



**Board of Commissioners
Agenda Packet**

February 6, 2017

6:00 PM Call to Order

- A) Invocation & Pledge of Allegiance-Pastor Glenn McCranie, US Navy Chaplain, Retired
- B) Approval of Agenda

Public Comment

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

Administrative Reports

- A) Discussion Regarding Americans with Disabilities Act Training for County Departments

Public Hearings

- A) **PB 16-17 E.T. Hyman Conditional Rezoning:** Request for conditional rezoning of 4.01 acres from GB (General Business) to C-MXR (Conditional-Mixed Residential) on Moyock Landing Drive adjoining Currituck House assisted living facility to the east, **Tax Map 9, Parcel 29T, Moyock Township.** Request for conditional rezoning of 4.01 acres from GB (General Business) to C-MXR (Conditional-Mixed Residential) on Moyock Landing Drive adjoining Currituck House assisted living facility to the east, Tax Map 9, Parcel 29T, Moyock Township.

Old Business

- A) **An Ordinance of the Currituck County Board of Commissioners Amending Chapter 2, Article III, Division 1 of the Code of Ordinances to Provide for County Authority, Board or Commission Member Compliance with Chapter 2, Article II, Division 3, Code of Ethics.**

New Business

- A) **Consideration and Action on Resolution Authorizing Contract By and Between CT Mechanical, Inc. and County of Currituck**
- B) **Amendment to Agenda-Resolution of the Currituck County Board of Commissioners Supporting Construction of the Mid-Currituck Bridge and its Continued Inclusion in the State Transportation Improvement Plan**
- C) **Board Appointments**
 - 1. Historic Preservation Commission Member Term Designations
 - 2. Planning Board
 - 3. Tourism Advisory
 - 4. Senior Citizen Advisory
 - 5. Recreation Advisory

D) Consent Agenda

1. Approval Of Minutes for January 17, 2017
2. Budget Amendments
3. Project Ordinance - Detention Center Sewer
4. Change Order-Carova Beach Fire Apparatus
5. Permits and Inspections Records Disposal Request

E) Commissioner's Report**F) 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 Swan Beach Corolla, LLC v. Currituck County.

Adjourn



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 1789)

Agenda Item Title

Discussion Regarding Americans with Disabilities Act Training for County Departments

Brief Description of Agenda Item:

Board Action Requested

Discussion

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Daniel F. Scanlon



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 1748)

Agenda Item Title

PB 16-17 E.T. Hyman Conditional Rezoning: Request for conditional rezoning of 4.01 acres from GB (General Business) to C-MXR (Conditional-Mixed Residential) on Moyock Landing Drive adjoining Currituck House assisted living facility to the east, Tax Map 9, Parcel 29T, Moyock Township.

Brief Description of Agenda Item:

Request for conditional rezoning of 4.01 acres from GB (General Business) to C-MXR (Conditional-Mixed Residential) on Moyock Landing Drive adjoining Currituck House assisted living facility to the east, Tax Map 9, Parcel 29T, Moyock Township.

Board Action Requested

Action

Person Submitting Agenda Item

Tammy Glave,

Presenter of Agenda Item

Tammy Glave



**STAFF REPORT
PB 16-17 E. T. HYMAN SURVEYING
BOARD OF COMMISSIONERS
FEBRUARY 6, 2017**

APPLICATION SUMMARY

Property Owner: Hugh S Miller IV 111 Currituck Commercial Drive Moyock NC 27958	Applicant: E. T. Hyman Surveying PC 133 US Hwy 158 W Suite E Camden NC 27921
Case Number: PB 16-17	Application Type: Conditional Rezoning
Parcel Identification Number: 0009000029T0000	Existing Use: Vacant
Land Use Plan Classification: Full Service Moyock SAP: Full Service	Parcel Size (Acres): 4.01
Zoning History: RA20 (1975); A (1989);	Plan Request: 16 Unit Townhome Development with 1 accessory dwelling unit and 12 detached garages
Current Zoning: GB (2005)	Proposed Zoning: C-MXR

SURROUNDING PARCELS

	Land Use	Zoning
North	Vacant	C-SFM
South	Single Family Dwellings	GB
East	Assisted Living Facility	GB
West	Vacant	GB

STAFF ANALYSIS

This 4.01 acre parcel is located on Moyock Landing Drive, adjacent to the Currituck House assisted living facility to the east and the Rail Road right-of-way to the west. The request is for a 16 unit townhome development, 1 accessory dwelling unit, and 12 detached garages. Upon conditional rezoning approval, the applicant will submit a subdivision plan to create individual lots for each unit.

It should be noted that the executed Shingle Landing Subdivision private railroad crossing agreements (Moyock Landing Drive) have been sent to the NCDOT division office in an effort to transfer the road maintenance of Moyock Landing Drive to NCDOT. NCDOT is scheduled to inspect the road for acceptance at the beginning of 2017. It should also be noted that a road extension (Arrow Head Lane) is being constructed that adjoins Moyock Landing Drive to Baxter Lane to the north that will provide an additional means of ingress and egress for this development. There is also a proposed county park approximately three-tenths of a mile east of this development and the development will be connected to the park via a series of sidewalks.

The Conditional-Mixed Residential (C-MXR) district request is reasonable because the district accommodates a wide variety of residential use types at moderate densities, including multi-family dwellings. The district is intended to provide much needed moderate cost housing for county residents within well-designed neighborhoods. The multi-family project is subject to appropriate community forms, compatibility, and design standards to ensure a well-designed neighborhood. This multi-family development will serve as a transition between General Business (GB) development along Caratoke Highway and the assisted living facility and neighborhood (Shingle Landing) to the east.

The policy emphasis of the 2006 Land Use Plan for Moyock is on properly managing the increased urban level of growth that this area is experiencing. Residential development densities should be medium to high (up to four units per acre) based on the availability of county services such as water, sewer, schools, etc. County water and sewer are available for this project and the other levels of service are appropriate.

RECOMMENDATIONS

TECHNICAL REVIEW COMMITTEE

The Technical Review Committee recommends approval of the conditional rezoning subject to the following conditions being met at site plan submittal:

1. Open space set-asides in multi-family developments shall provide active recreation features that occupy at least 35 percent of the open space set-aside area. Please indicate the active recreation use and area to demonstrate that this requirement has been met. Both the community garden and sidewalks count towards active recreation. (UDO Section 7.1.3.C.4) (*Planning*)
2. The internal 5' wide sidewalks must connect into the 6.5' wide sidewalk to the east. (*Planning*)
3. A detailed landscaping plan will be required at site plan approval. (*Planning*)
4. Storm water design shall meet the requirements of Section 7.3 of the UDO. (*Engineering*)
5. It is my understanding the county will provide sewer for the proposed development. You will need to work with the Engineering and Utilities Departments of the county in developing your hydraulic model and design standards. (*Engineering*)
6. Fire hydrant locations must be shown and measurements verified. (*Fire Marshal*)
7. The Needed Fire Flow cannot be greater than what is available at this location. (*Fire Marshal*)

PLANNING BOARD

The Planning Board recommends approval of the conditional rezoning request subject to the following conditions:

1. That outstanding Technical Review Committee comments be addressed.
2. The development will consist of a 16 unit townhome development with 1 accessory dwelling unit and 12 detached garages.
3. That the architectural rendering of the townhomes be incorporated into this approval and units constructed accordingly.

CONSISTENCY STATEMENT

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

- County water and sewer are available to the site and this use will help grow these systems. (Policy ES1)
- It is at a density appropriate for the location. (Policy HN1)
- Adequate public facilities are available to service the project. (PP2)

- It is located in the fastest growing area of the county that continues to evolve as a Full Service community. (Moyock Policy Emphasis)

The conditional rezoning request is consistent with the Moyock Small Area Plan because:

- There will be a sidewalk connection to the assisted living facility, park, and subdivision to the east. (TR2)
- Infrastructure and service needs of the community are met. (IS2)
- Stormwater is properly managed. (IS4)
- It is compatible with a rural atmosphere, transitional areas, and a small town, main street feel. (CC1)

The request is reasonable and in the public interest because:

- It creates a new residential use type, multi-family, at an appropriate density for the area.
- It provides a moderate cost housing opportunity for county residents within a well-designed neighborhood.

CONDITIONS OF APPROVAL

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

Suggested conditions of approval:

1. The development will consist of a 16 unit townhome development with 1 accessory dwelling unit and 12 detached garages.
2. That the architectural rendering of the townhomes be incorporated into this approval and units constructed accordingly.

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

Planning Board Discussion 1/10/2017

Tammy Glave presented the staff report with the recommendation from the Technical Review Committee (TRC) for approval of the conditional rezoning subject to the conditions set by the TRC. The request for the rezoning of 4.01 acre parcel located on Moyock Landing Drive, adjacent to the Currituck House assisted living facility to the east and the Rail Road right-of-way to the west is required from GB (General Business) to C-MXR (Conditional-Mixed Residential) for the construction of a 16 unit town- home development, 1 accessory structure, and 12 detached garages. There is also a proposed county park approximately three-tenths of a mile east of this development and the development will be connected to the park via a series of sidewalks. The request is reasonable because the C-MXR (Conditional-Mixed Residential) district has a wide variety of residential use types at moderate densities, including multi-family dwellings. This will also provide the much needed moderate cost housing for county residents within well-designed neighborhoods. Also, the policy emphasis of the 2006 Land Use Plan for Moyock is on properly managing the increased urban level growth this area is experiencing, residential densities should be medium to high based on the availability of county services of water, sewer, schools, etc. County water and sewage are available for this project. The conditions set by the TRC are summarized as Open space set-asides with active recreation features for at least 35 percent of the open space, the 5 ft sidewalks must connect to the 6.5 ft sidewalk to the east, detailed landscaping plan for approval, storm water design meets requirements of Section 7.3 of the UDO, develop your hydraulic model and design standards for the county sewage, fire hydrants required and the Needed Fire Flow cannot be greater than what is available at this location.

Eddie Hyman appeared before the board. Mr. Hyman said the C-MXR zoning was needed to fit into the community and to have a good transition from Shingle Landing into the community.

