



**Board of Commissioners
Agenda Packet**

March 19, 2018

Work Session

4:30 PM CSE Engineering Presentation-Pine Island Beach Strand Study

6:00 PM Call to Order

- A) Invocation & Pledge of Allegiance-Reverend Joe Griffith, Rehobeth 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) **Audit Report presented by Chris Burton of Carr, Riggs & Ingram**
- B) **Senior Center Annual Report-Stacy Joseph, Senior Center Coordinator**

Public Hearings

- A) **Public Hearing and Action: PB 18-04 Ocean Atlantic Rentals:** Request for a use permit for light vehicle rentals. The property is 6.8 acres and is located at 1159 Austin Street, 103A, Corolla Light Town Center, Tax Map 115B, Parcel 2P2B, Poplar Branch Township.
- B) **Consideration and Action: PB 18-03 Fun in the Sun Dune Buggy Rentals:** Request for a use permit for light vehicle rentals. The property is 2.32 acres and is located at 8754 Caratoke Highway, Harbinger, Tax Map 131, Parcels 109, 110 and 111, Poplar Branch Township. Request for a use permit for light vehicle rentals. The property is 2.32 acres and is located at 8754 Caratoke Highway, Harbinger, Tax Map 131, Parcels 109, 110 and 111, Poplar Branch Township.

New Business**A) Consent Agenda**

1. Approval Of Minutes for March 5, 2018
2. Budget Amendments
3. Master Fee Schedule Revisions
4. Resolution Approving the Exhibition, Use and Discharge of Pyrotechnics in Historic Corolla Park, Corolla, North Carolina.
5. Surplus Resolution-Emergency Management Equipment
6. Approval of Revised Job Description-Administrative Assistant I, Stormwater

B) Commissioner's Report**C) County Manager's Report****Adjourn**



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2119)

Agenda Item Title

4:30 PM CSE Engineering Presentation-Pine Island Beach Strand Study

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2120)

Agenda Item Title

Audit Report presented by Chris Burton of Carr, Riggs & Ingram

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 # 2121)

Agenda Item Title

Senior Center Annual Report-Stacy Joseph, Senior Center Coordinator

Brief Description of Agenda Item:

Board Action Requested

Discussion

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2125)

Agenda Item Title

Public Hearing and Action: PB 18-04 Ocean Atlantic Rentals:

Brief Description of Agenda Item:

Request for a use permit for light vehicle rentals. The property is 6.8 acres and is located at 1159 Austin Street, 103A, Corolla Light Town Center, Tax Map 115B, Parcel 2P2B, Poplar Branch Township.

Board Action Requested

Action

Person Submitting Agenda Item

Cheri Elliott, Assistant

Presenter of Agenda Item

Laurie LoCicero



STAFF REPORT
PB 18-04 OCEAN ATLANTIC RENTALS
BOARD OF COMMISSIONERS
MARCH 19, 2018

APPLICATION SUMMARY

Property Owner: Golasa Holdings, LLC PO Box 120 Kitty Hawk, NC 27949	Applicant: Ocean Atlantic Rentals, Chris Marik, GM 105 Shores Ave. Point Harbor, NC 27964
Case Number: PB18-04	Application Type: Use Permit
Parcel Identification Number: 115B-000-2P2B-0000	Existing Use: Shopping Center
Land Use Plan Classification: Full Service in Corolla Subarea	Parcel Size (Acres): 6.8 acres
Request: Use Permit for Low Speed Vehicle Rentals	Zoning: SFO with PUD Overlay and GB Allocation

SURROUNDING PARCELS

	Land Use	Zoning
North	Warehouse and Wastewater Treatment Facility	SFO with PUD Overlay and GB Allocation
South	Open Space and Single Family Homes	SFO with PUD Overlay
East	Open Space, Single Family Homes and Historic Corolla Park	SFO with PUD Overlay
West	Open Space and Single Family Homes	SFO with PUD Overlay

STAFF ANALYSIS

Ocean Atlantic Rentals (OAR) has requested a use permit for rental, sales, and light repair and service of eight (8) low-speed vehicles (LSVs). OAR currently rents beach equipment (including bikes, umbrellas and watersports items) and would like to expand its offering of rental items to include LSVs. A low-speed vehicle is required to be registered and insured and may be operated only on streets and highways where the posted speed limit is 35 miles per hour or less. Per general statute, LSVs shall be equipped with headlamps, stop lamps, turn signal lamps, tail lamps, reflex reflectors, parking brakes, rearview mirrors, windshields, windshield wipers, speedometer, seat belts, and a vehicle identification number. Rental and Sales of LSVs are classified as "Automobile Sales or Rentals" and the Unified Development Ordinance requires a use permit. The applicant currently has a storefront in the Corolla Light Town Center and will store the LSV's in existing approved parking spaces on the Town Center property. Adequate parking is available on-site.

RECOMMENDATIONS

TECHNICAL REVIEW COMMITTEE

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

1. The application complies with all applicable review standards of the UDO provided the following outstanding items are addressed:
 - a. Applicant shall install required Type A Landscaping Buffer between proposed LSV display areas and adjacent streets (NC12 and Austin Street).
2. The conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands include:
 - a. No more than eight (8) Low Speed Vehicles shall be displayed or stored on the property at any given time.
 - b. On-site repair and service shall be limited to washing LSVs, airing up tires, checking: tire pressure, condition of seatbelts, mirrors, and hardware that secures the roof to the LSV. Engine, alignment, tire work or any other major repairs shall be performed off-site.

USE PERMIT REVIEW STANDARDS

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

The use will not endanger the public health or safety.

Preliminary Applicant Findings:

1. Low Speed Vehicles are registered vehicles with lights, turn signals, seat belts and license plates. LSVs comply with State regulations. Renters of LSV's from OAR are required to be 21 or older. The speed limit for LSVs is 35 mph.
2. Adequate parking is available on site.
3. Models are clean-energy, safe and easy to operate. When not rented, LSVs will be stored safely at the Corolla Light Town Center. OAR guides renters on the best places to drive LSVs and there are warnings and regulations posted in every LSV.
4. When not rented, LSVs will be kept in designated parking spots. These spots have been determined by OAR and the property owner so that they will not negatively affect other businesses or the town center experience. LSV's will not use essential parking spots. Other businesses on the property include restaurants, horse tours, and putt-putt golf.

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

Preliminary Applicant Findings:

1. The proposed land use will not injure the value of adjoining or abutting lands or businesses.
2. LSVs are in harmony with the Town Center and Ocean Atlantic Rentals.
3. LSVs are kept clean and neatly labeled and are uniform in design.
4. The use will operate from an existing established shopping center.

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

Preliminary Staff Findings:

1. The 2006 Land Use Plan classifies this site as Full Service within the Corolla subarea. The proposed use is in keeping with the policies of the plan, some of which are:
 - a. Policy ED1: new and expanding industries and businesses should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and 3) are compatible with the environmental quality and natural amenity-based economy of Currituck County.
 - b. Policy ED4: In addition to the recruitment and expansion of major new industries, the considerable value of SMALL BUSINESS START-UPS, EXPANSIONS AND SPIN-OFFS shall also be recognized.
 - c. Policy OB2: So as to minimize COMMERCIAL STRIP DEVELOPMENT and maximize the traffic moving capability of NC 12, Currituck County shall encourage commercial development to cluster at appropriate locations rather than dispersing along NC 12.
2. The Corolla Village Small Area Plan classifies this site as Mixed Use. Areas designated as mixed use are characterized by a diverse mix of land uses. This includes human scale commercial, residential, governmental, recreational, and civic uses. The proposed use is in keeping with the policies of the plan, such as:
 - a. Policy ED1: Promote the growth of existing businesses and the recruitment of new businesses that are compatible with the vision of the area.

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

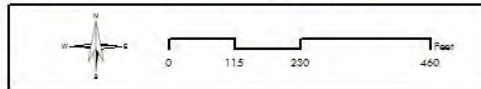
Preliminary Staff Findings:

1. The proposed use will have no impact on schools.
2. Currituck County has adequate public facilities to serve this use in the existing Corolla Light Town Center.

THE APPLICATION AND RELATED MATERIALS ARE AVAILABLE ON THE COUNTY'S WEBSITE
Board of Commissioners: <http://co.currituck.nc.us/board-of-commissioners/>



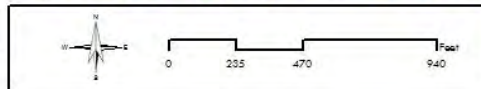
PB 18-04
Ocean Atlantic Rentals - Use Permit
Aerial



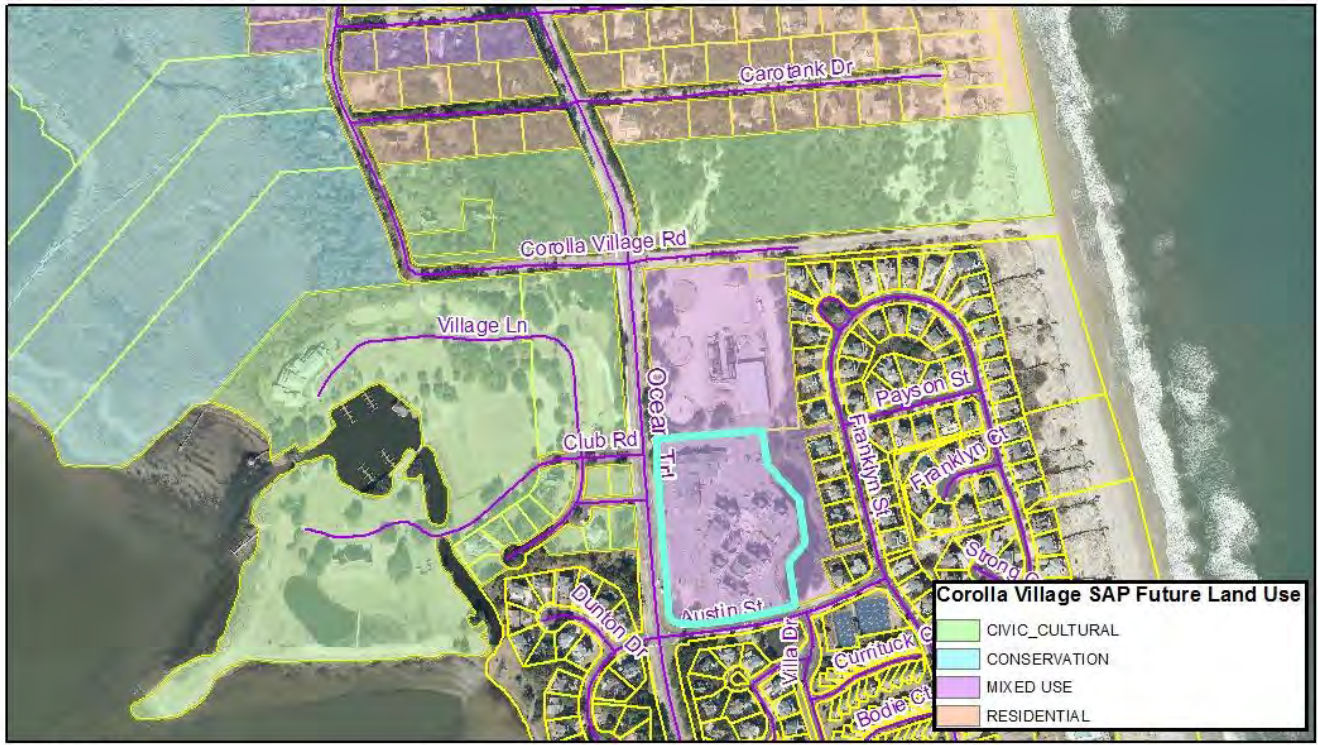
Currituck County
Planning and Community
Development



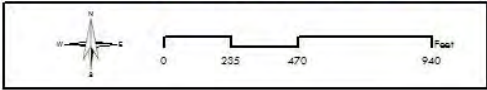
PB 18-04
Ocean Atlantic Rentals - Use Permit
Official Zoning Map



Currituck County
Planning and Community
Development



PB 18-04
Ocean Atlantic Rentals - Use Permit
Corolla Village SAP



 Currituck County
Planning and Community
Development



Use Permit Application

OFFICIAL USE ONLY:

Case Number: _____
 Date Filed: _____
 Gate Keeper: _____
 Amount Paid: _____

Contact Information

APPLICANT:

Name: Ocean Atlantic Rentals

Address: 105 Shores Ave
Point Harbor NC

Telephone: 252 491 5190

E-Mail Address: chris@oceanatlanticrentals.com

PROPERTY OWNER:

Name: Golasa Holdings

Address: PO 120
Kitty Hawk, NC 27949

Telephone: 1 252-480-0009

E-Mail Address: beachmartinc@gmail.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Lessee

Property Information

Physical Street Address: 1159 Austin Street 103A

Location: Corolla Light Town Center

Parcel Identification Number(s): 115B0002P2B0000

Total Parcel(s) Acreage: 6.8 Acres

Existing Land Use of Property: Building Space in 103A + outdoor areas to the South, East, and North of Building

Request

Project Name: Ocean Atlantic Rentals LSV Rentals

Proposed Use of the Property: LSVs picked up and delivered from store. Kept at store when not rented

Deed Book/Page Number and/or Plat Number/Slide Number: DB 1730 Page 30

Total square footage of land disturbance activity: 0

Total lot coverage: existing

Total vehicular use area: 6-8 LSVs

Existing gross floor area: NA

Proposed gross floor area: same

Community Meeting

Date Meeting Held: 12/28

Meeting Location: Currituck County Satellite Office, 1123 Ocean Trail

Purpose of the Use Permit and Project Narrative (please provide on additional paper if needed): To store, rent, sell, and service Low Speed Vehicles from the Corolla location of Ocean Atlantic Rentals. LSVs are clean energy and a fun way to experience Corolla. Our LSVs are street legal according to NC state law. The Corolla Store will service from Spindrift to the end of Route 12N. When not rented LSVs are kept on location, a maximum of 8 units. LSVs are 4 or 6 person.

The applicant shall provide a response to the each one of the following issues. The Board of Commissioners must provide specific findings of fact based on the evidence submitted. All findings shall be made in the affirmative for the Board of Commissioners to issue the use permit.

- A. The use will not endanger the public health or safety.

LSVs comply with state regulations. They are registered vehicles with proper lights, turn signals, seat belts, and license plates. Our renters must be 21 or older to drive. Speed limit is universally 35 in peak season.

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

The existing land use will not injure any value of land or businesses. LSVs are in harmony with the towncenter & our rental company. They are kept clean and neatly labeled; uniform in design.

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

LSVs are a great way to diversify the local economy and improves the environmental quality of Currituck. LSVs would be huge for us as a small, family business. Provides a uniqueness to the area.

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

Schools are not in session during peak season. LSVs are required to be parked as a normal vehicle and would not interfere with fire, health, or beach access.

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

Cestral Iblase
Property Owner(s)/Applicant*

1-19-18
Date

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

Additional Comments for Use Permit

A.) Our models are clean energy, safe, and easy to operate. When not rented, they are stored safely at the Corolla Light Town Center. We guide renters on where the best places to drive LSVs are and there are warnings and regulations posted in every LSV.

B.) When not rented, LSVs will be kept in designated parking spots. These spots have been determined by Ocean Atlantic Rentals and the property owner so that they will not negatively influence other businesses or the town center experience. LSVs will not use essential parking spots. Many other business on land are restaurants or “something to do” like a putt putt and a horse tour company.

C.) A unique and innovative way to experience Corolla. Allows us to train a higher skilled labor force by having a more complex rental catalogue.



Currituck County

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

MEMORANDUM

To: Chris Marik, OAR
 Colby Freda, OAR
 Israel Golasa, Golasa Holdings, LLC

From: Jennie Turner, Planner II

Date: February 15, 2018

Re: Ocean Atlantic Rentals Use Permit – Low Speed Vehicle (LSV) Rentals
 1159 Austin Street, Corolla, NC

The following comments have been received for the February 21, 2018 TRC meeting. TRC comments are valid for six months from the date of the TRC meeting.

Planning, Jennie Turner 252-232-6031

1. Provide a scaled pdf copy of the most recent Corolla Light Town Center site plan and include all information required on the Use Permit Conceptual Plan Design Standards Checklist.
2. Provide an updated summary of occupancy and parking for the Corolla Light Town Center.
3. Clearly show LSV display and storage areas for all 8 LSVs on the site plan.
4. Use permit application states rental, sales, service & storage. Light repair and service functions are permitted as an accessory use provided all repair-related activities take place within an enclosed building. There is not a building approved for vehicle service use on the site.
5. Vehicle display areas require a Type A perimeter landscape buffer between the display area and the street.

Currituck County Engineer, Eric Weatherly 252-232-6035

Approved

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

No Comment

Currituck County Fire and Emergency Management, James Mims 252-232-6641

Reviewed

No part of the operation may hamper ingress and egress of emergency vehicles to any structure of the immediate area. No part of the operation may hamper ingress or egress of individuals

Attachment: 3 TRC Comments 2.21.2018 (PB 18-04 Ocean Atlantic Rentals)

from any structure of the immediate area of operation. No structure in the proposed area has been designed or permitted for the repair or maintenance of vehicles.

