck County Historic Preservation Commission (HPC). HPC members Josh Bass, Mary Simmons, Horace Bell and Barbara Snowden attended and Currituck County Planner, Jennie Turner, used a powerpoint to review the activities of the HPC since its creation in 2016. Ms. Turner discussed the role of the HPC and described their work to date to inventory the County's historic structures and establish design guidelines. She said applications will be accepted beginning January, 2019, for those who wish to participate in the voluntary program. Ms. Turner reviewed differences between the National Register and local landmark designations for historic structures, with a local designation taking three months to process from application submittal. Ms. Turner and HPC members responded to questions from Commissioners about the Board's process for considering applications and the fees proposed for the program. The work session concluded at 5:25 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
Bobby Hanig	Commissioner	Present	
Mike H. Payment	Commissioner	Present	
Paul M. Beaumont	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Marion Gilbert	Commissioner	Present	
Mike D. Hall	Commissioner	Present	
Bob White	Commissioner	Present	
J. Owen Etheridge	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	

Chairman Hanig called the meeting to order.

Communication: Minutes for December 3, 2018 (Approval Of Minutes for December 3, 2018)

A) Invocation & Pledge of Allegiance-Reverend Walter Gallop, United States Air Force Chaplain, Retired

Reverend Walter Gallop attended and offered the Invocation and led the Pledge of Allegiance.

B) Approval Of Minutes

Commissioner Gilbert moved for approval of the Board of Commissioner meeting minutes for November 5, 2018. The motion was seconded by Commissioner Hall and passed unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Marion Gilbert, Commissioner
SECONDER:	Mike D. Hall, Commissioner
AYES:	Bobby Hanig, Commissioner, Mike H. Payment, Commissioner, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Bob White, Commissioner

1. Minutes for November 5, 2018

C) Commissioner Presentations and Recognition of Service

Commissioners gathered at the front of the meeting room and Commissioner Payment presented Chairman Hanig with a plaque, on behalf of the Board of Commissioners, to recognize his two years of service as Chairman. Members each took a moment to thank Chairman Hanig and wished him well in his new role in the state House of Representatives. Chairman Hanig thanked Commissioners and citizens of Currituck County for the opportunity to serve in Raleigh.

Chairman Hanig presented Commissioner Gilbert and Commissioner Hall with parting gifts and spoke to their dedication and commitment to service in the county. Commissioner Hall and Commissioner Gilbert each took a moment to thank the citizens of Currituck County for the opportunity to serve, and both wished the new Board well.

D) Oaths of Office for Newly Elected Commissioners

Clerk of Superior Court, Raymond Matusko, presented the Oaths of Office to elected Board members. Oaths were taken by sitting Vice-Chairman Mike Payment, who was re-elected to the Board for a second term, followed by newly-elected Board members J. Owen Etheridge and Kevin McCord, each of whom were joined by family members for their swearing in.

E) Election of Chairman of the Board of Commissioners

County Manager, Dan Scanlon, reviewed the statute requiring a Board of Commissioners to reorganize at the first meeting in December each year. Mr. Scanlon opened the floor to receive nominations for Chairman.

Motion to Elect Commissioner White Chairman of the Board of Commissioners

Communication: Minutes for December 3, 2018 (Approval Of Minutes for December 3, 2018)

Commissioner Mary Etheridge nominated Commissioner White to serve as Chairman. The motion was seconded by Commissioner Beaumont and passed unanimously.

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

F) Election of Vice-Chairman of the Board of Commissioners

Chairman White opened the floor for nominations to Vice-Chairman.

Motion to elect Commissioner Payment Vice-Chairman of the Board of Commissioners

Commissioner McCord nominated Commissioner Payment to serve as Vice-Chairman. The motion was seconded by Commissioner J. Owen Etheridge. The motion passed unanimously.

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

RECESS

Chairman White called for a brief recess at 6:18 PM to allow for reseating of members. The meeting reconvened at 6:28 PM.

APPROVAL OF AGENDA

Commissioner Hanig moved for approval of the agenda with amendments. Added to the agenda was an appointment to the Planning Board under New Business. New Business Item 1, Consideration of Ocean Rescue Contract, was removed from the agenda. Commissioner Payment seconded the motion and the agenda was approved unanimously.

Approved agenda:

Work Session

5:00 PM Historic Preservation Commission

6:00 PM Call to Order

Communication: Minutes for December 3, 2018 (Approval Of Minutes for December 3, 2018)

A) Invocation & Pledge of Allegiance-Reverend Walter Gallop, United States Air Force Chaplain, Retired
B) Approval Of Minutes

Minutes for November 5, 2018
C) Commissioner Presentations and Recognition of Service
D) Oaths of Office for Newly Elected Commissioners
E) Election of Chairman of the Board of Commissioners
F) Election of Vice-Chairman of the Board of Commissioners

Recess
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

Administrative Reports

A) Recognition and Presentation of Advanced Law Enforcement Certificates

New Business

~~**A) Consideration of Ocean Rescue Contract**~~ ***The agenda was amended and this item was removed from consideration.***

B) Board Appointments
1. Carova Beach Road Service District Advisory
2. Amended Agenda Item-Planning Board

C) Consent Agenda
1. Budget Amendments
2. Project Ordinance-School Lottery Funds Projects
3. Amendment to Audit Contract
4. Authorize Approval of Letter of Agreement with North Carolina Division of Aviation for Airport Safety/Maintenance Projects
5. Acceptance of Sheriff's Bond

D) County Manager's Report

Adjourn

Special Meeting of the Tourism Development Authority

TDA Budget Amendments

Adjourn Meeting of the TDA
Special Meeting of the Ocean Sands Water & Sewer District Board

OSWSD Budget Amendments

Adjourn Meeting of the OSWSD Board

Communication: Minutes for December 3, 2018 (Approval Of Minutes for December 3, 2018)

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

PUBLIC COMMENT

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

Chairman White opened the Public Comment period.

Barbara Snowden of Currituck, discussed the 350th anniversary celebration which will close at the end of the year. She presented a timeline for preparation and planning and activities held throughout the year. Ms. Snowden recognized those in attendance who participated in the event planning for the 350th celebration. She reviewed passport books and programs published for the celebration, both of which are still available. Remaining events were announced. She presented each Board member with an ornament in recognition of Currituck's 350th Anniversary and announced the planning group had commissioned a watercolor painting of the Historic Courthouse. Ms. Snowden thanked the citizens and the Board of Commissioners for their support and participation. The Board thanked Ms. Snowden and committee members for their efforts.

Paul O'Neal, Waterlily, congratulated the newly-elected Commissioners, Chairman, Vice-Chairman, and Representative-elect Hanig. Mr. O'Neal, on behalf of the Churches Island community, spoke about the dangerous conditions along Waterlily Road and the lack of action by the North Carolina Department of Transportation (NCDOT) for maintenance of the road. Mr. O'Neal said the causeway area is now being affected and asked the Board to request NCDOT develop a comprehensive plan for repair of the roadway. Photos showing the hazards and degradation along the roadway and a citizen petition were presented, and Mr. O'Neal acknowledged residents in attendance who share roadway concerns.

Waterlily residents Lynville Elkin and William Spencer also spoke, citing dangers with erosion under the roadway and the inability for vehicles to pass due to the narrow road. Mr. Spencer said school buses must pull to the side of the road for oncoming traffic and voiced concerns that something serious may happen.

Commissioner Payment said he has received calls and emails about the road and will meet with the County Manager to discuss options. Commissioner Owen Etheridge commented on the dangers he observed in the pictures.

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

COMMISSIONER'S REPORT

Chairman White said he and Commissioner Hanig had attended the recent Epicurean dinner held at Whalehead and congratulated staff on an outstanding event.

Communication: Minutes for December 3, 2018 (Approval Of Minutes for December 3, 2018)

Commissioner Mary Etheridge announced the upcoming Christmas events at Community Park on Friday, December 7th, with games, a tree lighting, and parade. She announced Currituck County Department of Social Services is taking applications and accepting donations for Operation Santa Clause. She reviewed her service on the Health and Human Services Steering Committee and on the Legislative Goals Committee through the North Carolina Association of County Commissioners. She asked the Board to approve her attendance at the upcoming legislative goals conference in Raleigh and for appointment as voting delegate for Currituck County.

Commissioner Payment moved to nominate Commissioner Mary Etheridge as delegate. The motion was seconded by Commissioner Hanig. The motion passed unanimously.

Commissioner Beaumont announced his attendance at Corolla Fire Department's Christmas party and noted how well the combination fire department works together to meet the needs of the community. He acknowledged all public safety responders, with special accolades to all county fire volunteers in recognition of their response to recent structure fires.

Commissioner Owen Etheridge said he attended the Breakfast with Santa event at Moyock Volunteer Fire Department. He wished all citizens a safe and happy Christmas and prosperous New Year and said he was honored to be back on the Board. He thanked citizens of Currituck for allowing him to serve them again.

Commissioner McCord said he would be leading the parade this year in a patrol car and encouraged everyone to attend Friday night. He thanked all who supported him in his run for Commissioner.

Commissioner Hanig announced he would leave the Board to serve as House Representative and read a statement of thanks to County staff and citizens of Currituck.

Commissioner Payment thanked the citizens of Currituck for allowing him to continue to serve as Commissioner and is looking forward to working to get things done in the new year. He noted structure fires and call volume have increased for Lower Currituck Volunteer Fire Department and encouraged everyone who is able to volunteer. He commended all first responders for their service and wished everyone a Merry Christmas and safe New Year.

Motion to approve Commissioner Mary Etheridge to Travel to the Legislative Goals Conference and Serve as Voting Delegate for Currituck County

Communication: Minutes for December 3, 2018 (Approval Of Minutes for December 3, 2018)

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

ADMINISTRATIVE REPORTS

A. Recognition and Presentation of Advanced Law Enforcement Certificates

The Board of Commissioners joined Sheriff Matt Beickert as he recognized Sheriff Department officers who have earned their Advanced Law Enforcement Certificates. Sheriff Beickert read a copy of the certificate and presented each recipient with a personal, framed certificate and pin. Sheriff Beickert noted the significant accomplishments needed for officers to earn the award.

Commissioner McCord acknowledged the Sheriff's encouragement of training and education for Department personnel, making for a better department and a safer community.

Currituck County Detectives Kevin Bray, Jessie Taylor and Wesley Alcott presented Sheriff Beickert with an award, on behalf of the United States Attorney's Office, to recognize his efforts in combatting drug crimes. The presentation included Currituck County drug arrest statistics and a reading of the certificate. Sheriff Beickert thanked his staff and credited them with his earning the award.

NEW BUSINESS

A. Consideration of Ocean Rescue Contract

The agenda was amended and this item was removed from consideration.

B) Board Appointments

1. Carova Beach Road Service District Advisory

Commissioner Mary Etheridge nominated Kevin Riggs to serve on the Carova Beach Road Service District Advisory as a non-resident owner. Commissioner Payment moved for approval and the motion was seconded by Commissioner Hanig. The nominee was approved unanimously.

Communication: Minutes for December 3, 2018 (Approval Of Minutes for December 3, 2018)

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

2. Amended Agenda Item-Planning Board

Chairman White moved for approval of nominee Ana Hilgendorf to serve on the Planning Board. The motion was seconded by Commissioner Hanig. The nominee was unanimously approved.

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

C) Consent Agenda

Commissioner Beaumont moved for approval of the Consent Agenda. The motion was seconded by Commissioner Mary Etheridge. The motion was approved unanimously.

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

1. Budget Amendments

Communication: Minutes for December 3, 2018 (Approval Of Minutes for December 3, 2018)

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
61818-533800	Chemicals		$ 2,490
61818-553000	Dues and subscriptions	$ 2,490	
		$ 2,490	$ 2,490

Explanation: Mainland Water (61818) - Transfer budgeted line items for personnel licensing.

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

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
10530 590000	Capital Outlay	$ 16,000	
10530 561000	Professional services		$ 16,000
		$ 16,000	$ 16,000

Explanation: Emergency Medical Services (10530) - Transfer budgeted funds to capital outlay for 2 additional sets of turn-out gear and tax and tags for three ambulances that were rechassised.

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

Communication: Minutes for December 3, 2018 (Approval Of Minutes for December 3, 2018)

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
210541-514000	Travel		$ 3,000
210541-516000	Repair and Maintenance		$ 6,700
210541-531000	Gas and Oil	$ 6,500	
210541-545000	Contracts	$ 1,084	
210541-554006	Insurance	$ 116	
210541-561000	Professional Services	$ 500	
210541-536000	Uniforms	$ 1,500	
		$ 9,700	$ 9,700

Explanation: Corolla Fire Services (210541) - Transfer budgeted line items for travel for training and unanticipated equipment maintenance.

Net Budget Effect: Corolla Fire Services Fund (210) - No change.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
61818-590002	Line Expansion	$ 52,073	
61360-471000	Tap & Connection Fees		$ 24,673
61380-449900	Miscellaneous Grants		27,400
		$ 52,073	$ 52,073

Explanation: Mainland Water (61818) - Increase appropriations for betterment costs for 8" waterline extension along Barnard Road in Grandy, NC at a cost of $24,673 and to move the waterline on North Gregory Road for road improvements. NC Department of Transportation will provide a grant in the amount of $27,400 to cover the cost of the North Gregory Road project.

