



**Board of Commissioners  
Agenda Packet**

**November 21, 2016**

**Work Session**

4:30 PM - Ribbon Cutting at Maple Athletic Complex-Baseball/Softball Fields

**6:00 PM Call to Order**

- A) Invocation & Pledge of Allegiance-Reverend Dawn Hollis-Custer, Currituck United Methodist Charge
- B) Approval of Agenda

**Administrative Reports**

- A) **College of the Albemarle Annual Report to the Board presented by Dr. Kandi Deitemeyer, President, College of the Albemarle**

**New Business**

- A) **Bid Award for Corolla Multi-Use Path Extension**
- B) **Board Appointments**
  - 1. Albemarle Regional Planning Organization
  - 2. Reappointment of Joanne DiBello to the Albemarle Area Agency on Aging's Regional Advisory Council
  - 3. ABC Board
  - 4. Tourism Advisory Board
- C) **Consent Agenda**
  - 1. Approval Of Minutes for November 7, 2016
  - 2. Budget Amendment
  - 3. Tax-2016 Order of Collections
  - 4. Telecommunicator I and II-Job Description Revisions
  - 5. Petition for Road Addition to State Maintenance-Holly Ridge Subdivision
- D) **Commissioner's Report**
- E) **County Manager's Report**

**Public Comment**

*Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 5 minutes.*

**Adjourn**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1717)**

**Agenda Item Title**

4:30 PM - Ribbon Cutting at Maple Athletic Complex-Baseball/Softball Fields

**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 # 1718)**

**Agenda Item Title**

College of the Albemarle Annual Report to the Board presented by Dr. Kandi Deitemeyer,  
President, College of the Albemarle

**Brief Description of Agenda Item:**

**Board Action Requested**

Information

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

Kandi Deitemeyer



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1723)

**Agenda Item Title**

Bid Award for Corolla Multi-Use Path Extension

**Brief Description of Agenda Item:**

**Planning Board Recommendation:**

Consideration and Approval of Bid Award for Corolla Multi-Use Path Extensions to include the following:

**Albacore Street :** Continuation of the path on the north side of Albacore Street from the first entrance at Monteray Plaza, east to Lighthouse Drive.

**Corolla Village Road:** Continuation of the path from the Public Access Facility to the beach on the south side of Corolla Village Road. This project will include a concrete ramp system allowing full ADA accessibility to the beach and additional parking.

The paths on both projects will be concrete and eight feet in width.

These projects are consistent with the action plans set forth in the Connecting Corolla Bike, Pedestrian, Access & Wayfinding Plan adopted by the Board of Commissioners on October 21, 2013.

RPC Contractors was the low bidder at \$512,353.60 for both projects.

Staff would ask the Board to authorize the County Manager to execute contract documents. The expected start date for construction is January 2017. The expected completion date is April 2017.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

Daniel F. Scanlon

November 15, 2016

Ms. Eileen Wirth, County Project Coordinator  
County of Currituck  
P. O. Box 70  
Currituck, NC 27929

SUBJECT: Corolla Village Road & Albacore Street  
Sidewalk Improvement Projects  
Coastal's File P630 & P675

Dear Ms. Wirth:

The subject project was advertised in the Coastland Times, a newspaper of general circulation, at least (7) days prior to receipt of bid, a pre-construction conference was held at least ten (10) days prior to the advertised date of the bid opening, and bids were received and opened at the present time, place and manner required by North Carolina's general statutes. Two (2) sealed bids were received and thereafter publicly opened and read at 10:00 AM on November 14, 2015 in the Historic Courthouse Conference Room # 205 at the Mainland office.

Plans and specifications were delivered to six (6) contractors upon their request in addition to Currituck County's Mainland office, Satellite office and Coastal Engineering & Surveying, Inc. (CE&S) office.

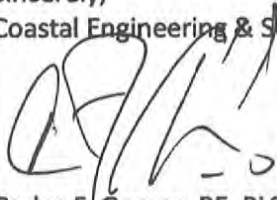
The submitted bids have been tabulated and have been reviewed for compliance with requirements set forth in the Contract Documents. A copy of the certified Bid Tabulation is attached for your records. Upon verification of bids received, the low bid was submitted by RPC Contracting of Kitty Hawk, NC. A summary list of bidders and their corresponding total Base Bid with Alternate selected are provided below:

	<u>Certified</u>	<u>Certified</u>	<u>Certified</u>
<b><u>Bidder Corolla Village Road:</u></b>	<b>Base Bid</b>	<b>Bid Alternates</b>	<b>Total Bid w/ Alternates</b>
RPC Contracting	\$ 323,776.70	\$ 21,106.00	\$ 344,882.70
Hatchell Construction	\$ 363,381.28	\$ 57,240.00	\$ 420,621.28
<b><u>Bidder Albacore Street:</u></b>	<b>Base Bid</b>	<b>Bid Alternates</b>	<b>Total Bid w/ Alternates</b>
RPC Contracting	\$ 143,980.90	\$ 23,490.00	\$ 167,470.90
Hatchell Construction	\$ 147,347.23	\$ 14,570.00	\$ 161,917.23
<b><u>Bidder Total CVR &amp; AS:</u></b>	<b>Total Base Bid</b>	<b>Total Bid Alternates</b>	<b>Total Bid w/ Alternates</b>
RPC Contracting	\$ 467,757.60	\$ 44,596.00	\$ 512,353.60
Hatchell Construction	\$ 510,728.51	\$ 71,810.00	\$ 582,538.51

RPC Contracting was the apparent low bidder which are now duly certified. We therefore recommend the County accept the bids as verified, we thus recommend the County award the project construction contract to RPC Contracting. It is our understanding that the County intends to select the Base Bid and the county may deduct Alternates from the Base Bid as the County sees it fit. The total award amount shall be \$ 512,353.60.

We appreciate the opportunity to work with Currituck County and look forward to the construction of this wonderful project.

Sincerely,  
Coastal Engineering & Surveying, Inc.



Carlos F. Gomez, PE, PLS  
President

Enclosures





11/15/14

**CERTIFIED BID ANALYSIS**

Date : 11/14/2016

**Albacore Street Sidewalk Project**

	Coastal Eng. & Surveying, Inc. Engineer Probable Cost Estimate	RPC Contracting, INC. Kitty Hawk, NC License No. 34430	Hatchell Concrete, Inc. Manteo NC License No. 34205	DELTA (Differential of Low Bid vs. High Bid)
TOTAL BASE BID	\$143,674.00	\$143,980.90	\$147,347.23	-\$3,366.33
TOTAL ALTERNATES	\$15,400.00	\$23,490.00	\$14,570.00	\$8,920.00
TOTAL BID	\$159,074.00	\$167,470.90	\$161,917.23	\$5,553.67

**Corolla Village Sidewalk Project**

	Coastal Eng. & Surveying, Inc. Engineer Probable Cost Estimate	RPC Contracting, INC. Kitty Hawk, NC License No. 34430	Hatchell Concrete, Inc. Manteo NC License No. 34205	DELTA (Differential of Low Bid vs. High Bid)
TOTAL BASE BID	\$349,047.00	\$323,776.70	\$363,381.28	-\$39,604.58
TOTAL ALTERNATES	\$20,504.00	\$21,106.00	\$57,240.00	-\$36,134.00
TOTAL BID	\$369,551.00	\$344,882.70	\$420,621.28	-\$75,738.58

**TOTAL**

	Coastal Eng. & Surveying, Inc. Engineer Probable Cost Estimate	RPC Contracting, INC. Kitty Hawk, NC License No. 34430	Hatchell Concrete, Inc. Manteo NC License No. 34205	DELTA (Differential of Low Bid vs. High Bid)
TOTAL BASE BID	\$492,721.00	\$467,757.60	\$510,728.51	-\$42,970.91
TOTAL ALTERNATES	\$35,904.00	\$44,596.00	\$71,810.00	-\$27,214.00
TOTAL BID	\$528,625.00	\$512,353.60	\$582,538.51	-\$70,184.91

Albacore Street Sidewalk Project				Coastal Eng. & Surveying, Inc.		RPC Contracting, INC.		Hatchell Concrete, Inc.	
Location: Currituck County				Enineer Probable Cost Estimate		Kitty Hawk, NC License No. 34430		Manteo NC License No. 34205	
Bid Opened: Monday, November 14, 2016 @ 10:00 AM									
Item	Qty.	Unit	Description	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost
1	1	LS	Mobilization	\$ 7,300.00	\$ 7,300.00	\$ 8,200.00	\$ 8,200.00	\$ 4,207.51	\$ 4,207.51
2	1	LS	Bonding	\$ 1,500.00	\$ 1,500.00	\$ 1,950.00	\$ 1,950.00	\$ 2,889.16	\$ 2,889.16
3	430	LF	Silt Fence	\$ 4.00	\$ 1,720.00	\$ 3.00	\$ 1,290.00	\$ 3.25	\$ 1,397.50
4	1	LS	Grubbing / Clearing	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ 5,000.00	\$ 5,000.00
5	1	LS	Grading/Excavation/Backfill	\$ 6,000.00	\$ 6,000.00	\$ 14,670.00	\$ 14,670.00	\$ 7,500.00	\$ 7,500.00
6	544	LF	Wooden Retaining Walls	\$ 55.00	\$ 29,920.00	\$ 75.00	\$ 40,800.00	\$ 74.95	\$ 40,772.80
7	1,421	LF	4"x8' Concrete Walkway	\$ 47.00	\$ 66,787.00	\$ 33.70	\$ 47,887.70	\$ 38.56	\$ 54,793.76
8	90	LF	6"x8' Conc Walkway @ Residential Driveways	\$ 50.00	\$ 4,500.00	\$ 63.50	\$ 5,715.00	\$ 92.00	\$ 8,280.00
9	42	LF	Replace 6" Conc. Drive from EP to new Sidewalk	\$ 35.00	\$ 1,470.00	\$ 107.10	\$ 4,498.20	\$ 38.50	\$ 1,617.00
10	55	LF	Remove Concrete Curb	\$ 30.00	\$ 1,650.00	\$ 10.00	\$ 550.00	\$ 20.00	\$ 1,100.00
11	815	SY	Infiltration Swales	\$ 4.00	\$ 3,260.00	\$ 4.50	\$ 3,667.50	\$ 3.50	\$ 2,852.50
12	6	EA	Bike Stop Signs	\$ 200.00	\$ 1,200.00	\$ 145.00	\$ 870.00	\$ 60.00	\$ 360.00
13	16	EA	Warning Domes	\$ 150.00	\$ 2,400.00	\$ 200.00	\$ 3,200.00	\$ 150.00	\$ 2,400.00
14	89	SY	Excelsior Blankets	\$ 3.00	\$ 267.00	\$ 2.50	\$ 222.50	\$ 3.00	\$ 267.00
15	2,000	SY	Seeding / Stabilization	\$ 3.00	\$ 6,000.00	\$ 0.65	\$ 1,300.00	\$ 2.00	\$ 4,000.00
16	1	LS	Testing (Concrete Only)	\$ 1,400.00	\$ 1,400.00	\$ 1,610.00	\$ 1,610.00	\$ 1,610.00	\$ 1,610.00
17	1	LS	Construction Staking	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00
18	1	LS	NCDOT Traffic Control	\$ 3,000.00	\$ 3,000.00	\$ 2,750.00	\$ 2,750.00	\$ 5,000.00	\$ 5,000.00
TOTAL BASE BID				\$ 143,674.00		\$ 143,980.90		\$ 147,347.23	
ALTERNATES									
1	1	LS	Stabilization Watering	\$ 5,000.00	\$ 5,000.00	\$ 8,250.00	\$ 8,250.00	\$ 5,000.00	\$ 5,000.00
2	6	EA	High Visibility Thermal Plastic Crossings	\$ 800.00	\$ 4,800.00	\$ 1,100.00	\$ 6,600.00	\$ 895.00	\$ 5,370.00
3	2	EA	Modify Existing Valve Vault	\$ 1,500.00	\$ 3,000.00	\$ 1,200.00	\$ 2,400.00	\$ 1,200.00	\$ 2,400.00
4	2	EA	HR1 Halliday Alum. 24"x36" Vault Cover	\$ 1,300.00	\$ 2,600.00	\$ 3,120.00	\$ 6,240.00	\$ 900.00	\$ 1,800.00
TOTAL ALTERNATES				\$ 15,400.00		\$ 23,490.00		\$ 14,570.00	
TOTAL BID				\$ 159,074.00		\$ 167,470.90		\$ 161,917.23	



