



**Board of Commissioners
Agenda Packet**

December 4, 2017

5:00 PM Work Session

Solar Array Ordinance Discussion

6:00 PM Call to Order

- A) Invocation & Pledge of Allegiance-Reverend Kim Ferebee, St. Mark Church of Christ/Disciples of Christ
- B) Election of Chairman
- C) Election of Vice-Chairman
- D) Approval of Agenda

Public Comment

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

Public Hearings

- A) **Public Hearing and Action: Consideration of the Sale of Property Pursuant to G.S. 158-7.1, Maple Commerce Park, Lot #1**
- B) **PB 17-06 Miller Homes & Building LLC:** Request for a zoning map amendment of 1.05 acres from Agricultural (AG) to Mixed Residential (MXR) located at 155 Survey Road, Tax Map 15, Lot 47B, Moyock Township.
- C) **PB 17-10 Currituck County Text Amendment:** Request to amend the Unified Development Ordinance, Chapter 4, Use Standards, 2.3.3 General Standards and Limitations, to update accessory uses that are allowed on a lot prior to the development of a principle use.

New Business

- A) **Consideration and Approval of Bid Award for the Corolla Beautification Project**
- B) **Ordinance Amending Section 9-2 of the Currituck County Code of Ordinances to Prohibit Use of Vapor Products in County Buildings, on County Property and in County Motor Vehicles.**
- C) **Resolution of the Currituck County Board of Commissioners Establishing Currituck County Fire and Emergency Medical Services (EMS) Department for the Provision of Enhanced Fire and Rescue Services in the Knotts Island Fire Response District**
- D) **Amended Item: Consideration and Action: PB 15-19 Sligo Preserve: Request for a preliminary plat extension of one year for property located on Tax Map 32, Parcel 65H, Crawford Township. This is a 20 lot conservation subdivision.**

E) Board Appointments

1. Tourism Advisory Board
2. Amended Agenda Item: Board Appointments-Planning Board
3. Amended Agenda Item: Board Appointments-Board of Adjustment

F) Consent Agenda

1. Approval Of Minutes for November 20, 2017
2. Budget Amendments
3. Project Ordinance: Corolla Beautification Project
4. Consideration of Moyock Fire Department Request to Purchase Turnout Gear
5. New Job Descriptions and Updated Classification Chart for Fire and EMS Positions

G) Commissioner's Report**H) County Manager's Report****Closed Session**

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 matter captioned R.F. London, Inc. v. Currituck County.

Adjourn



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2044)

Agenda Item Title

Solar Array Ordinance Discussion

Brief Description of Agenda Item:

Board Action Requested

Discussion

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Work Session
12.4.17

PB 17-14
CURRITUCK COUNTY

Amendment to the Unified Development Ordinance Chapter 4: Use Standards, to add solar array as an allowable use in the county.

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

Item 1: That Chapter 4 is amended by adding the following bold underlined language and deleting the struck-through language in Section 4.1.2 Use Table:

USE CATEGORY	USE TYPE	ZONING DISTRICT (CURRENT DISTRICT IN PARENTHESIS) [NOTE: OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]														ADDITIONAL REQ. (4.2.)	
		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M	PD-O
INSTITUTIONAL USE CLASSIFICATION																	
Utilities	Solar array Farm		<u>U</u>														<u>3.H.1</u>

Item 2: That Chapter 4 is amended by adding the following language to Section 4.2.3.H:

(1) Solar Farm

- (a) Not allowed in a Full-Service area as designated by the Land Use Plan.
- (b) Not allowed on prime agricultural farmlands with soil types including: Altavista, Bojac, Munden, and State series
- (c) Solar farm shall be developed in accordance with an approved major site plan that includes the following information:
 - i. The location of the solar farm facility (including the arrangement of an existing or proposed buildings, structures, or panels);
 - ii. The distance from any proposed solar farm building, structure, panels, and fence to the surrounding property lines;
 - iii. Any existing or proposed signs, fencing, lighting, construction and permanent parking areas, driveways, landscaping, vegetative screening or required buffers.
 - iv. Horizontal and vertical elevation to-scale drawings with dimensions
- (d) Appropriate ground cover/grass is required for soil stabilization and shall be maintained as not to create a fire hazard. Grass, weeds, and other ground cover shall not exceed two feet in height at any time.

(e) Setbacks and Screening:

Minimum Required Project Boundary Buffer Buffer Depth and Plants Required Per 100 Linear Feet			
Required Opacity (%)	Setback ¹	Alternative 1 Plantings	Alternative 2 Plantings
80	Within 300' of Street Right-of-Way	50' deep ²	35' deep
		5 canopy	0 canopy
		7 understory	5 understory
		53 shrubs	7 shrubs
		0 fence	6' fence ³ or vegetative berm
100	Within 100' of Street Right-of-Way	80' deep	60' deep
		5 canopy	0 canopy
		8 understory	5 understory
		49 shrubs	7 shrubs
		0 fence	6' fence or vegetative berm
40	Within 300' of All Other Property Lines	20' deep	20' deep
		2 canopy	2 canopy
		4 understory	6 understory
		25 shrubs	9 shrubs
		0 fence	0 fence
60	Within 100' of All Other Property Lines	30' deep	20' deep
		3 canopy	0 canopy
		6 understory	3 understory
		34 shrubs	3 shrubs
		0 fence	6' fence or vegetative berm
n/a	100'	CAMA designated navigable water bodies and Army Corps of Engineers wetlands	

(f) The maximum height of the solar energy system, including any mounts, shall not exceed 15 feet above the ground when orientated at maximum tilt.

(g) A Solar Farm Impact Analysis shall be provided as part of the application submittal that at minimum covers the following:

- I. General project description
- II. Construction Activity Plan:
 - A. Amount of land disturbance
 - B. Land surface clearing and grading plan
 - C. Energy, water, and material needs
 - D. Fencing and lighting plans
 - E. Waste stream management plan

¹ Setback applies to panels, equipment, and associated security fencing.

² Depth is measured from the setback line into the property.

³ When fence is selected, the fence type must be 100% opaque and comprised of either wooden or vinyl material.

- F. Construction work force and time frame
- G. Protection plans for soil, disturbed areas, and surface water
- III. Operational Plan
 - A. Maintenance activities and schedule
 - B. Vegetation management plan
 - C. Protection plans for soil, disturbed areas, and surface water
- IV. Impacts and resources affected:
 - A. Geology
 - B. Environmentally sensitive areas
 - 1. CAMA jurisdictional areas
 - 2. USAEC designated wetlands
 - 3. Natural heritage areas
 - C. Soils
 - D. Air quality
 - E. Noise
 - F. Water resources
 - G. Ecology
 - H. Land use
 - I. Waste management
 - J. Socioeconomics
 - K. Health and safety

(h) Decommissioning:

- i. Decommissioning shall include removal of solar collectors, cabling, electrical components, and any other associated facilities down to 36 inches below grade, and grading and re-seeding of disturbed earth from the project.
- ii. A decommissioning plan certified by North Carolina licensed engineer or a licensed contractor is required and must include the following:
 - A. A description of any agreement (i.e. lease) with all landowners regarding decommissioning;
 - B. The identification of the party currently responsible for decommissioning;
 - C. The type of panels and material specifications being utilized at the site;
 - D. All costs for the removal of solar panels, buildings, cabling, electrical components, roads, fencing, and any other associated facilities down to 36 inches below grade; and,
 - E. All cost associated with the grading and re-seeding of disturbed earth from the project.
- iii. The decommissioning plan shall be updated with the county every two years or upon change of ownership of either the property or the project owner.
- iv. The solar energy system owner shall have 12 months to complete decommissioning of the facility if no electricity is generated for a continuous 12 month period.
- v. Disturbed earth shall be graded and re-seeded unless the landowner request in writing that the access road or other land surface areas are not to be restored.

(i) Performance Guarantee (See Section 6.3):

- i. Shall be submitted prior to the issuance of a building permit to ensure decommissioning funds are available.
- ii. The amount shall equal 115 percent of the estimated decommissioning costs.
- iii. The guarantee shall not be reduced by salvage value.

- iv. The amount of the guarantee shall be reviewed every two years as part of the decommissioning plan update and adjusted based upon cost updates at that time. In the event the decommissioning costs go down, the performance guarantee amount shall not be adjusted downward.
- v. The performance guarantee shall remain in effect until decommissioning and necessary site restoration is complete.

Please note that the following items will be renumbered accordingly.

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

SOLAR ARRAY FARM

Two or more solar collectors or photovoltaic panels intended to capture energy from sunlight, convert it to electricity, and save or deliver the electricity for off-site use.

Item 4: Statement of Consistency and Reasonableness:

The requested zoning text amendment is consistent with the 2006 Land Use Plan because:

- It protects active agricultural lands having a high productive potential and conserves those lands for continued agricultural use. (LUP POLICY AG1)
- It provides a new and expanding industry that trains and utilizes a more highly skilled labor force and diversifies the local economy. (LUP ED1)

The request is reasonable and in the public interest because:

- It prevents incompatible solar array projects from being established that could adversely impact the quality of life for county residents.
- It promotes the conservation of prime agricultural farmland which is consistently a community value and need included in adopted plans

Item 5: The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

Item 6: This ordinance amendment shall be in effect from and after the _____ day of _____, 2018.

Board of Commissioners' Chairman
Attest:

Leeann Walton
Clerk to the Board



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2049)

Agenda Item Title

Public Hearing and Action: Consideration of the Sale of Property Pursuant to G.S. 158-7.1, Maple Commerce Park, Lot #1

Brief Description of Agenda Item:

Planning Board Recommendation:

Review of the site plan and building elevations proposed by Cafferty Enterprises, LLC for the construction of an 11,995 square foot laundry facility to determine the plans are in general compliance with the Maple Commerce Park Declaration of Restrictive Covenants.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Ike McRee



Currituck County

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

To: Board of Commissioners
From: Planning Staff
Date: November 29, 2017
Subject: Maple Commerce Park, Lot 1

Attached please find the proposed building elevations and site plan for Cafferty Enterprises Property Management Service Center. Tim Cafferty, manager of Cafferty Enterprises, LLC, has been working with the county to purchase lot 1 in Maple Commerce Park for the construction of an 11,995 square foot laundry facility. The TRC reviewed the proposed site plan and building elevations and has determined the plans are in general compliance with the Maple Commerce Park Declaration of Restrictive Covenants. There are technical matters related to wastewater, fire, signage, and the site plan for this project. These issues can be worked out and finalized with Mr. Cafferty and the designers of his project through the major site plan application process.

Also, the site plan includes a request for a 40' easement that provides a second access to the property across open space owned by the county. This easement will require further consideration and action by the board since the easement is not part of Lot 1 transfer.



**RESOLUTION OF THE BOARD OF COMMISSIONERS FOR
CURRITUCK COUNTY, NORTH CAROLINA AUTHORIZING SALE
OF PROPERTY HELD FOR ECONOMIC DEVELOPMENT
PURPOSES PURSUANT TO SECTION 158-7.1 OF THE GENERAL
STATUTES OF NORTH CAROLINA**

WHEREAS, N.C. Gen. Stat. §158-7.1 authorizes a county to undertake an economic development project by conveying the property to a company in order to cause the company to locate or expand its operations within the county; and

WHEREAS, Currituck County is the owner and developer of Maple Commerce Park, Lot 1, of which is a six acre tract; and

WHEREAS, Currituck County and Cafferty Enterprises, LLC have engaged in negotiation for the conveyance of Maple Commerce Park Lot 1, to the end that Cafferty Enterprises, LLC may construct a property management service center on the tract and have reached tentative agreement on the terms of the conveyance; and

WHEREAS, the Currituck County Board of Commissioners has held a public hearing to consider whether to approve conveyance of the Maple Commerce Park Lot 1 to Cafferty Enterprises, LLC.

NOW, THEREFORE, BE IT RESOLVED by the Currituck County Board of Commissioners that:

Section 1. The Chairman of the Board of Commissioners and the County Manager are authorized to execute the necessary documents to convey to Cafferty Enterprises, LLC the real property more particularly described as follows:

All of that parcel of land described as "Lot 1" on a map or plat entitled "Maple Commerce Park, Maple, North Carolina, Crawford Township, Currituck County" prepared by Hyman & Robey, PC, July 25, 2013 and recorded in Plat Cabinet N, Page 2 of the Currituck County Registry which map or plat is incorporated herein by reference as if fully set out.

Section 2. The conveyance of Maple Commerce Park Lot 1 is expected to enhance the local economy, promote business and result in the creation of jobs in Currituck County. The probable average hourly wage at the facility to

be constructed by Cafferty Enterprises, LLC is \$11.00. This determination of the probable average hourly wage at the facility is based upon information provided to the county by Cafferty Enterprises, LLC.

Section 3. As consideration for the conveyance of Maple Commerce Park Lot 1, Cafferty Enterprises, LLC will pay \$150,000.00 at closing. The facility to be constructed by Cafferty Enterprises, LLC is expected to generate property tax revenues, when combined with consideration paid at closing, in an amount that will return to the county the appraised tax value of the property or \$189,300.00.

Section 4. This resolution is effective upon its adoption and supersedes any prior or conflicting resolution.

ADOPTED the 4th day of December, 2017.

Bobby Hanig, Chair
Board of Commissioners

ATTEST:

Leeann Walton,
Clerk to the Board of Commissioners

(COUNTY SEAL)

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF
COMMISSIONERS IN ITS CAPACITY AS GOVERNING BOARD FOR
DECLARANT CURRITUCK COUNTY AND THE DECLARATION OF
RESTRICTIVE COVENANTS FOR THE MAPLE COMMERCE PARK
APPROVING PLANS FOR IMPROVEMENT SUBMITTED BY CAFFERTY
ENTERPRISES, LLC**

WHEREAS, Currituck County is the owner of property within Maple Commerce Park subject to the Declaration of Restrictive Covenants of record at Page 1272, Page 542 of the Currituck County Registry, (the “Declaration”); and

WHEREAS, Article III of the Declaration provides that no improvements may be erected on property in Maple Commerce Park until plans and specifications are approved by Currituck County as Declarant; and

WHEREAS, Cafferty Enterprises, LLC intends to purchase Maple Commerce Park Lot 1 and has submitted plans and specifications for a building and other improvements to be located on Maple Commerce Park Lot 1 for approval by Currituck County; and

WHEREAS, the county’s Technical Review Committee has reviewed Cafferty Enterprises, LLC’s proposed building elevations and site plan for the building and improvements to be located on Maple Commerce Park Lot 1 and, with the exception of a 40 foot easement across county owned open space left for further consideration, has determined that the proposed building elevations and site plan are in compliance with the Declaration.

NOW, THEREFORE, BE IT RESOLVED by the Currituck County Board of Commissioners, in its capacity as governing board for the Declarant, that the plans, specifications and elevations submitted by Cafferty Enterprises, LLC contained in those documents entitled “Cafferty Enterprises Property Management Center, Lot 1, Maple Commerce Park, Barco, Crawford Township, Currituck County, North Carolina” dated November 21, 2017 and prepared by Albemarle & Associates, Ltd. and Cahoon and Kasten Architects, P.C., which documents are incorporated herein by reference, are, with the exception of a 40’ easement depicted across county owned open space subject to further consideration, hereby approved under Article III of the Declaration.

ADOPTED the 4th day of December, 2017.

Bobby Hanig, Chair
Board of Commissioners

ATTEST:

Leeann Walton, Clerk to the Board

(COUNTY SEAL)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2031)

Agenda Item Title

PB 17-06 Miller Homes & Building LLC:

Brief Description of Agenda Item:

Request for a zoning map amendment of 1.05 acres from Agricultural (AG) to Mixed Residential (MXR) located at 155 Survey Road, Tax Map 15, Lot 47B, Moyock Township.

Planning Board Recommendation:

Planning Board Recommendation - November 14, 2017

Mr. McColley motioned to recommend denial as presented since it conflicts with NC General Statutes for legal zoning. Mr. Thomas seconded the motion and the motion carried with a 3-2 vote, Mr. Ballance and Mr. O'Brien with nay votes.

RESULT: RECOMMENDED DENIAL [3 TO 2] Next: 12/4/2017 6:00 PM

AYES: Carol Bell, Chairman, John McColley, Board Member, J. Timothy Thomas, Board Member

NAYS: C. Shay Ballance, Board Member, Jeff O'Brien, Board Member

ABSENT: Fred Whiteman, Vice Chairman, Steven Craddock, Board Member, Jane Overstreet, Board Member

Board Action Requested

Action

Person Submitting Agenda Item

Tammy Glave,

Presenter of Agenda Item

Tammy Glave



**STAFF REPORT
PB 17-06 MILLER HOMES &
BUILDING LLC
BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

APPLICATION SUMMARY

Property Owner: Miller Homes & Building LLC 111 Currituck Commercial Drive, Suite B Moyock NC 27958	Applicant: Miller Homes & Building LLC 111 Currituck Commercial Drive, Suite B Moyock NC 27958
Case Number: PB 17-06	Application Type: Zoning Map Amendment
Parcel Identification Number: 0015-000-047B-0000	Existing Use: Single-Family Dwelling and Outbuilding
Land Use Plan Classification: Full Service	Parcel Size (Acres): 1.05
Moyock SAP Classification: Full Service	
Zoning History: A-40 (1974); AG (1989)	Plan Request: N/A – Straight Rezoning
Current Zoning: AG	Proposed Zoning: MXR

SURROUNDING PARCELS

	Land Use	Zoning
North	Cultivated Farmland and Single-Family Dwelling	AG
South	Golf Course	AG
East	Cultivated Farmland	GB
West	Residential Subdivision (Lakeview)	SFM w/ PUD Overlay

STAFF ANALYSIS

That applicant is requesting a conventional-rezoning from AG (Agricultural) to MXR (Mixed Residential). Since this is a rezoning to a standard zoning district and not a conditional district, no conditions can legally be placed on the property. The property could potentially be used for all the uses and densities allowed in the MXR district. This conventional zoning map amendment (rezoning) is a legislative decision of the Board of Commissioners and is not controlled by any one factor. While not a condition of the rezoning, the applicant states that the rezoning is for a small bakery and possible residential use.