Fred Whitman asked for the price point for the townhouses. Mr. Hyman said the 1,000 to 1,200 square feet homes will rent for \$1,000 per month.

Steven Craddock stated this request will not have a negative effect. Multifamily uses are a positive for our county and this will not be a problem with Section 8 since a different cliental is looking for this.

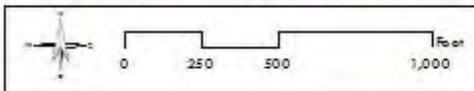
Mr. Craddock made a motion to approve the request since it will be a positive to the public and it is not contrary to the Land Use Plan. Mr. Whiteman seconded the motion and the motion carried unanimously.

RESULT: RECOMMENDED APPROVAL [UNANIMOUS] Next: 2/6/2017 6:00 PM

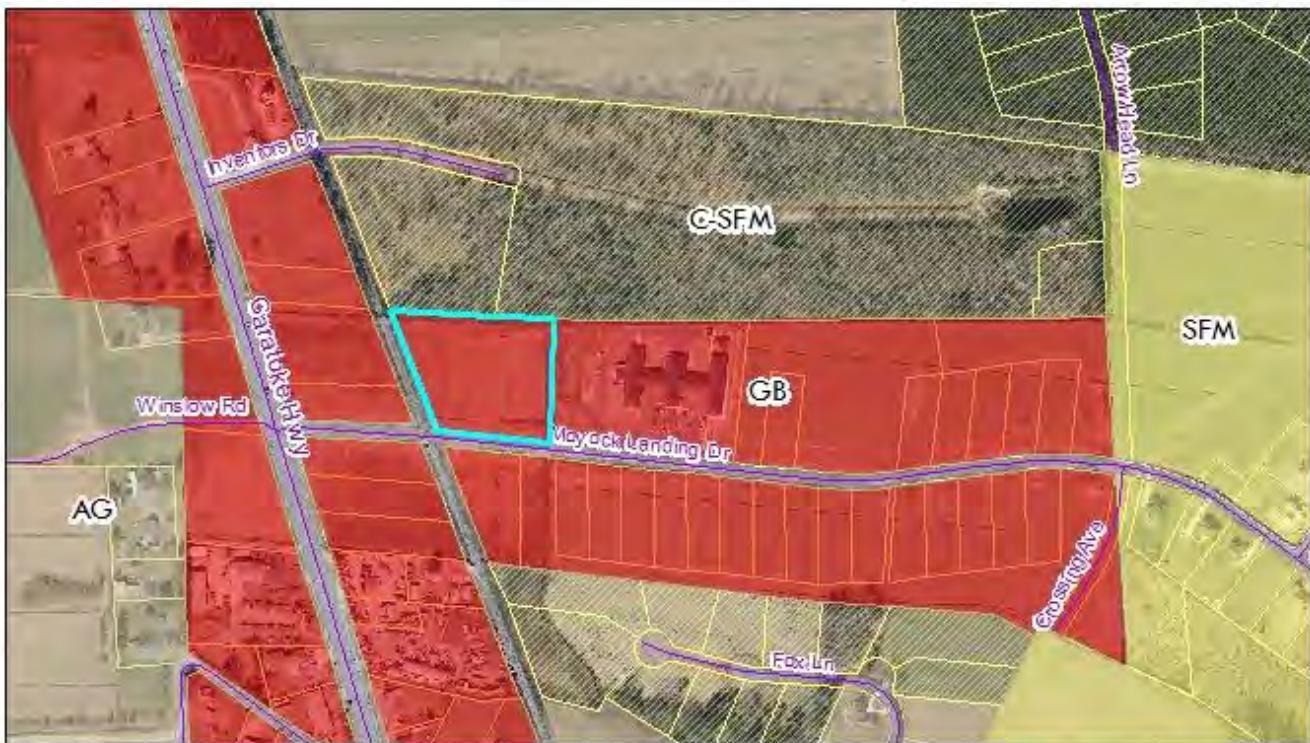
AYES: John Cooper, Chairman, Robert (Bobby) Bell, Board Member, Steven Craddock, Board Member, John McColley, Board Member, Fred Whiteman, Board Member



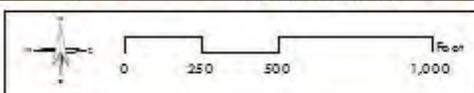
PB 16-17 E.T. Hyman Surveying
Conditional Rezoning
Aerial Photography



Currituck County
Planning and
Community Development



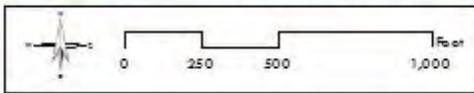
PB 16-17 E.T. Hyman Surveying
Conditional Rezoning
Zoning



Currituck County
Planning and
Community Development



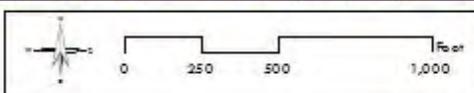
PB 16-17 E.T. Hyman Surveying
Conditional Rezoning
Land Use Plan Classification



Currituck County
Planning and
Community Development



PB 16-17 E.T. Hyman Surveying
Conditional Rezoning
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: E.T. Hyman Surveying, PC
 Address: 133 US Hwy 158 W. Suite E
Camden, NC 27921
 Telephone: 252-338-2913
 E-Mail Address: eddie@ethymansurveying.com

PROPERTY OWNER:

Name: SB&K Investments, LLC
 Address: 111 Currituck Commercial Dr. Suite B
Moyock, NC 27958
 Telephone: 757-513-7671
 E-Mail Address: smiller@laurelwoodsestates.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Professional Land Surveyor

Property Information

Physical Street Address: Approximately 135 Moyock Landing Drive

Location: Moyock, NC

Parcel Identification Number(s): 0009000029T0000

Total Parcel(s) Acreage: 4.01 acres

Existing Land Use of Property: Agriculture

Request

Current Zoning of Property: GB Proposed Zoning District: MXR

Total Acreage for Rezoning: 4.01 acres

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

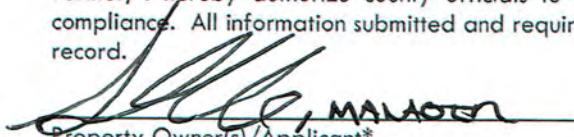
Metes and Bounds Description Provided: Yes/No

Community Meeting, if Applicable

Date Meeting Held: July 26, 2016 Meeting Location: Moyock Public Library

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

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


Eddie T. Hyman
 Property Owner(s)/Applicant*

7/27/16
 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.







Currituck County

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

MEMORANDUM

To: Eddie Hyman, ET Hyman Surveying
 Sam Miller, SB & K Investments

From: Tammy Glave, Planner II

Date: August 11, 2016

Re: Sam Miller, Conditional Zoning AG to C-MXR

The following comments have been received for the August 17, 2016 Technical Review Committee meeting. Modifications of the request must be submitted by August 22, 2016 in order to remain on the September 13, 2016 Planning Board agenda. TRC comments are valid for six months from the date of the TRC meeting.

Planning, (Tammy Glave, 252-232-6025)

Approved with corrections:

1. Will all of the units be on one lot or are you going to go through the subdivision process to create a lot for each unit once the rezoning is approved?
2. Open space set-asides in multi-family developments shall provide active recreation features that occupy at least 35 percent of the open space set-aside area. Please indicate the active recreation use and area to demonstrate that this requirement has been met. Both the community garden and sidewalks count towards active recreation. (UDO Section 7.1.3.C.4)
3. Correct Note 7, Proposed Zoning to "C-MXR."
4. For Sustainable Development bonus density increase, four items from Schedule B must be called out. On note 19, Schedule B, Number 2, there must be one recycling station per building, or 4 stations for this design. Only one dumpster/recycling area is shown on the plat. Will all four individual stations be located within the Dumpster/Recycling Station noted on the plat? (UDO Section 5.1.3)
5. Please correct flood zone to 5.4' in Note 23.
6. Please call out the intended purpose 50' easement to the rear of the development. Drainage?
7. The internal sidewalks must be 5' wide. (UDO Section 5.6.10 - Recent text amendment)
8. A detailed landscaping plan will be required at site plan approval.
9. The dumpster/recycling station must be fully, opaquely, screened from off-site views. Please provide a screening detail at site plan submittal. (UDO Section 5.2.7)
10. Please coordinate the number and location of handicap parking spaces with the building inspector prior to site plan submittal.

Currituck County Code Enforcement (Stacey Smith, 252-232-6027)

Reviewed without comment.

Currituck County Engineer (Eric Weatherly 252-232-6035)/

Approved with comments:

1. Storm water design shall meet the requirements of Section 7.3 of the UDO.
2. Alternative storm water plans shall meet the requirements of Section 7.3.5 of the UDO and Chapter 4 of the Storm Water Manual.
3. It is my understanding the county will provide sewer for the proposed development. You will need to work with the Engineering and Utilities Departments of the county in developing your hydraulic model and design standards.

Currituck County Fire Marshal (James Mims, 252-232-6641)

Reviewed with comments:

1. Will the structures have a mean roof height in excess of 30'?
2. Will the units be equipped with automatic fire suppression systems (sprinklers?)
3. Will there be greater than 2 dwelling units on a single parcel?
4. Fire hydrants?
5. The Needed Fire Flow cannot be greater than what is available at this location.

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

Reviewed without comment.

Currituck Soil and Water (Will Creef, 252-232-3360)

Reviewed without comment.

Currituck County Utilities (Pat Irwin, 252-232-6061)

Reviewed without comment.

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

Reviewed with comment:

1. CONSULT WITH KEVIN CARVER RS CONCERNING SEPTIC SYSTEM APPROVAL FOR PROPOSED DEVELOPMENT.

NC Department of Transportation (Randy Midgett, 252-331-4737)

Reviewed without comment.

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

Reviewed without comment.

