



**Board of Commissioners  
Agenda Packet**

**February 20, 2017**

**Work Session**

5:00 PM Discussion of Merger-Planning Board and Board of Adjustment

**6:00 PM Call to Order**

A) Invocation & Pledge of Allegiance-Reverend Eric Rainwater, Currituck Bible 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) Trillium Health Annual Report-Bland Baker

B) YMCA Annual Report-Billy George and Dean Mattix

C) Senior Services Annual Report-Stacy Joseph, Senior Center Coordinator

D) Currituck County 350th Anniversary-Barbara Snowden

**Public Hearings**

A) **PB 16-28 Currituck County BOC:** Request to amend the Unified Development Ordinance Chapter 4: Use Standards, to remove solar array as an allowable use.

**New Business**

A) **Consideration of Resolution of the Board of Commissioners for Currituck County, North Carolina Establishing Legislative Agenda and Request for the Introduction of Certain Local Acts by the County's Legislative Delegation**

B) **Board Appointments**

1. Planning Board

C) **Consent Agenda**

1. Approval Of Minutes for February 6, 2017

2. Budget Amendments

3. Grant Ordinance - NC Department of Agriculture Mitigation Grant for Stormwater Management in the aftermath of Hurricane Matthew

4. Resolution of Support for Adequate Funding to Meet the Mental Health, Intellectual and Developmental Disabilities, and Substance Use Disorder Service Needs for Citizens of Currituck County

5. Resolution of the Currituck County Board of Commissioners Requesting Speed Limit Study on South Mills Road in Moyock Township

6. Job Description Revision-Visitor Relations Specialist

D) **Commissioner's Report**

E) **County Manager's Report**

**Adjourn**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1807)**

**Agenda Item Title**

5:00 PM Discussion of Merger-Planning Board and Board of Adjustment

**Brief Description of Agenda Item:**

**Board Action Requested**

Discussion

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

Ben Woody



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1797)**

**Agenda Item Title**

Trillium Health Annual Report-Bland Baker

**Brief Description of Agenda Item:**

**Board Action Requested**

Information

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1798)**

**Agenda Item Title**

YMCA Annual Report-Billy George and Dean Mattix

**Brief Description of Agenda Item:**

**Board Action Requested**

Information

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1799)

**Agenda Item Title**

Senior Services Annual Report-Stacy Joseph, Senior Center Coordinator

**Brief Description of Agenda Item:**

**Board Action Requested**

Information

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

Stacy Joseph



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1800)**

**Agenda Item Title**

Currituck County 350th Anniversary-Barbara Snowden

**Brief Description of Agenda Item:**

**Board Action Requested**

Information

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**





## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1779)

**Agenda Item Title**

PB 16-28 Currituck County BOC:

**Brief Description of Agenda Item:**

Request to amend the Unified Development Ordinance Chapter 4: Use Standards, to remove solar array as an allowable use.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Tammy Glave,

**Presenter of Agenda Item**

Tammy Glave

**Currituck County**

Planning and Community Development Department  
 Planning and Zoning Division  
 153 Courthouse Road Suite 110  
 Currituck NC 27929  
 252-232-3055 Fax 252-232302

To: Board of Commissioners

From: Planning Staff

Date: February 15, 2017

Subject: PB 16-28 Currituck County Text Amendment

The enclosed text amendment was initiated by the Board of Commissioners (BOC) to amend the Unified Development Ordinance (UDO) to remove solar array as an allowable use.

**Background**

- June 2, 2014 – The BOC approved a use permit for PB 14-07 Ecoplexus, Inc. for a solar array in Shawboro. The only UDO regulation at the time was that panels not produce excessive glare. District setbacks applied to the panels. The applicant increased the setback to 50' for the panels from Shawboro Road with vegetative screening between the property line and the panels.
- May 4, 2015 – The BOC approved a text amendment to add solar array standards to the UDO including requirements for ground cover, screening, height limits, decommissioning plans, and a decommissioning requirement if the system does not generate electricity for a continuous 12 month period.
- May 4, 2015 – The BOC approved use permit PB 15-14 Wildwood Solar for a solar array near Moyock. The owner agreed to a 300' setback for panels from an existing dwelling and that they would install a landscape berm.
- October 5, 2015 – The BOC approved a text amendment to add additional solar array standards to the UDO including requirements for the 300' setback for all components of the solar array to the property line, ground water testing, and a performance guarantee to ensure decommissioning.
- January 4, 2016 – The BOC approved a text amendment to allow a reduction in the 300' setback with increased screening, changed the permit required from a use permit to a conditional rezoning, and removed the solar array use from all zoning districts except the AG district.

- January 3, 2017 – The BOC adopted an ordinance imposing a moratorium on the acceptance, processing, or consideration of applications for solar arrays.

### Amendment Request

This request is to amend the Unified Development Ordinance Chapter 4: Use Standards to remove solar array as an allowable use. This proposed amendment to the UDO is determined advisable to meet and preserve the stated goals established by the Currituck County 2006 Land Use Plan.

Existing permitted solar arrays will become legal nonconformities.

### Text Amendment Review Standards

The advisability of amending the text of the UDO is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny the proposed text amendment, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the proposed text amendment:

- (1) Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
  - a. *The amendment promotes farmland preservation. (LUP POLICY AG1)*
  - b. *The amendment prohibits all energy producing facilities within the county's jurisdiction. (LUP POLICY ID9)*
- (2) Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
  - a. *The amendment eliminates a conflict between the 2006 Land Use Plan and the UDO.*
- (3) Is required by changed conditions;
  - a. *The North Carolina Utilities Commission Public Staff reported to the North Carolina General Assembly on February 10, 2016 that as of January 31, 2016 Currituck County was ranked fifth among the top ten counties in the number of pending North Carolina Utilities Commission certificate applications. The amendment clarifies that renewable energy facilities are not consistent with the 2006 Land Use Plan and are also prohibited in the county.*
- (4) Addresses a demonstrated community need;
  - a. *The amendment promotes the conservation of farmland which is consistently a community value and need included in adopted plans.*
- (5) Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
  - a. *County residents have reported adverse effects of solar array construction, activity and operation including aesthetic impacts and potential impacts on residential and other property values. The amendment prevents incompatible solar array projects from being established that could adversely*

*impact the quality of life for county residents.*

- (6) Would result in a logical and orderly development pattern; and
  - a. *There exists in the county two solar arrays located adjacent to residential uses of land, that has resulted in numerous complaints to the county of incompatible activity on the solar array site with use of adjacent property for residential purposes. The amendment prevents this type of development pattern while promoting compatible uses and protecting agriculturally productive lands.*
- (7) Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.
  - a. *In a February 10, 2016 report to the North Carolina General Assembly the North Carolina Department of Environmental Quality expressed concern for the loss of agricultural land and jobs in the state from conversion of agriculturally used property to use for solar arrays and the loss of wildlife habitat due to large areas encompassed by solar arrays that are fenced and affect food availability for wildlife. (Attachment 1)*

### **Land Use Plan Consistency**

The UDO requires that the Board of Commissioners adopt a statement of consistency and reasonableness that describes whether the decision on the amendment is consistent with county adopted plans that are applicable and why the decision is reasonable and in the public interest. The 2006 Land Use Plan is the controlling plan and the following policy statements are relevant to this request:

POLICY AG1: ACTIVE AGRICULTURAL LANDS having a high productive potential, and especially those removed from infrastructure and services, should be conserved for continued agricultural use.

LUP POLICY ID9: Currituck County shall not support the exploration or development of ENERGY PRODUCING FACILITIES within its jurisdiction including, but not limited to, oil and natural gas wells, and associated staging, transportation, refinement, processing or on-shore service and support facilities

### **Staff Recommendation**

Staff recommends adoption of the proposed text amendment because it complies with all applicable review standards of the UDO and is consistent with the 2006 Land Use Plan.