Location: Currituck County Bid Opened: Monday, November 14, 2016 @ 10:00 AM				Enineer Probable Cost Estimate		Kitty Hawk, NC License No. 34430		Manteo NC License No. 34205	
Item	Qty.	Unit	Description	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost
1	1	LS	Mobilization	\$ 15,000.00	\$ 15,000.00	\$ 14,200.00	\$ 14,200.00	\$ 10,254.46	\$ 10,254.46
2	1	LS	Bonding	\$ 3,000.00	\$ 3,000.00	\$ 4,380.00	\$ 4,380.00	\$ 7,041.40	\$ 7,041.40
3	482	LF	Silt Fence	\$ 4.00	\$ 1,928.00	\$ 3.25	\$ 1,566.50	\$ 3.25	\$ 1,566.50
4	1	LS	Grubbing / Clearing	\$ 6,000.00	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00	\$ 7,000.00
5	1	LS	Grading/Excavation/Backfill	\$ 10,000.00	\$ 10,000.00	\$ 27,490.00	\$ 27,490.00	\$ 26,000.00	\$ 26,000.00
6	190	TN	Place and Compact 4" ABC Stone Drive & Parking	\$ 67.00	\$ 12,730.00	\$ 36.00	\$ 6,840.00	\$ 65.00	\$ 12,350.00
7	688	LF	Wooden Retaining Walls	\$ 90.00	\$ 61,920.00	\$ 73.50	\$ 50,568.00	\$ 73.34	\$ 50,457.92
8	625	LF	Remove/Replace Existing Split Post & Rail Fence	\$ 12.00	\$ 7,500.00	\$ 3.90	\$ 2,437.50	\$ 16.00	\$ 10,000.00
9	1,712	SF	6" Thick Conc. HC Parking - 8 Spaces	\$ 11.50	\$ 19,688.00	\$ 7.90	\$ 13,524.80	\$ 9.00	\$ 15,408.00
10	1	LS	HC Parking Striping	\$ 3,000.00	\$ 3,000.00	\$ 2,200.00	\$ 2,200.00	\$ 6,100.00	\$ 6,100.00
11	8	EA	HC Parking Signs	\$ 200.00	\$ 1,600.00	\$ 165.00	\$ 1,320.00	\$ 75.00	\$ 600.00
12	8	EA	No Parking Signs	\$ 200.00	\$ 1,600.00	\$ 132.00	\$ 1,056.00	\$ 75.00	\$ 600.00
13	720	LF	4"x8' Concrete Walkway	\$ 47.00	\$ 33,840.00	\$ 34.90	\$ 25,128.00	\$ 38.50	\$ 27,720.00
14	27	LF	6"x6' Concrete Walkway	\$ 49.00	\$ 1,323.00	\$ 47.60	\$ 1,285.20	\$ 92.00	\$ 2,484.00
15	5	LF	8"x3' Concrete Walkway	\$ 35.00	\$ 175.00	\$ 56.00	\$ 280.00	\$ 125.00	\$ 625.00
16	210	LF	6" Concrete Curb	\$ 28.00	\$ 5,880.00	\$ 20.00	\$ 4,200.00	\$ 22.00	\$ 4,620.00
17	8	LF	12" HDPE Pipe	\$ 35.00	\$ 280.00	\$ 47.80	\$ 382.40	\$ 60.00	\$ 480.00
18	288	LF	12" Sock Drain Pipe	\$ 46.00	\$ 13,248.00	\$ 44.90	\$ 12,931.20	\$ 32.00	\$ 9,216.00
19	268	LF	10" Sock Drain Pipe	\$ 30.00	\$ 8,040.00	\$ 38.80	\$ 10,398.40	\$ 31.50	\$ 8,442.00
20	174	LF	8" Sock Drain Pipe	\$ 25.00	\$ 4,350.00	\$ 33.30	\$ 5,794.20	\$ 31.00	\$ 5,394.00
21	1	EA	Relocate Existing Infiltration Manhole	\$ 250.00	\$ 250.00	\$ 650.00	\$ 650.00	\$ 3,750.00	\$ 3,750.00
22	7	EA	Infiltration Manhole	\$ 500.00	\$ 3,500.00	\$ 1,200.00	\$ 8,400.00	\$ 3,750.00	\$ 26,250.00
23	49	EA	Concrete Wheel Stops	\$ 75.00	\$ 3,675.00	\$ 75.00	\$ 3,675.00	\$ 30.00	\$ 1,470.00
24	1	LS	Wood & Conc. Panel Walkway, Deck, Ramp & Stairs	\$ 115,000.00	\$ 115,000.00	\$ 102,952.00	\$ 102,952.00	\$ 102,952.00	\$ 102,952.00
25	1	LS	Testing (Concrete Only)	\$ 1,400.00	\$ 1,400.00	\$ 2,750.00	\$ 2,750.00	\$ 2,750.00	\$ 2,750.00
26	1	LS	Construction Staking	\$ 3,500.00	\$ 3,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
27	1	LS	NCDOT Traffic Control/Safety Control	\$ 1,000.00	\$ 1,000.00	\$ 1,600.00	\$ 1,600.00	\$ 5,000.00	\$ 5,000.00
28	1	LS	Stabilization/Flower Seed	\$ 8,000.00	\$ 8,000.00	\$ 3,390.00	\$ 3,390.00	\$ 5,000.00	\$ 5,000.00
29	270	LF	Sand Fence	\$ 6.00	\$ 1,620.00	\$ 3.25	\$ 877.50	\$ 5.00	\$ 1,350.00
TOTAL BASE BID				\$ 349,047.00		\$ 323,776.70		\$ 363,381.28	
ALTERNATES									
1	1	LS	Landscaping	\$ 9,000.00	\$ 9,000.00	\$ 9,980.00	\$ 9,980.00	\$ 42,500.00	\$ 42,500.00
2	1	LS	Stabilization Watering	\$ 5,000.00	\$ 5,000.00	\$ 8,250.00	\$ 8,250.00	\$ 5,000.00	\$ 5,000.00
3	1	EA	Wooden Bike Rack	\$ 2,000.00	\$ 2,000.00	\$ 200.00	\$ 200.00	\$ 3,500.00	\$ 3,500.00
4	2	EA	Bench / Concrete Pad	\$ 1,500.00	\$ 3,000.00	\$ 970.00	\$ 1,940.00	\$ 2,400.00	\$ 4,800.00
5	32	LF	4"x5.5' Concrete Pad (At Bike Rack)	\$ 47.00	\$ 1,504.00	\$ 23.00	\$ 736.00	\$ 45.00	\$ 1,440.00
TOTAL ALTERNATES				\$ 20,504.00		\$ 21,106.00		\$ 57,240.00	
TOTAL BID				\$ 369,551.00		\$ 344,882.70		\$ 420,621.28	



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1722)

**Agenda Item Title**

Albemarle Regional Planning Organization

**Brief Description of Agenda Item:**

**Planning Board Recommendation:**

One new appointee and one alternate-Commissioner appointments to serve on the Albemarle Regional Planning Organization.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1724)

**Agenda Item Title**

Reappointment of Joanne DiBello to the Albemarle Area Agency on Aging's Regional Advisory Council

**Brief Description of Agenda Item:**

Joanne DiBello's term on the Regional Advisory Council expired in July of 2016. The Director requests her reappointment to serve an additional term of two years, expiring July 2018.

Applications to fill a second seat will be solicited from interested citizens, with the appointment to be made at a subsequent Board of Commissioners meeting.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



November 7, 2016

Ms. Leeann Walton, Clerk to the Board  
Currituck County  
153 Courthouse Road, Suite 204  
Currituck, NC 27929

Dear Ms. Walton:

The Albemarle Commission Area Agency on Aging (AAA) is in need of two appointed representatives on our Regional Advisory Council (RAC). Ms. Joanne DiBello's term expired on 7/1/2016. Ms. DiBello has been a tremendous asset to this group and a great advocate for older adults in Currituck County. She has continued to participate in the quarterly RAC meetings as she also serves as the Senior Tar Heel Legislature Delegate for Currituck County. We look forward to hearing from you regarding the status of Ms. DiBello's appointment. According to the RAC by-laws, each county should have two (2) appointed representatives; we are therefore, requesting that the Currituck County Board of Commissioners make a second appointment to the RAC.

The RAC meets quarterly to give direction and guidance to the AAA's efforts in serving the senior population in Currituck County. The primary purpose of this council is to serve as advocates for older adults, their caregivers and their families living within the service area of the Albemarle Commission as specified by the Older American's Act. This group is primarily responsible for providing guidance and input in our 4 year area plan to serve older adults in Northeast North Carolina.

Appointment length to this council can vary based on the county preference, but should be no less than a two year term.

Should you have any questions or concerns, please feel free to contact me at 252-426-5753 ext. 224. I thank you in advance for your assistance.

Most Sincerely,

Laura Alvarico, Director  
Albemarle Commission Area Agency on Aging

CAMDEN  
CHOWAN  
CURRITUCK  
DARE  
GATES  
HYDE  
PASQUOTANK  
PERQUIMANS  
TYRRELL  
WASHINGTON  
COLUMBIA  
CRESWELL  
DUCK  
EDENTON  
ELIZABETH CITY  
GATESVILLE  
HERTFORD  
KILL DEVIL HILLS  
KITTY HAWK  
MANTEO  
NAGS HEAD  
PLYMOUTH  
ROPER  
SOUTHERN SHORES  
WINFALL

Attachment: Agency on Aging-RAC Appt-Joanne DiBello (1724 : Board Appt-Albemarle Area Agency of Aging-RAC Appt)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1719)

**Agenda Item Title**

ABC Board

**Brief Description of Agenda Item:**

**Planning Board Recommendation:**

Consensus appointments are needed to fill two vacancies on the ABC Board. One appointment will fulfill an unexpired term ending September, 2018. The other will serve a full term ending September, 2019.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

**ABC BOARD  
3 Year Terms**

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
<i><b>Gary Barco*</b></i>	Consensus			9/13	1st 9/1/2016
David Griggs*	Consensus			2/2013	1st 2/16/2016
				5/16/2016	2nd 2/16/2019
Harold Capps, Sr.	Consensus			9/21/2015	1st 9/1/2018
<i><b>Joseph "Jerry" Malesky**</b></i>	Consensus			9/21/2015	1st 9/1/2018
Mike Payment	Consensus			5/16/2016	1st 2/16/2019

***\*New Appointee will serve full, 3-year term***

***\*\*Appointment is needed to fill unexpired term***

\*Chairman-David Griggs designated June 6, 2016

Attachment: ABC Board Appointment Form (1719 : ABC Board Appointments)





## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1726)

**Agenda Item Title**

Tourism Advisory Board

**Brief Description of Agenda Item:**

One reappointment and two replacements are needed for the Tourism Advisory Board.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

TOURISM ADVISORY BOARD  
2 Year Terms

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Jay Bender	District 1		Vance Aydlett	Appointed 11/2/2015	2nd Term November 2017
Wanda Beasley	District 2		David Griggs	Appointed 11/2/2015	2nd Term November 2017
<b>Ted Jagucki</b>	District 3		Mike Payment	Appointed 11/21/11	2nd Term November 2016
<b>Daniel Pennington</b>	District 4		Paul Beaumont	12/01/14	1st Term November 2016
Janice Farr	District 5		Marion Gilbert	Appointed 10/5/15	2nd Term November 2017
Mike Martine	At-Large		Mike Hall	Appointed 11/16/15	2nd term November 2017
<b>Leslie Daughtry</b>	At-Large		Paul O'Neal	Appointed 1/3/2012	2nd Term November 2016

**Can be Reappointed**  
**Must be Replaced**



**CURRITUCK COUNTY  
NORTH CAROLINA**

November 7, 2016

Minutes – Regular Meeting of the Board of Commissioners

**6:00 PM CALL TO ORDER**

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

Attendee Name	Title	Status	Arrived
David L. Griggs	Board Chairman	Present	
O. Vance Aydtlett	Vice Chairman	Present	
S. Paul O'Neal	Commissioner	Absent	
Paul M. Beaumont	Commissioner	Present	
Marion Gilbert	Commissioner	Present	
Mike D. Hall	Commissioner	Present	
Mike H. Payment	Commissioner	Present	

Chairman Griggs called the meeting to order.

**A) Invocation & Pledge of Allegiance-Reverend Bill Masciangelo, Moyock United Methodist Church**

Reverend Bill Masciangelo was present to give the Invocation and lead the Pledge of Allegiance.

**B) Approval of Agenda**

The agenda was amended to reflect the following:

A Resolution for Designation of Applicant's Agent to allow FEMA funding to commence was added to Consent Agenda.

Consent Agenda Item 10, Knotts Island Volunteer Fire Department boat purchase and the corresponding budget amendment were deleted. Commissioner Beaumont explained such purchases should be approved by the Fire and EMS Advisory Board before coming to the Board of Commissioners for approval, explaining the item was tabled at the prior Advisory Board meeting.

The ABC Board appointment was also removed from the agenda.

Communication: Approval of Minutes for November 7, 2016. (Approval Of Minutes for November 7, 2016)

Commissioner Gilbert moved to approve as amended. The motion was seconded by Commissioner Hall and passed unanimously.

Approved agenda:

**6:00 PM Call to Order**

- A) Invocation & Pledge of Allegiance-Reverend Bill Masciangelo, Moyock United Methodist Church
- B) Approval of Agenda

**Public Hearings**

- A) **PB 16-21 Corolla Light Town Center Miniature Golf**  
Request for a use permit to construct and operate a Miniature Golf Course. The property is owned by Golasa Holdings, LLC and located Corolla Light Village Shops, 1159 Austin Street, Tax Map 115B, Parcel 2P2B, Poplar Branch OBX Township.
- B) **PB 16-20 Paragon Beverage Company** Request for a text amendment to add Artisan Food and Beverage Producer, Large Brewery, Distillery, and Winery to the Summary use table in the appropriate zoning districts.
- C) **PB 16-23 OBX Waterpark Adventure:** Request to rezone .96 acres for an outdoor recreation facility (waterpark) from Heavy Industrial (HI) to Conditional - General Business (C-GB) located at 8504 Caratoke Highway, Tax Map 124, Parcel 137E, Poplar Branch Township.

**Old Business**

- A) **Public Hearing and Action: PB 16-16 E.T. Hyman Surveying (Aggregate Storage and Processing);** Request to amend the UDO to allow aggregate storage and processing in the Agriculture Zoning District on parcels with direct access to the railroad.

**New Business**

- A) **Consideration and Action: PB 14-26 Old Bay Ridge:** Request for a preliminary plat/use permit extension of

one year for property located on Tax Map 49, Parcel 82C, Crawford Township. This is a 5 residential lot traditional subdivision.

#### B) Board Appointments

1. Economic Development Advisory
2. ~~ABC Board~~ ***This item was removed from the agenda***

#### C) Consent Agenda

1. Approval Of Minutes for October 3, 2016
2. Budget Amendments
3. Project Ordinances - Public Safety Building Design Project and Corolla Sidewalks Projects
4. Resolution Supporting the Upgrading of US Highway 17 in Northeast North Carolina to Interstate Standards
5. Resolution Requesting Summer Traffic Control from the North Carolina Highway Patrol
6. Albemarle-Tideland OPEB Resolution & Trust Agreement
7. Surplus Resolution-Carrier Heat Pump
8. Crawford Fire Department Purchase-Turnout Gear
9. Moyock Volunteer Fire Department Purchase Request-Turnout Gear
10. ~~Knotts Island Volunteer Dept. Purchase Request Boat~~ ***This item was removed from the agenda.***
11. Petition for Road Addition to State Maintenance-Corolla Bay
12. Petition for Road Addition to State Maintenance-Dustin Lane, Landmark Homes
13. 3rd Amendment to Tower Lease Agreement for 734 Ocean Trail, Verizon
14. Trillium Health Resources Annual ABC Report for Currituck County
15. Resolution-Dedication of Applicant's Agent-***Amended Item added to Agenda***

#### D) Commissioner's Report

#### E) County Manager's Report

##### Public Comment

***Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 5 minutes.***

##### Special Meeting

Tourism Development Authority-Budget Amendments

##### Closed Session

Communication: Approval of Minutes for November 7, 2016. (Approval Of Minutes for November 7, 2016)

Closed Session pursuant to G.S. 143-318.11(a)(3) to consult with the county attorney and to preserve the attorney-client privilege regarding the matters captioned Swan Beach Corolla, LLC v. Currituck County and Ocean Hill Commercial, LLC v. Currituck County.

### **Adjourn**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Marion Gilbert, Commissioner
<b>SECONDER:</b>	Mike D. Hall, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Mike H. Payment, Commissioner
<b>ABSENT:</b>	S. Paul O'Neal, Commissioner

### **PUBLIC HEARINGS**

#### **A. PB 16-21 Corolla Light Town Center Miniature Golf**

Parties were sworn and Chairman Griggs opened the Public Hearing. Planning and Community Development Director, Ben Woody, reviewed the application with the Board.