US Postal Service, Moyock Postmaster

1. Please contact the local postmaster (Moyock) to determine the mode of delivery and type of delivery equipment.

Comments Not Received From

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

The following items are necessary for resubmittal:

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



133 US Hwy 158 West, Suite E
 Camden, NC 27921 License C-4161
 (252) 338-2913 - (252) 338-5552 Fax

COMMUNITY MEETING REPORT FOR SB&K INVESTMENTS, LLC

Project: Rezoning 4-Acre Parcel at Moyock Landing Drive
 Facilitator: Eddie Hyman – E.T. Hyman Surveying, PC
 Date & Time: July 26, 2016 @ 6:30 PM
 Location: Moyock Library

Seven (7) notices were mailed out. Fourteen (14) Moyock residents attended. Also in attendance were Donna Voliva of the Currituck County Planning Department, Eddie & Camilla Hyman and Sam Miller with SB&K Investments, LLC purchaser of the property.

I opened the meeting with an explanation of the rezoning process and the difference between GB and MXR. Having the meeting early in the review process gives the developer and the design professionals time to analyze comments, address concerns and possibly make changes. I explained the steps involved in the approval process and encouraged residents to attend future meetings to follow the progress of the project.

Sam Miller introduced himself. He and his family are Moyock residents and are involved in the community as well as the schools. Mr. Miller described some of his current projects including Laurel Woods Estates. He described the proposed apartments he intends to construct if rezoning is approved. There will be four (4) buildings with four (4) apartments each. There will be one (1) accessory structure as well. The exteriors will be low-maintenance and durable. He intends to build 2 and 3-bedroom units with high-end materials and efficient heating and electrical systems. Residents asked questions about square footage and probable rent for each unit. Mr. Miller said the square footage would be from 800 to 1,000 and rent will be determined, but should be no less than \$1,000 per month with water included. Units will be leased for 1-year terms. The accessory structure will have one (1) bedroom, one (1) bath and will be available for weekly rentals.

Some discussion arose concerning the use of Moyock Landing Drive and the Railroad Crossing/DOT Acquisition. Mr. Miller stated he was aware of the issues and had himself made progress in resolving them, however; his parcel was not a part of the HOA nor would he participate in any responsibilities of the Shingle Landing Subdivision.

The meeting was concluded at 7:45pm as there were no further questions or discussion.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Edward T. Hyman, Jr.'.

Edward T. Hyman, Jr.
 E.T. Hyman Surveying, PC

cc: Currituck County Planning

E.T. HYMAN SURVEYING, PC

133 US Hwy 158 West, Suite E
Camden, NC 27921 License C-4161
(252) 338-2913 - (252) 338-5552 Fax

July 28, 2016

Currituck County Board of Commissioners
153 Courthouse Road, Suite 204
Currituck, NC 27929

Re: Request for Density Bonus for SB&K Investments, LLC Rezoning

Dear Commissioners,

I hereby request a density bonus of 1 unit per acre for using the following sustainable development practices from Table 5.13.A in the Currituck County Unified Development Ordinance.

Schedule A:

- 1) Inclusions of rain water recapture and re-use devices such as cisterns or rain filter.
- 2) Use of Energy Star air conditioners.

Schedule B:

- 1) Use of xeriscape landscape design.
- 2) Use of one (1) recycling station per building.
- 3) Designation of a bus bench and cover.
- 4) Configuration of east – west with +1.5 length to depth ratio.

Thank you for your consideration of this request.

Sincerely,



E.T. Hyman, Jr.
E.T. Hyman Surveying, PC



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 1764)

Agenda Item Title

An Ordinance of the Currituck County Board of Commissioners Amending Chapter 2, Article III, Division 1 of the Code of Ordinances to Provide for County Authority, Board or Commission Member Compliance with Chapter 2, Article II, Division 3, Code of Ethics.

Brief Description of Agenda Item:

Consideration of an ordinance amendment to require that Advisory Board members comply with the same code of ethics rules as members of the Board of Commissioners-Second Reading

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Donald (Ike) I. McRee Jr

**AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS
AMENDING CHAPTER 2, ARTICLE III, DIVISION 1 OF THE CODE OF
ORDINANCES TO PROVIDE FOR COUNTY AUTHORITY, BOARD OR
COMMISSION MEMBER COMPLIANCE WITH CHAPTER 2, ARTICLE II,
DIVISION 3, CODE OF ETHICS**

WHEREAS, pursuant to N.C. Gen. Stat. §153A-76 a board of commissioners may change the composition and manner of selection of boards, commissions, and agencies, and may generally organize and reorganize the county government in order to promote orderly and efficient administration of county affairs; and

WHEREAS, pursuant to N.C. Gen. Stat. §153A-77 a board of commissioners may appoint advisory boards, committees, councils and agencies composed of qualified and interested county residents to study, interpret and develop community support and cooperation in activities conducted by or under the authority of the board of commissioners.

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

PART I. Chapter 2, Article III, Division 1 of the Code of Ordinances, Currituck County, North Carolina is amended by adding a new section to read as follows

Sec. 2-101. – Code of Ethics.

All members of a county authority, board or commission are subject to and must abide by the standard of conduct provided under Chapter 2, Article II, Division 3 of this code.

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

PART III. This ordinance is effective immediately upon adoption.

ADOPTED this 6th day of February, 2017.

Bobby Hanig, Chairman

ATTEST:

Leeann Walton
Clerk to the Board

APPROVED AS TO FORM:

Donald I. McRee, Jr.
County Attorney

1
2 Date adopted: _____
3
4 Motion to adopt by Commissioner _____
5 Second by Commissioner _____
6 Vote: _____ AYES _____ NAYS
7 S:\Legal\Ordinances\



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 1782)

Agenda Item Title

Consideration and Action on Resolution Authorizing Contract By and Between CT Mechanical, Inc. and County of Currituck

Brief Description of Agenda Item:

Planning Board Recommendation:

The Board is being asked to consider a Resolution to allow the county to contract with CT Mechanical for HVAC repair and maintenance services. A public officer may enter into a contract with the county served by the public officer if no town or city within the county has a population of more than 15,000 persons. Contracts may not exceed \$40,000.00 in a twelve month period.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Ike McRee

**RESOLUTION AUTHORIZING CONTRACT BY AND BETWEEN CT
MECHANICAL, INC. AND COUNTY OF CURRITUCK PURSUANT TO N.C.
GEN. STAT. §14-234**

WHEREAS, the County of Currituck is in regular need of heating, air conditioning and ventilation services; and

WHEREAS, CT Mechanical, Inc. is a heating, air conditioning and ventilation contractor that has provided regular and quality service to the County of Currituck; and

WHEREAS, Commissioner Mike Payment has more than a ten percent (10%) ownership interest in CT Mechanical, Inc.; and

WHEREAS, N.C. Gen. Stat. §14-234 provides that a public officer may not enter into a contract with the county served by the public officer except in a county with no town or city with population of more than 15,000 persons and so long as the amount of the contract does not exceed \$40,000.00 in a twelve month period ; and

WHEREAS, the County of Currituck has no towns or cities; and

WHEREAS, CT Mechanical, Inc. has performed under previous contracts with the county and the county has determined that it is in the county's best interest for such contracts to continue.

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

- Section 1. The County Manager is authorized to execute a contract with CT Mechanical, Inc. for heating, air conditioning and ventilation services in an amount not to exceed \$40,000.00 in a twelve month period.
- Section 2. This resolution shall be recorded in the official minutes of the Board of Commissioners for Currituck County stating that Commissioner Mike Payment did not vote or otherwise participate in the adoption of this resolution.
- Section 3. The Clerk to the Board of Commissioners and Finance Officer are directed to comply with the posting and reporting requirements set forth in N.C. Gen. Stat. §14-234 with respect to this resolution and contract described herein.
- Section 4. This resolution shall be effective upon adoption

ADOPTED the 6th day of February, 2017.

Bobby Hanig, Chairman
Board of Commissioners

ATTEST:

Clerk to the Board of Commissioners

(COUNTY SEAL)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 1790)

Agenda Item Title

Amendment to Agenda-Resolution of the Currituck County Board of Commissioners Supporting Construction of the Mid-Currituck Bridge and its Continued Inclusion in the State Transportation Improvement Plan

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Daniel F. Scanlon

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS
SUPPORTING CONSTRUCTION OF THE MID-CURRITUCK BRIDGE AND ITS
CONTINUED INCLUSION IN THE STATE TRANSPORTATION IMPROVEMENT PLAN**

WHEREAS, the popularity of the Currituck Outer Banks continues to grow, resulting in an ever increasing number of residents and visitors to the Currituck Outer Banks; and

WHEREAS, many thousands of vehicles use N.C. Highway 12 along the northern Outer Banks, the only means of ingress and egress to the Currituck Outer Banks, resulting in traffic congestion and significant delays, particularly on summer weekends; and

WHEREAS, building the Mid-Currituck Bridge will reduce congestion, alleviate delays, provide efficient beach access and promote and enhance economic development; and

WHEREAS, the Mid-Currituck Bridge will be a critical means of hurricane or other storm event evacuation, providing an alternate evacuation route to N.C. Highway 12 and insuring the safety of visitors and residents of the northern Outer Banks; and

WHEREAS, the Mid-Currituck Bridge will encourage and induce increased commerce on the Currituck County Mainland while positively impacting Currituck County's Land Use Plan and Transportation Plan; and

WHEREAS, the benefits of a Mid-Currituck Bridge have been recognized by towns and counties adjacent to Currituck County and garnered their strong support; and

WHEREAS, the North Carolina Department of Transportation has demonstrated a commitment to construction of the bridge by securing funding and including the project in the State Transportation Improvement Plan.

NOW THEREFORE BE IT RESOLVED that the Currituck County Board of Commissioners reaffirms its commitment to the Mid-Currituck Bridge project and advocates for advancement of this crucial project and its continued inclusion as a funded project in the State Transportation Improvement Plan.

ADOPTED this the 6th day of February, 2017.