Currituck County GIS, Harry Lee, 252-232-2034

Reviewed

None

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

No Comment

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

No Comment

Currituck County Parks and Recreation, Jason Weeks, 252-232-3007

No Comment

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

No Comment

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

No Comments

Southern Outer Banks Water, Benjie Carawan 252-453-2620

No Comment

Attachment: 3 TRC Comments 2.21.2018 (PB 18-04 Ocean Atlantic Rentals)

Ocean Atlantic Rentals

1159 Austin St, 103A

Corolla, NC 27927

(252)453-2440

colby@oceanatlanticrentals.com

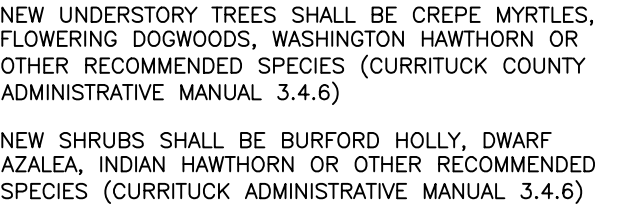
Response to TRC Comments:

Jennie Turner, Planning

- 1) Obtained proper site plan PDF and highlighted spaces we would like to use for storage and display.
- 2) During peak season there is adequate parking on site, please see attached parking schedule. The town-center parking is never at full capacity with the exception of the fireworks night at the Whalehead Club once a year. Towing is enforced on non-patrons who park and go to the beach. The LSVs will not interfere with tenants or commercial businesses. The spots we are asking for are primary spots to our businesses to begin with, OAR and Island Revolution.
- 3) 12 spots were highlighted for use. At one time no more than 4 spaces will ever be used. We selected 12 spaces because there will be times when all LSVs are rented and our dedicated spaces might get taken from time to time. All spots highlighted have been approved for use by property owner.
- 4) Light repair and service on site will consist of washing off LSVs, airing up tires and checking tire pressure. Checking condition of seatbelts, mirrors, and hardware that secures the roof to the LSV. Engine, alignment, tire work or any other major repairs will be done at another location.
- 5) Pictures are attached of highlighted spaces and the buffers around them.

James Mims, Currituck County Fire and Emergency Management

1) LSVs will never be parked in fire lanes or handicapped spots. LSVs will not hamper ingress or egress of the surrounding areas.



COROLLA LIGHT TOWN CENTER SUMMARY OF OCCUPANCY & PARKING REQUIREMENTS

16. SUMMARY OF OCCUPANCY & PARKING

BLDG	TYPE	SQ FT	UPPER STORY	
			DWELLING UNITS	APARTMENT
1	RETAIL/DWELLING	3,031	3	
2	RETAIL/DWELLING	3,051	3	
3	RETAIL/DWELLING	3,031	3	
5	APARTMENTS			4
6	RESTAURANT/DWELLING	1,486	2	
7	RETAIL/DWELLING	3,031	3	
9	RETAIL/DWELLING	1,483	2	
10	RESTAURANT/DWELLING	3,051	3	
11	RESTAURANT/RETAIL/DWELLING	3,031	3	
13	OFFICE/RETAIL & FOOD SERVICE	17,044		
KIOSK	INFORMATION	132		
	PROPOSED RESTAURANT/RETAIL/BOOTH	5,000		
	PROPOSED MINIATURE GOLF COURSE			
	PLAYING AREA	3,495		
	TICKET BOOTH	160		
PARKING REQUIRED:				
SHOPPING CENTER (OFFICE/RETAIL/RESTAURANT/KIOSK) (43,531 SF)				
	30,000 SF @ 1/200 SF		=	150.0 SPACES
	13,531 SF @ 1/300 SF		=	45.1 SPACES
APARTMENTS	4 UNITS @ 1.8/UNIT		=	7.2 SPACES
UPPER STORY DWELLING UNITS	22 UNITS @ 0.5/UNIT		=	11.0 SPACES
MINIATURE GOLF 1/300 SF COURSE PLAYING AREA			=	11.6 SPACES
TOTAL PARKING REQUIRED			224.9 SPACES	
TOTAL PARKING PROVIDED			275 SPACES	
STANDARD SPACES			214 SPACES	
COMPACT SPACES			55 SPACES	
STANDARD HANDICAPPED			2 SPACES	
VAN ACCESSIBLE HANDICAPPED			5 SPACES	

ADDITIONAL PARKING REQUIREMENTS:

EXISTING OUTDOOR TOUR USE PERMITS REQUIRED PARKING = 24 SPACES

PROPOSED OCEAN ATLANTIC RENTALS USE PERMIT FOR LSV REQUIRED PARKING = 8 SPACES

TOTAL PARKING REQUIRED FOR EXISTING USES = 248 SPACES

TOTAL PARKING REQUIRED FOR EXISTING & PROPOSED USES = 256 SPACES

TOTAL PARKING PROVIDED ON SITE = 275 SPACES

THERE IS ADEQUATE PARKING AVAILABLE ON SITE.

Smartwaiver Certificate of Authenticity

Verify Authenticity of Document

Document ID: pBcfQ9QDFdQ8PxjbXBWVd4

Completed: 2018-02-26T23:42:12+00:00 UTC

***The Outer Banks Rental Center***

NOTICE: BY SIGNING THIS AGREEMENT, I MAY BE WAIVING CERTAIN LEGAL RIGHTS INCLUDING THE RIGHT TO SUE.

Ocean Atlantic Rentals, Inc. herein called Lessor, and the undersigned, herein called, participant and the participants parent(s) or legal guardian(s). This agreement constitutes a Waiver and Release of Liability, whereby the participant and the participants parent(s) or legal guardian(s) agrees to release, discharge, hold harmless, defend and indemnify Ocean Atlantic Rentals, Inc. its owners, agents, officers and employees from any and all claims, actions or losses for bodily injury, property damage, wrongful death, loss of services or otherwise which may arise out of participant's and the participants parent(s) or legal guardian(s) use of Ocean Atlantic Rentals, Inc.'s equipment. By signing this document, participant and the participants parent(s) or legal guardian(s), acknowledges he/she specifically understands he/she (participant and the participants parent(s) or legal guardian(s)) are releasing, discharging and waiving any claims or actions that I may have a the present time, or in the future, for the negligent acts, omissions or other conduct by the owners, agents, officers or of Ocean Atlantic Rentals, Inc.

Participant and the participants parent(s) or legal guardian(s) shall obey all state, federal and local regulations, laws, ordinances and lawful directives from appropriate emergency or law enforcement personnel, while operating a golf cart LSV (low speed vehicle), or equipment from Ocean Atlantic Rentals, Inc. Participant and the participants parent(s) or legal guardian(s) is solely responsible for any citation or violation occurring during the use of, or as the result of using, rental equipment from Ocean Atlantic Rentals, Inc.

Participant and the participants parent(s) or legal guardian(s) represents that he/she is capable of safely operating and handling the equipment and finds it in good working order, condition and repair. Participant and the participants parent(s) or legal guardian(s) represents that he/she has adequate skills; knowledge and experience to safely complete the planned activity. Information to safely operate the golf cart LSV is available at any time from 1-800-635-9559, or at any Ocean Atlantic Rentals, Inc. store location.

Attachment: 7 OAR LSV Rental Agreement (PB 18-04 Ocean Atlantic Rentals)

Participant and the participants parent(s) or legal guardian(s) shall bear all risk and responsibility of and for any and all damage, loss or theft of the rental equipment, or any portions thereof, including, but not limited to vandalism or theft, and shall pay the Lessor (Ocean Atlantic Rentals, Inc.) the full cost of repair or replacement.

RECOGNITION OF RISK: Participant and the participants parent(s) or legal guardian(s) expressly acknowledges that all equipment rentals are activities with inherent risks of injury to persons and property. RENTER IS AWARE OF THOSE RISKS AND UNDERSTANDS THEM. Participant and the participants parent(s) or legal guardian(s) alone has determined the sufficiency of any safety gear or other precautions that Participant and the participants parent(s) or legal guardian(s) decides to take to minimize the risks of the activity. No party related to Lessor, including Owner and Employees, has made any representations regarding the safety of, or the risks of, the activity. Participant and the participants parent(s) or legal guardian(s) EXPRESSLY ASSUMES THE RISKS OF THE ACTIVITY.

RELEASE OF LIABILITY: Participant and the participants parent(s) or legal guardian(s) hereby RELEASES Lessor (Ocean Atlantic Rentals, Inc.), its owners and its employees from liability for negligence and HOLDS HARMLESS the Lessor, its owner and its employees from any loss, expense or cost, including attorney fees, arising out of any damages or injuries, whether to persons or property occurring as a result of the rental or use of Ocean Atlantic Rentals, Inc., golf cart LSV, or other rentals.

To the extent that any portion of the Agreement is deemed to be invalid under the law of the applicable jurisdiction, the remaining portions of the Agreement shall remain binding and available for use by the Lessor (Ocean Atlantic Rentals, Inc.) and its counsel in any proceeding.

1. If I have any questions or concerns about operation of the low speed vehicle, its safety or mechanical condition, I agree to promptly notify Ocean Atlantic Rentals, Inc. at the following number: 800-635-9559 or 252-441-7823. I agree to examine and inspect the safety and mechanical conditions of the golf cart LSV before each use and will promptly report any concerns or problems before driving the vehicle.

☒ **I Agree**

2. I acknowledge and agree that only persons who are twenty one (21) years or older and possess a valid drivers license shall be permitted to drive the golf cart LSV. Approved operators of the golf cart LSV will be detailed in this document. I further agree that the maximum occupancy of the low speed vehicle will be observed and obeyed, including children.

☒ **I Agree**

3. I understand that Ocean Atlantic Rentals, Inc. requires the operator to have appropriate insurance coverage for the golf cart LSV to cover any damages or injuries caused to the person or property of myself or others as a result of the operation of the golf cart LSV by myself or other permissive users, and that I am solely responsible for any claims which result therefrom. By signing this document I am representing that appropriate insurance coverage exists in this regard.

☒ **I Agree**

4. **I understand and agree that the golf cart LSV may not be operated on the beach or other off road use and that I am solely responsible for the costs of all repairs caused by breach of this condition.** Should the low speed vehicle become inoperable through no fault of mine, Ocean Atlantic Rentals, Inc. will take reasonable steps to have the vehicle repaired and if unable to do so, will provide a replacement vehicle or issue a refund towards the unused rent agreement at the sole discretion of Ocean Atlantic Rentals, Inc.

☒ **I Agree**

5. In the event that I violate any of the conditions referenced above, I understand and agree that further use of the golf cart LSV may be revoked immediately and without notice and that Ocean

Atlantic Rentals, Inc. may repossess the golf cart LSV in their sole discretion. In such case, I understand that I shall not be entitled to any rent refund or deposit refund resulting from this revocation of privilege.

☒ **I Agree**

By signing below you have forever released Ocean Atlantic Rentals, Inc. from any claims resulting for you, your spouse, your children/ward and other party included in this release. You acknowledge that a Court may not entertain any action against Ocean Atlantic Rentals, Inc. as this is a permanent release and you have assumed all risk of damage, loss, personal injury or death and are indemnifying and holding Ocean Atlantic Rentals, Inc. harmless.

☒ **I Agree**

I HAVE READ AND UNDERSTAND THIS AGREEMENT:

Renter's Name

Thomas

First Name*

N/A

Middle Name

[REDACTED]

Last Name*

[REDACTED]

Phone*

Renter's Date of Birth*

1 - January

[REDACTED]

Renter's Information

Pennsylvania

Renter's drivers' license STATE*

[REDACTED]

Renter's drivers' license NUMBER*

[REDACTED]

Renter's drivers' license EXPIRATION DATE*

Travelers

Renter's auto/vehicle INSURANCE COMPANY*

[REDACTED]

Renter's auto/vehicle insurance POLICY NUMBER*

Attachment: 7 OAR LSV Rental Agreement (PB 18-04 Ocean Atlantic Rentals)

Frank

Please NAME 1st additional golf cart LSV driver. 2 max; must be over 21 years of age with valid drivers' license.

John

Please NAME 2nd additional golf cart LSV driver. 2 max; must be over 21 years of age with valid drivers' license.



Renter's Signature*

Email Address


Email*
Confirm Email*

Check to receive information, news, and discounts by e-mail.

Electronic Signature Consent*

- ☒ By checking here, you are consenting to the use of your electronic signature in lieu of an original signature on paper. You have the right to request that you sign a paper copy instead. By checking here, you are waiving that right. After consent, you may, upon written request to us, obtain a paper copy of an electronic record. No fee will be charged for such copy and no special hardware or software is required to view it. Your agreement to use an electronic signature with us for any documents will continue until such time as you notify us in writing that you no longer wish to use an electronic signature. There is no penalty for withdrawing your consent. You should always make sure that we have a current email address in order to contact you regarding any changes, if necessary.

GOLF CART POLICIES

- 1) All drivers must be 21 years old with license & vehicle insurance.
- 2) All state highway laws apply; same laws as a car (incl' parking).
- 3) You can get a DUI in this vehicle; No open containers!
- 4) No off-road or beach driving permitted. Road use only; no bike trail or sidewalk use.

5) REMOVE KEY WHEN NOT IN USE! Joyriding, all damage, and theft are renters' responsibility.

6) CHARGE WHENEVER NOT IN USE! Must be fully charged & clean at end of rental.

7) Charges may apply for road side service calls, exhausted batteries.

252-261-7368 FOR ALL QUESTIONS

<http://www.oceanatlanticrentals.com/LSV-faqs.html>



Written Summary of Community Meeting
Colby Freda - Ocean Atlantic Rentals

Notifications about a community meeting were sent out before 12/15/17 to all property owners within 200 feet of Ocean Atlantic Rentals in Corolla. A sign was also posted outside of 1159 Austin Street. The meeting was to discuss the rental, storage, sales, and service of Low Speed Vehicles from our property in the Corolla Light Town Center. Planner Jennie Turner helped with the arrangement and process of calling the meeting.

The meeting was on 12/28/17 at 9:00 am at the Currituck County office at 1123 Ocean Trail in Corolla. We had one person, Suzanne, from the Corolla Light Resort as well as myself and Jennie. I defined what an LSV was compared to a standard golf cart and explained why we want to rent these. I went through each section of the use permit and talked about the benefits of renting LSVs through the heavy tourist season. LSVs appeal to tourists and homeowners alike. Storage and rentals fit in well with the Land Use Plan, there are other businesses in the town center that keep and operate 4x4 tour vehicles. Suzanne was receptive to the discussion. Corolla Light only allows registered vehicles in the community to cut down on traffic and our high end LSVs are all registered. We talked about the future in Corolla and how LSVs have great potential. The meeting was very positive and in favor of LSV operations from our Corolla store.



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2123)

Agenda Item Title

Consideration and Action: PB 18-03 Fun in the Sun Dune Buggy Rentals: Request for a use permit for light vehicle rentals. The property is 2.32 acres and is located at 8754 Caratoke Highway, Harbinger, Tax Map 131, Parcels 109, 110 and 111, Poplar Branch Township.

Brief Description of Agenda Item:

Request for a use permit for light vehicle rentals. The property is 2.32 acres and is located at 8754 Caratoke Highway, Harbinger, Tax Map 131, Parcels 109, 110 and 111, Poplar Branch Township.

Board Action Requested

Action

Person Submitting Agenda Item

Cheri Elliott, Assistant

Presenter of Agenda Item

Laurie LoCicero



STAFF REPORT
PB 18-03 FUN IN THE SUN DUNE BUGGY
RENTALS
BOARD OF COMMISSIONERS
MARCH 19, 2018

APPLICATION SUMMARY

Property Owner: Oddessey Partners	Applicant: Scott McDowell
Case Number: PB 18-03	Application Type: Use Permit
Parcel Identification Number: 013100011B0000 01310001100000, 013100001090000	Existing Use: Commercial Building (Multi-Unit)
Land Use Plan Classification: Limited Service	Parcel Size (Acres): Total Use Area 2.92 Acres
Request: Use Permit: Dune Buggy Rentals	Zoning: General Business (GB)

SURROUNDING PARCELS

	Land Use	Zoning
North	Vacant	General Business
South	Carolina Designs (Realty)	General Business
East	Add Water Marine	General Business
West	Holly Ridge Golf Course	SFM

STAFF ANALYSIS

The applicant is requesting a use permit to allow rental of dune buggies in the General Business Zoning District. The request includes rental of four vehicles with plans to expand to a maximum of six vehicles. A display pad for two vehicles is proposed near the highway which will include a Type A landscaping buffer. When vehicles are not rented they will be stored inside the rear accessory building. Any outdoor storage of vehicles, other than those on the display pad, will require site plan approval and fully opaque screening in accordance with the UDO.

INFRASTRUCTURE

Water	Public
Sewer	Septic
Transportation/Access	Access from Caratoke Highway
Stormwater/Drainage	Existing, No New Requirements
Lighting	Required Full Cut-Off Fixtures
Landscaping	Type A Buffer Required in Front of Display Pad

RECOMMENDATIONS

TECHNICAL REVIEW COMMITTEE

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

1. The application complies with all applicable review standards of the UDO provided the following outstanding items are addressed:
 - a. A (Type A) landscaping buffer is required in front of the display pad.
 - b. The site shall be improved according to the proposed site plan.
2. The conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands include:
 - a. ***Vehicle storage shall occur within an enclosed building or be fully screened from sight in accordance with the Unified Development Ordinance and a revised site plan.***
 - b. ***No more than six (6) vehicles shall be available for rent at any given time.***
 - c. ***On-site repair and service shall be limited to washing buggies, airing up tires, checking: tire pressure, condition of seatbelts, mirrors, and other safety features. Engine, alignment, tire work or any other major repairs shall be performed in a building approved for such use. There are currently no on-site buildings approved for this type of use.***
 - d. ***There shall be no more than two vehicles on the display pad at any given time.***

USE PERMIT REVIEW STANDARDS

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

The use will not endanger the public health or safety.

Preliminary Applicant Findings:

1. The business will be located in an existing building that has no history of health or safety issues.

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

Preliminary Applicant Findings:

1. The business will be operated next to existing businesses (Carolina Design Operations and a roofing company) that have similar traffic and use patterns.

