



**Board of Commissioners
Agenda Packet**

May 21, 2018

Special Meeting

4:00 PM Board of Equalization and Review

Work Session

5:00 PM Career & Technical Education-Don Monroe

6:00 PM Call to Order

- A) Invocation & Pledge of Allegiance-Reverend Eric Rainwater, Currituck Bible Baptist Church
- B) Approval of Agenda

Public Comment

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

Administrative Reports

- A) Currituck County Audit Report-Chris Burton of Carr, Riggs & Ingram, LLC

Public Hearings

- A) **Public Hearing and Consideration of Resolution Creating the Corolla Fire Protection Service District**
- B) **Consideration and Action: PB 18-09 Muddy Acres:** Request for a preliminary plat/use permit for a Type II, 5 lot major, conservation subdivision on 13.33 acres located on Tulls Creek Road, Tax Map 14, Parcel 18H, Moyock Township.
- C) **PB 18-12 Sign Illumination:** Text Amendment to modify the Unified Development Ordinance, Chapter 5. Development Standards to address sign lighting.

New Business

- A) **Consideration and Action: PB 14-34 Currituck Reserve:** A request for a two year extension of the preliminary plat/use permit for a conservation subdivision consisting of 103 residential lots located at the terminus of Campus Drive in Moyock.
- B) **Consideration of an Ordinance Amending Section 10-129 of the Currituck County Code of Ordinances to Modify the Permitted Size of Containers for Storage of Rental Items on the County's Ocean Beach.**
- C) **Consideration of an Ordinance of the Currituck County Board of Commissioners Amending Section 10-64 of the Currituck County Code of Ordinances to Provide for Issuance of Parking Permits for Leased Motor Vehicles**
- D) **Resolution of the Currituck County Board of Commissioners Appointing Matthew Wayne Beickert as Currituck County Sheriff**

E) Consent Agenda

1. Approval Of Minutes-April 16, 2018
2. Budget Amendments
3. JCPC Funding Plan and Certification for the fiscal year ending June 30, 2019
4. JCPC Funding Plan Revised for FY ending June 30, 2018
5. A Resolution of the Currituck County Board of Commissioners Supporting Reappointment of Renee Cahoon to the North Carolina Coastal Resources Commission
6. Older Americans Month and Elder Abuse Awareness Proclamations
7. Consideration of Mutual Aid Agreement with City of Chesapeake
8. Consideration of Debris Recovery and Monitoring Contract Amendments With Southern Disaster Recovery, LLC and Landfall Strategies, LLC
9. Job Description Revision and Classification-Maintenance Repair Worker-HVAC
10. Crawford Volunteer Fire Department Spending Request-Motor Repairs/Rebuild, Tower 4

F) Commissioner's Report**G) County Manager's Report****Special Meeting of the Tourism Development Authority**

Budget Amendments for the TDA

Special Meeting of the Ocean Sands Water & Sewer District

Budget Amendments for OSWSD

Closed Session

Closed Session Pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and in Order to Protect the Attorney-Client Privilege

Adjourn



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2157)

Agenda Item Title

4:00 PM Board of Equalization and Review

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 # 2158)

Agenda Item Title

5:00 PM Career & Technical Education-Don Monroe

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 # 2159)

Agenda Item Title

Currituck County Audit Report-Chris Burton of Carr, Riggs & Ingram, LLC

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 # 2151)

Agenda Item Title

Public Hearing and Consideration of Resolution Creating the Corolla Fire Protection Service District

Brief Description of Agenda Item:

Board Action Requested

Discussion

Person Submitting Agenda Item

Sandee Salimbene, Assistant

Presenter of Agenda Item

Donald (Ike) I. McRee Jr

RESOLUTION ESTABLISHING AND CREATING THE COROLLA FIRE PROTECTION SERVICE DISTRICT

WHEREAS, Chapter 153A, Article 16 of the North Carolina General Statutes, authorizes counties within North Carolina, to define service districts to finance, provide, or maintain for such districts one or more services, facilities, or functions in addition to or to a greater extent than those financed, provided or maintained for the entire county; and

WHEREAS, said statutes further provide that the county may define a service district for the purpose of fire protection; and

WHEREAS, the Corolla Fire Protection Service District area is within an unincorporated community and popular tourist destination bordered on the east by the Atlantic Ocean, on the west to the Currituck Sound and only accessible by two lane North Carolina Highway 12 or by boat. The Corolla Fire Protection Service District area contains approximately 5,040 residential and commercial properties and population increasing from 450 year-round residents to 60,000 persons per week during the height of the tourist season; and

WHEREAS, since July 1, 1983 fire protection, suppression and response services have been provided by Corolla Fire and Rescue, Inc., a non-profit volunteer organization funded and providing the services pursuant to a contract with the county. As presented to the county by Corolla Fire and Rescue, Inc. the volunteer department is comprised of 44 volunteer members, 36 of whom over 60 years of age, 16 of whom are 70 years of age or older, and two of whom are 80 years of age or older. In its 2016 strategic plan, Corolla Fire and Rescue, Inc. concluded that due to geographic and economic challenges for a younger population locating to Corolla it is unlikely that younger persons can be recruited to join the volunteer fire department; and

WHEREAS, Corolla Fire and Rescue, Inc. has informed the county that it is unable to meet daily operational demands and fire suppression requirements within the Corolla Fire Protection Service District area and requests that the county provide firefighters to meet fire protection demands and fire suppression requirements; and

WHEREAS, the Board of Commissioners for the County of Currituck finds that for the foregoing reasons the Corolla Fire Protection Service District area district is in need of fire protection services to a demonstrably greater extent than the remainder of the county to meet the needs and goals set forth above and that it is impracticable to provide the planned fire protection services within the service district created herein on a countywide basis; and

WHEREAS, it is economically feasible to provide the proposed services within the district created herein without an unreasonable or burdensome annual tax levy because the estimated value of property subject to taxation in the Corolla Fire Protection Service District is \$3,780,549,321 and the county has obtained a federal SAFER grant in the approximate amount of \$1,500,000 that will pay a portion of the Corolla Fire Protection Service District cost for the first three years of district operations; and

WHEREAS, there is a demonstrable demand and need for fire protection services proposed within the district as set forth and incorporated into a report which has been available for public inspection in the office of the Clerk to the Board of Commissioners for four (4) weeks prior to the public hearing on the matter of the establishment of the service district which report is incorporated herein by reference, written and verbal communication received prior to the public hearing on the creation of the service district and comments received during the public hearing held on May 21, 2018; and

WHEREAS, the Board of Commissioners for the County of Currituck has caused a notice of such hearing to be duly published in The Coastland Times, a newspaper having general circulation in the County of Currituck, on May 13, 2018, and the County Attorney has certified to the Board of Commissioners that the mailing of notice of hearing has been completed, all in conformity to N.C. Gen. Stat. §153A-302(c).

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

Section 1. The County of Currituck has fully complied with each and every requirement of Chapter 153A, Article 16 of the North Carolina General Statutes and the Currituck County Board of Commissioners determines and finds the same as a fact.

Section 2. The Corolla Fire Protection Service District is hereby established and created consisting of that area bordered on the south by the Dare County line and extending northward to the northern terminus of North Carolina Highway 12 as more particularly shown on the map attached hereto as Exhibit A and incorporated herein by reference.

Section 3. The County of Currituck may levy property taxes within the Corolla Fire Protection Service District in addition to those levied throughout the county in order to finance, provide or maintain within the district fire protection, response and suppression services provided therein in addition to or to a greater extent than those financed or maintained for the entire county.

Section 4. This resolution shall take effect at the beginning of Fiscal Year 2018-2019.

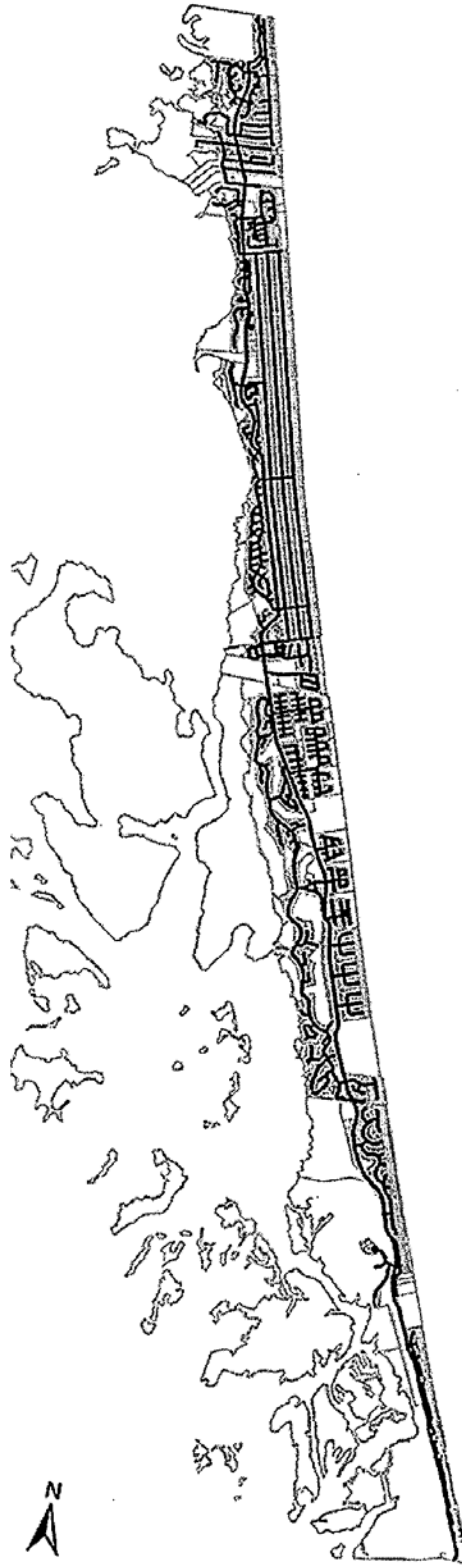
ADOPTED the ____ day of May, 2018.