<b>APPLICATION SUMMARY</b>	
<b>Property Owner:</b> Golasa Holdings, LLC PO Box 120 Kitty Hawk, NC 27949	<b>Applicant:</b> John M. Delucia, P.E. PO Box 3989 Kill Devil Hills, NC 27948
<b>Case Number:</b> 16-21	<b>Application Type:</b> Use Permit
<b>Parcel Identification Number:</b> 115B-000-2P2B-0000	<b>Existing Use:</b> Shopping Center
<b>2006 Land Use Plan Classification:</b> Full Service in Corolla subarea	<b>Parcel Size (Acres):</b> 6.8 acres
<b>Request:</b> Use Permit for Miniature Golf Course	<b>Zoning:</b> SFO with PUD Overlay and GE Allocation

<b>SURROUNDING PARCELS</b>		
	<b>Land Use</b>	<b>Zoning</b>
North	Warehouse and Wastewater Treatment Facility	SFO with PUD Overlay and GB Allocation
South	Open Space and Single Family Homes	SFO with PUD Overlay

Communication: Approval of Minutes for November 7, 2016. (Approval Of Minutes for November 7, 2016)

East	Open Space, Single Family Homes and Historic Corolla Park	SFO with PUD Overlay
West	Open Space and Single Family Homes	SFO with PUD Overlay

### STAFF ANALYSIS

The applicant is requesting a use permit to construct a Miniature Golf Course on the Corolla Light Town Center Property at 1159 Austin Street in Corolla. The proposed use is considered outdoor recreation and requires a use permit on properties located within a Planned Unit Development. The owners intend to remove the existing skateboard park located in the center of the shopping center and construct an 18-hole miniature golf course in the same location with some expansion to the east. The miniature golf facility will be shielded from NC12 mostly by existing shopping center buildings. The proposed golf course features and the ticket building will not exceed the height of existing shopping center buildings.

### INFRASTRUCTURE

Water	Public
Sewer	Private Centralized System
Stormwater/Drainage	The project will result in a decrease in impervious coverage. Stormwater is conveyed by sheet flow and/or a closed collection system to several infiltration basins and a pond.

### RECOMMENDATIONS

#### TECHNICAL REVIEW COMMITTEE

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

1. The application complies with all applicable review standards of the UDO provided the following outstanding items are addressed:
  - a. TRC approval of the Major Site Plan application is required.
2. A use permit shall be approved on a finding that the applicant demonstrates the proposed use will meet the use permit review standards. It is staff's opinion that the evidence in the record, prepared in absence of testimony presented at a public hearing, supports the preliminary findings. A use permit shall be approved on a finding that the applicant demonstrates the proposed use will meet the use permit review standards. It is staff's opinion that the evidence in the record, prepared in absence of testimony presented at a public hearing, supports the preliminary findings.

### USE PERMIT REVIEW STANDARDS

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

Communication: Approval of Minutes for November 7, 2016. (Approval Of Minutes for November 7, 2016)

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

Preliminary Applicant Findings:

1. The proposed use is deemed to be safer for public use and is a more family oriented activity.
2. The new use will provide an outdoor recreational experience for a greater diversity of potential users and age groups.

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

Preliminary Applicant Findings:

1. The proposed use will replace an existing skateboard park and should have no discernable affect to adjacent properties or uses.
2. The golf course use will be more regulated and better staffed than the existing skate park.

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

Preliminary Staff Findings:

1. The 2006 Land Use Plan classifies this site as Full Service within the Corolla subarea. The proposed use is in keeping with the policies of the plan, some of which are:

POLICY ED1: new and expanding industries and businesses should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and 3) are compatible with the environmental quality and natural amenity-based economy of Currituck County.

POLICY ED4: In addition to the recruitment and expansion of major new industries, the considerable value of SMALL BUSINESS START-UPS, EXPANSIONS AND SPIN-OFFS shall also be recognized.

POLICY OB2: So as to minimize COMMERCIAL STRIP DEVELOPMENT and maximize the traffic moving capability of NC 12, Currituck County shall encourage commercial development to cluster at appropriate locations rather than dispersing along NC 12.

2. The Corolla Village Small Area Plan classifies this site as Mixed Use. Areas designated as mixed use are characterized by a diverse mix of land uses. This includes human scale commercial, residential, governmental, recreational, and civic uses. The proposed use is in keeping with the policies of the plan, some of which are:

POLICY LU1: Recognize the uniqueness of the area by maintaining desirable characteristics, such as building style, scale, and architectural features; and by supporting development concepts that foster and promote the character, culture, and history of Corolla Village.

POLICY ED1: Promote the growth of existing businesses and the recruitment of new businesses that are compatible with the vision of the area.



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

**Preliminary Staff Findings:**

1. The proposed use will have no impact on schools.
2. According to the applicant, the use will not require any additional services from County forces and will likely be a safer and more family oriented use than the skate park that it will replace.

Currituck County has adequate public facilities to serve the proposed development of a miniature golf course in the existing Corolla Light Town Center Shops.



John Delucia, project Engineer, and Crouse Gray, applicant's attorney, provided sworn testimony. Mr. Gray said less injuries, as compared to a skate park, would reduce the need for emergency services or police and said the miniature golf course would enhance the community with more people using it as compared to a skate park.

Mr. Delucia said no issues were raised by the community and described the project as a first class facility. He said they are ready to begin demolition of the skate park and construction of the project. Chairman Griggs questioned the findings of fact required and Mr. Gray responded, confirming that the facility would be less likely to cause injury, the community would be enhanced with the use, likely increasing the value of nearby properties. He confirmed staff articulated within its report the use fits with the county's land use policies. Mr. Delucia responded to questions from the Board regarding firefighting and height compliance, describing the structures and features planned for the project.

Chairman Griggs closed the public hearing.

Commissioner Aydlett moved to approve PB 16-21, based on the following:

- The use will not endanger public health and safety-the proposed use is deemed safer for public use and is more family friendly oriented than the use that is there today. The new use will provide an outdoor recreational experience for a greater diversity of potential users and age groups.
- The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located. The proposed use will replace an existing skateboard park and should have no discernable affects to adjacent properties or uses. The golf course use will be more regulated and better staffed than the existing skate park.
- The use will be in conformity with the Land Use Plan or other official adopted plans. The 2006 Land Use Plan classifies this site as Full Service within the Corolla subarea. The proposed use is in keeping with the policies of the plan as it now is today.
- The use will not exceed the county's ability to provide adequate public facilities, including but not limited to: schools, fire rescue, law enforcement and other county facilities. The proposed use will not have any impact on schools. The use will not require any additional services from the County forces and will likely be a safer and more family oriented use than the skate park it will replace. Currituck County has adequate facilities currently to serve the proposed development of a miniature golf course in the existing Corolla Light Shopping Center.

The motion was seconded by Commissioner Hall and passed unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	O. Vance Aydlett, Vice Chairman
<b>SECONDER:</b>	Mike D. Hall, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Mike H. Payment, Commissioner
<b>ABSENT:</b>	S. Paul O'Neal, Commissioner

#### **B. PB 16-20 Paragon Beverage Company**

Mr. Woody reviewed the text amendment application with the Board, after which he responded to Board questions and concerns related to language in the amendment that could affect existing wineries by making them non-conforming or the potential for allowing wineries in the SFI zoning district.

#### **PB 16-20 Paragon Beverage Company**

Amendment to the Unified Development Ordinance Chapter 4 Use Standards.

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

**Item 1:** That Chapter 4. Use Standards is amended by adding the following underlined language. The addition of the following uses will require renumbering of the Additional Requirements column of the Summary Use Table, and correction of effected cross-references.

**\*NOTE: The text amendment as proposed does not allow wineries in the SFI district. This may cause existing Knotts Island wineries to become nonconforming uses. Currently wineries are permitted under the agribusiness use which allows agricultural products to be sold directly to consumers, but does not allow intermediate wholesalers or distributors. This could be problematic for current and future wineries. If wineries are added as an allowable use in the SFI district, staff suggests requiring compliance with the nonresidential design standards as is proposed in the AG district.**

TABLE 4.1.1: SUMMARY USE TABLE

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

USE CATEGORY	USE TYPE	ZONING DISTRICT (CURRENT DISTRICT IN PARENTHESIS) [NOTE: OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]															NAT REQ	
		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M	PD-O	
		COMMERCIAL USE CLASSIFICATION																
Retail Sales & Services	<u>Artisan Food and Beverage Producer</u>								Z				Z		M P	M P	M P	
	<u>Distillery</u>												Z					
	<u>Brewery, Large</u>												Z		M P	M P	M P	
	<u>Winery</u>		Z						Z				Z		M P	M P	M P	4.f

**Item 2:** That Chapter 4. Use Standards is amended by adding the following underlined language. The addition of a use will require renumbering of section 4.3.3 Specific Standards for Certain Accessory Uses, and correction of effected cross-references.

## 4.2 USE-SPECIFIC STANDARDS

### 4.2.4 Commercial Uses

#### Winery

- (1)** Wineries located in the Agriculture District (AG) shall comply with Section 5.8 Nonresidential Design Standards.

**Item 3:** That Chapter 10. (Definitions) is amended by adding the following underlined language.

## 10.5

## DEFINITIONS

### ARTISAN FOOD AND BEVERAGE PRODUCER

An establishment that engages in onsite commercial production of food and/or beverage products to a final form employing batch-processing or hand crafting using traditional methods, and distributes to customers on-site via product tasting and direct sales and/or off-site to retailers and wholesalers. Typical products include coffee roasters, chocolatiers, confectioners, cideries, microbreweries, brewpubs, and craft distilleries.

### BREWERY, LARGE

A brewery with an annual beer production over 15,000 barrels or more and may contain a tap room/tasting room.

### BREW PUB

A restaurant with facilities for the manufacture of beer onsite for consumption and retail sale at the restaurant. Where allowed by law, brewpubs may often sell beer "to go" and/or distribute to off-site accounts.

### CRAFT DISTILLERY

An establishment where spirituous liquor is produced on site, and which shall include a tasting room in which guests or customers may sample the products. The building in which the craft distillery operates shall not exceed 4,000 square feet.

### DISTILLERY

An establishment where spirituous liquor is produced on-site, and which may include a tasting room in which guests or customers may sample the products.

### MICROBREWERY

A brewery that produces less than 15,000 barrels and may contain a tap room/tasting room. Where allowed by law, microbreweries may often sell beer "to go" and/or distribute to off-site accounts.

### TAP ROOM/TASTING ROOM

A room ancillary to an artisan food and beverage producer that is used for sampling by the public of products produced on site.

### WINERY

A building or property at which wine is produced, and which may include a tasting room.

**Item 4:** The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

**Item 5:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Chairman Griggs opened the public hearing.

Michael Cherry and Kathy McCubbins of Paragon Wholesale Beverage Company approached the Board. Mr. Cherry addressed the Board's concerns regarding the residential zoning and said the federal permit required for a winery would not be approved in a residential zone. Mr. Cherry explained the process for acquiring his federal permitting, described his brewery business to the Board, and stated he has no intention of opening a winery.

Board discussion continued regarding the language related to wineries in the text amendment and federal permitting requirements. After discussion, Chairman Griggs asked Mr. Woody the best way to move forward with the portion that does not need additional scrutiny. Mr. Woody suggested the Board exclude allowing wineries in the agricultural and SFI zoning districts and ask staff to bring that piece back with additional research and recommendations.

Chairman Griggs closed the public hearing.

Commissioner Aydlett moved to approve PB 16-20 as written, excluding the SFI and AG zoning districts for wineries and ask Mr. Woody to bring that piece back after some stuff has been done and would approve this because it is a new and expanding business. In addition to the recruitment and expansion of major new industries, considerable value of small business start-up, expansions and spin-offs shall also be recognized potentially. It will utilize a more highly skilled labor force and is compatible with the environmental quality and natural amenity-based economy of Currituck County.

The motion was seconded by Commissioner Gilbert and passed unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	O. Vance Aydlett, Vice Chairman
<b>SECONDER:</b>	Marion Gilbert, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Mike H. Payment, Commissioner

### C. PB 16-23 OBX Waterpark Adventure:

Mr. Woody reviewed the rezoning application with the Board.

APPLICATION SUMMARY	
<b>Property Owner:</b> Barnhill Contracting Company PO Box 7948 Rocky Mount NC 27804	<b>Applicant:</b> OBX Waterpark Adventure LLC 13 Green Mountain Dr Cohoes NY 12047
<b>Case Number:</b> PB 16-23	<b>Application Type:</b> Conditional Rezoning



**APPLICATION SUMMARY**

<b>Parcel Identification Number:</b> 0124-000-137E-0000	<b>Existing Use:</b> Abandoned dwelling
<b>Land Use Plan Classification:</b> Full Service	<b>Parcel Size (Acres):</b> .96 acres
<b>Zoning History:</b> M (1975); HM (1989)	<b>Plan Request:</b> Water Park (Outdoor Recreation)
<b>Current Zoning:</b> HI	<b>Proposed Zoning:</b> C-GB

**SURROUNDING PARCELS**

	<b>Land Use</b>	<b>Zoning</b>
North	Proposed Waterpark, Commercial Park	C-GB & HI
South	Proposed Waterpark	C-GB
East	Residential, Vacant	GB & MXR
West	Proposed Waterpark	C-GB

**STAFF ANALYSIS**

This .96 acre parcel is part of the OBX Waterpark Adventure; however, this parcel was not acquired until recently, so it was not a part of the original rezoning request for the waterpark.

This conditional rezoning request for C-GB is reasonable because a water park will provide a new type of outdoor recreational opportunity in the county and will promote economic growth. The establishment of a destination oriented use in the Point Harbor area should be a catalyst for higher quality growth that will help the area transition from existing strip development patterns to compact nodal development. The close proximity of the subject parcel to The Pointe and Kilmarlic golf courses begins to create a critical mass of tourist oriented activities that would have an overall positive impact on the local economy of Lower Currituck.

The policy emphasis of the 2006 Land Use Plan is for this area of Point Harbor to continue to evolve as a full service community, but with better attention to the planning needed to protect residential areas and natural features that make the area so attractive. The subject parcel has very little existing residential development in close proximity and provides a substantial buffer between the proposed development and Albemarle Sound. By clustering new uses in this area of Point Harbor, other more rural or residentially developed areas can remain relatively unaffected by intense commercial development patterns.

**RECOMMENDATIONS****TECHNICAL REVIEW COMMITTEE**

The Technical Review Committee recommends approval of the conditional rezoning as presented.