Net Budget Effect: Mainland Water Fund (61) - Increased by $52,073.

Communication: Minutes for December 3, 2018 (Approval Of Minutes for December 3, 2018)

Account Number	Account Description	Debit: Decrease Revenue or Increase Expense	Credit: Increase Revenue or Decrease Expense
10430-503000	Salaries - Part-time	$ 2,500	
10430-503430	Poll Workers	200	
10430-502000	Salaries - Regular		$ 1,500
10430-506000	Health Insurance		$ 1,200
		$ 2,700	$ 2,700

Explanation: Elections (10430) - Transfer budgeted funds for Part-time staff that covered for vacant position and additional costs of poll workers for the November 2018 election.

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

Account Number	Account Description	Debit: Decrease Revenue or Increase Expense	Credit: Increase Revenue or Decrease Expense
10750-516000	Repairs & Maintenance	$ 2,000	
10460-516000	Repairs & Maintenance		$ 1,417
10750-506000	Health Insurance		$ 583
		$ 2,000	$ 2,000

Explanation: Social Services Administration (10750) - Transfer budgeted funds for HVAC maintenance in Social Services.

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

Communication: Minutes for December 3, 2018 (Approval Of Minutes for December 3, 2018)

Account Number	Account Description	Debit: Decrease Revenue or Increase Expense	Credit: Increase Revenue or Decrease Expense
66868-511000	Telephone & Postage	$ 3,500	
66868-531400	Equipment Fuel		$ 1,000
66868-588000	Contingency		$ 2,500
		$ 3,500	$ 3,500

Explanation: Southern Outer Banks Water (66868) - Transfer budgeted funds for increases in postage.

Net Budget Effect: Southern Outer Banks Water Fund (66) - No change.

Account Number	Account Description	Debit: Decrease Revenue or Increase Expense	Credit: Increase Revenue or Decrease Expense
67878-502000	Salaries - Regular	$ 9,400	
67878-505000	FICA	720	
67878-507000	Retirement	1,270	
67878-513000	Utilities	14,100	
67878-531000	Fuel	5,250	
67878-532000	Supplies	8,000	
67878-545000	Contract Services	136,000	
67878-553000	Dues & subscriptions	4,750	
67878-590000	Capital Outlay	5,027	
67360-470000	Utilities charges		50,000
67360-471000	Tap & connection fees		16,417
67390-495042	T F - Transfer tax		118,100
42450-587067	T T - Mainland Central Sewer	118,100	
42320-414000	Land Transfer Tax		118,100
		$ 302,617	$ 302,617

Explanation: Land Transfer Tax (42450); Mainland Central Sewer (67878) - Increase appropriations to pay out accumulated compensatory and holiday leave; for increases in operating costs; and for additional costs incurred to get the Moyock sewer plant in compliance. Transfer funds in from transfer tax for debt service payments.

Net Budget Effect: Land Transfer Tax (42) - Increased by $118,100.
Moyock Central Sewer Fund (67) - Increased by $184,517.

Communication: Minutes for December 3, 2018 (Approval Of Minutes for December 3, 2018)

Account Number	Account Description	Debit: Decrease Revenue or Increase Expense	Credit: Increase Revenue or Decrease Expense
10795-590000	Capital Outlay	$ 5,518	
10795-576001	Youth Baseball/Softball		$ 5,000
10380-484001	Insurance Recovery		$ 518
		$ 5,518	$ 5,518

Explanation: Parks & Recreation (10795) - Transfer funds and increase appropriations for insurance payment to replace a light pole at Sound Park damaged in Hurricane Michael.

Net Budget Effect: Operating Fund (10) - Increased by $518.

Account Number	Account Description	Debit: Decrease Revenue or Increase Expense	Credit: Increase Revenue or Decrease Expense
12547-590007	Capital Outlay	$ 5,393	
12547-545000	Contract Services		$ 5,393
		$ 5,393	$ 5,393

Explanation: Carova Beach Volunteer Fire Department (12547) - Transfer funds for additional costs for HVAC replacement.

Net Budget Effect: Fire Services Fund (12) - No change.

2. Project Ordinance-School Lottery Funds Projects

COUNTY OF CURRITUCK
CAPITAL PROJECT ORDINANCE

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

SECTION 1. The projects authorized are Griggs Elementary roof replacement for A wing North, A wing South and Center roof.

Communication: Minutes for December 3, 2018 (Approval Of Minutes for December 3, 2018)

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

Griggs Elementary - Roof Replacement A wing North	$	80,000
Griggs Elementary - Roof Replacement A wing South	$	80,000
Griggs Elementary - Roof Replacement Center Wing	$	113,250
	$	273,250

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

MMS - Roof Replacement A wing North	$	80,000
MMS - Roof Replacement A wing South	$	80,000
MMS - Roof Replacement Center Wing	$	113,250
	$	273,250

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

SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

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

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

SECTION 6. CONTRACTUAL OBLIGATIONS

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

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

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

c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

SECTION 7. USE OF BUDGET ORDINANCE

Communication: Minutes for December 3, 2018 (Approval Of Minutes for December 3, 2018)

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

ADOPTED this 3rd day of December 2018.

Chairman Board of Commissioners

ATTEST:

Leeann Walton Clerk to the Board

3. Amendment to Audit Contract

4. Authorize Approval of Letter of Agreement with North Carolina Division of Aviation for Airport Safety/Maintenance Projects

5. Acceptance of Sheriff's Bond

D) County Manager's Report

The County Manager had nothing to report.

Motion to Accept the Resignation of Commissioner Hanig from the Board of Commissioners.

Commissioner Hanig submitted his official resignation from the Board of Commissioners, effective Mid-night on December 4, 2018, for Board consideration. Commissioner Payment made a motion to accept Commissioner Hanig's resignation. The motion was seconded by Commissioner McCord. The motion passed unanimously.

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

ADJOURN

Motion to Adjourn Meeting

Communication: Minutes for December 3, 2018 (Approval Of Minutes for December 3, 2018)

There was no further business and Commissioner Payment moved for adjournment. The motion was seconded by Commissioner Hanig. The motion passed unanimously and the regular meeting of the Board of Commissioners adjourned at 7:17 PM.

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

SPECIAL MEETING OF THE TOURISM DEVELOPMENT AUTHORITY

The Currituck County Board of Commissioners sat as the Tourism Development Authority in a Special Meeting on Monday, December 3, 2018, immediately following adjournment of the 6:00 PM regular meeting of the Board of Commissioners. Chairman White called the meeting to order which was held for consideration of Budget Amendments.

TDA Budget Amendments

Dan Scanlon reviewed the Budget Amendments for the Board and Commissioner Hanig moved for approval. The motion was seconded by Commissioner Mary Etheridge.

The motion passed unanimously and the budget amendments were approved.

		Debit	Credit
Account Number	Account Description	Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
15448-590000	Capital Outlay	$ 6,324	
15330-449000	Whalehead Grants		$ 6,324
		$ 6,324	$ 6,324
Explanation:	Occupancy Tax - Whalehead (15448) - Increase budgeted funds to record Outer Banks Community Foundation Inc grant to replace rocking chairs on the Whalehead porch.		
Net Budget Effect:	Occupancy Tax Fund (15) -Increased by $6,324.		

Communication: Minutes for December 3, 2018 (Approval Of Minutes for December 3, 2018)

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
15448-545000	Contract Services	$ 1,500	
15448-502100	Salaries - OT	$ 200	
15448-513000	Utilities		$ 1,700
		$ 1,700	$ 1,700
Explanation:	Occupancy Tax - Whalehead (15448) - Transfer budgeted funds to clean up marsh grass and for overtime for temporary workers during events.		
Net Budget Effect:	Occupancy Tax Fund (15) -No change.		

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

ADJOURN MEETING OF THE TDA

There was no further business and Commissioner Mary Etheridge motioned for adjournment. The motion was seconded by Commissioner Hanig and was approved unanimously. The Special Meeting of the Tourism Development Authority concluded at 7:18 PM.

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

SPECIAL MEETING OF THE OCEAN SANDS WATER & SEWER DISTRICT BOARD

The Currituck County Board of Commissioners sat as the Ocean Sands Water and Sewer District Board in a Special Meeting on Monday, December 3, 2018, following adjournment of the 6:00 PM regular meeting of the Board of Commissioners. Chairman White called the meeting to order which was held for consideration of Budget Amendments.

OSWSD Budget Amendments

Dan Scanlon, County Manager, review the Budget Amendments for the Board.

Communication: Minutes for December 3, 2018 (Approval Of Minutes for December 3, 2018)

After review, Commissioner Mary Etheridge made a motion for approval. The motion was seconded by Commissioner Beaumont. The motion passed unanimously and the budget amendments were approved.

		Debit	Credit
Account Number	Account Description	Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
60808-545001	Contracted Services - Sewer	$ 58,000	
60808-545000	Contracted Services - Water		$ 58,000
		$ 58,000	$ 58,000
Explanation:	Ocean Sands Water and Sewer (60808) - Reallocate budgeted funds for pump and haul associated with the July rain events.		
Net Budget Effect:	Ocean Sands Water and Sewer Fund (60) - No change.		

		Debit	Credit
Account Number	Account Description	Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
60808-590001	Capital Outlay - Sewer	$ 20,000	
60360-473000	Reconnection Fees		$ 5,000
60380-481000	Investment earnings		$ 3,000
60360-480701	Penalties & Interest - Sewer		$ 3,500
60310-403018	District Taxes - 2018 Levy		$ 8,500
		$ 20,000	$ 20,000
Explanation:	Ocean Sands Water and Sewer (60808) - Increase appropriations for portable pumps and sewer pump replacements.		
Net Budget Effect:	Ocean Sands Water and Sewer Fund (60) - Increased by $20,000.		

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

ADJOURN MEETING OF THE OSWSD BOARD

There was no further business and Commissioner Beaumont moved to adjourn. The motion was seconded by Commissioner Hanig and passed unanimously. The Special Meeting of the Ocean Sands Water and Sewer District Board concluded at 7:19 PM.

Communication: Minutes for December 3, 2018 (Approval Of Minutes for December 3, 2018)

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

Communication: Minutes for December 3, 2018 (Approval Of Minutes for December 3, 2018)

Currituck County
Agenda Item Summary Sheet

Agenda ID Number – (ID # 2345)

Agenda Item Title

Budget Amendments

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Number 20190053

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th day of January 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
10760-585000	DSS Donations	$ 12,110	
10380-487000	DSS Donations		$ 7,120
10390-499900	Appropriated Fund Balance		$ 4,990
		$ 12,110	$ 12,110

Explanation: Social Services - Public Assistance (10760) - Increase appropriations to carry-forward unspent DSS donations from prior fiscal year and to record increased collections for the current fiscal year.

Net Budget Effect: Operating Fund (10) - Increased by $12,110.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends-Jan 7_General Meeting (Budget Amendments)

Number 20190054

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th day of January 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
50442-597007	Connect Corolla Phase V	$ 30,000	
50390-495015	Transfer from Occupancy Tax		$ 30,000
		$ 30,000	$ 30,000

Explanation: County Governmental Construction (50442) - Increase multi-year appropriation for Connecting Corolla Phase V, initial landscaping for limbing up contract.

Net Budget Effect: County Governmental Construction Fund (50) - Increased by $30,000.

Minute Book # _____, Page # _____

Journal # _____

_____
Clerk to the Board

Attachment: BudAmends-Jan 7_General Meeting (Budget Amendments)

Number 20190055

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th day of January 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
10545-561000	Medical Examiner	$ 20,000	
10320-411000	Article 39 Local Option Sales Tax		$ 20,000
		$ 20,000	$ 20,000

Explanation: Medical Examiner (10545) - Increase appropriations for services by the State Medical Examiner for the remainder of this fiscal year.

Net Budget Effect: Operating Fund (10) - Increased by $20,000.

Minute Book # _____, Page # _____

Journal # _____

_____
Clerk to the Board

Attachment: BudAmends-Jan 7_General Meeting (Budget Amendments)

Number 20190056

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th day of January 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
10640-532004	Supplies - Home Economics	$ 1,242	
10390-499900	Appropriated Fund Balance		$ 1,242
		$ 1,242	$ 1,242

Explanation: Cooperative Extension (10640) - Carry-forward unspent funds from prior fiscal year for Medicare Improvements for Patients and Providers Act (MIPPA) grant.

Net Budget Effect: Operating Fund (10) - Increased by $1,242.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends-Jan 7_General Meeting (Budget Amendments)

Number 20190057

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th day of January 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
10420-589000	OSD Reserve	$ 4,000	
10320-411000	Article 39 Local Option Sales Tax		$ 4,000
		$ 4,000	$ 4,000

Explanation: Governing Body (10420) - Increase appropriations due to increase in number of retirees this fiscal year.

Net Budget Effect: Operating Fund (10) - Increased by $4,000.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends-Jan 7_General Meeting (Budget Amendments)

Number 20190058

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th day of January 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
12544-590004	Capital Outlay - Crawford	$ 21,439	
12544-545000	Contract Services		$ 21,439
12543-590003	Capital Outlay - Moyock	5,900	
12543-545000	Contract Services		$ 5,900
		$ 27,339	$ 27,339

Explanation: Crawford Fire Contract (12544); Moyock Fire Contract (12543) - Transfer budgeted funds to purchase an industrial washer and dryer for Crawford Volunteer Fire Department for $21,439 and upgrade the CCTV system at Moyock for $5,900. Both of these purchases were approved by the advisory board and will be funded within the current year appropriations.