Bobby Hanig, Chairman
Board of Commissioners

ATTEST:

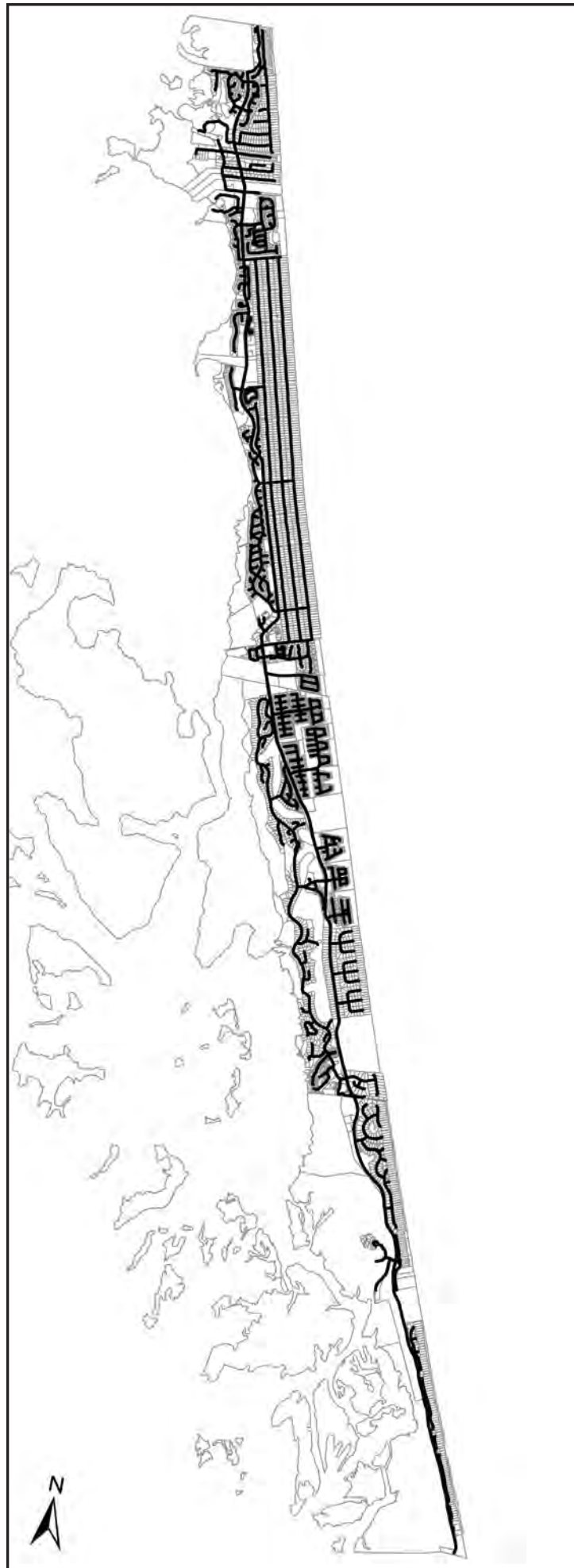
Clerk to the Board

(COUNTY SEAL)



PUBLIC NOTICE

TAKE NOTICE that on May 21, 2018 at 6:00 p.m., or as soon thereafter as the matter is reached, the Currituck County Board of Commissioners will hold a public hearing in the Commissioners' Meeting Room, Historic Currituck Courthouse, 153 Courthouse Road, Currituck, North Carolina to receive public comments on the proposed creation of the Corolla Fire Protection Service District. For further information, expression of opinions and concerns, please contact the Currituck County Manager's Office at (252)232-2075, 153 Courthouse Road, Suite 204, Currituck, NC 27929 or Leeann.Walton@currituckcountync.gov The report required by N.C. Gen. Stat. §153A-302(b) is available for inspection at the office of the Clerk to the Board of Commissioners, Historic Currituck Courthouse, 153 Courthouse Road, Suite 204, Currituck, NC 27929.





Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2156)

Agenda Item Title

Consideration and Action: PB 18-09 Muddy Acres:

Brief Description of Agenda Item:

Request for a preliminary plat/use permit for a Type II, 5 lot major, conservation subdivision on 13.33 acres located on Tulls Creek Road, Tax Map 14, Parcel 18H, Moyock Township.

Board Action Requested

Action

Person Submitting Agenda Item

Cheri Elliott, Assistant

Presenter of Agenda Item

Laurie LoCicero



STAFF REPORT PB 18-09 BOARD OF COMMISSIONERS MAY 21, 2018

APPLICATION SUMMARY

Property Owner: Landmark Custom Homes and Design, Inc.	Applicant: Landmark Custom Homes and Design, Inc.
Case Number: PB 18-09	Application Type: Preliminary Plat/Use Permit
Parcel Identification Number: 0014000018H0000	Existing Use: Vacant
Land Use Plan Classification: Rural	Parcel Size (Acres): 4 parcels @ 0.81 acres 1 parcel @ 9.7 acres.
Number of Units: 5	Project Density: .375 units/acre
Required Open Space: 8 acres (60%)	Provided Open Space: 8 acres (60%)

SURROUNDING PARCELS

	Land Use	Zoning
North	Residential/Undeveloped	Single Family Mainland
South	Undeveloped/Inactive Farmland	Single Family Mainland
East	Residential (Dustin Acres)	Conditional SFM
West	Residential/Undeveloped	Agriculture

STAFF ANALYSIS

The applicant is requesting approval of a preliminary plat and use permit for a 5 lot conservation subdivision along Tulls Creek Rd. Normally subdivisions of 20 lots or less do not require use permits. Due to the number of prior subdivisions from the parent parcel, the 5 proposed lots constitute a Type II Major Subdivision, which requires a use permit.

The subdivision consists of 13.3 acres and proposes 35,000 square foot lots with the remaining 8 acres reserved for open space. The conservation area consists of 5.2 acres of wooded wetlands and 2.8 acres of historical farmland. The open space will contain the stormwater control features for the subdivision. The site lies adjacent to Dustin Acres subdivision which received conditional rezoning (C-SFM) on July 8, 2014 for a similar subdivision layout. Dustin Acres did not require a use permit due to available capacity in the school system. Waterleigh subdivision is adjacent to the rear boundary of Muddy Acres and has received preliminary plat approval for 275 lots. The 2006 land use plan classifies the site as Rural. The Moyock Small Area Plan shows the site as limited service.

Due to the narrow configuration of the subject property there is space for only one street that terminates in a cull de sac. The lot configuration in Dustin Acres is not conducive to interconnectivity with Muddy Acres. These factors produced a connectivity score of 1 which does not comply with the minimum score of 1.2 required by the UDO. The UDO allows flexibility with regard to connectivity

scores when it is not possible to achieve the required score due to existing road configurations, or adjacent existing development patterns.

INFRASTRUCTURE	
Water	Public
Sewer	Septic
Transportation	Pedestrian: Circulation not required for 5 or fewer lots
	Connectivity Score: 1.0
Stormwater/Drainage	
Schools	Elementary Students Generated: 1
	Middle School Students Generated: 0
	High School Students Generated: 0
Landscaping	Street Trees (30 feet on center)
Compatibility	Similar use and lot size to surrounding areas
Recreation and Park Area Dedication	Payment-in-lieu of Dedication (1,238.65)
Riparian Buffers	50 foot wetland buffer

RECOMMENDATIONS

TECHNICAL REVIEW COMMITTEE

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

1. The application complies with all applicable review standards of the UDO provided the following items are addressed:
 - a. A 30 foot wide buffer shall be called out on the plat.
2. The applicant demonstrates the proposed use will meet the use permit review standards of the UDO.
3. 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. Due to similar residential uses in the surrounding area, there are no conditions of approval necessary to ensure compliance with the UDO.

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 staff findings

The use will not endanger the public health or safety.

Preliminary Applicant Findings:

The proposed use of a single family residential dwelling subdivision will not endanger the public health or safety. The proposed subdivision will benefit the public health and safety by:

- constructing a watermain extension to serve the proposed lots with domestic water supply;
- managing stormwater runoff per the Currituck County Stormwater Manual requirements which is in excess of the amount that the State requires for water quality improvements. This excess amount of storage will not only aide in increasing the management of water quality, but will provide additional management for stormwater runoff and flooding;
- laying out proposed lot lines to best suit the onsite wastewater evaluations provided by ARHS. Each lot will acquire an onsite wastewater improvement permit prior to construction commencement;
- Obtaining review and approval of necessary NCDOT permits such as Right of Way Encroachment Agreements and Street and Driveway Access Permits. Since NCDOT will have an opportunity to review the subdivision, the owner will have the chance to address any health or safety concerns they may have.

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:

The adjacent and abutting lands consist of single family residences and residential subdivision of same characteristics as the proposed residential subdivision. The proposed lots are between 35,500 and 42,047 square feet in size. These lots sizes are similar in size to the adjacent subdivision and residential lots. The proposed subdivision also proposes a cul-de-sac

road which is equivalent in design to the adjacent subdivisions. Proposing a subdivision of such similar nature as adjacent lands and development will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.

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

Preliminary Staff Findings:

The proposed subdivision is in general conformity with the County's Land Use Plan and current UDO. The proposed subdivision will be held to the UDO standards for layout, screening, and other requirements. The Moyock Small Area Plan classifies the site as Limited Service on the Future Land Use Map.

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. Utility services are available to the site and onsite wastewater disposal will be designed and permitted in accordance with the State Rules and Standards. The location of the proposed subdivision is already within defined school, fire & rescue, and law enforcement areas. The proposed subdivision layout is designed to conform with the North Carolina Fire Code along with the County Fire Official's preferred hydrant location and equipment reaches. The proposed subdivision will not exceed the County's ability to provide adequate public facilities.
2. The student generation rates are as follows:
 - a. Elementary Students Generated: 1
 - b. Middle School Students Generated: 0
 - c. High School Students Generated: 0

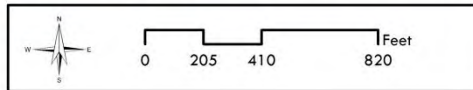
2018 School Capacity Percentages


Elementary (Moyock to Coinjock Bridge + GW)	83%
Middle School (Entire County)	78%
High School (Entire County)	80%