**CONSISTENCY STATEMENT**

The conditional zoning request is consistent with the 2006 Land Use Plan because:

- It promotes a new and expanding industry that diversifies the local economy, trains and utilizes a more highly skilled labor force, and is compatible with the environmental quality of the county. (Policy ED1)
- County water is available to the site and the use will help grow the water system. The development will provide its own wastewater treatment plant. (Policy ES1)
- It is located in an area that is intended to continue to evolve as a Full Service community. (Point Harbor Policy Emphasis)
- With limited access from US158 and a focus on landscaping and appearance standards, the request can have a positive impact on the long-term economic prospects for residents and property owners (Policy ML4).

The request is reasonable and in the public interest because:

- It promotes economic growth.
- It will provide a new type of outdoor recreation in the county.
- It is in close proximity to other tourism related uses and has adequate separation from existing residential development and environmental resources.

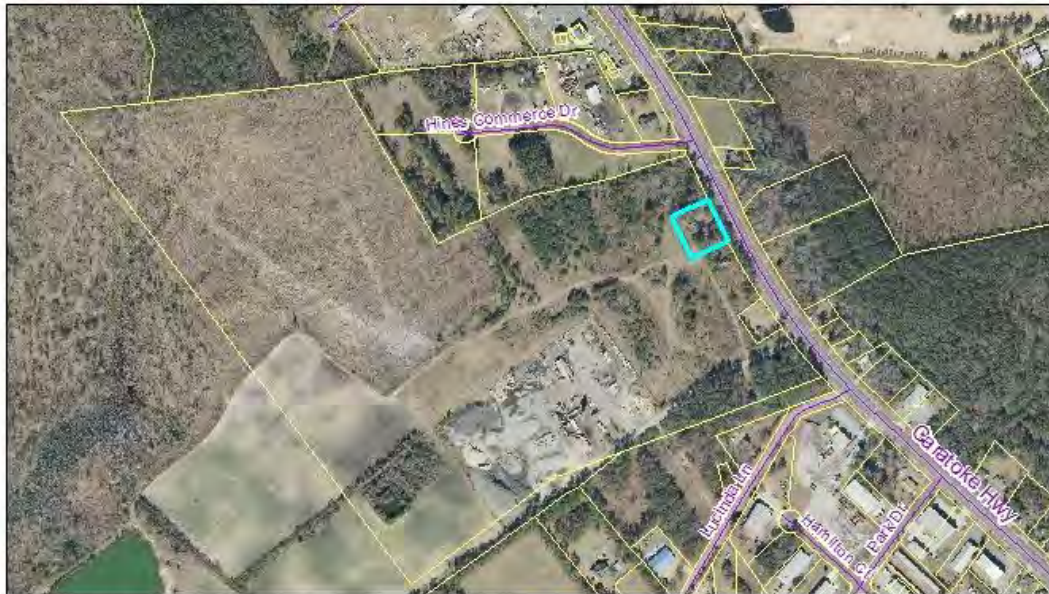
- According to the Comprehensive Transportation Plan, US 158 has an existing capacity of 37,600 vehicles per day – the projected 2035 annual average daily traffic volume is 26,700.

#### CONDITIONS OF APPROVAL

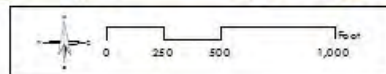
Only conditions mutually agreed to by the owner(s) may be approved as part of a conditional zoning district. Conditions shall be limited to those that address conformance of development and use of the site with county regulations and adopted plans and that address the impacts reasonably expected to be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

Suggested conditions of approval:

- None.



PB 16-23 OBX Waterpark Adventure  
Conditional Rezoning  
Aerial Photography



Currituck County  
Planning and  
Community Development

After review, Mr. Woody responded to a question from Commissioner Hall, confirming that the residential housing piece for workers had not yet been brought before the Board. Mr. Woody said a use permit would be required.

Chairman Griggs opened the Public Hearing.

Warren Eadus of Quible and Associates, Engineer for the applicant, had no comment. The Board had no questions and Chairman Griggs closed the Public Hearing.

Commissioner Aydlett moved to approve. Commissioner Beaumont seconded. Chairman Griggs amended the motion, adding the Board approve with staff recommendations and because it is consistent with the Land Use Plan because it promotes a new and expanding industry that diversifies the local economy, trains and utilizes a more highly skilled labor force, and is compatible with the environmental quality of the county. (Policy ED1); County water is available to the site and the use will

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help grow the water system; it is located in an area that is intended to continue to evolve as a Full Service community-this is the Point Harbor Policy Emphasis; The request is reasonable and in the public interest because it promotes economic growth, it will provide a new type of outdoor recreation in the county, and it is in close proximity to other tourism related uses and has adequate separation from existing residential development and environmental resources.

Commissioner Aydlett accepted the amendment to the motion. Commissioner Beaumont seconded the amended motion. The motion passed unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	O. Vance Aydlett, Vice Chairman
<b>SECONDER:</b>	Paul M. Beaumont, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Mike H. Payment, Commissioner

## OLD BUSINESS

### **A. Public Hearing and Action: PB 16-16 E.T. Hyman Surveying (Aggregate Storage and Processing); Request to amend the UDO to allow aggregate storage and processing in the Agriculture Zoning District on parcels with direct access to the railroad.**

Mr. Woody reviewed the application with the Board.

To: Board of Commissioners  
 From: Planning Staff  
 Date: September 21, 2016  
 Subject: PB 16-16 E.T. Hyman Surveying

The enclosed text amendment submitted by E.T. Hyman Surveying proposes to allow outdoor storage of aggregate materials for properties in the Agriculture Zoning District (AG) with direct access to the railroad. This would be permitted as an accessory to an approved principle use in the AG district. The amendment will allow the production of concrete from materials extracted from or stored on the site, or from materials that have been delivered by rail. The proposed amendment includes standards that will address property size, location, and access along with buffering of the proposed use.

The 2006 Land Use Plan Policy statements that are relevant to the request are as follows:

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

**POLICY ML4:** Currituck County recognizes that the appearance and traffic moving function of the NC 168/ US 158 CORRIDOR is of exceptional importance to both the near term quality of life and long-term economic prospects for residents and property owners in the Mainland Area. The Transportation and Community Appearance policy sections of this plan shall be implemented to give priority to this issue.

Recommendation:

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Planning staff recommends **approval** of the text amendment with the proposed modifications because it is consistent with the goals, objectives, and policies of the Land Use Plan by promoting new businesses that diversify the economy, and that train and utilize a more highly skilled labor force. The proposed amendment provides opportunities to reduce heavy truck traffic on the 158/168 corridor by allowing aggregate material to be delivered via rail, and by providing more localized production and delivery of finished products. It is reasonable and in the public interest because it moves toward a goal of increased utilization of the existing rail system, thereby reducing the burden on major roadways, and provides opportunities for economic development.

Mr. Craddock moved to approve PB 16-16 due to its consistency with Policy ED1: New and expanding industries and businesses and Policy ML4: Traffic function of the NC168/US 158 Corridor, it is consistent with the goals, objectives, policies of the Land Use Plan by promoting new businesses that diversify the economy, utilize the existing train system in the county with the following recommendation:

- Change 4.3.3 B (4) to say, "The use maintains a 1000 foot setback from a residential dwelling."
- Remove 4.3.3 B (8) "The scale of concrete production does not exceed that which is typical of residential and nonresidential construction."
- Add "Type D buffer required regardless of adjoining zoning district except Heavy Industrial (HI).

Mr. Bell seconded the motion and motion carried unanimously.

### PB 16-16 E.T. Hyman Surveying

Amendment to the Unified Development Ordinance Chapter 4 Use Standards.

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

**Item 1:** That Chapter 4. Use Standards is amended by adding the following underlined language. The addition of an accessory use will require renumbering of the Additional Requirements column of the Table of Common Accessory Uses, and correction of effected cross-references.

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

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

ACCESSORY USE TYPE	ZONING DISTRICT																ADDITIONAL REQ. (4.3.____)
	RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M	PD-O	
Accessory Dwelling Unit		Z	Z	Z	Z	Z	Z	Z	Z	P	P			MP	MP	MP	3.A
<u>Aggregate Storage and Processing</u>		<u>Z</u>															<u>3.B</u>

**Item 2:** That Chapter 4. Use Standards is amended by adding the following underlined language. The addition of an accessory use will require renumbering of section 4.3.3 Specific Standards for Certain Accessory Uses, and correction of effected cross-references.

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

#### **Aggregate Storage and Processing**

Storage of aggregate materials and production of concrete may be permitted as an accessory use, provided:

The use is located on a parcel greater than 20 acres.

The property maintains direct access to the rail system.

The property maintains access to a major arterial street without using local or collector streets that traverse residential neighborhoods.

The use maintains a 1000 foot setback from residential ~~uses~~ (structures)

The setback may be reduced by 50 percent where existing, preserved vegetation meets the standards for Type D buffer in Section 5.2.6.

*The applicant proposed, and the planning board agreed, that the 1000 foot setback would be measured to a house instead of a property line.*

The use maintains a 100 foot setback from all property lines. The setback may be reduced by 50 percent where existing, preserved vegetation meets the standards for Type D buffer in Section 5.2.6.

Outdoor storage shall be screened in accordance with section 5.2.7  
Screening

The use may include outdoor storage of aggregates and the production of concrete provided:

The use does not include processing of aggregates not produced on site (i.e. drying of cement or refining petroleum based products). Sifting or filtering of sand is permitted.

A portion of the aggregate used in concrete production is produced on site.

~~The scale of concrete production does not exceed that which is typical of residential and nonresidential construction.~~

*This language was intended to limit the scale of concrete production to that which is typical of building structures as opposed to infrastructure such as roads and bridges. The planning board recommended removal of this condition since it is somewhat confusing and hard to quantify. It was decided the requirement to be an accessory use, and therefore subordinate and incidental to the principle use, would suffice.*

The use may include storage of pre-casted concrete products typical of residential or nonresidential construction.

Communication: Approval of Minutes for November 7, 2016. (Approval Of Minutes for November 7, 2016)

**A Type D buffer is required along all property lines regardless of the adjoining zoning district, except where the use abuts Heavy Industrial.**

*Planning staff asked that this language be added since it was inadvertently omitted from the staff report. The planning board agreed.*

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

**Item 4:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

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

Commissioner Aydlett suggested we should be encouraging this type of business and rail use in the county.

Chairman Griggs opened the Public Hearing.

Eddie Hyman, E.T. Hyman Surveying, represented the applicant and talked of utilization of the railroad resource in the County. He provided responses to questions submitted by the Board of Commissioners after an initial appearance resulting in a continuance on October 3, 2016. Mr. Hyman addressed setbacks and locations, chemical mix concerns, and wind and flood concerns.

Commissioner Beaumont questioned the aggregate production wording within the text amendment. Mr. Hyman agreed the wording needed to be amended to read sand instead of aggregate.

Chairman Griggs confirmed those questions not answered with specificity would be addressed when a use permit application was brought before the Board. Mr. Hyman said applications would be site specific.

Chairman Griggs closed the Public Hearing.

Commissioner Beaumont moved to approve PB 16-16 with staff recommendations, in that it does encourage new and expanding industries and businesses within the county to help diversify the local economy as well as train and utilize a more highly skilled labor force; and that it will be compatible with environmental quality and natural amenity-based economy of Currituck County, as well as Policy ML 4 recognizing that the appearance and traffic moving function of NC 168/158 is of exceptional importance and by gross movement of material will keep truck traffic down while encouraging rail traffic; with the exception that Paragraph 4.3.3.7B be struck from the text amendment. Commissioner Aydlett seconded the motion.

Commissioner Beaumont, after Board discussion, amended his motion to add a 1000 foot setback from a residential structure.

Commissioner Aydlett seconded the motion as amended. The motion passed unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, Commissioner
<b>SECONDER:</b>	O. Vance Aydlett, Vice Chairman
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Mike H. Payment, Commissioner

## NEW BUSINESS

### **A. Consideration and Action: PB 14-26 Old Bay Ridge: Request for a preliminary plat/use permit extension of one year for property located on Tax Map 49, Parcel 82C, Crawford Township. This is a 5 residential lot traditional subdivision.**

Parties were sworn and Mr. Woody reviewed the applicant request to extend the preliminary plat/use permit for an additional year.

Commissioner Aydlett moved to approve and Commissioner Gilbert seconded the motion for extension for one year. The motion passed unanimously.

To: Board of Commissioners

From: Planning Staff

Date: October 24, 2016

Subject: Old Bay Ridge, Preliminary Plat Extension

On November 17, 2014, the Board of Commissioners voted to approve the preliminary plat/use permit for Old Bay Ridge. This is a traditional subdivision consisting of 5 residential lots located off of Tulls Creek Road in Currituck. The preliminary plat approval is due to expire on November 17, 2016.

On October 13, 2016 the engineer, Mark Bissell – Bissell Professional Group, submitted a request for preliminary plat extension of the subdivision indicating the applicant has proceeded with the preparation of construction drawings and specifications and is in the process of applying to the state agencies for construction permits.

In accordance with the UDO Section 2.4.8.E., the Board of Commissioners may grant a two year extension of the preliminary plat one time for good cause. The applicant is requesting a one year extension.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	O. Vance Aydlett, Vice Chairman
<b>SECONDER:</b>	Marion Gilbert, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Mike H. Payment, Commissioner

## B) Board Appointments

### 1. Economic Development Advisory

Commissioner Aydlett nominated Kimberlee Hoey to the Economic Development Advisory. Chairman Griggs seconded and the appointment was unanimously approved.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	O. Vance Aydlett, Vice Chairman
<b>SECONDER:</b>	David L. Griggs, Board Chairman
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Mike H. Payment, Commissioner

### 2. ABC Board

The agenda was amended and this item was removed.

<b>RESULT:</b>	<b>WITHDRAWN</b>
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## C) Consent Agenda

Commissioner Aydlett moved to approve the consent agenda. The motion was seconded by Commissioner Gilbert and passed unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	O. Vance Aydlett, Vice Chairman
<b>SECONDER:</b>	Marion Gilbert, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Mike H. Payment, Commissioner

### 1) Approval Of Minutes for October 3, 2016

Communication: Approval of Minutes for November 7, 2016. (Approval Of Minutes for November 7, 2016)

# 1. BOC Meeting Minutes for October 3, 2016

## 2. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
63838-590000	Capital Outlay	\$ 13,925	
63390-499900	Fund Balance Appropriated		\$ 13,925
		\$ 13,925	\$ 13,925

**Explanation:** Solid Waste (63838) - Change order for upgrade to electric at transfer station.

**Net Budget Effect:** Solid Waste Fund (63) - Increased by \$13,925.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
66868-516200	Maintenance & Repairs Vechiles.	\$ 4,500	
66868-545000	Contracted Services		\$ 2,000
66868-590000	Capital Outlay		\$ 2,500
		\$ 4,500	\$ 4,500

**Explanation:** Southern Outer Banks Water (66868) - Transfer funds for repairs to two 2006 trucks used for operations in the SOBWS.