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

Preliminary Staff Findings:

1. The 2006 Land Use Plan classifies this site as Limited Service within the Point Harbor subarea. The proposed use is in keeping with the policies of the plan, some of which are:
 - a. Policy ED1: new and expanding industries and businesses should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and 3) are compatible with the environmental quality and natural amenity-based economy of Currituck County.
 - b. Policy ED4: In addition to the recruitment and expansion of major new industries, the considerable value of SMALL BUSINESS START-UPS, EXPANSIONS AND SPIN-OFFS shall also be recognized.

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

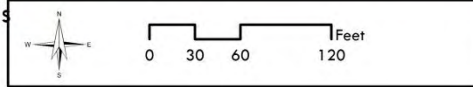
Preliminary Staff Findings:


1. The proposed use will have no impact on schools.
2. Currituck County has adequate public facilities to serve this use.

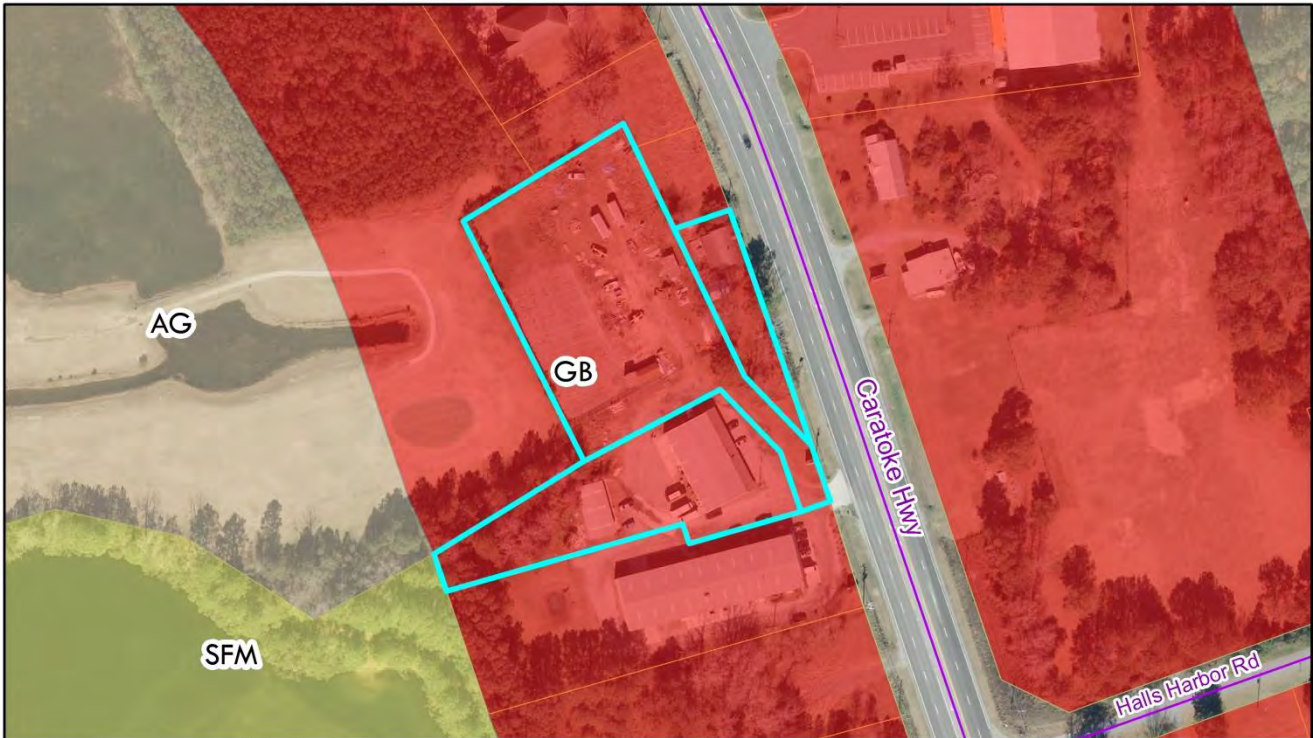
THE APPLICATION AND RELATED MATERIALS ARE AVAILABLE ON THE COUNTY'S WEBSITE
Board of Commissioners: www.co.currituck.nc.us/board-of-commissioners-minutes-current.cfm



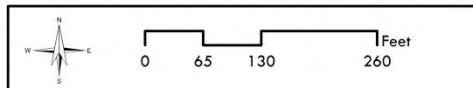
PB 18-03 Fun in the Sun Buggy Rentals
Use Permit
Aerial




 Currituck County
Planning and
Community Development



PB 18-03 Fun in the Sun Buggy Rentals
Use Permit
Zoning

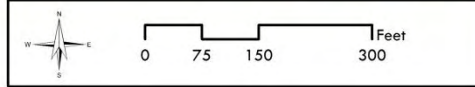


 Currituck County
Planning and
Community Development

Attachment: PB 18-03 Fun in the Sun Buggy Rentals (PB 18-03 Fun in the Sun Dune Buggy Rentals)



PB 18-03 Fun in the Sun Buggy Rentals
Use Permit
LUP Classification



Currituck County
Planning and
Community Development



Use Permit Application

OFFICIAL USE ONLY:

Case Number: PB18-03
 Date Filed: 11/18/18
 Gate Keeper: Cheri Elliott
 Amount Paid: 150.00

Contact Information

APPLICANT:

Name: Scott McDowell
 Address: 282 Hillcrest Drive
Kitty Hawk NC 27949
 Telephone: 717-448-1552
 E-Mail Address: scottandlisa.mc@gmail.com

PROPERTY OWNER:

Name: Odyssey Partners
 Address: 6025 Marking Pointe
Kitty Hawk, NC 27949
 Telephone: 252-267-1010
 E-Mail Address: ambridge@coast.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Tenant

Property Information

Physical Street Address: 8754 Caratoke Highway, Harbinger, NC 27941

Location: _____

Parcel Identification Number(s): 0131000111B0000/013100001100000/013100001040000Total Parcel(s) Acreage: .92/1.0/.4Existing Land Use of Property: building and land - commercial

Request

Project Name: Fun in the Sun Dune Buggy RentalsProposed Use of the Property: auto rentalDeed Book/Page Number and/or Plat Cabinet/Slide Number: 1385 643Total square footage of land disturbance activity: 520 sf

Total lot coverage: _____

Total vehicular use area: 200 sf

Existing gross floor area: _____

Proposed gross floor area: _____

Community Meeting

Date Meeting Held: 1/5/2017Meeting Location: 8754 Caratoke Highway

No attendees showed up for the meeting. We
 waited until 7:15 but no one showed.

Purpose of the Use Permit and Project Narrative (please provide on additional paper if needed): _____

The use permit is to enable the establishment of an auto rental facility at a location that was formerly a second hand/consignment store.

The applicant shall provide a response to the each one of the following issues. The Board of Commissioners must provide specific findings of fact based on the evidence submitted. All findings shall be made in the affirmative for the Board of Commissioners to issue the use permit.

- A. The use will not endanger the public health or safety.

The business will be located in an existing building that has no history of health or safety issues.

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

The business will be operated next to existing businesses (Carolina Design Operations and a Roofing Company) that have similar traffic and use patterns.

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

The plans calls for establishment of parking pads and planting of trees and shrubs. These criteria are clear.

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

The existing driveway and access to the highway will not be disturbed with the improvements.

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.


Property Owner(s)/Applicant*

1-14-18

Date 1-14-18

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

Use Permit Application
Page 6 of 8

Attachment: Application (PB 18-03 Fun in the Sun Dune Buggy Rentals)

Use Permit Conceptual Plan Design Standards Checklist

The table below depicts the design standards of the use permit application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

Use Permit

Conceptual Plan Design Standards Checklist

Date Received: _____

TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

Use Permit Conceptual Plan Design Standards Checklist		
1	Property owner name, address, phone number, and e-mail address.	
2	Site address and parcel identification number.	
3	North arrow and scale to be 1" = 100' or larger.	
4	Vicinity map showing property's general location in relation to streets, railroads, and waterways.	
5	Existing zoning classification and zoning setback lines of the property.	
6	A scaled drawing showing existing boundary lines, total acreage, adjacent use types, location of streets, rights-of-way, and easements.	
7	Approximate location of the following existing site features and infrastructure within the property and within 50' of the existing property lines: Pedestrian circulation, vehicular use areas, structures, septic systems, wells, utility lines, water lines, culverts, storm drainage pipes, ditches, canals, streams, wooded areas, ponds, and cemeteries.	
8	Approximate location of the following proposed site features and infrastructure: Structures and usages, parking and circulation plan (including streets, drives, loading and service areas parking layout and pedestrian circulation features), fences and walls, exterior lighting, drainage patterns and facilities intended to serve the development, landscape buffers and screening, and riparian buffers.	
9	Approximate Flood Zone line and Base Flood Elevation as delineated on the "Flood Insurance Rate Maps/Study Currituck County."	
10	Approximate location of all designated Areas of Environmental Concern or other such areas which are environmentally sensitive on the property, such as Maritime Forest, CAMA, 404, or 401 wetlands as defined by the appropriate agency.	
11	Sight distance triangles.	
12	Proposed common areas, open space set-asides, and required buffers.	n/a
13	Architectural drawings and/or sketches illustrating the design and character of the proposed uses.	n/a

Use Permit Submittal Checklist

Staff will use the following checklist to determine the completeness of your application within ten business days of submittal. Please make sure all of the listed items are included. Staff shall not process an application for further review until it is determined to be complete.

Use Permit Submittal Checklist

Date Received: _____

TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

Use Permit Submittal Checklist

1	Complete Use Permit application	
2	Application fee (\$150)	
3	Community meeting written summary	
4	Conceptual plan, if applicable	
5	Architectural elevations, if applicable	n/a
6	5 copies of plans	
7	5 hard copies of ALL documents	
8	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only**Pre-application Conference**

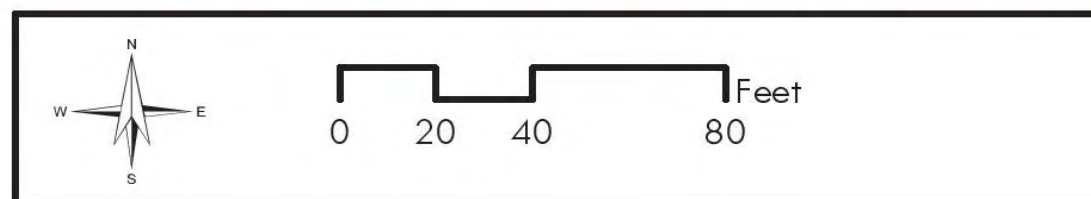
Pre-application Conference was held on _____ and the following people were present:

Comments



Attachment: Site Plan (PB 18-03 Fun in the Sun Dune Buggy Rentals)

PB 14-15 Saddlebrook Estates
Preliminary Plat - Use Permit
Land Use Classification



Currituck County
Planning and
Community Development



Currituck County

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

MEMORANDUM

To: Scott Mcdowell
 Oddessey Partners (Ann Bridge)

From: Planning Staff

Date: February 15, 2018

Re: TRC Comments, PB18-03 Fun In The Sun Buggy Rentals, Use Permit

The following comments have been received for the February 21, 2018 TRC meeting. Please address all comments and resubmit a corrected plan as necessary. TRC comments are valid for six months from the date of the TRC meeting.

Planning, Jason Litteral

Approved with comments

1. The vehicle display pad shall maintain a 10 foot setback from the front property line.
2. Vehicle display arear require a Type A perimeter landscaping buffer between the display area and the street.
3. It is our understanding that all vehicles, other than those displayed on the display pad, will be stored in an enclosed building. If this is not the case, please provide a site plan showing the location of the storage/display area and any required screening.
4. You have indicated there will be no more than 5 vehicles for rent at any given time.

Currituck County Emergency Management, James Mims

Reviewed,

No part of the operation may hamper the ingress or egress of emergency apparatus from the property. No part of the operation may hamper access to the structure of the proposed business or adjacent businesses. It is noted that none of the present structures on the property are designed nor presently permitted for vehicle repair and maintenance.

Currituck County GIS, Harry Lee

Reviewed, No Comment

Currituck County Building Inspections, Bill Newns

Reviewed,

Accessibility from exits, appendix B with building plans.

Attachment: TRC Comments (PB 18-03 Fun in the Sun Dune Buggy Rentals)

Currituck County Parks and Recreation, Jason Weeks

Reviewed, No Comment

NC Division of Coastal Management, Charlan Owens

Reviewed, No Comment

Albemarle Regional Health Services, Joe Hobbs

Reviewed,

Note: Where will the beach buggies be parked/stored when not in use ?

Health department cannot approve parking/storing vehicles on existing septic system area.

Have owner of proposed business consult with health department at 252-232-6603.

Thanks

The following items are necessary for resubmittal:

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



CURRITUCK COUNTY NORTH CAROLINA

March 5, 2018

Minutes – Regular Meeting of the Board of Commissioners

WORK SESSION

1. 5:00 PM Solar Array Ordinance Review

The Currituck County Board of Commissioners held a 5 PM work session in the Historic Courthouse Conference Room to hear a review of the proposed Solar Array Ordinance. Currituck County Planner, Tammy Glave, distributed a copy of the draft ordinance and reviewed the changes which had been requested by the Board at their January, 2018, Retreat. Commissioners discussed various pieces of the ordinance in more detail and specifically addressed road setbacks, facility separation, screening opacity and location, value protection plan requirements and zoning. Maps were presented to show different setback distances and screening locations and the Board directed staff to institute a 500 foot setback requirement from North Carolina Department of Transportation (NCDOT) major arterials, a 300 foot setback from NCDOT secondary roadways, and require 100 percent opacity for both. The Board directed that plantings are to be installed prior to the start of construction on the solar project. Plantings can be installed within the setback area. Adjacent properties would require a minimum 300 foot setback or the required setback based on the zoning of the adjacent parcel, whichever is greater. At the close of the work session, the Board asked staff to bring back language related to area saturation and distance requirements between facilities along with a map denoting varying degrees of separation for solar facilities. There was no further discussion and the work session concluded at 5:48 PM.

6:00 PM CALL TO ORDER

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

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

Chairman Hanig called the meeting to order.

Communication: Minutes for March 5, 2018 (Approval Of Minutes for March 5, 2018)

A) Invocation & Pledge of Allegiance-Reverend Frank Custer, Mt. Zion United Methodist Church

Reverend Frank Custer attended to offer the Invocation and lead the Pledge of Allegiance.

B) Approval of Agenda

Commissioner White moved for approval of the agenda. The motion was seconded by Commissioner Hall and passed unanimously.

Approved agenda:

Work Session

5:00 PM Solar Array Ordinance Review

6:00 PM Call to Order

A) Invocation & Pledge of Allegiance-Reverend Frank Custer, Mt. Zion United Methodist 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) **Report of Unpaid 2017 Real Estate Taxes & Order of Tax Lien Advertisement**

Public Hearings

A) **PB 18-02 LIZA BROOKE:** Text Amendment to Section 4.3.2 of the Unified Development Ordinance to Allow Housing for Poultry as an Accessory Use to a Single-Family Dwelling in the General Business Zoning District

Old Business

A) **Consideration of an Amendment to Chapter 10 of the Currituck County Code of Ordinances Establishing a Permitting System for Beach Parking**

New Business

A) **Resolution - Criteria for Design-Build on the Public Safety Center**

B) **Resolution Expressing the Currituck County Board of**

Commissioners' Opposition to Offshore Drilling and Seismic Testing

C) Board Appointments

1. Board of Adjustment

D) Consent Agenda

1. Approval Of Minutes for February 19, 2018
2. Budget Amendments
3. Resolution of the Currituck County Board of Commissioners Asking North Carolina Governor Roy Cooper to Examine the Current Membership of the North Carolina Marine Fisheries Commission
4. Resolution of the Currituck County Board of Commissioners Opposing Any Adverse Change in the Definition of a Commercial Fishing Operation
5. Job Description Revision-Assistant County Manager

E) Commissioner's Report

F) County Manager's Report

Adjourn

Special Meeting of the Tourism Development Authority

TDA-Budget Amendment

Adjourn Meeting of the TDA

Special Meeting of the Ocean Sands Water and Sewer District

Closed Session pursuant to G.S. 143-318.11(a)(3) to Consult with the County Attorney and to Preserve the Attorney-Client Privilege in the Matter Captioned: Coastland Corporation v. Ocean Sands Water and Sewer District

Adjourn Meeting of the OSWSD Board

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

Sandra Schneirla of the Virginia 4-Wheel Drive Association spoke about the Beach Parking Permit Ordinance on the agenda. She said "parking" needs to be defined and questioned both the ownership of beach area roadways and whether the County has authority to institute parking permits.

Kathryn Christian, a Corolla Property owner, spoke about the Beach Parking Permit Ordinance and questioned the intention of fees and discussed the economic impacts of instituting a parking pass.

Edward Ponton, a Corolla resident, said there are still many unanswered questions related to the parking pass and asked the Board to allow more time before implementing the system.

Mark Mormando, a Virginia Beach resident and Tidewater Broncos member, said there should be a fee for entering the beach but does not agree with a parking permit system. He questioned who has ownership of the beach.

Jim Wheeler of Moyock said he doesn't know why the parking permit is being instituted. Regarding safety, he said it would make more sense to put a gate at the fence and charge a driving fee, as parked cars are not a danger.

Mike Brigham, a resident of Newport News, says he is a long-time visitor who visits often and spends a lot of money on the Outer Banks. He wants to see the beach remain free.

Lawrence Mason, a Chesapeake resident and member of multiple off-road vehicle organizations, noted his participating in various fundraiser and cleanup events through the organizations. He said Currituck is the only remaining free site in the area for off-roading and believes further planning is needed. He said a day pass should be considered.