Net Budget Effect: Fire Services Fund (12) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends-Jan 7_General Meeting (Budget Amendments)

Number 20190059

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th day of January 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

Account Number	Account Description	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
61818-511000	Telephone & Postage	$ 5,000	
61818-553000	Dues & Subscriptions	2,500	
61380-481000	Investment Earnings		$ 7,500
		$ 7,500	$ 7,500

Explanation: Mainland Water (61818) - Increase appropriations for increase in postage costs due to postal rate increase as well as increase in customers and increase in dues and subscriptions.

Net Budget Effect: Mainland Water Fund (61) - Increased by $7,500.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends-Jan 7_General Meeting (Budget Amendments)

Currituck County
Agenda Item Summary Sheet

Agenda ID Number – (ID # 2339)

Agenda Item Title

Project Ordinance - Airport PAPI Replacement & Airfield Lighting Vault Generator (Design & Bidding)

Brief Description of Agenda Item:

This is funded 90% though 2015 NPE funding and 10% County match.

Board Action Requested

Action

Person Submitting Agenda Item

Sandra Hill, Director

Presenter of Agenda Item

Daniel F. Scanlon

COUNTY OF CURRITUCK
CAPITAL PROJECT ORDINANCE

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

SECTION 1. The project authorized is PAPI Replacement & Airfield Lighting Vault Standby Generator Design and Bidding, grant 36237.8.14.2.

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

PAPI Replacement/Standby Generator	$	55,420
	$	55,420

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

Investment Earnings	$	5,542
State Aid to Airports		49,878
	$	55,420

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

SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

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

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

SECTION 6. CONTRACTUAL OBLIGATIONS

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

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

b. He may execute contracts for (1) purchases of apparatus, supplies, and

Attachment: Proj_Jan 7_PAPI Replace_Generator (Project Ordinance - Airport PAPI Replacement and Generator)

materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.

c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

SECTION 7. USE OF BUDGET ORDINANCE

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

ADOPTED this 7th day of January 2019.

Bob White, Chairman
Board of Commissioners

ATTEST:

Leeann Walton
Clerk to the Board

Attachment: Proj_Jan 7_PAPI Replace_Generator (Project Ordinance - Airport PAPI Replacement and Generator)

Currituck County
Agenda Item Summary Sheet

Agenda ID Number – (ID # 2343)

Agenda Item Title

Resolution of the Currituck County Board of Commissioners Supporting Juvenile Crime Prevention Council Allocation Expansion

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Resolution Supporting
Juvenile Crime Prevention Council Allocation Expansion

WHEREAS, Juvenile Crime Prevention Council (JCPC) funding is a partnership between the State of North Carolina and the County to ensure a local continuum of services for court involved and at-risk juveniles; and,

WHEREAS, Currituck County JCPC funded programs, more specifically, completed services to 52 children last fiscal year at an average cost of $1,640 per child with over 1830 hours of service provided, and having served 370 children in just the past seven years while funding levels have continued to remain flat; and,

WHEREAS, the Juvenile Crime Prevention Council, under the authority of NCGS§143B-851, and within the scope of its powers and duties, "Each County Council shall annually review the needs of juveniles in the county who are at risk of delinquency or who have been adjudicated undisciplined or delinquent and the resources available to address those needs;" and,

WHEREAS, the Juvenile Justice Reinvestment Act passed in 2017, also referenced as North Carolina's Raise the Age legislation, expands the age of juvenile jurisdiction, increasing it to include juveniles ages 16 and 17 years of age effective December 1, 2019; and,

WHEREAS, Raise the Age legislation will increase the need for immediate and age-appropriate sanctions and diversion services for juvenile offenders and those at-risk of delinquency; and,

WHEREAS, JCPC funding has seen no increase in more than nine years; and,

WHEREAS, the effort to immediately and effectively address juvenile offending behavior is an evidence-based investment in North Carolina's future; and,

WHEREAS, effective intervention and programming reduces detention and youth development commitments as a cost savings to the state and county;

NOW, THEREFORE BE IT RESOLVED, that Currituck County fully supports an adequate and timely increase of local Juvenile Crime Prevention funding to ensure program expansion and successful implementation of the Juvenile Justice Reinvestment Act Raise the Age Legislation, set for December 1, 2019.

Adopted this 7th day of January, 2019.

_____
Bob White, Chairman

_____
Clerk to the Board

Attachment: JCPC BOARD RESOLUTION-Funds Expansion-2018-01-07 (Resolution-JCPC Allocation Expansion Support)

Currituck County
Agenda Item Summary Sheet

Agenda ID Number – (ID # 2350)

Agenda Item Title

Job Descriptions-Finance Director & Assistant Finance Director

Brief Description of Agenda Item:

Consideration of a revision to the Finance Director job description to include supervisory responsibilities for Water Department customer service staff; approval of Assistant Finance Director job description.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: FINANCE DIRECTOR
FINANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs highly responsible supervisory, administrative and fiscal control work overseeing management of County funds. Work involves planning, coordinating, and directing all aspects of County financial management and administration. Employee is responsible for planning and directing the receipt, disbursement and accounting of County revenues and expenditures, managing investment of County funds, and assisting the County Manager in preparing annual budgets. Employee supervises a staff of technical and clerical personnel. Reports to the County Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

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

Supervises Finance staff, Utility Customer Service Clerks and Information Technology Director.

Prepares the annual Comprehensive Annual Financial Report.

Assigns, directs and supervises activities of subordinate technical accounting personnel and clerical workers, ensuring adherence to established laws, policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise.

Administers routine personnel matters affecting subordinates, including interviewing applicants, hiring, assigning, scheduling, promoting, disciplining, terminating, etc., preparing and submitting various reports and records as required by County management.

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

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

Attachment: JD-FINANCE DIRECTOR 01 07 2019 (JD-Finance Director/Assistant Finance Director)

FINANCE DIRECTOR

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

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

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

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

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

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

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

Serves as the ex officio finance officer for the Tourism Development Authority as required by Session Law 2004-95: House Bill 1721.

Serves as essential personnel in disasters.

ADDITIONAL JOB FUNCTIONS

Assists County volunteer Fire and Rescue Departments when necessary.

Assists in County bidding process.

Assumes duties of subordinate personnel, as necessary.

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

Performs other related work as required.

Attachment: JD-FINANCE DIRECTOR 01 07 2019 (JD-Finance Director/Assistant Finance Director)

FINANCE DIRECTOR

MINIMUM TRAINING AND EXPERIENCE

Required Qualifications

Education: Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study or appropriate certification, Professional Engineer, Law Degree, Certified Public Accountant

Experience: At least eight (8) years of progressively responsible administrative and management experience.

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

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

Preferred Qualifications

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

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

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

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

Attachment: JD-FINANCE DIRECTOR 01 07 2019 (JD-Finance Director/Assistant Finance Director)

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

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

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

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

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

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

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

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

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

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

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

Attachment: JD-FINANCE DIRECTOR 01 07 2019 (JD-Finance Director/Assistant Finance Director)

FINANCE DIRECTOR

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

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

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

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

Considerable knowledge of the formal and informal bid processes.

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

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

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

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

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

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

Ability to plan and direct an extensive fiscal control system.

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

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

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

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

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

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before groups of people.

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

Attachment: JD-FINANCE DIRECTOR 01 07 2019 (JD-Finance Director/Assistant Finance Director)

FINANCE DIRECTOR

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

~~ED: 06/06/2016 (REV BOC)~~
ED: 01/07/2019 (REV BOC)

Attachment: JD-FINANCE DIRECTOR 01 07 2019 (JD-Finance Director/Assistant Finance Director)

CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: ASSISTANT FINANCE DIRECTOR
FINANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs highly responsible supervisory, administrative and fiscal control work overseeing management of County funds. Work involves planning, coordinating, and directing all aspects of County financial management and administration. Employee is responsible for planning and directing the receipt, disbursement and accounting of County revenues and expenditures, managing investment of County funds, and assisting the County Manager in preparing annual budgets. Employee supervises a staff of technical and clerical personnel. Reports to the Finance Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

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

Assists with preparation of the annual Comprehensive Annual Financial Report.

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

Administers routine personnel matters affecting subordinates, including interviewing applicants; preparing and submitting various reports and records as required by County management.

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

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

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

Attachment: JD-ASSISTANT FINANCE DIRECTOR 01 07 2019 (JD-Finance Director/Assistant Finance Director)

ASSISTANT FINANCE DIRECTOR

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

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

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

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

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

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

Assists Finance Director during disasters.

ADDITIONAL JOB FUNCTIONS

Assists County volunteer Fire and Rescue Departments when necessary.

Assists in County bidding process.

Assumes duties of subordinate personnel, as necessary.

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

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Required Qualifications

Education: Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study or appropriate certification, Professional Engineer, Law Degree, Certified Public Accountant

Experience: At least five (5) years of progressively responsible administrative and management experience.

Attachment: JD-ASSISTANT FINANCE DIRECTOR 01 07 2019 (JD-Finance Director/Assistant Finance Director)

ASSISTANT FINANCE DIRECTOR

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

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

Preferred Qualifications

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

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

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

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

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

Language Ability: Requires the ability to read a variety of correspondence, reports, budget summaries, audits, financial statements, accounting journals, purchase orders, etc. Requires the ability to prepare a variety of correspondence, reports, financial statements, budget ordinances, budgets, depreciation schedules, revenue projections, fund balance projections, revenue and expense reports, etc., using prescribed format and conforming to all rules of punctuation,

Attachment: JD-ASSISTANT FINANCE DIRECTOR 01 07 2019 (JD-Finance Director/Assistant Finance Director)

grammar, diction and style. Must be able to speak before groups of people with poise, voice control and confidence.

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

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

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

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

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

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

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

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

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

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

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

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

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

Attachment: JD-ASSISTANT FINANCE DIRECTOR 01 07 2019 (JD-Finance Director/Assistant Finance Director)

ASSISTANT FINANCE DIRECTOR

Considerable knowledge of the formal and informal bid processes.

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

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

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

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

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

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

Ability to plan and direct an extensive fiscal control system.

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

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

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

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

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

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before groups of people.

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

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

ED: 01/07/2019 (BOC)

Attachment: JD-ASSISTANT FINANCE DIRECTOR 01 07 2019 (JD-Finance Director/Assistant Finance Director)

Currituck County
Agenda Item Summary Sheet

Agenda ID Number – (ID # 2349)

Agenda Item Title

Consideration on Approval of Purchase Requests-Moyock VFD and Crawford Township VFD

Brief Description of Agenda Item:

Planning Board Recommendation:

The members of the Fire and EMS Advisory Board voted to support the following purchase requests, which were discussed at the November Fire-EMS Advisory Board meeting. Both departments will utilize existing funds:

- The Advisory supports the request of Moyock VFD in the amount of $6,298.24 to purchase a station security system.

- The Advisory supports the request of Crawford VFD in the amount of $16,539.20 for the purchase of turnout gear washer/extractor.

Attachments are provided with further detail for review.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

EASTERN DATA
SECURE SOLUTIONS
904 Old Winston Road Kernersville, NC 27284
Phone (336) 996-7097 Fax (980) 422-0121
Serving Our Customers since 1985!

NC Alarm Systems Licensing Board # 1913-CSA
3101 Industrial Drive, Suite 104 Raleigh, NC 27609, 919-788-5320

Quote

Date	Quote Number
11/1/2018	57-2799

Rep	Region	County/Locality	Lead Source
TWC	NC	Currituck	Polaroid

Customer Name

Finance Department
County of Currituck
153 Courthouse Road, Ste 101
Currituck, NC 27929

Ship To

Chief Robert Pervere
Moyock Fire Department
108 Fire Station Court
Moyock, NC 27958

Item #	Description	Qty	Unit	Price	TOTAL
EDSS-CCTV	CCTV System Component Replacement				5,899.99T
	(1) NVR/Camera Bundle Kit (1) Embedded NVR w/ 2TB HDD (4) 2MP Exterior Cameras				
	(1) 8 Channel Encoder/Video Server Converts existing Analog cameras to IP signal				
	(1) 24" Monitor and Keyboard				
	Cat-5 Cable as required				
	Scope of Work Install 8 Channel Encoder in place of existing DVR Run Cat-5 Cable from this location to Office (to new NVR) Install new NVR in Office w/ Monitor & Keyboard Replace Camera #1 with new IP Camera and wire to NVR Install new Camera (to be #7) on side of building and wire to NVR				
	This will leave 2 new IP cameras remaining for future use				
	NC 6.75% Sales Tax			6.75%	398.25

Please reference Quote # on Purchase Order. Quote Valid for 30 days.

Applicable Sales Tax to be added if not listed on Quote.

TOTAL $6,298.24
(If applicable, sales tax will be added)

Thank you for allowing us to provide a customized quote!

Attachment: 2019-01-07_Moyock Security (Moyock VFD & Crawford VFD Purchase Requests)

Crawford Township Volunteer Fire Dept
121 Shawboro Road
Moyock, NC 27958

November 12,2018

Currituck County Commissioners
Via: Currituck County Fire/EMS Advisory Board
153 Courthouse Road, Suite 204
Currituck, North Carolina 27929

The Crawford Township Volunteer Fire Dept was approved the funding in our FY2019 budget for the purchase of a gear washer and dryer. The total line item amount was $16,539.20.