There is a legitimate concern that if approved, this rezoning could be considered illegal spot zoning. Based on information from the School of Government and General Statutes, below are concerns regarding the request:

- A zoning ordinance, or amendment, which singles out and reclassifies a relatively small tract owned by a single person and surrounded by a much larger area uniformly zoned, so as to

impose upon the smaller tract greater restrictions than those imposed upon the larger area, or so as to relieve the small tract from restrictions to which the rest of the area is subjected, is called "illegal spot zoning." *Id.* at 549, 187 S.E.2d at 45

- Illegal spot zoning can be involved when the proposed new zoning requirements for the small area are either more or less strict than those for the surrounding area. The key element is that the proposed zoning is different from the other zoning, "thus projecting an inharmonious land use pattern." *Chrismon v. Guilford County*, 322 N.C. 611, 626, 370 S.E.2d 579, 588 (1988). See also *Dale v. Town of Columbus*, 101 N.C. App. 335, 399 S.E.2d 350 (1991).
- There are several uses allowed in a conventional MXR district that are not allowed in the existing AG district that may be incompatible with the neighborhood, including the commercial use lots approved for neighborhood serving commercial uses across the street at Lakeview Subdivision:

Uses Allowed in Conventional MXR that are not allowed in Conventional AG UDO - Table 4.1.1: Summary Use Table
Potentially Incompatible Uses - based on size and intensity are highlighted
Duplex
Live/Work Dwelling
Upper Story Dwelling
Dormitory
Family Care Home
Rooming or Boarding House
Community Center
Cultural Facility
Library
Museum
Senior Center
Youth Club Facility
Adult Day Care Center
Child Care Center
High School
Cemetery, Columbaria, Mausoleum
Restaurant with Indoor or Outdoor Seating
Specialty Eating Establishment
Business and Sales Office
Professional Services Office
Fitness Center
Indoor Recreation
Theater
Athletic Facility
Golf Course
Golf Driving Range
Outdoor Recreation
Convenience Store
Drug Story/Pharmacy
Entertainment Establishment
Financial Institution
Laundromat
Personal Services Establishment
Bed and Breakfast Inn

- There are five factors in validity in approving a potential spot zoning.
 1. There is an emphasis on a very limited number of property owners being involved, “usually triggered by efforts to secure special benefits for particular property owners, without regard for the rights of adjacent landowners.”
 - If this small parcel is rezoned to MXR and the developer employs sustainable development practices, the density could triple on this property from one single-family dwelling unit per acre to three single-family dwelling units per acre. If each of the three lots builds accessory dwelling units, there could potentially be six single-family dwellings on the 1.05 acre parcel.
 - The majority of the property adjoining this parcel is zoned GB which has a minimum lot area of 40,000 sf which is much greater than the minimum lot area required if rezoned to MXR (approximately 15,250 sf lots).
 - The AG zoned property adjoining the lot is limited to 30,000 sf lots.
 - The planned development across the street has a density of 1.967 units/ acre.
 - The increase in density will relieve the small tract from restrictions to which the rest of the area is subject.
 2. Size of tract.
 - This zoning map amendment is for a single 1.05 acre parcel owned by a single property owner.
 - Staff is concerned that the 1.05 acre parcel of land is an invalid size for legal spot zoning. There are a variety of parcel sizes of the adjacent and abutting properties, from 0.17 acres to 23.56 acres.
 3. Compatibility with adopted plans.
 - The request appears to be incompatible with the Land Use Plan and compatible with the Moyock Small Area Plan as outlined below.
 - The rezoning is inconsistent with the Moyock Mega-Site Plan’s emphasis to cluster moderate to high residential density development within or near the Moyock Mega-Site boundaries. The closest MXR zoning is the applicant’s Conditional-MXR zoned property approximately 2.5 miles to the north of this property at the entrance of Shingle Landing Subdivision and across the highway from the Moyock Mega-Site.
 4. The balance of benefits and detriments.
 - The benefits to the single property owner are a detriment to adjoining properties. This rezoning will allow for smaller lots than allowed in the neighboring districts if the property is subdivided.
 5. Relationship of uses.
 - A residential use is consistent with the residential uses in the area.
 - Several of the non-residential uses (listed above) allowed in the MXR could be considered incompatible with the neighborhood.
- There is no set specific minimum or maximum size of an area that constitutes illegal spot zoning. However, the smaller the tract, the more likely the rezoning will be held invalid. (David Owens, UNC School of Government, May 2014)

REVIEW STANDARDS

In determining whether to adopt or deny a proposed map amendment, the Board of Commissioners may weigh the relevance of and consider whether and to the extent to which the proposed amendment:

1. Is consistent with the goals, objectives, and policies of the Land Use Plan, other applicable county-adopted plans, and the purposes of this ordinance;

- The density of three units per acre is consistent with the Land Use Plan and the Moyock Small Area Plan.
- It is inconsistent with the following policies in the Land Use Plan:
 - POLICY HN1: Currituck County shall encourage development to occur at densities appropriate for the location.
- It is consistent with the following policies in the Moyock Small Area Plan:
 - POLICY IS1: The costs of infrastructure, facilities, and services related to new growth and development should be borne primarily by those creating the demand.
 - POLICY ST1: Promote the establishment of an area dedicated to community serving businesses that foster a small town, main street feel.

2. Is in conflict with any provision of this ordinance, or the County Code of Ordinances;
 - It is in conflict with the General Statute regulations regarding legal spot zoning.
3. Is required by changed conditions;
 - Staff is not aware of conditions that changed to warrant the rezoning.
4. Addresses a demonstrated community need;
 - Staff is not aware of a demonstrated community need for the rezoning.
5. Is compatible with existing and proposed uses surrounding the land subject to the application, and is the appropriate zoning district and uses for the land;
 - Single-family residential use is compatible with surrounding single-family residential use.
 - A neighborhood serving commercial use is compatible with planned neighborhood serving commercial uses.
 - It is staff's opinion that this is not the appropriate zoning district for the land based on the illegal spot zoning and other concerns expressed above.
6. Adversely impacts nearby lands.
 1. It is staff's opinion that this rezoning will adversely impact nearby lands because the increase in density will relieve the small tract from restrictions to which the rest of the area is subject (lot size/density).
7. Would result in a logical and orderly development pattern;
 - An MXR zone would result in an illogical and disorderly development pattern as the MXR request is not remarkably similar to the C-PUD or the GB zoning in the area. The size of the requested zoning district (1.05 acres) is remarkably dissimilar to the C-PUD (74.34 acres) and GB zoned districts (64.79 acres) in the area. While the C-PUD has the most similar lot sizes, the zone's density (1.967 units per acre) and the inclusion of open space (35%), and amenities are also remarkably dissimilar to this MXR request.
8. Would result in significant adverse impacts on the natural environment – including, but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment;
 - Staff is not aware of any adverse impacts on the natural environment because of the proposed rezoning.
9. Would result in development that is adequately served by public facilities;
 - There are adequate public facilities to serve this development.
10. Would not result in significantly adverse impacts on the land values in the surrounding area; and,
 - There has been no evidence presented as to the impacts on land values in the surrounding area.
11. Would not conflict with the public interest and is in harmony with the purposes and intent of this ordinance.

- It is staff's opinion that the rezoning will conflict with the public interest and is not in harmony with the purpose and intent of this ordinance.

RECOMMENDATIONS

STAFF

Staff recommends denial of this rezoning subject to the following inconsistencies:

1. It is in conflict with the General Statute regulations regarding legal spot zoning.
2. It is in conflict with the Land Use Plan. (Policy HN1)
3. It is not required by changed conditions.
4. It does not address a demonstrated community need.
5. It is not the appropriate zoning district and uses for the land.
6. It adversely impacts nearby lands.
7. It conflict with the public interest and lack of harmony with the purposes and intent of this ordinance.

Note: The applicant's engineer has provided an opinion (Mark Bissell- October 24, 2017) that this request is legal spot zoning. That letter is attached to this staff report for your reference.

If the board finds the applicant's request is valid spot zoning, staff recommends the following statement of consistency and reasonableness:

1. It is consistent with the 2006 LUP including the following policies:
 - POLICY HN3: Currituck County shall especially encourage two forms of residential development, each with the objective of avoiding traditional sprawl: 2) COMPACT, MIXED USE DEVELOPMENTS, OR DEVELOPMENTS NEAR A MIXTURE OF USES that promote a return to balanced, self-supporting community centers generally served by centralized water and sewer. These types of development are contemplated for the Full Service area.
 - POLICY CD1: NEIGHBORHOOD SERVING COMMERCIAL DISTRICTS should be encouraged to locate where a collector or secondary street intersects with a street of equal or greater size. Appropriately designed, small-scale businesses may also be near other neighborhood serving facilities such as schools and parks.
2. It is consistent with the following policies in the Moyock Small Area Plan:
 - POLICY IS1: The costs of infrastructure, facilities, and services related to new growth and development should be borne primarily by those creating the demand.
 - POLICY ST1: Promote the establishment of an area dedicated to community serving businesses that foster a small town, main street feel.
3. It is a reasonable request compared with the existing and proposed uses surrounding the land subject to the application and is the appropriate zoning district and use for the land because MXR doesn't allow many potentially incompatible uses. MXR is intended to be of a neighborhood serving district. This parcel fits that description since it is off the highway and within walking distance of school/houses.

PLANNING BOARD

The Planning Board recommended denial of this rezoning subject to the following:

1. It is in conflict with the General Statute regulations regarding legal spot zoning.
2. It is in conflict with the Land Use Plan. (Policy HN1)
3. It is not required by changed conditions.
4. It does not address a demonstrated community need.
5. It is not the appropriate zoning district and uses for the land.

6. It adversely impacts nearby lands.
7. It conflict with the public interest and lack of harmony with the purposes and intent of this ordinance.

Planning Board Recommendation – November 14, 2017

Mr. McColley motioned to recommend denial as presented since it conflicts with NC General Statutes for legal zoning. Mr. Thomas seconded the motion and the motion carried with a 3-2 vote, Mr. Ballance and Mr. O'Brien with nay votes.

RESULT: RECOMMENDED DENIAL [3 TO 2] Next: 12/4/2017 6:00 PM

AYES: Carol Bell, Chairman, John McColley, Board Member, J. Timothy Thomas, Board Member

NAYS: C. Shay Ballance, Board Member, Jeff O'Brien, Board Member

ABSENT: Fred Whiteman, Vice Chairman, Steven Craddock, Board Member, Jane Overstreet

Senior Planner, Tammy Glave presented the staff report. The applicant is requesting a conventional-rezoning from AG (Agricultural) to MXR (Mixed Residential). Since this is a rezoning to a standard zoning district and not a conditional district, no conditions can legally be placed on the property. Staff is concerned this could potentially be considered as illegal pot zoning. Based on the School of Government and General Statutes, Ms. Glave gave reasoning for the staff's concern. Ms. Glave reviewed the five factors in validity in approving a potential spot zoning as well as the review standards to consider when adopting or denying the proposed map amendment. Ms. Glave said staff recommends denial and gave several inconsistencies to support that decision.

Chairman Bell asked if the board members had any questions for Ms. Glave and there were none.

Applicant, Sam Miller from Moyock appeared before the board. He presented notes to the Planning Board and members of the staff which were prepared by him and his Engineer, Mark Bissell. Mr. Miller also passed out emails from the former Planning Director, Ben Woody, showing his support for the MXR zoning. Mr. Miller said no adjacent property owners showed up in opposition on two occasions of community meetings. Mr. Bissell spoke on behalf of Mr. Miller saying MXR is intended to be a neighborhood serving district and the neighborhood will support this business. Mr. Miller passed out another paper showing zoning in the area.

Chairman Bell said not having conditions is bothersome.

Ms. Glave referenced Mr. Miller's comment that 85% of bakeries fail and asked Mr. Miller if he would put houses on the parcel in that situation. Mr. Miller said he has not considered putting houses on the property, but if that were to happen, all other surrounding property is zoned General Business and can do anything they want.

Mr. McColley said you purchased this property with eyes wide open knowing what it was zoned. Mr. McColley asked Mr. Miller's reasoning to not zone GB (General Business). Mr. Miller said he needs the flexibility to build a house if the business fails and said he should not be restricted.

Mr. Ballance asked Mr. Miller if he would be willing to put a condition to only build two houses on the property. Mr. Miller said he would agree to that condition. Ms. Glave said Mr. Miller would have to resubmit his application to change to Conditional Zoning.

Mr. O'Brien said he had a problem with the density increase and asked Mr. Miller if he would eliminate multi-family. Mr. Miller said he wanted to use this time to get the Planning Board's feelings on what would be allowed and gave his word to resubmit as Conditional Zoning with the conditions that are discussed tonight.

Mr. Ballance said he didn't have a problem with the possibility of three residential lots on the parcel.

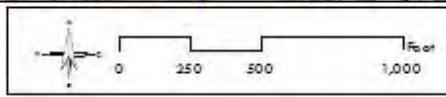
Chairman Bell closed the public hearing.

Mr. McColley motioned to recommend denial as presented since it conflicts with General Statutes for legal zoning. Mr. Thomas seconded the motion and the motion carried with a 3-2 vote, Mr. Ballance and Mr. O'Brien with nay votes.

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



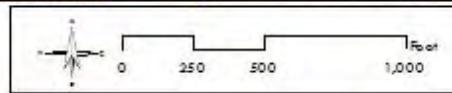
PB 17-06 Miller Homes & Building LLC
Zoning Map Amendment
Aerial Photography



Currituck County
Planning and
Community Development



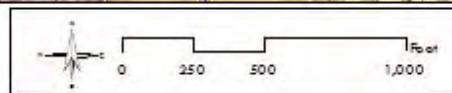
PB 17-06 Miller Homes & Building LLC
Zoning Map Amendment
Zoning



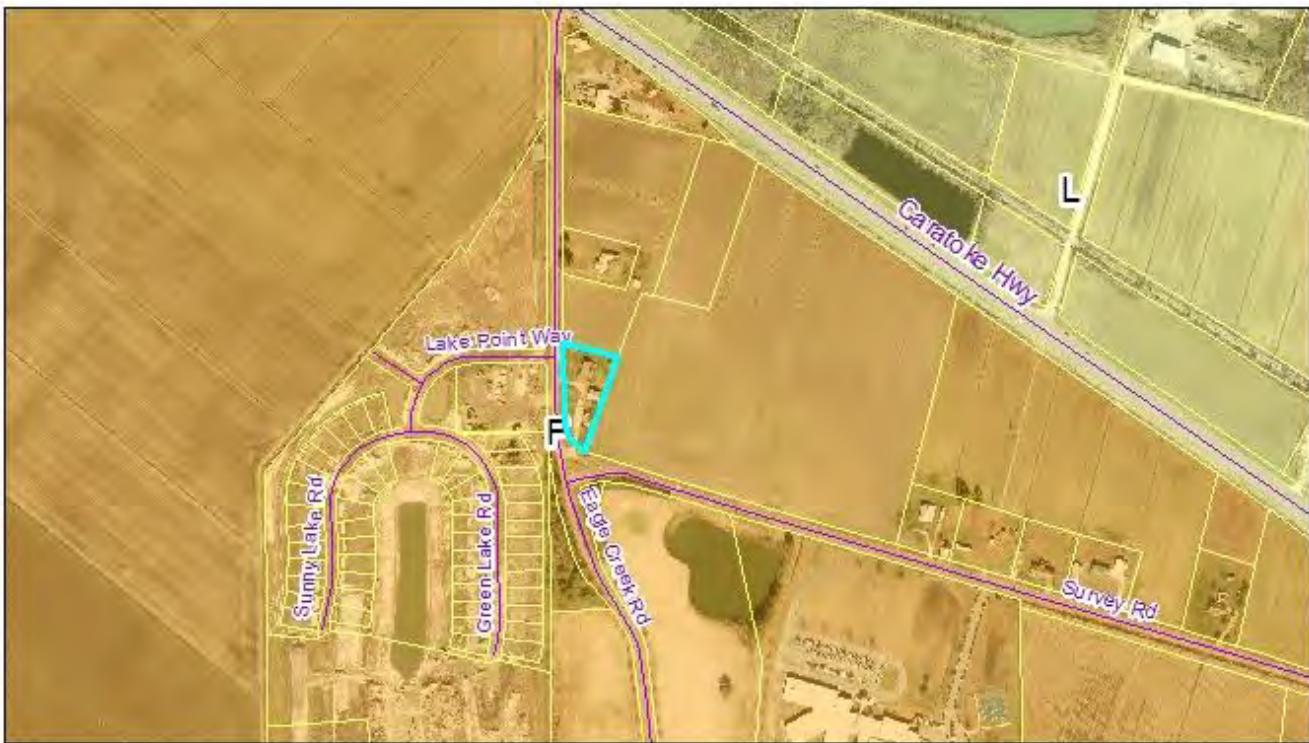
Currituck County
Planning and
Community Development



PB 17-06 Miller Homes & Building LLC
Zoning Map Amendment
LUP Classification



Currituck County
Planning and
Community Development



PB 17-06 Miller Homes & Building LLC
Zoning Map Amendment
Moyock SAP Classification



Currituck County
Planning and
Community Development



Zoning Map Amendment Application

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

Contact Information

APPLICANT:

Name: Miller Homes & Building LLC
 Address: 111 Currituck Commercial Drive, Suite B
Moyock, NC 27958
 Telephone: (252) 435-6402
 E-Mail Address: smiller@laurelwoodsestates.com

PROPERTY OWNER:

Name: Miller Homes & Building LLC
 Address: 111 Currituck Commerical Drive, Suite B
Moyock, NC 27958
 Telephone: (252) 435-6402
 E-Mail Address: smiller@laurelwoodsestates.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Same

Property Information

Physical Street Address: 155 Survey Road

Location: Moyock, NC

Parcel Identification Number(s): 0015-000-047B-0000

Total Parcel(s) Acreage: 1.05

Existing Land Use of Property: Residential

Request

Current Zoning of Property: AG

Proposed Zoning District: MXR

Total Acreage for Rezoning: 1.05

Are you rezoning the entire parcel(s): Yes No

Metes and Bounds Description Provided: Yes/No Plat

Community Meeting, if Applicable

Date Meeting Held: August 14, 2017

Meeting Location: Miller Homes & Building LLC

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

Property Owner(s)/Applicant*

Date

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



August 24, 2017

Ms. Tammy Glave, Senior Planner
 Currituck County Department of Planning & Community Development
 153 Courthouse Road, Suite 110
 Currituck, NC 27929

Reference: Application for Rezoning of Approximately 1.05 Acres on Survey Road

Dear Tammy:

On behalf of Miller Homes & Building, LLC we are submitting the attached application for the rezoning of a 1.05 acre parcel on Survey Road from agricultural (AG) to mixed residential (MXR). While the proposed use of the land after rezoning is for the opening of a small bakery, and for possible residential use, we believe it is appropriate to not limit the uses but to allow other uses that are permissible in the MXR zoning district, as MXR is a lower zoning district than much of the surrounding property, which is zoned General Business and allows a much broader range of uses than MXR allows. Also, the land directly across the street is the commercial part of a PUD, which also allows a broader range of uses.