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

Communication: Approval of Minutes for November 7, 2016. (Approval Of Minutes for November 7, 2016)

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
50795-590005	Veteran's Park Dock	\$ 373,617	
50795-590007	Moyock Park Shingle Landing	\$ 900	
50535-590001	800 MHz Project		\$ 26,186
50551-561000	Hangar 3 Prof Services (County Funds)		\$ 20,873
50551-590000	Hangar 3 Capital Outlay (County Funds)		\$ 20,713
50795-561000	Rec Bldg Professional Services		\$ 11,625
50795-590001	Maple Campus Signage		\$ 29,367
50650-590000	Roadway & Utilities		\$ 5,500
50650-594500	Maple Com Park Contract Services		\$ 54,265
50650-596100	Maple Com Park Professional Services		\$ 64,162
50650-597000	Maple Com Park Reimburseabl Exp		\$ 4,128
50795-590003	Maintenance Building		\$ 4,414
50795-594500	Soccer Fields		\$ 133,284
		\$ 374,517	\$ 374,517
Explanation:	Veteran's Park Dock Repairs (50795) - Transfer residual funds from completed projects for change orders required to stabilize and reconstruct dock at Veteran's Park and for increase to Laughing Gull contract for the Moyock park.		
Net Budget Effect:	County Governmental Construction (50) - No change.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10795-545000	Contract Services	\$ 16,500	
10795-590000	Capital Outlay	\$ 14,500	
10380-484001	Insurance Recovery		\$ 9,500
10310-400100	Vehicle Tax Collected by DMV		\$ 21,500
		\$ 31,000	\$ 31,000
Explanation:	Parks and Recreation (10795) - Increase appropriations to remove trees at the Maple Recreation Maintenance Building damaged in Hermine, Julia and Matthew. Also, increase to repair and replace sections of bulkhead and docks at Sound Park damaged in Hurricane Matthew.		
Net Budget Effect:	Operating Fund (10) - Increased by \$31,000.		

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		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10541-532000	Supplies		\$ 300
10541-514600	Public Education	\$ 300	
10541-502100	Salaries-OT		\$ 2,320
10541-516000	Repairs & Maintenance	\$ 2,320	
		<u>\$ 2,620</u>	<u>\$ 2,620</u>
<b>Explanation:</b>	<i>Fire Services (10541) - Transfer funds for recruitment costs and repairs to HVAC system at the Waterlilly Fire Station.</i>		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10660-545000	Contracted Services	\$ 30	
10540-545000	Contracted Services	\$ 30	
10510-545000	Contract Services	\$ 435	
10790-545000	Contract Services		\$ 850
10390-499900	Appropriated Fund Balance	\$ 355	
		<u>\$ 850</u>	<u>\$ 850</u>
<b>Explanation:</b>	<i>Sheriff (10510); Inspections (10540); Planning (10660); Library (10790) - Reallocated funding for Eastern Data door locks at the Corolla Office.</i>		
<b>Net Budget Effect:</b>	Operating Fund (10) - Decreased by \$355.		

Communication: Approval of Minutes for November 7, 2016. (Approval Of Minutes for November 7, 2016)



		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10530-526000	Advertising	\$ 4,000	
10530-531000	Gas		\$ 4,000
		<u>\$ 4,000</u>	<u>\$ 4,000</u>
<b>Explanation:</b>	<i>Emergency Medical Services (10530) - Transfer budgeted funds for advertising for recruitment and RFP for bids.</i>		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		
		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10795-516001	Park Maintenance	\$ 1,500	
10380-482000	Miscellaneous Revenue		\$ 1,500
		<u>\$ 1,500</u>	<u>\$ 1,500</u>
<b>Explanation:</b>	<i>Parks and Recreation (10795) - To record receipt of restitution for damages to property at Sound Park.</i>		
<b>Net Budget Effect:</b>	Operating Fund (10) - Increased by \$1,500.		
		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
68888-545000	Contracted Services		\$ 5,000
68888-533200	Lab Test	\$ 5,000	
		<u>\$ 5,000</u>	<u>\$ 5,000</u>
<b>Explanation:</b>	<i>Walnut Island Sewer (68888) - Transfer funds for additional lab testing.</i>		
<b>Net Budget Effect:</b>	Walnuts Island Sewer Fund (68) - No change.		

Communication: Approval of Minutes for November 7, 2016. (Approval Of Minutes for November 7, 2016)

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
12544-5900004	Capital Outlay	\$ 11,166	
12544-545000	Contract Services		\$ 11,166
		\$ 11,166	\$ 11,166
<b>Explanation:</b> Crawford Volunteer Fire Department (12544) - Transfer funds per request of Crawford VFD for turnout gear to be funded within the current budget.			
<b>Net Budget Effect:</b> Fire Services Fund (12) - No change.			

### 3. Project Ordinances - Public Safety Building Design Project and Corolla Sidewalks 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 project authorized is to design and construction sidewalk additions at Albacore and Corolla Village Road for expansion of connecting Corolla.

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

Albacore Sidewalk	\$ 300,000
Corolla Village Road Sidewalk	\$ 300,000
	<u>\$ 600,000</u>

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

Transfer from Occupancy Tax	\$ 600,000
	<u>\$ 600,000</u>

Communication: Approval of Minutes for November 7, 2016. (Approval Of Minutes for November 7, 2016)

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

**SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

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

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

**SECTION 6. CONTRACTUAL OBLIGATIONS**

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

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

**SECTION 7. USE OF BUDGET ORDINANCE**

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

ADOPTED this 7th day of November 2016.

**COUNTY OF CURRITUCK  
CAPITAL PROJECT ORDINANCE**

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

**SECTION 1.** The project authorized is to design a Public Safety facility for County personnel.

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

Public Safety Facility Design	\$ 250,000
	<u>\$ 250,000</u>

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

Communication: Approval of Minutes for November 7, 2016. (Approval Of Minutes for November 7, 2016)

Transfer from Transfer Tax

\$	250,000
\$	250,000

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

**SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

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

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

**SECTION 6. CONTRACTUAL OBLIGATIONS**

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

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

**SECTION 7. USE OF BUDGET ORDINANCE**

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

ADOPTED this 7th day of November 2016.

**4. Resolution Supporting the Upgrading of US Highway 17 in Northeast North Carolina to Interstate Standards**

**5. Resolution Requesting Summer Traffic Control from the North Carolina Highway Patrol**

**RESOLUTION**

**REQUESTING SUMMER TRAFFIC CONTROL FROM THE NC HIGHWAY PATROL**

**WHEREAS**, an important part of the tourism dollars that are generated for the State of North Carolina derive from visitation to the Outer Banks that occurs on weekends from Memorial Day to Labor Day; and

**WHEREAS**, weekend visitation during the summer season creates congestion and traffic problems that cause gridlock conditions at the intersection of Highway 158 and NC 12 in front of the Aycock Brown Welcome Center in Kitty Hawk; and

**WHEREAS**, the conditions that exist during summer weekends pose a serious threat to public safety not only at the Welcome Center intersection, but extend for miles in each direction, which results in backups and gridlock that stretch out through much of Currituck County on Highway 158 and to Corolla on NC 12; and

**WHEREAS**, the weekend gridlock that occurs at the Highway 158 and NC 12 intersection not only causes extreme backups and delays for motorists in both Dare and Currituck counties, it impedes emergency access for ambulances and other public safety vehicles; and

**WHEREAS**, during the summer of 2016, law enforcement agencies collaborated to assist with traffic control at the intersection of Highway 158 and NC 12 which included the North Carolina Highway Patrol on two weekends. This joint effort resulted in dramatically improved conditions and reduced the gridlock that has endangered the visitor experience and jeopardized public safety; and

**WHEREAS**, the Currituck County Board of Commissioners believes that the presence of law enforcement at the intersection of Highway 158 and NC 12 during summer weekends has proven to be successful and should be continued; and

**WHEREAS**, Currituck County is not able to continually provide the total law enforcement resources that are required to provide weekend traffic control during summer weekends at the Welcome Center intersection without seriously jeopardizing our ability to respond to other emergencies that occur during the peak visitation season.

**NOW, THEREFORE, BE IT RESOLVED**, that the Currituck County Board of Commissioners respectfully requests that the North Carolina Highway Patrol provide traffic control assistance during summer weekends at the intersection of Highway 158 and NC 12 and use its professional and highly trained personnel to assist the many motorists traveling to the Outer Banks of North Carolina as a matter of public safety and to help preserve the tourism revenue stream that is in the best economic interest of North Carolina.

This the 7<sup>th</sup> day of November, 2016.

## **6. Albemarle-Tideland OPEB Resolution & Trust Agreement**

### **A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF CURRITUCK, NORTH CAROLINA, AUTHORIZING AN OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND AND RELATED TRUST AGREEMENT; APPOINTMENT OF TRUSTEE FOR AND A CONTRIBUTION TO OPEB TRUST FUND.**

**WHEREAS**, the County of Currituck, North Carolina (the “County”) is a party to a Memorandum of Agreement for the Provision of Health Insurance for Qualified Retirees of Albemarle Mental Health and Tideland Mental Health, dated July 1, 2007, to provide certain benefits for eligible retirees of those former organizations that constitute what are known as other post-employment benefits (the “OPEB obligation”);

*WHEREAS*, the counties which are parties to the above Memorandum of Agreement are Camden, Chowan, Currituck, Dare, Hyde, Martin, Pasquotank, Perquimans, Tyrrell and Washington (the “Counties”);

*WHEREAS*, in furtherance of the Counties funding of the OPEB obligation, the Counties wish to participate in an investment trust fund set up by the North Carolina State Treasurer’s office, the NC Long Term Non-Pension Program (the “NC NPP Trust Fund”) in which the Counties will deposit funds currently held by Martin County for the OPEB obligation;

*WHEREAS*, the Counties desire to create a trust fund (the “OPEB Trust Fund”) into which Martin County will transfer the money that has been on deposit at Martin County;

*WHEREAS*, such deposits into the OPEB Trust Fund will be irrevocable, not subject to the claims of creditors and may only be withdrawn by the administering County to provide other post-employment benefits to individuals who are former employees or beneficiaries of former employees covered by the Memorandum of Agreement and who are entitled to other post-employment benefits payable by the former Albemarle Mental Health and Tideland Mental Health;

*WHEREAS*, Martin County will continue to serve as the administrating county; and

*NOW THEREFORE, THE BOARD OF COMMISSIONERS OF THE COUNTY OF CURRITUCK, NORTH CAROLINA DOES RESOLVE AS FOLLOWS:*

Section 1. ***Creation of OPEB Trust Fund; Execution of Trust Agreement.*** The County Manager and the Finance Director of the County are each hereby authorized and directed to take such action as may be necessary to create an Other Post-Employment Benefits Trust Fund into which the money on deposit at Martin County will be transferred. The County Manager and the Finance Director of the County are each hereby authorized, empowered, and directed to execute and deliver a Trust Agreement substantially in the form attached hereto, but with such changes, modifications, additions or deletions as to them seem necessary, desirable or appropriate, the execution thereof to constitute conclusive evidence of his or her approval of any and all such changes, modifications, additions or deletions therein. The County Manager and the Finance Director of the County are each also hereby authorized to take any other actions deemed necessary or appropriate to consummate the transactions provided for in the Trust Agreement and to take all such other actions as they may deem necessary or appropriate to give effect to the Trust Agreement.

Section 2. ***Transfer from Martin County to NC NPP Trust Fund.*** The County Manager and the Finance Director of the County are each hereby authorized and directed to cause the money on deposit at Martin County to fund the Counties OPEB obligation to be transferred to the NC NPP Trust Fund.

Section 3. ***Appointment of Trustees.*** The Board of Commissioners hereby appoints the County Manager to serve as Currituck County’s trustee of the OPEB Trust Fund and grants the authority necessary to perform all duties and obligations thereof.

Section 4. ***Other Actions.*** That all actions heretofore taken by the County Manager and the Finance Director of the County acting on behalf of the County with respect to the creation of the OPEB Trust Fund are hereby ratified, adopted, approved and confirmed in all respects. The County Manager and the Finance Director of the County are authorized to execute and deliver for and on behalf of the County any and all documents or other papers and perform all



other acts as they may deem necessary or appropriate to implement and carry out the intent and purposes of this Resolution.

Section 5. ***Effective Date.*** This Resolution is effective on the date of its adoption.

On motion of Commissioner Aydlett, seconded by Commissioner Gilbert, the foregoing resolution titled **“A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF CURRITUCK, NORTH CAROLINA, AUTHORIZING AN OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND AND RELATED TRUST AGREEMENT; APPOINTMENT OF TRUSTEE FOR AND A CONTRIBUTION TO OPEB TRUST FUND** was duly adopted by the following vote:

AYES: SIX (6) GRIGGS, AYDLETT, BEAUMONT, GILBERT, HALL, PAYMENT

NAYS: ZERO (0)

*PASSED, ADOPTED AND APPROVED* this 7<sup>th</sup> day of November, 2016.

## **7. Surplus Resolution-Carrier Heat Pump**

### **R E S O L U T I O N**

**WHEREAS**, the Board of Commissioners of Currituck County, North Carolina during its regularly scheduled meeting held on November 7, 2016, authorized the following, pursuant to GS 160A and 270(b), that the following property is declared surplus and is to be disposed of as scrap metal:

CARRIER 25-ton Heat Pump Serial # 50TFQ012A5 (unit was removed from the roof of the Barco Library and replaced with a new unit)

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of County of Currituck reserves the right to reject any and all bids.

THIS THE 7<sup>th</sup> day of November, 2016.

## **8. Crawford Fire Department Purchase-Turnout Gear**

## **9. Moyock Volunteer Fire Department Purchase Request-Turnout Gear**

## **10. Knotts Island Volunteer Dept. Purchase Request-Boat**

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

## **11. Petition for Road Addition to State Maintenance-Corolla Bay**

## **12. Petition for Road Addition to State Maintenance-Dustin Lane, Landmark Homes**

## **13. 3rd Amendment to Tower Lease Agreement for 734 Ocean Trail, Verizon**

## 14. Trillium Health Resources Annual ABC Report for Currituck County

### D) Commissioner's Report

Commissioner Payment reported his attendance at a follow-up meeting to continue the discussion on vocational and technical education in our area. He said it was a good meeting that included state representation and he will keep the Board informed going forward.