(SEAL)

Bobby Hanig, Chairman

ATTEST: _____

Leeann Walton, Clerk to the Board



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 1777)

Agenda Item Title

Historic Preservation Commission Member Term Designations

Brief Description of Agenda Item:

The Board of Commissioners is required by ordinance to establish the initial terms for the Historic Preservation Commission. The term designations for Board consideration are as follows:

Josh Bass	2 year
Horace Bell	3 year
Virginia Serpico	3 year
Mary Simmons	4 year
Barbara Snowden	4 year

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Ike McRee

HISTORIC PRESERVATION COMMISSION
4 Year Terms

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
	Consensus	<i>Josh Bass</i>	Consensus	1/17/2017	<i>1/17/2019</i>
	Consensus	<i>Horace Bell</i>	Consensus	1/17/2017	<i>1/17/2020</i>
	Consensus	<i>Virginia Serpico</i>	Consensus	1/17/2017	<i>1/17/2020</i>
	Consensus	<i>Mary Simmons</i>	Consensus	1/17/2017	<i>1/17/2021</i>
	Consensus	<i>Barbara Snowden</i>	Consensus	1/17/2017	<i>1/17/2021</i>

Initial Terms: 1-Two Year 2-Three Year 2-Four Year

Term Expirations listed as recommended by BOC



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 1783)

Agenda Item Title

Planning Board

Brief Description of Agenda Item:

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
Mike Cason	District 1		Bob White	January 5, 2014	1st Term 12/31/2016
Steven Craddock	District 2		Bobby Hanig	January 2015	1st Term 12/31/2016
John Cooper	District 3		Mike Payment	January 2012	2nd Term 12/31/2016
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	December 2014	1st Term 12/31/2016
Robert Bell	Mainland		Consensus	January 5, 2015 January 2012	2nd Term 12/31/2016

*Must be Replaced

*Can be Reappointed



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 1784)

Agenda Item Title

Tourism Advisory

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
Ted Jagucki	District 3		Mike Payment	Appointed 11/21/11	2nd Term November 2016
Daniel Pennington	District 4		Paul Beaumont	12/01/14	1st Term November 2016
Janice Farr	District 5		Marion Gilbert	Appointed 10/5/15	2nd Term November 2017
Mike Martine	At-Large		Mike Hall	Appointed 11/16/15	2nd term November 2017
Mike Dianna	At-Large		Kitty Etheridge	Appointed 11/21/16	1st Term November 2018

Can be Reappointed

Must be Replaced



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 1785)

Agenda Item Title

Senior Citizen Advisory

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

SENIOR CITIZEN ADVISORY BOARD
2 Year Terms

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Cindy Scott	District 1		Bob White	6/6/2016	Unexp. 2/1/2017
Rita Ferebee	District 2		Bobby Hanig	3/7/2016	1st 2/1/2018
Janet Lovell	District 3		Mike Payment	6/1/15	Unexpired Term 2/1/2017
Doris Ballance	District 4		Paul Beaumont	10/7/2013	2nd 2/1/2017
George Rhine	District 5		Marion Gilbert	1/4/2016	1st 2/1/2018
Marcia Steele	At-Large		Mike Hall	1/19/16	2nd 2/1/2018
Joanne DiBello	At-Large		Kitty Etheridge	1/4/2016	2nd 2/1/2018

Can be Reappointed

Must be replaced

Commissioner Etheridge Serves on this Board



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 1786)

Agenda Item Title

Recreation Advisory

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

RECREATION ADVISORY BOARD
2 Year Terms

Incumbent	District Served	New Appointee	Nominated by	Date of Appointment	End of Term
Ryan Hodges	District 1		Bob White	1/4/2016	1st Term January 2018
Neel Smith	District 2		Bobby Hanig	1/17/2012	2nd Term January 2017
Robin Kane	District 3		Mike Payment	1/4/2016	1st Term January 2018
Janet Rose	District 4		Paul Beaumont	1/17/2012	2nd Term January 2017
Peter Aitken	District 5		Marion Gilbert	2/15/2016	1st Term January 2018
Kevin McCord	At-Large		Mike Hall	1/19/2016	1st Term January 2018
Ellen Owens	At-Large		Kitty Etheridge	1/2017 1st term exp 1/3/2017	2nd Term January 2019

***Must be Replaced**

Commissioner Beaumont Serves on this Board



**CURRITUCK COUNTY
NORTH CAROLINA**

January 17, 2017
Minutes – Regular Meeting of the Board of Commissioners

WORK SESSION

1. 5:00 PM Commercial Fishing Accessory Use

The Board of Commissioners attended a work session at 5:00 PM in the Board Meeting Room of the Historic Courthouse. Planner Donna Voliva and Planning Director Ben Woody led a discussion related to a proposed text amendment which would allow commercial fishing as an accessory use in residential districts. Ms. Voliva used a powerpoint and began with a review of the general standards for home based business operations in residential areas. She presented items of consideration from a staff perspective relative to fishing operations including crabshedding and wholesale and retail operations.

After discussion, Commissioner Payment suggested using a staged approach, first looking at traffic, roads and other immediate concerns. The Board asked that new startups, type of use, and consideration of costs for established businesses be considered and talked about evaluating current operations within the county. The Board agreed they wanted to see language to allow shedding sales with provisions for the protection of surrounding property owners. The Board agreed to allow permitting to be performed at staff level. Storage and intensity of operations would be used to determine appropriate lot sizes for fishing operations, and the Board asked for a visual graphic to use to help gauge what would be appropriate for varying lot sizes.

Staff agreed to hold a community meeting to gather feedback, after which a revised amendment would be brought to the Board for presentation and review at a work session scheduled for the March 6, 2017 Board of Commissioners meeting.

6:00 PM CALL TO ORDER

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

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

Chairman Hanig called the meeting to order.

A) Invocation & Pledge of Allegiance-Reverend Joe Griffith, Rehoboth Baptist Church

Reverend Joe Griffith of Rehoboth Baptist Church led the Pledge of Allegiance and gave the Invocation.

B) Approval of Agenda

Chairman Hanig amended the agenda to include the following:

A report from Kathy Romm, Director of Social Services was added to Administrative Reports section.

Item A under Old Business, PB 16-18: Lauren Berry was removed from the agenda.

Planning Board appointments were added to New Business section under Board Appointments

Consideration of an Ordinance requiring Board member compliance with Code of Ethics as New Business Item A.

Commissioner Beaumont seconded and the agenda was unanimously approved as amended.

Approved agenda:

Work Session

5:00 PM Commercial Fishing Accessory Use

6:00 PM Call to Order

- A) Invocation & Pledge of Allegiance-Reverend Joe Griffith, Rehoboth Baptist Church
- 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) Amended Item-Report to the Board from Department of Social Services Director Kathy Romm
- B) Land Use Plan Progress Report to the Board-Ben Woody, Director, Planning and Community Development

Public Hearings

A) **Public Hearing and Action: PB 14-16 Lake View at Currituck:** Request to amend the use permit to modify the sidewalk/trail setback for Lake View at Currituck. The property is owned by Lake View Land Development, LLC and located in Moyock on Survey Road, Tax Map 15, Parcels 83A, 83B, 83C, 83D and 83E, Moyock Township.

Old Business

A) ~~Consideration & Action: PB 16-18 Lauren Berry: A request to amend the Unified Development Ordinance to establish commercial fishing as an accessory use.~~

New Business

A) *Amended Addition to Agenda-An Ordinance of the Currituck County Board of Commissioners Amending Chapter 2, Article III, Division 1 of the Code of Ordinances to Provide for County Authority, Board or Commission Member Compliance with Chapter 2, Article II, Division 3, Code of Ethics.*

B) Board Appointments

1. Nominations of Commissioners to Advisories
2. *Amended Agenda Item-Planning Board*

C) Consent Agenda

1. Approval Of Minutes-January 3, 2017
2. Budget Amendments
3. Salary and Compensation Resolution
4. Approval of Revisions to Personnel Policy

D) Commissioner's Report

E) County Manager's Report

Special Meeting of the Ocean Sands Water and Sewer District Board

Budget Amendments for OSWSD

Special Meeting of the Tourism Development Authority

Budget Amendments for TDA

Closed Session

Closed session pursuant to G.S. 143-318.11(a)(6) to discuss personnel matters.

Adjourn

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

PUBLIC COMMENT

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

Chairman Hanig opened and closed the public comment period, as no one wished to speak and those who had signed up were no longer present.

ADMINISTRATIVE REPORTS

A. Amended Item-Report to the Board from Department of Social Services Director Kathy Romm

Kathy Romm, Director of Social Services for Currituck County, said termination letters for some DSS services, including child care, were recently mailed affecting fifty-two families. She has requested additional assistance from the state and the Smart Start program. She said Mr. Scanlon and the state were notified of the department's termination action, and does expect additional state money within the next few days. She acknowledged the impact to families and explained terminations resulted because the usual decrease in services required during the fall season did not happen.

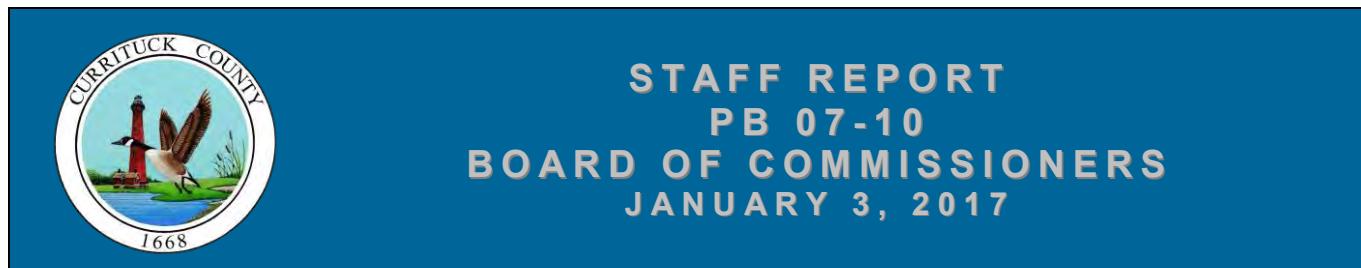
B. Land Use Plan Progress Report to the Board-Ben Woody, Director, Planning and Community Development

Ben Woody, Planning and Community Development Director, presented an update on the status of the county's Land Use Plan. He reviewed the importance of a land use plan and development process. Mr Woody explained as a coastal county the state requires us to have a land use plan and we are ready to begin with the development of policies and recommendations for each plan element and put those into writing. He reviewed public survey results from residents and out of state property owners, and highlighted some key points. Staff offered to meet to answer any questions and offered the information online for review at www.curritucklanduseplan.com. Mr. Woody said the Land Use Plan is a policy document, and zoning will dictate the use of property, and offered to talk with those who disagree with the Land Use Plan designation for their property. Chairman Hanig expressed the Board's appreciation for the efforts, and Mr. Woody publicly thanked the Land Use Plan steering committee.