### **Planning Board Discussion – February 14, 2017**

Tammy Glave, Senior Planner, presented the case on behalf of the Currituck County Board of Commissioners (BOC). Ms. Glave gave background information on solar arrays in Currituck County which began in June 2, 2014 with one condition that panels did not produce excessive glare and later changes were made to add ground cover, screening, height limits, decommission plans and setbacks. The permit required was also changed from a use permit to conditional rezoning and removed the solar array use

from all zoning districts except the AG district on January 4, 2016. The BOC adopted an ordinance imposing a moratorium on the acceptance, processing, or consideration of applications for solar arrays on January 3, 2017. For the requested text amendment tonight, Staff recommends adoption of the proposed text amendment to remove solar array as an allowable use from the Unified Development Ordinance (UDO) Chapter 4 since it preserves the stated goals established by the Currituck County 2006 Land Use Plan with the preservation of farmland and prohibition of all energy producing facilities within the county's jurisdiction.

Ms. Overton asked if there were any open requests for solar arrays. Ms. Glave said there is one in construction and one that is complete. There are no new applications since the moratorium had a condition to not accept any new applications.

Mr. Craddock asked what reasons were cited by the Board of Commissioners for this text amendment. Mr. Woody said the Board of Commissioners referenced an environmental report which shows concern for loss of wildlife and agricultural land. Another reference is the fact that Currituck County is ranked fifth among the top ten counties in North Carolina for applications through the department of utilities for solar arrays. Also, property owners complained of loss in property values and the aesthetic complaints of the solar arrays. Lastly, they referenced a Land Use Plan policy that says Currituck will not support energy producing facilities and the Board of Commissioners have determined solar arrays fall under the energy producing category.

Mr. Craddock opened the public hearing.

Steve Fentress (247 Grandy Road, Grandy), spoke against the total removal of solar arrays in the UDO. He said the county should not completely ban solar arrays, but put more stringent restrictions on them to keep solar arrays from being in Currituck County. Mr. Fentress was concerned that the panels currently used are not tested and may have toxic materials since they are not made in the United States. Mr. Fentress also showed concern for the setbacks not being great enough.

Mr. Craddock closed the public hearing.

Board members discussed tax percentages for farm land verses solar arrays. Some members showed concern for loss in revenue for the county. Discussion was also held on property owners not having the right to put solar arrays on non-productive farm land.

Mr. McColley motioned to approve due to the active agricultural lands (AG1) and the county's nonsupport of energy producing facilities (ID9) for consistency of the Land Use Plan. There was no second and the motion died.

Board members discussed whether the item could be tabled and Mr. Woody encouraged them to make a decision of approval or denial.

Mr. McColley motioned to approve again with the same consistencies of the Land Use Plan as stated before, due to the active agricultural lands (LUP Policy AG1) and the county's nonsupport of energy producing facilities (LUP Policy ID9) and Bobby Bell seconded the motion.

Ms. Overton asked to amend the motion as approved with the recommendation that the Board of Commissioners not rush to a decision since this affects the county with income loss and land sitting vacant for several years.

Mr. McColley agreed to the amended motion and the motion carried unanimously.

<b>RESULT:</b>	<b>RECOMMENDED APPROVAL</b>	<b>Next: 2/20/2017</b>
<b>MOVER:</b>	<b>[UNANIMOUS]</b>	
<b>SECONDER:</b>	John McColley, Board	
<b>AYES:</b>	Robert (Bobby) Bell, Board Member, Steven Craddock, Board Member, John McColley, Board Member, Jane Overstreet, Board Member, J. Timothy (Timmy) Thomas, Board Member	
<b>ABSENT:</b>	Carol Bell, Chairman, Fred Whiteman, Vice Chairman, C. Shay Ballance, Board	



**STAFF REPORT  
PB 16-28 CURRITUCK COUNTY  
BOARD OF COMMISSIONERS  
FEBRUARY 20, 2017**

The Currituck County Board of Commissioners requests an amendment to the Unified Development Ordinance, Chapter 4 Use Standards, to remove solar array as an allowable use in the county.

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

**Item 1:** That Chapter 4 is amended by deleting the following bold strikethrough language in Section 4.1.2:

USE CATEGORY	USE TYPE	ZONING DISTRICT (CURRENT DISTRICT IN PARENTHESIS) [NOTE: OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]															ADDITIONAL REQ. (4.2.3.H.1)	
		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M		PD-O
INSTITUTIONAL USE CLASSIFICATION																		
Utilities	Solar array		C Z															3.H.1

**Item 2:** That Chapter 4 is amended by deleting the following bold strikethrough language in Section 4.2.3.H.1:

#### 4.2.3. Institutional Uses

##### H. Utilities

##### ~~(1)~~ Solar Array

~~(a)~~ Solar arrays shall be configured to avoid glare and heat transference to adjacent lands.

~~(b)~~ Appropriate ground cover/grass is required and shall be maintained as not to create a fire hazard.

~~(c)~~ The solar panels, equipment, and associated security fencing shall be located at least 300 feet from any perimeter property line abutting a residential



~~dwelling, residential zoning district, religious institution, public school, state licensed day care center, public playground, public swimming pool, or public park. The solar panels, equipment, and associated security fence shall be screened from those uses or zoning districts by a Type D buffer. The buffer may be reduced to a Type C when abutting a right-of-way, use, or zoning district not listed above and the setback may be reduced to 100 feet in these instances.~~

- ~~(d) The total height of the solar energy system, including any mounts, shall not exceed 15 feet above the ground when orientated at maximum tilt.~~
- ~~(e) The solar energy system owner shall have 12 months to complete decommissioning of the facility if no electricity is generated for a continuous 12 month period.~~
- ~~(f) Operations, maintenance, and decommissioning plans are required.~~
- ~~(g) Ground water monitoring wells shall be installed prior to construction of the solar energy system and testing data shall be submitted annually to the Planning and Community Development Department until decommissioning occurs. Monitoring wells shall be located near the center of the site and along each exterior property line at approximately the lowest ground elevation point of each property line. Testing data shall be provided to the county indicating compliance with EPA National Primary Drinking Water Standards prior to construction and annually until decommissioning occurs.~~
- ~~(i) Should the initial ground water testing indicate that the site is not in compliance with the EPA National Primary Drinking Water Standards subsequent annual reports shall indicate no~~



~~increase in noncompliance with those standards.~~

~~(h) Prior to the issuance of a building permit, the developer shall post a performance guarantee in the form of cash deposit with the county to ensure decommissioning funds are available in the amount equal to 115 percent of the estimated decommissioning costs minus salvageable value. Estimates for decommissioning the site and salvageable value shall be prepared and certified by a registered engineer or North Carolina licensed general contractor and submitted prior to building permit approval and verified by a registered engineer or North Carolina licensed general contractor and resubmitted every two years thereafter until decommissioning occurs.~~

*Please note that the sections following this item will be renumbered accordingly.*

**Item 3: Statement of Consistency and Reasonableness:**

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

- It protects active agricultural lands having a high productive potential and conserves those lands for continued agricultural use. (LUP POLICY AG1)
- It does not support the exploration or development of energy producing facilities within the county's jurisdiction. (LUP POLICY ID9)

The request is reasonable and in the public interest because:

- It prevents incompatible solar array projects from being established that could adversely impact the quality of life for county residents.
- It promotes the conservation of farmland which is consistently a community value and need included in adopted plans
- In reference to a February 10, 2016 report provided by the North Carolina Department of Environmental Quality, It limits the loss of agricultural land and jobs in the county from conversion of agriculturally used property to use for solar arrays and the loss of wildlife habitat due to large areas encompassed by solar arrays that are fenced and affect food availability for wildlife.

**Item 4:** The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of

competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

**Item 5:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

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

DATE ADOPTED: \_\_\_\_\_  
MOTION TO ADOPT BY COMMISSIONER: \_\_\_\_\_  
SECONDED BY COMMISSIONER: \_\_\_\_\_  
VOTE: \_\_\_\_\_AYES \_\_\_\_\_NAYS  
.....