Included along with the application is an application fee in the amount \$160.00, along with the record of a community meeting that was held on August 14, 2017, for which none of the adjacent property owners attended. Finally, we are including a recent survey of the property.

We look forward to the opportunity to discuss this with you and to present this case to the County at the next opportunity.

Sincerely,
 BISSELL PROFESSIONAL GROUP

A handwritten signature in black ink, appearing to read "Mark S. Bissell, P.E." Below the signature, the name "Mark S. Bissell, P.E." is printed in a smaller, black, sans-serif font.

cc: Mr. Sam Miller

Miller Homes – Survey Road Property

Community Meeting- Outline of Presentation

A. Housekeeping –

- Please sign-in
- A record of the Community meeting will be provided to Currituck County. (any concerns raised/ attempts to address concerns)

B. What is the Request?

- ✓ Rezoning to MXR
- ✓ Not being zoned to a specific development plan but have a plan in mind.

C. The Process:

- ✓ Pre-application conference
- ✓ Community meeting (now)
- ✓ TRC review
- ✓ PB review
- ✓ BOC hearing/action

That's just the Re-zoning. Then:

- ✓ Site Plan application
- ✓ Const. Drawings & permits
- ✓ Final TRC Review

D. The Plan:

- ✓ 1.05 +/- acre tract
- ✓ Adjacent land use: Most is zoned commercial but is currently vacant
 - i. west is Lake View at Currituck Subdivision – commercial tract
 - ii. south is Eagle Creek Subdivision entrance & golf course
 - iii. east & north is farmland
- ✓ Opening a small bakery (and possible future residential use.)

START 6:05 pm

DEPART 6:22 pm

* NO ATTENDEES *

100 8/14/17

Community Meeting Sign-In Sheet
8/14/17
Miller Homes – Survey Road Property

NAME	ADDRESS	TELEPHONE	EMAIL
Tammy Glawe	Planning Dept	252-232-6025	tammyglawe@millertownpark.org

From: [Ben Woody](#)
To: [Tammy Glave](#)
Subject: Re: Zoning Map Amendment
Date: Tuesday, May 09, 2017 8:00:08 AM

Since MXR allows a range of business uses similar to GB I think it's ok.

A few reasons:

- they don't want to pursue a conditional zoning. MXR doesn't allow many potentially incompatible uses.
- the MXR is intended to be more of a neighborhood serving district. This parcel fits that description since it is off the highway and within walking distance of school/houses.
- they mentioned subdividing the parcel and and/or converting to residential if the business idea flops. I think MXR makes this possible without another rezoning.

I'm fine if it ends up going GB. You can work through options at a pre-app conference and see what makes the most sense.

Good questions.

Ben

Sent from my iPhone

On May 8, 2017, at 1:29 PM, Tammy Glave <Tammy.Glave@CurrituckCountyNC.gov> wrote:

I'm showing my stupidity here, but why MXR? Could there be an issue with spot zoning since it is only an acre? (I realize spot zoning is not always a legal issue.) I would think they'd have a better case for extending the GB district that joins the back of the property.

Teach me o' great one!

Tammy D. Glave, CZO
 Senior Planner
 County of Currituck
 Planning & Community Development
 Phone: 252-232-6025
 Fax: 252-232-3026
 Email: tammy.glave@currituckcountync.gov
 Website: www.currituckgovernment.com

From: Ben Woody
Sent: Thursday, May 04, 2017 12:02 PM
To: Tammy Glave
Subject: RE: Zoning Map Amendment

FYI – ice cream shop at 155 Survey Road. We talked about MXR zoning.

Ben E. Woody, AICP
Planning Director
County of Currituck
Planning & Community Development
Phone: 252-232-6029
Fax: 252-232-3026
Email: ben.woody@currituckcountync.gov
Website: www.currituckgovernment.com

From: Ben Woody
Sent: Thursday, May 04, 2017 12:02 PM
To: 'rebecca_miller11@yahoo.com'
Cc: Tammy Glave (Tammy.Glave@CurrituckCountyNC.gov);
['smiller@laurelwoodsestates.com'](mailto:smiller@laurelwoodsestates.com)
Subject: Zoning Map Amendment

Rebecca,

Attached please find a rezoning application. After you review, please follow-up with Tammy to schedule a pre-application meeting. Looking forward to working with you on the project.

Thanks,

Ben E. Woody, AICP
Planning Director
County of Currituck
Planning & Community Development
Phone: 252-232-6029
Fax: 252-232-3026
Email: ben.woody@currituckcountync.gov
Website: www.currituckgovernment.com

<Tammy D Glave.vcf>



October 24, 2017

Ms. Tammy Glave, Senior Planner
 Currituck County Department of Planning & Community Development
 153 Courthouse Road, Suite 110
 Currituck, NC 27929

Reference: Miller Homes Rezoning, TRC Comments

Dear Tammy:

Based on the TRC Comments and subsequent discussions that we had relative to this rezoning request, we have done additional research into the School of Government criteria regarding illegal spot zoning and based on that research do not believe that there is a significant concern that this zoning could be considered illegal spot zoning. The following discussion in support of the request is based principally on the "Spot Zoning" paper dated May 2014 prepared by David W. Owens, the UNC School of Government's senior land use attorney, and referenced case law.

Dave states, "as a general rule, legislative decisions regarding zoning...are presumed to be valid, and the judiciary largely defers to the judgment of local elected officials on such matters."

Even so, it is acknowledged that stricter judicial scrutiny can be given to smaller rezonings (those that affect only a small number of landowners or a small geographic area). However, a rezoning request would typically only be struck down if there was a problem with due process, a problem with the creation of a monopoly, or an equal protection issue, all of which appear to be absent in this case.

Illegal spot zoning can be defined by four criteria, which are discussed in the following paragraphs:

1. The size of the tract. The main issue appears to be not so much the size of the parcel but the size of the tract to be rezoned with respect "to the vast majority of the land immediately around it." (Reference Mahaffey vs. Forsyth County). A review of the Currituck County zoning map indicates that the vast majority of the land around this parcel is zoned GB, which allows for a higher intensity of development than is being requested for the current tract (MXR). The land directly across the street from the subject parcel is part of a PUD and is approved for commercial uses. With the exception of three relatively small parcels, all of the land to the north and west of the subject parcel, consisting of approximately 10 tracts and 230 acres, is zoned General Business, again a higher and more intense zoning classification than is being proposed for the subject property.

It is clear that it would be difficult to make a case for this being illegal spot zoning based on the size of the tract compared to the zoning of the surrounding properties.

2. Compatibility with existing comprehensive plans. The analysis for this criterion involves the regional planning documents and zoning documents for the community to determine whether the request would be consistent with existing comprehensive plans. The Currituck Land Use Plan, which is the primary comprehensive plan for the area, designates this area “Full Service”. Full Service Areas are defined on the future land use plan map as areas preferred for community centers, including “those parts of the county where a broad range of infrastructure and service investments have been provided or will be made available by the public and/or private sectors...which may include central wastewater treatment and disposal... With respect to residential development, base development density is contemplated to be 2 units per acre but could be increased to 3 to 4 units per acre through overlay rezoning...The non-residential uses may include clusters of businesses serving the immediate area...”.

It is clear that the proposed rezoning is consistent with the Full Service designation in the Currituck County Land Use Plan. The MXR zoning will allow residential development at the lower end of the range prescribed for the Full Service Areas, and the non-residential uses available are certainly compatible, and intended to serve the immediate community nearby.

The other existing document that guides land uses in the Moyock area is the Moyock Small Area Plan. The Future Land Use Map that was adopted in 2014 likewise shows the Survey Road property as designated for Full Service. The proposed rezoning is therefore consistent with this document as well.

It is clear that a case for illegal spot zoning cannot be made on the basis of inconsistency with adopted comprehensive plans. The uses that would be permitted with the MXR zoning are on the lower end of the intensity of uses that were envisioned in both the Moyock Small Area Plan and the Currituck County Land Use Plan.

3. The third factor is balancing benefits and detriments. This kind of analysis considers who would benefit from the rezoning and who if anyone would be harmed by the rezoning, and do any potential benefits outweigh any potential harms.

The landowner will certainly benefit from the rezoning, but so would part of the community at large, considering the large residential development existing at Eagle Creek and that under construction at Lake View, as well as the educational and other potential users of neighborhood commercial in the area. A service business envisioned in MXR would benefit all of these existing and potential users.

The analysis of who may be harmed by the rezoning must consider whether the treating this property differently than it is now would change the character of the existing neighborhood and therefore harm the neighbors as a result. It appears that this rezoning would have no discernible adverse impact on the neighbors or neighboring community, and in the absence of such a finding, it appears that a challenge to the rezoning would have a difficult if not an impossible time determining that this would be a case of illegal spot zoning based on detriments outweighing benefits.

4. Relationship of uses. If there is a great disparity in the relationship between the current uses of the adjacent properties and the proposed uses of the property to be rezoned, the rezoning could be considered to be illegal spot zoning. As Dave Owens stated, “the greater the disparity the more likely the rezoning is to be held illegal.” Case law which has been cited in relation to this criterion shows instances where rezoning was struck down in cases where zoning went from low density residential to high intensity industrial

use in a manner that could dramatically disturb the neighborhood.

It does not appear that a case could be made for the proposed rezoning to be illegal on the basis of relationship between the proposed uses and the current uses of the adjacent properties, as a disparity does not appear to be present. Furthermore, rezoning needs to take into consideration the way the character of an area is changing. The Survey Road area has been changing for a number of years based on the development has taken place and is taking place, the provision of County sewer to the area as well as the general business zoning of a large portion of the area that will result in further development along Survey Road and the adjacent properties.

A final point mentioned in the staff analysis was that the intent is to cluster “moderate to high residential density development” within the Currituck Station boundaries. A one acre lot that could conceivably be developed into two residential properties would not be considered a high residential density development, nor do we believe that a one acre development site would be something that the County or the current landowners within the Mega-site would entertain within the Moyock Mega-Site development area at this time.

Based on the above analysis, we believe that the proposed request for rezoning to MXR, while it might be considered spot zoning, it would not be considered illegal spot zoning, as it allows uses that are consistent with adjacent and surrounding development, is compatible with the comprehensive plans on file with the County, it will not produce detriments to the adjacent or surrounding properties, and is not disparate with the uses of adjacent and surrounding properties.

We believe that Currituck County has the ability to approve this rezoning request, and that such a decision would satisfy any foreseeable legal test.

Thank you for the opportunity to review and comment on this proposal. We look forward to discussing this further at your convenience.

Sincerely yours,

Bissell Professional Group


Mark S. Bissell, P.E.

cc: Mr. Sam Miller



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2033)

Agenda Item Title

PB 17-10 Currituck County Text Amendment:

Brief Description of Agenda Item:

Request to amend the Unified Development Ordinance, Chapter 4, Use Standards, 2.3.3 General Standards and Limitations, to update accessory uses that are allowed on a lot prior to the development of a principle use.

Planning Board Recommendation:

Planning Board Recommendation - November 14, 2017

Mr. McColley motioned to recommend conditional approval by changing "one trailer" to "one boat trailer". Mr. O'Brien seconded the motion and the motion carried unanimously.

RESULT: RECOMMENDED APPROVAL [UNANIMOUS] Next: 12/4/2017 6:00 PM

AYES: Carol Bell, Chairman, C. Shay Ballance, Board Member, John McColley, Board Member, Jeff O'Brien, Board Member, J. Timothy Thomas, Board Member

ABSENT: Fred Whiteman, Vice Chairman, Steven Craddock, Board Member, Jane Overstreet, Board Member

Board Action Requested

Action

Person Submitting Agenda Item

Jason Litteral,

Presenter of Agenda Item

Jason Litteral



Currituck County

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

To: Board of Commissioners
 From: Planning Staff
 Date: December 4, 2017
 Subject: PB 17-10 Currituck County – Text Amendment

The enclosed text amendment submitted by the Currituck County Planning and Community Development Department is intended to clarify and revise sections of the Unified Development Ordinance (UDO) as it relates to:

Item 1 Parking of up to two vehicles and one trailer in the Single Family Remote (SFR) zoning district on lots where no principal use has been established.

The Unified Development Ordinance prohibits accessory uses on a property where no principle use has been established. Ordinance section 2.3.3.C. allows for certain exemptions to this rule including water dependent structures, a single storage shed for lot upkeep, ponds, borrow pits, etc. This text amendment proposes to add *parking or storage of up to two licensed and registered vehicles and one trailer in the SFR zoning district* to the list of exemptions.

Parking of vehicles on vacant lots in the SFR district has been common practice historically. The vehicles provide transportation for people accessing properties by boat in the SFR district. The planning board has recommended approval of the text amendment with a condition that the exemption specifies *one boat trailer*, further clarifying the intended use of the trailer, and perhaps preventing misinterpretation or misuse of the exemption.

Planning Board Recommendation – November 14, 2017

RESULT: RECOMMENDED APPROVAL [UNANIMOUS] Next: 12/4/2017 6:00 PM

AYES: Carol Bell, Chairman, C. Shay Ballance, Board Member, John McColley, Board Member, Jeff O'Brien, Board Member, J. Timothy Thomas, Board Member

ABSENT: Fred Whiteman, Vice Chairman, Steven Craddock, Board Member, Jane Overstreet, Board Member

Planner I, Jason Litteral presented the staff report for the text amendment submitted by the Currituck County Planning and Community Development Department intended to clarify and revise miscellaneous sections of the Unified Development Ordinance (UDO) as it relates to parking of up to two vehicles and one trailer in the Single Family Remote (SFR) zoning district on lots where no principal use has been established

Ms. LoCicero clarified to the board that parking is an accessory use in the four wheel drive area.

Chairman Bell asked if any board members had questions. With no questions noted, Chairman Bell asked for a motion. Mr. McColley motioned to recommend conditional approval by changing "one trailer" to "one boat trailer". Mr. O'Brien seconded the motion and the motion carried unanimously.

PB 17-10
CURRITUCK COUNTY

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 and deleting the struck-through language:

4.3.2 General Standards and Limitations

C. Approval of Accessory Uses and Structures

(1) ~~Except for piers, docks, boat houses, boat lifts, dune decks or beach access ways, a single storage shed (for the upkeep of a lot), ponds or borrow pits, and community agriculture, the following no accessory use shall be located on a lot prior to development of an associated principal use.~~

- a) Piers, docks, boathouses, boat lifts, dune decks or beach accessways;
- b) A single storage shed (for upkeep of a lot);
- c) Ponds or borrow pits;
- d) Community agriculture; or
- e) Parking or storage of up to two licensed and registered vehicles and one trailer in the SFR zoning district, provided the use does not constitute "Parking of Heavy Trucks, or Trailers" as regulated in Section 4.3.3.S.

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 _____, 2017.

Board of Commissioners' Chairman
Attest:

Leeann Walton
Clerk to the Board

DATE ADOPTED: _____
MOTION TO ADOPT BY COMMISSIONER: _____
SECONDED BY COMMISSIONER: _____
VOTE: _____ AYES _____ NAYS
.....
PLANNING BOARD DATE: 11/14/2017
PLANNING BOARD RECOMMENDATION: _____ Denial
VOTE: 5 AYES 0 NAYS
ADVERTISEMENT DATE OF PUBLIC HEARING: 11/22/2017 & 11/29/2017
BOARD OF COMMISSIONERS PUBLIC HEARING: 12/04/2017
BOARD OF COMMISSIONERS ACTION: _____
POSTED IN UNIFIED DEVELOPMENT ORDINANCE: _____
AMENDMENT NUMBER: _____



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2045)

Agenda Item Title

Consideration and Approval of Bid Award for the Corolla Beautification Project

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Bid Award for the Corolla Beautification Project

Consideration and Approval of Bid Award for the Corolla Beautification Project to include the following:

Purchase and installation of landscaping along the NC 12 corridor in Corolla in six specified locations to include the west side of NC 12 at the Currituck County line; the Southern Beach Access; the area in front of the Crown Point Wastewater Plant; both sides of NC 12 in front of TimBuck II and Buck Island; approximately one mile on the west side along Monteray Shores and the area in front of the Corolla offices, Twiddy and Sun Realty properties.

Staff held a community meeting on July 20, 2017 to present the plans and gather comments. Plans were modified based on comments received at the community meeting, meetings with staff and comments from NC DOT. The project was put out to bid on October 8, 2017.

Currituck Caretaker LLC was the low bidder at \$224,985.00.

Staff requests the Board to authorize the County Manager to execute contract documents. The expected start date for the project is January 2018. The expected completion date is May 1, 2018.



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2048)

Agenda Item Title

Ordinance Amending Section 9-2 of the Currituck County Code of Ordinances to Prohibit Use of Vapor Products in County Buildings, on County Property and in County Motor Vehicles.

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Ike McRee

AN ORDINANCE AMENDING SECTION 9-3 OF THE CURRITUCK
COUNTY CODE OF ORDINANCES TO DEFINE CERTAIN TERMS AND TO
PROHIBIT THE USE OF VAPOR PRODUCTS TOBACCO PRODUCTS IN
COUNTY BUILDINGS, ON COUNTY GROUNDS AND IN COUNTY
VEHICLES

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

WHEREAS, pursuant to N.C. Gen. Stat. §153A-169 a county may by ordinance regulate the use of county property; and

WHEREAS, pursuant to N.C. Gen. Stat. §130A-498 a county may adopt and enforce ordinances restricting or prohibiting smoking that apply in county government buildings, on county government grounds, in county owned vehicles or in public places; and

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

Part I. **Section 9-3. Smoking prohibited in county buildings and transportation vehicles.** of the Currituck County Code of Ordinances is rewritten to read as follows:

Sec. 9-3. Smoking and use of tobacco and vapor products prohibited in county buildings and transportation vehicles.