After receiving quotes from three vendors and weighing the equipment and options for the money, the final price for this equipment came in at $21,439 from Dry Gear Solutions. This quote includes a 65lb washer with auto soap dispenser and gear tracking system and a 5 set gear drying cabinet.

The Crawford Township Volunteer Fire Dept is requesting permission to proceed with this purchase paying the additional cost out of this years budget.

Thank you for your consideration on this matter.

Respectfully,

Keith A. Storf, President
Crawford Township Volunteer Fire Dept

Attachment: 2019-01-07_Crawford Washer (Moyock VFD & Crawford VFD Purchase Requests)

SERVICE CONTRACT ?

Dry Gear Solutions
We Dry Your Gear Quickly and Safely
P.O. Box 727, Swiftwater, PA 18370
855-432-7379 - Fax - 570-595-5086

QUOTATION

Quote Number: 2018-189
Quote Date: Sep 5, 2018
Page: 1

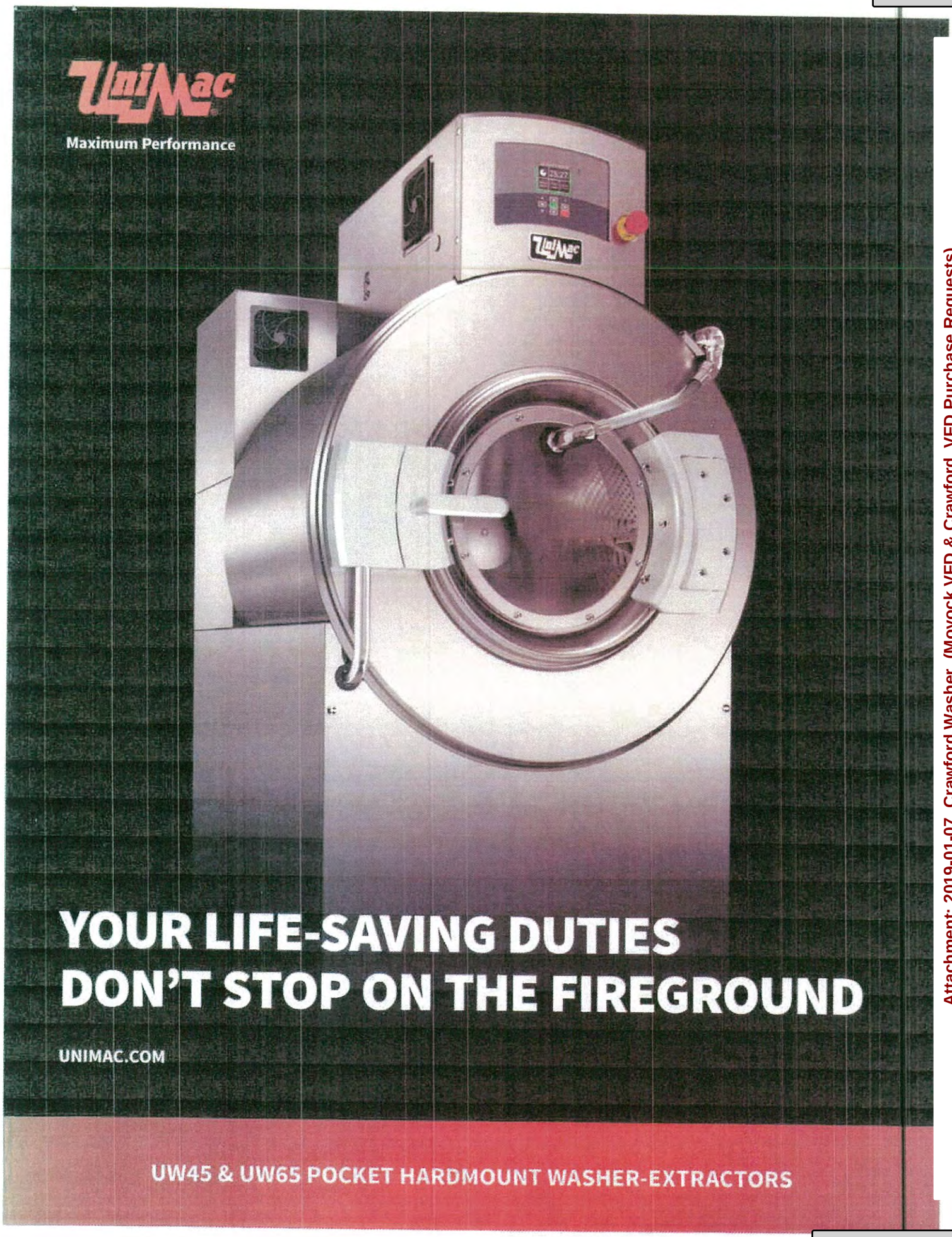
Quoted To:	Ship To:
Crawford Township Volunteer Fire Co ATTN: Keith Storf 121 Shawboro Road Moyock, NC 27958	Crawford Township Volunteer Fire Co ATTN: Keith Storf 121 Shawboro Road Moyock, NC 27958

Customer ID	Good Thru	Payment Terms
Crawford Twp Vol FC	October 5, 2018	Net 15 Days

Quantity	Item	Description	Unit Price	Amount
1	UWT065D-0L	Unimac 65lb Capacity Industrial Hard Mount Washer/Extractor 100g Extract with Advanced Unilinc Graphic Display Controls	11,075.00	11,075.00
1	MISC	Optional FireLinc Equipment Package	2,000.00	2,000.00
1	UTGC6EDG65-	Unimac Firemen's Turn Out Gear Drying Cabinet - Contains hangers for 6 sets of gear. Glove/boot rack included holds up to 15 gloves or boots.	5,559.00	5,559.00
1	Installation	Installation - Includes delivery to location, bolt down, mount, and connection of machines to proper existing utilities within 3 to 5 feet.	1,600.00	1,600.00
1	Freight	Freight	855.00	855.00
1	Enzymatic Spec	Enzymatic Special Laundry Detergent - 5 gallon - Including Dispensing System	350.00	350.00

Cage Code 7UEA1	Subtotal	21,439.00
	Sales Tax	
	TOTAL	**21,439.00**

Attachment: 2019-01-07_Crawford Washer (Moyock VFD & Crawford VFD Purchase Requests)



Attachment: 2019-01-07_Crawford Washer (Moyock VFD & Crawford VFD Purchase Requests)

KEEP YOUR GEAR AND YOUR WASH RECORDS SPOTLESS

You have bigger fires to put out than equipment record keeping, but new safety recommendations encourage protecting your company by washing PPE *after every fire*. The new UniMac UW45 washer extractor not only **has a customized spin cycle that won't damage PPE**, it's also compatible with the cloud-based **FireLinc™ application**, which lets safety officers easily maintain a full gear-washing history for each member of their team. FireLinc works with your inventory tracking system and sorts data by the equipment ID, where it was washed and even who washed it. You focus on safety. FireLinc will fill in the details.

FireLinc™

Attachment: 2019-01-07_Crawford Washer (Moyock VFD & Crawford VFD Purchase Requests)

OUR UNILINC™ CONTROLS ARE REVOLUTIONIZING THE WAY PEOPLE THINK ABOUT LAUNDRY

- **SAVE WATER AND ENERGY**
- **INCREASE THROUGHPUT**
- **GAIN FLEXIBILITY AND CONTROL**
- **MONITOR YOUR LAUNDRY**
- **EASY TO USE**
- **WIRELESS NETWORKING**
- **48 PROGRAMMABLE CYCLES**

UW45 AND UW65 HARDMOUNT WASHER-EXTRACTORS WITH UNILINC CONTROLS

SPECIFICATIONS		UW45	UW65
Control Options		UniLinc™	UniLinc™
Capacity - lb (kg)		45 (20)	65 (30)
Cylinder Diameter - in (mm)		31 (787)	31 (787)
Cylinder Depth - in (mm)		16.6 (422)	22.1 (561)
Cylinder Volume - cu ft (liters)		7.3 (207)	9.7 (275)
Height - in (mm)		64.7 (1643)	64.7 (1643)
Width - in (mm)		34.1 (866)	34.1 (866)
Depth - in (mm)		45.3 (1151)	51.1 (1298)
Door Opening Size - in (mm)		17.8 (452)	17.8 (452)
Door Bottom to Floor - in (mm)		21.4 (544)	21.4 (544)
Motor Size - HP (kW)		5 (3.7)	5 (3.7)
Total # of Speeds		L Sp	L Sp
		5	5
Cylinder Speed RPM (G-Force)	Gentle	30 (0.4)	30 (0.4)
	Wash	42 (0.78)	42 (0.78)
	Distribution	75 (2.5)	75 (2.5)
	Very Low	248 (27)	248 (27)
	Low	477 (100)	477 (100)
Drain Diameter - in (mm)		3 (76)	3 (76)
Steam Connection - in (mm)		½ (13)	½ (13)
Water Inlet Connection - in (mm)		4 @ ¾ (19)	4 @ ¾ (19)
Shipping Dimensions - in (mm)	Width	37.2 (945)	37.2 (945)
	Depth	53.8 (1370)	53.8 (1370)
	Height	65 (1650)	65 (1650)
Net Weight - lb (kg)		1080 (490)	1110 (499)
Standard Shipping Weight - lb (kg)		1120 (508)	1150 (522)
Slat Crate Shipping Weight - lb (kg)		1250 (567)	1280 (581)
Agency Approvals		cULus	cULus

TO LEARN MORE OR TO FIND A DISTRIBUTOR IN YOUR AREA, VISIT UNIMAC.COM
ALLIANCE LAUNDRY SYSTEMS - SHEPARD ST, RIPON, WI 54971 - 1.800.587.5458

Consult your UniMac distributor for details. For the most accurate information, the installation guide should be used for all design and construction purposes. Due to continuous product improvements, design and specifications subject to change without notice. The quality management systems at Alliance Laundry Systems' Ripon facility have been registered to ISO 9001:2008.

UniMac by Alliance Laundry Systems
Printed in the U.S.A. (AUIS 0013)

UNIMAC.COM

Attachment: 2019-01-07_Crawford Washer (Moyock VFD & Crawford VFD Purchase Requests)

FIREHOUSE CUSTOMIZATION WITHOUT SACRIFICING ANY OF THE UW-SERIES FEATURES USERS DEPEND ON...

THE OPTISPRAY™ ADVANTAGE

LESS WATER. SUPERIOR RINSING. MAXIMUM THROUGHPUT.

OPTispray Rinsing Technology takes improved efficiency and maximized throughput to the next level. Available on all UniLinc cycles, OPTispray combines fire hose-like, spray-rinsing power with wash chemistry to attack dirt and stains, washing them away and down the drain. Unlike bath rinses, which simply dilute wash chemistry and leave garments soaking in contaminants.

OPTISPRAY NORMAL RINSE

39%

WATER SAVINGS

Get a quality wash while using as much as 39% less water than competitor brands.

12%

SHORTER CYCLE TIMES

Decrease cycle rinse times by up to 12%.

$2,110

LOWER UTILITIES

Save up to $2,110 in yearly utilities compared to competitor brands.

22%

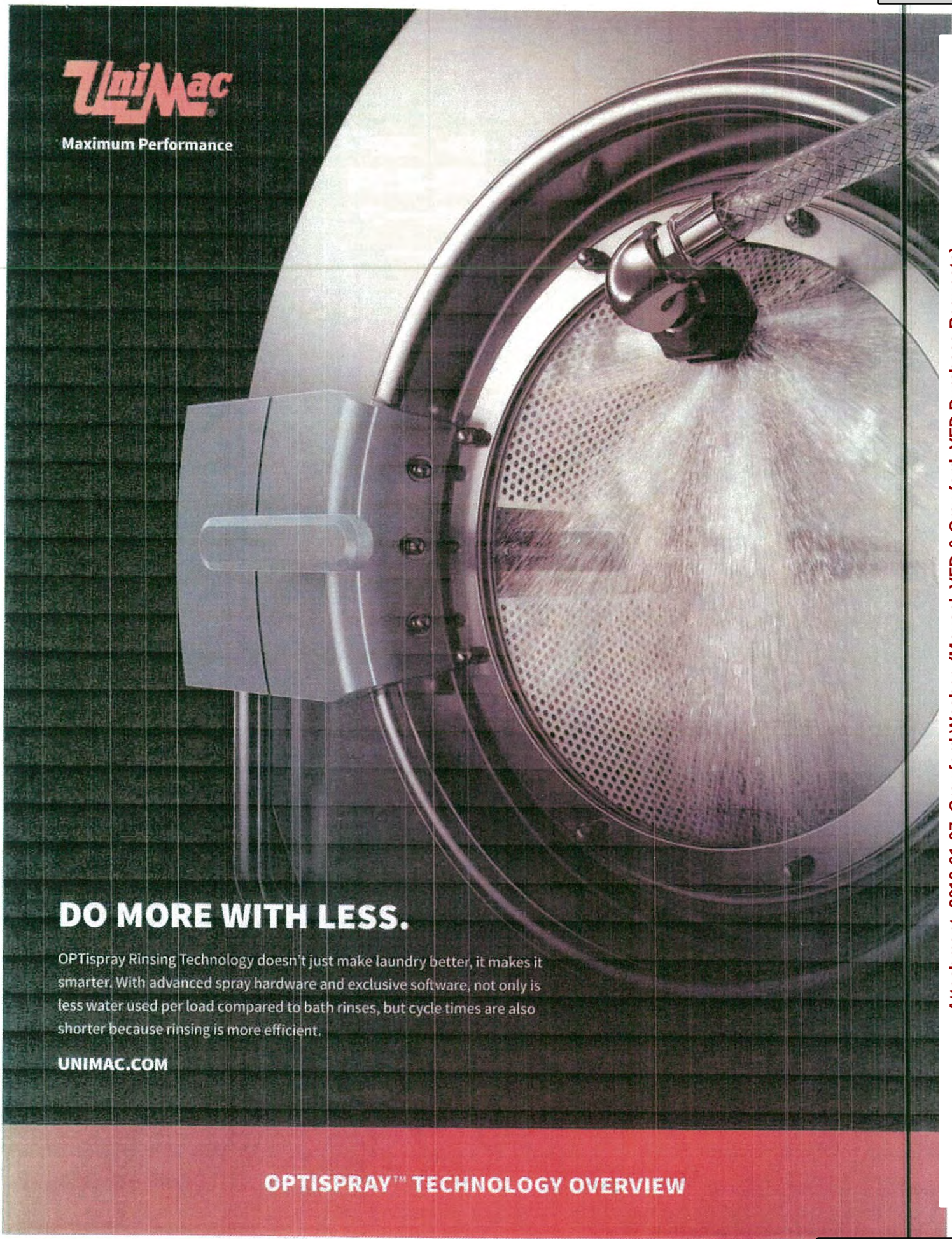
BETTER RINSING

Leaves 22% less residual wash chemistry compared to the nearest competitor.