PUBLIC HEARINGS

A. Public Hearing and Action: PB 14-16 Lake View at Currituck:

Parties were sworn and Mr. Woody recalled the last meeting where the applicant was asked by the Board of Commissioners to contact the adjoining property owners to see if they had any issues with the sidewalk encroachment.



APPLICATION SUMMARY

Property Owner: Lake View Land Development, LLC 616 Village Drive, Suite G Virginia Beach, VA 23454	Applicant: Lake View Land Development, LLC 616 Village Drive, Suite G Virginia Beach, VA 23454
Case Number: PB 07-10	Application Type: Amended Use Permit
Parcel Identification Number: 0015000083C0000 0015000083A0000 0015000083B0000 0015000083D0000 0015000083E0000	Existing Use: Undeveloped
Land Use Plan Classification: Rural	Parcel Size (Acres):
Moyock Small Area Plan: Full Service	74.23 acres
Number of Units: 159	Project Density: 2.37 units per acre
Required Open Space: 25.98 acres	Provided Open Space: 26.45 acres

SURROUNDING PARCELS

	Land Use	Zoning
North	Agricultural	AG
South	Residential	AG
East	Residential	AG
West	Agricultural	AG

STAFF ANALYSIS

The request submitted by Lake View Land Development, LLC is to amend the use permit to allow the perimeter community walking trail to be located closer than 10 feet from exterior property lines in some locations. A construction error resulted in approximately 620 linear feet of perimeter walkway to now be located between 7.33' and 10' from the exterior property line of the development.

RECOMMENDATIONS

TECHNICAL REVIEW COMMITTEE

1. The Technical Review Committee recommends approval of the use permit amendment subject to the modified conditions noted below.

2. The following conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands for all phases of the Lake View of Currituck (strikethrough text is requested removal and renumber as appropriate):
 1. Fountain Lake Way and Green Lake Road connection stub and associated sidewalks shall terminate no more than five feet from the edge of the existing ditch or drainage easement and the developer shall post a performance guarantee with the county to ensure funds are available to complete the connections.
 2. Wheelchair ramps shall be provided at intersections and other major points of pedestrian flow. Wheelchair ramps and depressed curbs shall be constructed in accordance with NCDOT standards. Please provide a curb cut detail with the submittal pre-construction plans.
 3. On street parking, if installed, shall be provided in accordance with the variance issued by the Board of Commissioners.
 4. ~~The pedestrian loop trail system must be located a minimum of 10 feet from all exterior property lines and shall be located such to provide safe movement.~~
 5. A Dominion Power encroachment agreement is required to allow roads, pedestrian trails, required landscape buffers, and wastewater treatment infiltration pond within their 150 foot utility easement. The agreement must be provided at the pre-construction submittal.
 6. Pedestrian easements shall be provided on the final plat where the sidewalk extends beyond the street right-of-way and on private lots. (Development Review Manual)
 7. Given the relatively small size of the proposed lots, deed restrictions or restrictive covenants shall restrict parking of boats and recreational vehicles on individual lots or a boat/rv parking area shall be provided.
 8. The development impact statement references the pedestrian related active recreation element. In the interest of providing a complete and safe active recreation system, the applicant shall provide sidewalks along Survey Road frontage, and between the proposed residential and nonresidential uses.
 9. The required improvements shall be installed and accepted prior to submission of final plat approval for each phase.
 10. The applicant shall submit a home and building design template that will be incorporated with the approval. Residential structures shall be designed with:
 - a. Variation in exterior architectural materials (siding, roofing);
 - b. Vertical and horizontal relief in buildings (roof lines, eaves, bump outs);
 - c. Variation in house styles/types;
 - d. Inclusion of front porches, projecting bays, vestibules; and,
 - e. The units shall have proportional attributes including overall height to width ratios of existing building facades, doors, windows, projecting canopies, and other architectural features with in the vernacular of the area.
 11. All open space areas surrounding the lake shall be stabilized with grass, vegetation, and proposed landscaping prior to recordation of the first phase.
 12. All visual relief open space within each phase shall be stabilized and vegetated with grass and proposed landscaping buffer.
 13. Low impact development techniques should be integrated in the project to manage treatment of stormwater. (WQ3, WQ6, WQ7)

14. Internal pedestrian circulation shall be required for all commercial areas through the use of clearly defined walkways. (CD8, CD9)
15. In commercial areas, parking located between a commercial building and street rights-of-way shall be screened with a Type B Bufferyard. (CA3, CD7, CD8)
16. Dumpsters or similar solid waste receptacles, HVAC equipment, commercial mechanical units, or similar appurtenances shall be screened from view using a combination of solid landscaping or opaque fencing. (LUP CA3)
17. Landscape islands shall be incorporated into the commercial parking areas. (LUP CD7, CD8, CA3)
18. In commercial areas pedestrian plazas or similar shaded outdoor seating areas shall be provided. (LUP CD7, CD8, CD9)
19. Neighborhood serving commercial development shall integrate pedestrian scale and design (proportional relationship of buildings and spaces to pedestrians). Retail, office, and entertainment uses shall be appropriately designed, small-scale businesses. (LUP CD1, CD5, CD6, CD7, CD8, CD9).
20. The maximum amount of pond aeration devices allowed by NC DWQ shall be installed.
21. The driveways shall be two vehicle deep parking (including garage).
22. Cluster mailboxes shall be used.
23. The building pad elevations shall be raised a minimum of 18 inches above existing grade, except in Phase 3A where building pad elevations will meet current UDO and stormwater manual requirements in effect on April 4, 2016.
24. A solid vegetative buffer and fencing between shall be provided to the adjacent agricultural properties.
25. Phase 3A shall be subject to the development agreement and use permit, as amended.
26. A solid vegetative buffer and fencing between shall be provided to the adjacent agricultural properties except in Phase 3A where the farmland buffer shall meet the UDO requirements in effect on April 4, 2016.
27. The development shall be subject to the Homeowners or Property Owners Association requirements of Section 6.1.4 of the UDO as amended; and in effect on April 4, 2016. In addition, all streets shall meet NCDOT standards at the time of transfer to the association.

INFRASTRUCTURE

Water	Public
Sewer	Public sewer
Transportation	<p>Streets: The streets will be designed and constructed to NCDOT standards.</p> <p>Pedestrian: A sidewalk is proposed along one side of the street within this requested phase.</p> <p>Connectivity Score: 2.0</p>
Schools	<p>Elementary Students Generated: 3 (39 – total for 159 lots)</p> <p>Middle School Students Generated: 1 (12 – total for 159 lots)</p> <p>High School Students Generated: 1 (22 – total for 159 lots)</p>
Design Standards	See Amended Use Permit

Lighting	County approval will be required prior to installation of any street lights
Landscaping	50' Farmland buffer and street trees are required in Phase 3A.
Parking	None
Recreation and Park Area Dedication	Payment in lieu of recreation and park area dedication is recommended for the proposed 13 lots which is \$4,019.29
Riparian Buffers	None

USE PERMIT REVIEW STANDARDS

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

The use will not endanger the public health or safety.

Preliminary Applicant Findings:

1. The walkway is ADA compliant and adjacent slopes meet the requirements of the UDO.
2. The use will not endanger public health or safety.

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

Preliminary Applicant Findings:

1. Adjacent properties are farmlands, common areas, and golf course rough area and have an existing vegetative buffer.
2. The amendment will not injure the value of adjacent property and will be in harmony with existing land uses.

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

Preliminary Applicant Findings:

1. The Land Use Plan classifies this area as rural but adjacent to full service within the Moyock subarea.
2. The Moyock Small Area Plan classifies the area as full service. The proposed development density is 2.37 units per acre, which is within the range of densities envisioned in the Moyock Small Area Plan.
3. The following Land Use Plan and Moyock Small Area Plan policies are relevant to and support this request:

2006 LUP POLICY PR4: The county shall seek to identify, plan for and develop a system of OPEN SPACE GREENWAYS, HIKING and BIKING TRAILS as opportunities may allow. The use of (1) natural corridors such as streams and floodplains, and (2) man-made corridors such as utility and transportation rights-of-way and easements, shall be emphasized.

MSAP POLICY R1 Expand and develop recreational opportunities for all ages and users including access to the water and natural environment, walking trails, multi-purpose fields, multi-purpose community building, and other non-traditional types of recreational opportunities that are consistent with the Currituck County Parks and Recreation Master Plan.

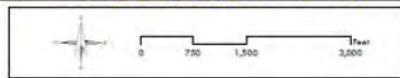
The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

Preliminary Applicant Findings:

1. The change will have no impact on the county's ability to provide adequate public facilities.



PB.07-10
Lake View at Currituck
Aerial

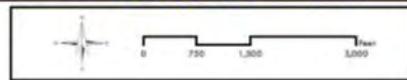


Currituck County
Planning and Community
Development



PB 07-10

Lake View at Currituck
Moyock Small Area Plan

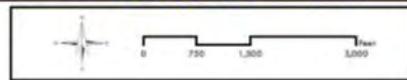


Currituck County
Planning and Community
Development



PB 07-10

Lake View at Currituck
Moyock Small Area Plan



Currituck County
Planning and Community
Development

Mark Bissell reviewed a powerpoint with photos of the sidewalk and encroachment areas into Eagle Creek open space and the golf course property. Mr. Bissell said the sidewalk does comply with the county's current Unified Development Ordinance (UDO). An email he entered into the record from Eagle Creek Golf Club owner, Tim Paasch, stated he had no issue with the sidewalk location. Mr. Bissell does not believe a precedent would be set since the sidewalk meets the county's current rules.

No one wished to speak to the matter and the public hearing was closed.

Commissioner Hall said he spoke with Mr. Paasch and Mr. Whiteman, President of the community homeowners association, and both had no objections.

Commissioner Hall made a motion for approval:

The use will not endanger public health or safety: THE WALKWAY IS ADA COMPLIANT AND ADJACENT SLOPES MEET THE REQUIREMENTS OF THE UDO. THE USE WILL NOT ENDANGER PUBLIC HEALTH OR SAFETY.