(a) As used in this section:

(1) Smoking means the use or possession of an e-cigarette, lighted cigarette, lighted cigar, lighted pipe, or any other tobacco product.

(2) *Tobacco product* means any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniggled, or ingested by any other means, or any component part or accessory of a tobacco product. *Tobacco product* excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such approved use.

(3) *Vapor product* means any noncombustible product that employs a mechanical heating element, battery, or electronic circuit regardless of shape or size that can be used to heat a liquid nicotine or other liquid

1 solution contained in a vapor cartridge. Vapor product includes an
2 electronic cigarette, electronic cigar, electronic cigarillo, and electronic
3 pipe but does not include any product regulated by the United States
4 Food and Drug Administration under the Food, Drug and Cosmetic
5 Act.

6 (a)(b) ~~It shall be unlawful for any person to Smoking and the use of tobacco~~
7 ~~and vapor products~~ are prohibited in all of the following:

8 (1) ~~In any Bbuildings and on any~~ grounds that are owned, leased as
9 lessor, or the area leased as lessee by ~~Currituck County~~ the county.

10 (2) ~~Any place i~~In a passenger-carrying vehicle owned, leased or otherwise
11 controlled by ~~Currituck County~~ the county and assigned permanently or
12 temporarily to a ~~Currituck County~~ county employee or agency for official
13 ~~Currituck County~~ county business.

14 (b) ~~For purposes of this section, the term "tobacco products" shall mean any~~
15 ~~product that contains tobacco and is intended for human consumption.~~

16 (c) The violation of this section shall be an infraction and upon conviction
17 shall be punishable by a fine in the amount of \$50.00.

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

25 PART III. This ordinance is effective upon adoption.

27 ADOPTED this 4th day of December, 2017.

31 Bobby Hanig, Chairman

32 ATTEST:

35 Leeann Walton, Clerk to the Board

38 APPROVED AS TO FORM:

40 Donald I. McRee, Jr., County Attorney

1 Date adopted: _____
2
3 Motion to adopt by Commissioner _____
4 Second by Commissioner _____
5 Vote: ____ AYES ____ NAYS
6
7
8
9



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2046)

Agenda Item Title

Resolution of the Currituck County Board of Commissioners Establishing Currituck County Fire and Emergency Medical Services (EMS) Department for the Provision of Enhanced Fire and Rescue Services in the Knotts Island Fire Response District

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS
ESTABLISHING CURRITUCK COUNTY FIRE AND RESCUE DEPARTMENT FOR THE
PROVISION OF ENHANCED FIRE AND RESCUE SERVICES IN THE KNOTTS ISLAND
FIRE RESPONSE DISTRICT**

WHEREAS, pursuant to NCGS 153A-233, a county may establish, organize, equip, support, and maintain a fire department; may prescribe the duties of the fire department; may provide financial assistance to incorporated volunteer fire departments; may contract for fire- fighting or prevention services with one or more counties, cities, or other units of local government or with an agency of the State government, or with one or more incorporated volunteer fire departments; and may for these purposes appropriate funds not otherwise limited as to use by law; and,

WHEREAS, the County may also designate fire districts or parts of existing districts and prescribe the boundaries thereof for fire insurance grading purposes; and,

WHEREAS, in 1964, the citizens of Fruitville Township petitioned the County with a demonstrable need for fire protection and rescue service in the Fruitville Township area of the County; and,

WHEREAS, it is economically feasible to provide fire protection and rescue service in the Fruitville Township area of the County without unreasonable or burdensome annual tax levies; and,

WHEREAS, the voters in Fruitville Township voted for the establishment of the Knotts Island Fire District to support both the Carova Beach Fire Department and Knotts Island Fire & Rescue.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that a Currituck County Fire Rescue department is established to aid in the provision of fire and rescue services for the Knotts Island fire response district as shown in Exhibit A, attached hereto and incorporated herein. Further, this Resolution shall be effective on and after the 4th day of December, 2017.

ADOPTED this, the 4th day December, 2017.

ATTEST:

Bobby Hanig, Chairman

Clerk to the Board



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2057)

Agenda Item Title

Amended Item: Consideration and Action: PB 15-19 Sligo Preserve: Request for a preliminary plat extension of one year for property located on Tax Map 32, Parcel 65H, Crawford Township. This is a 20 lot conservation subdivision.

Brief Description of Agenda Item:

Request for a preliminary plat extension of one year for property located on Tax Map 32, Parcel 65H, Crawford Township. This is a 20 lot conservation subdivision.

Board Action Requested

Action

Person Submitting Agenda Item

Cheri Elliott, Assistant

Presenter of Agenda Item

Laurie LoCicero



Currituck County

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

To: Board of Commissioners
From: Planning Staff
Date: December 4, 2017
Subject: Sligo Preserve, Preliminary Plat Extension

On December 30, 2015, the Board of Commissioners voted to approve the preliminary plat for Sligo Preserve. This is a conservation subdivision consisting of 20 residential lots located off of Shawboro Rd. in Currituck. The preliminary plat approval is due to expire on December 30, 2017.

On November 21, 2017 the engineer, Mark Bissell – Bissell Professional Group, submitted a request for preliminary plat extension of the subdivision indicating the applicant is in the process of applying to the state agencies for permits. According to the letter from Mr. Bissell, the project had to undergo a lengthy process with the US Army Corps of Engineers for new wetland delineation.

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. Staff recommends this extension be made for one year.



November 21, 2017

Mr. Jason Litteral
 Currituck County Department of Planning & Community Development
 153 Courthouse Road, Suite 110
 Currituck, NC 27929

Reference: **Sligo Preserve – Request for Extension of Preliminary Plat**

Dear Jason:

As we discussed, the subdivision approval for the 20 lot subdivision known as Sligo Preserve will expire on December 28th of this year, and even though this is a Type 1 subdivision, it is our understanding that a request for extension of the approval must be approved by the County Commissioners because of the 85% school threshold being reached. We are therefore requesting approval of an extension of the Sligo Preserve preliminary plat for one year for the following reasons:

1. The subdivision approval has not expired.
2. It appears the development plan would qualify for approval again under the current Unified Development Ordinance Development Standards.
3. The applicant has proceeded with due diligence to move the development forward.

To elaborate on reason no. 3, the developer has been working on obtaining state permits, but the Corps of Engineers would not renew the wetland delineation which expired this year, and instead required a new delineation with significant changes to the wetland line. After a lengthy negotiation process with the COE, a new wetland line was finally approved that would allow the subdivision to proceed in conformance with the intent of the original approval, but with changes to the streets and the lots which needed to be approved by Currituck County prior to applying for state permits. We are only now able to apply for the state approvals that are required to proceed with construction.

The developer is ready to proceed with construction as soon as all the permits are in place.

Thank you for your consideration of this request.

Sincerely,
 BISSELL PROFESSIONAL GROUP

Mark S. Bissell, P.E.

cc: Mr. Jerry Old
 Mr. Kim Old



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2051)

Agenda Item Title

Tourism Advisory Board

Brief Description of Agenda Item:

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		Bob White	Appointed 11/2/2015	2nd Term November 2017
Wanda Beasley	District 2		Bobby Hanig	Appointed 11/2/2015	2nd Term November 2017
Suzanne Serianni	District 3		Mike Payment	Appointed 2/6/2017	1st Term November 2018
Keith Dix	District 4		Paul Beaumont	2/6/2017	1st Term November 2018
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
Mike Dianna	At-Large		Kitty Etheridge	Appointed 11/21/16	1st Term November 2018

Must be replaced

Commissioner White serves on this Board



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2058)

Agenda Item Title

Amended Agenda Item: Board Appointments-Planning Board

Brief Description of Agenda Item:

Agenda amendment for reappointment to the Planning Board-Commissioner Etheridge

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

PLANNING BOARD
2 Year Terms

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Jeff O'Brien	District 1		Bob White	February 6, 2017	1st Term 12/31/2018
Steven Craddock	District 2		Bobby Hanig	February 20, 2017	2nd Term 12/31/2018
James Timothy Thomas	District 3		Mike Payment	February 6, 2017	1st Term 12/31/2018
C. Shay Ballance	District 4		Paul Beaumont	January 17, 2017	1st Term 12/31/2018
Carol Bell	District 5		Marion Gilbert	January 4, 2016	2nd Term 12/31/2017
Fred Whiteman	At-Large		Mike Hall	January 2012-2016 January 3, 2017	2nd Term 12/31/2018
John McColley	At-Large		Kitty Etheridge	April 18, 2016	1st Term 12/31/2017
Jane Overstreet	Outer Banks		Consensus	April 4, 2017	2nd Term 12/31/2018

Can be reappointed
Must be replaced



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2061)

Agenda Item Title

Amended Agenda Item: Board Appointments-Board of Adjustment

Brief Description of Agenda Item:

Agenda amendment for reappointment to the Board of Adjustment-Commissioner Etheridge

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

BOARD OF ADJUSTMENT
3-Year Terms

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Donna McCloud	District 1		Bob White	01/05/2015	1st Term 12/31/2017
Matthew Battey	District 2		Bobby Hanig	5/15/2017	Unexpired Term 12/31/2018
Zia Montessi	District 3		Mike Payment	4/3/2017	1st Term 12/31/2019
Greg Hammer-Alt	District 4		Paul Beaumont	5/15/2017	1st Term 12/31/2019
Joseph Kovacs	District 5		Marion Gilbert	5/15/2017	1st Term 12/31/2019
Mike Painter	At Large		Mike Hall	8/20/2012 12/1/2014	2nd Term 12/31/2017
Troy Breathwaite-Alt	At-Large		Kitty Etheridge	6/19/2017	Unexpired Term 12/31/2017

Can be reappointed
 Must be replaced



**CURRITUCK COUNTY
NORTH CAROLINA**

November 20, 2017
Minutes – Regular Meeting of the Board of Commissioners

WORK SESSION - 4:30 PM

1. Moyock Park Site Plan Presentation

The Currituck County Board of Commissioners attended a 4:30 PM work session in the Historic Courthouse Conference Room to view conceptual design plans for the proposed community park project in Moyock. Jason Weeks, Director of Parks and Recreation, presented and reviewed the designs and amenities for the park which would be situated on a twenty-four acre county-owned parcel in Moyock and within walking or biking distance from two to three hundred homes. He reviewed the development process, with suggestions implemented into the design based on feedback gathered from community meetings. Mr. Weeks said ditching and water feature designs would provide stormwater relief for neighboring properties. Mr. Weeks reviewed a plan which included all of the features requested from community meetings with an estimated cost of \$5 million. A second, scaled down option would cost approximately \$3.5 million. The major expense for both plans would be in the site work, he said. He reviewed grant options and possibly the YMCA funding construction for a building that could be used as a community center in addition to their using it for summer camps. The Board would be prepared to discuss the various options further at their upcoming retreat.

2. Historic Jarvisburg Colored School Operations Discussion

Travel & Tourism Director, Tameron Kugler, along with Jill Landon, Curator, and Bill Jarvis, HJCS Board Member, were present to discuss the HJCS Board's desire to relinquish operations and management of the school to the County, citing difficulty in keeping the facility open. Ms. Kugler said all artifacts would be conveyed to the county and the HJCS Board members would participate by continuing to volunteer, with the Board serving in an advisory capacity. Ms. Kugler reviewed her management and operations plan for the facility, noting additional costs and staffing needs would be minimal. During discussion, Commissioner Etheridge suggested placing more emphasis on historical buildings, separating them from tourism. Commissioners authorized Ms. Kugler and Ms. Landon to move forward with the management and operations of the HJCS and assuming and cataloging the transfer of artifacts. Mr. Jarvis thanked the Board and said he wants the school to prosper.

The work session discussion concluded at 5:36 PM.

6:00 PM CALL TO ORDER

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

Attendee Name	Title	Status	Arrived
Bobby Hanig	Chairman	Present	
Mike H. Payment	Vice Chairman	Present	
Paul M. Beaumont	Commissioner	Absent	
Mary "Kitty" Etheridge	Commissioner	Present	
Marion Gilbert	Commissioner	Present	
Mike D. Hall	Commissioner	Present	
Bob White	Commissioner	Present	

Chairman Hanig called the meeting to order.

A) Invocation & Pledge of Allegiance-Reverend Walter Gallop, Chaplain, U.S. Air Force, Retired

Reverend Walter Gallop was present to offer the Invocation and lead the Pledge of Allegiance.

B) Approval of Agenda

Commissioner White moved to approve the agenda. Commissioner Hall seconded the motion and the motion was approved unanimously.

Approved agenda:

Work Session - 4:30 PM

Moyock Park Site Plan Presentation

Historic Jarvisburg Colored School Operations Discussion

6:00 PM Call to Order

A) Invocation & Pledge of Allegiance-Reverend Walter Gallop, Chaplain, U.S. Air Force, Retired

B) Approval of Agenda

Public Comment

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

Administrative Reports

A) 1000 Four Program Presentation-Hatch

Old Business

A) An Ordinance of the Currituck County Board of Commissioners Amending Sections 10-57, 10-62, 10-63, 10-64 and 10-129 of the Currituck County Code of Ordinances Regulating Driving and Certain Uses on the County's Ocean Beach

New Business

A) Consideration and Action: PB 13-17 University Park - Planned Development: Norman Bibeau with Elan Vacations is requesting to amend the master plan and terms and conditions document for University Park located at 108 Amherst Drive, Tax Map 124J, Parcel OSP2, Poplar Branch Township. The request is to allow the maintenance of the 25' undisturbed vegetative buffer along the rear property line.

B) Consent Agenda

1. Approval Of Minutes for November 6, 2017
2. Budget Amendments
3. Surplus Resolution-Cooperative Extension Vehicle and Printer
4. Job Description Revision-Customer Service Representative, Water & Wastewater Div.

C) Commissioner's Report

D) County Manager's Report

Closed Session

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.

Adjourn

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

PUBLIC COMMENT

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

Chairman Hanig opened the public comment period.

Jane Overstreet, resident of the Corolla off-road area, said she reviewed the beach driving ordinance and suggested beginning the drive pattern shift on the Friday before Memorial Day and ending the shift pattern at milepost 16, a safer area, instead of 17. She supports taking more time to work through the details.

Sandra Barcroft, a Carova homeowner, asked the Board to consider the elderly residents and property owners who rely on the hard packed sand to get on and off the beach.

Don Hufnagle, a Corolla resident, asked for the beach driving item to be tabled to allow for community input. He cited safety issues with dune driving and said the changes will not improve safety. He gave statistics on traffic counts and submitted results of an online petition. Commissioner White asked for suggestions. Mr. Hufnagle said he was unsure what the Board was trying to achieve and that this change will swap one unsafe situation for another. Chairman Hanig said this discussion has been going on for twelve years, nothing has been done and this is a step toward implementing other measures to enhance beach safety.

Heidi and James White, Knotts Island residents, asked several questions related to the Knotts Island Volunteer Fire Department (KIVFD) and their ability to respond and fight fires. Mr. and Mrs. White described a 2014 fire next door to their home and said volunteers told them they were unable to act until paid firefighters arrived on scene. Commissioner Payment, a volunteer fireman, said he has always fought a fire upon arrival on scene. Mrs. White asked about the lapsed KIVFD contract and asked for paid firefighters on Knotts Island. Commissioners told the Whites there would be a public statement in the next day or two related to fire services on Knotts Island. Mrs. White was advised to voice her concerns to Currituck County Fire and EMS Chief Melton in the interim, who could provide her with information.

T.J. English, a Knotts Island resident and Carova Beach property owner and builder, also discussed the proposed changes to beach driving and was concerned that delivery trucks or waste management vehicles would struggle traveling at the dune line. He talked of enforcement and said there are many signs at the ramp already that no one reads. He said the change will cause confusion for drivers. He suggested enforcement through ticketing and putting the safe zone at the refuge area.

County Manager, Dan Scanlon, confirmed the county does not regulate when Waste Management accesses their sites. Commissioner White recalled earlier comments and offered his own experiences navigating the beach. He said the Sheriff was in favor of the plan. Signage and potential air-up and air-down locations were discussed. Commissioner White acknowledged the increased volume of traffic and said something has to be done, and reiterated it can be unwound very quickly if needed. Commissioners discussed the best milepost location for the lane switch.

Commissioner White, on a separate Knotts Island issue, reported that the North Carolina Department of Transportation (NCDOT) is working through the process for installation of speed limit signs on Wards Road.

With no one else wishing to speak, Chairman Hanig closed the public comment period.

ADMINISTRATIVE REPORTS

A. 1000 Four Program Presentation-Hatch

Zach Miller and George Arbogast of Hatch presented information on their 1000 Four program, an on-line, on-demand program that provides resources for those wanting to start or expand a business. The program is available to all businesses in Currituck County and features 24-hour access, questions and answers related to small-businesses, a small business support group, and downloadable resources and worksheets.

Mr. Miller responded to Board questions and said their are several dozen Currituck businesses currently enrolled and utilizing the program. He said there is no cost for businesses.

Information can be obtained by emailing zack@startwithhatch.com or calling 757-295-8635, or by contacting Larry Lombardi, Currituck County Economic Development Director.

OLD BUSINESS

A. An Ordinance of the Currituck County Board of Commissioners Amending Sections 10-57, 10-62, 10-63, 10-64 and 10-129 of the Currituck County Code of Ordinances Regulating Driving and Certain Uses on the County's Ocean Beach

County Attorney, Ike McRee, began with an explanation of the required second reading of the ordinance and reviewed the modifications to it as requested at the first reading. During review, Commissioner Etheridge noted earlier comments suggesting the shift begin on the Friday before Memorial Day. At the request of Commissioner White, Mr. McRee explained a Commissioner's duty to vote and said he did not believe it was necessary for Commissioner White to recuse himself.

Chairman Hanig said the change is being made for public safety purposes and that Commissioners must prepare for the future and take necessary steps now. He said the Board will be implementing a parking permit system, with signage and air up/down stations to follow, along with an increased law enforcement presence.

Commissioner Payment suggested scheduling a meeting to gather feedback after the summer. Commissioner Gilbert suggested holding the public meeting earlier to assess the first few months, prior to the busy July 4th holiday.