Christine Beaumont of Shawboro and a Corolla property owner, spoke about the Resolution on the agenda related to off-shore drilling and seismic testing. She said Currituck County has not had ample opportunity to research the issue to oppose off-shore drilling at this time. Ms. Beaumont provided statistical data and compared the high cost and low job creation that result from renewable energy projects with the significant job creation and financial contribution through royalties and taxes paid by the oil and gas industry.

Paul Gilbert of Suffolk, Virginia and a member of the Virginia Four-Wheel Drive Association, asked the Board to take their time and provide specificity within the ordinance. He posed questions related to traffic at permitting locations, policy and process, costs, and economic impacts.

With no others signed up nor wishing to speak, Chairman Hanig closed the Public Comment period.

ADMINISTRATIVE REPORTS

A. Report of Unpaid 2017 Real Estate Taxes & Order of Tax Lien Advertisement

Tracy Sample, Currituck County Tax Collector, reviewed the process for tax collection for delinquent property taxes. He provided collections data and noted a current balance of approximately \$780,000, currently at a 97.3% collection rate. He discussed collection methods and departmental procedures and reviewed default remedies.

He responded to Board questions. He said the County has a collection rate of about 99.9% which puts Currituck in the top 20 among counties in North Carolina.

After discussion, Commissioner Gilbert moved to put the order in for the Tax Collector to advertise the tax liens. Commissioner Payment seconded the motion and the motion passed unanimously.

Report of Unpaid 2017 Real Estate Taxes and Order of Advertisement of Tax Liens

To: Board of County Commissioners

From: Tracy Sample, Tax Administrator

Date: February 7, 2018

Report of Unpaid 2017 Real Estate Taxes:

As of February 7, 2018, there is \$1,380,160.25 in unpaid taxes that are a lien on real estate for fiscal year 2017-2018.

North Carolina General Statute 105-369 requires that unpaid real estate tax liens be advertised in one or more newspapers having a general circulation in the county and by posting a notice of the tax liens at the county courthouse. This statute requires that the Board of Commissioners order the tax collector to advertise the tax liens.

Order to Tax Collector to Advertise Tax Liens

WHEREAS, N.C.G.S. 105-369 requires the County Tax Collector report to the Board of County Commissioner, the total amount of unpaid taxes for the current fiscal year that are a lien on real property; and

WHEREAS, N.C.G.S. 105-369 also requires that upon receipt of the report, the Board of Commissioners must order the Tax Collector to advertise the tax liens by posting a notice of the liens at the county courthouse and by publishing each lien at least one time in one or more newspapers having general circulation in the taxing unit; and

WHEREAS, the time and content the tax lien advertisement are dictated by N.C.G.S 105-369(c); and

WHEREAS, the report of unpaid taxes for unpaid taxes for the current fiscal year that are a lien on real property has been received;

NOW, THEREFORE BE IT RESOLVED by the Currituck County Board of County Commissioners that the Currituck County Tax Collector is hereby ordered to advertise the tax liens for unpaid taxes for the current fiscal year that are a lien on real property, in accordance with N.C.G.S. 105-369(c).

THIS, the _____ day of _____, 20_____.

THE CURRITUCK COUNTY BOARD OF COMMISSIONERS

BY: _____ (SEAL)
Chairman

Attest:

Clerk to the Board

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

PUBLIC HEARINGS

A. PB 18-02 LIZA BROOKE:

PB 18-02

Liza Brooke

Amendment to the Unified Development Ordinance Chapter 4: Accessory Use Standards, to allow housing for poultry in the GB (General Business) zoning district.

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

Item 1: That Chapter 4 is amended by adding the following bold underlined language in Section 4.3.2 Table of Common Accessory Uses:

Table 4.3.2.E: Table of Common Accessory Uses																	
P = Permitted by-right Z= Zoning Compliance Permit U = Use Permit MP = Allowed with master plan blank cell = Prohibited																	
Accessory Use Type	Zoning District																Additional Req. (4.3.)
	RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M	PD-O	
Housing for Poultry																	
Housing for Poultry																	
		P	P			P	P	P						MP	MP		3.L

Item 2: Statement of Consistency and Reasonableness:

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

- It will not increase demand on public infrastructure, facilities, or services. (LUP POLICY PP2)

The request is reasonable and in the public interest because:

- It will allow the same right to house poultry as accessory use to a single-family dwelling whether the dwelling is in a residential zoning district or the GB zoning district. Housing for poultry is currently allowed by right in the Agricultural (AG), Single-Family Mainland (SFM), and Single-Family Isolate (SFI) zoning districts according to the regulations in Chapter 4 of the UDO.

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

Item 4: This ordinance amendment shall be in effect from and after the __ day of __, 2018.

To: Board of Commissioners

From: Planning Staff

Date: February 26, 2018

Subject: PB 18-02 Liza Brooke, Text Amendment

The enclosed text amendment submitted by Liza Brooke is intended to revise Section 4.3.2 Table of Common Accessory Uses of the Unified Development Ordinance (UDO) to allow 'Housing for Poultry' as an accessory use to a single-family dwelling in the General business (GB) zoning district. The text amendment will allow the same right to house poultry as an accessory use to a single-family dwelling whether the dwelling is in a residential zoning district or the GB zoning district. Housing for poultry is currently allowed by right in the Agricultural (AG), Single-Family Mainland (SFM), and Single-Family Isolate (SFI) zoning districts according to the regulations in Chapter 4 of the UDO.

For Reference Purposes Only
Current Definition and Standards - Housing for Poultry

HOUSING FOR POULTRY

Enclosures, coups, and fenced areas intended for the care and keeping of small domestic poultry as an accessory use to a single-family dwelling unit.

4.3.3 SPECIFIC STANDARDS FOR CERTAIN ACCESSORY USES

L. Housing for Poultry

Except within the AG district, the housing of poultry shall comply with the following standards:

- (1) No more than eight birds may be housed per lot;
- (2) Roosters are prohibited;
- (3) On-site slaughter of birds is prohibited;
- (4) All birds shall be housed within a covered enclosure or coup;
- (5) No enclosure shall be located closer than 25 feet to any residential structure or lot line; and
- (6) Birds shall be kept within a fenced enclosure at all times.

Laurie LoCicero, Planning and Community Development Director, reviewed the application for the text amendment which would allow the keeping of chickens at residential dwellings located in the General Business zoning district. Ms. LoCicero said the Planning Board recommended approval. She responded to Board questions after review and clarified that the text amendment would not override restrictive covenants within subdivisions. Standards for the housing of poultry were reviewed.

Chairman Hanig opened the Public Hearing. No one was signed up nor wished to speak and the Public Hearing was closed.

Commissioner Beaumont moved for approval of PB 18-02: Liza Brooke. The motion was seconded by Commissioner Gilbert and passed unanimously.

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

OLD BUSINESS

A. Consideration of an Amendment to Chapter 10 of the Currituck County Code of Ordinances Establishing a Permitting System for Beach Parking

Ike McRee, County Attorney, presented the second reading of the ordinance for the institution of a beach parking permit system. In response to earlier public comments, he reviewed the county's ability to adopt the ordinance through acts taken by the North Carolina General Assembly (NCGA) granting the County authority to regulate beaches, including parking, and he specifically referred to local acts of the NCGA adopted in 1985, 1998 and 2001. He explained the ordinance represents only a regulatory framework that intentionally omits details that will be included in the policy for administration of the program.

Mr. McRee reviewed the changes requested by the Board at the first reading on March 5, 2018. In lieu of a year-long pass, parking permits would be required from the Friday

before Memorial Day through Labor Day. Additional discussion suggested setting the expiration for 11:59 PM on Labor Day; the ordinance would include language that provides for permanent, full-time residents of the off-road area north of the access ramp to receive two additional guest passes at no cost; language would be added to clarify law enforcement actions that are allowable pertaining to the return of a seized permit.

Mr. McRee and Mr. Scanlon responded to Board questions and addressed concerns about the establishment of the administrative process, both noting the effective permit process for all-terrain (ATV) and off-road vehicles (ORV). Mr. Scanlon reviewed the permit's likely design and issuing procedure. Mr. McRee said an administrative process would be built and returned to the Board for consideration and adoption.

Mr. McRee reviewed the process for communities who wish to prohibit parking or establish parking regulations behind the dune line.

Board discussion began with Commissioner White responding to some of the comments and questions raised in emails and at public comment. He said the intent of the permit system is to increase safety. He recalled a recent jeep club visit to Corolla's off-road beach that consisted of 70 vehicles as an example as to why the Board needs to get a handle on the traffic problem now. In addition, he noted he did not see one of those vehicles stop to patronize a Corolla business upon leaving the beach and addressed comments related to the permit system harming the local economy. He spoke of many comments received from visitors to Dare County and encouraged those visitors to instead stay in Currituck County. He spoke of prior discussions on beach driving and said suggestions from a beach driving committee, formed years ago, are part of the ordinance.

Commissioner Hall said the Board is not trying to discourage day trippers, and he noted the increased signage directing visitors to area attractions and alternatives for parking and public beach access in Corolla. He said he is not sure we are ready for a permit system this year and would like to see the effects of these other options, along with the other changes adopted by the Board, before implementation.

Commissioner Beaumont reiterated the policy is to promote the safety and protection of visitors, guests and residents, and was asked for by residents of Carova beach. He said no additional law enforcement personnel will be needed and issuing parking permits would be similar to what the County is already doing for ATV permits. Commissioner Beaumont encouraged people to report any problems noted with the system. He said fees collected will be used to service the community.

Commissioner Payment noted the change on the off-road area over the years. He said he appreciated comments and feedback from both sides and said the Ordinance can be adjusted and modified as needed.

When asked, Mr. McRee said law enforcement would have discretion as to defining "parking".

Commissioner Gilbert also addressed the beach driving committee, created in 2011, and said recommendations from that committee were put into place. She mentioned the

difficulty in placing signage in the off-road area. She said signage would be installed in the area before the ramp. She also reiterated the fact that the Ordinance can be modified as needed.

Chairman Hanig offered his thanks to citizens for their participation in the discussion. He said this has been years in the making and the Board will monitor the process and will listen to feedback from the community. He said the recent changes to the ordinance were made based on recommendations from citizens. Chairman Hanig commended staff and thanked Commissioners for their work.

There was no further discussion and Commissioner White moved to approve with the proposed changes as presented.

Commissioner Gilbert seconded the motion. The motion passed 5-1, with Commissioner Hall voting opposed.

AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS AMENDING SECTION 10-64 OF THE CURRITUCK COUNTY CODE OF ORDINANCES REGULATING PARKING ON THE COUNTY'S OCEAN BEACH

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

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

WHEREAS, pursuant to Section 1 of Chapter 875 of the 1985 Session Laws, as amended by S.L. 1998-64 and S.L. 2001-33 the county may by ordinance regulate, restrict, and prohibit the use of dune or beach buggies, jeeps, motorcycles, cars, trucks, or any other form of power-driven vehicle specified by the county's governing board on the foreshore, beach strand and barrier dune system.

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

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

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

(a) This section shall be applicable for those areas of Currituck County, including, but not limited to, the beach strand and foreshore areas, located from the Dare/Currituck line to the North Carolina/Virginia line.

(b) County residents and property owners desiring to operate a moped, motorcycle or off-road vehicles, including but not limited to, all-terrain vehicle, utility vehicle, recreational off-highway vehicle, multipurpose off-highway utility vehicle, or other off-road vehicle, ("ORV"), on the areas covered by this section shall obtain a permit from the county manager or his county manager's designated representative. ~~Permits may be obtained at the satellite office in Corolla or at the county manager's office during normal business hours and at such other times and places as may be designated by the county manager.~~

(c) Any person parking a motor vehicle, other than a moped, motorcycle or ORV, on the area covered by this section from the Friday before Memorial Day to Labor Day shall have first obtained from the county manager or county manager's designated representative a parking permit which must be prominently displayed when parking on the area covered by this section. Parking permits may be obtained at times and places designated by the county manager.

~~(d)(e)~~ County residents may obtain at no fee a maximum of two annual permits for operation of a moped, motorcycle or ORV owned by them upon making application as provided in subsection (b) above and upon showing proof of liability insurance and ownership for the moped, motorcycle or ORV. Non-resident property owners may obtain at no fee a maximum of two annual permits for operation of a moped, motorcycle or ORV owned by them upon making application as provided in subsection (b) above and showing proof of liability insurance and ownership for the moped, motorcycle or ORV. Liability insurance coverage on the moped, motorcycle or ORV shall be maintained continuously throughout the term of the permit.

(e) County residents and non-resident property owners may obtain at no fee a parking permit for each motor vehicle, other than a moped, motorcycle or ORV, owned by them for terms adopted by the board of commissioners upon making application as provided in paragraph (b) of this section, showing proof of current ownership and current liability insurance for each motor vehicle for which a parking permit is issued and written acknowledgement that they have read and are familiar with county beach driving ordinances. Each permit shall be assigned to a specific motor vehicle. Liability insurance on the motor vehicle shall be maintained continuously throughout the term of the permit.

(f) County residents residing north of the North Beach Access Ramp may obtain at no fee two additional parking permits that are not issued to a motor vehicle upon making application as provided in paragraph (b) of this section.

(g) Persons other than county-residents and non-resident property owners may obtain a parking permit for each motor vehicle, other than a moped, motorcycle or ORV, owned by them upon payment of a fee and term adopted by the board of commissioners and making application as provided in paragraph (b) of this section, showing proof of current ownership and current liability insurance for each motor vehicle for which a parking permit is issued and written acknowledgement that they have read and are familiar with county beach driving ordinances. Each permit shall be assigned to a specific motor vehicle. Liability insurance on the motor vehicle shall be maintained continuously throughout the term of the permit.

(h) Persons who own property located north of the North Beach Access Ramp and that is in a rental program may obtain two parking permits at no fee for each property owned by them for terms adopted by the board of commissioners upon making application as provided in subsection (b) above and verification that the property is registered with the county tax administrator for occupancy tax administration.

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

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

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

(g) An appeal of seizure of a permit under this section shall be made to the county manager by filing a written notice of appeal, specifying with particularity the grounds upon which the appeal is made, no later than ten days from the date of the permit seizure. The county manager or county

manager's designee shall fix a reasonable time for the hearing of the appeal, shall give due notice to all parties and shall render a decision within a reasonable time.

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

(n) This section shall not apply to:

- (1) Activity under a Coastal Area Management Act (CAMA) permit requiring access to the beach and authorized by the county permitting officer;
- (2) County employees, county contractors, county vehicles or emergency vehicles or drivers of such vehicles, which may be required to enter upon the beach in the performance of their official duties or a governmental agency, its employees, agents, contractors and subcontractors and their motor vehicles when engaged in beach restoration or protection work or conducting scientific research or animal preservation studies or operations;
- (3) Commercial fishermen;
- (4) Hunters possessing valid hunting licenses while engaged in an active hunt or State or federal property located on the Currituck outer banks; or
- (5) Outdoor tour operators with a valid license issued under Article IV, Chapter 8 of this Code when actively engaged in an outdoor tour.

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

PART III. This ordinance is effective May 1, 2018.

ADOPTED this _____ day of _____, 2018.

Bobby Hanig, Chairman

ATTEST:

Leeann Walton, Clerk to the Board

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

RECESS

To allow some of attendees to exit the Board Room, Chairman Hanig called a recess at 7:20 PM. The meeting reconvened at 7:25 PM.

NEW BUSINESS

A. Resolution - Criteria for Design-Build on the Public Safety Center

Dan Scanlon, County Manager, reviewed the Resolution to establish the design-build process for bidding on the County's Public Safety Center project. He responded to Board questions related to subcontractor bidding and advertising.

After discussion, Commissioner Gilbert moved to approve the Resolution. Commissioner Payment seconded and the motion passed unanimously.

RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS ESTABLISHING CRITERIA FOR A DESIGN-BUILD DELIVERY METHOD FOR CONSTRUCTION CONTRACTS AND APPROVAL OF USING THE DESIGN- BUILD DELIVERY METHOD FOR THE PUBLIC SAFETY CENTER PROJECT

WHEREAS, pursuant to NCGS 143A-128.1A, a county may utilize the design-build delivery method for construction contracts; and,

WHEREAS, in order to utilize the design-build delivery method, the governmental entity is to establish in writing the criteria used for determining the circumstances under which the design-build method is appropriate for this project; and,

WHEREAS, the criteria proposed and its application to the Public Safety Center project is the following:

Criteria 1 - The extent to which the County can adequately and thoroughly define the project requirements prior to the issuance of the request for qualifications for a design-builder. Through the Engineering Department, the County has professional personnel that are both qualified and experienced to thoroughly define project requirements and develop an a request for qualifications.

Criteria 2 - *The time constraints for the delivery of the project.* The timeliness of the construction is very important to the County. Currituck is in need of a central location to house its Public Safety departments, now based in offices spread throughout the County, as well as a permanent and upgraded Emergency Operations Center.

Currently, the EOC is set up on a temporary basis, as needed, in the Board of Commissioners meeting room. Having an upgraded EOC prior to the start of the 2020 hurricane season will provide greater operational effectiveness for the County. In addition, the facility will house the College of the Albemarle's Public Safety Program. Because of this partnership, the facility should be completed prior to the college's 2020 fall semester. A Design-Build process would shorten the project schedule by 6 months or more, which reduces the project schedule and provides the best option for the County to meet this timeframe.

Criteria 3 - *The ability to ensure that a quality project can be delivered.* Within the Engineering Department, the County has professional and experienced personnel to ensure that the design-build firm will provide a quality project within the budget constraints established by the Board of Commissioners.