PPE-CUSTOMIZED SPIN CYCLE

The 100G spin cycle is specially designed for safe, effective washing of PPE.

Attachment: 2019-01-07_Crawford Washer (Moyock VFD & Crawford VFD Purchase Requests)



Attachment: 2019-01-07_Crawford Washer (Moyock VFD & Crawford VFD Purchase Requests)

SUPERIOR ON EVERY LEVEL.

Unlike bath rinses, which simply dilute wash chemistry, OPTispray™ uses spray-rinsing power to pull wash chemistry through the load and down the drain. Think of it as a shower for your linens. The spray rinse carries away dirt and chemicals and leaves less residue behind–providing far superior rinse results than bath rinses alone.

OPTISPRAY

NORMAL RINSE

39%

WATER SAVINGS

Get a quality wash while using as much as 39% less water than competitor brands.

12%

SHORTER CYCLE TIMES

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ALLIANCE LAUNDRY SYSTEMS - SHEPARD ST, RIPON WI 54971 - 1.800.587.5458

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Attachment: 2019-01-07_Crawford Washer (Moyock VFD & Crawford VFD Purchase Requests)

SYSTEM REQUIREMENTS FOR FIRELINC™

FireLinc™

This document outlines the materials required to connect an Android tablet to your washer extractor, as well as optional items that can be used to expedite the data-entry process.

REQUIRED MATERIALS

For connecting your tablet to your washer extractor:

Android tablet
(Marshmallow operating system or newer)

20' USB to micro-USB power cable
(allows tablet to receive power from distant source)

Articulating arm
(connects the tablet to washer)

Wi-Fi internet connection

OPTIONAL MATERIALS

For expediting the data-entry process:

Choose one of two types of data reader:

RFID reader

Barcode reader

1.5" coarse-thread screw

3M exterior mounting tape

14" nylon zip ties
(4 minimum per install)

6' audio cable extension
(RFID reader only)

UniMac by Alliance Laundry Systems
Printed in the U.S.A. (AU18 0025)

UNIMAC.COM

Attachment: 2019-01-07_Crawford Washer (Moyock VFD & Crawford VFD Purchase Requests)

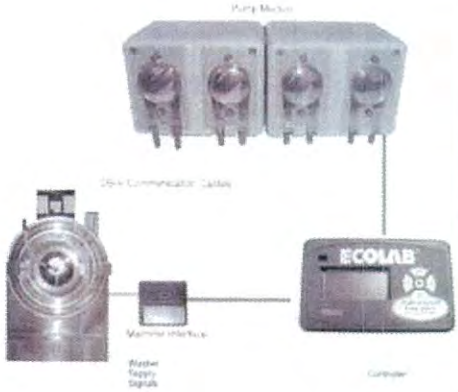
ECOLAB®

Laundry detergent and dispensing systems

TRI-STAR® LIQUID LAUNDRY SYSTEM

Includes a full selection of proven solutions that deliver excellent results with every wash.

Enzymatic Special is a liquid neutral enzymatic detergent that contains a blend of surfactants and enzymes for excellent soil removal, water conditioner and optical brighteners to maintain and enhance linen whiteness, as well as a fragrance for optimum freshness.



Attachment: 2019-01-07_Crawford Washer (Moyock VFD & Crawford VFD Purchase Requests)

Currituck County
Agenda Item Summary Sheet

Agenda ID Number – (ID # 2346)

Agenda Item Title

Consideration for Approval of Lease Agreement with NC Forest Service for County Owned Property Located at 2950 Caratoke Highway, Currituck

Brief Description of Agenda Item:

Consideration of renewal for office space leased by NC Forest Service on Caratoke Highway. The lease is a multi-year term which requires approval of the Board of Commissioners.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

STATE OF NORTH CAROLINA

LEASE AGREEMENT

COUNTY OF CURRITUCK

THIS LEASE AGREEMENT (hereinafter "Lease"), made and entered into as of the last date set forth in the notary acknowledgements below by and between, **Currituck County,** hereinafter designated as Lessor, and the **STATE OF NORTH CAROLINA** through the North Carolina Department of Agriculture & Consumer Services hereinafter designated as Lessee;

W I T N E S S E T H:

THAT WHEREAS, authority to approve and execute this lease agreement was delegated to the Department of Administration by resolution adopted by the Governor and Council of State on the 1st day of September, 1981; and as amended on September 8, 1999 and December 7th, 1999, and April 1, 2003

WHEREAS, the Department of Administration has delegated to the Department of Agriculture the authority to execute this lease agreement by a memorandum dated the 26th day of March, 1982; and as amended on the 26th day of December, 2016: and

WHEREAS, the parties hereto have mutually agreed to the terms of this lease agreement as hereinafter set out,

NOW THEREFORE, in consideration of the rental hereinafter agreed to be paid and the terms and conditions hereinafter set forth, Lessor does hereby let and lease unto Lessee and Lessee hereby takes and leases from Lessor for and during the period of time and subject to the terms and conditions hereinafter set out certain space in the, County of Currituck, North Carolina, more particularly described as follows:

Being approximately 400 net square feet of office space and 365 SF of Storage Space located Freestanding County Owned Building Located at 2950 Caratoke Hwy, Currituck, NC 27929, Currituck County, North Carolina and further described as follows:

Department of Agiculture and Consumer Services
(Forest Service)

THE TERMS AND CONDITIONS OF THIS LEASE AGREEMENT ARE AS FOLLOWS:

1. The term of this lease shall be for a period of **Three (3) years**, commencing on the **1st day of September, 2018**, or as soon thereafter as the leased premises are ceded to the Lessee and terminating on the **31st day of August, 2021.**

2. During the term of the lease, the Lessee shall pay to the Lessor as rental for said premises the sum of **$ One** Dollar per annum, which sum shall be paid for the term of the lease. The Lessee agrees to pay the aforesaid rental to Lessor at the address specified, or, to such other address as the Lessor may designate by a notice in writing at least fifteen (15) days prior to the due date.

Attachment: 2019-01-07 Agenda-NC Forest Service Lease Agreement (NC Forest Service Lease Agreement Approval)

3. Lessor agrees to furnish to the Lessee, as a part of the consideration for this lease, the following services and utilities to the satisfaction of the Lessee.

   a. Heating facilities, air conditioning facilities, adequate electrical facilities, adequate lighting fixtures and sockets, hot and cold water facilities, and adequate toilet facilities.

   b. Lessor to provide required fire extinguishers and servicing, pest control, and outside trash disposal including provisions for the handling of recyclable items such as aluminum cans, cardboard and paper. Maintenance of lawns, parking areas (including snow removal) and common areas is required.

   c. Parking

   d. The Lessor covenants that the leased premises are generally accessible to persons with disabilities. This shall include access into the premises from the parking areas (where applicable), into the premises via any common areas of the building and access to an accessible restroom.

   e. All stormwater fees.

   f. Any fire or safety inspection fees.

   g. Lessor furnishes telephone, NCFS pays electrical utilities.

   h. All land transfer tax/fees imposed by the County or City in which the space is located.

   i. The number of keys to be provided to Lessee for each lockset shall be reasonably determined by Lessee prior to occupancy and said keys shall be furnished by Lessor to Lessee at no cost to Lessee.

   j. Maintenance of lawns, sidewalks, paved areas (this includes snow and debris removal), disposal of trash and common areas are required.

   k. All other terms and conditions of the signed "Proposal to Lease to the State of North Carolina" Form PO-28 and "Specifications for Non-advertised Lease."

4. During the lease term, the Lessor shall keep the leased premises in good repair and tenantable condition, to the end that all facilities are kept in an operative condition. Maintenance shall include, but is not limited to furnishing and replacing electrical light fixture ballasts, air conditioning and ventilating equipment filter pads, if applicable, and broken glass. In case Lessor shall, after notice in writing from the Lessee in regard to a specified condition, fail, refuse, or neglect to correct said condition, or in the event of an emergency constituting a hazard to the health or safety of the Lessee's employees, property, or invitees, it shall then be lawful for the Lessee in addition to any other remedy the Lessee may have, to make such repair at its own cost and to deduct the amount thereof from the rent that may then be thereafter become due hereunder. The Lessor reserves the right to enter and inspect the leased premises, at reasonable times, and to make necessary repairs to the premises.

Attachment: 2019-01-07 Agenda-NC Forest Service Lease Agreement (NC Forest Service Lease Agreement Approval)

5. It is understood and agreed that Lessor shall, at the beginning of said lease term as hereinabove set forth, have the leased premises in a condition satisfactory to Lessee, including repairs, painting, partitioning, remodeling, plumbing and electrical wiring suitable for the purposes for which the leased premises will be used by Lessee.

6. The Lessee shall have the right during the existence of this lease, with the Lessor's prior consent, to make alterations, attach fixtures and equipment, and erect additions, structures or signs in or upon the leased premises. Such fixtures, additions, structures or signs so placed in or upon or attached to the leased premises under this lease or any prior lease of which this lease is an extension or renewal shall be and remain the property of the Lessee and may be removed therefrom by the Lessee prior to the termination of this lease or any renewal or extension thereof, or within a reasonable time thereafter. The Lessee shall have no duty to remove any improvement or fixture placed by it on the premises or to restore any portion of the premises altered by it. In the event Lessee elects to remove his improvements or fixtures and such removal causes damage or injury to the demised premises, Lessee will repair only to the extent of any such damage or injury.

7. If the said premises be destroyed by fire or other casualty without fault of the Lessee, this lease shall immediately terminate and the rent shall be apportioned to the time of the damage. In case of partial destruction or damage by fire or other casualty without fault of the Lessee, so as to render the premises untenantable in whole or in part, there shall be an apportionment of the rent until the damage has been repaired. During such period of repair, Lessee shall have the right to obtain similar office space at the expense of Lessee or the Lessee may terminate the lease by giving fifteen (15) days written notice to the Lessor.

8. Lessor shall be liable to Lessee for any loss or damages suffered by Lessee which are a direct result of the failure of Lessor to perform an act required by this lease, and provided that Lessor could reasonably have complied with said requirement.

9. Upon termination of this lease, the Lessee will peaceably surrender the leased premises in as good order and condition as when received, reasonable use and wear and damage by fire, war, riots, insurrection, public calamity, by the elements, by act of God, or by circumstances over which Lessee had no control or for which Lessor is responsible pursuant to this lease, excepted.

10. The Lessor agrees that the Lessee, upon keeping and performing the covenants and agreements herein contained, shall at all times during the existence of this lease peaceably and quietly have, hold, and enjoy the leased premises free from the adverse claims of any person.

11. The failure of either party to insist in any instance upon strict performance of any of the terms and conditions herein set forth shall not be construed as a waiver of the same in any other instance. No modification of any provision hereof and no cancellation or surrender thereof shall be valid unless in writing and signed and agreed to by both parties.

12. Any hold over after the expiration of the said term or any extension thereof, shall be construed to be a tenancy from month to month, and shall otherwise be on the terms and conditions herein specified, so far as applicable; however, either party shall give not less than sixty (60) days written notice to terminate the tenancy.

13. The parties to this lease agree and understand that the continuation of this lease agreement for the term period set forth herein, or any extension or renewal thereof, is dependent upon and subject to the appropriation, allocation or availability of funds for this purpose to the agency of the Lessee responsible for payment of said rental. The parties to this lease also

Attachment: 2019-01-07 Agenda-NC Forest Service Lease Agreement (NC Forest Service Lease Agreement Approval)

agree that in the event the agency of the Lessee or that body responsible for the appropriations of said funds, in its sole discretion, determines, in view of its total local office operations that available funding for the payment of rents are insufficient to continue the operation of its local offices on the premise leased herein, it may choose to terminate the lease agreement set forth herein by giving Lessor written notice of said termination, and the lease agreement shall terminate immediately without any further liability to Lessee.