The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located: ADJACENT PROPERTIES ARE FARMLANDS, COMMON AREAS, AND GOLF COURSE ROUGH AREA AND HAVE AN EXISTING VEGETATIVE BUFFER; THE AMENDMENT WILL NOT INJURE THE VALUE OF ADJACENT PROPERTY AND WILL BE IN HARMONY WITH EXISTING LAND USES.

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

1. **THE LAND USE PLAN CLASSIFIES THE AREA AS RURAL BUT ADJACENT TO FULL SERVICE WITHIN THE MOYOCK SUBAREA.**
2. **THE MOYOCK SUBAREA PLAN CLASSIFIES THE AREA AS FULL SERVICE. THE PROPOSED DEVELOPMENT DENSITY IS 2.37 UNITS PER ACRE, WHICH IS WITHIN THE RANGE OF DENSITIES ENVISIONED IN THE MOYOCK SMALL AREA PLAN.**
3. **THE FOLLOWING LAND USE PLAN AND MOYOCK SMALL AREA PLAN POLICIES ARE RELEVANT AND SUPPORT THIS REQUEST USING THE 2006 LAND USE PLAN POLICY PR4: THE COUNTY SHALL SEEK TO IDENTIFY PLANS AND DEVELOP A SYSTEM OF OPEN SPACE GREENWAYS, HIKING AND BIKING TRAILS AS OPPORTUNITIES MAY ALLOW. THE USE OF NATURAL CORRIDORS SUCH AS STREAMS AND FLOODPLAINS, AND MAN-MADE CORRIDORS SUCH AS UTILITY AND TRANSPORTATION RIGHTS-OF-WAY AND EASEMENTS, SHALL BE EMPHASIZED.**

MSAP POLICY R1: EXPAND AND DEVELOP RECREATIONAL OPPORTUNITIES FOR ALL AGES AND USERS INCLUDING ACCESS TO THE WATER AND NATURAL ENVIRONMENT, WALKING TRAILS, MULTI-PURPOSE FIELDS, MULTI-PURPOSE COMMUNITY BUILDINGS, AND OTHER NON-TRADITIONAL TYPES OF RECREATIONAL OPPORTUNITIES ARE CONSISTENT WITH THE CURRITUCK COUNTY PARKS AND RECREATION MASTER PLAN.

The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. State standards and guidelines shall be followed for determining when public facilities are adequate. THE CHANGE WILL HAVE NO IMPACT ON THE COUNTY'S ABILITY TO PROVIDE ADEQUATE PUBLIC FACILITIES.

The motion was seconded by Commissioner White and carried unanimously.

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

OLD BUSINESS

A. Consideration & Action: PB 16-18 Lauren Berry: A request to amend the Unified Development Ordinance to establish commercial fishing as an accessory use.

This item was removed from the agenda.

NEW BUSINESS

A. An Ordinance of the Currituck County Board of Commissioners Amending Chapter 2, Article III, Division 1 of the Code of Ordinances to Provide for County Authority, Board or Commission Member Compliance with Chapter 2, Article II, Division 3, Code of Ethics.

Ike McRee, County Attorney, reviewed the ordinance amendment which would provide that those serving on county boards, authorities and commissions would be expected at a minimum to comply with the same code of ethics that commissioners must comply with themselves. He noted adoption at a first reading must receive a unanimous vote and the absence of Commissioner Gilbert would require a second reading, at which time it can be adopted by a simple majority.

Beaumont moved for approval of the ordinance change. Commissioner White seconded.

All commissioners present voted in favor of the ordinance amendment, which will be brought back for a second reading.

Commissioner Beaumont said a copy of the code of ethics should be provided to advisory board members at their introduction.

AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS AMENDING CHAPTER 2, ARTICLE III, DIVISION 1 OF THE CODE OF ORDINANCES TO PROVIDE FOR COUNTY AUTHORITY, BOARD OR COMMISSION MEMBER COMPLIANCE WITH CHAPTER 2, ARTICLE II, DIVISION 3, CODE OF ETHICS

WHEREAS, pursuant to N.C. Gen. Stat. §153A-76 a board of commissioners may change the composition and manner of selection of boards, commissions, and agencies, and may generally organize and reorganize the county government in order to promote orderly and efficient administration of county affairs; and

WHEREAS, pursuant to N.C. Gen. Stat. §153A-77 a board of commissioners may appoint advisory boards, committees, councils and agencies composed of qualified and interested county residents to study, interpret and develop community support and cooperation in activities conducted by or under the authority of the board of commissioners.

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

PART I. Chapter 2, Article III, Division 1 of the Code of Ordinances, Currituck County, North Carolina is amended by adding a new section to read as follows

Sec. 2-101. - Code of Ethics.

All members of a county authority, board or commission are subject to and must abide by the standard of conduct provided under Chapter 2, Article II, Division 3 of this code.

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

PART III. This ordinance is effective immediately upon adoption.

RESULT:	ORDINANCE PASSED FIRST READING [UNANIMOUS]	Next: 2/6/2017 6:00 PM
MOVER:	Paul M. Beaumont, Commissioner	
SECONDER:	Bob White, Commissioner	
AYES:	Bobby Hanig, Chairman, Mike D. Hall, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Mike H. Payment, Commissioner, Bob White, Commissioner	

B) Board Appointments

1. Nominations of Commissioners to Advisories

Commissioner Hall read the respective Boards on which each Commissioners will serve:

Commissioner Beaumont: Albemarle Regional Planning Organization, the Fire Advisory Board, and Recreation Advisory Board.

Commissioner Etheridge: Social Services Board, the Juvenile Crime Prevention Council and the Senior Citizens Advisory Board.

Commissioner Gilbert: Albemarle Commission and Animal Services and Control Advisory.

Commissioner Hall: College of the Albemarle Board of Trustees and the Local Emergency Planning Committee

Chairman Hanig: Albemarle Regional Solid Waste Authority and Trillium Health.

Commissioner Payment: ABC Board, the Albemarle Regional Planning Organization Alternate and the Albemarle Regional Health Board.

Commissioner White: Tourism Advisory Board and the Economic Development Board

Commissioner Hall noted the appointment still needed for the Historic Boat and Building Advisory. He moved to approve nominations as read and was seconded by Commissioner Etheridge. The motion carried unanimously.

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

2. Amended Agenda Item-Planning Board

Commissioner Beaumont nominated Shay Balance to serve on the Planning Board. Commissioner Hall seconded and the nominee was unanimously approved.

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

3. Economic Development Advisory Board

Commissioner White said Planning Board member Mark Cason told him he no longer wished to serve on the Economic Development (ED) Board and nominated Jeff O'Brien to replace him. Commissioner Etheridge seconded and the nominee was approved. However, Mr. Cason serves on the Planning Board and Commissioner White moved to remove Mr. O'Brien from the ED Board until clarification could be determined on which Board Mr. O'Brien wished to serve. Commissioner Etheridge seconded and the motion carried unanimously.

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

C) Consent Agenda

Commissioner Hanig moved to approve Consent Agenda. Commissioner Beaumont seconded and the motion carried unanimously.

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

1) Approval Of Minutes-January 3, 2017

1. Minutes for January 3, 2017 Board of Commissioners

2. Budget Amendments

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10795-536000	Uniforms	\$ 100	
10795-576010	Youth Cheerleading		\$ 100
		<u>\$ 100</u>	<u>\$ 100</u>

Explanation: Parks and Recreation (10795) - Transfer budgeted funds for additional uniform costs associated with new employee.

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

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
66868-533200	Lab Tests	\$ 4,000	
66868-513000	Utilities	\$ 20,000	
66868-545000	Contracted Services		\$ 1,000
66868-590000	Capital Outlay		\$ 3,000
66360-450500	Administrative Revenue		\$ 20,000
		<u>\$ 24,000</u>	<u>\$ 24,000</u>

Explanation: Southern Outer Banks Water System (66868) - Transfer funds for State required monitoring and increases in utility costs.

Net Budget Effect: Southern Outer Banks Water System Fund (66) - Increased by \$20,000.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10461-516200	Vehicle Maintenance	\$ 1,685	
10380-484001	Insurance Recovery		\$ 1,685
		<u>\$ 1,685</u>	<u>\$ 1,685</u>

Explanation: Public Utilities (10461) - Increase appropriations to record insurance proceeds for Public Utilities vehicle.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10510-590000	Capital Outlay	\$ 2,000	
10510-511010	Data Transmission		\$ 2,000
		<u>\$ 2,000</u>	<u>\$ 2,000</u>

Explanation: Sheriff (10510) - Transfer funds to capital outlay to purchase guns that were ordered in FY 2016 and not delivered until December 2016.

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

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10430-503000	Salaries - Part Time	\$ 300	
10430-5034300	Poll Workers		\$ 300
		<u>\$ 300</u>	<u>\$ 300</u>

Explanation: Elections (10430) - Transfer funds due to additional part-time salaries required during the November election.

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

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
63838-571501	Recycling - Electronics	\$ 45,000	
63838-571500	Recycling		\$ 45,000
		<u>\$ 45,000</u>	<u>\$ 45,000</u>

Explanation: Solid Waste (63838) - Transfer budgeted funds for increase in electronics recycling.

Net Budget Effect: Solid Waste Fund (63) - No change.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
68888-553000	Dues & Subscriptions	\$ 1,386	
68360-470000	Utilities Charges		\$ 1,386
		<u>\$ 1,386</u>	<u>\$ 1,386</u>

Explanation: Walnut Island Sewer District (68888) - Increase funding for required permits.

Net Budget Effect: Walnut Island Sewer District Fund (68) - Increased by \$1,386.

Account Number	Account Description	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
67878-545100	Credit Card Fees	\$ 600	
67878-553000	Dues & Subscriptions	\$ 200	
67878-531000	Fuel		\$ 800
		\$ 800	\$ 800

Explanation: Moyock Central Sewer System (67878) - Transfer budgeted funds for operations.

Net Budget Effect: Moyock Central Sewer System Fund (67) - No change.