Criteria 4 - *The capability of the County to manage and oversee the project, including the availability of experienced staff or outside consultants who are experienced with the design-build method of project delivery.* Within the Engineering Department, the County has professional and experienced personnel that are knowledgeable of design-build projects.

Criteria 5 - *A good-faith effort to comply with G.S. 143-128.2, G.S. 143-128.4, and to recruit and select small business entities.* The County complies with G.S. 143- 128.2, G.S. 143- 128.4. The County will require contractors to comply with the HUB goals set by the Board of Commissioners.

Criteria 6 - *The criteria utilized by the County, including a comparison of the costs and benefits of using the design-build delivery method for a given project in lieu of the other delivery methods identified.* As stated under Criteria #2, one of the benefits of the Design-Build process is that it may reduce the overall project schedule. This has a direct benefit on the project budget. The design-build delivery method is not expected to involve any additional expense than the expected expense of a traditional RFQ, study, design, bid, and construct project. By reducing the time frame, we are eliminating the price escalation that would occur within that timeframe. Additionally, the scope of the design efforts will be reduced. This enables more of the approved project budget to go directly towards the physical improvement of the facility. These benefits to both the project schedule and cost make the design-build option more appealing than the more conventional design-bid-build in this instance.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners adopt these written criteria and determine that the design-build delivery method is

approved for utilization on Public Safety Center. Further, this Resolution shall be effective on and after the 5th day of March, 2018.

ADOPTED this, the 5th day March, 2018.

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

B. Resolution Expressing the Currituck County Board of Commissioners' Opposition to Offshore Drilling and Seismic Testing

County Attorney, Ike McRee, reviewed the Resolution which expresses Currituck County's opposition to off-shore drilling and seismic testing. He noted all of North Carolina's coastal counties have adopted a similar resolution.

During discussion, Commissioner Payment said he spoke with commercial fishermen who presented maps along with historical and current fish catch numbers, and they note a relationship between seismic testing and a reduction in fish catch numbers. Commissioner White said his constituents have expressed to him their opposition to off-shore drilling and support the adoption of the Resolution. Commissioner Gilbert said the Board delayed adoption of the Resolution to allow time to get educated on the issue, as it is very complicated.

Commissioner Beaumont asked what data the Board has gathered since discussion at the Board retreat to change their opinion. Commissioner Payment reiterated the information and data presented to him by commercial fisherman.

Chairman Hanig said part of making this decision is based on emotion, noting that tourism is a \$2.2 billion industry and he is not willing to risk it. He said the jobs we have are supported primarily by the tourism industry.

Commissioner Beaumont referred to a chart in the agenda packet that is used by the Bureau of Ocean Energy Management to show the process for which oil and gas leasing is done. He noted there are eight "gates" allowing several opportunities going forward for the Board to oppose drilling. He believes the Board is acting prematurely. Support for the continued exploration of options related to drilling were discussed, and Commissioner Beaumont listed some of the benefits of oil and gas exploration and drilling such as job creation and revenues. He discussed prior accidents and the technological and safety improvements put in place as a result and doesn't believe we know enough to make an informed decision. Commissioner Beaumont said a disaster in Virginia would impact us and the Federal government doesn't need our approval if they want to move forward.

Commissioner Hall agreed it is a tough decision, and he has spoken with fishermen and read what he could on the topic. He said he hopes there is never a need to have to test new safety innovations to see if they work, and he does not want to take the risk. He questioned why marine animals are beaching themselves.

With no further discussion, Commissioner White moved to approve. The motion was seconded by Chairman Hanig and passed 5-1, with Commissioner Beaumont opposed.

RESOLUTION OF THE CURRITUCK COUNTY, NORTH CAROLINA BOARD OF COMMISSIONERS EXPRESSING OPPOSITION TO OFFSHORE DRILLING AND SEISMIC TESTING

WHEREAS, through Executive Order 1375 ordering development of a new Outer Continental Shelf Oil and Gas Leasing Program for oil and gas development, the federal government is again examining its policies relative to seismic testing, and potential offshore drilling, in the Atlantic Ocean off the North Carolina coast; and

WHEREAS, the benefits of seismic testing and offshore drilling, if any, to Currituck County, known as "Sportman's Paradise" and critical sanctuary for migratory birds, Northeastern North Carolina, or the State of North Carolina, are substantially outweighed by the unacceptable risks of harm to marine life, the coastline environment, property, business, livelihood of county residents, and their quality of life; and

WHEREAS, Currituck County hosts visitors from throughout the world whom come to enjoy the natural beauty of the county's clean beaches, Currituck Sound and marshes. The offshore exploration and drilling for oil and gas poses unacceptable risks as potential damage to Currituck County's beaches and coastline, should a spill occur, would devastate the county's natural resources and irrevocably harm the county's tourism-based economy that relies on clean, healthy waters; and

WHEREAS, it is vital that local and state officials throughout North Carolina and its neighboring states take a unified stand in opposition to offshore drilling and exploration because a mishap in one jurisdiction could negatively impact the coastal environment and economy of adjacent areas; and

WHEREAS, the State of North Carolina has a long history of hurricanes, and deep water drilling off the state's coast would increase the chances of platform failures and oil spills due to the vulnerability of the coastal waters to severe weather events; and

WHEREAS, coastal communities have historically suffered dreadful consequences of offshore energy exploration and development including the Prince William Sound, victimized by the Exxon Valdez spill, and numerous Gulf Coast communities harmed by the Deepwater Horizon Oil Spill.

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

Section 1. Currituck County opposes offshore drilling for oil and gas, and associated seismic testing, and urges the President of the United States, the Secretary of the Interior, the United States Congress, the Governor of the State of North Carolina, and the North Carolina General Assembly to oppose offshore oil and gas development policies that risk the health, safety and sound environmental stewardship of North Carolina's coastline.

Section 2. The Clerk to the Board of Commissioners is directed to forward a copy of this resolution to the President of the United States, the Secretary of the Interior, the Governor of the State of North Carolina, and the county's congressional and legislative delegations.

Section 3. This resolution is effective upon adoption.

ADOPTED this the 5th day of March, 2018.

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

C) Board Appointments

1. Board of Adjustment

Commissioner Gilbert nominated Tom Roddy to replace Joe Kovacs on the Board of Adjustment. She requested that he serve as a full member instead of an alternate. Commissioner White seconded the motion. The motion passed unanimously, 6-0.

There was discussion as to whether a new appointee to the Board of Adjustment can be seated as a full member upon appointment. Commissioner Gilbert offered to rescind her motion, but since a vote had already been taken, Commissioner Hall, as a voter in the affirmative on the prior motion, asked for the original motion be reconsidered. Commissioner Gilbert seconded and the Board voted unanimously to reconsider the original motion, 6-0.

Commissioner Gilbert nominated Tom Roddy to the Board of Adjustment and the nomination was seconded by Commissioner Hall. The nominee was unanimously approved.

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

D) Consent Agenda

Commissioner Gilbert moved to approve the Consent Agenda. Commissioner Payment seconded the motion and the motion passed unanimously.

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

1) Approval Of Minutes for February 19, 2018

1. Minutes for February 19, 2018

2. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10530-502100	Salaries - Overtime	\$ 200,000	
10530-505000	FICA	\$ 4,590	
10530-507000	Retirement	\$ 7,950	
10530-502000	Salaries - Regular		\$ 140,000
10530-506000	Health Insurance		\$ 72,540
		<u>\$ 212,540</u>	<u>\$ 212,540</u>
Explanation:	Emergency Medical Services (10530) - Transfer budgeted funds from salaries and residual health insurance to overtime necessary due to several position vacancies throughout the year and additional staffing.		
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>		
10415-532000	Supplies	\$ 1,500	
10415-553000	Dues & Subscriptions		\$ 1,500
		<u>\$ 1,500</u>	<u>\$ 1,500</u>
Explanation:	Legal (10415) - Transfer budgeted funds for additional supplies and copies necessary for ongoing legal cases.		
Net Budget Effect:	Operating Fund (10) - No change.		

Communication: Minutes for March 5, 2018 (Approval Of Minutes for March 5, 2018)

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10650-561000	Professional Services	\$ 8,475	
10650-545000	Contracted Services		\$ 8,475
		\$ 8,475	\$ 8,475

Explanation: Economic Development (10650) - Transfer budgeted funds for additional services by Artillery.

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

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10550-590000	Capital Outlay	\$ 577	
10550-561000	Professional Services		\$ 577
		\$ 577	\$ 577

Explanation: Airport (10550) - Transfer funds for emergency repairs to Airport equipment.

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

3. Resolution of the Currituck County Board of Commissioners Asking North Carolina Governor Roy Cooper to Examine the Current Membership of the North Carolina Marine Fisheries Commission

RESOLUTION

ASKING NORTH CAROLINA GOVERNOR ROY COOPER TO EXAMINE THE CURRENT MEMBERSHIP OF THE NC MARINE FISHERIES COMMISSION

WHEREAS, the State's Marine Resources are a public trust, the owners of which are the 10.3 million residents of the state living from Murphy to Moyock; and

WHEREAS, the North Carolina Fisheries Reform Act of 1997 established the legal framework for the management of fisheries for the benefit of all citizens; and

WHEREAS, the North Carolina Marine Fisheries Commission is comprised of designated seats designed to balance user group interests among recreational, commercial, science, and at-large fisheries stakeholders; and

WHEREAS, the North Carolina Marine Fisheries Commission, whose members are appointed by the Governor, are responsible for adhering to the Fisheries Reform Act in following due process, incorporating stakeholder input, and making science-based decisions; and

WHEREAS, the Commission has exhibited a pattern of willfully disregarding stakeholder input, scientific expertise, and proper legal process and procedures in favor of interest group agendas; and

WHEREAS, improperly-made decisions by the Commission threaten food security for the state and country, and jeopardize the economic vitality of coastal communities and the occupational viability of commercial fishing families and associated businesses; and

WHEREAS, the Currituck County Board of Commissioners has long advocated that the North Carolina Marine Fisheries Commission serve the public interest by managing the State's fisheries resources for the benefit of all citizens in a way that provides fair and equitable treatment of both commercial and recreational fishing interests in an open and transparent way.

NOW THEREFORE BE IT RESOLVED that the Currituck County Board of Commissioners strongly urges North Carolina Governor Roy Cooper to examine the current membership of the North Carolina Marine Fisheries Commission and if need be to make changes to ensure that this Commission equitably balances commercial and recreational fishing interests in a way that does not benefit private interests or bring harm to others.

Adopted this the 5th day of March, 2018.

Bobby Hanig, Chairman

ATTEST:

Leeann Walton, Clerk to the Board

4. Resolution of the Currituck County Board of Commissioners Opposing Any Adverse Change in the Definition of a Commercial Fishing Operation

RESOLUTION

OPPOSING ANY ADVERSE CHANGE

IN THE DEFINITION OF A COMMERCIAL FISHING OPERATION

WHEREAS, the Currituck County Board of Commissioners unanimously adopted a resolution on February 5, 2018 opposing any change in the definition of a commercial fishing operation and forwarded the Resolution for inclusion in public comments at the North Carolina Marine Fisheries Commission meeting held on February 14, 2018 in Wrightsville Beach, North Carolina; and

WHEREAS, the Marine Fisheries Commission at their Wrightsville Beach meeting voted 5 to 4 to change the criteria that was previously under consideration and approve a redefinition of commercial fishing; and

WHEREAS, the Commission's new criteria identified seven qualification components including a requirement that commercial license holders demonstrate a minimum level of participation by documenting 1000 pounds of landings through the trip ticket program during any of the two out of five continuous calendar years; and

WHEREAS, the new criteria advanced by the Marine Fisheries Commission would have an adverse impact on those who now engage in commercial fishing and already suffer because of government overregulation that imposes severe quotas and unnecessary restrictions on fishing seasons, limits, and gear forcing many to take on additional jobs and engage in part-time businesses in order to support their families; and

WHEREAS, imposing an arbitrary level of participation would unfairly have a harsh and punitive effect on coastal communities hit by hurricanes and other natural disasters where many commercial license holders, whose income generating season may have been entirely wiped out by a storm, are forced to temporarily divert their time and talents to other business enterprises; and

Communication: Minutes for March 5, 2018 (Approval Of Minutes for March 5, 2018)

WHEREAS, no other professional license issued by the State dictates a level of participation in order for its holders to qualify; and

WHEREAS, additionally the new criteria would create a requirement that all individuals wanting to engage in commercial fishing must first complete a 3 year apprenticeship or graduate from a community college commercial fishing program before being eligible to purchase a standard commercial fishing license; and

WHEREAS, imposing an apprenticeship requirement would unfairly penalize those with an entrepreneurial spirit willing to invest their skills and resources in the commercial fishing industry. This requirement is counterproductive to economic development principles and would only serve to thwart individuals wanting to pursue their dream of creating a small business in our coastal communities; and

WHEREAS, the definition of what constitutes commercial fishing in North Carolina has been determined by the General Assembly and has long been established in section 113-168 of North Carolina's General Statutes; and

WHEREAS, over seven years ago, in October of 2010, the Marine Fisheries Commission empaneled a Fishing License Review Taskforce, which examined in detail the requirements for holding a commercial fishing license and concluded that the definition contained in the General Statutes was adequate and therefore there was no real need to modify the definition of what constitutes a commercial fisherman; and

WHEREAS, furthermore, the Final Report from the Fishing License Review Taskforce clearly stated its recommendation that "no changes are needed to the existing definition;" and

WHEREAS, the effort that is underway by the Marine Fisheries Commission to redefine Commercial Fishing is a misguided attempt to fix something that is not broken and would jeopardize coastal communities whose economy and wellbeing are dependent upon both full-time and part-time commercial fishermen and would have an adverse impact on young entrepreneurs wishing to enter the commercial fishing industry.

NOW THEREFORE BE IT RESOLVED that the Currituck County Board of Commissioners supports the definition of commercial fishing that has been determined by the duly elected members of the North Carolina General Assembly and reflected in the North Carolina General Statutes.

AND BE IT FURTHER RESOLVED that the Currituck County Board of Commissioners strongly opposes any adverse change in the definition of commercial fishing and urges the North Carolina General Assembly to take no action that would harm the hard working North Carolinians who put fresh seafood on American tables.

Adopted this the 5th day of March, 2018.

Bobby Hanig, Chairman

ATTEST:

Leeann Walton, Clerk to the Board

5. Job Description Revision-Assistant County Manager

E) Commissioner's Report

Commissioner Beaumont announced his attendance at the Board of Education meeting where student Board Member Jenna Akers did a school safety presentation and discussed a simple device that can be used on classroom doors. He said it was a well done presentation and an outstanding suggestion to enhance student safety.

Commissioner Hall encouraged everyone to support their local girl scouts and buy a box of cookies.

Commissioner Gilbert reported her attendance at the County's first Habitat for Humanity home dedication, along with Chairman Hanig. She thanked all who donated, participated and attended, and provided information for those who would like to volunteer or donate. Commissioner Gilbert said she was proud to be a part of the process.

Chairman Hanig also spoke of the Habitat for Humanity house and again commended the degree of volunteerism in our community. He reported his attendance at the Albemarle Hopeline appreciation breakfast and noted the work the Albemarle Hopeline performs to help women and children.

F) County Manager's Report

Mr. Scanlon said the North Carolina Department of Transportation construction project on Waterlily Road has been rescheduled for Friday, April 6, 2018, for culvert replacements. The road will be completely shut down but the project should take less than 24 hours. The road will be reduced to one lane beginning April 2.

Mr. Scanlon said the State has contacted the County about our method of collecting white goods at convenience centers and told everyone to anticipate a change around July, when convenience centers will no longer accept items with compressors containing freon, such as air conditioners, refrigerators and freezers. These items will be accepted at the transfer station.

After receiving information from the County Attorney, Mr. Scanlon clarified vacant seats on the Board of Adjustment must be filled by an alternate member, as established by ordinance.

ADJOURN

Motion to Adjourn Meeting

With there being no further business, Commissioner Gilbert moved to adjourn. The motion was seconded by Commissioner Payment and passed unanimously. The regular meeting of the Board of Commissioners adjourned at 7:57 PM.

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

SPECIAL MEETING OF THE TOURISM DEVELOPMENT AUTHORITY

The Currituck County Board of Commissioners held a special meeting sitting as the Tourism Development Authority immediately upon adjournment of the 6:00 PM regular meeting of the Board of Commissioners on Monday, March 5, 2018. The special meeting was held in the Board Meeting Room of the Historic Currituck Courthouse, 153 Courthouse Road, Currituck, North Carolina. The purpose of the special meeting was for consideration of a budget amendment.

G. TDA-Budget Amendment

County Manager, Dan Scanlon, reviewed the budget amendment necessary for heating and air conditioning repairs at Whalehead.

Commissioner Gilbert motioned for approval and Commissioner White seconded. The motion passed unanimously.

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 5th day of March 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.					
			Debit		Credit
			Decrease Revenue or		Increase Revenue or
<u>Account Number</u>	<u>Account Description</u>		<u>Increase Expense</u>		<u>Decrease Expense</u>
15448-590000	Capital Outlay	\$	9,782		
15448-516000	Maintenance & Repair			\$	9,782
		\$	9,782		9,782
Explanation:	Occupancy Tax -Tourism Related (15448) -Transfer budgeted funds to repair/replace HVAC components at the Whalehead Club.				
Net Budget Effect:	Occupancy Tax Fund (15) - No change.				

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

ADJOURN MEETING OF THE TDA

With no further business, Commissioner Gilbert moved to adjourn. The motion was seconded by Commissioner White and passed unanimously. The meeting of the Tourism Development Authority concluded at 7:58 PM.