Commissioner Gilbert offered her condolences to the family of Dare County Commissioner Warren Judge who passed away this week and recognized him as an outstanding public servant. She announced an upcoming meeting with Army Corp of Engineers to assess flooding concerns at Summit Farms and Cahoon Farms.

Commissioner Gilbert recently attended the Ruritan District Meeting where the speaker talked about volunteerism, and praised the coming together of communities, neighbors, and county staff who worked together after the storm. She announced Veterans Day ceremonies to be held at the Coinjock VFW and the Moyock United Methodist Church. She thanked the community and sponsors who participated and volunteered for the Currituck Kids Gobbler Jogger fundraiser, reaching their \$20,000 goal.

Commissioner Beaumont said he attended an aviation job fair at Currituck's Regional Aviation and Technical Training center. He said 10 businesses attended and praised Currituck's ED Director, Peter Bishop and College of the Albemarle for their efforts.

Commissioner Hall said he attended the Currituck Chamber awards banquet. He thanked those who operate businesses in Currituck County. He announced the craft fair to be held at the Senior Center, November 19th from 10 AM till 2 PM.

Commissioner Aydlett offered his condolences to the family of Warren Judge. He thanked Eric Weatherly, Engineer, and Will Creef, Soil and Water, for the service to the residents of Knotts Island and the Outer Banks to address storm flooding. He thanked everyone for their thoughts and prayers during his recent hospital stay. He thanked Peter Bishop, Economic Development Director, for his hard work and efforts for the county.

Commissioner Griggs offered condolences to Warren Judge's family. He also complemented staff and discussed the back to back weather events.

### E) County Manager's Report

Mr. Scanlon thanked Commissioners for their kind words about County staff. He reported that tree limb pickup was scheduled to begin today and to call Public Works to arrange for pickup of bulk items and debris such as carpet or sheetrock. He said a request has been made through the public health department to address mosquito spraying.

Mr. Scanlon said FEMA individual assistance was approved for the county. Applicants must go to [www.DisasterAssistance.gov](http://www.DisasterAssistance.gov) or call 800-621-3362 to begin the process for any type of FEMA assistance.

The North Carolina Department of Transportation was contacted about damages to the Knotts Island Causeway and they have a pre-construction meeting called for Tuesday.

## PUBLIC COMMENT

***Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 5 minutes.***

Fran Grossman, a resident of Spindrifft in Corolla, personally thanked several county employees for their service and help to her personally. She specifically named Stacy Joseph, Senior Center Coordinator; Brenda McQueen, Public Works Supervisor; Eric Weatherly, County Engineer; Eileen Wirth, Project Coordinator; Ben Woody, Planning and Community Development Director; and Dan Scanlon, County Manager.

With no one else wishing to speak, Chairman Griggs closed the public comment period and recessed the regular meeting.

## SPECIAL MEETING

The Currituck County Board of Commissioners, sitting as the Tourism Development Authority, held a Special Meeting in the Board Meeting room of the Historic Currituck Courthouse. Chairman Griggs called the meeting to order.

### Tourism Development Authority-Budget Amendments

County Manager, Dan Scanlon, reviewed the budget amendments. Commissioner Aydlott moved to approve. The motion was seconded by Chairman Griggs and passed unanimously.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15448-590000	Capital Outlay	\$ 5,001	
15448-516000	Building Maintenance		\$ 5,001
		<u>\$ 5,001</u>	<u>\$ 5,001</u>
<b>Explanation:</b>	Occupancy Tax - Tourism Related/Whalehead (15448) - Transfer funds from maintenance to capital outlay to replace HVAC systems at Whalehead Club.		
<b>Net Budget Effect:</b>	Occupancy Tax Fund (15) - No change.		

With no further business, the meeting of the Tourism Development Authority was adjourned.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	O. Vance Aydlett, Vice Chairman
<b>SECONDER:</b>	David L. Griggs, Board Chairman
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Mike H. Payment, Commissioner

## CLOSED SESSION

After adjourning the Special Meeting of the Tourism Development Authority, Chairman Griggs reconvened the regular meeting of the Board of Commissioners.

- 1. Closed Session pursuant to G.S. 143-318.11(a)(3) to consult with the county attorney and to preserve the attorney-client privilege regarding the matters captioned Swan Beach Corolla, LLC v. Currituck County and Ocean Hill Commercial, LLC v. Currituck County.**

Chairman Griggs moved to enter closed session pursuant to G.S. 143-318.11(a)(3) to consult with the county attorney in order to preserve the attorney-client privilege and to receive advice from and give direction to the county attorney regarding claims against the county in the following pending lawsuits: Swan Beach Corolla, LLC v. Currituck County and Ocean Hill Commercial, LLC v. Currituck County and pursuant to G.S. 143-318.11(a)(6) to discuss a personnel matter.

Commissioner Aydlett seconded the motion and the motion passed unanimously. The Currituck County Board of Commissioners entered closed session.

## ADJOURN

### Motion to Adjourn Meeting

After returning from Closed Session with no further business, Commissioner Hall moved to adjourn. The motion was seconded by Commissioner Gilbert and passed unanimously. The regular meeting of the Board of Commissioners concluded at 8:30 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike D. Hall, Commissioner
<b>SECONDER:</b>	Marion Gilbert, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Mike H. Payment, Commissioner



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1721)**

**Agenda Item Title**

Budget Amendment

**Brief Description of Agenda Item:**

Budget Amendments for approval-Mainland Water

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

Number

2017031

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of November 2016, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2017.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
61350-468000	SALES OF FIXED ASSETS		\$ 30,000
61818-590000	CAPITAL OUTLAY	\$ 30,000	
61818-514000	TRAVEL	\$ 285	
61818-516000	PROFESSIONAL SERVICES		\$ 285
		<u>\$ 30,285</u>	<u>\$ 30,285</u>

**Explanation:** Mainland Water (61818) - Increase appropriations for Bulk Meter Lot of 127 meters@ \$21,500 SCADA Computer\$ 3,000.00, and High Services Pump \$5,500 funded from sale of assets on Gov Deals. Also, transfer funds for travel for employee certifications.

**Net Budget Effect:** Mainland Water Fund (61) - Increased by \$30,000.

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

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

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

Attachment: BudAmends-Nov-21-2016\_BOC (1721 : Budget Amendments)

Number 2017032

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 21st day of November 2016, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2017.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10430-503000	Part Time Salaries	\$ 2,000	
10430-505000	FICA	\$ 153	
10430-557100	Software License Fee	\$ 117	
10310-400100	Vehicle Tax Collected by DMV		\$ 2,270
		<u>\$ 2,270</u>	<u>\$ 2,270</u>

**Explanation:** Elections (10430) - Increase appropriations for cost of November 2016 election.

**Net Budget Effect:** Operating Fund (10) - Increased by \$2,270.

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

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

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

Attachment: BudAmends-Nov-21-2016\_BOC (1721 : Budget Amendments)



Number 2017033

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of November 2016, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2017.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
42450-587067	T T - Moyock Central Sewer	\$	239,792		
42320-414000	Land Transfer Tax			\$	239,792
10990-587067	T T - Moyock Central Sewer	\$	60,000		
10380-488400	ABC Profits			\$	60,000
67390-495010	T F - Operating Fund			\$	60,000
67390-495042	T F - Land Transfer Tax			\$	239,792
67360-471000	Tap and Connection Fees	\$	299,792		
		<u>\$</u>	<u>599,584</u>	<u>\$</u>	<u>599,584</u>

**Explanation:** Operating Fund (10); Land Transfer Tax (42); Moyock Central Sewer System (67) - Increase appropriations for upcoming debt payments and operations for the Moyock Central Sewer system. Anticipated tap payments have not been received for this fiscal year.

**Net Budget Effect:** Operating Fund (10) - Increased by \$60,000.  
Land Transfer Tax Fund (42) - Increased by \$239,792.  
Moyock Central Sewer Fund (67) - Increased by \$299,792.

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

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

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

Attachment: BudAmends-Nov-21-2016\_BOC (1721 : Budget Amendments)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1725)

**Agenda Item Title**

Tax-2016 Order of Collections

**Brief Description of Agenda Item:**

2016 Order of Collections: NCGS 105-321 requires that the Board of Commissioners issue an Order of Collections to the Tax Collector when the tax receipts have been delivered to him. The Order shall be recorded in the minutes and a copy delivered to the Tax Collector. The Order constitutes the collector's authority collect taxes and to exercise the various powers incident to the collection process.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



# COUNTY OF CURRITUCK

Tax Department  
P.O. Box 9  
Currituck, North Carolina 27929

Tracy Sample, Tax Administrator  
(252) 232-3005  
(252) 232-2109  
(252) 232-3568 (FAX)

## Memorandum

TO: Currituck County Board of Commissioners

CC: Sandra Hill, Finance Director

From: Tracy Sample, Tax Administrator

Date: November 4, 2016

RE: Order of Collections  
**2016 Tax Levy & Prior Year Taxes to be Charged to the Tax Collector**

---

<b>2016 REAL &amp; PERSONAL PROPERTY TAX LEVY*</b>	\$	31,796,444.08
<b>PRIOR YEARS TAXES**</b>	\$	<u>422,609.35</u>
<b>TOTAL TAXES</b>	\$	<b>31,513,775.63</b>

\*The Current Year levy includes all penalties, solid waste fees, special district and animal taxes; does not include taxes levied on registered motor vehicles which are collected by DMV, nor for tax discoveries, adjustments, releases, and deferred taxes. These are reported to the Finance Director as required throughout the year.

\*\* Prior Year Taxes as of **October 31, 2016**

Attachment: Tax-2016 Order of Collections\_memo (1725 : Tax-Order of Collections 2016)

STATE OF NORTH CAROLINA  
COUNTY OF CURRITUCK

ORDER OF COLLECTIONS

TO THE TAX COLLECTOR OF THE COUNTY OF CURRITUCK:

You are hereby authorized, empowered, and commanded to collect the taxes due, for the current year and the nine prior years, set forth in the tax records filed in the office of the Tax Collector and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Currituck, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

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

\_\_\_\_\_  
(SEAL)  
Chairman, Board of Commissioners of  
Currituck County

ATTEST:

\_\_\_\_\_  
Clerk of Board of Commissioners of  
Currituck County

(G.S. 105-321)

Attachment: Tax-2016 Order of Collections (1725 : Tax-Order of Collections 2016)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1716)**

**Agenda Item Title**

Telecommunicator I and II-Job Description Revisions

**Brief Description of Agenda Item:**

Board of Commissioner approval is requested for the revised job description/duties for a Telecommunicator I and II, Communications Department.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

## CURRITUCK COUNTY JOB DESCRIPTION

### ~~JOB TITLE: TELECOMMUNICATOR I COMMUNICATIONS DEPARTMENT~~

#### GENERAL STATEMENT OF JOB

~~Under general supervision, performs specialized radio and communications work for the Communications Department on an assigned shift. Work involves receiving incoming calls, dispatching appropriate personnel, and operating a computer terminal connected to the Division of Criminal Information (DCI), National Crime Information Center (NCIC), the National Weather Service and a variety of local, regional and/or state emergency response databases. Work also includes dispatching units or representatives from fire departments, rescue squads, police departments, the Sheriff's Department, Highway Patrol, Department of Social Services, wildlife services, animal control, etc. Reports to the Telecommunicator II/Communications Supervisor.~~

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### Essential Job Functions

~~Operates emergency communication systems to receive and transmit messages for County Sheriff's Department, municipal police departments, volunteer and municipal fire departments, Highway Patrol, Department of Transportation, rescue squads, ambulance service, air ambulance service, public utilities, magistrate's office, animal control, wildlife services, various human services agencies, Department of Social Services, etc.; receives complaints and requests for service by telephone or radio; obtains necessary information and dispatches necessary officials and/or advises callers of proper contact for assistance or information.~~

~~Monitors and operates TDD teletype to communicate with hearing impaired callers.~~

~~Operates a computer terminal connected to a network that includes the Division of Criminal Information, the National Crime Information Center and a variety of local, regional and/or state emergency response databases to obtain and enter information; corresponds with other law enforcement or public services jurisdictions through computer system; processes and maintains records of information obtained.~~

~~Informs emergency response personnel, local hospitals, rest homes, nursing homes and County departments of severe weather warnings provided by National Weather Service and other agencies.~~

~~Maintains a computer log of complaints and services requested; maintains knowledge of location and activities of various emergency response personnel; prepares activity reports.~~

~~Receives and provides home and business alarms to law enforcement officials and fire fighters, as requested; notifies key holders of activation of alarms.~~

#### ADDITIONAL JOB FUNCTIONS

~~Maintains Racial Recorder, changing tapes; performs other routine maintenance of equipment and work area; coordinates repair of equipment through County staff or outside service vendors, as necessary.~~

~~Provides information and advice to public as requested.~~



~~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**

~~Graduation from high school, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.~~

### **SPECIAL REQUIREMENTS**

~~Certification by the North Carolina State Bureau of Investigation's Division of Criminal Information in operation of the Division of Criminal Information Network. Must also hold Telecommunicator certification and be certified in CPR-EMD.~~

### **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 computer terminals, radio panels with hand and foot pedals, TDD teletypes, copiers, Racal recorder, etc. Requires the ability to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary Work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.~~

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

~~**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.~~

~~**Language Ability:** Requires the ability to read a variety of reports, correspondence, logs, operational manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, logs, charts, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.~~

~~**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.~~

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

~~**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide.~~

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

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

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

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

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

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

### **KNOWLEDGE, SKILLS AND ABILITIES**

~~Working knowledge of the geographical layout of the County, including political subdivisions, location of streets, important buildings and other landmarks.~~

~~Working knowledge of the operation of two way radio equipment and related Federal Communication Commission regulations.~~

~~Working knowledge of the operation and location of law enforcement and emergency service units in the County.~~

~~Skill in the operation of emergency communication equipment and computer systems and databases utilized by the Department.~~

~~Ability to comprehend and interpret maps and directions.~~

~~Ability to perform routine maintenance on communications equipment used by the Department.~~

~~Ability to maintain effective files, records and reports. Ability to exercise sound judgment in emergency situations.~~

~~Ability to elicit information necessary for proper dispatching from persons who may be distressed.~~

~~Ability to speak clearly, distinctly and politely.~~

~~Ability to exercise tact, courtesy and firmness in frequent contact with the general public.~~

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

**TELECOMMUNICATOR I**  
**CURRITUCK COUNTY JOB DESCRIPTION**

**JOB TITLE: TELECOMMUNICATOR I**

**COMMUNICATIONS DEPARTMENT**

**POSITION DESCRIPTION**

Performs skilled dispatching work in the Communications Center. Operates a telephone, two-way radio and other communications equipment in answering requests for fire, law enforcement, EMS or related assistance. Works on rotating or fixed shift and is expected to handle all assignments in an independent manner. Work requires judgment and discretion in handling all routine and emergency situations including the ability to remain alert throughout a shift. Employee must also have a working knowledge of the layout of the County and be able to speak clearly and distinctly. Work is performed under general supervision and is reviewed through observation, discussions, and review of records maintained. Reports to the Communications Supervisor.