Commissioner White moved to approve with a change to begin on the Friday before Memorial Day through Labor Day, keeping the rest of the language as is. Commissioner Etheridge seconded the motion. The motion passed with a 4-2 vote. Commissioners Gilbert and Hall were opposed.

**AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS
AMENDING SECTIONS 10-57, 10-62, 10-63, 10-64 AND 10-129 OF THE CURRITUCK
COUNTY CODE OF ORDINANCES REGULATING DRIVING AND CERTAIN USES ON
THE COUNTY'S OCEAN BEACH**

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

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

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

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

PART I. The Code of Ordinances, Currituck County, North Carolina is amended by rewriting Section 10-57 of the Code of Ordinances to read as follows:

Sec. 10-57. - Registration; plates; decal.

Any vehicles, motorcycles or motor vehicles operated on the Outer Banks shall be registered and have current license plates and an inspection decal for the state in which the vehicle is registered. This section shall be effective ~~for~~ from the Dare County line to the ~~southside North Beach Access Ramp at North Beach Access Road~~ Virginia state line.

PART II. The Code of Ordinances, Currituck County, North Carolina is amended by rewriting Section 10-62 of the Code of Ordinances to read as follows:

Sec. 10-62. - Blocking foreshore.

(a) No person shall block the foreshore in such a manner that would prohibit vehicular travel along the foreshore. This paragraph shall not apply between 9:00 a.m. and 5:00 p.m. from the Friday before Memorial Day to Labor Day in that area one and one-half miles north of the north beach access ramp to Mile Post 17.

(b) All vehicles parked on the beach strand shall be parked in the middle of the beach strand area east of the dune line and west of the hard packed sand strip adjacent to the water's edge such that vehicular traffic may pass without obstruction adjacent to the dune line and, except between 9:00 a.m. and 5:00 p.m. from the Friday before Memorial Day to Labor Day in the area extending one and one-half miles north of the north beach access ramp to Mile Post 17, adjacent to the water's edge. There shall be no lawn chairs, coolers, fishing lines or any other items allowed to block blocking the beach strand in any manner that would restrict vehicular movement in a north-south direction along the dune line, ~~or~~ There shall be no lawn chairs, coolers, fishing lines or any other items blocking the foreshore in any manner that restricts public safety and emergency response vehicular movement in a north-south direction along the water's edge.

(c) Notwithstanding paragraphs (a) and (b) of this section, no vehicle shall travel in the area extending one and one-half miles north of the north beach access ramp to Mile Post 17 in a north or south direction between 9:00 a.m. and 5:00 p.m. from the Friday before Memorial Day to Labor Day except in an area bounded on the west by the toe of the dune line and extending

eastward to the middle of the beach strand. This section shall not apply to public safety and emergency response motor vehicles.

← (d) No vehicle of any type shall be allowed to be parked on the beach strand in an area extending from the north beach access ramp northward for one-half mile. Violators shall be towed.

PART III. The Code of Ordinances, Currituck County, North Carolina is amended by rewriting Section 10-63 of the Code of Ordinances to read as follows:

Sec. 10-63. - Restricted areas.

(a) Where there is an improved all-weather road, dedicated to public use, and running generally north and south and parallel to the beach strand, all vehicles, mopeds, motorcycles or motor vehicles on the foreshore and beach strand are prohibited between May 1 and September 30. This section shall apply specifically to, but is not limited to, the foreshore and beach strand extending from the Dare County line to the north side of the North Beach Access Ramp at North Beach Access Road.

(b) All commercial activities involving motor vehicles, mopeds and horses shall be prohibited from operating on the beach foreshore and the beach strand. This includes vehicles used to tow hang gliders.

(c) The provisions of subsections (a) and (b) of this section do not apply to the following:

(1) ~~Delivery, placement and pickup of recreational equipment, umbrellas and chairs and collection of solid waste between the hours of 6:00 a.m. and 7:30 a.m. and 5:30 p.m. and 7:00 p.m. by (i) commercial entities that are delivering, placing and picking up recreational equipment, umbrellas and chairs for customers renting such equipment prior to its delivery, placement and pickup and that maintain a base of operation within the county provided that each motor vehicle is permitted in the manner provided for by section 10-64 of this Code and (ii) management of planned unit development communities adjacent to the Atlantic Ocean or with ownership of the beach foreshore and beach strand, provided that each motor vehicle is permitted in the manner provided for by section 10-64 of this Code;~~

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

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

(4) (3) The use of a motor vehicle between the hours of 7:30 a.m. and 5:30 p.m. by management or contractor of a planned unit development community within that area of the beach strand between the southern right-of-way line of Shad Street northward to the northern right-of-way line of Corolla Village Road (SR 1152) provided that a motor vehicle used pursuant to this subsection may travel across the Shad Street and Corolla Village Road rights-of-way onto the beach strand only between the hours of 6:00 a.m. and 7:30 a.m. and 5:30 p.m. and 7:00 p.m. and the motor vehicle is permitted in the manner required by section 10-64 of this Code;

(5) ~~The use of a motor vehicle between the hours of 7:30 a.m. and 5:30 p.m. by management of a planned unit development community within that area of the beach strand between the northern boundary line of Pine Island Planned Unit Development northward for a distance of 130 feet provided that a motor vehicle used as provided by this subsection may travel across the dune line onto the beach strand only between the hours of 6:00 a.m. and 7:30 a.m. and 5:30 p.m. and 7:00 p.m. and the motor vehicle is permitted in the manner required by section 10-64 of this Code;~~

(6) (4) The use of a motor vehicle between the hours of 7:30 a.m. and 5:30 p.m. by management or contractor of a planned unit development community within that area

of the beach strand between the southern boundary line of Pine Island Planned Unit Development as shown on that plat recorded in Plat Cabinet G, Page 111 of the Currituck County Registry and the northern boundary line of Pine Island Planned Unit Development as shown on that plat recorded in Plat Cabinet E, Page 96 of the Currituck County Registry provided that a motor vehicle used as provided by this subsection may travel across the dune line onto the beach strand only between the hours of 6:00 a.m. and 7:30 a.m. and 5:30 p.m. and 7:00 p.m. and the motor vehicle is permitted in the manner required by section 10-64 of this Code;

- (7) (5) The use of a motor vehicle between the hours of 7:30 a.m. and 5:30 p.m. by management or contractor of a planned unit development community within that area of the beach strand between the southern boundary line of Villages at Ocean Hill Planned Unit Development as shown on that plat recorded in Plat Cabinet D, Page 357 of the Currituck County Registry and the northern boundary line of Villages at Ocean Hill Planned Unit Development as shown on that plat recorded in Plat Cabinet F, Page 1 of the Currituck County Registry provided that a motor vehicle used as provided by this subsection may travel across the dune line onto the beach strand only between the hours of 6:00 a.m. and 7:30 a.m. and 5:30 p.m. and 7:00 p.m. and the motor vehicle is permitted in the manner required by section 10-64 of this Code; and
- (8) (6) The use of a motor vehicle between the hours of 7:30 a.m. and 5:30 p.m. by management or contractor of a planned unit development community within that area of the beach strand between the southern boundary line of Buck Island Planned Unit Development as shown on that plat recorded in Plat Cabinet G, Page 111 of the Currituck County Registry and the northern boundary line of Buck Island Planned Unit Development as shown on that plat recorded in Plat Cabinet D, Page 245 of the Currituck County Registry provided that a motor vehicle used as provided by this subsection may travel across the dune line onto the beach strand only between the hours of 6:00 a.m. and 7:30 a.m. and 5:30 p.m. and 7:00 p.m. and the motor vehicle is permitted in the manner required by section 10-64 of this Code.

- (d) Overnight camping of any type is prohibited on the Currituck County Outer Banks, the beach foreshore and the beach strand.

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

Sec. 10-64. - Permit system (county residents and property owners only).

- (a) This section shall be applicable for those areas of Currituck County, including, but not limited to, the beach strand and foreshore areas, located from the Dare/Currituck line to the North Carolina/Virginia line.
- (b) County residents and property owners desiring to operate a moped, motorcycle or off-road vehicles, including but not limited to, all terrain vehicle ("ATV"), utility vehicle, recreational off-highway vehicle, multipurpose off-highway utility vehicle, or other off-road vehicle, ("ORV"), on the areas covered by this section shall obtain a permit from the county manager or his designated representative. Permits may be obtained at the satellite office in Corolla or at the county manager's office during normal business hours and at such other times and places as may be designated by the county manager.
- (c) County residents may obtain at no fee a maximum of two annual permits for operation of a moped, motorcycle or ORV owned by them upon making application as provided in subsection (b) above and upon showing proof of liability insurance and ownership on for the ATV moped, motorcycle or ORV. Non-resident property owners may obtain at no fee a maximum of two annual permits for operation of a moped, motorcycle or ORV owned by them per lot, tract or parcel of property upon making application as provided in subsection (b) above and showing proof of liability insurance and ownership on for the ATV moped, motorcycle or ORV. Liability insurance coverage on the ATV moped, motorcycle or ORV shall be maintained continuously throughout the term of the permit.

(d) County residents and property owners, operating mopeds, motorcycles or ~~ATV's~~ ORV's shall ensure that these vehicles have a valid permit prominently displayed at all times while operating, or parked, or being ~~trailered~~ on the Currituck County banks, beach foreshore or beach strand.

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

(f) The county manager or county manager's designee shall refuse issuance of a permit under this section for a period of one year following seizure of a permit by a law enforcement officer pursuant to this section.

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

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

PART V. The Code of Ordinances, Currituck County, North Carolina is amended by rewriting Section 10-57 of the Code of Ordinances to read as follows:

Sec. 10-129. - Unattended property on beach.

(a) It shall be unlawful for any person to leave unattended between the hours of sunset and sunrise any property, including, but not limited to, volleyball, badminton and tennis nets, poles, tents, horseshoe stakes, croquet courses, grills, umbrellas and recreational equipment, cabanas, canopies, or any other personal property items on the beach. All property unattended and remaining on the beach strand between sunset and sunrise shall be considered litter and may be subject to removal and disposal.

(b) This section does not apply to life guard stands ~~and or accessory uses regulated by the Currituck County Unified Development Ordinance~~ containers for storage of rental items intended for use on the beach strand if the containers are:

- (1) placed at the toe of the dune line;
- (2) do not exceed four feet in height, four feet in width and eight
feet in length;
- (3) are approved annually by a property owners association of a planned unit
development community adjacent to the Atlantic Ocean or that is the owner of a
portion of the beach strand; and
- (4) do not contain signage exceeding eight square feet in size.

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

PART VII. This ordinance is effective upon adoption.

ADOPTED this 20th day of November, 2017.

Bobby Hanig, Chairman

ATTEST:

Leeann Walton, Clerk to the Board

RESULT:	APPROVED [4 TO 2]
MOVER:	Bob White, Commissioner
SECONDER:	Mary "Kitty" Etheridge, Commissioner
AYES:	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Mary "Kitty" Etheridge, Commissioner, Bob White, Commissioner
NAYS:	Marion Gilbert, Commissioner, Mike D. Hall, Commissioner
ABSENT:	Paul M. Beaumont, Commissioner

NEW BUSINESS

A. Consideration and Action: PB 13-17 University Park - Planned Development: Norman Bibeau with Elan Vacations is requesting to amend the master plan and terms and conditions document for University Park located at 108 Amherst Drive, Tax Map 124J, Parcel OSP2, Poplar Branch Township. The request is to allow the maintenance of the 25' undisturbed vegetative buffer along the rear property line.

Parties were sworn and Laurie LoCicero, Planning and Community Development Director, reviewed the application. The applicant is requesting an amendment to conditions of a use permit to allow maintenance of an undisturbed buffer area.

After review, Ms. LoCicero responded to Board questions. She clarified information in the application, discussed the buffer area and the original intent of the undisturbed buffer area as agreed to for issuance of the use permit. Contentions between Mr. Bibeau and the McMillans, neighboring property owners and hog farmers, were discussed.

Norm Bibeau, the applicant, addressed the Board. He said his request is to maintain and enhance the buffer area by removing dead, diseased and damaged trees. He said they replanted after an earlier violation was issued by the county, and recent storms have created fallen trees, some which have fallen on the McMillan's property. He referred to a letter from the Forest Service that supported cleaning out the buffer. He challenged the "undisturbed" language, saying it was never used nor was it agreed to at the original permit approval. He said it is a matter of safety.

Mr. Bibeau responded to Board questions. He confirmed he did not appeal a determination made by the Board of Adjustment related to the issue. Installation of a fence at the boundary was discussed, with some disagreement related to costs and the type of fence required.

Crouse Gray, an attorney representing the McMillans, asked the Board not to approve the request. He said the plat, prepared by Mr. Bibeau's engineer, includes the "undisturbed" buffer language. He said many of the trees the applicant wants to remove were cut down. He talked of the contention between the parties and said there have

been discussions in an attempt to come to an agreement, but new conditions are added after agreements are made. He responded to Commissioner questions and clarified the parties are still talking but no agreement has been reached.

Greg Wills, Attorney for the applicant, said no trees were cut down they were blown down and his client believed he had the right to go in and remove the downed trees. He reiterated the applicant is asking to remove dead, dying and diseased trees. He spoke of Forest Ranger statements, who said new growth is promoted with removal of dead trees. He provided a history of the University Park project from the approval of the original use permit, which occurred three days after the McMillans purchased their property. He referred to the Unified Development Ordinance (UDO) as it relates to residential buffers and bona-fide farms and the land use disputes that arose between the parties. He said he believes he and Mr. Gray will be able to work out the issues related to manure and hogs, in a court of law if necessary.

Commissioner Payment recalled the initial project approval and noted the inclusion of the undisturbed buffer as part of that approval.

In response to Mr. Wills comments, Mr. McRee explained this was a quasi-judicial decision with conditions placed on the permit that included an undisturbed buffer, and was not a policy issue. He said the Board of Adjustment defined "undisturbed" and that their decision was not appealed and is binding. He said the Board may choose to allow the amendment as requested, but they are not required to modify a conditional use permit that has been granted based on conditions.

Responding to questions, Ms. LoCicero said the first report of violation was April 11, 2016, with the notice sent May, 2016. Hurricane Matthew was in the fall of 2016, which clarified the disturbances took place prior to Hurricane Matthew.

Crouse Gray returned to the podium and said the McMillans spoke at the public hearing and told the Board they would be operating a hog farm. He said staff correspondence included language that states many trees were cut.

Commissioner Hall recalled the original hearing where the word undisturbed was not stated in the motion, although it was written on documentation. He disclosed a visit to the property and noted his observations at that time. Commissioner Hall motioned to approve the amendment that the existing master plan, the plat terms and conditions be amended to allow for removal of dead, dying and diseased or naturally fallen trees within the 25 foot undisturbed buffer based on a written recommendation and determination by a certified arborist with the North Carolina Forestry Service prior to approval from the county. The Board may also wish to consider replacement requirements for the trees. The motion died for lack of second.

Commissioner Payment moved to deny the applicant's request for the amendment. The motion was seconded by Commissioner Gilbert. The motion passed with a vote of 5-1, with Commissioner Hall opposed.

Memorandum

To: Board of Commissioners
From: Planning Staff
Date: November 13, 2017
Re: University Park - Amended Master Plan and Terms & Conditions Document

The applicant is requesting to amend the master plan and terms and conditions document for University Park regarding the 25' undisturbed vegetative buffer along the western property line. The applicant is asking to maintain the vegetative buffer by being allowed to remove fallen, dead, or diseased trees from the buffer.

Upon advice of the NC Forest Service (See Attached Memo), staff supports this request as it is consistent with other tree maintenance regulations in the UDO. For example, Section 7.2.3 Protection of Heritage Trees exempts the following activities:

- The removal of dead or naturally fallen trees;
- The removal of diseased trees posing a threat to adjacent trees;

Staff is requesting that the proposed language be amended by adding the following bold and underlined language to clarify that the tree experts would designate trees for removal and not county staff. Staff will still document the expert's findings with photos prior to removal:

“That the existing Master Plan and Plat Terms and Conditions be amended to allow for the removal of dead, dying, diseased, or naturally fallen trees within the 25' undisturbed buffer based on written recommendation and delineation by a certified Arborist or the NC Forrest Service and prior approval from the county.”

Finally, the board may also wish to consider replacement requirements for trees removed. For example, “Removed trees shall be replaced at a 1:1 ratio with trees recommended for use in Currituck County as called out in the Administrative Manual.”

THE APPLICATION AND RELATED MATERIALS ARE AVAILABLE ON THE COUNTY’S WEBSITE

RESULT:	MOTION PASSED-ITEM DENIED [5 TO 1]
MOVED:	Mike H. Payment, Vice Chairman
SECONDER:	Marion Gilbert, Commissioner
AYES:	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Bob White, Commissioner
NAYS:	Mike D. Hall, Commissioner
ABSENT:	Paul M. Beaumont, Commissioner

B) Consent Agenda

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

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

1) Approval Of Minutes for November 6, 2017

1. Minutes for November 6, 2017

2. Budget Amendments

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10660-561000	Professional Services	\$ 21,000	
10320-411000	Article 39 Sales Tax		\$ 21,000
		<u>\$ 21,000</u>	<u>\$ 21,000</u>
Explanation:	Planning (10660) - Increase appropriations for Kimly-Horn Contract for the Currituck Station Project.		
Net Budget Effect:	Operating Fund (10) - Increased by \$21,000.		

3. Surplus Resolution-Cooperative Extension Vehicle and Printer

RESOLUTION

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

County		
Asset Tag	Description	Serial Number
5424	2001 Ford 15 passenger van	1FBSS31L21HB41561
6100	HP Color Laserjet Printer 4650N	JPKAD53350

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

ADOPTED, this 20th day of November, 2017.

4. Job Description Revision-Customer Service Representative, Water & Wastewater Div.

C) Commissioner's Report

Commissioner Hall attended a Veterans Day event at the American Legion and thanked them for the invitation. He cautioned everyone to drive safely over the holiday season.

Commissioner White discussed two recent articles, one about the state seeking internet connectivity and the other about federal grant money available for expansion of internet service. He also wished everyone safe travel over the holiday.

Commissioner Gilbert announced the county parade will be held December 1st. She wished everyone a safe and blessed holiday.

Commissioner Etheridge wished everyone a Happy Thanksgiving and reminded us to be thankful for our great country.