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

SPECIAL MEETING OF THE OCEAN SANDS WATER AND SEWER DISTRICT

The Currituck County Board of Commissioners held a special meeting on Monday, March 5, 2018, sitting as the Ocean Sands Water & Sewer District following the 6:00 PM regular meeting of the Board of Commissioners. The meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina. The purpose of the meeting was to enter Closed Session.

H. Closed Session pursuant to G.S. 143-318.11(a)(3) to Consult with the County Attorney and to Preserve the Attorney-Client Privilege in the Matter Captioned: Coastland Corporation v. Ocean Sands Water and Sewer District

Chairman Hanig moved to enter Closed Session pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and Attorney for the District, and to preserve the attorney-client privilege in the matter captioned: Coastland Corporation v. Ocean Sands Water and Sewer District.

The motion was seconded by Commissioner White. The motion passed unanimously and the Board entered Closed Session.

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

ADJOURN MEETING OF THE OSWSD BOARD

There was no further business after returning from Closed Session and Commissioner Hall moved to adjourn. The motion was seconded by Commissioner White, carried unanimously, and the meeting of the Ocean Sands Water and Sewer District Board concluded at 8:52 PM.



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2122)

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

20180073

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 19th day of March 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
210541-502000	Salaries - Regular	\$ 318,592	
210541-502100	Salaries - Overtime	\$ 45,277	
210541-503500	Salaries - Temporary	\$ 17,500	
210541-505000	FICA	\$ 29,175	
210541-506000	Health Insurance	\$ 63,175	
210541-507000	Retirement	\$ 50,531	
210541-514500	Training & Education	\$ 3,500	
210541-536000	Uniforms	\$ 21,770	
210541-561000	Professional Services	\$ 10,925	
210541-590000	Capital Outlay	\$ 81,025	
210390-495015	Transfer from Occupancy Tax Fund		\$ 485,863
210330-449900	SAFER Grant		\$ 155,607
		<u>\$ 641,470</u>	<u>\$ 641,470</u>

Explanation: Corolla Volunteer Fire Department - Increase appropriations to provide paid fire services, start-up equipment and training in the Corolla service area for the remaining thirteen weeks of the current fiscal year. This will be partially funded by the SAFER grant awarded to Currituck County. Staffing will include nineteen current EMS positions that will convert to Fire positions and twenty new Fire positions. This fire district will have three Captains, six Lieutenants and nineteen firefighters.

Net Budget Effect: Corolla Beach Service District - Increased by \$641,470.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends-Mar 19_BOC (Budget Amendments)

Number 20180074

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 19th day of March 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
30850-507100	Separation Allowance	\$ 33,744	
30850-505000	FICA	\$ 2,552	
30850-545000	Contract Services		\$ 36,296
		<u>\$ 36,296</u>	<u>\$ 36,296</u>

Explanation: Post Employment Benefits (30850) - Transfer budgeted funds from contract services for additional funding for Law Enforcement Separation due to recent and upcoming retirements.

Net Budget Effect: Post Employment Benefits Fund (30) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends-Mar 19_BOC (Budget Amendments)

Number

20180075

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 19th day of March 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
66868-532000	Supplies	\$ 18,000	
66868-531000	Fuel		\$ 2,000
66868-511000	Telephone and Postage		\$ 3,000
66868-545000	Contracted Services		\$ 15,000
66868-516400	Maintenance/Repairs Equip	\$ 2,000	
		<u>\$ 20,000</u>	<u>\$ 20,000</u>

Explanation: Southern Outer Banks Water (66868) - Transfer budgeted funds for operations for the remainder of this fiscal year.

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

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Clerk to the Board

Attachment: BudAmends-Mar 19_BOC (Budget Amendments)

Number

20180076

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 19th day of March 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10460-516000	Repairs & Maintenance	\$ 5,000	
10460-502000	Salaries		\$ 5,000
		<u>\$ 5,000</u>	<u>\$ 5,000</u>

Explanation: Public Works (10460) - Transfer budgeted funds for unforeseen building repairs.

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

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Clerk to the Board

Attachment: BudAmends-Mar 19_BOC (Budget Amendments)

Number 20180077

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 19th day of March 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10750-590000	Capital Outlay	\$ 5,672	
10310-400017	Ad Valorem Taxes - 2017 Levy		\$ 5,672
		<u>\$ 5,672</u>	<u>\$ 5,672</u>

Explanation: Social Services Administration (10750) - Increase appropriations for emergency replacement of an HVAC in the Social Services building.

Net Budget Effect: Operating Fund (10) - Increased by \$5,672.

Minute Book # _____, Page # _____

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Clerk to the Board

Attachment: BudAmends-Mar 19_BOC (Budget Amendments)

Number 20180078

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 19th day of March 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
20609-511010	Data Transmission	\$ 3,500	
20609-588000	Contingency		\$ 3,500
		<u>\$ 3,500</u>	<u>\$ 3,500</u>

Explanation: Whalehead Watershed Improvement District (20609) - Transfer budgeted funds for additional costs of data transmission for monitoring alarms in the Whalehead Watershed Improvement District.

Net Budget Effect: Whalehead Watershed Improvement District (20) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends-Mar 19_BOC (Budget Amendments)

Number

20180079

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 19th day of March 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10535-502000	SALARIES		\$ 10,000
10535-502100	SALARIES-OVERTIME	\$ 10,000	
		<u>\$ 10,000</u>	<u>\$ 10,000</u>

Explanation: Communications (10535) - Transfer funds from lapsed salaries to overtime to cover position vacancies.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends-Mar 19_BOC (Budget Amendments)

Number 20180080

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 19th day of March 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
41390-499900	Fund Balance Appropriated	\$ 1,775,230	
41990-587051	T T - School Facilities Fund		\$ 1,775,230
		<u>\$ 1,775,230</u>	<u>\$ 1,775,230</u>

Explanation: School Capital Reserve (41990) - Decrease budgeted funding to de-obligate funding for the future bus garage and remaining transfer of \$974,770 will be used for future school construction.

Net Budget Effect: School Capital Reserve (41) - Decreased by \$1,775,230.

Minute Book # _____, Page # _____

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Clerk to the Board

Attachment: BudAmends-Mar 19_BOC (Budget Amendments)

Number 20180081

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 19th day of March 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
42390-499900	Appropriated Fund Balance	\$ 3,750,700	
42450-587050	T T - Co Governmental Facilities		\$ 3,750,700
		<u>\$ 3,750,700</u>	<u>\$ 3,750,700</u>

Explanation: Transfer Tax Capital Fund (42450) - Decrease appropriations to delay funding for the public safety facility until future years.

Net Budget Effect: Transfer Tax Capital Fund (42) - Decreased by \$3,750,700.

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Journal # _____

Clerk to the Board

Attachment: BudAmends-Mar 19_BOC (Budget Amendments)

Number 20180082

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 19th day of March 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10796-590000	Capital Outlay	\$ 9,428	
10390-495015	Transfer from Occupancy Tax		\$ 9,428
		<u>\$ 9,428</u>	<u>\$ 9,428</u>

Explanation: Currituck County Rural Center (10796) - Increase appropriations for signage at the CCRC.

Net Budget Effect: Operating Fund (10) - Increased by \$9,428.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends-Mar 19_BOC (Budget Amendments)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2127)

Agenda Item Title

Master Fee Schedule Revisions

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Currituck County Master
Fee ScheduleRate and Fee Schedule
effective March 19, 2018

Dept.	Description	Cost							
Airport	Concession Fees - Aviation Maintenance & Repair Services	\$	75.00	annual					
Airport	Concession Fees - Based Charter Aircraft Travel Services		5% of booked fee	due on 10th following quarter end:					
Airport	Concession Fees - Banner Towing Operations	\$	75.00	annual	Jan 10, Apr 10, Jul 10 & Sep 10				
Airport	Concession Fees - Crop Dusting	\$	300.00	annual					
Airport	Concession Fees - Flight Lessons two or more Currituck based aircraft	\$	75.00	annual					
Airport	Concession Fees- Flight Lessons no Currituck based aircraft	\$	300.00	annual					COMMERCIAL
Airport	Concession Fees- Flight Lessons one Currituck based aircraft	\$	150.00	annual		Annual in	Annual w/		
Airport	Concession Fees- Hang Gliding	\$	7,000.00	annual		Advance	3 yr term	3 yr term	
Airport	Concession Fees - Rental Car Services	\$	300.00	annual					
Airport	Hangar leases, non-commercial	\$	2,760.00	annual, payable \$230 per month - Effective 8/1/2013		Monthly	5% Disc	10% Disc	monthly
Airport	Hangars, commercial A-5-T, A-11-T & Office space 2 combined	\$	5,796.00	Effective 8/1/2013	\$ 483.00	\$ 5,506	\$ 5,216	\$ 435	
Airport	Hangars, commercial C-2, C-3, C-4, C-5	\$	6,555.00	Effective 8/1/2013	\$ 546.25	\$ 6,227	\$ 5,900	\$ 492	
Airport	Hangars, commercial A-1-T, A-6-T & office space 1 combined	\$	5,520.00	Effective 8/1/2013	\$ 460.00	\$ 5,244	\$ 4,968	\$ 414	
Airport	Hangars, commercial B-1-C & B-2-C	\$	5,520.00	Effective 8/1/2013	\$ 460.00	\$ 5,244	\$ 4,968	\$ 414	
Airport	Hangars, commercial C-1	\$	7,590.00	Effective 8/1/2013	\$ 632.50	\$ 7,211	\$ 6,831	\$ 569	
Airport	Late Fee	\$	15.00	Payments received after 10th of each month for each hangar and/or tie-down lease					
Airport	Tie-down leases	\$	10.00	per month					
Animal Services & Control	Adoption Fee- Dog	\$	99.00	Discounts up to 50% off at the discretion of the Director and/or					
Animal Services & Control	Adoption Fee- Cat	\$	59.00						
Animal Services & Control	Reclaim Fee- 1st offense		\$25.00 + \$10.00 a day						
Animal Services & Control	Reclaim Fee- 2nd offense		\$50.00 + \$10.00 a day						
Animal Services & Control	Reclaim Fee- 3rd offense		\$75.00 + \$10.00 a day						
Animal Services & Control	Reclaim Fee- 4th offense		\$100.00 + \$10.00 a day						
Animal Services & Control	Rabies Shot at County Sponsored Rabies Clinics	\$	10.00						
CCRC	Facility rental fees								
CCRC	Apartment		\$35	per night					
CCRC	Complete facility rental fee/Exclusive right to grounds	\$	500.00	per day.					
CCRC	Picnic Shelter- half day rental	\$	25.00	per day/per room (up to 4 hours)					
CCRC	Picnic Shelter- full day rental	\$	50.00	per day/per room (up to 8 hours)					
CCRC	Indoor Arena:	\$	175.00	per weekend day					
CCRC		\$	125.00	per week day					
CCRC	Hourly rental of indoor arena	\$	25.00	per hour					
CCRC	Outdoor Arena:	\$	125.00	per weekend day					
CCRC		\$	100.00	per week day					
CCRC	Hourly rental of outdoor arena	\$	25.00	per hour					
CCRC	Park Attendant	\$	18.00	per hour - nights/weekends/holidays					
CCRC	Stall Rental:								
CCRC	Overnight, no event	\$	35.00	per nights					
CCRC	With event	\$	15.00	day stall					
CCRC		\$	25.00	2 day show					
CCRC		\$	30.00	3 day show					
CCRC	Shavings must be used with any stall rental. No one can stall a horse without shavings.								
CCRC	Shavings	\$	6.75	per bag					
CCRC	RV/Camper Hook-up	\$	25.00	per night					
CCRC				per horse/per weekend day/5 horse					
CCRC	Weekend schooling (No event)	\$	10.00	minimum					
CCRC	Vendor Hook-up	\$	25.00	per day					
CCRC	Technology fee	\$	50.00	Includes wifi, phone, copier, fax access					
CCRC	Notary Fees								
CCRC	Official County business		No charge						
CCRC	Other		\$5 per document						
CCRC	Returned check/credit card/eft fee	\$	25.00						
Communications	CD: 911 Data	\$	25.00						

Communications	Copies, 911 transcript	\$	1.00	per page
Community Development	Central Permitting Fees:			Residential Commercial
Community Development	New construction and additions		\$0.30 per sf	\$0.35 per sf
Community Development	Alterations		\$0.15 per sf	\$0.12 per sf
Community Development	Chimney/Woodstove	\$	25.00	\$25
Community Development	Decks		\$0.30 per sf	\$0.35 per sf
Community Development	Dune decks and walkways		\$0.30 per sf	\$0.35 per sf
Community Development	Demolition	\$	35.00	\$75
Community Development	Detached Buildings		\$0.15 per sf	\$0.15 per sf
Community Development	Farm Building		No permit	\$0.35 per sf
Community Development	Fuel Pumps			\$50 per pump
Community Development	Gas (Propane/Natural)	\$	50.00	\$50
Community Development	HVAC changeout (includes all trade permits)	\$	35.00	\$50
Community Development	Insulation (new)		No Fee	\$100
Community Development	Insulation (alteration)	\$	25.00	\$50
Community Development	Metal Carport, pre-manufactured		No fee	No fee
Community Development	Mobile Homes		\$0.15 per sf	N/A
Community Development	Modulars		\$0.15 per sf	\$0.12 per sf
Community Development	P M E (New)		\$50 each	\$100 per suite
Community Development	P M E (Alterations)		\$25 each	\$50 per suite
Community Development	Roofing (sheathing replacement)	\$	50.00	\$50
Community Development	Roofing (shingles only) >\$15,000 project cost	\$	35.00	\$50
Community Development	Solar array	\$200	base + \$0.20 per panel	
Community Development	County, State, Federal, Non-profit		No fee	No fee
Community Development	Miscellaneous:			
Community Development	Bulkhead, Pier, Dock, Boatlift	\$	50.00	\$100
Community Development	CAMA Minor Permit	\$	100.00	\$100
Community Development	Elevator (includes trade permits)	\$	75.00	\$150
Community Development	Fire Alarm		N/A	\$50
Community Development	Fire Sprinklers	\$	100.00	\$50
Community Development	Hot Tub (includes trade permits)	\$	50.00	\$100
Community Development	Moving Permit		\$0.20 per sf	\$0.20 per sf
Community Development	Retaining wall	\$	50.00	\$100
Community Development	Siding replacement >\$15,000 project cost	\$	50.00	\$75
Community Development	Swimming Pool (includes trade permits)	\$	75.00	\$200
Community Development	Swimming Pool electrical	\$	25.00	\$50
Community Development	Signs (on premise)		N/A	\$25 each
Community Development	Signs (off premise)		N/A	\$50 each
Community Development	Temporary Office		N/A	\$60
Community Development	Tents		N/A	\$50 per tent
Community Development	Towers			\$0.12 per unit
Community Development	Window, Door replacement >\$15,000 project cost	\$	50.00	\$75
Community Development	Wind Turbine		\$200 each	\$500 each
Community Development	Minimum permit fee	\$	25.00	\$25
Community Development	Projects that do not fall within the categories above shall be figured on a cost of construction basis as follows:			
Community Development	\$1-\$5,000	\$	50.00	\$100
Community Development	Over \$5,000		\$10 per \$1,000	\$20 per \$1,000
Community Development	Inspection Division Fees:			
Community Development	Re-inspection		\$50 per trip	\$50 per trip
Community Development	Working without a permit	Greater of \$50 or 25% of cost	\$100 or 25% of cost	
Community Development	Private Schools/Daycare inspection		N/A	\$100
Community Development	ABC Inspections		N/A	\$100
Community Development	Exhaust Hoods		N/A	\$100
Community Development	Generators (includes trade permits)	\$	100.00	\$200
Community Development	Home Occupations	\$	50.00	NA
Community Development	Planning Division Fees:			
Community Development	Administrative Adjustment	\$	100.00	\$100
Community Development	Clear-Cut Permit	\$	50.00	\$50
Community Development	Minor Subdivision (Conventional)		\$25 per lot	\$25 per lot
Community Development	Private Access or Family Subdivision		\$50 per lot	N/A
Community Development	Sign Return Fee (Unlawfully placed signs)	\$	25.00	\$25
Community Development	Site Plan - Major			\$0.02 sf gross floor area; \$50 minimum
Community Development	Site Plan - Minor	\$	50.00	\$50
Community Development	Subdivision - Major	\$100 per lot/\$250 Amended Plat		\$100 per lot/\$250 Amended Plat
Community Development	Subdivision - Minor		\$50 per lot	\$50 per lot
Community Development	Temporary Use Permit	\$	50.00	\$50
Community Development	Zoning/Flood determination letter	\$	25.00	\$25
Community Development	Board of Adjustment Fees:			
Community Development	Appeal or Interpretation	\$	150.00	\$150
Community Development	Variance	\$	150.00	\$150
Community Development	Literature and Materials			