**ESSENTIAL JOB DUTIES AND FUNCTIONS**

Operates telephone, two-way radio and other communications equipment on an assigned shift to answer requests for assistance for fire, law enforcement, EMS, and various local and State agencies.

Answers all calls and dispatches equipment and personnel as necessary and in accordance with established procedures.

Coordinates major incidents to ensure all proper notifications are made and assists in call handling if necessary.

Processes medical calls using IAED EMD protocols and provides pre-arrival and post-dispatch instructions to callers in accordance with established protocols.

Monitors dispatched units' activities; provides updated information to field units as information is received.

Monitors internet application 3SI alarm system for Navy Federal Credit Union; dispatches appropriate personnel upon receipt of alarm.

Operates a computer terminal; transmits and receives information via Department of Criminal Information (DCI) and National Crime Information Center (NCIC); prepares criminal and drivers histories upon request.

Broadcasts weather alerts, road closings, be-on-the-lookouts; requests mutual aid from other County agencies as requested.

Informs supervisor of unusual assistance calls, equipment breakdowns, or related matters needing immediate decisions.

Responsible for housekeeping in immediate console/dispatch room.

Assists with staffing the Emergency Operations Center (EOC) and other Emergency management duties as required.

Performs related work and other duties as assigned by the supervisor.

### **JOB KNOWLEDGE, SKILLS, AND ABILITIES**

Working knowledge of the operation of two-way radio equipment and related FCC regulations.

Working knowledge of the geography of local and surrounding areas.

Working knowledge of CAD, computerized telephone system and voice recording equipment.

Working knowledge of TTY and Text to 911 operations.

Ability to learn, understand and apply traditional training and education.

Ability to respond to work during emergency situations or inclement weather. Ability to work a flexible schedule when circumstances necessitate. Must be able to work effectively despite sleep pattern disruptions.

Maintain confidentiality and state information on a "need to know" basis.

Ability to exercise sound judgment in emergency situations.

Ability to speak clearly, distinctly and politely.

Ability to deal calmly, tactfully, and courteously with the public, fellow staff and responders.

Ability to maintain simple but effective files.

Ability to learn, understand and apply additional training and education.

Possess the necessary skills to operate sophisticated computer and console equipment.

Ability to perform duties efficiently and effectively under all circumstances.

Maintain compliance in all categories of the EMD program.

### **QUALIFICATIONS**

Must be a US citizen, high school graduate or equivalent, at least 21 years of age and possess valid North Carolina Driver License. Must maintain continuous home and/or personal cell telephone service and possess reliable transportation.

As part of pre-screening process must pass computerized aptitude testing with a passing score of 85%.

Required to obtain NC DCI Certification within 120 days of indoctrination.

Within 12 months of employment must successfully complete the following: The NC Sheriffs' Education and Training Standards Commission Telecommunicator Officer Course; CPR and IAED EMD Certification. As directed by the Communications Supervisor, must complete Incident Command System (ICS) training including but not limited to IS-100, 200, 300, 400, 700 and 800.

Continuously maintain all above mentioned certifications and obtain continuing education requirements.

Must be able to type at least 45 wpm. PC proficiency in word processing, spreadsheets, internet and email use.

## **COMPETENCIES**

**Business Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Communications:** Expresses ideas and thoughts verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.

**Customer Service:** Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Responds promptly to customer needs.

**Dependability:** Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines.

**Job Knowledge:** Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively. Must maintain a working knowledge of all public safety communications equipment, practices, and procedures including but not limited to: computer aided dispatch, radio, mapping, telephone and emergency protocols.

**Quality:** Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Relationship Building:** Builds rapport across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and is tolerant of diverse viewpoints.

**Initiative:** Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

## **WORK ENVIROMENT**

Work is performed in an indoor, tight spaced environment with stationary seating, surrounded by several computerized monitors. The majority of time is spent seated however tele-communicators have freedom to stand and move in a limited area. Work entails extensive keyboarding and manual dexterity, also reaching, stretching, bending, and lifting of standard dispatch supplies, materials, maps, binders and flip cards.

## **ESSENTIAL PHYSICAL SKILLS/DEMANDS**

**Physical Requirements:** Must be able to see and use all related communications equipment, computer monitors, telephones and radios including hand and foot pedals, TTY's, copiers, fax machines, etc. Requires the ability to exert up to 25 pounds of force occasionally and a negligible amount of force frequently. Must be able to sit or stand for extended periods of time with limited range of mobility.

**Keyboarding Skills:** Must have the ability to type accurately on a computer keyboard while conversing with callers- accurately record data without transposing numbers or information. Required to engage in repetitive hand motions.

**Interpersonal Communication:** Requires the ability to speak and or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors.

**Manual Dexterity:** Requires the ability to handle a variety of equipment/items, such as keyboards, control knobs, toggle switches, etc.

**Vision Acuity:** Must have the ability to read and discern visual images on a variety of media using normal eyesight or corrective lenses. Corrected vision should be at least 20/30 in each eye. Must have the ability to distinguish between colors on a color coded computer screen in order to perform essential job tasks.

**Hearing Acuity:** Must have the ability to hear and understand sound sources coming through a communications headset and or standard telephone receiver, including the ability to hear and understand other sound sources while wearing a headset. In order to perform the essential job tasks, you must be able to hear and differentiate speech/transmissions at various intensity levels.

**Physical Communication:** Requires the ability to talk and hear. Must be able to hear, understand and respond to verbal information in person, or by phone including difficult to understand callers. Must hear, understand and respond using radio transmitters and receivers, radio consoles, telephone/radio headsets, and other complex communications equipment.

**Judgement:** Must have the ability to effectively prioritize situations and information and make appropriate decisions based on the information received. Must have the ability to learn and apply new information; ability to handle multiple streams of information simultaneously; ability to remember numerous details.

ED: 11/21/2016 (REV BOC)





## **Telecommunicator II**

**Department:** Communications

**Summary** ~~Supervises activities of telecommunicators while also receiving, processing and dispatching emergency and non emergency calls from the public and public safety agencies throughout Currituck County, utilizing enhanced, specialized telephone equipment, specialized computer operating systems, two way radio systems and paging services. Receives and processes emergency medical service calls, prioritizes and provides pre arrival instructions. Reports to the Communications Supervisor~~

### **Essential Duties and Responsibilities**

~~Performs all the duties of a Telecommunicator I.~~

~~Receives and screens incoming requests (via land line, cellular or VoIP telephone, radio, MCT's and DCI terminals) for law enforcement, fire, medical, or other emergency services.~~

~~Questions callers to determine location and seriousness of emergency and response needed.~~

~~Receives home, business and medical alert alarms and dispatches appropriate personnel upon receipt of calls. Makes contact with key holders or owners upon request.~~

~~Monitors Bank alarms for Navy Federal Credit Union utilizing internet applications 3SI Security Tracker and dispatches appropriate personnel upon receipt of calls.~~

~~Operates specialized, technical computer aided dispatch system (CAD) logging and call processing all calls for service and maintains knowledge of location and activities of various emergency response personnel.~~

~~Monitors and operates telecommunications devices for the deaf (TDD) or teletypewriters (TTY) to communicate with hearing and speech impaired callers.~~

~~Operates emergency telephone (Positron Simons) and radio communications systems (Motorola Gold Elites) to receive, transmit messages for law enforcement, emergency medical services, fire, emergency management, NC Highway Patrol, Marine Patrol, Wildlife, Animal Control, Magistrates, Social services, Public utilities, DOT, US Coast Guard, NC Forestry and many various other public safety agencies and private sector departments/agencies and dispatches~~

~~appropriate personnel or officials and or provides information or referrals to the correct party.~~

~~Correctly and promptly determines the location of wireless callers or parties relaying Global Positioning Systems (i.e. Onstar) or other geographical information services.~~

~~Provides pre arrival medical instructions to caller utilizing MPDS **EMD** card sets and or **ProQa** software.~~

~~Coordinates law, fire, medical, and other emergency requests, relaying instructions to closest and most suitable units available.~~

~~Enters, updates, and retrieves information from a variety of computer systems. This includes making inquiries/entries into the **DCI**, or **National Crime Information Center** through a computer terminal.~~

~~Utilizes **WEBEOC** during critical incidents or inclement weather.~~

~~Utilizes Language Line Interpretation Services when dealing with language barriers.~~

~~Answers or forwards non-emergency requests for assistance.~~

~~Acts as answering service for several County departments and State agencies such as water department, social services, magistrates, probation, wildlife, etc.~~

~~Acts as a liaison for callers and responders including but not limited to: Mediacom, NC Power, Embarq, Natural Gas, CSX & Chocapeake & Albemarle railroads, wrecker services, etc.~~

~~Document and report Embarq or Verizon ANI ALI errors to Communications Supervisor.~~

~~Document and report and CAD/Mapping errors to Communications Supervisor.~~

~~Perform daily radio checks with Va. Beach, daily EMS test tones on fire frequency and weekly satellite phone checks with NCEM Eastern Branch Office.~~

~~Perform daily weather checks to advise County officials and school board of potential weather concerns for safety purposes.~~

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

~~Performs other related work as required.~~

~~Run various reports.~~

~~Must be comfortable and proficient at instructing and supervising others. Considerable good judgment, precision skills and initiative must be used at all times.~~

~~Assist the Communications Supervisor in carrying out the supervisory and administrative aspects of the 9-1-1 Center.~~

~~Ability to lead others and make consistent, competent decisions.~~

### **Knowledge, Skills and Abilities**

~~Good knowledge of Currituck and surrounding counties to include the location of streets, businesses, subdivisions, structures, critical facilities, waterways and landmarks.~~

~~Knowledge of sophisticated telephone, computer, paging and two way radio systems.~~

~~Knowledge of FCC and other general regulations which apply to emergency communications.~~

~~Knowledge of departmental policies and procedures, including law, fire, ems and mutual aid policies and procedures.~~

~~Ability to exercise sound judgment in emergency situations follows guidelines and procedures, and document correct information from those requesting assistance.~~

~~Ability to maintain quick, effective files and resources. Must also update information.~~

~~Ability to "multi task" and handle multiple calls or events simultaneously.~~

~~Ability to monitor multiple radio channels at the same time.~~

~~Understand organizational structure of local law, fire, ems and other agencies.~~

~~Ability to take charge of a conversation and quickly elicit necessary information in an emergency.~~

~~Ability to deal tactfully and firmly while being courteous with the general public and agencies we serve.~~

~~Ability to speak clearly and distinctly.~~

~~Ability to maintain effective working relationships with servicing agencies and other employees.~~

~~Ability to work under temporary or prolonged stress.~~

### **Additional Job Duties**

~~Work involves shift work or permanent shifts. All shifts will require working days, nights, weekends and holidays.~~

~~Position is subject to emergency call back and extended work hours to guarantee ample, continuous coverage as well as staging of personnel during inclement weather or periods of disaster.~~

~~Performs light housekeeping duties which include emptying trash and cleaning work station at the end of each shift. Doesn't replace daily housekeeping needed and performed by Public Works.~~

~~Must be able to attend training courses (regardless of location) in order to maintain required certifications or courses relevant and helpful to job functions.~~

### **Supervisory Responsibilities**

~~Supervises activities of telecommunicators, ensuring adherence to established policies and procedures. Assists and advises subordinates, as necessary, resolving problems as non routine situations arise. Will assist in the evaluation process of other employees when needed.~~

### **Education**

~~High school diploma (or GED).~~

### **Experience**

~~At least 3-5 years of relevant experience in telecommunications work. Applicants may substitute additional equivalent education or training for the required experience.~~

### **Minimum Requirements**

~~Must be 21 years of age~~

~~Must be a U.S. Citizen~~

~~Must successfully pass Sheriff's Standards background investigation, including physical and urinalysis.~~

~~Must type 35 wpm and have basic Windows skills~~

~~Computerized aptitude testing (**Critical**) with passing score of 80 or higher is required for this position.~~

### **Certification Requirements**

~~CPR~~

~~EMD~~

~~Sheriff's Standards Telecommunicator Certification or NAED ETC~~

~~DCI/NCIC~~

~~HIPAA~~

~~APCO Supervisor Training (within one year)~~

~~ICS 100, 200, 700, 800~~

~~Must maintain all required certifications and continuing education requirements.~~

### **Computer Skills**

~~To perform this job successfully, an individual should have knowledge of Spreadsheet software, Word Processing software and Windows operating systems.~~

~~Lsh: 09/09/09~~

**TELECOMMUNICATOR II**  
**CURRITUCK COUNTY JOB DESCRIPTION**

**JOB TITLE: TELECOMMUNICATOR II**

**COMMUNICATIONS DEPARTMENT**

**POSITION DESCRIPTION**

**As a Telecommunicator:** Perform skilled dispatching work in the Communications Center. Operates a telephone, two-way radio and other communications equipment in answering requests for fire, law enforcement, EMS or related assistance. Works on a rotating or fixed shift and handles all assignments in an independent manner. Work requires judgment and discretion in all emergency and nonemergency situations to include the ability to remain alert throughout a shift. Must demonstrate working knowledge of the layout of the County and be able to speak clearly and distinctly. Work is performed under the general supervision of the Emergency Management Director and is reviewed through observation, discussions, and review of records maintained. Reports to the Communications Supervisor.

**As the Shift Supervisor:** Provides shift supervision and administrative duties to ensure proper 911 Center Operations which includes, but is not limited to, maintenance of records and files, and preparation of reports. Prepares schedules of crew members, mentors, trains, resolves minor work or personnel problems. Exercises continuous supervision of all team personnel. Assures quality improvement of services, coordinates activities with other emergency service agencies and related work as assigned. Carries out work independently and resolves problems in accordance with instructions, policies, procedures and applicable laws and regulations. Duties are performed under general supervision.

**ESSENTIAL JOB DUTIES AND FUNCTIONS**

Operates telephone, two-way radio and other communications equipment on an assigned shift to answer requests for assistance for fire, law enforcement, rescue units, and various county and state agencies.

Answers all calls and dispatches equipment and personnel as necessary and in accordance with established procedures.

Coordinates major incidents to ensure all proper notifications are made and assists in call handling if necessary.

Monitors internet application 3SI alarm system for Navy Federal Credit Union; dispatches appropriate personnel upon receipt of alarm.