PLANNING BOARD DATE: February 14, 2017  
PLANNING BOARD RECOMMENDATION: Approval  
VOTE: 5AYES 0NAYS  
ADVERTISEMENT DATE OF PUBLIC HEARING: 2/5/17 & 2/15/17  
BOARD OF COMMISSIONERS PUBLIC HEARING: February 20, 2017  
BOARD OF COMMISSIONERS ACTION: \_\_\_\_\_  
POSTED IN UNIFIED DEVELOPMENT ORDINANCE: \_\_\_\_\_  
AMENDMENT NUMBER: \_\_\_\_\_

Attachment: PB 16-28 BOC - Solar Array Staff Report (BOC 2-20-17) (1779 : PB 16-28 Currituck County BOC)



February 10, 2016  
*Department of Environmental Quality*

Attachment 1

## *Growth of Solar Energy in NC*

- Ranked 4<sup>th</sup> in the country in solar generation in 2015
- Growth rate was first in the nation in 2015
- 4th in the nation in installed capacity (1300 MW)
- Additional 1600 MW planned under the Safe Harbor Act
- Home to the largest solar facility east of the Mississippi

*Department of Environmental Quality*



# SunEnergy1

Edgecombe County  
80 MW on 1,400 acres



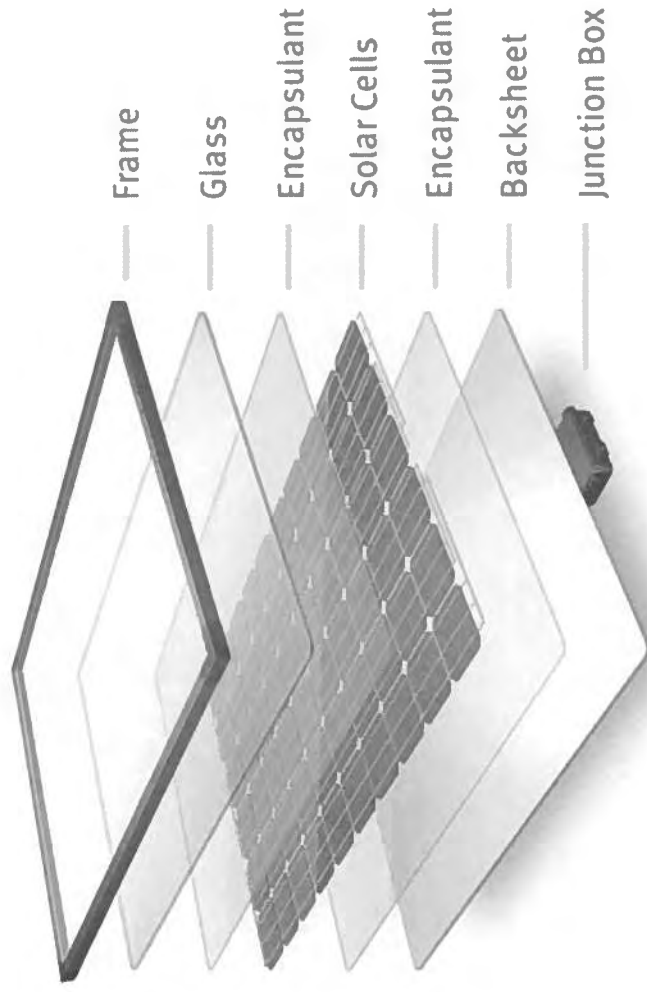
CHARLOTTE  
BUSINESS JOURNAL



Department of Environmental Quality



# Solar Panel Components



Department of Environmental Quality

## *End-of-Life Decommissioning*

- Expected life is ~25 years
- More 250 million lbs. of panels in NC today
- Panels contain toxic components
- Limited recycling capacity
- Negative recycling value
- Revegetation
- Soil stabilization

*Department of Environmental Quality*



# *Environmental and Health Impacts*

5.A.2

- Land use transformation – loss of agricultural land and jobs
- Loss of wildlife habitat – large areas enclosed by fencing, food availability is affected
- Human health concerns – toxic substances including mercury from manufacturing
- Pollutants and emissions – solar is not carbon-free

*Department of Environmental Quality*





California requires an environmental analysis, soil management and restoration plans, and a bond.

Must cover all restoration costs, including:

- Cost of physical activities and materials necessary to implement the plan
- City or county's cost for third-party contracting for each of the activities
- A contingency amount not to exceed 10% of the restoration costs

Every EU country regulates collection, transport and treatment (recycling) of photovoltaic panels.

*Department of Environmental Quality*



# Bureau of Land Management

BLM requires a bond to cover environmental liability and decommissioning:

- Proper disposal of the facilities
- Environmental liabilities such as removal or use of hazardous materials, herbicide, petroleum-based fluids
- Final reclamation, revegetation, recontouring

*Department of Environmental Quality*



## *Solar Backup*

- Intermittent
- Baseload is required to backup solar (shadow grid)
  - Nuclear, coal, gas
- Cycling of coal and gas
  - Decreased energy efficiency
  - Increases emissions
  - Excessive wear and tear on components



## *Considerations*

- Encourage transparency
- Provide protection to landowners
- Ensure end of life coverage
- Encourage recycling
- Prevent hazardous components from reaching landfill

*Department of Environmental Quality*





## Text Amendment Application

**OFFICIAL USE ONLY:**

Case Number: \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Gate Keeper: \_\_\_\_\_  
 Amount Paid: \_\_\_\_\_

**Contact Information**
**APPLICANT:**

Name: County of Currituck  
 Address: 153 Courthouse Road Suite 204  
Currituck NC 27929  
 Telephone: 252-232-2075  
 E-Mail Address: \_\_\_\_\_

**Request**

I, the undersigned, do hereby make application to change the Currituck County UDO as herein requested.

Amend Chapter(s) 4 Section(s) 4.1.2 and 4.2.3.H.1 as follows:

Remove solar array use and standards.

\_\_\_\_\_  
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 \_\_\_\_\_

\*Request may be attached on separate paper if needed.

Petitioner

1-5-17  
 Date



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1808)

**Agenda Item Title**

Consideration of Resolution of the Board of Commissioners for Currituck County, North Carolina  
Establishing Legislative Agenda and Request for the Introduction of Certain Local Acts by the  
County's Legislative Delegation

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

Donald (Ike) I. McRee Jr



**RESOLUTION OF THE BOARD OF COMMISSIONERS FOR CURRITUCK COUNTY,  
NORTH CAROLINA ESTABLISHING LEGISLATIVE AGENDA AND REQUEST FOR  
THE INTRODUCTION OF LOCAL ACTS BY THE COUNTY'S LEGISLATIVE  
DELEGATION**

**WHEREAS**, the North Carolina General Assembly convened its 2017-2018 Session on January 11, 2017; and

**WHEREAS**, the Board of Commissioners for the County of Currituck desires that the county's legislative delegation introduce and support the adoption of local acts beneficial to the citizens of Currituck County.

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

Section 1. The County of Currituck requests that Representative Bob Steinburg and Senator Bill Cook sponsor, introduce, and support the following legislation:

**Authorize Currituck County to Use Developer Funds for Construction of Roads to  
Allow for Interconnectivity of Subdivision Streets and Roads**

Pursuant to G. S. 153A-331 a county may by ordinance provide that in lieu of street construction a developer may provide funds to be used for development of roads to serve occupants, residents or invitees to the subdivision. The statute requires that the county transfer the funds to a municipality to expend funds outside its corporate limits for the street construction. Without municipalities, Currituck County is unable to use developer provided funds for purposes authorized by the statute or as required by the county's Unified Development Ordinance. Currituck County requests the same authority granted to municipalities under G. S. 160A-372(f).

**Authorize Currituck County to Adopt Ordinances Requiring Certain Life Safety  
Measures for Single Family Residential Dwellings 5,000 Square Feet or Greater in  
Size**

To respond to life safety concerns in large residential structures, especially those rented on a weekly basis by persons not familiar with such structures, Currituck County requests authority to require by ordinance the installation of 13D residential sprinkler systems, deck and floor loading equivalent to nonresidential building loading requirements and exit lighting in residential structures containing 5,000 square feet or more of floor surface area.

Section 2. The County Manager, County Attorney and Clerk to the Board of Commissioners are directed to forward a copy of this resolution to Representative Bob Steinburg and Senator Bill Cook with supporting documentation.

Section 3. This resolution shall be effective upon its adoption.

ADOPTED this 20th day of February, 2017.