Community Development	Unified Development Ordinance (UDO)	\$	30.00	\$30.00	
Community Development	Land Use Plan	\$	30.00	\$30.00	
Community Development	Small Area Plans or Technical Documents	\$	20.00	\$20.00	
Community Development	Official Zoning Map (Copy)	\$	10.00	\$10.00	
Community Development	Planning Board				
Community Development	Conditional Rezoning		\$150 + \$5/acre		\$150 + \$5/acre
Community Development	Development Agreement		\$150 + \$5/acre		\$150 + \$5/acre
Community Development	Planned Development		\$300 + \$5/acre		\$300 + \$5/acre
Community Development	Text Amendment	\$	150.00	\$150	
Community Development	Land Use Plan Amendment	\$	150.00	\$150	
Community Development	Use Permit-or Amended Use Permit	\$	150.00	\$150	
Community Development	Zoning Map Amendment		\$150 + \$5/acre		\$150 + \$5/acre
Community Development	Public Copies - 1 sided	\$	0.10	\$	0.10
Community Development	Public Copies - 2 sided	\$	0.15	\$	0.15
Community Development	Public Copies color up the 8.5" X 14"	\$	0.25	\$	0.25
Community Development	Notary Fees				
Community Development	Official County business		No charge	No charge	
Community Development	Other		\$5 per document	\$5 per document	
Community Development	Returned check/credit card/eft fee	\$	25.00		
Community Development	Note: Preliminary, amended preliminary, final and amended final plats will be assessed at \$33 per lot fee if the sketch plan was approved prior to March 3, 2003.				
Community Development	Beach Driving Permit - Seasonal	\$	150.00	per season - 12:01 AM Friday before Memorial Day through 11:59 PM Labor Day - Non-resident	
Community Development	Beach Driving Permit - 10 Day	\$	50.00	10 days from date of permit - Nonresident	
Community Development	Beach Driving Permit - Currituck Property Owners and Residents				
	Seasonal Pass with valid registration - 1 per vehicle		No charge		
	Seasonal Guest Permit - Two for each house located in Off-road area in a verified rental program		No charge		
	Seasonal Guest Permit - Two for each owner occupied FULL-TIME residence located in the off-road area		No charge		
Community Development	Outdoor Tour Operator License	\$	950.00	per vehicle	
Cooperative Extension	Facility rental fees				
Cooperative Extension	Auditorium	\$	500.00	per day	
Cooperative Extension	Auditorium set up day	\$	100.00	per event	
Cooperative Extension	Conference Room	\$	100.00	per day/per room	
Cooperative Extension	Classrooms	\$	50.00	per day/per room	
Cooperative Extension	Custodian	\$	20.00	per hour - nights/weekends/holidays	
Cooperative Extension	Public Copies - 1 sided	\$	0.10		
Cooperative Extension	Public Copies - 2 sided	\$	0.15		
Cooperative Extension	Public Copies color up the 8.5" X 14"	\$	0.25	per side	
Cooperative Extension	Notary Fees				
Cooperative Extension	Official County business	\$	-		
Cooperative Extension	Other	\$	5.00	per document	
Cooperative Extension	Returned check/credit card/eft fee	\$	25.00		
Elections	Copies, color double sided	\$	0.45		
Elections	Copies, color single sided	\$	0.25		
Elections	Copies, standard letter or legal, per copy	\$	0.10		
Elections	Diskette	\$	10.00		
Elections	Labels, per label	\$	0.01	Minimum \$.30	
Elections	Print-out, per page	\$	0.05	Minimum \$.25	
EMS	Public Copies - 1 sided	\$	0.10		
EMS	Public Copies - 2 sided	\$	0.15		
EMS	Public Copies color up the 8.5" X 14"	\$	0.25	per side	
EMS	Notary Fees				
EMS	Official County business	\$	-	no charge	
EMS	Other	\$	5.00	per document	
EMS	Returned check/credit card/eft fee	\$	25.00		
EMS	Stand-by events	\$	50.00	hour	
ITS	CD1: GIS data CD	\$	50.00		
ITS	CD2: 2003, 2008, 2010 or 2012 Color Aerial Photography	\$	100.00	per year requested	
ITS	Copies, GIS Data, Laser 11 x 17 black and white	\$	1.00		
ITS	Copies, GIS Data, Laser 11 x 17 color	\$	2.00		
ITS	Copies, GIS Data, Laser 8 1/2 x 11 black and white	\$	0.50		
ITS	Copies, GIS Data, Laser 8 1/2 x 11 color	\$	1.00		
ITS	Copies, GIS Data, Laser 8 1/2 x 14 black and white	\$	0.75		
ITS	Copies, GIS Data, Laser 8 1/2 x 14 color	\$	1.50		

ITS	Copies, GIS Data, Plotter 20 x 24 up to 28 x 36	\$	5.00	
ITS	Copies, GIS Data, Plotter Greater than 28 x 36 to 36 x 42	\$	8.00	
ITS	Copies, GIS Data, Plotter Greater than 36 x 42	\$	10.00	
ITS	Copies, GIS Data, Plotter less than 20 x 24	\$	3.00	
ITS	Official Zoning Map	\$	10.00	
ITS	CD3: 1995 Aerial Photography (black & white only)	\$	50.00	
				plus variable (Exception: Subdivisions created prior to 4/2/89 & sign never installed)
ITS	Street Naming/Name Changing (payable to U.S. Sign Co.)	\$	75.00	
Library	Books, Fines for Overdues	\$	0.10	per day
Library	Copies, standard letter or legal, per copy	\$	0.10	
Library	Fax - Incoming	\$	1.00	
Library	Fax - Outgoing	\$	2.50	plus \$1.00 each additional page
Mainland Water	3" Riser		Actual cost + 20%	
Mainland Water	6" Riser		Actual cost + 20%	
Mainland Water	Backhoe per hour	\$	125.00	
Mainland Water	Bacteriological tests	\$	50.00	
Mainland Water	Check Valve		Actual cost + 20%	
Mainland Water	Chloride tests	\$	20.00	
Mainland Water	Ditch Witch per hour	\$	125.00	
Mainland Water	ERT for Radio Read meter		Actual cost + 20%	
Mainland Water	Excavator per hour	\$	125.00	
Mainland Water	Fire hydrant meter - Deposit	\$	2,500.00	
Mainland Water	Fire hydrant meter setup fee	\$	50.00	
				or three months' billing of previous usage, whichever is greater
Mainland Water	High-risk deposit (owner or renter)	\$	200.00	
Mainland Water	Impact Fees 1 inch	\$	5,500.00	
Mainland Water	Impact Fees 2 inch	\$	6,000.00	
Mainland Water	Impact Fees 3 inch	\$	6,500.00	
Mainland Water	Impact Fees 3/4 inch	\$	5,000.00	
Mainland Water	Impact Fees 4 inch	\$	7,000.00	
Mainland Water	Impact Fees 6 inch	\$	7,500.00	
Mainland Water	Impact Fees 6 inch Fire Service	\$	6,000.00	
Mainland Water	Impact Fees for Centers of Worship	\$	3,000.00	
Mainland Water	Labor per man hour	\$	60.00	
Mainland Water	Lid only		Actual cost + 20%	
Mainland Water	Lock		Actual cost + 20%	
Mainland Water	Meter		Actual cost + 20%	
Mainland Water	Meter accessibility charge	\$	35.00	
Mainland Water	Meter Box		Actual cost + 20%	
Mainland Water	Meter tampering fee	\$	75.00	
Mainland Water	Meter testing fee	\$	50.00	If meter accurate
Mainland Water	Meter testing fee		No Charge	If more than 2.5% inaccurate
Mainland Water	Open/reopen/transfer account	\$	25.00	
Mainland Water	Pipe pressure/leakage retest	\$	150.00	
Mainland Water	Pipe pressure/leakage test	\$	150.00	
Mainland Water	Reconnection fee (after cutoff for nonpayment)	\$	50.00	8AM - 5PM
Mainland Water	Renter deposit	\$	150.00	
Mainland Water	Reread meter - our reading correct	\$	25.00	
Mainland Water	Reread meter - our reading incorrect		No Charge	
Mainland Water	Retro		Actual cost + 20%	
Mainland Water	Returned check fee	\$	25.00	
Mainland Water	Road Bore		Actual cost + 20%	
Mainland Water	Special request meter reading	\$	25.00	
Mainland Water	Turn on/off fee, per occurrence	\$	25.00	Normal working hours
Mainland Water	Turn on/off fee, per occurrence	\$	50.00	After normal working hours
Mainland Water	Union half with nut		Actual cost + 20%	
Mainland Water	Water Charge Fire Service (sprinkler systems)		Same as commercial	
Mainland Water	Water Charge Local Government/Board of Education		Same as commercial	
Mainland Water	Water Charge Commercial base 0-2000 gallons	\$	20.00	month
Mainland Water	Water Charge Residential base 0-2000 gallons	\$	20.00	month
Mainland Water	Water Charge up to 5000 gallons, commercial	\$	4.50	per 1000 gal./effective 7/1/2011
Mainland Water	Water Charge up to 5000 gallons, residential	\$	4.50	per 1000 gal./effective 7/1/2011
Mainland Water	Water Charge up to 10,000 gallons, commercial	\$	5.50	per 1000 gal./effective 7/1/2011
Mainland Water	Water Charge up to 10,000 gallons, residential	\$	5.50	per 1000 gal./effective 7/1/2011
Mainland Water	Water Charge up to 15,000 gallons, commercial	\$	6.50	per 1000 gal./effective 7/1/2011
Mainland Water	Water Charge up to 15,000 gallons, residential	\$	6.50	per 1000 gal./effective 7/1/2011
Mainland Water	Water Charge up to 20,000 gallons, commercial	\$	7.50	per 1000 gal./effective 7/1/2011
Mainland Water	Water Charge up to 20,000 gallons, residential	\$	7.50	per 1000 gal./effective 7/1/2011
Mainland Water	Water Charge all over 20,000 gallons, commercial	\$	8.50	per 1000 gal./effective 7/1/2011
Mainland Water	Water Charge all over 20,000 gallons, residential	\$	8.50	per 1000 gal./effective 7/1/2011
Mainland Water	Yoke		Actual cost + 20%	
Mainland Water	Yoke valve with meter nut		Actual cost + 20%	

Mainland Sewer	Tap Fee in Maple Commerce Park	\$	7,700.00	per EDU (250 qpd)
Mainland Sewer	Tap Fee in Moyock	\$	5,500.00	per EDU (250 gpd)
Mainland Sewer	Tap Fee in Walnut Island/Waterside Villages	\$	4,500.00	
Mainland Sewer	Sewer Utility Charge		1.5x Water Usage Charge	\$30 minimum base rate
Mainland Sewer	Residential renter deposit	\$	150.00	
Mainland Sewer	Residential renter deposit (High Risk)	\$	200.00	3 months past usage with \$200 min
Mainland Sewer	Open/reopen/transfer account	\$	25.00	
Mainland Sewer	Reconnection fee	\$	50.00	
Mainland Sewer	Meter tampering fee	\$	75.00	Min \$75 plus cost of damages
Parks & Rec	Knotts Island	\$	200.00	per day
Parks & Rec	Maple Athletic Complex - Baseball/Softball Fields	\$	200.00	per field/per day
Parks & Rec	Maple Athletic Complex - Soccer Fields	\$	200.00	per field/per day
Parks & Rec	Maple Park	\$	300.00	per day
Parks & Rec	Maple Skate Park	\$	200.00	per day
Parks & Rec	Sound Park	\$	500.00	per day
Parks & Rec	Veteran's Memorial Park	\$	200.00	per day
Parks & Rec	Walnut Island Park	\$	200.00	per day
Parks & Rec	Adult Softball (men and women)	\$	200.00	per team
Parks & Rec	Youth Cheerleading	\$	20.00	per child - Maximum of \$40.00 per family
Parks & Rec	Youth Flag Football	\$	20.00	per child - Maximum of \$40.00 per family
Parks & Rec	Youth Soccer (Fall and Spring)	\$	20.00	per child - Maximum of \$40.00 per family
Parks & Rec	Youth Tackle Football	\$	25.00	per child - No Maximum Fee per child - \$35.00 (2 children) Maximum of \$50.00 for a family of 3 or more
Parks & Rec	Youth T-Ball/Baseball/Softball	\$	25.00	per child - Maximum of \$40.00 per family
Parks & Rec	Youth/Junior Basketball	\$	20.00	
Parks & Rec	Tournament Admission Fees- Under 5		No Charge	
Parks & Rec	Tournament Admission Fees- Ages 6-12	\$	3.00	
Parks & Rec	Tournament Admission Fees-13 and up	\$	5.00	
Parks & Rec	Concessions		Cost + 100% to 300%	
Parks & Rec	Field Fees - Soccer, Baseball/Softball, Tennis Courts	\$	25.00	1/2 day - does not include staff, security or clean-up charges
Parks & Rec	Field Fees - Soccer, Baseball/Softball, Tennis Courts	\$	50.00	daily - does not include staff, security or clean-up charges
Parks & Rec	Field Set-up Fees - Baseball/Softball	\$	20.00	per field - does not include staff, security or clean-up charges
Parks & Rec	Field Set-up Fees - Soccer	\$	25.00	per field - does not include staff, security or clean-up charges
Parks & Rec	Park Picnic Shelter	\$	25.00	per 1/2 day/\$50 daily
Parks & Rec	Parks			
Parks & Rec	Staff for Events (if required) - Park Attendant	\$	18.00	per hour/per attendant
Parks & Rec	Staff for Events (if required) - Park Superintendent	\$	18.00	per hour
Parks & Rec	Staff for Events (if required) - Recreation Director	\$	28.00	per hour
Parks & Rec	Staff for Events (if required) - Recreation Specialist	\$	18.00	per hour
Ocean Sands	Sewer rate		\$7.95 base + 1.5x Water	Rate increase effective with billings on or after January 1, 2014
Ocean Sands	Sewer Tap Fee	\$	450.00	
Ocean Sands	Sewer Impact Fee	\$	2,000.00	
	Tipping Fees per ton for all solid waste that originates outside the County	\$	83.00	per ton
Solid Waste	Tipping Fees per ton for mixed solid waste MSW	\$	73.00	per ton
Register of Deeds	Birth or Death Amendments (preparation)	\$	10.00	
Register of Deeds	Birth or Death Amendments, NC Vital Records	\$	15.00	payable to N.C. Vital Records Section
Register of Deeds	Birth or Death Legitimations County	\$	10.00	
Register of Deeds	Birth or Death Legitimations State (via check)	\$	10.00	
Register of Deeds	Birth or Death Record, Certified Copy	\$	10.00	
Register of Deeds	Birth, Delayed Birth Applications	\$	20.00	
Register of Deeds	Copies, Certified 1st page	\$	5.00	plus \$2.00 each page of document
Register of Deeds	Copies, Uncertified	\$	0.25	
Register of Deeds	Copies, Uncertified Plats (11"x17")-per page	\$	0.50	
Register of Deeds	Copies, Uncertified Plats (11"x17")-per page VIA Mail or Fax	\$	1.00	
Register of Deeds	Copies, Uncertified Plats (18"x24")-per page	\$	2.00	
Register of Deeds	Copies, Uncertified Plats (18"x24")-per page VIA Mail	\$	3.00	
Register of Deeds	Copies, Uncertified VIA Mail	\$	1.00	
Register of Deeds	Deeds of Trust and Mortgages	\$	56.00	Minimum fee for pages 1-15
Register of Deeds	Deeds of Trust and Mortgages per page for pages over 15	\$	4.00	
Register of Deeds	Deeds of Trust and Mortgages Additional (multi-instrument)	\$	10.00	
Register of Deeds	Deeds of Trust and Mortgages Satisfaction/Cancellation		Free	

Register of Deeds	Highway Maps 1st page	\$	21.00	
Register of Deeds	Highway Maps Additional Page(s)	\$	5.00	
Register of Deeds	Highway Maps Certified Copy (per 1st page)	\$	5.00	
Register of Deeds	Instrument, General	\$	26.00	Minimum fee for pages 1-15
Register of Deeds	Instrument, General per page for pages over 15	\$	4.00	
Register of Deeds	Instrument, General Additional (multi-instrument)	\$	10.00	
Register of Deeds	Marriage License	\$	60.00	
Register of Deeds	Marriage License Certified Copy	\$	10.00	
Register of Deeds	Marriage License Corrections	\$	10.00	
Register of Deeds	Notary Oath	\$	10.00	
Register of Deeds	Plats 1st page (GS 161-10)	\$	21.00	
Register of Deeds	Plats Additional Page(s)	\$	21.00	
Register of Deeds	Plats Certified Copy (per 1st page)	\$	5.00	
Register of Deeds	Plats Certified Copy - each additional page after first page	\$	2.00	
Register of Deeds	Uniform Commercial Code Fixture Filing Only 1-2 pages	\$	38.00	
Register of Deeds	Uniform Commercial Code Fixture Filing Only 3-10 pages	\$	45.00	
Register of Deeds	Uniform Commercial Code Fixture Filing Only over 10 pages	\$	45.00	plus \$2.00 each additional page over 10
Register of Deeds	Excessive Recording Data - more than 20 distinct parties	\$	2.00	each name over 20 - G.S. 161-10(a)(1)
Register of Deeds	Non-standard Fee	\$	25.00	G.S. 161-14(b)
Soil Conservation	Soil surveys/publications		Free	
Sheriff	Peddler License initial fee	\$	35.00	
Sheriff	Peddler License renewal fee	\$	20.00	
Sheriff	Noise permits	\$	25.00	
S Outer Banks Water	3" Riser		Actual cost + 20%	
S Outer Banks Water	6" Riser		Actual cost + 20%	
S Outer Banks Water	Backhoe per hour	\$	125.00	
S Outer Banks Water	Excavator per hour	\$	125.00	
S Outer Banks Water	Bacteriological tests	\$	50.00	
S Outer Banks Water	Check Valve		Actual cost + 20%	
S Outer Banks Water	Chloride tests	\$	20.00	
S Outer Banks Water	Ditch Witch per hour	\$	125.00	
S Outer Banks Water	ERT for Radio Read meter		Actual cost + 20%	
S Outer Banks Water	Fire hydrant meter - Deposit	\$	2,500.00	
S Outer Banks Water	Fire hydrant meter setup fee	\$	50.00	
S Outer Banks Water	High risk deposit (owner or renter)	\$	200.00	or three months' billing of previous usage, whichever is greater
S Outer Banks Water	Impact Fee 1 inch for Centers of Worship	OS ABC \$	3,000.00	
S Outer Banks Water	Impact Fee 1" Meter	OS ABC \$	6,500.00	
S Outer Banks Water	Impact Fee 2 inch	OS ABC \$	7,000.00	
S Outer Banks Water	Impact Fee 3 inch	OS ABC \$	7,500.00	
S Outer Banks Water	Impact Fee 3/4" Meter	OS ABC \$	6,000.00	
S Outer Banks Water	Impact Fee 4 inch	OS ABC \$	8,000.00	
S Outer Banks Water	Impact Fee 6 inch	OS ABC \$	8,500.00	
S Outer Banks Water	Impact Fee 6 inch Fire Services	OS ABC \$	6,000.00	
S Outer Banks Water	Impact Fee standard 3/4" meter, commercial	VOH \$	1,000.00	
S Outer Banks Water	Impact Fee standard 3/4" meter, hotels/motels per two rooms	VOH \$	1,000.00	
S Outer Banks Water	Impact Fee standard 3/4" meter, laundry	VOH \$	1,000.00	per 3 machines (condos, cottage courts, apartments)
S Outer Banks Water	Impact Fee standard 3/4" meter, multifamily	VOH \$	1,000.00	Each habitable unit
S Outer Banks Water	Impact Fee standard 3/4" meter, restaurants	VOH \$	1,000.00	per 16 seats or fraction thereof
S Outer Banks Water	Impact Fee standard 3/4" meter, sewer	VOH \$	700.00	
S Outer Banks Water	Impact Fee standard 3/4" meter, single family residential	VOH \$	1,000.00	
S Outer Banks Water	Labor per man hour	\$	60.00	
S Outer Banks Water	Lid only		Actual cost + 20%	
S Outer Banks Water	Lock		Actual cost + 20%	
S Outer Banks Water	Meter		Actual cost + 20%	
S Outer Banks Water	Meter accessibility charge	\$	35.00	
S Outer Banks Water	Meter Box		Actual cost + 20%	
S Outer Banks Water	Meter tampering fee	\$	75.00	
S Outer Banks Water	Meter testing fee	\$	50.00	If meter accurate
S Outer Banks Water	Meter testing fee		No Charge	If more than 2.5% inaccurate
S Outer Banks Water	Open/reopen/transfer account	\$	25.00	
S Outer Banks Water	Pipe pressure/leakage retest	\$	150.00	
S Outer Banks Water	Pipe pressure/leakage test	\$	150.00	
S Outer Banks Water	Reconnection fee (after cutoff for nonpayment)	\$	50.00	8AM - 5PM
S Outer Banks Water	Renter deposit	\$	150.00	
S Outer Banks Water	Reread meter - our reading correct	\$	25.00	
S Outer Banks Water	Reread meter - our reading incorrect		No Charge	
S Outer Banks Water	Retro		Actual cost + 20%	
S Outer Banks Water	Returned check fee	\$	25.00	