Commissioner Payment encouraged citizens to attend Tuesday night's meeting in the Board Room at 7 PM to discuss the county's 350th anniversary celebration preparations. He asked citizens to support local fire stations through participation in the auxiliaries or volunteering. He wished everyone a Happy Thanksgiving.

Chairman Hanig wished all a Happy Thanksgiving.

D) County Manager's Report

Mr. Scanlon reported that there are maps showing internet coverage in Currituck County but they are incorrect. He said people can find their location on the map, which will be posted on the county website, and enter whether their residence has coverage or not. Mr. Scanlon said this action will make the maps more accurate and can help the county to secure grant funding for internet expansion.

CLOSED SESSION

1. 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.

Chairman Hanig moved to enter into closed session pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and in order to preserve the attorney-client privilege.

Commissioner White seconded, the motion passed unanimously, and the Board of Commissioners entered closed session.

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

ADJOURN**Motion to Adjourn Meeting**

The Board returned from closed session and had no further business. Commissioner Payment moved to adjourn and the motion was seconded by Commissioner White. The motion passed unanimously and the regular meeting of the Board was concluded.

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



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2047)

Agenda Item Title

Budget Amendments

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Number

20180036

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 4th day of December 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
50442-590006	Connect Corolla - NC 12 Beautification	\$ 260,000	\$ -
50442-590001	Connecting Corolla - Parking Project	\$ -	\$ 134,885
50442-590002	Connecting Corolla - Bike Path	\$ -	\$ 169,186
50442-590003	Connecting Corolla - East Side Walkway	\$ -	\$ 85,768
50442-590004	Connect Corolla - Corolla Vill Rd Sidewalk	\$ -	\$ 11,151
50442-590005	Connect Corolla - Albacore Sidewalk	\$ -	\$ 41,272
50442-588000	Connect Corolla Contingencies	\$ 612,191	\$ -
50390-495015	T F - Occupancy Tax		\$ 429,929
		<u>\$ 872,191</u>	<u>\$ 872,191</u>

Explanation: County Governmental Construction (50442) - Increase appropriations for the NC 12 Beautification Project, close out completed projects and to move the Occupancy Tax appropriation in the annual fund to the capital construction fund.

Net Budget Effect: County Governmental Construction (50) - Increased by \$429,929.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Number

20180037

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 4th day of December 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
			<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>
12543-516003	Repairs & Maintenance	\$	4,000		
12543-513003	Utilities			\$	1,000
12543-514503	Training & Education			\$	1,000
12543-545000	Contract Services			\$	2,000
		<u>\$</u>	<u>4,000</u>	<u>\$</u>	<u>4,000</u>

Explanation: Moyock Volunteer Fire Department (12543) - Transfer per request of Moyock Volunteer Fire Department.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Number

20180038

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 4th day of December 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10640-532005	AG Supplies	\$ 616	
10330-449900	Miscellaneous Grants		\$ 616
		<u><hr/>\$ 616</u>	<u><hr/>\$ 616</u>

Explanation: *Cooperative Extension (10640) - To record NC Dept of Agriculture and Consumer Services Structural Pest Control and Pesticides Division Pesticide Container Grant funds received.*

Net Budget Effect: Operating Fund (10) - Increased by \$616.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Number

20180039

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 4th day of December 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		Decrease Revenue or Increase Expense			Increase Revenue or Decrease Expense
10410-557100	Software License Fees	\$	117		
10410-531000	Fuel			\$	117
61818-553200	Lab Tests	\$	135		
61818-536000	Uniforms	\$	500		
61818-506000	Insurance Expense			\$	635
		<hr/> <u>\$</u>	<hr/> <u>752</u>	<hr/> <u>\$</u>	<hr/> <u>752</u>

Explanation: *Administration (10410); Mainland Water (61818) - Transfer budgeted funds within department for unanticipated cost increases.*

Net Budget Effect: Operating Fund (10) - No change.
Mainland Water (61) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2053)

Agenda Item Title

Project Ordinance: Corolla Beautification Project

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

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 the Connecting Corolla - NC 12 Beautification Project.

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

Connecting Corolla - NC 12 Beautification Project	\$ 260,000
Connecting Corolla Contingencies	\$ 429,929
	<u><u>\$ 689,929</u></u>

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

Connecting Corolla Bike Path	\$ 125,115
Connecting Corolla Parking Project	\$ 134,885
Transfer from Occupancy Tax - FY 2018 Appropriation	<u><u>429,929</u></u>
	<u><u>\$ 689,929</u></u>

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

SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

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

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

SECTION 6. CONTRACTUAL OBLIGATIONS

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

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

materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.

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

SECTION 7. USE OF BUDGET ORDINANCE

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

ADOPTED this 4th day of December 2017.

Bobby Hanig, Chairman
Board of Commissioners

ATTEST:

Leeann Walton
Clerk to the Board



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2055)

Agenda Item Title

Consideration of Moyock Fire Department Request to Purchase Turnout Gear

Brief Description of Agenda Item:

The Moyock VFD is requesting Board approval to spend \$11,000 from Capital Outlay for the purchase of new turnout gear.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item



Moyock Fire Department

108 Fire Station Ct.
Moyock, NC 27958



November 21, 2017

To: Bill Bailey, Chairman, Currituck County Fire Advisory Board
From: Robert F. Pervere, Fire Chief, Moyock Fire Department
Re: Request for Funds Expenditure

Mr. Bailey,

We have found ourselves in a unique position this year, as we have had a dramatic increase in the number of new applicants and new members finding their way to the Moyock Fire Department. We have added nine so far this fiscal year, with five more currently undergoing background checks, and four additional applicants to be interviewed in December. As a result of this increase in volunteers, we have a shortage of structural turn-out gear to provide these new members. This predicament is compounded by an excess of turn-out gear that is expiring this fiscal year.

So far we have purchased eight sets of turn-out gear (two more than originally budgeted); while this purchase aided in replacing expiring gear, it did not take into account this unpredictable increase in membership. We've found that we need to purchase at least another six to outfit new and existing members, and have identified budget offsets to accommodate this purchase.

Should this trend continue, however, we may find ourselves without the capital to purchase more and, therefore, without the ability to adequately outfit and protect new volunteers. The eight sets purchased so far, combined with these additional six, totals more than \$25,000 that has needed to be spent on structural gear this fiscal year. In order to maintain a 10-year rotation on turn-out gear, we budget for six sets annually (roughly 5% of our operating budget); this year, more than 10% of our operating budget will have been spent on turn-out gear alone; and this is *only* jackets and trousers, this does not take into account boots, helmets, gloves, and flash hoods (another \$700/person).

At present we are seeking the Fire Advisory Board's support, and ultimately the Board of Commissioner's approval to expend \$11,000 from our current Capital Outlay (590003) line-item for the purchase of structural turn-out gear. Should the Fire Advisory Board support this purchase, we request that this be forwarded to the Board of Commissioners for final approval.

Also, should this request be approved, we will need the Finance Department to make the following modifications to our original budget:

1. The bathroom overhaul project originally budgeted for \$9,000 in Capital Outlay (590003) will be postponed until next fiscal year, and the \$9,000 needs to be reallocated for this purchase.
2. The bay-door replacement project originally budgeted for \$17,500 in Capital Outlay (590003) will need to be reduced to \$15,055 (we have to cut-back on the repairs), with the remaining \$2,445 being reallocated for this purchase.

Please let me know if there is anything else I can provide to help move this purchase forward.

Sincerely,

Robert F. Pervere



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2054)

Agenda Item Title

New Job Descriptions and Updated Classification Chart for Fire and EMS Positions

Brief Description of Agenda Item:

Summary changes to Job Descriptions for Fire & EMS Dept:

All levels: no 36 hour training requirement. FF II cert required. NC residents must have DMV Class B within one year of hire. All positions require NFPA physical before hire. All jd's have community service components, ability to work in confined spaces, specific fire language (IDLH, etc)

FF Basic:

No 3 year requirement to move to Intermediate level.

FF Advanced EMT:

No longer called "Intermediate" by NC Credentialing Board.

Fire LT:

Now only requires Intermediate (advanced) Level cert. Chief/DC stated this is common practice in fire systems. Added FEMA 300 & 400 requirement. Deleted PEPP/Pals requirement. Must obtain Fire Officer I within one year of employment.

Fire EMT Captain:

Fire Officer II & Safety Officer certs required within two years of employment.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: FIREFIGHTER/EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC

DEPARTMENT OF FIRE- EMERGENCY MEDICAL SERVICES Operations Division

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled and technical work in operating an approved Emergency Medical Service unit for the County Fire-Emergency Medical Services Division, rescuing victims and administering emergency medical care to patients on site and while in route to hospitals. Work involves responding to the scene of emergency and non-emergency calls, applying necessary medical treatment to sick or injured persons, and transporting persons to a medical facility. Performs in accordance with established emergency medical procedures and protocols approved by the local medical director at the NC EMT-Paramedic level and must exercise considerable independent judgment to assess conditions of patients and administer appropriate medical treatment. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, exposure to fumes, odors, dusts, mists, gases, poor ventilation, and oils. Due to the nature of the work, employee is exposed to human blood and is subject to the OSHA requirements on blood borne pathogens. Participates in firefighting activities to include driving fire apparatus, operating fire department equipment, fighting fires and patient extractions. Work is performed under the supervision of supervisor and is evaluated through peer review/quality management, observation, and public feedback and performance evaluation. Reports to the Company Officer .

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Responds to calls for all emergencies including motor vehicle collisions, rescue operations, and any other incident where Fire and/or EMS has been requested. Provides prehospital care at the EMT-Paramedic level including, as approved by the North Carolina Medical Board and the Currituck County EMS Medical Director; communicates with hospital and/or health care professionals in person or by radio; completes required reports. Restocks supplies and maintains emergency vehicles and equipment in proper working conditions.

Conduct and participate in drills and training exercises; develop skills in fire suppression, complete required hours of fire training. Participates in a continuous training program to improve competence in medical clinical work and in ambulance service and operation; maintains knowledge of new or modified operational protocols; complete required hours of EMS continuing education training.

In a fire emergency, assists the volunteer fire departments, performing basic firefighting duties and responsibilities within permissible limits; drive and operate fire apparatus with specific ability to respond a pumper or tanker to the scene of an incident and obtain water flow, perform exterior (and interior if qualified as determined by EMS/Fire Chief) fire ground operations; assist firefighters in the handling of fire

hoses, ladders, SCBA equipment, manpower rehabilitation, and other vital equipment and functions; assists with the extrication and removal of entrapped or confined patients.

Prepare, submit, and maintain reports on emergency medical services activities, fire suppression activities, incidents and accidents, and other related information; prepare clear and concise documentation; obtaining medical data including patient identification, medical history, type of accident or nature of illness, rescue measures, preceding emergency care, care given at an emergency medical scene; direct patient care and transport.

Operate, inspect, inventory, and maintain emergency response equipment and vehicles; perform minor repairs on equipment and vehicles or report deficiencies to proper staff for other disposition; order necessary supplies; clean and maintain patient compartment and cabinets of emergency vehicles; ensures proper supplies and equipment are stocked and functions properly.

Perform general maintenance and cleaning of station; sweep and mop floors, light dusting, and clean windows; cleaning of restrooms and bathrooms, keeping bunkrooms neat with beds made in a neat and clean manner; changing sheets and pillow cases after each use, laundry as necessary.

Work with the community in a variety of educational, public relations, and service programs; fire prevention, safety awareness, community CPR training, and public school activities for EMS standby, building inspections, pre-fire planning and fire hydrant maintenance.

Works with volunteer system to obtain cooperation during emergencies and non-emergency situations.

Performs emergency activities to control and extinguish fires in order to save lives and minimize property damage.

Participates in Quality Assurance program.

JOB RESPONSIBILITIES RELATED TO HIPAA COMPLIANCE

Is expected to protect the privacy and security of all protected health information (PHI) and electronic PHI (e-PHI) in accordance with Department privacy and security policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures regarding the privacy and security of PHI and e-PHI may result in disciplinary action up to and including termination of employment.

May access PHI and e-PHI only to the extent that is necessary to complete job duties and may only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.

Is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department's policies and procedures on patient privacy or security and any observed practices in violation of those policies to the designated Privacy/Information Security Officer.

Is expected to actively participate in Department privacy and security training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

ADDITIONAL JOB FUNCTIONS

Functions as essential personnel, performs duties as assigned by the County Manager, or their designee during a State of Emergency or other disaster.

Work with the Fire-EMS and fire department volunteers to enhance the overall operation and function of the department, local volunteer fire departments, and other county entities.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent with vocational or technical school training as an Emergency Medical Technician-Paramedic and firefighter. Any equivalent combination of training and experience which provides the required skills for the job functions, knowledge and abilities may be substituted; and

Credentialed by the North Carolina Office of Emergency Medical Services as an Emergency Medical Technician-Paramedic as outlined in 10A NCAC 13P .0502; Firefighter II certification or equivalent; Basic Life Support, Healthcare Provider (CPR), or equivalent; and Advanced Cardiac Life Support, or equivalent. Must have PEPP or PALS. Must obtain PHTLS within one year of hire.

SPECIAL REQUIREMENTS

Must have a valid motor vehicles operator license.

Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, Advanced Cardiac Life Support, Pediatric Advanced Life Support or equivalent, required hours of continuing education

Must pass a National Fire Protection Association (NFPA) 1582 physical as conditional offer of employment.

Emergency vehicle operator certification, CEVO or equivalent. North Carolina residents must obtain DMV Class B Operator's license within one year of employment.

Hazardous Material Awareness and Terrorism – Level I

Successfully complete Incident Command System-100, 200 and the National Incident Management System-700 and 800

Fire apparatus operator certification or equivalent preferred.

Completion of Bloodborne Pathogens and HIPAA compliance training, and participates in an annual refresher.

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 stretchers, stair chairs, backboards, ladders, various fire hoses, and extrication equipment.

Must be physically able to operate a motor vehicle, including fire apparatus and other emergency vehicles. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to work in confined spaces. Physical demand requirements are for Very Heavy Work.

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

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

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

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

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

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

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

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, and operating motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, such as control knobs, toggle switches, syringe plungers, levers, hand tools, 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.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the Currituck County emergency medical policies, procedures, and treatment protocols.

Working knowledge of firefighting techniques and practices.

Ability to work in Immediate Dangers to Life and Health (IDLH) environment for thirty minutes wearing approved firefighting Personal Protective Equipment (PPE) to include breathing apparatus.

Working knowledge of equipment and supplies employed in the emergency care of patients and emergency scenes.

Working knowledge of County geography and of the location of roads and streets within the County, including location of frequently utilized medical facilities and landing zones.

Working knowledge of procedures of extrication, movement of patients, rescue techniques, transportation and psychological needs of a patient.

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight in accordance with OSHA guidelines.

Ability to understand and follow oral and written instructions.

Ability to deal tactfully, courteously and firmly with the general public.

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

ED: 12/04/2017 (BOC)



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: FIRE AND EMERGENCY MEDICAL TECHNICIAN CAPTAIN

DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES Operations Division

GENERAL STATEMENT OF JOB

Under general supervision, assists in developing, designing, coordinating, implementing and monitoring standards and policies of the Currituck County Fire-Emergency Medical Services system; functions as key liaison and consultant with all EMS and volunteer fire department personnel, and other essential public safety departments within the county. Serves as an immediate supervisor to an assigned group of department personnel; managing and supervising staff engaged in Fire/EMS duties, daily operations of the department, and resource management. Performs in accordance with established emergency medical procedures and protocols approved by the local medical director at the NC EMT-Paramedic level and must exercise considerable independent judgment to assess conditions of patients and administer appropriate medical treatment. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, exposure to fumes, odors, dusts, mists, gases, poor ventilation, and oils. Due to the nature of the work, employee is exposed to human blood and is subject to the OSHA requirements on bloodborne pathogens. Participates in firefighting activities to include driving fire apparatus, operating fire department equipment, fighting fires and patient extrications. Reports to the Deputy Chief.

Manages the department in the absence of the Chief and Deputy Chief.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS (SHIFT SUPERVISOR)

Assist the department with the coordination, and implementation of the policies, procedures, and guidelines; reviewing system plan and other applicable policies for accuracy and compliance with local, state, and federal regulations.

Manage shift schedule, vacation and sick time requests, and exchange of duty requests; ensuring each shift and EMS unit is staffed appropriately; employee's requests for vacation, sick time, and exchange of duties are within department and county policies. Participates in and recommends appropriate disciplinary action to Deputy Chief and Chief. Investigates staff's accidents, injuries and develops strategies to minimize risk.

Procurement and maintenance of supply inventory and equipment; develop cost effective measures for the purchasing of supplies and equipment; Manage monthly requests for supplies needed; Under supervision of the medical director Deputy Chief and Chief of the department, keep and accurate and correct track of narcotics and drug supply in accordance with DEA standards; evaluate new products and equipment for future use; establish and update preventive maintenance procedures for equipment in accordance with manufacture recommendations; monitor use for budgetary planning; track and monitor assigned program budget; keep perpetual inventory of supplies and equipment using an electronic database.

Implement, coordinate, oversee and maintain a vehicle maintenance program for all department vehicles that is consistent with manufacturer's recommendations; schedule vehicles for required maintenance and repair, ensuring vehicles are delivered and retrieved appropriately; conduct routine repairs and maintenance procedures not requiring an automotive technician (i.e. changing light bulbs, checking fluid levels, replacing fuses, etc); develop and maintain electronic database of repair requests and maintenance.

Ensure daily operations of the department are met; personnel are reporting to work on-time and in proper dress, professional attire and grooming and with appropriate personnel protective equipment; delegate assignments and instructions to shift personnel; keeps department personnel abreast of pertinent information to their mission and daily operations; if required, fills in as crew member on open shifts until a suitable replacement can be found; management of delivery and retrieval of supplies and equipment; retrieving and reviewing patient care reports for accuracy and compliance with applicable policies, reporting discrepancies to the Training Officers or Chiefs for review.

Conduct on-shift training and skills assessment with shift personnel; develop cohesiveness between shift personnel, EMS and fire department volunteers; training shall be done in cooperation with the EMS Training Officers Officers and shall include equipment and product in-service, skills and procedure development, annual required training, and other such training deemed necessary by the EMS Chief. Participates in Quality Assurance program.