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Bobby Hanig, Chairman  
Board of Commissioners

ATTEST:

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Clerk to the Board of Commissioners

(COUNTY SEAL)

Attachment: Resolution Legislative Agenda 022017 (1808 : Resolution-Legislative Agenda-2017)





## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1796)**

**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
Jeff O'Brien	District 1		Bob White	February 6, 2017	1st Term 12/31/2018
Steven Craddock	District 2		Bobby Hanig	January 2015	1st Term 12/31/2016
James Timothy Thomas	District 3		Mike Payment	February 6, 2017	1st Term 12/31/2018
C. Shay Ballance	District 4		Paul Beaumont	January 17, 2017	1st Term 12/31/2018
Carol Bell	District 5		Marion Gilbert	January 4, 2016	2nd Term 12/31/2017
Fred Whiteman	At-Large		Mike Hall	January 2012-2016 January 3, 2017	2nd Term 12/31/2018
John McColley	At-Large		Kitty Etheridge	April 18, 2016	1st Term 12/31/2017
Jane Overstreet	Outer Banks		Consensus	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  
NORTH CAROLINA**

February 6, 2017

Minutes – Regular Meeting of the Board of Commissioners

**6:00 PM CALL TO ORDER**

The Currituck County Board of Commissioners held its regular meeting at 6:00 PM in the Board Meeting Room of the Historic Currituck 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	
Marion Gilbert	Commissioner	Present	
Mike H. Payment	Commissioner	Present	
Bob White	Commissioner	Present	

Chairman Hanig called the meeting to order.

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

Pastor Glenn McCranie was present to give the Invocation and lead the Pledge of Allegiance.

**B) Approval of Agenda**

A 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 was added to the agenda as Item B under New Business. *(Note: This item was considered first under the New Business section-Item A.)*

Commissioner Gilbert moved for approval of the agenda as amended. The motion was seconded by Commissioner Etheridge and passed unanimously.

Approved Agenda:

**6:00 PM Call to Order**

Communication: Minutes for February 6, 2017 (Approval Of Minutes for February 6, 2017)

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**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Marion Gilbert, Commissioner
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Bobby Hanig, Chairman, Mike D. Hall, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, 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.***

No one wished to speak at public comment.

#### **ADMINISTRATIVE REPORTS**

##### **A. Discussion Regarding Americans with Disabilities Act Training for County Departments**

Dan Scanlon, County Manager, said the county would be holding Department Head and Supervisor training to ensure county staff adheres to the provisions of the Americans with

Disabilities Act. He recalled a recent incident at a county facility that was not handled appropriately. The training is scheduled to take place this April.

## 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.**

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

#### APPLICATION SUMMARY

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

#### SURROUNDING PARCELS

	LAND USE	ZONING
NORTH	VACANT	C-SFM
SOUTH	SINGLE FAMILY DWELLINGS	GB
EAST	ASSISTED LIVING FACILITY	GB
WEST	VACANT	GB

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.

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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.

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-design 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](http://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

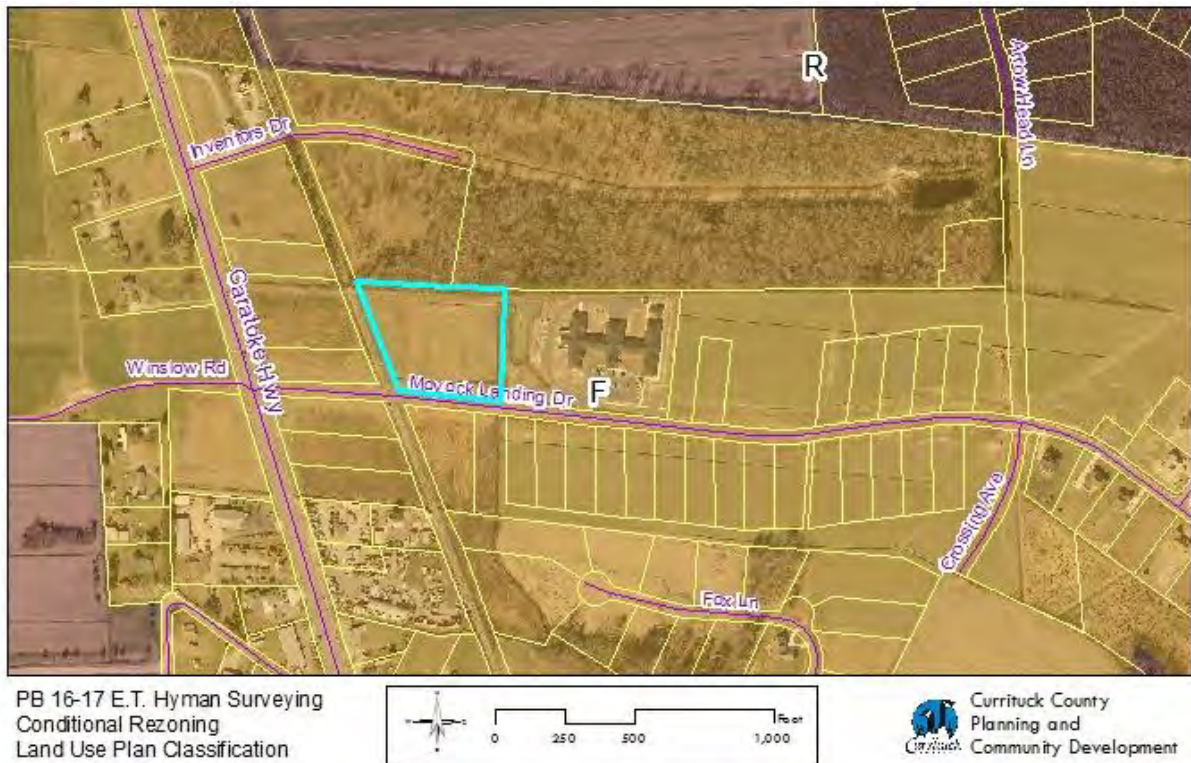
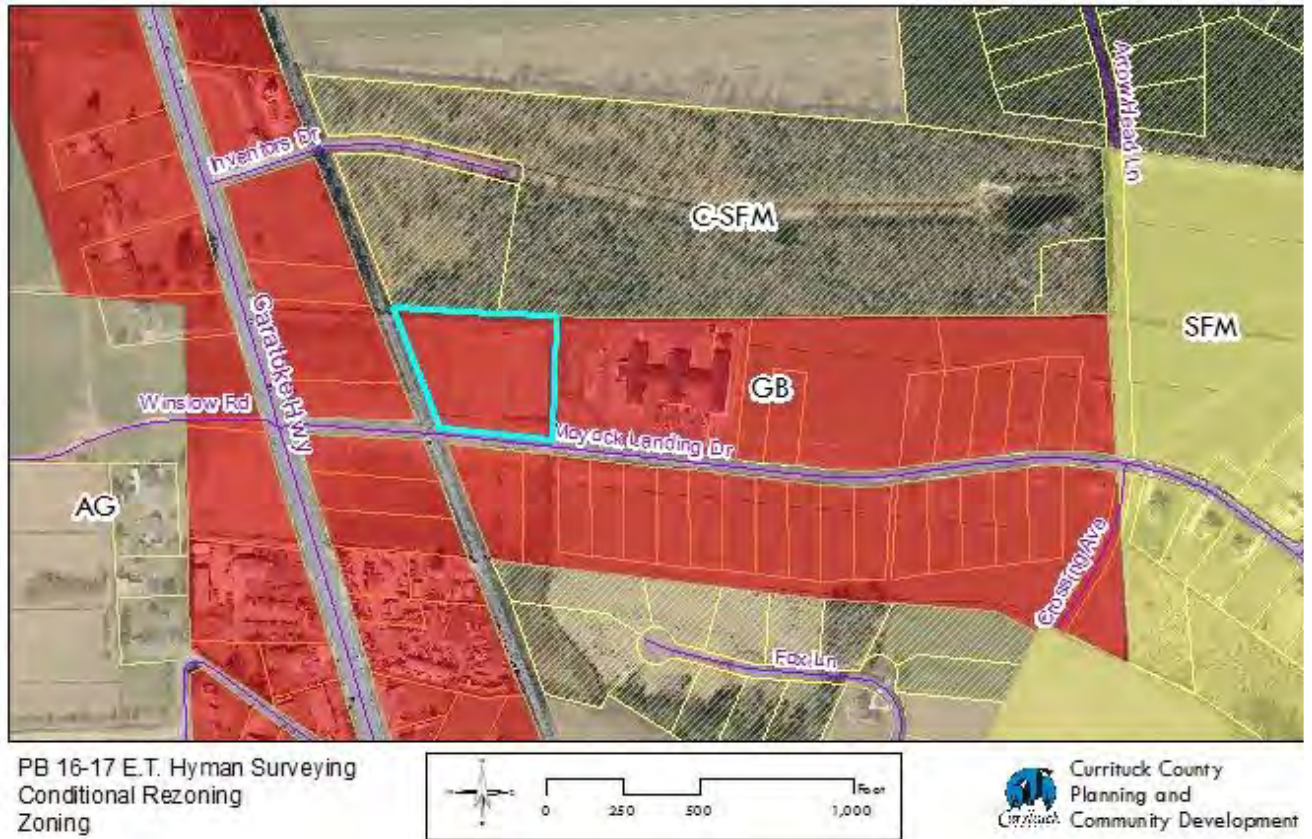
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Member, John McColley, Board Member, Fred Whiteman, Board Member