Operates a computer terminal; transmits and receives information via Department of Criminal Information (DCI) and National Crime Information Center (NCIC) networks; prepares criminal histories as requested.

Broadcasts weather alerts, road closings, be-on-the-lookouts; requests mutual aid from other county agencies as requested.

Informs supervisor of unusual assistance calls, equipment breakdowns, or related matters needing immediate decisions and facilitates repairs as directed.

Facilitates learning to ensure employees acquire the knowledge and skills necessary to become successful employees.

Processes medical calls using IAED EMS protocols and provides pre-arrival and post-dispatch instructions to callers in accordance with established protocols.

Monitors dispatched units' activities; provides updated information to field units as information is received.

Responsible for housekeeping in immediate console/dispatch room.

Serves as a mentor, role model and educational resource for fellow employees.

Supervises personnel and work assignments to ensure service and production expectations are achieved. Assists in training of new employees in coordination with the Training Officer.

Assists with staffing the Emergency Operations Center (EOC) and other Emergency Management duties as required.

Creates and maintains monthly shift schedule, finding replacement staff for open positions as needed.

Assists with employee evaluations; provides coaching and assistance to employees as needed. Recommends improvements or modifications to work practices and employee performance.

Stays regularly aware of employee actions and behavior for signs of stress, coping and general well-being; specifically watches for these signs during or any time after high stress and major incidents.

Attends and represents the organization at professional meetings and organizations as assigned by the Communications Supervisor.

Monitors and supervises the activities of the 911 Communications staff on assigned shifts.

Provides back-up staffing on an as-needed basis. Subject to call back and working extended hours in order to provide continuous/ample coverage.

Performs related duties as required.

### **JOB KNOWLEDGE, SKILLS, AND ABILITIES**

Working knowledge of the operation of two-way radio equipment and related FCC regulations.

Ability to speak clearly, distinctly and politely. Ability to express ideas clearly orally and in writing; ability to understand and follow oral and written direction. Must pay close attention to detail, ensuring strict accuracy in work. Ability to communicate with tact and diplomacy, both orally and in writing, using proper spelling, grammar, and punctuation with Telecommunicators, outside agencies, community groups, and citizens.

Ability to maintain effective files, records and reports.

Working knowledge of CAD hardware and software, computerized phone system and voice recording equipment. Working knowledge of TTY and Text to 911 operations.

Thorough knowledge of standard computer equipment, hardware and software.

Considerable knowledge of the geography of the local area.

Working knowledge of radio communications equipment.

Ability to learn, understand and apply additional training and education.

Explain and help staff understand dispatch responsibilities, priorities and procedures.



Ability to respond to work during emergency situations or inclement weather. Work may involve flexible schedule to include evenings and weekend work as required.

Assist with call outs and share on call responsibilities. Must be able to work effectively despite sleep pattern disruptions.

Maintain confidentiality, state information on a “need-to-know” basis and safeguard sensitive material. Ability to deal tactfully, courteously and firmly with 911 callers, response agencies and the general public.

Ability to follow established protocols.

Ability to establish and maintain effective working relationships with other County employees, other agencies and the general public. Must network and maintain professional relationships with various Federal, State and local agencies.

Ability to evaluate, motivate and direct employees; general knowledge of the principals of supervision, organization and administration.

Ability to respond quickly and calmly to emergency situations.

Ability to supervise and appraise the performance of subordinates.

Ability to multi-task and handle multiple calls/events simultaneously. Manage time and workload, which includes prioritizing, following through on a variety of tasks, assignments, and reports and meet deadlines. Ability to monitor multiple radio channels at the same time, while answering incoming calls.

### **QUALIFICATIONS/SPECIAL REQUIREMENTS**

Must be a US citizen, high school graduate or equivalent, at least 21 years of age and possess valid North Carolina Driver License. Must maintain continuous home and/or personal cell telephone service and possess reliable transportation.

Supervisory experience preferred. Three or more years of experience working as a Tele-communicator in a Primary Public Safety Answering Point (PSAP). Must demonstrate proficiency with same State laws and regulations, same equipment and programs, and same range of dispatch and call-taking services provided by law, fire and medical dispatch, using CAD and E911 equipment.

Maintain NC DCI Certification, CPR and EMD. Must maintain Sheriffs Standards Telecommunication Certification or IAED ETC. Within two years of employment date must obtain and maintain the following: IAED ED-Q Certification; NENA/APCO or Sheriffs Standards supervisor course; Assistant Terminal Agency Coordinator (ATAC) for DCIN; IS – 300 and 400. Must have Incident Command System (ICS) training including but not limited to IS – 100, 200, 700, and 800.

PC proficiency in word processing, spreadsheet, and presentation software as well as Internet and email use. Must be able to type 45 wpm. Strong technical report writing, research and analytical skills.

### **COMPETENCIES**

**Business Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Communications:** Expresses ideas and thoughts verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.

**Customer Service:** Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Responds promptly to customer needs.

**Dependability:** Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; meets attendance and punctuality guidelines.

**Job Knowledge:** Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively. Must maintain a working knowledge of all public safety communications equipment, practices, and procedures including but not limited to: computer-aided dispatch, radio, mapping, telephone and emergency protocols.

**Quality:** Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Relationship Building:** Builds rapport across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and is tolerant of diverse viewpoints.

**Initiative:** Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

### **WORK ENVIROMENT**

Work is performed in an indoor, tight spaced environment with stationary seating, surrounded by several computerized monitors. The majority of time is spent seated however telecommunicators have freedom to stand and move in a limited area. Work entails extensive keyboarding and manual dexterity, also reaching, stretching, bending, and lifting of standard dispatch supplies, materials, maps, binders and flip cards.

### **ESSENTIAL PHYSICAL SKILLS/DEMANDS**

**Physical Requirements:** Must be able to see and use all related communications equipment, computer monitors, telephones and radios including hand and foot pedals, TTY's, copiers, fax machines, etc. Requires the ability to exert up to 25 pounds of force occasionally and a negligible amount of force frequently. Must be able to sit or stand for extended periods of time with limited range of mobility.

**Keyboarding Skills:** Must have the ability to type accurately on a computer keyboard while conversing with callers- accurately record data without transposing numbers or information. Required to engage in repetitive hand motions.

**Interpersonal Communication:** Requires the ability to speak and or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors.

**Manual Dexterity:** Requires the ability to handle a variety of equipment/items, such as keyboards, control knobs, toggle switches, etc.

**Vision Acuity:** Must have the ability to read and discern visual images on a variety of media using normal eyesight or corrective lenses. Corrected vision should be at least 20/30 in each eye. Must have the ability to distinguish between colors on a color coded computer screen in order to perform essential job tasks.

**Hearing Acuity:** Must have the ability to hear and understand sound sources coming through a communications headset and or standard telephone receiver, including the ability to hear and understand other sound sources while wearing a headset. In order to perform the essential job tasks must be able to hear and differentiate speech/transmissions at various levels.

**Physical Communication:** Requires the ability to talk and hear. Must be able to hear, understand and respond to verbal information in person, or by phone including difficult to understand callers. Must hear, understand and respond using radio transmitters and receivers, radio consoles, telephone/radio headsets, and other complex communications equipment.

**Judgement:** Must have the ability to effectively prioritize situations and information and make appropriate decisions based on the information received. Must have the ability to learn and apply new information; ability to handle multiple streams of information simultaneously; ability to remember numerous details.



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1720)

**Agenda Item Title**

Petition for Road Addition to State Maintenance-Holly Ridge Subdivision

**Brief Description of Agenda Item:**

**Planning Board Recommendation:**

Request for addition to state maintained system-Holly Ridge Subdivision, Moyock, submitted by ET Hyman Surveying for Quality Homes of Currituck, LLC.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

**North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition**

**ROADWAY INFORMATION:** (Please Print/Type)

County: Currituck Road Name: Bumbleberry Drive  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Holly Ridge Phase 1 Length (miles): 0.22

Number of occupied homes having street frontage: 9 Located (miles): 0.90

miles N ☐ S ☒ E ☐ W ☐ of the intersection of Route SR1222 and Route SR1214.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Holly 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: Justin Old - Quality Homes of Currituck, LLC Phone Number: 757-816-2006

Street Address: 417 Caratoke Highway, Unit D, Moyock, NC 27958

Mailing Address: 417 Caratoke Highway, Unit D, Moyock, NC 27958

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
Carl P. & Melinda D. Ferrara	100 Bumbleberry Drive, Moyock, NC 27958	N/A
Christopher S. & Wanda S. Spangler	102 Bumbleberry Drive, Moyock, NC 27958	N/A
Steven A. & Denise M. Vaillancourt	104 Bumbleberry Drive, Moyock, NC 27958	757-407-3273
William Jarrod Medlin	106 Bumbleberry Drive, Moyock, NC 27958	919-656-1579
Sean M. & Stacy J. Kane	108 Bumbleberry Drive, Moyock, NC 27958	757-630-7549
Nicholas J. Werner	110 Bumbleberry Drive, Moyock, NC 27958	757-373-2212
Christopher W. & Leona M. Benton	105 Bumbleberry Drive, Moyock, NC 27958	240-938-8675
James T. & Denise M. Deal	103 Bumbleberry Drive, Moyock, NC 27958	757-692-2177
Alan R. & Kimberly A. Marshall	284 Guinea Road, Moyock, NC 27958	N/A

**INSTRUCTIONS FOR COMPLETING PETITION:**

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach four (4) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

**FOR NCDOT USE ONLY:** Please check the appropriate block
☐ Rural Road    ☐ Subdivision platted prior to October 1, 1975    ☐ Subdivision platted after September 30, 1975
**REQUIREMENTS FOR ADDITION**

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 (see page 29 for Statute) states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

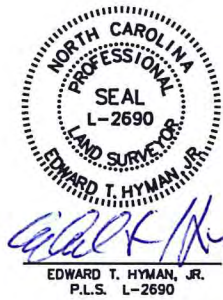
<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
Bumbleberry Drive	9	0.22			





CURVE	ARC LENGTH	RADIUS	TANGENT	DELTA	CHORD BEARING	CHORD LENGTH
C1	70.02'	300.00'	35.17	13'22"22"	N74° 34' 21"W	69.86'
C2	34.51'	25.00'	20.64	79'04"49"	S72° 34' 26"W	31.83'
C3	41.52'	25.00'	27.36	95'10"00"	S14° 32' 59"E	36.91'
C4	39.27'	25.00'	25.00	90'00"00"	S53° 44' 28"W	35.36'
C5	83.45'	250.00'	42.12	19'07"33"	N71° 41' 45"W	83.07'

0022000071G0000  
CHRISTINE DOERBECKER  
D.B. 917 PG. 497  
ZONED "AG"



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License C-0598

**HOLLY RIDGE  
PHASE 1**

MAJOR  
SUBDIVISION

MOYOCK TOWNSHIP  
CURRITUCK COUNTY  
NORTH CAROLINA

KEY PLAN:

**BENCHMARKS:**  
#1 EX. MAG NAIL ELEV. 7.59  
#2 EX. PK NAIL ELEV. 7.22

— NC GRID COORDINATES  
NORTHING: 1,013,262.07'  
EASTING: 2,845,667.33'

TIE LINE TABLE		
LINE	BEARING	DISTANCE
L1	S47° 13' 40"E	46.73
L2	S7° 53' 47"W	27.17
L3	N20° 32' 27"W	13.35

Project #: 140174  
Drawing #: 140174  
Drawn: MTV  
Checked: ETH  
Approved: ETH  
Date: 8/25/2014  
Sheet #: 2/2  
Scale: 1:80

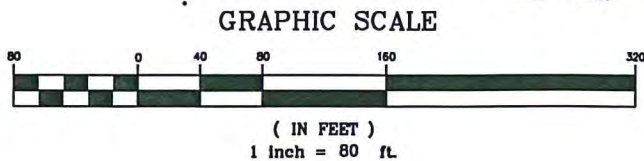
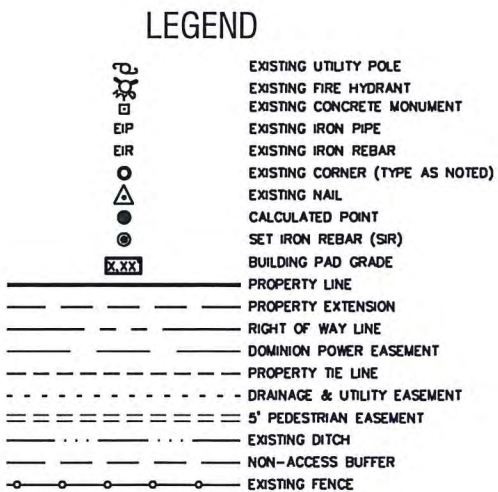
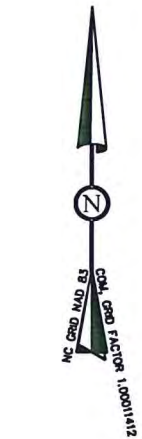
<b>REVISIONS:</b>	
<b>NUM.</b>	<b>DATE DESCRIPTION</b>

SHEET TITLE:  
**FINAL PLAT**

SHEET NUMBER:

2

NOTE:  
FINISHED FLOOR ELEVATION FOR SLAB  
CONSTRUCTION SHALL BE 12" ABOVE MINIMUM  
LOT GRADE (BUILDING PAD ELEV.) AND SHALL  
BE 18" ABOVE MINIMUM LOT GRADE (BUILDING  
PAD ELEV.) FOR CRAWL SPACE CONSTRUCTION.



0022000071X0000  
JERRY L. OLD  
D.B. 1162 PG. 104  
ZONED "SFM"  
AL RESIDUE = 41.39 AC)

0022000071X0000  
JERRY L. OLD  
D.B. 1162 PG. 104  
ZONED "SFM"  
(TOTAL RESIDUE = 41.39 AC)

OPEN SPACE #1  
RESIDUE  
11.14 ACRES

0022000071H0000  
DAVID A. SCHAEFFER &  
YVETTE A. SCHAEFFER  
D.B. 456 PG. 021  
ZONED "AG"

022000071W000  
JAMES W. WRIGHT  
& KAY J. WRIGHT  
B. 1051 PG. 4  
ZONED "AG"

0022000071V0000  
JULIA C. POWELL  
D.B. 980 PG. 409  
ZONED "AG"



**North Carolina Department of Transportation  
Division of Highways  
Request for Addition to State Maintained Secondary Road System**

North Carolina

County: Currituck

Road Description: Bumbleberry Drive in Holly Ridge Phase 1

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Currituck requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Currituck that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of \_\_\_\_\_ at a meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

**Official Seal**

Clerk, Board of Commissioners  
County: \_\_\_\_\_

**PLEASE NOTE:**

**Forward direct with request to the Division Engineer, Division of Highways**