14. All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, certified and postage prepaid and addressed as follows: To the Lessor at **2950, Caratoke HWY Currituck, North Carolina 27929** the Lessee at **North Carolina Department of Agriculture & Consumer Services Attn: Real Property Agent, 1001 Mail Service Center, Raleigh, North Carolina 27699-1001.** Nothing herein contained shall preclude the giving of such notice by personal service. The address to which notices shall be mailed as aforesaid to either party may be changed by written notice.

15. Lessee shall not assign this lease or sublet any part of the Leased Premises without the written consent of the Lessor.

16. Lessor agrees that the Lessee's decision to self insure satisfies all insurance requirements of this lease applicable to the Lessee.

17. The State of North Carolina is an immune sovereign and is not ordinarily subject to suit. However, the State has enacted the North Carolina Tort Claims Act, pursuant to which the State may be liable for the torts of its officers and employees, within the terms of the Act. Accordingly, the Lessee will be primarily liable for any claims within the coverage of the Tort Claims Act.

18. Although Lessor is under no obligation to provide internet service to Lessee pursuant to this lease, if Lessor does make internet service available to Lessee, Lessee shall require its employees and agents who use said service to abide by Currituck County's internet use policies.

19. N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Attachment: 2019-01-07 Agenda-NC Forest Service Lease Agreement (NC Forest Service Lease Agreement Approval)

IN TESTIMONY WHEREOF, this lease has been executed by the parties hereto, in duplicate originals, as of the date first above written.

LESSEE:

STATE OF NORTH CAROLINA

By: _____
Richard H. Clark
Director
NCDA&CS Property & Construction Division

STATE OF NORTH CAROLINA

COUNTY OF _____:

I, _____, a Notary Public in and for the County and State aforesaid, do hereby certify that **Richard H. Clark** personally came before me this day and acknowledged the due execution by him of the foregoing instrument as Director of Property and Construction Division for the North Carolina Department of Agriculture and Consumer Services, in accordance with the authority vested in him and for the purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal this the ____ day of _____, 20___.

_____
Notary Public

Printed Name: _____

My Commission expires _____

Attachment: 2019-01-07 Agenda-NC Forest Service Lease Agreement (NC Forest Service Lease Agreement Approval)

LESSOR:

Currituck County

By: _____
Signature

_____
Print Name and Title

STATE OF NORTH CAROLINA

COUNTY OF _____

I, _____, a Notary Public in and for the County and State aforesaid, do hereby certify that _____, personally came before me this day and acknowledge the due execution of the foregoing instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal this the ____day of _____, 20___.

_____
Notary Public

Printed Name: _____

My Commission expires _____

Attachment: 2019-01-07 Agenda-NC Forest Service Lease Agreement (NC Forest Service Lease Agreement Approval)

Currituck County
Agenda Item Summary Sheet

Agenda ID Number – (ID # 2344)

Agenda Item Title

EIC-Community Services Block Grant Funding Submission

Brief Description of Agenda Item:

Planning Board Recommendation:

The Economic Improvement Council submits a grant application for multiple counties in the region and asks that the Board of Commissioners acknowledge the EIC's intent by placing the item on Consent Agenda. A full application for all counties is provided for Board review.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

North Carolina Department of Health and Human Services
Division of Social Services

OFFICE of ECONOMIC OPPORTUNITY

Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
Project Period July 1, 2019– June 30, 2020
Application Due Date: February 15, 2019

Agency Information	
Agency:	Economic Improvement Council, Inc.
Federal I.D.	560857026
DUNS Number:	081423030
Administrative Office Address:	712 Virginia Road Edenton, North Carolina 27932
Mailing Address (include the 4-digit zip code extension):	Post Office Box 549 Edenton, North Carolina 27932
Telephone Number:	252-482-4458
Fax Number:	252-482-8227
Board Chairperson:	Robert Williams
Board Chairperson's Address: (where communications should be sent)	119 US Highway 158 Business West Gatesville, NC 27938
Board Chairperson's Term of Office (enter beginning and end dates):	09/2014-08/2019
Executive Director:	Dr. Landon B. Mason
Executive Director Email Address:	edlbmason.eic@gmail.com
Agency Fiscal Officer:	Karen King
Fiscal Officer Email Address:	kking@eicinc.org
CSBG Program Director:	Dr. James Jones
CSBG Program Director Email Address:	jjones@eicinc.org
Counties Served with CSBG funds:	Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell an Washington
Agency Operational Fiscal Year:	July through June

North Carolina Department of Health and Human Services
Office of Economic Opportunity - Melvin Williams Jr., Director
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

Attachment: EIC-Agenda Packet Doc-Condensed (EIC-Community Services Block Grant Program)

Agency Name

Proposed Funding

CSBG: Enter the proposed amount of CSBG funds allocated for FY 2019.

$248,854.00

Additional Resources: Enter the amount of other resources the agency expects to receive during the 2019 program year. If an exact figure is not known at this time, the best possible estimate.

$9,988,588.00

Agency Total Budget: Enter the sum of CSBG and Additional Resources for the period of July 1, 2019 - June 30, 2020.

$10,237,442.00

Attachment: EIC-Agenda Packet Doc-Condensed (EIC-Community Services Block Grant Program)

Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
Certification and Assurances

Public Hearing on the Initial Plan

We herein certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on November 13– November 15, 2018 for the initial planning process for the agency's current project plan and the agency has maintained documentation to confirm the process of the public hearing.

For multi-county providers, indicate the date and the county the hearing was held.

Date	County	Date	County
November 13, 2018	Gates County	November 13, 2018	Perquimans County
November 15, 2018	Tyrrell County	November 14 2018	Washington County
November 15, 2018	Currituck County	November 14, 2018	Camden County
November 13, 2018	Chowan County	November 15, 2018	Hyde County
November 14, 2018	Dare County	November 15, 2018	Pasquotank County

County Commissioners' Review

We herein certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on December 11th, 2018 as required by 10A NCAC 97C .0111(b)(1)(A).

For multi-county providers, indicate the county and date the application for funding was presented to the Board of County Commissioners as required by 10A NCAC 97C .0111(B).

Date	County	Date	County

Board of Directors Approval of the Application

I hereby certify that the information contained in the attached application is true and the Board of Directors has reviewed and approved this application for the Community Services Block Grant Program.

Date of Board Approval: _____

Board Chairperson: _____
(Signature) (Date)

Finance Committee Chairperson _____
(Signature) (Date)

Attachment: EIC-Agenda Packet Doc-Condensed (EIC-Community Services Block Grant Program)

Attachment: EIC-Agenda Packet Doc-Condensed (EIC-Community Services Block Grant Program)

Board of Directors' Membership Roster

Total Seats Per Agency Bylaws	18			Total Current Vacant Seats	0	
Total Number of Seats Reserved for Each Sector	Poor	6	Public	6	Private	6
Total Number of Vacant Seats Per Each Sector	Poor	0	Public	0	Private	0

Name	County of Residence	Community Group/ Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
Representatives of the Poor					
1. Shirley Leary	Pitt	Head Start Policy Council	11/2017	0	10/2019
2. Preciosa Diaz	Chowan	Head Start Policy Council	11/2017	0	10/2019
3.Shelia Gregory	Currituck	Currituck County Community	06/2012	1	05/2022
4.Jessica Davenport	Dare	Dare County Community	06/2012	1	06/2022
5. Fred Yates	Perquimans	Perquimans County Community	09/2015	0	09/2020
6. Wanda Harvey	Beaufort	Beaufort County Community	11/2017	0	08/2022
Public Elected Officials					
1.Brenda Lassiter	Perquimans	County Commissioners	09/2017	0	07/2020
2.Robert Williams	Gates	County Commissioners	09/2012	2	08/2019
3. Nina Griswell	Tyrrell	County Commissioners	11/2015	0	11/2020
4.Judy Rankins	Chowan	County Commissioners	07/2016	0	07/2021
5.William Sawyer	Camden	County Commissioners	05/2015	0	07/2022
6. Jerry McCrary	Martin	County Commissioners	07/2017	0	04/2022
Representatives of Private Organizations					
1.Oliver Jones	Pasquotank	Pasquotank County Community	05/2009	2	05/2019
2.Willie Shaw	Hyde	Hyde County Community	11/2008	2	11/2018
3.Melvin Norman	Washington	Washington County Community	03/2013	1	07/2018
4.Thomas Wood	Chowan	Chowan County Community	11/2015	0	11/2020
5.Linda Layden White	Perquimans	Perquimans County Community	01/2017	0	01/2021
6. Ray Blount	Washington	Washington County Community	11/2009	2	11/2019

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincides with the directives outlined in the agency's bylaws and that a current Board of Directors Member Profile is on file for each member.

_____

Board of Directors Chairperson

Board of Directors' Membership Contact Listing

Board Member	Physical Address	Email Address
Linda White	125 Howell's Lane Hertford, North Carolina 27944	lwhite@ecps.k12.nc.us
Ray Blount	213 Middle Street Creswell, NC 27928	granddad43001@yahoo.com
Preciosa Diaz	2884 Little Gem Circle Winterville, NC 28590	Diamonddiaz63@gmail.com
Melvin Norman	743 Marriner Road Roper, NC 27970	normanm23@mchsi.com
Shelia Gregory	108 South Gregory Road Shawboro, NC 27973	sheila_gregory@ncsu.edu
Oliver Jones	1291 Doublebridge Rd. Elizabeth City, NC 27909	Oejones40@gmail.com
William Sawyer	533 N. Trotman Road Camden, NC 27921	5sawyers@wildblue.net
Judy Rankins	303 Boswell Street Edenton, NC 27832	judyrankins@centurylink.net
Willie Shaw	195 Lake Swamp Rd Englehard, NC 27824	williegshaw@hotmail.com
Brenda Lassiter	725 Sandy Cross Road Belvidere, NC 27919	blassiter@pcs.k12.nc.us
Robert Williams	119 US Highway 158 Business W. Gatesville, NC 27938	robertewilliams46@hotmail.com
Jessica Davenport	P.O. Box 669 Manteo, NC 27954	davenportj@dcdss.org
Fred Yates	147 Winfall Blvd. Winfall, NC 27985	fred@intilport.com
Nina Griswell	175 Travis School Road Columbia, NC 27925	ngriswell@tyrrellcounty.net
Thomas Wood	105 West King St. Edenton, NC 27932	thomas@godwinandgodwin.net
Shirley Leary	113 US Hwy 158 Bus W Gatesville, NC 27938	
Jerry McCrary	P.O. Box 98 Parmele, NC 27861	mayorjerrym@gmail.com
Wanda Harvey	1303 Nicholson Street Washington, NC 27889	cnellrae@gmail.com

Attachment: EIC-Agenda Packet Doc-Condensed (EIC-Community Services Block Grant Program)

ECONOMIC IMPROVEMENT COUNCIL, INC.
BOARD OF DIRECTORS

NAME & COUNTY	OCCUPATION	CATEGORY REPRESENTED	DATE SEATED	1ST 5-YR TERM ENDS	2ND 5-YR TERM EN
Dr. Linda Layden White/PERQUIMANS 125 Howell's Lane Hertford, NC 27944 (252) 482-4436 Wk. (252)482-7309 Fax (252)333-0271 Cell lwhite@ecps.k12.nc.us	Educator	(C) Private Groups/Interests Early Childhood Education	01/2017	01/2021	
Mayor Ray Blount/ WASHINGTON 213 Middle Street P.O. Box 123 Creswell, NC 27928 (252) 797-4314 (252) 945-3837 (cell) mayorblount@gmail.com	Bank Services	(B) Private Sector Mayor	11/2009	11/2014	11/2019
Mr. Melvin Norman/WASHINGTON 743 Marriner Road Roper, NC 27970 (252) 793-4089 (252) 217-2198 normanm23@mchsi.com	Retired Administrator/ Teacher	(C) Private Groups/Interests	7/2013	07/2018	
Mrs. Sheila Gregory/CURRITUCK 108 South Gregory Road Shawboro, NC 27973 (252) 232-2261 Sheila_gregory@ncsu.edu.	NC Cooperative Extension	(B) Poor Sector	6/2012	6/2017	5/2022
Mr. Oliver Jones/PASQUOTANK 1291 Doublebridge Rd Elizabeth City, NC 27909 (252) 339-9047 Oejones40@gmail.com	Retired Correctional Officer	(C) Private Groups/Interests	5/2009	05/2019	
Dr. William Sawyer/CAMDEN 533 N. Trotman Road Camden, NC 27921 (252) 336-5550 (H) (252) 339-2155 (C) 5sawyers@wildblue.net	Retired NC Cooperative Extension	(A) Public Sector	7/2015	7/2017	7/2022
Ms. Judy Rankins/CHOWAN 303 Boswell Street Post Office Box 582 Edenton, NC 27932 (252) 482-8939 (H) 252-370-0308 Judyrankins@centurylink.net	Retired Teacher	(A) Public Sector	07/2016	7/2021	
Mr. Willie Shaw/HYDE 195 Lake Swamp Road Englehard, NC 27824 1-(252) 473-7341 williegshaw@hotmail.com	Forestry Services	(C) Private Groups/Interests	11/2008	11/2014	11/2018
Mr. Robert Williams, Sr./ GATES 119 US Highway 158 Business West Gatesville, NC 27938 (252) 357-1222 (252) 332-9460 Cell	Retired Dean NC Community College	(A) Public Sector	09/2014	08/2019	