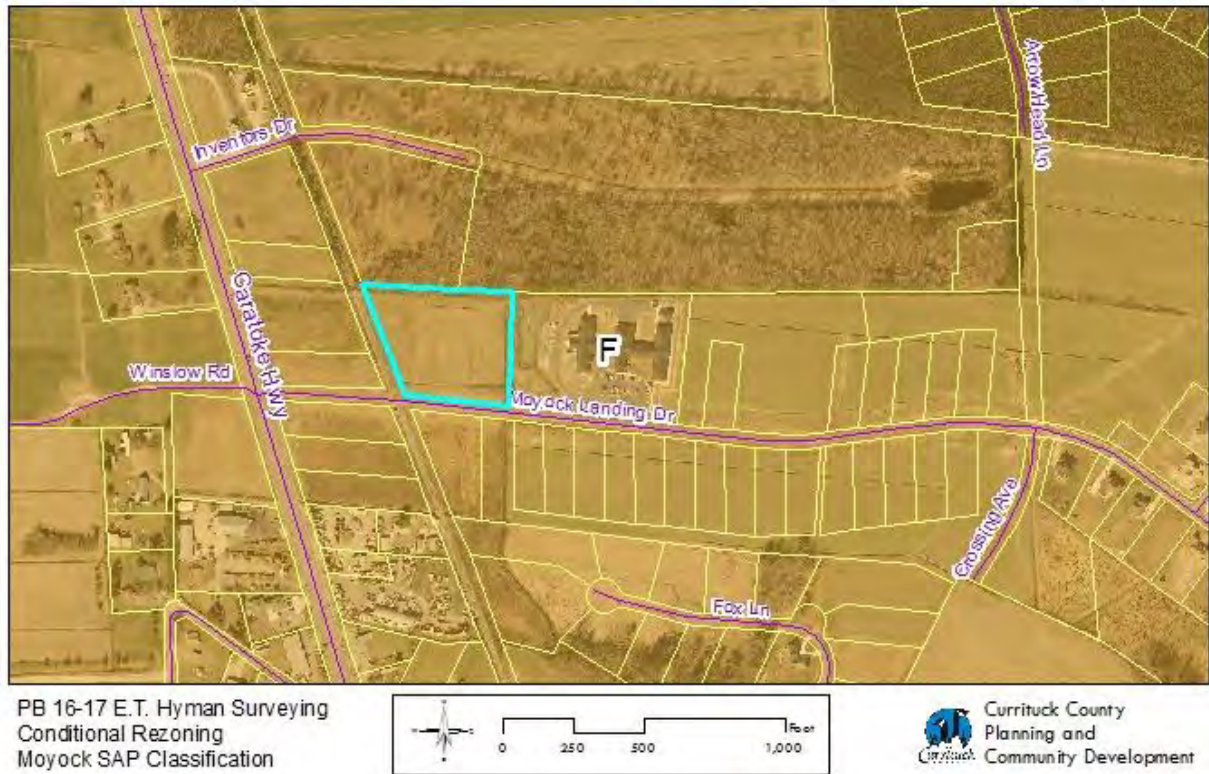


Communication: Minutes for February 6, 2017 (Approval Of Minutes for February 6, 2017)









Planning and Community Development Director, Ben Woody, reviewed the rezoning request. The Technical Review Committee recommended approval as did the Planning Board, with conditions. Mr. Woody said the applicant must agree to any conditions for approval, and the conceptual site drawing and elevations submitted, if included as part of approval, would be binding.

Mr. Woody clarified aspects of the project pertaining to the type of structures, proposed rentals, and road maintenance.

Builder and property owner, Sam Miller, provided additional details and clarifications for the Board. He said the intent is for one weekly or short term rental unit to accommodate mostly business travelers, while the rest would be long-term. He said the property would be managed by his real estate company and they are not intending to flip or sell. He said the project would be self-funded. He will allow the market at the time to determine the number of bedrooms per unit. Mr. Miller also addressed concerns related to stormwater and the railroad crossing.

Mr. Miller said the proposed garages are intended to be rented by community residents, but he would consider other avenues if they sit vacant. He said he has had discussion with developers of Shingle Landing about road maintenance and was not opposed to cost sharing. He believes roads will be taken over by the North Carolina Department of Transportation.

The Board had no questions for Applicant, Eddie Hyman.

Chairman Hanig opened the Public Hearing.

Roxanne Crocker of Applewood Drive, Shingle Landing, spoke against the project. She said multi-family rentals would decrease their property values and transient housing did not belong in a community of custom homes. With the current General Business (GB) zoning, residents could not have predicted this development would be coming.

No one else wished to speak. Chairman Hanig closed public hearing.

Mr. Miller addressed property value concerns. He said the project area, zoned GB, is located on the opposite side of the assisted living facility, away from the single-family homes. He noted permissible uses under GB zoning can be much less favorable. He believes the project will not affect appraisals. Mr. Miller answered questions about exterior maintenance and garage and accessory structures. Mr. Hyman agreed other property values would not be affected.

Commissioner Gilbert moved to postpone the decision until an expert appraiser could look at the project. The motion was later rescinded by Commissioner Gilbert.

Commissioner Beaumont said as a zoning request, it is all conceptual and doesn't know if a delay will tell us anything of substance. Mr. Miller agreed with Commissioner Beaumont's comments and reassured the Board they will do what is right. He said everything that was asked of them at the community meeting was done.

After discussion, Commissioner Beaumont moved to approve PB 16-17, and as part of the conditional rezoning include requirements of the architectural design that was included in the packet as part of the requirements, or a close approximation of that design, be incorporated in any housing that is built on that property; outstanding TRC comments are to be addressed, and that it consist of no more than a sixteen (16) unit townhome with one accessory dwelling and twelve (12) detached garages.

Commissioner Etheridge seconded and the motion passed unanimously.

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

## 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.**

County Attorney Ike McRee recalled the first reading of the ordinance occurred at the

January 17, 2017, Commissioners meeting. He reviewed the ordinance to provide for county advisory board member compliance with the code of ethics required for the Board of Commissioners. He noted the ordinance may pass this second reading with a simple majority vote.

Commissioner Beaumont moved to approve and the motion was seconded by Commissioner Gilbert. The motion passed unanimously.

**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.

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

**NEW BUSINESS**

**A. 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**

Mr. Scanlon said the Mid-Currituck Bridge project is ready to move forward into the permitting and construction phase after forty years in the environmental review process. He said it was recommended, if the Bridge project continues to be a priority for this Board, that a Resolution of support be adopted by the Board as previous Boards have done in the past. Mr. Scanlon said the project has been scored, ranked, funded and included in the State

### Transportation Improvement Plan.

Commissioner Hall moved to reaffirm the Resolution supporting the construction of the Mid-Currituck County Bridge. Commissioner Gilbert seconded and the motion passed unanimously.