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

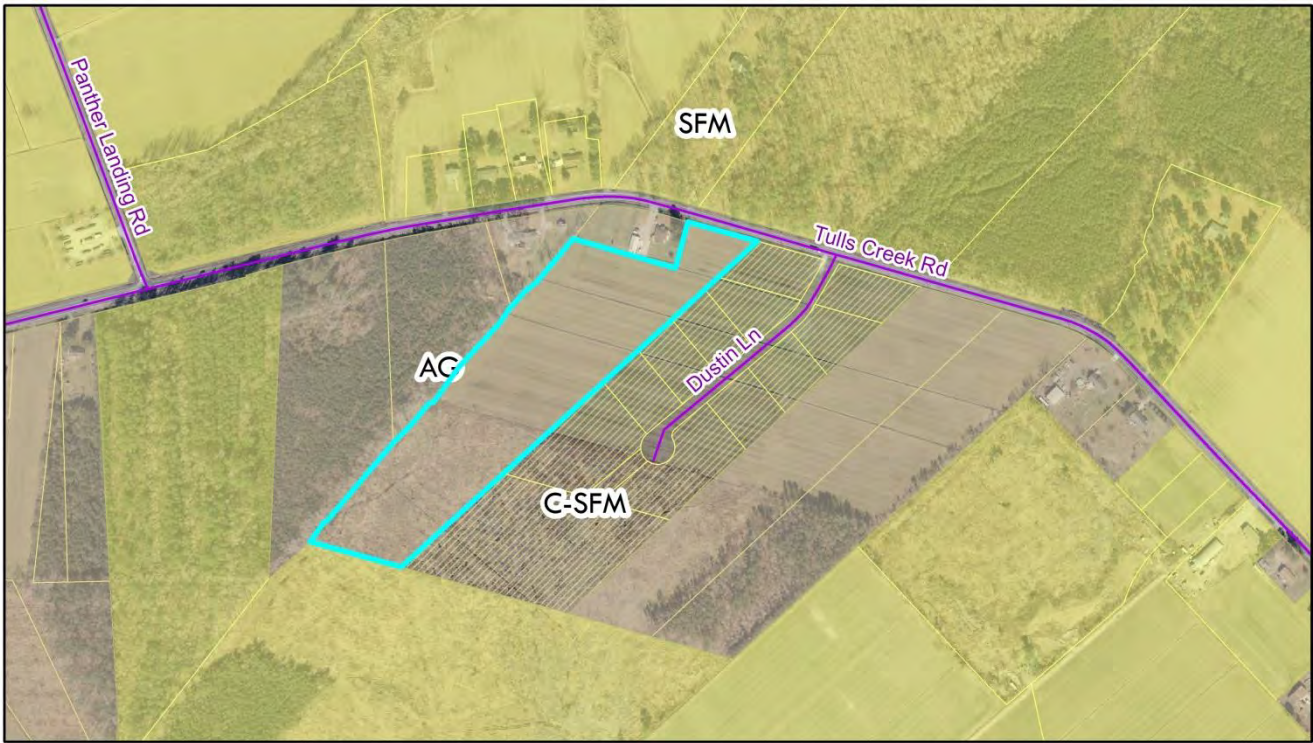


PB 18-09 Muddy Acres
 Preliminary Plat/Use Permit
 Aerial

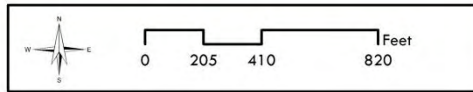



 Currituck County
 Planning and
 Community Development

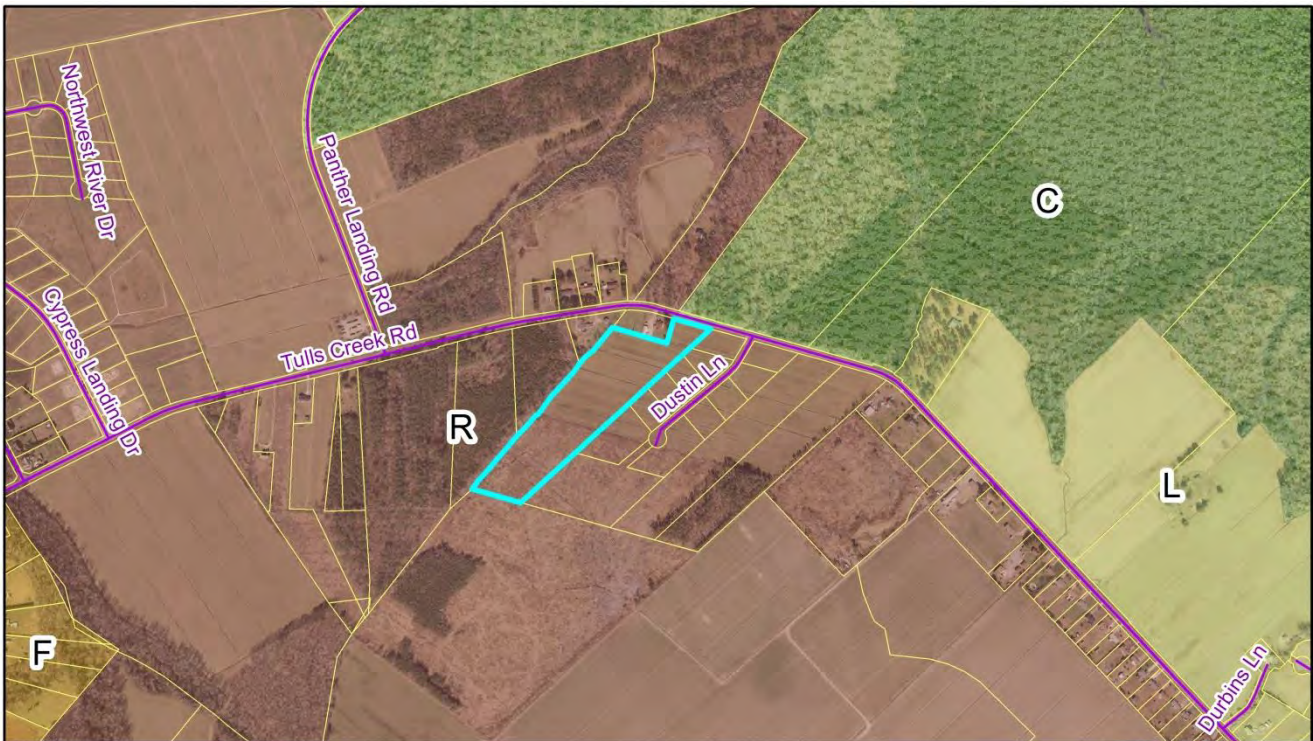
Attachment: PB 18-09 Muddy Acres Staff Report (PB 18-09 Muddy Acres)



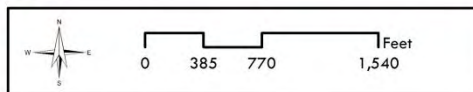
PB 18-09 Muddy Acres
Preliminary Plat/Use Permit
Zoning




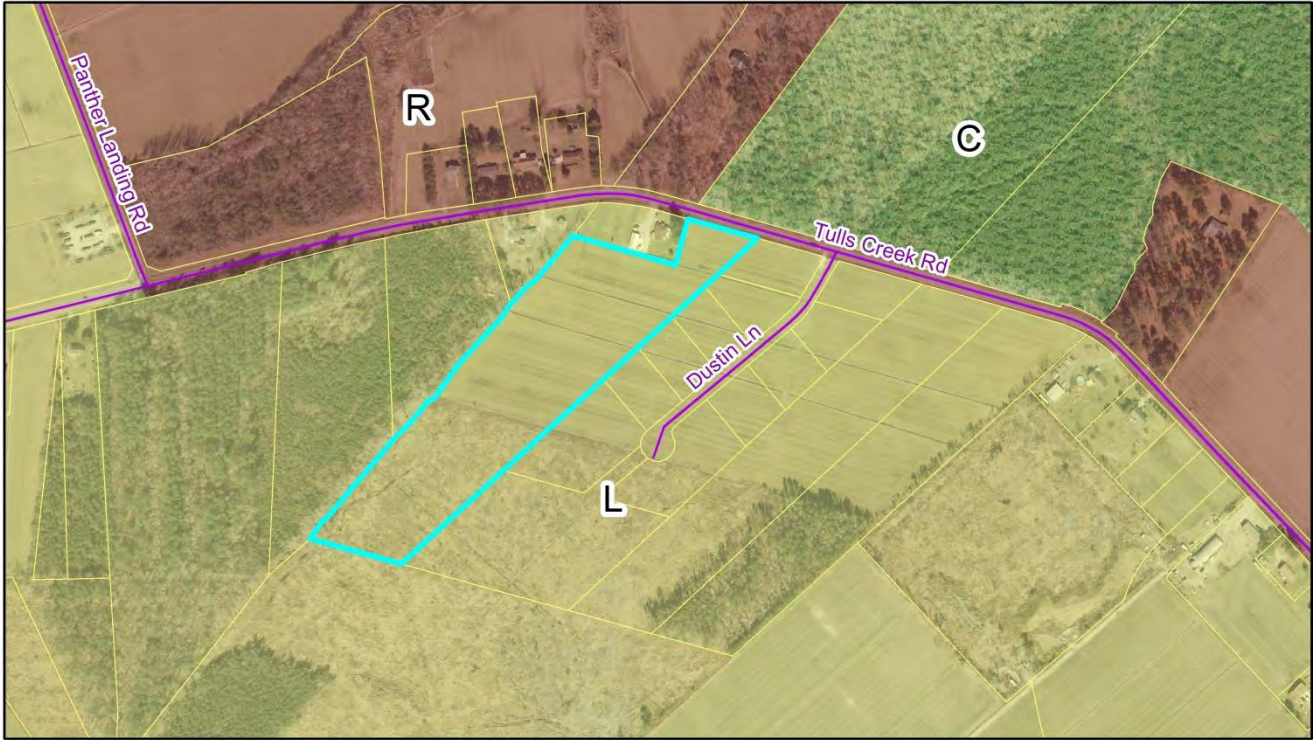
 Currituck County
Planning and
Community Development



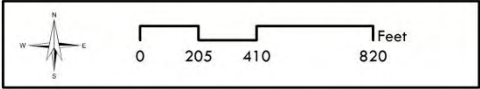
PB 18-09 Muddy Acres
Preliminary Plat/Use Permit
LUP Classification




 Currituck County
Planning and
Community Development



PB 18-09 Muddy Acres
Preliminary Plat/Use Permit
Moyock Small Area Plan FLUP



 Currituck County
Planning and
Community Development

Attachment: PB 18-09 Muddy Acres Staff Report (PB 18-09 Muddy Acres)



Major Subdivision Application

OFFICIAL USE ONLY:

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

Contact Information
APPLICANT:

Name: Landmark Custom Homes and Design, Inc.
 Address: 112 Bunch Road
Aydlett, NC 27916
 Telephone: (757) 286-9990
 E-Mail Address: bsmith@buildwithlandmark.com

PROPERTY OWNER:

Name: Landmark Custom Homes and Design, Inc.
 Address: 112 Bunch Road
Aydlett, NC 27916
 Telephone: (757) 286-9990
 E-Mail Address: bsmith@buildwithlandmark.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Same

Request

Physical Street Address: Tulls Creek Road, Moyock, NC 27958

Parcel Identification Number(s): 0014000018H0000

Subdivision Name: Muddy Acres Subdivision (Formerly Lot 5, Ward Acres Subdivision)

Number of Lots or Units: 5

Phase: 1

TYPE OF SUBMITTAL

- ☒ Conservation and Development Plan
☐ Amended Sketch Plan/Use Permit
☒ Preliminary Plat (or amended)
 ☐ Type I OR ☒ Type II
☐ Construction Drawings (or amended)
☐ Final Plat (or amended)

TYPE OF SUBDIVISION

- ☐ Traditional Development
☒ Conservation Subdivision
☐ Planned Unit Development
☐ Planned Development

I hereby authorize county officials to enter my property for purposes of determining compliance with all applicable standards. All information submitted and required as part of this process shall become public record.