Makes recommendations regarding routine personnel matters affecting subordinates including, but not limited to, recruiting, interviewing, training, etc., submitting such records and reports as required by Department or County management.

ESSENTIAL JOB FUNCTIONS (FIRE AND EMT CAPTAIN)

Responds to calls for all emergencies including motor vehicle collisions, fires, rescue operations, and any other incident where Fire and/or EMS has been requested. Provides management, oversight and may conduct prehospital care at the EMT-Paramedic level of certification as approved by the North Carolina Medical Board and the Currituck County EMS Medical Director; communicates with hospital and/or health care professionals in person or by radio; completes required reports. Ensures that crews restocks supplies and maintains emergency vehicles and equipment in proper working conditions.

Conduct and participate in drills and training exercises; develop skills in fire suppression, complete required hours of fire department training. Participates in a continuous training program to improve competence in medical clinical work and in ambulance service and operation; maintains knowledge of new or modified operational protocols; complete required hours of EMS continuing education training.

In a fire emergency, serves as Incident Commander. Coordinates all incoming mutual and auto aid. Develops strategies and alternative tactics for optimal outcomes, Develops Action Plans.

Prepare, submit, and maintain reports on emergency medical services activities, fire suppression activities, incidents and accidents, and other related information; prepare clear and concise documentation; obtaining medical data including patient identification, medical history, type of accident or nature of illness, rescue measures, preceding emergency care, care given at an emergency medical scene; direct patient care and transport.

Operate, inspect, inventory, and maintain emergency response equipment and vehicles; perform minor repairs on equipment and vehicles or report deficiencies to proper staff for other disposition; order

necessary supplies; clean and maintain patient compartment and cabinets of emergency vehicles; ensures proper supplies and equipment are stocked and functions properly.

Perform general maintenance and cleaning of station; sweep and mop floors, light dusting, and clean windows; cleaning of restrooms and bathrooms, keeping bunkrooms neat with beds made in a neat and clean manner; changing sheets and pillow cases after each use, laundry as necessary.

Work with the community in a variety of educational, public relations, and service programs; fire prevention, safety awareness, community CPR training, and public school activities for EMS standby. Responsible for tactical action plans for large community events. Directs the individuals working in community events.

ADDITIONAL JOB FUNCTIONS

Ensure that all personnel maintain current skills and develop additional ones as appropriate by conducting needs assessments, and/or developing, administering and participating in training activities.

Meet with shift personnel to discuss problems, events, current information, and the handling of past emergencies to improve future performance.

Conducts employee performance appraisals for department personnel assigned to their shift; document performance measures, commendation and disciplinary actions, and needs assessment; establish appropriate goals and objectives for individuals, provide encouragement and resources for those goals to be met.

Makes recommendations to the chain of command regarding routine personnel matters affecting subordinates including, but not limited to, recruiting, interviewing, training, etc., submitting such records and reports as required by Department or County management.

Explain and enforce policies and procedures, disciplining staff in a fair and equal manner as necessary; properly and effectively intervene to settle an argument or some interpersonal problem among staff; notify a superior of a problem and recommend a course of action for solution.

Work with the Fire-EMS and fire department volunteers to enhance the overall operation and function of the departments, local volunteer fire departments and other county entities.

Works with volunteer system to obtain cooperation during emergencies and non-emergency situations. Command and supervise individuals performing emergency activities to control and extinguish fires in order to save lives and minimize property damage.

Functions as essential personnel, 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.

JOB RESPONSIBILITIES RELATED TO HIPAA COMPLIANCE

Is expected to protect the privacy and security of all protected health information (PHI) and electronic PHI (e-PHI) in accordance with Department privacy and security policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures regarding the privacy and security of PHI and e-PHI may result in disciplinary action up to and including termination of employment.

May access PHI and e-PHI only to the extent that is necessary to complete job duties and may only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.

Is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department's policies and procedures on patient privacy or security and any observed practices in violation of those policies to the designated Privacy/Information Security Officer.

Is expected to actively participate in Department privacy and security training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

ADDITIONAL JOB FUNCTIONS

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

Work with the fire department volunteers to enhance the overall operation and function of the departments, local volunteer fire departments, and other county entities.

Performs other related work as required.

Oversee Patient reporting and billing for the department.

Provide IT support for department computer programs and ensure that they are functioning on a daily bases.

Seeks outside funding for projects improvements for the department by writing and submitting grants.

Participates with adjoining jurisdictions in auto aid, mutual aid and joint training exercises.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent with vocational or technical school training as an Emergency Medical Technician-Paramedic; Firefighter II or equivalent certification required.. Any equivalent combination of training and experience which provides the required skills for the job functions, knowledge and abilities may be substituted; and

Credentialed by the North Carolina Office of Emergency Medical Services as an Emergency Medical Technician-Paramedic as outlined in 10A NCAC 13P .0502;

SPECIAL REQUIREMENTS

Must possess a valid driver's operator's license.

Current Basic Life Support, and provider certification, or equivalent;

Current Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Obtain Prehospital Trauma Life Support (PHTLS) within one year of employment. PEPP may be substituted for PALS.

Must pass a National Fire Protection Association (NFPA) 1582 physical as conditional offer of employment.

Fire apparatus operator certification or equivalent preferred.

Emergency vehicle operator certification, or equivalent. North Carolina residents must obtain DMV Class B Operator's license within one year of employment.

Hazardous Material Awareness and Terrorism – Level I. Operations level preferred

Successfully complete Incident Command System-100, 200, 300, 400 and the National Incident Management System-700 and 800.

Must obtain Fire Officer II and Incident Safety Officer within two years of employment.

Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, Advanced Cardiac Life Support, required hours of continuing education.

Completion of Bloodborne Pathogens and HIPAA compliance training, and participates in an annual refresher.

**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 stretchers, stair chairs, backboards, ladders, various fire hoses, and extrication equipment. Must be physically able to operate a motor vehicle, including fire apparatus and other emergency vehicles. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to work in confined spaces. Physical demand requirements are for Very Heavy Work.

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

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

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

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

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

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

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

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, and operating motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, such as control knobs, toggle switches, syringe plungers, levers, hand tools, 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.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the Currituck County emergency medical policies, procedures, and treatment protocols.

Working knowledge of equipment and supplies employed in the emergency care of patients and emergency scenes.

Working knowledge of County geography and of the location of roads and streets within the County, including location of frequently utilized medical facilities and landing zones.

Working knowledge of firefighting techniques.

Ability to work in Immediate Dangers to Life and Health (IDLH) environment for thirty minutes wearing approved firefighting Personal Protective Equipment (PPE) to include breathing apparatus.

Working knowledge of procedures of extrication, movement of patients, rescue techniques, transportation and psychological needs of a patient.

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight in accordance with OSHA regulations.

Ability to understand and follow oral and written instructions.

Ability to deal tactfully, courteously and firmly with the general public.

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

ED: 12/04/2017 (BOC)



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: FIRE LIEUTENANT DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES

GENERAL STATEMENT OF JOB

Under general supervision, assists in developing, designing, coordinating, implementing and monitoring standards and policies of the Currituck County Fire-Emergency Medical Services system; functions as key liaison and consultant with all Fire-EMS and volunteer fire department personnel, and other essential public safety departments within the county. Serves as an immediate supervisor to an assigned group of department personnel; managing and supervising staff engaged in Fire/EMS duties, daily operations of the department, and resource management. Performs in accordance with established emergency medical procedures and protocols approved by the local medical director at the NC Advanced EMT level and must exercise considerable independent judgment to assess conditions of patients and administer appropriate medical treatment. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, exposure to fumes, odors, dusts, mists, gases, poor ventilation, and oils. Due to the nature of the work, employee is exposed to human blood and is subject to the OSHA requirements on blood borne pathogens. Participates in firefighting activities to include: driving fire apparatus, operating fire department equipment, fighting fires and extricating patients. Serves as Fire Company Officer. Reports to the Shift Captain.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS (LIEUTENANT)

Assist Captain with the development, coordination, and implementation of the policies, procedures, and guidelines for the department; reviewing system plan and other applicable policies for accuracy and compliance with local, state, and federal regulations.

Manage shift schedule, vacation and sick time requests, and exchange of duty requests; ensuring each shift and Fire and EMS unit is staffed appropriately; employee's requests for vacation, sick time, and exchange of duties are within department and county policies.

Procurement and maintenance of supply inventory and equipment; develop cost effective measures for the purchasing of supplies and equipment; submit monthly requests to the Appropriate Captain/Supervisor for supplies needed; evaluate new products and equipment for future use; establish and update preventive maintenance procedures for equipment in accordance with manufacture recommendations; monitor use for budgetary planning; keep perpetual inventory of supplies and equipment using an electronic database.

Implement, coordinate, and maintain a vehicle maintenance program for all department vehicles that is consistent with manufacture's recommendations; schedule vehicles for required maintenance and repair, ensuring vehicles are delivered and retrieved appropriately; conduct routine repairs and maintenance procedures not requiring an automotive technician (i.e. changing light bulbs, checking fluid levels, replacing fuses, etc); develop and maintain electronic database of repair requests and maintenance.

Ensure daily operations of the department are met; personnel are reporting to work on-time and in proper dress and with appropriate personnel protective equipment; delegate assignments and instructions to shift personnel; keeps department personnel abreast of pertinent information to their mission and daily operations; if required, fills in as crew member on opens shifts until a suitable replacement can be found; delivery and retrieval of supplies and equipment; retrieving and reviewing patient care reports for accuracy and compliance with applicable policies, forwarding discrepancies to Shift Captain and/or Deputy Chief for review.

Conduct on-shift training and skills assessment with shift personnel; develop cohesiveness between shift personnel, EMS and fire department volunteers; training shall be done in cooperation with the Shift Captain and shall include equipment and product in-service, skills and procedure development, annual required training, and other such training deemed necessary by the Shift Captain, Training Officer or Deputy Chief.

ESSENTIAL JOB FUNCTIONS

Responds to calls for all emergencies including motor vehicle collisions, fires, rescue operations, and any other incidents where Fire-EMS has been requested. Provides prehospital care at a minimum of the Advanced EMT level of certification as approved by the North Carolina Medical Board and the Currituck County EMS Medical Director; communicates with hospital and/or health care professionals in person or by radio; completes required reports. Restocks supplies and maintains emergency vehicles and equipment in proper working conditions.

Conduct and participate in drills and training exercises; develop skills in fire suppression, complete required hours of fire department training. Participates in a continuous training program to improve competence in medical clinical work and in ambulance service and operation; maintains knowledge of new or modified operational protocols; complete required hours of EMS continuing education training.

In a fire emergency, performs basic firefighting duties and responsibilities within permissible limits; drive and operate fire apparatus with specific ability to respond a pumper or tanker to the scene of an incident and obtain water flow, perform exterior (and interior if qualified as determined by Fire/EMS Chief) fire ground operations; handles fire hoses, ladders, SCBA equipment, manpower rehabilitation, and other vital equipment and functions; assists with the extrication and removal of entrapped or confined patients. Serves as Fire Company Officer.

Prepare, submit, and maintain reports on emergency medical services activities, fire suppression activities, incidents and accidents, and other related information; prepare clear and concise documentation; obtaining medical data including patient identification, medical history, type of accident or nature of illness, rescue measures, preceding emergency care, care given at an emergency medical scene; direct patient care and transport.

Operate, inspect, inventory, and maintain emergency response equipment and vehicles; perform minor repairs on equipment and vehicles or report deficiencies to proper staff for other disposition; order necessary supplies; clean and maintain patient compartment and cabinets of emergency vehicles; ensures proper supplies and equipment are stocked and functions properly.

Perform general maintenance and cleaning of station; sweep and mop floors, light dusting, and clean windows; cleaning of restrooms and bathrooms, keeping bunkrooms neat with beds made in a neat and clean manner; changing sheets and pillow cases after each use, laundry as necessary.

Work with the community in a variety of educational, public relations, and service programs; fire prevention, safety awareness, community CPR training, and public school activities for EMS standby, building inspections, pre-fire planning and fire hydrant maintenance.

Works with volunteer system to obtain cooperation during emergencies and non-emergency situations.

Command and supervise individuals performing emergency activities to control and extinguish fires in order to save lives and minimize property damage.

Participates in Quality Assurance program.

Fills in for Captain as necessary.

ADDITIONAL JOB FUNCTIONS

Ensure that all personnel maintain current skills and develop additional ones as appropriate by conducting needs assessments, and/or developing, administering and participating in training activities.

Meet with shift personnel to discuss problems, events, current information, and the handling of past emergencies to improve future performance.

Completes employee performance appraisals for department personnel assigned to their shift; document performance measures, commendation and disciplinary actions, and needs assessment; establish appropriate goals and objectives for individuals, provide encouragement and resources for those goals to be met.

Explain and enforce policies and procedures, disciplining staff in a fair and equal manner as necessary; properly and effectively intervene to settle an argument or some interpersonal problem among staff; notify a superior of a problem and recommend a course of action for solution.

Work with the Fire-EMS and fire department volunteers to enhance the overall operation and function of the departments, local volunteer fire departments and other county entities.

Functions as essential personnel, performs duties as assigned by the County Manager, Fire-EMS Chief or his designee, during a State of Emergency or other disaster.

Performs other related work as required.

JOB RESPONSIBILITIES RELATED TO HIPAA COMPLIANCE

Is expected to protect the privacy and security of all protected health information (PHI) and electronic PHI (e-PHI) in accordance with Department privacy and security policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures regarding the privacy and security of PHI and e-PHI may result in disciplinary action up to and including termination of employment.

May access PHI and e-PHI only to the extent that is necessary to complete job duties and may only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.

Is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department's policies and procedures on patient privacy or security and any observed practices in violation of those policies to the designated Privacy/Information Security Officer.

Is expected to actively participate in Department privacy and security training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent with vocational or technical school training as an Advanced Emergency Medical Technician, Firefighter II certification or equivalent. Any equivalent combination of training and experience which provides the required skills for the job functions, knowledge and abilities may be substituted; and

Credentialed by the North Carolina Office of Emergency Medical Services as an Advanced Medical Technician as outlined in 10A NCAC 13P .0502;

Current Basic Life Support, Healthcare Provider (CPR) provider certification, or equivalent;

Emergency Vehicle Operator Certification, CEVO or equivalent.

Fire apparatus operator certification or equivalent preferred.

Obtain North Carolina Fire Officer I Certification within one year of employment date.

SPECIAL REQUIREMENTS

Must possess a valid driver operator license. North Carolina residents must obtain DMV Class B Operator's license within one year of employment.

Successfully complete Incident Command System-100, 200, 300, 400 and the National Incident Management System-700 and 800.

Maintain the privilege to practice within the Currituck County Fire-EMS system; Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, required continuing education per year.

Must pass a National Fire Protection Association (NFPA) 1582 physical as conditional offer of employment.

Completion of Bloodborne Pathogens and HIPAA compliance training, and participates in an annual refresher.

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 stretchers, stair chairs, backboards, ladders, various fire hoses, and extrication equipment. Must be physically able to operate a motor vehicle, including fire apparatus and other emergency vehicles. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to

physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to work in confined spaces. Physical demand requirements are for Very Heavy Work.

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

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

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

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

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

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

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

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, and operating motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, such as control knobs, toggle switches, syringe plungers, levers, hand tools, 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.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the Currituck County emergency medical policies, procedures, and treatment protocols.

Working knowledge of firefighting techniques and practices.

Ability to work in Immediate Dangers to Life and Health (IDLH) environment for thirty minutes wearing approved firefighting Personal Protective Equipment (PPE) to include breathing apparatus.

Working knowledge of equipment and supplies employed in the emergency care of patients and emergency scenes.

Working knowledge of Incident Management Systems and procedures.

Working knowledge of Mass Causality Incident Management processes and procedures.

Working knowledge of County geography and of the location of roads and streets within the County, including location of frequently utilized medical facilities and landing zones.

Working knowledge of procedures of extrication, movement of patients, rescue techniques, transportation and psychological needs of a patient.

Working knowledge of radio communications equipment.

Ability to supervise and manage personnel.

Ability to coordinate and manage emergency and non-emergency incident scenes.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight in accordance with OSHA guidelines.

Ability to understand and follow oral and written instructions.

Ability to deal tactfully, courteously and firmly with the general public.

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

ED: 12/04/2017 (BOC)



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: FIREFIGHTER ADVANCED EMT

DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES

Operation Division

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled and technical work in operating an approved Fire apparatus and Emergency Medical Service unit for the County Fire-Emergency Medical Services Division, rescuing victims and administering emergency medical care to patients on site and while in route to hospitals. Work involves responding to the scene of emergency and non-emergency calls, applying necessary medical treatment to sick or injured persons, and transporting persons to a medical facility. Performs in accordance with established emergency medical procedures and protocols approved by the local medical director at the NC EMT-Advanced level and must exercise considerable independent judgment to assess conditions of patients and administer appropriate medical treatment. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, exposure to fumes, odors, dusts, mists, gases, poor ventilation, and oils. Due to the nature of the work, employee is exposed to human blood and is subject to the OSHA requirements on blood borne pathogens. Participates in firefighting activities to include driving fire apparatus, operating fire department equipment, fighting fires and patient extrications. Work is performed under the supervision of an EMT-Paramedic and the EMS Supervisor and is evaluated through peer review/quality management, observation, and public feedback. Reports to the Company Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Responds to calls for all emergencies including motor vehicle collisions, rescue operations, and any other incident where Fire and/or EMS has been requested. Provides pre-hospital care at the Advanced EMT-level as approved by the North Carolina Medical Board and the Currituck County EMS Medical Director; communicates with hospital and/or health care professionals in person or by radio; completes required reports. Restocks supplies and maintains emergency vehicles and equipment in proper working conditions.

Conduct and participate in drills and training exercises; develop skills in fire suppression, complete required hours of fire department training. Participates in a continuous training program to improve competence in medical clinical work and in ambulance service and operation; maintains knowledge of new or modified operational protocols; complete required hours of EMS continuing education training.

In a fire emergency, assists the volunteer fire departments, performing basic firefighting duties and responsibilities within permissible limits; drive and operate fire apparatus with specific ability to respond a pumper or tanker to the scene of an incident and obtain water flow, perform exterior (and interior if qualified as determined by the Fire/EMS Chief) fire ground operations; assist firefighters in the handling of

fire hoses, ladders, SCBA equipment, manpower rehabilitation, and other vital equipment and functions; assists with the extrication and removal of entrapped or confined patients.