Revised 10/16/2018

Attachment: EIC-Agenda Packet Doc-Condensed (EIC-Community Services Block Grant Program)

robertewilliams46@hotmail.com					
Ms. Jessica Davenport/ DARE P.O Box 669 Manteo, NC 27954 (252) 475-5567(w) (252) 256-4275(cell) davenportj@dcdss.org	Receptionist	(B) Poor Sector	7/2012	07/2017	6/2022
Mayor Fred Yates/PERQUIMANS 147 Winfall Blvd. Post Office Box 42 Winfall, NC 27985 (252) 333-9393 fred@intilport.com	Mayor Retired U. S. Marine	(B) Poor Sector	09/2015	11/2020	
Ms. Nina Griswell /TYRRELL 175 Travis School Road Columbia, NC 27925 252-796-7074 (cell) 252-794-8600 (work) ngriswell@tyrrellcounty.net	Tyrrell County Prison (Administrative Office)	(A)Public Sector	11/2015	11/2020	
Attorney Thomas Wood/CHOWAN 105 West King Street Edenton, NC 27932 252-357-0438 (Work) 252-333-7868 (Cell) thomas@godwinandgodwin.net	Attorney	(C)Private Sector	11/2015	11/2020	
Mrs. Wanda W. Harvey /BEAUFORT 1303 Nicholson Street Washington, NC 27889 1-252-940-9405 cnellrae@gmail.com	Retired Educational Trainer	(B) Poor Sector	8/2017	1/2022	
Mrs. Preciosa Diaz/ PITT 2884 Little Gem Circle Winterville, NC 28590 (252) 428-8680 Diamonddiaz63@gmail.com	Disable	(C) Poor Sector HS-3 Policy Council Chairperson	11/2017	10/2018	
Mrs. Brenda Lassiter/PERQUIMANS 725 Sandy Cross Road Belvidere, NC 27919 (252) 331-9806 blassiter@pcs.k12.nc.us	Retired Public Relation	(A) Public Sector	7/2017	7/2020	
Ms. Shirley Leary/GATES **113 US Highway 158 Bus. W.** **Gatesville, NC 27938** **(252) 357-1281**	Policy Council	(C) Poor Sector	11/2017	10/2018	
Mayor Jerry M. McCrary/ MARTIN P.O. Box 98 Parmele, NC 27861 (252) 702-9912 mayorjerrym@gmail.com	Mayor	(B) Public Sector	09/2018	09/2020	

*** The Policy Council Chairman's representative is subject to change annually, 5 years maximum for the same person.**

Attachment: EIC-Agenda Packet Doc-Condensed (EIC-Community Services Block Grant Program)

Board of Directors' Officers and Committees

Note: All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented*
Officers of the Board			
Robert Williams	President	Public	Gates
William Sawyer	Vice-President	Public	Camden
Judy Rankins	Secretary	Public	Chowan
Ray Blount	Treasurer	Private	Washington
Committee Name:	Executive		
Robert Williams	Chairperson	Public	Gates
Judy Rankins		Public	Chowan
Melvin Norman		Private	Washington
Ray Blount		Private	Washington
William Sawyer		Public	Camden
Committee Name:	Personnel		
Judy Rankins	Chairperson	Public	Chowan
Fred Yates		Poor	Perquimans
Shelia Gregory		Poor	Currituck
Linda L. White		Private	Perquimans
Thomas Wood		Private	Chowan
Committee Name:	Planning/Evaluation		
Willie Shaw	Chairperson	Private	Hyde
Oliver Jones		Private	Pasquotank
Fred Yates		Poor	Perquimans
Wanda Harvey		Poor	Beaufort
Committee Name:	Finance		
Ray Blount	Chairperson	Private	Tyrrell
Brenda Lassiter		Public	Perquimans
Jessica Davenport		Poor	Dare
Nina Griswell		Public	Tyrrell
Preciosa Diaz		Policy	Chowan
Committee Name:	**Audit**		
William Sawyer	Chairperson	Public	Camden
Jerry McCrary		Public	Martin
Nina Griswell		Public	Tyrrell
Shirley Leary		Poor	Pitt
Committee Name:			
	Chairperson		

*To be completed by agencies serving multiple counties.

Attachment: EIC-Agenda Packet Doc-Condensed (EIC-Community Services Block Grant Program)

Community Services Block Grant Program
Fiscal Year 2019-2020 Application for Funding
Planning Process Narrative

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.

   a. Low-Income Community: (See Attachment

   b. Agency Staff: (See Attachment)

   c. Agency's Board Members: (See Attachment)

2. Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty causes. (See Attachment)

3. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security. (See Attachment)

4. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations. (See Attachment)

5. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations. (See Attachment)

6. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting). (See Attachment)

7. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

   (See Attachment)

Attachment: EIC-Agenda Packet Doc-Condensed (EIC-Community Services Block Grant Program)

Currituck County
Agenda Item Summary Sheet

Agenda ID Number – (ID # 2347)

Agenda Item Title

Petition for Road Addition to State Maintenance-Waterlily Ridge Subdivision

Brief Description of Agenda Item:

Request for road additions to State Maintenance-Waterlily Ridge.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

BRUMSEY AND BRUMSEY, P.L.L.C.
ATTORNEYS
P.O. BOX 100, 2883 CARATOKE HWY.
CURRITUCK, NORTH CAROLINA 27929
TELEPHONE: (252) 232-2252 - FACSIMILE (252) 232-3038
William Brumsey, III
William Brumsey, IV

October 24, 2018

Mr. Randy Midgett
District Field Engineer
NC Department of Transportation
1929 North Road St.
Elizabeth City, 27909

Re: Petition to Add Streets;
Cedar Bay Court and Gull Rock View
Waterlily Ridge; Coinjock, NC

Dear Randy:

I enclose a petition to add the above two streets to the State system. I also enclose two copies of the plat of the Waterlily Ridge Subdivision, the development in which the streets are located. Please let me know if you need additional information. If you have any questions, please call me.

Thanking you in advance for giving the request your consideration, I am,

Sincerely yours,

Brumsey

William Brumsey, III

WBIII/em

Attachment: Road Addition Petition-Waterlily Ridge SR-1 (Road Addition-Waterlily Ridge)

North Carolina Department of Transportation
Division of Highways
Petition for Road Addition

ROADWAY INFORMATION: (Please Print/Type)

County: Currituck Road Name: Cedar Bay Court, Gull Rock View
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Waterlily Ridge Length (miles): Four

Number of occupied homes having street frontage: 7 Located (miles): Four

miles N ☐ S ☐ E ☒ W ☐ of the intersection of Route 1422 (SR, NC, US) and Route 168 (SR, NC, US).
(Check one)

We, the undersigned, being property owners and/or developers of Waterlily Ridge in Currituck County, do hereby request the Division of Highways to add the above described road.

CONTACT PERSON: Name and Address of First Petitioner. (Please Print/Type)

Name: William Brumsey, III, VP of Island Haven, Inc. Phone Number: 252-232-2252

Street Address: 2883 Caratoke Hwy, Currituck, NC 27929

Mailing Address: PO Box 100, Currituck, NC 27929

PROPERTY OWNERS

Name	Mailing Address	Telephone

Island Haven, Inc. the Developer, owns lots 1, 2, 3, and 7. The remaining seven lots have been sold and houses have been constructed on them. Petitioner believes all seven to be occupied as principal residences. An eighth house is currently under construction on Lot 7.

Form SR-1 (3/2006; Rev 1/2010)

Attachment: Road Addition Petition-Waterlily Ridge SR-1 (Road Addition-Waterlily Ridge)

INSTRUCTIONS FOR COMPLETING PETITION:
1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

FOR NCDOT USE ONLY: Please check the appropriate block
☐ Rural Road ☐ Subdivision platted prior to October 1, 1975 ☒ Subdivision platted after September 30, 1975

REQUIREMENTS FOR ADDITION

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-or-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

ROAD NAME	HOMES	LENGTH	ROAD NAME	HOMES	LENGTH
Cedar Bay Ct.	4*	300'			
Gull Rock View	8*	700'			

* The eight includes the four on Bay Court that have to travel on Gull Rock to reach Cedar Bay

*Both figures include the home under construction on Lot 7

Attachment: Road Addition Petition-Waterlily Ridge SR-1 (Road Addition-Waterlily Ridge)

7.B.9.a

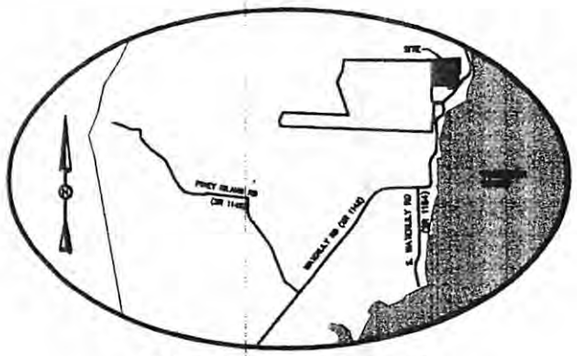
Unofficial Document

Unofficial Document

Unofficial Document

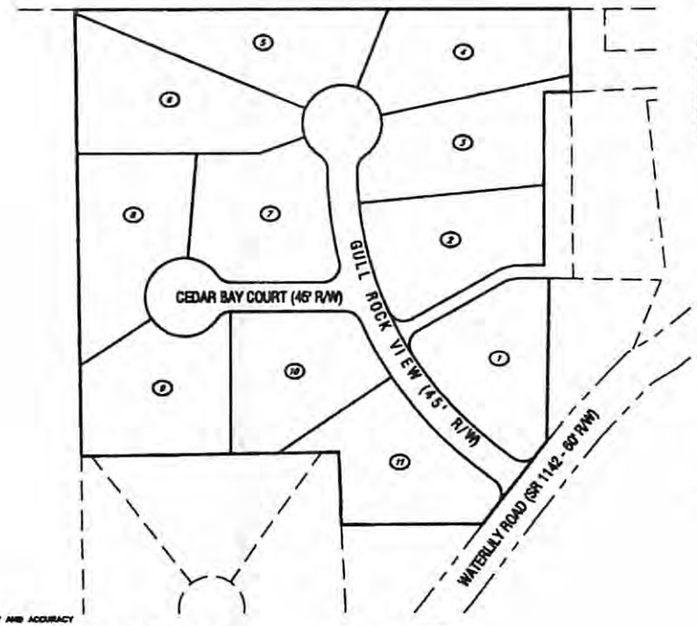
Attachment: Road Addition Petition-Waterlily Ridge SR-1 (Road Addition-Waterlily Ridge)

HYMAN ROBEY
SOLUTIONS FROM THE GR
150 US Hwy 158 E.
PO Box 339
Camden, NC 27921
(252) 338-2913
(252) 338-5552 fax
www.hymanrobey.com



VICINITY MAP

1"=2000'



WATERLILY RIDGE

POPLAR BRANCH TOWNSHIP
CURRITUCK COUNTY
NORTH CAROLINA

Filed for registration on January 2, 2008
at 9:12:29 o'clock AM in Plat Book 80 Page 80
Current Caller: Y. Brinkley
Christine Y. Brinkley, Assistant/Deputy
Register of Deeds

S:\Hyman & Robey 10\050583 -Waterlily Ridge\dwg\050583FP.dwg, 12/14/2007 4:37:01 AM, 1:50, GMC

SITE DATA

1. OWNER/DEVELOPER:
   ISLAND HAVEN, INC.
   PO BOX 109
   CURRITUCK, NC 27929
   (252) 207-9463
2. PIN: 0029-000-0030-0000
3. ZONING: R (BASIC RESIDENTIAL)
4. THIS SITE IS LOCATED IN FLOOD ZONES "SHADED X" & "AE (EL 9)" AS SHOWN ON F.I.R.M. PANEL 3700780060J EFFECTIVE DATE: DECEMBER 6, 2005.
   FLOOD ZONES ARE SCALED FROM F.I.R.M.
   FLOOD ZONES SUBJECT TO CHANGE BY FEMA.
   USE OF LAND WITHIN A FLOODWAY OR FLOODPLAIN IS SUBSTANTIALLY RESTRICTED BY ARTICLE 16 OF THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE.
5. TOTAL ACREAGE: 138 AC
   AREA TO BE SUBDIVIDED: 12.17 AC
6. MINIMUM LOT SIZE: 40,000 SF
   SMALLEST LOT: 40,000 SF
   NUMBER OF LOTS: 11
   LOT AREA: 10.66 AC
   R/W AREA: 1.49 AC
7. PROPOSED STREETS:
   GULL ROCK VIEW 595 LF
   CEDAR BAY COURT 316 LF
8. BOUNDARY INFORMATION WAS OBTAINED FROM DEED DESCRIPTION IN B.B. 618, PG. 488 & P.C. E, SL. 275
9. DRAINAGE EASEMENTS:
   10' ALONG ALL SIDE PROPERTY LINES.
   20' ALONG ALL FRONT & REAR PROPERTY LINES, OR AS SHOWN ON THE PLAT.
   NOTE: WHERE DRAINAGE EASEMENTS EXCEED TYPICAL SETBACKS, THE SETBACKS HAVE BEEN INCREASED TO MATCH THE DRAINAGE EASEMENTS.
10. A 20' UTILITY EASEMENT EXISTS ALONG ALL FRONT LOT LINES, A 10' UTILITY EASEMENT EXISTS ALONG SIDE AND REAR LOT LINES, UNLESS OTHERWISE NOTED.
11. SEE CURRENT CURRITUCK COUNTY UDO AND RESTRICTIVE COVENANTS FOR ALL BUILDING SETBACKS.
12. NO MORE THAN 11,000 SQUARE FEET OF ANY LOT SHALL BE COVERED BY IMPERVIOUS STRUCTURES AND MATERIALS, INCLUDING ASPHALT, GRAVEL, CONCRETE, BRICK, STONE, SLATE OR SIMILAR MATERIAL, NOT INCLUDING WOOD DECKING OR THE WATER SURFACE OF SWIMMING POOLS. THIS COVENANT IS INTENDED TO ENSURE COMPLIANCE WITH THE STORMWATER PERMIT (SW8070903) ISSUED BY THE STATE OF NORTH CAROLINA. THE COVENANT MAY NOT BE CHANGED OR DELETED WITHOUT THE CONSENT OF THE STATE. FILLING IN OR PIPING OF ANY VEGETATIVE CONVEYANCES (DITCHES, SWALES, ETC.) ASSOCIATED WITH THIS DEVELOPMENT, EXCEPT FOR ANDEAMS DIRECTLY CROSSING, IS STRICTLY PROHIBITED BY ANY PERSON.
13. MAINTENANCE OF STORMWATER FACILITIES IS THE RESPONSIBILITY OF THE HOMEOWNERS ASSOCIATION.