Property Owner(s)/Applicant*

3-28-18

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.**

Community Meeting, if applicable

Date Meeting Held: N/A

Meeting Location: N/A

Use Permit Review Standards, if applicable

PUD Amended Sketch Plan/Use Permit, Type II Preliminary Plat

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

This project proposes a 5 lot conservation subdivision on an existing 13.33 acres of land in Moyock,
Currituck County.

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 proposed subdivision will not endanger the public health or safety. The use is proposed to
be single family residential dwellings with no commercial or industrial uses.

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 proposed subdivision will not injure the value of adjoining or abutting lands. The proposed
subdivision will be in harmony with the area which it is located, is consistent with the
surrounding uses, and will not adversely impact adjacent property values.

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

The proposed subdivision is in general conformation with the County's Land Use Plan and current UDO.
The proposed subdivision will be held to the UDO standards for layout, screening, and other requirements.
The Moyock Small Area Map classifies the site as Limited Service on the future land use map.

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 proposed subdivision will not exceed the County's ability to provide adequate public facilities.
Utility services are available to the site and onsite wastewater disposal will be designed and
permitted in accordance with the State rules and standards.

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.



3-28-18

Property Owner(s)/Applicant*

Date

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

Major Subdivision Design Standards Checklist

The table below depicts the design standards for a major subdivision. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

	Preliminary Plat	Construction Drawings	Final Plat
GENERAL AND ZONING			
Name of Subdivision, Township, County, State	X	X	X
Name, signature, license number, seal, and address of engineer, land surveyor, architect, planner, and/or landscape architect involved in preparation of the plat	X	X	X
Property owner(s) name and address	X	X	X
Site address and parcel identification number	X	X	X
North arrow and scale (1" = 100' or larger)	X	X	X
Vicinity map showing property's general location in relation to streets, railroads, and waterways	X	X	X
Zoning classification of the property and surrounding properties	X		
All applicable certificates and statements as listed in Section 3.1.1 of the Administrative Manual			X
A scaled drawing showing the following existing features within the property and within 50' of the existing property lines: boundary lines, total acreage, adjacent use types, sidewalks and pedestrian circulation courses, streets, rights-of-way, easements, structures, septic systems, wells, utilities lines (water, sewer, telephone, electric, lighting, and cable TV), fire hydrant, culverts, stormwater infrastructure (drainage pipes, ditches, etc.), water bodies, wooded areas, and cemeteries	X	X	X
Lot layout including lot line locations and dimension, total number of lots, total lot area, and lot numbers for entire tract (No future development area left undefined)	X	X	X
Location or areas to be used for non-residential and multi-family purposes, if applicable	X	X	X
Location of recreation and park area dedication (or payment in-lieu)	X	X	X
Proposed landscape plan including common areas, open space set-aside configuration and schedule, required buffers, fences and walls, and tree protection plan. Open space calculations must be shown on plat	X	X	
As-built for landscaping including street trees, heritage trees, and required buffers, fences, and walls. Open space calculations must be shown on plat			X
Water access and recreational equipment storage locations, if applicable	X	X	X
Cultural resources protection plan, if applicable	X	X	X
Zoning conditions and/or overlay standards listed on plat	X	X	X
Contour intervals of two feet, if required by the administrator	X	X	
Phasing schedule, if applicable	X	X	

	Preliminary Plat	Construction Drawings	Final Plat
ENVIRONMENTAL PROTECTION			
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	X	X	X
Flood Zone line and Base Flood Elevation as delineated on the "Flood Insurance Rate Maps/Study Currituck County"	X	X	X
Delineate all soil series based on Currituck County Soils Map or NC Licensed Soil Scientist.	X		
STREETS, STORMWATER, AND INFRASTRUCTURE			
Approximate location of streets, sidewalks, pedestrian circulation paths, and utilities	X		
Street name(s) as approved by GIS	X	X	X
Sight triangles	X	X	X
Street connectivity index	X		
Location and type of site identification signs, traffic control signs, street name signs, and directional signs.		X	
Proposed street, stormwater management infrastructure, and utility construction drawings including water, sanitary sewer, telephone, electric, fire hydrant, lighting, and cable TV. Drawings must include design data, details, and profiles.		X	
Proposed lighting plan, if street lights are proposed	X	X	
Stormwater management narrative, approximate BMP locations, and preliminary grading plan	X		
Final stormwater management narrative, BMP locations, and grading plan		X	
Building pad and first floor elevation, including datum		X	X
Engineering certificate of all required improvements installed (streets, water/sewer lines, stormwater management, and lighting)			X
As-builts for streets, stormwater management infrastructure, lighting (if applicable), sidewalks, pedestrian circulation paths, and utility construction drawings including water, sanitary sewer, telephone, electric, fire hydrant, lighting, and cable TV			X
Moumentation set and control corner(s) established			X
PERMITS AND OTHER DOCUMENTATION			
ARHS septic evaluations for each individual lot or letter of commitment from centralized sewer service provider	X		
NCDENR wastewater line extension permit, if applicable		X	
NCDENR wastewater plant construction permit, if applicable		X	
NCDENR wastewater system completion/connection certifications for central systems and permit to authorize wastewater flows if a dry-line construction permit was previously issued			X
NCDENR waterline extension permit, if applicable		X	
NCDENR waterline acceptance certification			X

	Preliminary Plat	Construction Drawings	Final Plat
Water/sewer district documents and approvals, if applicable			X
NCDENR approved stormwater permit (including application, plan, narrative, and calculations)		X	
NCDENR approved Soil Erosion and Sedimentation Control plan and permit		X	
NCDENR Coastal Area Management Act permits for improvements, if applicable		X	
NCDOT driveway permit		X	
NCDOT right-of-way encroachment agreement		X	
NCDOT pavement certification with asphalt test data			X
Street, open space, and stormwater infrastructure performance guarantees, if applicable			X
Fire chief certification for dry hydrant installation, if applicable			X
Geological analysis for development or use of land containing a significant dune, if applicable	X		
Economic and public facilities impact narrative, if required by administrator	X		
Copy of Homeowner's Association documents, restrictive covenants which are to be recorded, and establishment of reserve fund account.			X
ADDITIONAL INFORMATION FOR CONSERVATION SUBDIVISION			
Approved conservation and development plan	X		
Proposed density per acre (not including CAMA wetlands)	X		
Minimum lot area, lot width, setbacks, and lot coverage	X	X	X
Screening from major arterials	X		

Major Subdivision Submittal Checklist – Preliminary Plat

Staff will use the following checklist to determine the completeness of your application for preliminary plat 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.

Major Subdivision Submittal Checklist – Preliminary Plat

Date Received: _____

TRC Date: _____

Project Name: Muddy Acres Subdivision (Formerly Lot 5, Ward Acres Subdivision)

Applicant/Property Owner: Landmark Custom Homes and Design, Inc.

Major Subdivision – Preliminary Plat Submittal Checklist		
1	Complete Major Subdivision application	✓
2	Complete Use Permit Review Standards, if applicable	N/A
3	Application fee at Preliminary Plat (\$100 per lot) or \$250 for amended plats	✓
4	Community meeting written summary, if applicable	N/A
5	Preliminary Plat with professional's seal	✓
6	Existing features plan	✓
7	Proposed landscape plan, including common areas, open space set-aside configuration and schedule, required buffers, fences and walls, and tree protection plan	✓
8	Stormwater management narrative and preliminary grading plan	✓
9	Completely executed street name approval form	✓
10	Septic evaluations by ARHS for each individual lot or letter of commitment from centralized sewer service provider	✓
11	Letter of commitment from centralized water provider, if applicable	✓
12	Wetland certification letter and map, if applicable	✓
13	Geological analysis for development or use of land containing a significant dune, if applicable	N/A
14	Economic and public facilities impact narrative, if required by administrator	N/A
15	Conservation Subdivision: Approved conservation and development plan	✓
16	5 copies of plans	✓
17	1- 8.5" x 11" copy of plan	✓
18	5 hard copies of ALL documents	✓
19	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

Use Permit Review Standards, if applicable

PUD Amended Sketch Plan/Use Permit, Type II Preliminary Plat

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

This project proposes a 5 lot conservation subdivision on an existing 13.33 acres of land in Moyock,
Currituck County.

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.

Please see attached Use Permit Review Standards Application Cont'd. sheet.

- 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.

Please see attached Use Permit Review Standards Application Cont'd. sheet.

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

Please see attached Use Permit Review Standards Application Cont'd. sheet.

- 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.

Please see attached Use Permit Review Standards Application Cont'd. sheet.

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*

***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.

Muddy Acres Subdivision
 Moyock, Currituck County
 Use Permit Review Standards Application (Cont'd.)

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

The proposed use of a single family residential dwelling subdivision will not endanger the public health or safety. The proposed subdivision will benefit the public health and safety by:

- constructing a watermain extension to serve the proposed lots with domestic water supply;
- managing stormwater runoff per the Currituck County Stormwater Manual requirements which is in excess of the amount that the State requires for water quality improvements. This excess amount of storage will not only aide in increasing the management of water quality, but will provide additional management for stormwater runoff and flooding;
- laying out proposed lot lines to best suit the onsite wastewater evaluations provided by ARHS. Each lot will acquire an onsite wastewater improvement permit prior to construction commencement;
- Obtaining review and approval of necessary NCDOT permits such as Right of Way Encroachment Agreements and Street and Driveway Access Permits. Since NCDOT will have an opportunity to review the subdivision, the owner will have the chance to address any safety or health concerns they may have.

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.