Prepare, submit, and maintain reports on emergency medical services activities, fire suppression activities, incidents and accidents, and other related information; prepare clear and concise documentation; obtaining medical data including patient identification, medical history, type of accident or nature of illness, rescue measures, preceding emergency care, care given at an emergency medical scene; direct patient care and transport.

Operate, inspect, inventory, and maintain emergency response equipment and vehicles; perform minor repairs on equipment and vehicles or report deficiencies to proper staff for other disposition; order necessary supplies; clean and maintain patient compartment and cabinets of emergency vehicles; ensures proper supplies and equipment are stocked and functions properly.

Perform general maintenance and cleaning of station; sweep and mop floors, light dusting, and clean windows; cleaning of restrooms and bathrooms, keeping bunkrooms neat with beds made in a neat and clean manner; changing sheets and pillow cases after each use, laundry as necessary.

Work with the community in a variety of educational, public relations, and service programs; fire prevention, safety awareness, community CPR training, and public school activities for EMS standby, building inspections, pre-fire planning and fire hydrant maintenance.

Works with volunteer system to obtain cooperation during emergencies and non-emergency situations.

Performs emergency activities to control and extinguish fires in order to save lives and minimize property damage.

Participates in Quality Assurance program.

JOB RESPONSIBILITIES RELATED TO HIPAA COMPLIANCE

Is expected to protect the privacy and security of all protected health information (PHI) and electronic PHI (e-PHI) in accordance with Department privacy and security policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures regarding the privacy and security of PHI and e-PHI may result in disciplinary action up to and including termination of employment.

May access PHI and e-PHI only to the extent that is necessary to complete job duties and may only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.

Is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department's policies and procedures on patient privacy or security and any observed practices in violation of those policies to the designated Privacy/Information Security Officer.

Is expected to actively participate in Department privacy and security training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

ADDITIONAL JOB FUNCTIONS

Functions as essential personnel, performs duties as assigned by the County Manager, or their designee during a State of Emergency or other disaster.

Work with the Fire-EMS and fire department volunteers to enhance the overall operation and function of the department, local volunteer fire departments, and other County entities.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent with vocational or technical school training as an Emergency Medical Technician-Intermediate and firefighter. Any equivalent combination of training and experience which provides the required skills for the job functions, knowledge and abilities may be substituted; and

Credentialed by the North Carolina Office of Emergency Medical Services as an Emergency Medical Technician-Advanced as outlined in 10A NCAC 13P .0502; and Basic Life Support, Healthcare-Provider (CPR), or equivalent. Firefighter II certification or equivalent required.

SPECIAL REQUIREMENTS

Must have a valid motor vehicle operator license.

Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, required hours of continuing education. Must pass a National Fire Protection Association (NFPA) 1582 physical as conditional offer of employment.

Emergency vehicle operator certification, or equivalent. North Carolina residents must obtain DMV Class B Operator's license within one year of employment.

Fire apparatus operator certification or equivalent preferred.

Hazardous Material Awareness and Terrorism – Level I

Successfully complete Incident Command System-100, 200 and the National Incident Management System-700 and 800

Completion of Bloodborne Pathogens and HIPAA compliance training, and participates in an annual refresher.

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 stretchers, stair chairs, backboards, ladders, various fire hoses, and extrication equipment. Must be physically able to operate a motor vehicle, including fire apparatus and other emergency vehicles. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical

structures. Must be able to work in confined spaces. Physical demand requirements are for Very Heavy Work.

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

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

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

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

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

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

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

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, and operating motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, such as control knobs, toggle switches, syringe plungers, levers, hand tools, 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.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the Currituck County emergency medical policies, procedures, and treatment protocols.

Working knowledge of firefighting techniques and practices.

Ability to work in Immediate Dangers to Life and Health (IDLH) environment for thirty minutes wearing approved firefighting Personal Protective Equipment (PPE) to include breathing apparatus.

Working knowledge of equipment and supplies employed in the emergency care of patients and emergency scenes.

Working knowledge of County geography and of the location of roads and streets within the County, including location of frequently utilized medical facilities and landing zones.

Working knowledge of procedures of extrication, movement of patients, rescue techniques, transportation and psychological needs of a patient.

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight in accordance with OSHA guidelines.

Ability to understand and follow oral and written instructions.

Ability to deal tactfully, courteously and firmly with the general public.

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

ED: 12/04/2017 (BOC)



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: FIREFIGHTER EMT BASIC

DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES Operations Division

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled and technical work in operating an approved Fire apparatus and Emergency Medical Service unit for the County Fire-Emergency Medical Services Division, rescuing victims and administering emergency medical care to patients on site and while in route to hospitals. Work involves responding to the scene of emergency and non-emergency calls, applying necessary medical treatment to sick or injured persons, and transporting persons to a medical facility. Performs in accordance with established emergency medical procedures and protocols approved by the local medical director at the NC EMT-Basic and must exercise considerable independent judgment to assess conditions of patients and administer appropriate medical treatment. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, exposure to fumes, odors, dusts, mists, gases, poor ventilation, and oils. Due to the nature of the work, employee is exposed to human blood and is subject to the OSHA requirements on blood borne pathogens. Participates in firefighting activities to include driving fire apparatus, operating fire department equipment, fighting fires and patient extrications. Work is performed under the supervision of an EMT-Paramedic and/or their direct supervisor and is evaluated through peer review/quality management, observation, public feedback and performance evaluation. Reports to the Company Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Responds to calls for all emergencies including motor vehicle collisions, rescue operations, and any other incident where Fire and/or EMS has been requested. Provides pre-hospital care at the EMT-Basic level as approved by the North Carolina Medical Board and the Currituck County EMS Medical Director; communicates with hospital and/or health care professionals in person or by radio; completes required reports. Restocks supplies and maintains emergency vehicles and equipment in proper working conditions.

Conduct and participate in drills and training exercises; develop skills in fire suppression, complete required hours of fire department training. Participates in a continuous training program to improve competence in medical clinical work and in ambulance service and operation; maintains knowledge of new or modified operational protocols; complete required hours of EMS continuing education training.

In a fire emergency, assists the volunteer fire departments, performing basic firefighting duties and responsibilities within permissible limits; drive and operate fire apparatus with specific ability to respond a pumper or tanker to the scene of an incident and obtain water flow, perform exterior (and interior if qualified as determined by Fire/EMS Chief) fire ground operations; assist firefighters in the handling of fire hoses, ladders, SCBA equipment, manpower rehabilitation, and other vital equipment and functions; assists with the extrication and removal of entrapped or confined patients.

Prepare, submit, and maintain reports on emergency medical services activities, fire suppression activities, incidents and accidents, and other related information; prepare clear and concise documentation; obtaining medical data including patient identification, medical history, type of accident or

nature of illness, rescue measures, preceding emergency care, care given at an emergency medical scene; direct patient care and transport.

Operate, inspect, inventory, and maintain emergency response equipment and vehicles; perform minor repairs on equipment and vehicles or report deficiencies to proper staff for other disposition; order necessary supplies; clean and maintain patient compartment and cabinets of emergency vehicles; ensures proper supplies and equipment are stocked and functions properly.

Perform general maintenance and cleaning of station; sweep and mop floors, light dusting, and clean windows; cleaning of restrooms and bathrooms, keeping bunkrooms neat with beds made in a neat and clean manner; changing sheets and pillow cases after each use, laundry as necessary.

Work with the community in a variety of educational, public relations, and service programs; fire prevention, safety awareness, community CPR training, and public school activities for EMS standby, building inspections, pre-fire planning and fire hydrant maintenance.

Works with volunteer system to obtain cooperation during emergencies and non-emergency situations.

Performs emergency activities to control and extinguish fires in order to save lives and minimize property damage.

Participates in Quality Assurance Program.

JOB RESPONSIBILITIES RELATED TO HIPAA COMPLIANCE

Is expected to protect the privacy and security of all protected health information (PHI) and electronic PHI (e-PHI) in accordance with Department privacy and security policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures regarding the privacy and security of PHI and e-PHI may result in disciplinary action up to and including termination of employment.

May access PHI and e-PHI only to the extent that is necessary to complete job duties and may only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.

Is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department's policies and procedures on patient privacy or security and any observed practices in violation of those policies to the designated Privacy/Information Security Officer.

Is expected to actively participate in Department privacy and security training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

ADDITIONAL JOB FUNCTIONS

Functions as essential personnel, performs duties as assigned by the County Manager, or their designee during a State of Emergency or other disaster.

Work with the Fire-EMS and fire department volunteers to enhance the overall operation and function of the department, local volunteer fire departments, and other county entities.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent with vocational or technical school training as an Emergency Medical Technician and firefighter. Any equivalent combination of training and experience which provides the required skills for the job functions, knowledge and abilities may be substituted; and

Credentialed by the North Carolina Office of Emergency Medical Services as an Emergency Medical Technician as outlined in 10A NCAC 13P .0502; Firefighter II certification or equivalent required.

Basic Life Support, Healthcare Provider (CPR), or equivalent.

SPECIAL REQUIREMENTS

Must have valid driver's operator's license.

Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, required hours of continuing education.

Must pass a National Fire Protection Association (NFPA) 1582 physical as conditional offer of employment.

Emergency vehicle operator certification, or equivalent. North Carolina residents must obtain DMV Class B Operator's license within one year of employment.

Fire apparatus operator certification or equivalent preferred.

Hazardous Material Awareness and Terrorism – Level I

Successfully complete Incident Command System–100, 200 and the National Incident Management System–700 and 800

Completion of Blood borne Pathogens and HIPAA compliance training, and participates in an annual refresher.

**Must be working towards NC EMT-Intermediate, passing a TSOP, field training and working towards being released to practice at this level.

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 stretchers, stair chairs, backboards, ladders, various fire hoses, and extrication equipment. Must be physically able to operate a motor vehicle, including fire apparatus and other emergency vehicles. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to work in confined spaces. Physical demand requirements are for Very Heavy Work.

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

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

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

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

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KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the Currituck County emergency medical policies, procedures, and treatment protocols.

Working knowledge of firefighting techniques and practices.

Ability to work in Immediate Dangers to Life and Health (IDLH) environment for thirty minutes wearing approved firefighting Personal Protective Equipment (PPE) to include breathing apparatus.

Working knowledge of equipment and supplies employed in the emergency care of patients and emergency scenes.

Working knowledge of County geography and of the location of roads and streets within the County, including location of frequently utilized medical facilities and landing zones.

Working knowledge of procedures of extrication, movement of patients, rescue techniques, transportation and psychological needs of a patient.

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight in accordance with OSHA guidelines.

Ability to understand and follow oral and written instructions.

Ability to deal tactfully, courteously and firmly with the general public.

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

***** This position will be expected to move to Minimum of EMT-Intermediate.***

CURRITUCK COUNTY
CLASSIFICATION BY SALARY GRADE
FOR THE FISCAL YEAR ENDING JUNE 30, 2018

4.F.5.f

SALARY GRADE	SALARY RANGE	CLASSIFICATION
50	\$23,813-\$32,640	Custodian
50.5	\$25,163-\$35,129	Senior Center Assistant Coordinator
51	\$25,746-\$35,347	Maintenance Helper Park Attendant Rural Attendant
52	\$27,678-\$38,090	Accounting Clerk I Animal Care Technician Community Social Services Assistant DSS DCI CP/Clerk Deputy Register of Deeds Library Assistant I Meter Reader Permit Officer I Processing Assistant IV Public Information Assistant IV Recreation Assistant Secretary I Tax Clerk I Visitor Relations Coordinator

53	\$29,612-\$40,760	Line Maintenance Mechanic Helper Library Assistant II Maintenance/Repair Worker EMT Basic/Firefighter Firefighter EMT/Basic Lineman - Airport Tax Clerk II Utilities Customer Service Representative
53.5	\$30,170-\$41,779	Detention Officer
54	\$31,544-\$43,464	4H Program Assistant Animal Control Officer Assistant Register of Deeds Deputy Director of Elections District Administrator F&C Sciences Associate Income Maintenance Caseworker I Library Associate I Permit Officer II Public Information Assistant V Accounting Clerk II Rural Center Manager Shelter Manager Telecommunicator Trainee Visitor Relations Specialist
54.5	\$32,140-\$44,551	Intake Officer

55	\$33,478-\$46,173	Accounting Clerk III Administrative Assistant I Athletic Grounds Manager Deputy Tax Collector Library Associate II Line Maintenance Mechanic Maintenance/Repair Worker Electrician Park Superintendent Public Relations Coordinator Recreation Specialist Sales & Marketing Associate Supervisor Visitor Center Telecommunicator I Tourism Promo & Event Coordinator Utilities Customer Service Supervisor
55.5	\$34,113-\$47,327	Firefighter EMT/Advanced EMT Intermediate/Firefighter
56	\$35,412-\$48,881	Deputy Trainee Evidence Technician Income Maintenance Caseworker II Permit Officer III Social Worker I Support Technician Telecommunicator II Wastewater ORC Trainee Water Plant Operator Trainee
56.5	\$36,771-\$51,613	Sergeant Detention Officer

57	\$37,344-\$51,585	Administrative Assistant II Building Inspector I Deputy Sheriff I Human Resources Assistant Maintenance Supervisor Rural Center Director Wastewater Operator Water Plant Operator Water Plant Operator/Lab Technician
58	\$39,277-\$54,293	Deputy Sheriff II Income Maintenance Caseworker III Income Maintenance Investigator II Training Officer
59	\$41,210-\$56,999	Accounting Technician Building Inspector II probationary/ FQ Inspect I Deputy Sheriff III Deputy Emergency Management Coordinator Development Code Enforcement Officer Development Technician Detective I Firefighter/EMT Paramedic EMT Paramedic/Firefighter Planner I Tax Appraiser

60	\$43,144-\$59,707	<ul style="list-style-type: none"> *Administrative Officer I *Communications Supervisor EMS Training Officer Fire Training Officer/Recruitment Coordinator Fire Lieutenant *Income Maintenance Supervisor II *Lieutenant Detention Officer Fire Marshal Lieutenant - EMS *Operations Director Risk Manager Social Worker II Soil & Stormwater Technician Water Distribution Supervisor Trainee
60.5	\$43,971-\$61,199	<ul style="list-style-type: none"> *Senior Center Coordinator
61	\$45,077-\$62,414	<ul style="list-style-type: none"> Building Inspector III probationary/FQ BI II Creative Director Detective II GIS Specialist GIS Coordinator Paralegal Planner II Marketing Director Public Information Officer Video Production Specialist Wastewater Supervisor ORC Water Distribution Supervisor

		Web/AV Specialist
62	\$47,009-\$65,120	<ul style="list-style-type: none"> *Building Superintendent/Solid Waste Director Fiscal and Budget Assistant Sergeant Site Manager/Curator Social Worker III Social Worker Invest/Assess Treatment
63	\$48,941-\$67,826	<ul style="list-style-type: none"> Building Inspector III FQ *Director of Elections Engineering Technician *Social Work Supervisor II *Water Treatment Plant Supervisor
64	\$50,875-\$70,533	<ul style="list-style-type: none"> Senior Planner *Jail Superintendent
65	\$53,222-\$73,820	<ul style="list-style-type: none"> *Administrative Assistant/Clerk to Board *Captain - EMS *Fire and EMT Captain *Manager Business Development/Airport Operations *Project Coordinator
66	\$54,742-\$75,948	<ul style="list-style-type: none"> *Chief Building Inspector *Recreation Director *Public Utilities Superintendent *Social Worker Supervisor III *Wastewater Superintendent *Water Superintendent
67	\$56,673-\$78,651	<ul style="list-style-type: none"> *Emergency Management Director *Lieutenant - Sheriff *Social Work Program Manager

68	\$58,606-\$81,357	*Assistant Finance Director *Human Resources Director *IT Director *Tax Administrator
69	\$60,539-\$84,605	
70	\$62,530-\$86,853	
71	\$64,404-\$89,477	*Captain- Sheriff *Chief Deputy - Fire/EMS *Tourism Director
72	\$66,339-\$92,186	*Assistant Planning Director
73	\$68,270-\$94,890	*Assistant Public Services Director/ Assistant County Engineer *Chief Deputy - Sheriff *Economic Development Director
74	\$70,204-\$97,598	
75	\$72,136-\$100,304	*Chief of EMS
76	\$74,070-\$103,011	*Director of Social Services *Finance Director *Public Utilities Director
77	\$76,002-\$105,716	
78	\$77,936-\$108,425	
79	\$79,869-\$111,131	
80	\$81,565-\$113,505	
81	\$83,604-\$126,609	
82	\$85,694-\$129,774	

83	\$87,836-\$133,019	*Assistant County Manager *Planning Director
84	\$90,032-\$136,344	
85	\$92,283-\$139,753	
86	\$94,590-\$143,246	
87	\$96,814-\$146,614	
88	\$97,774-\$148,068	*Senior Planning Director
89	\$100,218-\$151,769	
90	\$102,723-\$155,564	*County Manager
91	\$105,292-\$159,453	
92	\$107,523-\$162,831	*Public Services Director/County Engineer
93	\$110,211-\$166,902	
94	\$112,966-\$171,075	
95	\$115,790-\$175,352	
96	\$118,685-\$179,735	
97	\$121,652-\$184,229	
98	\$124,693-\$188,834	
99	\$127,811-\$193,555	
100	\$131,006-\$198,394	
101	\$134,281-\$203,354	
102	\$137,638-\$208,438	
103	\$141,079-\$213,649	
104	\$144,606-\$218,990	
105	\$148,221-\$224,465	
106	\$151,927-\$230,076	

107	\$155,725-\$235,828	
108	\$159,618-\$241,724	
109	\$163,608-\$247,767	
110	\$167,699-\$253,961	
111	\$171,881-\$260,295	*Attorney

* indicates exempt status

Board determined	*County Manager's salary
Board determined	*Sheriff's salary
Board determined	*Register of Deeds' salary
Board determined	*Attorney's salary



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2052)

Agenda Item Title

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 matter captioned R.F. London, Inc. v. Currituck County.

Brief Description of Agenda Item:

Board Action Requested

Information

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item