CERTIFICATE OF APPROVAL

I HEREBY CERTIFY THAT ALL STREETS SHOWN ON THIS PLAT ARE WITHIN CURRITUCK COUNTY, ALL STREETS AND OTHER IMPROVEMENTS SHOWN ON THIS PLAT HAVE BEEN INSTALLED OR COMPLETED AND THAT THE SUBDIVISION SHOWN ON THIS PLAT IS IN ALL RESPECTS IN COMPLIANCE WITH THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE AND, THEREFORE, THIS PLAT HAS BEEN APPROVED BY THE CURRITUCK COUNTY PLANNING BOARD AND SIGNED BY THE CHAIRMAN, BOARD OF COMMISSIONERS, SUBJECT TO ITS BEING RECORDED IN THE CURRITUCK COUNTY REGISTRY WITHIN NINETY (90) DAYS OF THE DATE BELOW.

12-27-07
DATE

CHAIRMAN, BOARD OF COMMISSIONERS

CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED HEREON, WHICH PROPERTY IS LOCATED WITHIN THE SUBDIVISION REGULATION JURISDICTION OF CURRITUCK COUNTY, THAT I HEREBY FREELY ADOPT THIS PLAT OF SUBDIVISION AND DEDICATE TO PUBLIC USE ALL AREA SHOW ON THIS PLAT AS STREETS, ALLEYS, WALKS, PARKS, OPEN SPACE, AND EASEMENTS, EXCEPT THOSE SPECIFICALLY INDICATED AS PRIVATE AND THAT I WILL WARRANT ALL SUCH AREAS UNTIL THE OFFER OF DEDICATION IS ACCEPTED BY THE APPROPRIATE PUBLIC AUTHORITY. ALL PROPERTY SHOWN ON THIS PLAT AS DEDICATED FOR A PUBLIC USE SHALL BE DEEMED TO BE DEDICATED FOR ANY OTHER PUBLIC USE AUTHORIZED BY LAW WHEN SUCH USE IS APPROVED BY THE APPROPRIATE PUBLIC AUTHORITY IN THE PUBLIC INTEREST.

12/20/07
DATE

Island Haven, Inc.
By: William Brumsey III V.P.
OWNER

DATE

OWNER

DATE

OWNER

I, Karen M. Miller, A NOTARY PUBLIC OF Pasquotank COUNTY, NORTH CAROLINA, DO HEREBY CERTIFY THAT William Brumsey III WHO PRESIDENT OF Island Haven, Inc. PERSONALLY APPEARED BEFORE ME THIS DATE AND ACKNOWLEDGED THE DUE EXECUTION OF THE FOREGOING CERTIFICATE.

WITNESS MY HAND AND OFFICIAL SEAL THIS DAY OF December 20 07

Karen M. Miller
NOTARY PUBLIC

MY COMMISSION EXPIRES 10/20/2008

KAREN M MILLER NOTARY PUBLIC PASQUOTANK COUNTY, NC

CERTIFICATE OF SURVEY AND ACCURACY

I, EDWARD T. HYMAN, JR., PLS HEREBY CERTIFY THAT THE SURVEY CREATES A SUBDIVISION OF LAND IN AN AREA GOVERNED BY A SUBDIVISION ORDINANCE.

THE RESIDUAL PARCEL(S), IF ANY, MEET OR EXCEED THE MINIMUM LOT SIZE AS SPECIFIED WITHIN THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE.

I HEREBY CERTIFY THAT THIS MAP, DRAWN UNDER MY SUPERVISION FROM A DEED DESCRIBED IN DEED BOOK 618, PAGE 488 OF THE CURRITUCK COUNTY REGISTRY; THAT THE ERROR OF CLOSURE AS CALCULATED BY LATITUDES AND DEPARTURES IS 1:10,000; THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES AND THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30, AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 6TH DAY OF SEPTEMBER 2006.

12/14/07
REGISTERED LAND SURVEYOR PLS L-2880 DATE

NORTH CAROLINA PROFESSIONAL SEAL L-2880 LAND SURVEYOR EDWARD T. HYMAN, JR.

CERTIFICATION OF STORMWATER IMPROVEMENTS

IN THE SUBDIVISION ENTITLED WATERLILY RIDGE, STORMWATER DRAINAGE IMPROVEMENTS HAVE BEEN INSTALLED ACCORDING TO PLANS AND SPECIFICATIONS PREPARED BY HYMAN & ROBEY, PC, AND APPROVED BY THE CURRITUCK COUNTY PLANNING BOARD. CURRITUCK COUNTY ASSUMES NO RESPONSIBILITY FOR THE DESIGN, MAINTENANCE OR THE OPERATION AND PERFORMANCE OF THE STORM WATER DRAINAGE IMPROVEMENT AND SUBDIVISION.

12/14/07
REGISTERED LAND SURVEYOR PLS L-2880 DATE

NORTH CAROLINA PROFESSIONAL SEAL L-2880 LAND SURVEYOR EDWARD T. HYMAN, JR.

DIVISION OF HIGHWAY DISTRICT ENGINEER CERTIFICATE FOR PUBLIC STREETS

I HEREBY CERTIFY THAT THE PUBLIC STREETS SHOWN ON THIS PLAT ARE INTENDED FOR DEDICATION AND HAVE BEEN COMPLETED IN ACCORDANCE WITH AT LEAST THE MINIMUM SPECIFICATIONS AND STANDARDS OF THE NC DEPARTMENT OF TRANSPORTATION FOR ACCEPTANCE OF SUBDIVISION STREETS ON THE NC HIGHWAY SYSTEM FOR MAINTENANCE.

12/13/07
DATE

DISTRICT ENGINEER

OPEN SPACE, PONDS AND DRAINAGE FACILITIES REQUIRED TO BE PROVIDED BY THE DEVELOPER IN ACCORDANCE WITH THIS ORDINANCE SHALL NOT BE DEDICATED TO THE PUBLIC EXCEPT UPON WRITTEN ACCEPTANCE BY THE COUNTY, BUT SHALL REMAIN UNDER THE OWNERSHIP AND CONTROL OF THE DEVELOPER (OR HIS SUCCESSOR) OR A HOMEOWNERS ASSOCIATION OR SIMILAR ORGANIZATION THAT SATISFIES THE CRITERIA ESTABLISHED IN THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE.

CERTIFICATE OF REVIEW OFFICER

STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

I, Theresa D. Glave REVIEW OFFICER OF CURRITUCK COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER

12/20/07
DATE

Project #:	050583
Drawing #:	050583FP
Drawn:	JHB
Checked:	ETH
Approved:	ETH
Date:	9/24/07
Sheet #:	1/2
Scale:	NA

REVISIONS:
NUM. DATE DESCRIPTION

SHEET TITLE:
FINAL PLAT

SHEET NUMBER:
1

Unofficial Document
Unofficial Document
Unofficial Document
Unofficial Document

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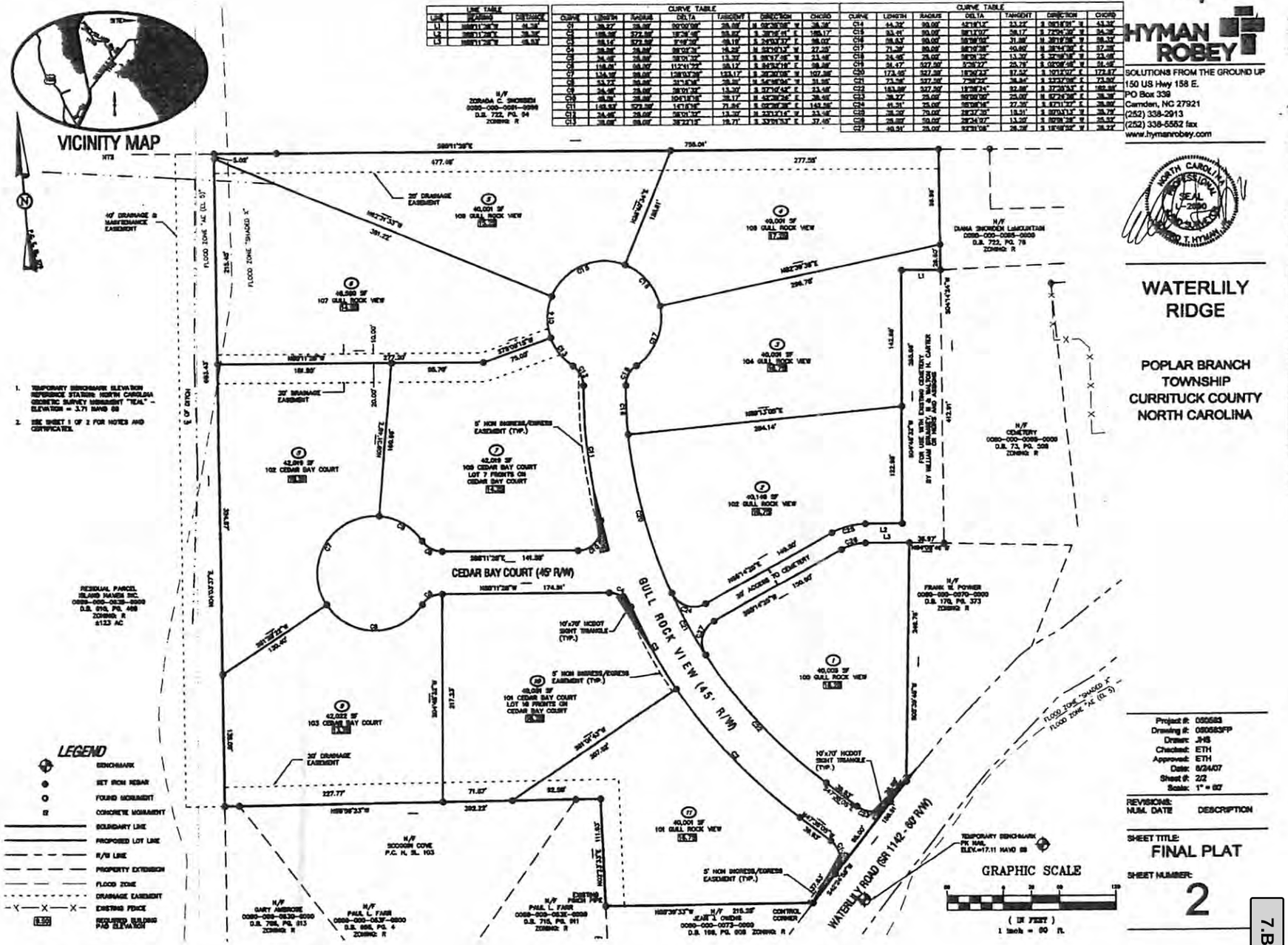

Filed for registration on the 30 day of January 2008 at 8:15 AM and recorded in Map Book 51 Page 81
Gloria V. Daniels
Register of Deeds

S:\Hyman & Robey 93\050583 -Waterlily Ridge\dwg\050583FP.dwg, 12/14/2007 8:40:57 AM, 25.4:40, GMK

Book K

Packet Pg. 214

7.B.9.a

Attachment: Road Addition Petition-Waterlily Ridge SR-1 (Road Addition-Waterlily Ridge)

Currituck County
Agenda Item Summary Sheet

Agenda ID Number – (ID # 2352)

Agenda Item Title

Consideration of Nominees for Appointment to District 2 Vacancy on the Board of Commissioners

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item