S Outer Banks Water	Road Bore		Actual cost + 20%	
S Outer Banks Water	Special request meter reading	\$	25.00	
S Outer Banks Water	Turn on/off fee, per occurrence	\$	25.00	Normal working hours
S Outer Banks Water	Turn on/off fee, per occurrence	\$	50.00	After normal working hours
S Outer Banks Water	Union half with nut		Actual cost + 20%	
S Outer Banks Water	Water Charge - Pine Island Base Rate	\$	30.00	month
S Outer Banks Water	Water Charge - Pine Island per 1,000 gallons	\$	4.50	per 1000 gal
S Outer Banks Water	Water Charge Base Rate 0-2000 gallons	\$	20.00	month
S Outer Banks Water	Water Charge up to 5000 gallons, commercial	\$	4.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 5000 gallons, residential	\$	4.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 10,000 gallons, commercial	\$	5.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 10,000 gallons, residential	\$	5.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 15,000 gallons, commercial	\$	6.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 15,000 gallons, residential	\$	6.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 20,000 gallons, commercial	\$	7.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 20,000 gallons, residential	\$	7.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge all over 20,000 gallons, commercial	\$	8.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge all over 20,000 gallons, residential	\$	8.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Yoke		Actual cost + 20%	
S Outer Banks Water	Yoke valve with meter nut		Actual cost + 20%	
S Outer Banks Water	Pipe pressure/leakage retest	\$	150.00	
Sr. Center	Deposit, Rental of Senior Center Space (Refundable)	\$	100.00	
Sr. Center	Powells Point Bldg- Deposit	\$	100.00	per event
Sr. Center	Powells Point Bldg- Rent	\$	100.00	per event
Sr. Center	Fax - outgoing		\$2.50 first page	\$1.00 each additional page
Sr. Center	Fax - Incoming	\$	1.00	
Sr. Center	Kitchen not used	\$	100.00	
Sr. Center	Kitchen use	\$	125.00	
Sr. Center	Public Copies - 1 sided	\$	0.10	
Sr. Center	Public Copies - 2 sided	\$	0.15	
Sr. Center	Notary Fees			
Sr. Center	Official County business	\$	-	
Sr. Center	Other	\$	5.00	per document
Sr. Center	Returned check/credit card/eft fee	\$	25.00	
Tax	Public Copies - 1 sided	\$	0.10	
Tax	Public Copies - 2 sided	\$	0.15	
Tax	Public Copies - Color (Up to 8.5" X 14")	\$	0.25	per side
Tax	Public Copies - Color (11" x 17")	\$	0.50	per side
Tax	Labels, per label	\$	0.03	Minimum \$10.00
Tax	Aerial Tax Maps	\$	8.00	
Tax	Subdivision Tax Maps	\$	3.00	per sheet
Tax	Street Atlas	\$	8.00	
				Payment for Taxes; Minimum \$25.00
Tax	Returned check/credit card/debit card/EFT/ACH fee		10%	G.S. 105-357(b)(2)
Tax	Returned check/credit card/debit card/EFT/ACH fee	\$	25.00	All other than taxes
Tax	Property Record Card	\$	0.50	each
Tourism	Heritage Festival - BBQ Contest Registration	\$	300.00	per team - includes RV hookup fee
Tourism	Heritage Festival - Rodeo admission - Ages 13+		\$15 Adv/\$20 Day of Event	
Tourism	Heritage Festival - Rodeo admission - Ages 6-12		\$10 Adv/\$15 Day of Event	
Tourism	Heritage Festival - Rodeo admission - Ages 0-5		No Charge	
Tourism	Heritage Festival - Rodeo admission - Family (2 Adult/2 Under 12)		\$45	Advance sales only
Tourism	Heritage Festival - Rodeo admission - BBQ Participants		\$10	Advance sales only
Tourism	Legacy Tours Whalehead Ages 0-5		No charge	
Tourism	Legacy Tours Whalehead Ages 6-12	\$	5.00	
Tourism	Legacy Tours Whalehead Ages 13-54	\$	7.00	
Tourism	Legacy Tours Whalehead Ages 55+	\$	5.00	
Tourism	Legacy Tours Whalehead Active Military	\$	5.00	
Tourism	Legacy Tours Wounded Warrior		No charge	
Tourism	Legacy Tours Whalehead Group Student	\$	3.00	Coordinator/Bus Driver No charge
Tourism	Legacy Tours Whalehead Group Adult	\$	5.00	Coordinator/Bus Driver No charge
				Based on type of Tour and Resources involved
Tourism	Specialty Tours		TBD	
Tourism	Whalehead Wednesday	\$	15.00	Price includes wine tasting and glass
	Events requiring tent rentals or other structures on grounds must be rented for the day before, day of and day after event.			
Tourism	Grounds Rental - Primary Site (N Lawn/S Lawn/Point)	\$	750.00	
Tourism	Grounds Rental - Secondary Site	\$	400.00	
Tourism	Grounds Rental - Picnic Shelter	\$	50.00	
Tourism	Grounds Rental - Gazebo	\$	150.00	
Tourism	Grounds Rental - Side Porch	\$	50.00	
Tourism	Grounds Refundable Security Deposit	\$	750.00	
Tourism	Picnic Shelter Refundable Security Deposit	\$	25.00	

Tourism	Golf Cart Rental per 8 hours	\$	300.00	each per day
Tourism	Tourism and Whalehead \$0.00 - \$6.99 our cost retail merchandise			Cost + 100%
Tourism	Tourism and Whalehead \$7.00 - \$10.99 our cost retail merchandise			Cost + 50%
Tourism	Tourism and Whalehead \$11.00 - \$19.99 our cost retail merchandise			Cost + 35%
Tourism	Tourism and Whalehead \$20.00 & up our cost retail merchandise			Cost + 25%
Tourism	Historic Corolla Park Usage- unlimited usage with the exception of stated hours	\$	400.00	per month for June, July & August
Tourism	Historic Corolla Park Usage- unlimited usage with the exception of stated hours	\$	250.00	per month January - May and September - December
Tourism	Historic Corolla Park Usage- for businesses needing the Park 1 day a week or less	\$	50.00	per day for all months
Other	Notary Fees			Free Official County Business
Other	Notary Fees	\$	5.00	Other than County Business
Other	Returned Check Fee	\$	25.00	

NOTES:

Occupancy Tax and Sales Taxes will be charged if applicable.

All Water Systems	3/4" irrigation meter \$1,000 and 1" irrigatrtion meter \$1,300 are available to any customer with an existing paid tap.
Mainland Water	Water Charge: Commercial master meter accts charged at above rates per unit served. Hotels and motels: Four rooms equal one commercial master meter billing unit.
Mainland Water	Impact Fees: All installation costs for labor, materials and equipment shall be paid by the owner/developer/purchaser.
Mainland Water	Subdivisions with active sketch plan approval prior to July 1, 2007 included on attached list will be assessed impact fees at the rate in effect on June 30, 2007 until June 30, 2009. Beginning July 1, 2009 any subdivisions that have not paid the impact fees will be charge the rate in place at this time of payment.
Inspections	Movable agricultural buildings occupied for farm purposes shall be exempt from fees prescribed above.
Inspections	*Alterations include work within existing structures and upgrading existing service do not include additions, new construction, providing power to aructures not previously having power, or new service to existing buildings.
Planning	Preliminary, amended preliminary, final, and amended final plats will be assessed a \$33.00 per lot fee if the sketch plan was approved prior to March 3, 2003.

Adopted this 19th day of
March, 2018.

Bobby Haniq, Chairman

Attest:

Leeann Walton, Clerk to the
Board



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2124)

Agenda Item Title

Resolution Approving the Exhibition, Use and Discharge of Pyrotechnics in Historic Corolla Park, Corolla, North Carolina.

Brief Description of Agenda Item:

Resolution for Board approval to hold a fireworks display at Whalehead in Historic Corolla for the County's annual Independence Day Celebration scheduled for Wednesday, July 4, 2018.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

**RESOLUTION
APPROVING THE EXHIBITION, USE AND DISCHARGE OF
PYROTECHNICS AT WHALEHEAD IN HISTORIC COROLLA
COROLLA, NORTH CAROLINA**

WHEREAS, pursuant to N.C. Gen. Stat. §14-410 and §14-413, a display operator that will exhibit, use or discharge pyrotechnics at a public exhibition must receive written authority for such public exhibition from the Board of Commissioners for a county; and

WHEREAS, a display operator must provide proof of insurance in the amount of at least \$500,000.00; and

WHEREAS, Dominion Fireworks, Inc. is under contract with Currituck County to provide an exhibition of fireworks at the county's property known as Whalehead in Historic Corolla, Corolla, North Carolina, on Wednesday, July 4, 2018, which will be a public exhibition, and Dominion Fireworks, Inc. has provided a certificate of insurance evidencing insurance coverage in an amount in excess of \$500,000.00.

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

Section 1. Dominion Fireworks, Inc., is authorized to exhibit, use or discharge pyrotechnics for public exhibition at that property known as Whalehead in Historic Corolla, 1100 Club Road, Corolla, North Carolina on Wednesday, July 4, 2018.

Section 2. This resolution shall be effective upon adoption.

ADOPTED this 19th day of March, 2018.

Bobby Hanig, Chairman

ATTEST:

Leeann Walton
Clerk to the Board



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2128)

Agenda Item Title

Surplus Resolution-Emergency Management Equipment

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

RESOLUTION

WHEREAS, the Board of Commissioners of Currituck County, North Carolina during its regularly scheduled meeting held on March 19, 2018, authorized the following, pursuant to GS 160A-265, that the property listed below, be disposed of:

Asset Tag #	S/N	Description
5892	780TEL0702	Wall mount repeater
5893	474CEM0206	VHF MTR2000 Repeater

ADOPTED, this the 19th day of March, 2018.

Bobby Hanig, Chairman

ATTEST:

Leeann Walton, Clerk to the Board



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2126)

Agenda Item Title

Approval of Revised Job Description-Administrative Assistant I, Stormwater

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT I DISTRICT ADMINISTRATOR

SOIL AND STORMWATER DIVISION

PUBLIC SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of clerical-administrative and secretarial work in support of stormwater management for the Albemarle (Currituck) Soil and Water Conservation District and stormwater related services to the County within the Public Services Department. Work involves administering daily activities involving stormwater districts, drainage complaints, budgets, work contracts, invoices and advisory boards as well as preparing a variety of correspondence, educational materials, programs, reports, and invoices and other material. Receives, records and reports various fees for County services. Maintains supply inventories. Performs a variety of routine clerical tasks, such as processing mail, answering telephones and responding to inquiries, and maintaining files, etc. Reports to the Soil and Stormwater Technician.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Types material from typed or handwritten copy or machine dictation, which requires use of a variety of complicated formats for preparing correspondence, reports, meeting agendas, forms, organizational charts, etc.; assumes responsibility for correctness of spelling, punctuation, format and grammar; distributes correspondence to appropriate parties.

Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary.

Prepares correspondence, reports, meeting agendas, meeting minutes, forms, organizational charts, etc.; assumes responsibility for correctness of spelling, punctuation, format and grammar; distributes and posts correspondence as required.

Utilizes various computer programs including word processing, spreadsheets, accounting software and filing programs to enter, store and/or retrieve information as requested or otherwise necessary.

Prepares contract requisitions and/or purchase orders as appropriate.

Performs work related to grant writing and/or monitoring grant availability. This work requires skilled writing techniques and may require time spent in the field.

Prepares and manages service district contracts.

Prepares invoices, various reports and correspondence.

Maintains office supply inventory, preparing requisitions and/or purchase orders as appropriate.

Assists with the NC Agriculture Cost Share Program (NCACSP), includes promotion and coordination of sign-up periods; assist in preparation of agreements, plans of operation and requests for payment forms,

and strategy plans; accounting and monitoring of funds; completion of related reports to the Division of Soil and Water Conservation.

Accurately maintain financial records of the County Soil and Stormwater Department budget, County service district budgets and Soil and Water Conservation board of supervisors which includes preparing financial reports, preparing internal audit at end of fiscal year; and any other required financial reports.

Keeps supervisors informed of upcoming events, meetings, issues, deadlines or any other requirements imposed by the NC Soil and Water Conservation Commission, the NC Association of Soil & Water Conservation Districts, Area 5 Association of SWCD's, USDA Natural Resources Conservation Service, Division of Soil and Water Conservation and the eCounty of Currituck. Assist supervisors with preparation of Conservation Farm Family award, Conservation Teacher of the Year award.

Administers local Farmland Preservation Program (FPP), Beaver Management Program, Community Conservation Assistance Program, local clearing & snagging projects, and manages small service district contracts. Also serves as clerk to Agricultural Advisory Board and ~~Stormwater Advisory Board~~.

Collects and prepares data reports; receives receipts and accounts for fees; maintains District checkbook, prepares travel and expense vouchers for supervisors and forwards to Division of Soil and Water Conservation for reimbursement.

Maintains constant public relations and education efforts to promote conservation of natural resources for public benefit and district visibility.

Serves on planning committees as appropriate.

~~Sorts and distributes incoming mail; signs for deliveries; processes outgoing mail; maintains mailing list.~~

Answers telephones, receiving inquiries and providing information or referring callers to appropriate personnel; records and relays messages, as appropriate.

Participates in County service eDistrict meetings and, Soil and Water Conservation District, Area and State Soil and Water Conservation and USDA NRCS meetings.

Understand the relationship between County committees, districts, area and state association, the Soil and Water Conservation Commission, Division of Soil & Water Conservation, USDA Natural Resources Conservation Service (NRCS) and other conservation partners.

Distribute soil surveys and other conservation publications on request. Knowledge of flood plain maps, topographical maps, aerial photography, soil survey, etc and assist with requests from customers for this information.

Establishes and maintains a variety of tangible files, filing and retrieving materials as requested or as otherwise necessary.

~~Drafts and revises news articles for print; editor of the District newsletter "Northeaster"; photographs activities.~~

Coordinates and performs educational programs within schools. Gives presentation on natural resource conservation topics to local schools and others as requested in conjunction with annual contests, environmental field days, etc. Promote Coastal and State Envirothon to local middle and high schools. Secure students to attend resource conservation workshop, complete necessary paperwork.

ADDITIONAL JOB FUNCTIONS

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

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, supplemented by college-level course work in secretarial sciences, and two to three years of experience in secretarial or clerical work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

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, calculators, copiers, facsimile machines, dictation recorders, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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

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

Language Ability: Requires the ability to read a variety of reports, correspondence, invoices, checks, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, charts, etc. Must be able to speak to people with poise, voice control and confidence.

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

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

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

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

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

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

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

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

Physical Communication: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Requires the ability to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of ~~Soil Conservation~~ Stormwater Department's operations, programs and policies.

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of arithmetic, grammar, spelling, and vocabulary.

~~General knowledge of U.S. Postal Service regulations.~~

Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to make routine administrative decisions independently in accordance with laws, regulations, and County policies and procedures, and to solve problems and answer questions.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

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

ED: 04/02/2018 (REV BOC)

ED: 08/21/2017 (REV BOC)