#### **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 6<sup>th</sup> day of February, 2017.

\_\_\_\_\_  
Bobby Hanig, Chairman

(SEAL)

ATTEST: \_\_\_\_\_  
Leeann Walton, Clerk to the Board

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

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

Commissioner Payment requested to be recused from considering this item as he is the owner of the company. Commissioner Gilbert moved to accept the request for recusal and Chairman Hanig seconded the motion. The motion passed unanimously and Commissioner Payment exited the Board meeting room.

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Mr. McRee reviewed the rules allowing counties to contract with local elected officials for those counties who do not have a municipality with a population over 15,000. The contract is for Heating, Ventilation and Air Conditioning maintenance and repair.

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

Commissioner Payment rejoined the Board.

<b>RESULT:</b>	<b>APPROVED [6 TO 0]</b>
<b>MOVER:</b>	Mike D. Hall, Vice Chairman
<b>SECONDER:</b>	Marion Gilbert, Commissioner
<b>AYES:</b>	Bobby Hanig, Chairman, Mike D. Hall, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Bob White, Commissioner
<b>RECUSED:</b>	Mike H. Payment, Commissioner

### C) Board Appointments

#### 1. Historic Preservation Commission Member Term Designations

Commissioner Gilbert made a motion to designate the following member terms on the Historic Preservation Commission:

Josh Bass to a two-year term  
 Horace Bell to a three-year term  
 Virginia Serpico to a three-year term  
 Mary Simmons to a four-year term  
 Barbara Snowden to a four-year term

Commissioner Payment seconded and the motion carried unanimously.

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

#### 2. Planning Board

The following names were submitted for consideration to serve on the Planning Board.

Commissioner Payment nominated Timothy Thomas.  
 Commissioner White nominated Jeff O'Brien.



Commissioner Gilbert moved to approve the nominees. Chairman Hanig seconded and the motion passed unanimously.

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

### 3. Tourism Advisory

The following names were submitted for consideration to serve on the Tourism Advisory Board.

Commissioner Beaumont nominated Keith Dix.  
Commissioner Payment nominated Suzanne Serianni

Commissioner Gilbert moved to accept and was seconded by Commissioner White. The nominees were unanimously approved.

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

### 4. Senior Citizen Advisory

Commissioner Payment reappointed Janet Lovell to a second term on the Senior Citizens Advisory Board.

Commissioner Gilbert moved to accept the appointment and was seconded by Commissioner White. The reappointment was unanimously approved.

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

### 5. Recreation Advisory

No nominees were submitted.

#### D) Consent Agenda

Commissioner Gilbert moved to approve the consent agenda.

Commissioner Hall confirmed the inspections records, Item 5, were paper records and that electronic records would still be kept on file.

Commissioner Payment seconded and the motion passed unanimously.

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

#### 1) Approval Of Minutes for January 17, 2017

##### 1. Board of Commissioner Regular Meeting Minutes for January 17, 2017

##### 2. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
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	
		<u>\$ 21,000</u>	<u>\$ 21,000</u>
<b>Explanation:</b>	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.		
<b>Net Budget Effect:</b>	Fire Services Fund (12) - No change.		

Communication: Minutes for February 6, 2017 (Approval Of Minutes for February 6, 2017)

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

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

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

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

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

**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.

Communication: Minutes for February 6, 2017 (Approval Of Minutes for February 6, 2017)

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10980-532000	Supplies	\$ 292	
10980-545000	Contract Services	\$ 1,695	
10980-590000	Capital Outlay	\$ 5,613	
10380-484001	Insurance Recovery		\$ 7,600
		\$ 7,600	\$ 7,600
<b>Explanation:</b> 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.			
<b>Net Budget Effect:</b> Operating Fund (10) - Increased by \$7,600.			
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10450-511000	TELEPHONE & POSTAGE		\$ 3,100
10450-532000	SUPPLIES		\$ 3,200
10450-545000	CONTRACTED SERVICES	\$ 6,300	
		\$ 6,300	\$ 6,300
<b>Explanation:</b> Tax (10450) - Transfer funds to upgrade Tax Appraisal/Public Inquiry software to the newest version.			
<b>Net Budget Effect:</b> Operating Fund (10) - No change.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
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>\$ 215,758</u>	<u>\$ 215,758</u>
<b>Explanation:</b>	SOCIAL SERVICES ADMIN (750) - Decrease Crisis Intevention & 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.		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		

### 3. Project Ordinance - Detention Center Sewer

## 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
	<u>\$ 378,000</u>

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

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

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

#### **SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

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

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

#### **SECTION 6. CONTRACTUAL OBLIGATIONS**

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

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

#### **SECTION 7. USE OF BUDGET ORDINANCE**

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

ADOPTED this 6th day of February 2017.

#### **4. Change Order-Carova Beach Fire Apparatus**

#### **5. Permits and Inspections Records Disposal Request**

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

#### **E) Commissioner's Report**

Commissioner White said he will absent from the next regular meeting, scheduled for February 20, 2017.

Commissioner Payment said the Lower Currituck Volunteer Fire Department had a live burn last Saturday, with another scheduled for February 18, 2017. He encouraged volunteering and said attending the live burn is a good opportunity to see what the fire departments do.

Commissioner Gilbert referred to OPAL, an acronym for Older People, Active Living discussed at the recent Board of Commissioners retreat, and encouraged citizens to participate in the number of activities offered at Currituck's Senior Centers, recreation center, and YMCA. She encouraged folks to volunteer at the Animal Shelter, helping to socialize animals and aid the staff.

Commissioner Etheridge announced the Department of Social Services is actively looking for Foster Parents. Interested parties can call the Department at 232-2083.

Commissioner Hall announced the Moyock Women's Club Chili Cook-Off on March 12, 2017. Call 232-0711 for info.

Chairman Hanig thanked staff and fellow Board members for their efforts put into this year's Board Retreat. He noted his appreciation for the Board working through a very large agenda.

#### **F) County Manager's Report**

No report.

**CLOSED SESSION**

Communication: Minutes for February 6, 2017 (Approval Of Minutes for February 6, 2017)

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

Chairman Hanig moved to enter 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.

The motion was seconded by Commissioner Payment and passed unanimously.

The Board moved into closed session.

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

## ADJOURN

### Motion to Adjourn Meeting

The Board returned from Closed Session and had no further business. Commissioner Hall moved to adjourn the meeting of the Board of Commissioners. The motion was seconded by Commissioner White and passed unanimously. The meeting of the Board of Commissioners was adjourned.

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





## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1804)

**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

2017065

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 20th 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>
50550-592015	Corp Area Apron 36237.8.13.1	\$ 778,664	
50330-448000	State Aid to Airports		\$ 700,798
50380-481000	Investment Earnings		\$ 38,670
50550-592010	Airport-Nonmatch County Funds		\$ 39,196
		<u>\$ 778,664</u>	<u>\$ 778,664</u>

**Explanation:** County Governmental Construction - Airport Projects (50550) - Increase appropriations to record Construction and Construction Administration costs for the Corporate Aircraft Parking Apron Grant 36237.8.13.1, funded by 90% State Aid to Airports funding and 10% County match.

**Net Budget Effect:** County Governmental Facilities (50) - Increased by \$778,664.

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

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

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

Attachment: BudAmends-Feb 20-2017 (1804 : Budget Amendments)

Number

2017066

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 20th 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>
10775 - 516000	Repairs & Maintance	\$ 2,000	
10775 - 513000	Utilities		\$ 1,000
10775 - 514000	Travel		\$ 500
10775 - 531000	Fuel		\$ 500
		<u>\$ 2,000</u>	<u>\$ 2,000</u>

**Explanation:** Senior Center (10775) - Transfer funds for repairs to repair kitchen equipment at the Barco Senior Center.

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

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

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

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

Attachment: BudAmends-Feb 20-2017 (1804 : Budget Amendments)

Number

2017067

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 20th 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>
10750-514500	Training & Education	\$ 1,000	
10750-590000	Capital Outlay	\$ 30,998	
10750-514000	Travel		\$ 1,000
10390-499900	Fund Appropriate Balance		\$ 30,998
		<u>\$ 31,998</u>	<u>\$ 31,998</u>

**Explanation:** SOCIAL SERVICES ADMIN (750) - Move funds to cover costs of registration fees for social work training and increase appropriations for roof replacement for the DSS building.