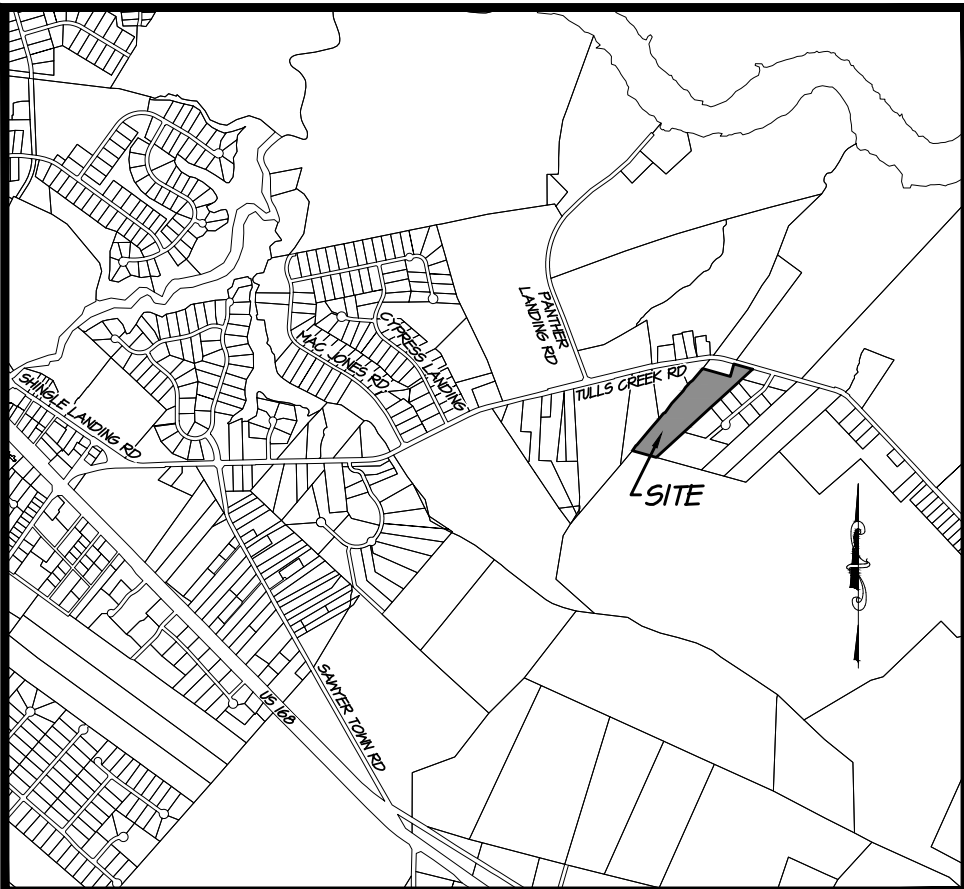
The adjacent and abutting lands consist of single family residences and residential subdivision of same characteristics as the proposed residential subdivision. The proposed lots are between 35,500 and 42,047 square feet in size. These lots sizes are similar in size to the adjacent subdivision and residential lots. The proposed subdivision also proposes a cul-de-sac road which is equivalent in design to the adjacent subdivisions. Proposing a subdivision of such similar nature as adjacent lands and development will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.

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

The proposed subdivision is in general conformation with the County's Land Use Plan and current UDO. The proposed subdivision will be held to the UDO standards for layout, screening, and other requirements. The Moyock Small Area Map classifies the site as Limited Service on the further land use map.

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.

Utility services are available to the site and onsite wastewater disposal will be designed and permitted in accordance with the State Rules and Standards. The location of the proposed subdivision is already within defined school, fire & rescue, and law enforcement areas. The proposed subdivision layout is designed to conform with the North Carolina Fire Code and the County Fire Official's preferred hydrant location and reaches. The proposed subdivision will not exceed the County's ability to provide adequate public facilities.

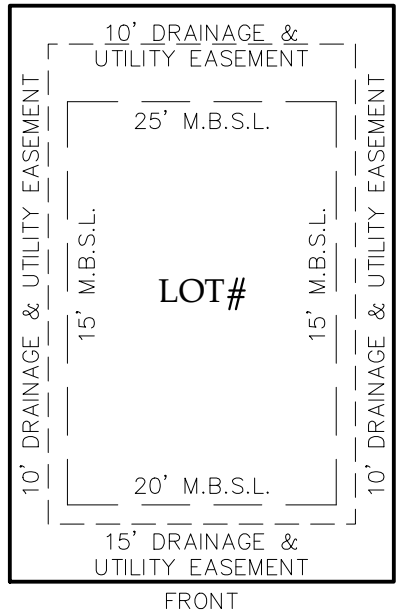
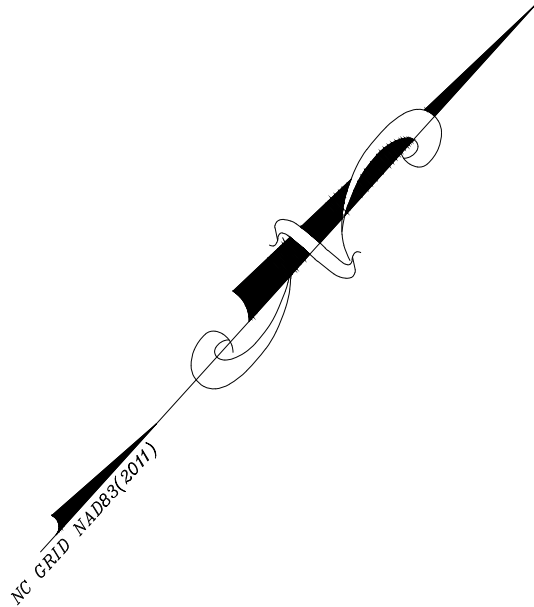


VICINITY MAP (Moyock)

N.T.S.

NOTES:

1. CURRENT OWNER: LANDMARK CUSTOM HOMES AND DESIGN INC.
112 BUNCH RD
AYDLETT, NC 27416
2. PROPERTY INFORMATION:
PIN: 8032-01-2823
PID: 2014000010H0000
ADDRESS: TULL'S CREEK RD
ZONED: AGRICULTURE (AG)
3. TOTAL PARCEL AREA = 580,124.59 sqft / 13.33 acres
(AREAS BY COORDINATE METHOD.)
4. SUBJECT REFERENCES: DB 1420, PG 674; PG D, SL 234.
5. PROPOSED 5 LOT CONSERVATION RESIDENTIAL SUBDIVISION
6. DEVELOPMENT AREA = 232,244.59 SF / 5.33 AC
PROPOSED LOT AREA = 182,493.97 SF / 4.19 AC
PROPOSED R/W AREA = 44,755.62 SF / 1.04 AC
7. PROPOSED CONSERVATION OPEN SPACE = 348,480.00 SF / 8.00 AC
PRIMARY = 222,168.00 SF / 5.10 AC
SECONDARY = 126,312.00 SF / 2.90 AC
8. THIS SUBDIVISION IS DESIGNED FOR SINGLE FAMILY DWELLINGS 2 STORIES OR LESS AND EFFECTIVE FIRE AREA LESS THAN 4,800 sq.ft. AND SEPARATION BASED ON AVAILABLE FIRE FLOW OF 1,061 GPM AT 20 PSI.
9. SOIL TYPE: ROANOKE FINE SANDY LOAM (R0)
10. BOUNDARY INFORMATION SHOWN BASED ON PG D, SL 234 AND ON FIELD SURVEYS BY QUIBLE & ASSOCIATES, P.C., DATED FEBRUARY 2018.
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(MAP NUMBER 3721803200J) EFFECTIVE DATE: 12/16/2005.
13. THIS PLAN SUBJECT TO ANY FACTS, INCLUDING BUILDING SETBACK RESTRICTIONS, EASEMENTS, COVENANTS, ETC., THAT MAY BE REVEALED BY A FULL AND ACCURATE TITLE SEARCH.



TYPICAL LOT SETBACKS & EASEMENTS

OWNERSHIP & DEDICATION CERTIFICATE

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED HEREON, WHICH PROPERTY IS LOCATED WITHIN THE SUBDIVISION JURISDICTION OF CURRITUCK COUNTY, THAT I HEREBY FREELY ADOPT THIS PLAT OF SUBDIVISION AND DEDICATE TO PUBLIC USE ALL AREAS SHOWN ON THIS PLAT AS STREETS, UTILITIES, ALLEYS, WALKS, RECREATION AND PARKS, OPEN SPACE AND EASEMENTS, EXCEPT THOSE SPECIFICALLY INDICATED AS PRIVATE AND THAT I WILL MAINTAIN ALL SUCH AREAS UNTIL THE OFFER OF DEDICATION IS ACCEPTED BY THE APPROPRIATE PUBLIC AUTHORITY OR HOME OWNER'S ASSOCIATION. ALL PROPERTY SHOWN ON THIS PLAT AS DEDICATED FOR PUBLIC USE SHALL BE DEEMED TO BE DEDICATED FOR ANY OTHER PUBLIC USE AUTHORIZED BY LAW WHEN SUCH USE IS APPROVED BY THE APPROPRIATE PUBLIC AUTHORITY IN THE PUBLIC INTEREST.

OWNER _____ DATE _____

NOTARY CERTIFICATE

I, _____, A NOTARY PUBLIC OF _____ COUNTY NORTH CAROLINA, DO HEREBY CERTIFY THAT _____ PERSONALLY APPEARED BEFORE ME THIS DATE AND ACKNOWLEDGE THE DUE EXECUTION OF THE FOREGOING CERTIFICATE.

WITNESS MY HAND AND SEAL THIS _____ DAY OF _____ 2018.

NOTARY PUBLIC _____ DATE _____

PUBLIC STREETS DIVISION OF HIGHWAY DISTRICT ENGINEER CERTIFICATE

I HEREBY CERTIFY THAT THE PUBLIC STREETS SHOWN ON THIS PLAT ARE INTENDED FOR DEDICATION AND HAVE BEEN DESIGNED OR COMPLETED IN ACCORDANCE WITH AT LEAST THE MINIMUM SPECIFICATIONS AND STANDARDS OF THE NC DEPARTMENT OF TRANSPORTATION FOR ACCEPTANCE OF SUBDIVISION STREETS ON THE NC HIGHWAY SYSTEM FOR MAINTENANCE.

DATE _____ DISTRICT ENGINEER _____

EASEMENT ESTABLISHMENT STATEMENT

A 10 FOOT EASEMENT FOR UTILITIES AND DRAINAGE ALONG REAR AND SIDE PROPERTY LINES AND A 15 FOOT EASEMENT ALONG THE FRONT PROPERTY LINE IS HEREBY ESTABLISHED.

ALL SIDEWALK AREAS ARE HEREBY ESTABLISHED AS PEDESTRIAN EASEMENTS.

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USE OF LAND WITHIN A FLOODWAY OR FLOODPLAIN IS SUBSTANTIALLY RESTRICTED BY CHAPTER 7 OF THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE.

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NO MORE THAN 30% OF TOTAL PARCEL SHALL BE COVERED BY IMPERVIOUS STRUCTURES AND MATERIALS, INCLUDING ASPHALT, GRAVEL, CONCRETE, BRICK STONE, SLATE, OR SIMILAR MATERIAL, NOT INCLUDING WOOD DECKING OR THE WATER SURFACE OF SWIMMING POOLS. THIS COVENANT IS INTENDED TO ENSURE COMPLIANCE WITH THE STORMWATER PERMIT NUMBER ISSUED BY THE STATE OF NORTH CAROLINA. THE COVENANT MAY NOT BE CHANGED OR DELETED WITHOUT THE CONSENT OF THE STATE. FILLING IN OR PIPING OF ANY VEGETATIVE CONVEYANCES (DITCHES, SHALES, ETC.) ASSOCIATED WITH THIS DEVELOPMENT, EXCEPT FOR AVERAGE DRIVEWAY CROSSINGS, IS STRICTLY PROHIBITED BY ANY PERSON. THE LOT COVERAGE ALLOWANCE PROVIDED IN THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE MAY BE DIFFERENT THAN THE NC STATE STORMWATER PERMIT. THE MOST RESTRICTIVE LOT COVERAGE SHALL APPLY.