Account Number	Account Description	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10512-511010	Data Transmission	\$ 800	
10512-514800	Fees Paid to Officials	\$ 1,500	
10512-532000	Office Supplies	\$ 1,000	
10512-532512	Pet Supplies/Meds/Food	\$ 5,000	
10512-557100	Software License Fees	\$ 87	
10512-513000	Utilities		\$ 6,229
10380-483512	Animal Services Donations		\$ 2,158
		\$ 8,387	\$ 8,387

Explanation: Animal Services and Control (10512) - Increase appropriations for fees paid to the Animal Services Advisory Board and transfers for operations.

Net Budget Effect: Operating Fund (10) - Increased by \$2,158.

3. Salary and Compensation Resolution

CURRITUCK COUNTY
NORTH CAROLINA

SALARY AND COMPENSATION RESOLUTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2017

BE IT RESOLVED by the County Commissioners that the following salaries and other compensation

SECTION 1 - BOARDS

Board of Adjustments

Members \$50. per meeting

Airport Advisory Board

Members \$50. per meeting

Animal Services and Control Advisory Board

Members \$50. per meeting

Board of Commissioners

Chairman \$1300. per month

Members \$1200. per month

Stormwater Advisory Board

Members \$50. per meeting

Economic Development Board

Members \$50. per meeting

Tourism Development Authority

Members \$50. per meeting

Board of Elections

Chairman \$75. per month plus \$8.00 per meeting hour plus travel reimbursement at per

Members \$25. per month plus \$8.00 per meeting hour plus travel reimbursement at per

Chief Judge \$170. on election day, \$20. on canvass day, \$15. on instruction day plus travel reimbursement at per diem rate, \$20. on recount day

Judge	\$125. on election day, \$15. on instruction day plus travel reimbursement at per diem
Assistants	\$110 on election day, \$15. on instruction day plus travel reimbursement at per diem
<u>Board of Equalization</u>	
Members	\$100. per day; \$50. per half day
<u>Land Transfer Tax Appeals Board</u>	
Members	\$50. per meeting
<u>Library Board of Trustees</u>	
Members	\$50. per meeting
<u>Other</u>	
Jury Commission	\$50. per day
<u>Planning Board</u>	
Members	\$50. per meeting
<u>Social Services Board</u>	
Members	\$50. per meeting
Chairman	\$75. per meeting
<u>Parks and Recreation Board</u>	
Members	\$50. per meeting
<u>Fire And EMS Board</u>	
Members	\$50. per meeting
<u>Senior Citizens Advisory Board</u>	
<u>Nutrition Board</u>	\$50. per meeting

Payments made to board members (except the Board of Commissioners and Board of Elections) are considered fees for the payment of all expenses incurred while serving in a voluntary capacity unless additional compensation is provided for in the enacting ordinance.

SECTION 3 - NEW APPOINTMENTS

Compensation

The County Manager is authorized without further approval to enroll new personnel at a grade level not to exceed that of step 3; however, no new position may be established or salaries increased without the approval of the County Board of Commissioners.

Minimum Wage

Not notwithstanding the above, the County Manager may raise the salary of any employee to the Federal minimum wage level without further approval from the County Board of Commissioners.

SECTION 4 - PART-TIME AND TEMPORARY EMPLOYEE BENEFITS

County employee benefits, including but not limited to vacation leave, holiday leave, sick leave, retirement, 401k, and health insurance, shall not be provided for part-time and temporary employees unless otherwise provided for by the Board of Commissioners.

PART-TIME/TEMPORARY PAY RATES

Hourly

EMT Basic - Temporary	\$14.24 per hr
EMT Intermediate - Temporary	\$16.40 per hr
EMT Paramedic - Temporary	\$19.81 per hr
Airport Lineman - Part-time	\$14.24 per hr
Library Assistant I - Part-time	\$13.31 per hr
Clerical Position - Temporary	\$11.45 per hr
Deputy Trainee - Part-time	\$17.03 per hr
Deputy I - Part-time	\$17.95 per hr
Deputy II - Part-time	\$18.88 per hr
Detention Officer - Part-time	\$14.22 per hr
Maintenance Helper - Temporary	\$12.38 per hr
Camp Counselors - Seasonal	\$9.00 per hr
Visitor Relations Coordinator - Temporary	\$13.31 per hr
Tour Guides - Whalehead	\$13.31 per hr
Summer Intern - Whalehead	\$13.31/\$13.82 per hr
Telecommunicator Trainee - Part-time	\$15.74 per hr
Telecommunicator - Part-time	\$16.10 per hr

Parks & Recreation Temporary Staff

Janitor - All Sports	\$7.25 per hr
Scorekeeper - All Sports	\$7.25 per hr

Score Board Operator - Tackle Football	\$18.00 per game
Site Coordinator - All Sports	\$14.50 per hr
Referee - 5 - 9 yr old Basketball	\$18.00 per game
Referee - 10 - 15 yr old Basketball	\$20.00 per game
Referee - Flag Football	\$18.00 per game
Referee - Youth Volleyball	\$18.00 per game
Referee - Soccer	\$18.00 per game
Umpire - Baseball Ages 7 - 8	\$18.00 per game
Umpire - Softball 8U	\$18.00 per game
Umpire - Baseball Ages 9 - 10	\$24.00 per game
Umpire - Softball 10U - 16U	\$24.00 per game
Umpire - Baseball Ages 11 - 15	\$27.00 per game
Umpire - Softball 18U	\$30.00 per game

SECTION 5 - TRAVEL

Per Diem Rate

Subject to the approval of their department head, employees are entitled to travel reimbursement for use of a personal vehicle while transacting County business at the current standard mileage rate allowed by the Internal Revenue Service.

Adopted this 6th of June 2016.

Amended this 17th of January 2017.

ATTEST.

 Bobby Hanig
 Chairman, Board of Commissioners

 Leeann Walton
 Clerk to the Board

4. Approval of Revisions to Personnel Policy

D) Commissioner's Report

Commissioner White read an excerpt from a state Strategic Transportation Planning document which discussed funding for transportation needs, specifically discussing motor fuel sales tax. Summarizing, Commissioner White believes the state will be looking at tax hikes on fuel and vehicles.

Commissioner Payment asked staff to find out about road resurfacing plans for areas at the south end of the county.

E) County Manager's Report

The County Manager had nothing to report.

Chairman Hanig recessed the regular meeting of the Board of Commissioners to convene a special meeting of the Ocean Sands Water and Sewer District Board.

SPECIAL MEETING OF THE OCEAN SANDS WATER AND SEWER DISTRICT BOARD

The Currituck County Board of Commissioners held a Special Meeting sitting as the Ocean Sands Water and Sewer District Board on Tuesday, January 17, 2017, at 7 PM in the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina. Present were Chairman Bobby Hanig, Vice-Chairman Mike Hall, and Commissioners Paul Beaumont, Mary Etheridge, Mike Payment and Bob White. Commissioner Marion Gilbert was absent.

1. Budget Amendments for OSWSD

County Manager Dan Scanlon reviewed the purpose for the three requested Budget Amendments. Commissioners questioned credit card processing fees and after discussion Mr. Scanlon said he would look into modifications pertaining to those fees.

Commissioner Beaumont moved to approve and was seconded by Chairman Hanig. The motion passed unanimously.

With no further business Chairman Hanig closed the meeting of the Ocean Sands Water and Sewer District Board.

Account Number	Account Description	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
60808-516001	Repairs and Maintenance		\$ 7,000
60808-533601	System Supplies	\$ 7,000	
60808-545005	Purchase Water From Other	\$ 50,000	
60808-545100	Credit Card Processing	\$ 2,500	
60360-470000	Utilities Charges - Water		\$ 25,000
60360-470001	Utilities Charges - Sewer		\$ 25,000
60380-481000	Investment Earnings		\$ 2,500
		\$ 59,500	\$ 59,500
Explanation:	Ocean Sands Water and Sewer District (60808) -Increase appropriations increased water usage and transfers for additional repairs of the sewer system.		
Net Budget Effect:	Ocean Sands Water and Sewer District Fund (60) - Increased by \$52,500.		

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
60808-561000	Professional Services - Water	\$ 30,000	
60808-561001	Professional Services - Sewer	\$ 30,000	
60390-499900	Retained Earnings Appropriated		\$ 60,000
		<u>\$ 60,000</u>	<u>\$ 60,000</u>

Explanation: Ocean Sands Water and Sewer District (60808) - Increase appropriations for legal fees.

Net Budget Effect: Ocean Sands Water and Sewer District Fund (60) - Increased by \$60,000.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
60808-587059	T T - Ocean Sands Construction	\$ 300,000	
60390-499900	Retained Earnings Appropriated		\$ 300,000
		<u>\$ 300,000</u>	<u>\$ 300,000</u>

Explanation: Ocean Sands Water and Sewer District (60808) - Transfer fund balance to construction fund for sewer replacement and expansion.

Net Budget Effect: Ocean Sands Water and Sewer District Fund (60) - Increased by \$300,000.

RESULT:

APPROVED [UNANIMOUS]

MOVER:

Paul M. Beaumont, Commissioner

SECONDER:

Bobby Hanig, Chairman

AYES:

Bobby Hanig, Chairman, Mike D. Hall, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Mike H. Payment, Commissioner, Bob White, Commissioner

SPECIAL MEETING OF THE TOURISM DEVELOPMENT AUTHORITY

The Currituck County Board of Commissioners held a Special Meeting sitting as the Tourism Development Authority on Tuesday, January 17, 2017, at 7:05 PM in the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina. Present were Chairman Bobby Hanig, Vice-Chairman Mike Hall, and Commissioners Paul Beaumont, Mary Etheridge, Mike Payment and Bob White. Commissioner Marion Gilbert was absent.

1. Budget Amendments for TDA

County Manager Dan Scanlon reviewed the budget amendment.

Commissioner Hall moved to approve. Commissioner White seconded and the motion passed unanimously.

With no further business Chairman Hanig closed the meeting of the Tourism Development Authority.

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

CLOSED SESSION

Chairman Hanig reconvened the regular meeting of the Currituck County Board of Commissioners.

1. Closed session pursuant to G.S. 143-318.11(a)(6) to discuss personnel matters.

Chairman Hanig moved to enter closed session pursuant to G.S. 143-318.11(a)(6) to discuss personnel matters.