**Net Budget Effect:** Operating Fund (10) - Increased by \$30,998.

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

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

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

Attachment: BudAmends-Feb 20-2017 (1804 : Budget Amendments)

Number

2017068

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 20th 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>
10330-445000	Emergency Mgmt		\$ 20,625
10531-514000	Travel	\$ 3,000	
10531-532000	Supplies	\$ 7,625	
10531-545000	Contracted Services	\$ 6,000	
10531-514500	Training	\$ 4,000	
		<u>\$ 20,625</u>	<u>\$ 20,625</u>

**Explanation:** Emergency Management (10531) - Increase appropriations for Emergency Management Planning Grant from 2016.

**Net Budget Effect:** Operating Fund (10) - Increased by \$20,625.

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

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

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

Attachment: BudAmends-Feb 20-2017 (1804 : Budget Amendments)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1805)

**Agenda Item Title**

Grant Ordinance - NC Department of Agriculture Mitigation Grant for Stormwater Management in the aftermath of Hurricane Matthew

**Brief Description of Agenda Item:**

100% Grant for snagging and clearing ditches in Currituck County

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Sandra Hill, Director

**Presenter of Agenda Item**

Daniel F. Scanlon

## COUNTY OF CURRITUCK GRANT 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 grant ordinance is hereby adopted:

**SECTION 1.** The project authorized is mitigation effort in the aftermath of Hurricane Matthew for snagging and clearing of ditches within Currituck County.

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

NC Dept of Ag - Hurricane Matthew Snagging/Clearing	\$ 114,200
	<u>\$ 114,200</u>

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

Hurricane Matthew Stormwater Mitigation	\$ 114,200
	<u>\$ 114,200</u>

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

### SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

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

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

### SECTION 6. CONTRACTUAL OBLIGATIONS

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

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

- materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

## **SECTION 7. USE OF BUDGET ORDINANCE**

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

ADOPTED this 20th day of February 2016.

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Bobby Hanig, Chairman  
Board of Commissioners

ATTEST:

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Leeann Walton  
Clerk to the Board





## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1802)

**Agenda Item Title**

Resolution of Support for Adequate Funding to Meet the Mental Health, Intellectual and Developmental Disabilities, and Substance Use Disorder Service Needs for Citizens of Currituck County

**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

Transforming Lives



January 30, 2017

County Commissioners,

Over the past two fiscal years, the General Assembly has reduced State funding for mental health (MH), substance use disorder (SU), and intellectual/developmental disability services (I/DD) by \$263.7 million and required those reductions to be filled using LME/MCO one time savings.

LME/MCOs are subject to the requirements of the Local Government Commission in the Office of the State Treasurer. Among those requirements is that they must maintain at least thirty days which is 8% of cash on hand. This is just prudent business. For the seven LME/MCO's thirty days of cash is \$240.7 million dollars.

Trillium will have spent nearly \$40 million dollars of its own savings replacing state service funding reductions mandated by the General Assembly by June 30, 2017.

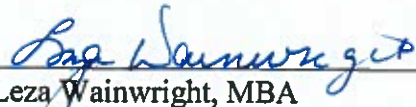
This has a direct impact on how Trillium Health Resources is managing its reinvestment funds and services for those with intellectual/developmental disabilities. Our unrestricted savings just this fiscal year will be reduced from \$18 million to an estimated \$3 million at year end. If reductions continue, Trillium will be forced to reduce state funded services and curtail reinvestment projects. State service reductions may have to include:

- Reducing State-funded group homes and other residential services for adults with mental illness and I/DD
- Reducing State-funded day programming for adults with I/DD
- Limiting most non-Medicaid consumers to outpatient therapy services only, instead of more effective evidence-based practices.
- Reinvestment projects curtailed may have to include:
  1. Replication of the Healing Transitions model for long-term substance use disorder recovery
  2. Expansion of inclusive day programs for children and adults with disabilities
  3. Expansion of crisis services

Finally, if any further reductions must be made, the formula mandated by the General Assembly on how those reductions are allocated among the LME/MCOs must be changed. The current formula, which tags the reduction to cash balances as of June 30, 2015, is very unfair to Trillium.

- At June 30, 2015, the Trillium cash balance was 15.11% of the statewide total, so we received 15.11% of the \$110.8 million reduction for SFY 2015-2016.
- At June 30, 2016, the Trillium cash balance was only 13.13% of the statewide total, but since the formula was not adjusted by the General Assembly, we still received 15.11% of the \$152.8 million reduction. This resulted in an additional reduction of \$3 million to Trillium.
- As of October 31, 2016, Trillium's cash balance was down to 11.61% of the statewide total, meaning our share of the 2016-2017 reduction is actually \$5.3 million more this year than our "fair share."

We are respectfully requesting that you consider adopting this resolution to express your support for providing Trillium with adequate funding to continue serving those with disabilities throughout our 24 counties.

  
\_\_\_\_\_  
Leza Wainwright, MBA  
CEO, Trillium Health Resources

**Resolution of Support for Adequate Funding to meet the Mental Health, Intellectual and Developmental Disabilities, and Substance Use Disorder service needs for Citizens of Currituck County**

**WHEREAS**, Currituck County knows that citizens dealing with mental illness and substance use disorders can achieve recovery with the appropriate services and supports and that citizens with intellectual and developmental disabilities can live productive lives in our communities with similar services and supports; and

**WHEREAS**, the funding needed for such services and supports is increasing due to North Carolina's increasing population and the opioid epidemic in our State; and

**WHEREAS**, Currituck County is a member of Trillium Health Resources, a twenty-four county LME/MCO serving eastern North Carolina; and

**WHEREAS**, in accordance with the intent of the NC General Assembly and the NC Department of Health and Human Services, the Board of Trillium Health Resources has developed and is implementing a robust reinvestment plan to use savings that is benefiting the citizens of Currituck County with such enhancements as accessible playgrounds, Access Point Kiosks, and new evidenced-based services; and

**WHEREAS**, the North Carolina General Assembly has made significant budget reductions in State funding for the past two years; and

**WHEREAS**, the formula used to allocate the reduction statewide in the current fiscal year was based on 2015 information which has resulted in a disproportionate reduction to Trillium Health Resources; and

**WHEREAS**, these budget reductions can no longer be absorbed by Trillium Health Resources without jeopardizing services to Currituck County citizens, negatively impacting the lives of people in need of service as well as potentially impacting the local economy through job loss;

**NOW, THEREFORE BE IT RESOLVED** that we, the Currituck County Board of Commissioners do hereby request that the North Carolina General Assembly:

- Maintain full State funding for mental health, developmental disabilities and substance abuse services without further reductions; and
- Allow Trillium Health Resources to continue to use its savings to reinvest in enhanced services in our communities rather than having to use that funding to replace State budget reductions; and
- Modify the formula by which any future reductions in funding are allocated, if such reductions must be made, to ensure the reduction is fairly distributed statewide.

**ADOPTED this 20<sup>th</sup> day of February, 2017.**

\_\_\_\_\_  
Bobby Hanig, Chairman, Currituck County



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1803)

**Agenda Item Title**

Resolution of the Currituck County Board of Commissioners Requesting Speed Limit Study on South Mills Road in Moyock Township

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS  
REQUESTING SPEED LIMIT STUDY ON SOUTH MILLS ROAD IN MOYOCK  
TOWNSHIP**

**WHEREAS**, Currituck County has received citizen concerns regarding the configuration of South Mills Road in the vicinity of Backwoods Road in Moyock Township and the speed limit which may be in excess of speed that should be allowed along that portion of South Mills Road; and

**WHEREAS**, the Currituck County Board of Commissioners believes that a study should be performed to determine whether the speed limit for that portion of South Mills Road in the vicinity of Backwoods Road is safe and appropriate.

**NOW, THEREFORE, BE IT RESOLVED** by the Currituck County Board of Commissioners that Currituck County requests the North Carolina Department of Transportation to conduct a study to determine whether the speed limit on that portion of South Mills Road in the vicinity of Backwoods Road should be reduced.

ADOPTED the 20<sup>th</sup> day of February, 2017.