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APPROVAL CERTIFICATE

I HEREBY CERTIFY THAT THE SUBDIVISION SHOWN ON THIS PLAT IS IN ALL RESPECTS IN COMPLIANCE WITH THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE AND, THEREFORE, THIS PLAT HAS BEEN APPROVED BY THE CURRITUCK COUNTY ADMINISTRATOR, SUBJECT TO ITS BEING RECORDED IN THE OFFICE OF THE CURRITUCK COUNTY REGISTER OF DEEDS WITHIN NINETY (90) DAYS OF THE DATE BELOW.

ADMINISTRATOR _____ DATE _____

REVIEW OFFICER'S CERTIFICATE

STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

I, _____, REVIEW OFFICER OF CURRITUCK COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER _____ DATE _____

IMPROVEMENTS CERTIFICATE

I HEREBY CERTIFY THAT ALL IMPROVEMENTS REQUIRED BY THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE HAVE BEEN INSTALLED IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS PREPARED BY QUIBLE & ASSOCIATES, P.C., AND SAID IMPROVEMENTS COMPLY WITH CURRITUCK COUNTY SPECIFICATIONS.

REGISTERED ENGINEER, _____ DATE _____

SURVEYOR'S CERTIFICATE

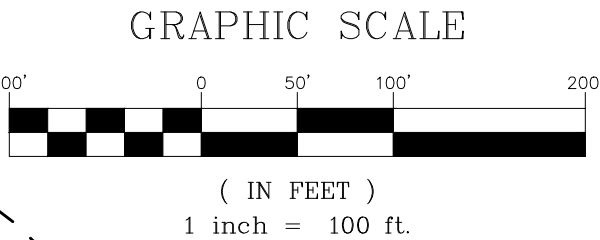
I, JOHN M. HURDLE, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (SEE NOTES); THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS DASHED LINES AND ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN (SEE NOTES); THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 41-30 AS AMENDED.

THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

WITNESS MY ORIGINAL SIGNATURE, REGISTRATION AND SEAL THIS _____ DAY

OF _____, 2018, A.D.

JOHN M. HURDLE, PLS. NC L-5204



PRELIMINARY PLAT (1 of 3)

MUDDY ACRES FORMERLY LOT 5 WARD ACRES

MOYOCK TOWNSHIP CURRITUCK COUNTY NORTH CAROLINA

COMMISSION NO.	P17116
DESIGNED BY	DLT
DRAWN BY	JMH
CHECKED BY	DLT
ISSUE DATE	04/24/18

NC License#: C-0208

SINCE 1959

Quible

& Associates, P.C.

ENGINEERING * CONSULTING * PLANNING

ENVIRONMENTAL SCIENCES * SURVEYING**

SURVEYING NOT OFFERED AT BLACK MTN. OFFICE

8466 CAROLINE HWY
POWELL'S POINT, NC 27966

90 CHURCH STREET, SUITE B
BLACK MOUNTAIN, NC 28711

Phone: (252) 491-8147
Fax: (252) 491-8146

administrator@quible.com

PRELIMINARY
PLAT NOT FOR
RECORDATION
CONVEYANCE
OR SALES

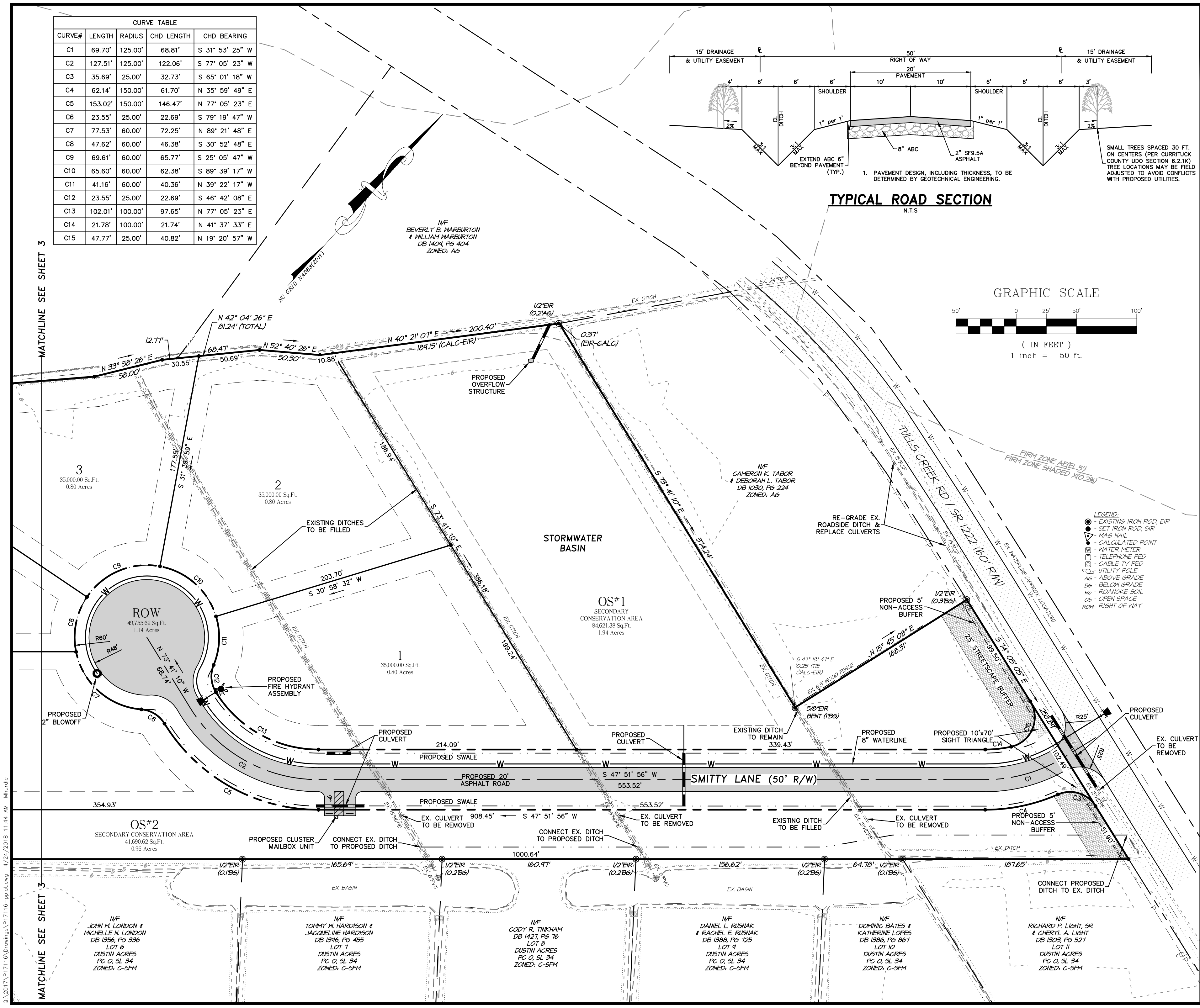
CERTIFICATION

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administrator@quible.com

PRELIMINARY PLAT NOT FOR RECORDATION CONVEYANCE OR SALES

CERTIFICATION

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PRELIMINARY PLAT (2 of 3)