Commissioner Beaumont seconded and the motion passed unanimously. The Board of Commissioners moved into closed session.

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

ADJOURN

Motion to Adjourn Meeting

The Board of Commissioners returned from closed session. With no further business, Commissioner Beaumont moved to adjourn. The motion was seconded by Commissioner Hall and carried unanimously, concluding the regular meeting of the Board of Commissioners.

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



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 1780)

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

2017058

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of February 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2017.

Account Number	Account Description	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
12546-514506	Travel, Training & Education	\$ 964	
12546-516006	Repairs & Maintenance		\$ 900
12546-516106	Building & Grounds	\$ 10,000	
12546-532106	Fire Supplies	\$ 5,000	
12546-536006	Uniforms		\$ 1,500
12546-536106	Personal Protective Equipment		\$ 5,000
12546-553006	Dues & Subscriptions		\$ 3,100
12546-561006	Professional Services		\$ 10,500
12546-590006	Capital Outlay	\$ 5,036	
		<hr/> <u>\$ 21,000</u>	<hr/> <u>\$ 21,000</u>

Explanation: Corolla Volunteer Fire & Rescue (12546) - Transfer budgeted funds between line items at the request of Corolla Fire & Rescue Squad Inc. Transfers to capital outlay is for emergency replacement of HVAC system in the Whalehead Station Ambulance Bay.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Number

2017059

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of February 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2017.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
10460-590000	Capital Outlay	\$	15,100		
10460-516000	Repairs & Maintenance			\$	5,100
10460-545000	Contracted Services			\$	10,000
		<hr/>	<hr/>	<hr/>	<hr/>
		\$	15,100	\$	15,100

Explanation: Public Works (10460) - Transfer funds for HVAC replacement at the Public Works building and to fund roof replacement costs.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Number

2017060

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of February 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2017.

Account Number	Account Description	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10530-561000	Professional Services		\$ 20,000
10530-533900	Ambulance Supplies	\$ 20,000	
		<hr/> <u>\$ 20,000</u>	<hr/> <u>\$ 20,000</u>

Explanation: Emergency Medical Services (10530) - Transfer funds for additional ambulance supplies for this fiscal year.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Number

2017061

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of February 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2017.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10510-532000	Supplies	\$ 1,609	
10510-516200	Vehicle Maintenance	\$ 20,512	
10380-483510	Donations -Sheriff		\$ 1,609
10380-484001	Insurance Recovery		\$ 20,512
		<u><u>\$ 22,121</u></u>	<u><u>\$ 22,121</u></u>

Explanation: Sheriff (10510) - Increase appropriations to record donations and for insurance recovery for vehicle claims this fiscal year for the Sheriff's Department.

Net Budget Effect: Operating Fund (10) - Increased by \$22,121.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Number

2017062

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of February 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2017.

Account Number	Account Description	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10980-532000	Supplies	\$ 292	
10980-545000	Contract Services	\$ 1,695	
10980-590000	Capital Outlay	\$ 5,613	
10380-484001	Insurance Recovery		\$ 7,600
		<u>\$ 7,600</u>	<u>\$ 7,600</u>

Explanation: Disaster Recovery (10980) - To record insurance proceeds for Hurricane Matthew: Jail Camera System (\$5,612.82); Tree removal (\$1,694.67); Stop Sign (\$137.14); and Fence repair (\$155.22). This only represents a portion of insurance proceeds anticipated for Hurricane Matthew.

Net Budget Effect: Operating Fund (10) - Increased by \$7,600.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Number

2017063

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of February 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2017.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10450-511000	TELEPHONE & POSTAGE		\$ 3,100
10450-532000	SUPPLIES		\$ 3,200
10450-545000	CONTRACTED SERVICES	\$ 6,300	
		<hr/> <u>\$ 6,300</u>	<hr/> <u>\$ 6,300</u>

Explanation: Tax (10450) - Transfer funds to upgrade Tax Appraisal/Public Inquiry software to the newest version.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Number

2017064

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of February 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2017.

Account Number	Account Description	Debit		Credit	
			Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense
10752-519600	Child Care	\$	206,520		
10330-432800	Day Care			\$	206,520
10750-557700	Crisis Intervention			\$	3,619
10750-557701	LIEAP			\$	3,619
10330-431000	DSS Administration	\$	1,146		
10752-532003	Supplies - Special Adoption	\$	1,819		
10760-585001	Donations - Currituck Kids	\$	2,000		
10380-487001	DSS Donations - Curr Kids			\$	2,000
10390-499900	Fund Appropriate Balance	\$	4,273		
			<u><u>\$ 215,758</u></u>		<u><u>\$ 215,758</u></u>

Explanation: SOCIAL SERVICES ADMIN (750) - Decrease Crisis Intervention & LIEAP to funding allocations. PUBLIC ASSISTANCE (752) - Increase Daycare to the funding authorization and carry forward the amount from FY 15/16 Special Adoption funds. COUNTY ASSISTANCE (760) - Increase to actual donations received.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 1776)

Agenda Item Title

Project Ordinance - Detention Center Sewer

Brief Description of Agenda Item:

This project was budgeted in Transfer Tax for FY 2017 and will not be completed

Board Action Requested

Action

Person Submitting Agenda Item

Sandra Hill, Director

Presenter of Agenda Item

Daniel F. Scanlon

COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

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

SECTION 1. The project authorized is to design and construct sewer connection between the Detention Center and the Maple Commerce Park Sewer.

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

Detention Sewer Connection to Maple Comm Park Sewer	\$ 378,000
<hr/>	

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

Transfer from Transfer Tax	\$ 378,000
<hr/>	

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:

- 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:

- He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- 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 6th day of February 2017.

Bobby Hanig, Chairman
Board of Commissioners

ATTEST:

Leeann Walton
Clerk to the Board



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 1781)

Agenda Item Title

Change Order-Carova Beach Fire Apparatus

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Daniel F. Scanlon



Currituck County
FIRE-EMS
 P.O. Box 267
 Currituck, North Carolina 27929
 (252) 232-7746 (Office)
 (252) 232-0015 (Fax)



"Positive, Progressive and Professional in Service"

MEMO

To: Currituck County Manager Dan Scanlon
From: Deputy Chief Tim Riley
Cc: Chief Ralph Melton
Date: January 24, 2017

Subject: Additional Funding for the Carova Fire Engine

Currituck County Fire-EMS is requesting an additional \$13,535 for change orders for the new fire apparatus for Carova Beach. Attached is a copy of the change orders and below is a brief explanation of the cost benefits for these change orders.

- Add wheel well compartment, this maximizes the use of compartment space; this converts dead space that is around the wheels and allows better utilization of apparatus design. **Cost \$825**
- Add *LG Roll Alert System*; designed to assist drivers in recognizing when they are approaching the safe operating limits of their vehicle. The *LG Alert*™ monitors 'g' forces exerted on the vehicle in all three axes (lateral, axial and vertical). This safety feature is necessary due to the terrain that this apparatus will be driving in; will assisting in preventing vehicle roll-over. **Cost \$3,980**
- Add Foam refill system to pump panel. This apparatus is equipped with a 20 gallon foam tank. The foam refill system, allows one firefighter to fill the tank system from the ground. Firefighting foam weighs 45 pounds per five gallons. Without this system firefighters would have to lift the foam cans (45 lbs) nine feet in the air to fill the system. This system will pay for itself by eliminating even one potential back injury. Designed for ergonomic safety. **Cost \$2,604**
- Upgrade fire pump to Bronze components. The current fire pump that is specified is made of cast iron. The manufacturer recommends upgrading to all bronze pumps due to the salinity of the brackish water in Carova. The bronze pump will reduce maintenance costs and improve reliability of the apparatus. **Cost \$3,826**
- Add 1 *Hannay* electric power cord reel, 200 feet of 14 gauge electrical cord and an electrical junction box to supply numerous electrical appliances. This apparatus is equipped with a 7.5 KW generator. The cord-reel allows for rapid deployment of portable lighting and firefighting smoke removal equipment. This is best practice for apparatus design and was an oversight during our design phase. **Cost \$2,924**



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Page 2 Change Order

The total monies requested for this change order is **\$13,535** bringing the total cost of the vehicle to \$550,606. Due to the remote location of Carova and harsh environmental conditions, we feel strongly that these requested changes enhance the vehicle's safety and improves the operation of the vehicle over the next 30 years. These changes have been vetted through Chief Vann (CBVFD), the Carova Beach Apparatus Committee and Deputy Chief Riley with strong consideration to being fiscally responsible to our tax-payers. No additional funding is anticipated for this apparatus.



CHANGE ORDER # 1

Carova Beach Fire & Rescue

DATE: January 17, 2017
JOB #: 0

We hereby agree to make change(s) specified above at this price

\$13,535

PREVIOUS CONTRACT AMOUNT

\$537.071

REVISED CONTRACT AMOUNT

\$550,606

Due to lead times of components and in fabrication this Change Order will delay delivery.

ACCEPTED - The above price and specifications of the Change Order are satisfactory and are hereby accepted.

ACCEPTED - The above price and specifications of the Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Authorized Signature (contractor)	Date accepted
Authorized Signature (fire department)	Date accepted



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 1778)

Agenda Item Title

Permits and Inspections Records Disposal Request

Brief Description of Agenda Item:

Request to dispose of records as permitted by the NC Dept of Cultural Resources records retention schedule.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item



Currituck County

Planning and Community Development Department
Central Permitting and Inspection Division
153 Courthouse Road, Suite 117
Currituck, North Carolina 27929
252-232-3378 FAX 252-232-3470

To: Ben Woody, Planning & Community Development Director

From: Bill Newns, Chief Building Inspector

Date: 01/24/2017

Subject: **Records Disposition Request.**

In accordance with the Records Retention and Disposition standards based on the North Carolina's Department of Cultural Resources Schedule. The Planning & Community Development Department requests that the Board of Commissioners approve the disposition of all Building Permit Records & Zoning Violations for years 2009 & 2010. This would include both hard copy and electronically stored files in our system.

Bill Newns
Chief Building Inspector



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 1788)

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 Swan Beach Corolla, LLC v. Currituck County.

Brief Description of Agenda Item:

Board Action Requested

Discussion

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Ike McRee