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Bobby Hanig, Chairman  
Board of Commissioners

ATTEST:

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Leeann Walton, Clerk to the Board

(COUNTY SEAL)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1801)

**Agenda Item Title**

Job Description Revision-Visitor Relations Specialist

**Brief Description of Agenda Item:**

**Planning Board Recommendation:**

Visitor Relations Specialist Grade 54-Change in Position Job Description and Reclassification for Whalehead location.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

## CURRITUCK COUNTY JOB DESCRIPTION

**JOB TITLE: VISITOR RELATIONS SPECIALIST ~~VISITOR'S CENTER SUPERVISOR~~**

### **GENERAL STATEMENT OF JOB**

Under limited supervision, provides public relations and customer service to visitors, residents, and businesses. Responsible for the scheduling of part-time staff at Historic Corolla Park, Whalehead and scheduling bus tours. Oversees office and mail operations of Historic Corolla Park and the Whalehead Club ~~visitor's center~~. Responsible for retail merchandise and maintaining retail center, including the ordering, maintenance and reporting of merchandise and sales. Assists with Historic Corolla Park and Whalehead tours when needed. Position is based at the Whalehead Club in Corolla. ~~Currituck Outer Banks Visitor's Center in Corolla.~~ Reports to the Visitor Center Supervisor ~~Travel & Tourism Director / Public Information Director.~~

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

- ~~Answers questions, provides brochures, and distributes other tourism related information.~~
- Completes monthly scheduling of part-time associates to ensure staff coverage during open hours at Historic Corolla Park and the Whalehead.
- Oversees visitor center office operations including mail fulfillment, ~~recruitment and~~ evaluations of part-time staff, purchase of office equipment, and other supervisory tasks as it pertains to part-time staff.
- Ensures overall organization and cleanliness of the center and maintains the center's facility use policy manual.
- Trains new associates on Historic Corolla Park, the Whalehead Club, general area, restaurants and other services and attractions available to visitors in Corolla and the Mainland.
- Ensures coverage for all associates that cannot work assigned shift.
- May take calls from security agency when an alarm is triggered and return to Historic Corolla Park and the Whalehead Club to check on alarm status and to reset the alarm.
- Reports maintenance issues at the Center and follows up on reported issues.
- Assists visitors, answers questions and provides information on the area. Maintains a well-informed, working knowledge of the attractions and services available in the area to visitors.
- Maintains spreadsheet for all website requests for printed materials and emails spreadsheet to the Public Relations Coordinator on bi-weekly basis.
- Maintains merchandise inventory and reports for merchandise sales.
- Makes daily bank deposits for merchandise sales.
- Maintains correct amount of cash in the POS.



### **VISITOR'S -CENTER SUPERVISOR**

- Sends all paperwork and reports on merchandise sales to the Currituck County Finance Department.
- Gathers information for Purchase Orders and generates County sales/retail contracts for submission and review by Visitor Center Supervisor.
- Ensures the Visitors' Center is well maintained and stocked with brochures and other informational materials following the brochure distribution policy; and provides local businesses with current printed materials.
- Mails ~~Ships~~ appropriate promotional material to individuals and organizations as requested.
- Ensures all inquiries from mail, walk-in, website, and telephone receive prompt and courteous responses.
- Assists with the organization of events and activities.
- Maintains ~~Visitor's Center~~ statistics; creates various reports as requested.
- Maintains Historic Corolla Park and Whalehead procedures manual.
- Maintains a cohesive working relationship with all other Department personnel to ensure a unified and effective promotional effort.

### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the Visitor Center Supervisor, Site Manager/Curator, Travel & Tourism Director ~~/Public Information Director~~ during a State of Emergency or other disaster.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires any combination of education and experience equivalent to graduation from high school and at least two years work experience which provides the required knowledge, skills and abilities. Prefer applicants with experience at a visitors' center, government agency, marketing firm, or other tourism-related industry.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

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

ED: 2/20/2017 (REV BOC)-~~© MAXIMUS, 2003~~ 2

## **VISITOR'S -CENTER SUPERVISOR**

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

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

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

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

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

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

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

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

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

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

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

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

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

**VISITOR'S  
-CENTER SUPERVISOR**

**KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the methods and techniques used in marketing and promotion for travel and tourism.

Considerable knowledge of the available resources of the County.

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

Considerable knowledge of County geography.

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

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

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

Ability to effectively express ideas orally and in writing.

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

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

**CURRITUCK COUNTY  
CLASSIFICATION BY SALARY GRADE  
FOR THE FISCAL YEAR ENDING JUNE 30, 2017**

6.C.6.b

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

Attachment: Salary Resolution Draft 2016 2017 (1801 : Job Description-Visitor Relations Specialist)

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

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

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

60	\$43,144-\$59,707	*Administrative Officer I *Communications Supervisor EMS Training Officer Fire Training Officer/Recruitment Coordinator *Income Maintenance Supervisor II *Lieutenant Detention Officer Fire Marshal Lieutenant - EMS *Operations Director Risk Manager Social Worker II Soil & Stormwater Technician Water Distribution Supervisor Trainee Web/AV Specialist
60.5	\$43,971-\$61,199	*Senior Center Coordinator
61	\$45,077-\$62,414	Building Inspector III probationary/FQ BI II Creative Director Detective II GIS Specialist GIS Coordinator Paralegal Planner II Marketing Director Public Information Officer Water Distribution Supervisor



62	\$47,009-\$65,120	*Building Superintendent Fiscal and Budget Assistant Sergeant Site Manager/Curator Social Worker III Social Worker Invest/Assess Treatment
63	\$48,941-\$67,826	Building Inspector III FQ *Director of Elections *Social Work Supervisor II *Water Treatment Plant Supervisor
64	\$50,875-\$70,533	Senior Planner *Jail Superintendent *Recreation Director
65	\$53,222-\$73,820	*Administrative Assistant/Clerk to Board *Captain - EMS *Manager Business Development/Airport Oper. *Project Coordinator
66	\$54,742-\$75,948	*Chief Building Inspector *Public Utilities Superintendent *Social Worker Supervisor III
67	\$56,673-\$78,651	*Emergency Management Director *Lieutenant - Sheriff *Social Work Program Manager
68	\$58,606-\$81,357	*Human Resources Director *IT Director *Project Engineer *Tax Administrator
69	\$60,539-\$84,605	
70	\$62,530-\$86,853	

71	\$64,404-\$89,477	*Captain- Sheriff *Chief Deputy - Fire/EMS *Tourism Director
72	\$66,339-\$92,186	*Assistant Planning Director
73	\$68,270-\$94,890	*Chief Deputy - Sheriff *Economic Development Director
74	\$70,204-\$97,598	
75	\$72,136-\$100,304	*Chief of EMS
76	\$74,070-\$103,011	*Director of Social Services *Finance Director *Public Utilities Director
77	\$76,002-\$105,716	
78	\$77,936-\$108,425	
79	\$79,869-\$111,131	
80	\$81,565-\$113,505	
81	\$83,604-\$126,609	
82	\$85,694-\$129,774	
83	\$87,836-\$133,019	
84	\$90,032-\$136,344	
85	\$92,283-\$139,753	
86	\$94,590-\$143,246	
87	\$96,814-\$146,614	
88	\$97,774-\$148,068	*Planning Director
89	\$100,218-\$151,769	
90	\$102,723-\$155,564	*County Manager
91	\$105,292-\$159,453	
92	\$107,523-\$162,831	*Engineer
93	\$110,211-\$166,902	
94	\$112,966-\$171,075	
95	\$115,790-\$175,352	

96	\$118,685-\$179,735	
97	\$121,652-\$184,229	
98	\$124,693-\$188,834	
99	\$127,811-\$193,555	
100	\$131,006-\$198,394	
101	\$134,281-\$203,354	
102	\$137,638-\$208,438	
103	\$141,079-\$213,649	
104	\$144,606-\$218,990	
105	\$148,221-\$224,465	
106	\$151,927-\$230,076	
107	\$155,725-\$235,828	
108	\$159,618-\$241,724	
109	\$163,608-\$247,767	
110	\$167,699-\$253,961	
111	\$171,881-\$260,295	*Attorney

\* indicates exempt status

Board determined

Board determined

Board determined

Board determined

\*County Manager's salary

\*Sheriff's salary

\*Register of Deeds' salary

\*Attorney's salary