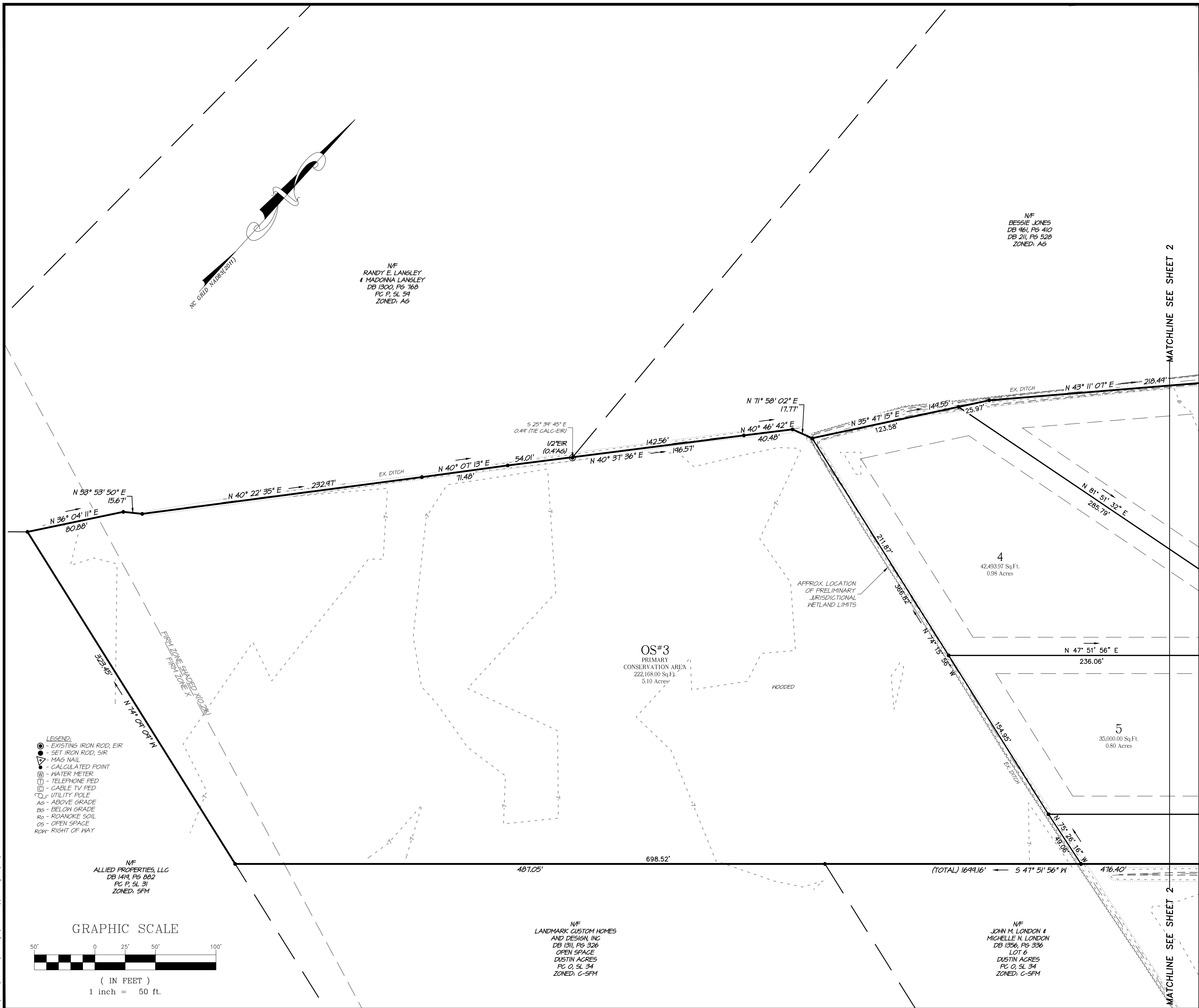
MUDDY ACRES

FORMERLY LOT 5 WARD ACRES

NORTH CAROLINA
CURRITUCK COUNTY
MOYOCK TOWNSHIP

COMMISSION NO. **P17116**
DESIGNED BY **DLT**
DRAWN BY **JMH**
CHECKED BY **DLT**
ISSUE DATE **04/24/18**

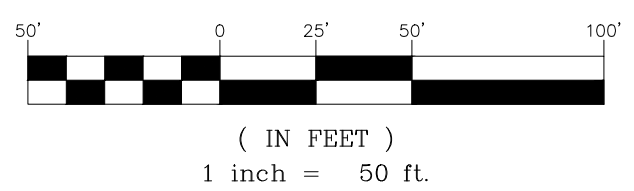
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- LEGEND:
- - EXISTING IRON ROD, EIR
 - - SET IRON ROD, SIR
 - - MAG NAIL
 - - CALCULATED POINT
 - - WATER METER
 - - TELEPHONE PED
 - - CABLE TV PED
 - - UTILITY POLE
 - AG - ABOVE GRADE
 - BG - BELOW GRADE
 - RS - ROANOKE SOIL
 - OS - OPEN SPACE
 - ROW - RIGHT OF WAY

NF
ALLIED PROPERTIES, LLC
DB 1419, PG 002
PC P, SL 31
ZONED: SFM

GRAPHIC SCALE



NF
LANDMARK CUSTOM HOMES
AND DESIGN, INC.
DB 1311, PG 326
OPEN SPACE
DUSTIN ACRES
PC O, SL 34
ZONED: C-SFM

NF
JOHN M. LONDON &
MICHELLE N. LONDON
DB 1356, PG 336
LOT 6
DUSTIN ACRES
PC O, SL 34
ZONED: C-SFM

PRELIMINARY PLAT (3 of 3)

MUDDY ACRES
FORMERLY LOT 5 WARD ACRES

MOYOCK TOWNSHIP CURRITUCK COUNTY NORTH CAROLINA

COMMISSION NO.	P17116
DESIGNED BY	DLT
DRAWN BY	JMH
CHECKED BY	DLT
ISSUE DATE	04/24/18

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PRELIMINARY
PLAT NOT FOR
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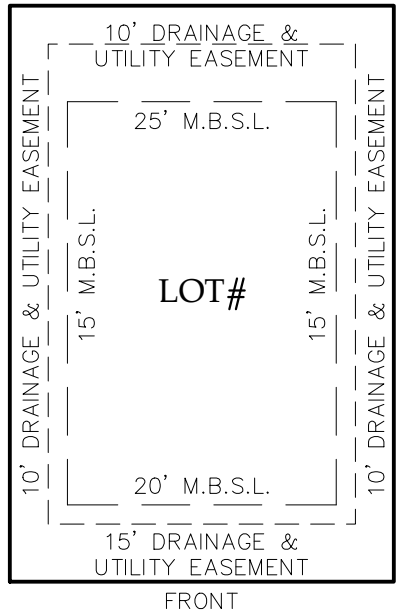
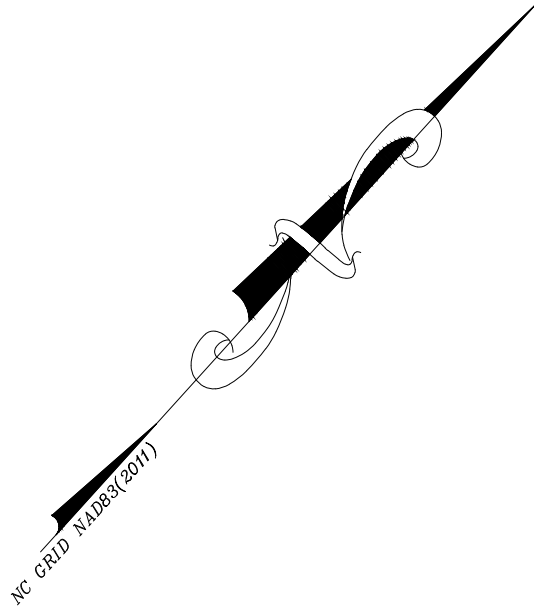
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Phone: (252) 491-8147
Fax: (252) 491-8146
administrator@quible.com



VICINITY MAP (Moyock)
N.T.S.

- NOTES:
- CURRENT OWNER: LANDMARK CUSTOM HOMES AND DESIGN INC.
112 BUNCH RD
AYDLETT, NC 27416
 - PROPERTY INFORMATION:
PIN: 8032-B1-2823
PID: 2014000018H0000
ADDRESS: TULLS CREEK RD
ZONED: AGRICULTURE (AG)
 - TOTAL PARCEL AREA = 580,124.59 sqft / 13.33 acres
(AREAS BY COORDINATE METHOD.)
 - SUBJECT REFERENCES: DB 1428, PG 674; PG D, SL 234.
 - PROPOSED 5 LOT CONSERVATION RESIDENTIAL SUBDIVISION
 - DEVELOPMENT AREA = 232,244.54 SF / 5.33 AC
PROPOSED LOT AREA = 184,046.66 SF / 4.22 AC
PROPOSED R/W AREA = 48,202.93 SF / 1.11 AC
 - PROPOSED CONSERVATION OPEN SPACE = 348,480.00 SF / 8.00 AC
PRIMARY = 221,040.64 SF / 5.07 AC
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 - SOIL TYPE: ROANOKE FINE SANDY LOAM (Ro)
 - BOUNDARY INFORMATION SHOWN BASED ON PG D, SL 234 AND ON FIELD SURVEYS BY QUIBLE & ASSOCIATES, P.C., DATED FEBRUARY 2018.
 - TOPOGRAPHIC INFORMATION SHOWN BASED ON FIELD SURVEYS BY QUIBLE & ASSOCIATES, P.C., DATED FEBRUARY 2018 AND DOWNLOADED Q12 LIDAR, VERTICAL DATUM NAVD 1988.
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(MAP NUMBER 3721803200J) EFFECTIVE DATE: 12/16/2005.
 - THIS PLAN SUBJECT TO ANY FACTS, INCLUDING BUILDING SETBACK RESTRICTIONS, EASEMENTS, COVENANTS, ETC., THAT MAY BE REVEALED BY A FULL AND ACCURATE TITLE SEARCH.



TYPICAL LOT
SETBACKS & EASEMENTS

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OWNER DATE

NOTARY CERTIFICATE

I, _____, A NOTARY PUBLIC OF _____ COUNTY NORTH CAROLINA, DO HEREBY CERTIFY THAT _____ PERSONALLY APPEARED BEFORE ME THIS DATE AND ACKNOWLEDGE THE DUE EXECUTION OF THE FOREGOING CERTIFICATE.

WITNESS MY HAND AND SEAL THIS _____ DAY OF _____ 2018.

NOTARY PUBLIC DATE

PUBLIC STREETS DIVISION OF HIGHWAY DISTRICT ENGINEER CERTIFICATE

I HEREBY CERTIFY THAT THE PUBLIC STREETS SHOWN ON THIS PLAT ARE INTENDED FOR DEDICATION AND HAVE BEEN DESIGNED OR COMPLETED IN ACCORDANCE WITH AT LEAST THE MINIMUM SPECIFICATIONS AND STANDARDS OF THE NC DEPARTMENT OF TRANSPORTATION FOR ACCEPTANCE OF SUBDIVISION STREETS ON THE NC HIGHWAY SYSTEM FOR MAINTENANCE.

DATE DISTRICT ENGINEER

EASEMENT ESTABLISHMENT STATEMENT

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ALL SIDEWALK AREAS ARE HEREBY ESTABLISHED AS PEDESTRIAN EASEMENTS.

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PUBLIC DEDICATION OF RECREATION AND PARK AREA, STATEMENT

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APPROVAL CERTIFICATE

I HEREBY CERTIFY THAT THE SUBDIVISION SHOWN ON THIS PLAT IS IN ALL RESPECTS IN COMPLIANCE WITH THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE AND, THEREFORE, THIS PLAT HAS BEEN APPROVED BY THE CURRITUCK COUNTY ADMINISTRATOR, SUBJECT TO ITS BEING RECORDED IN THE OFFICE OF THE CURRITUCK COUNTY REGISTER OF DEEDS WITHIN NINETY (90) DAYS OF THE DATE BELOW.

ADMINISTRATOR DATE

REVIEW OFFICER'S CERTIFICATE

STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

I, _____, REVIEW OFFICER OF CURRITUCK COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER DATE

IMPROVEMENTS CERTIFICATE

I HEREBY CERTIFY THAT ALL IMPROVEMENTS REQUIRED BY THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE HAVE BEEN INSTALLED IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS PREPARED BY QUIBLE & ASSOCIATES, P.C., AND SAID IMPROVEMENTS COMPLY WITH CURRITUCK COUNTY SPECIFICATIONS.

REGISTERED ENGINEER, DATE

SURVEYOR'S CERTIFICATE

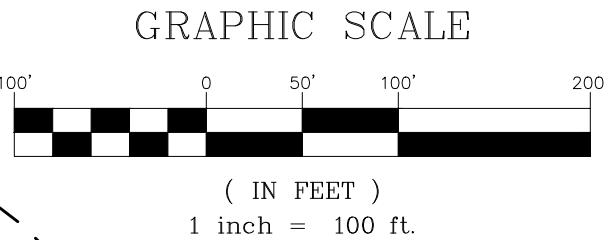
I, JOHN M. HURDLE, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (SEE NOTES); THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS DASHED LINES AND ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN (SEE NOTES); THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 41-30 AS AMENDED.

THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

WITNESS MY ORIGINAL SIGNATURE, REGISTRATION AND SEAL THIS _____ DAY

OF _____, 2018, A.D.

JOHN M. HURDLE, PLS NC L-5204



PRELIMINARY PLAT (1 of 3)

MUDDY ACRES
FORMERLY LOT 5 WARD ACRES

MOYOCK TOWNSHIP CURRITUCK COUNTY NORTH CAROLINA

COMMISSION NO.	P17116
DESIGNED BY	DLT
DRAWN BY	JMH
CHECKED BY	DLT
ISSUE DATE	05/10/18

NC License#: C-0208

SINCE 1959

Quible

& Associates, P.C.

ENGINEERING * CONSULTING * PLANNING

ENVIRONMENTAL SCIENCES * SURVEYING**

SURVEYING NOT OFFERED AT BLACK MTN. OFFICE

8466 CAROLINE HWY 90 CHURCH STREET, SUITE B

POWELL'S POINT, NC 27966 BLACK MOUNTAIN, NC 28711

Phone: (252) 491-8147 Fax: (252) 491-8146

administrator@quible.com administrator@quible.com

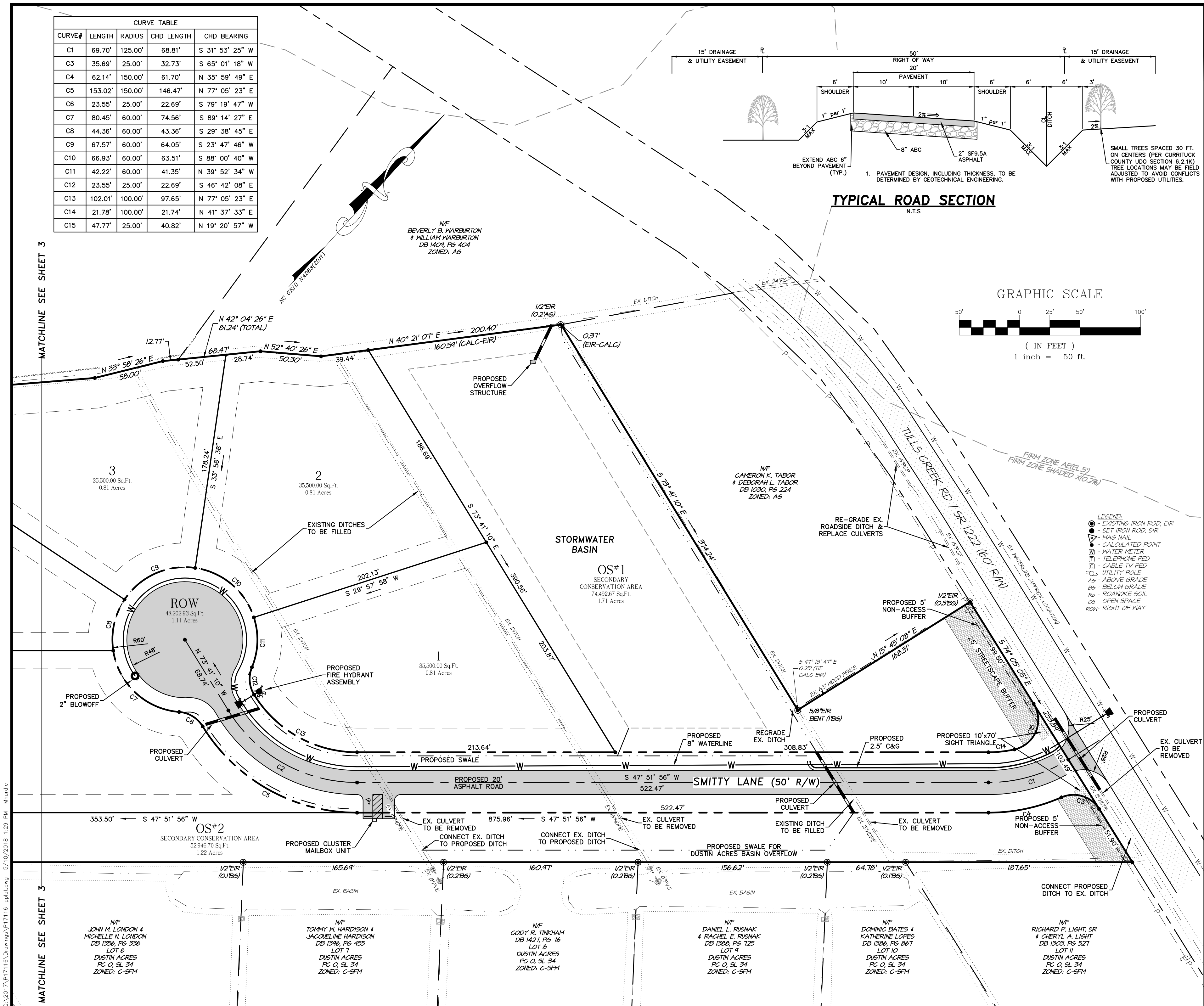
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PLAT NOT FOR
RECORDATION
CONVEYANCE
OR SALES

CERTIFICATION

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CONSTRUCTION, RECORDATION, SALES
OR LAND CONVEYANCES, UNLESS
OTHERWISE NOTED.



NC License#: C-0208
SINCE 1959

Quible & Associates, P.C.

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Fax: (828) 491-8146
administrator@quible.com

PRELIMINARY PLAT NOT FOR RECORDATION CONVEYANCE OR SALES

CERTIFICATION

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CONSTRUCTION, RECORDATION, SALES
OR LAND CONVEYANCES, UNLESS
OTHERWISE NOTED.

PRELIMINARY PLAT (2 of 3)

MUDDY ACRES

FORMERLY LOT 5 WARD ACRES

NORTH CAROLINA
CURRITUCK COUNTY
MOYOCK TOWNSHIP

COMMISSION NO.
P17116

DESIGNED BY
DLT

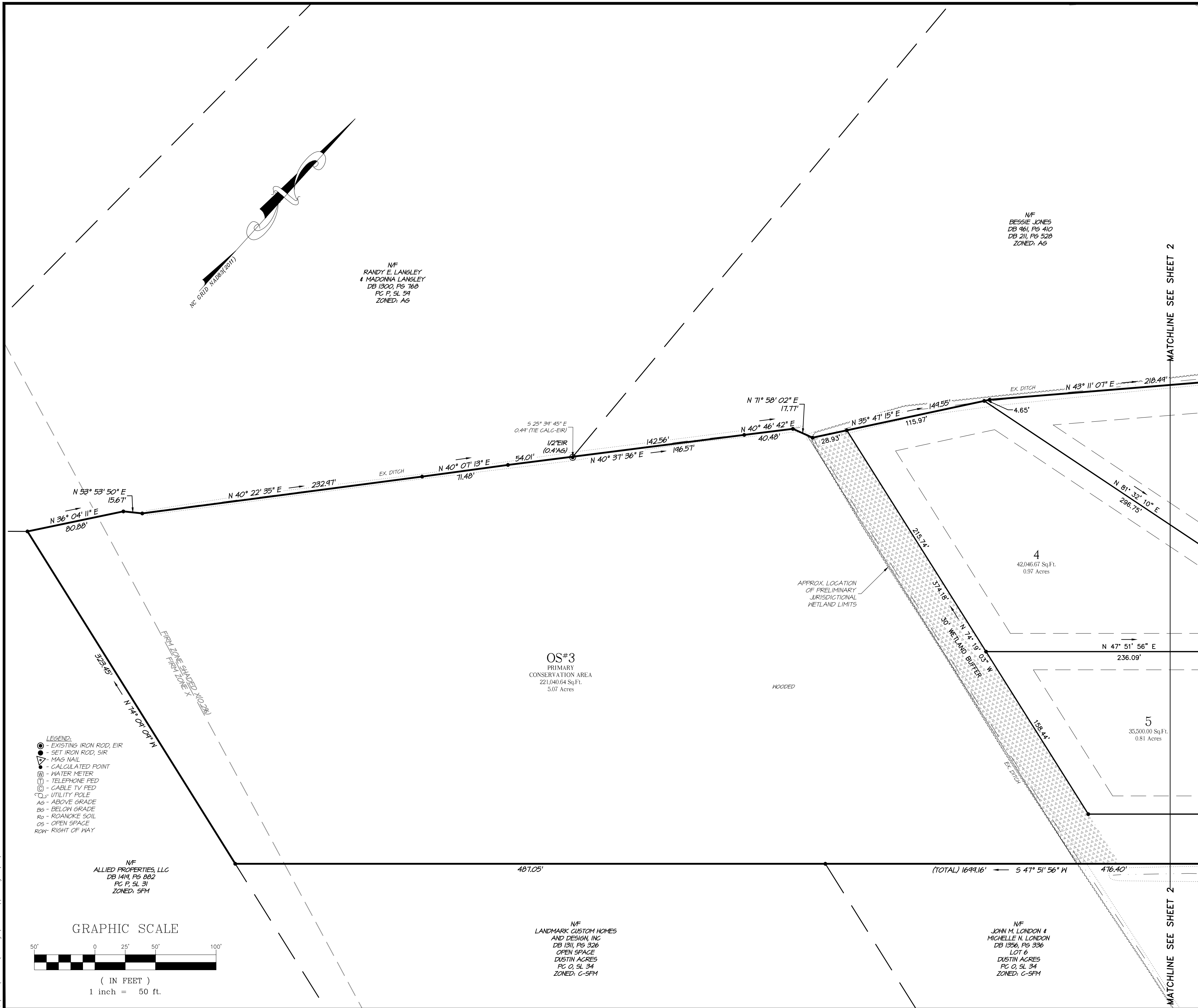
DRAWN BY
JMH

CHECKED BY
DLT

ISSUE DATE
05/10/18

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G:\2017\p17116\Drawings\p17116-splat.dwg 5/10/2018 1:29 PM Mhurle



NC License#: C-0208

SINCE 1959

Quible

& Associates, P.C.

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ENVIRONMENTAL SCIENCES * SURVEYING**

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BLACK MOUNTAIN, NC 28711

Phone: (828) 783-0398

Fax: (828) 783-0398

administrator@quible.com

PRELIMINARY

PLAT NOT FOR

RECORDATION

CONVEYANCE

OR SALES

CERTIFICATION

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If this document is not signed

and sealed by a licensed

professional then this document

shall be considered preliminary,

not for construction, and

shall not be used for

construction, recordation, sales

or land conveyances, unless

otherwise noted.

PRELIMINARY PLAT (3 of 3)

MUDDY ACRES

FORMERLY LOT 5 WARD ACRES

MOYOCK TOWNSHIP

CURRITUCK COUNTY

NORTH CAROLINA

COMMISSION NO.

P17116

DRAWN BY

JMH

CHECKED BY

DLT

ISSUE DATE

05/10/18

Attachment: 2a. REVISION 1 PRELIMINARY PLAT (PB 18-09 Muddy Acres)

Packet Pg. 34



Quible & Associates, P.C.

ENGINEERING • ENVIRONMENTAL SCIENCES • PLANNING • SURVEYING
SINCE 1959

P.O. Drawer 870
Kitty Hawk, NC 27949
Phone: 252-491-8147
Fax: 252-491-8146
web: quible.com

April 24, 2018

Jason Litteral, CFM
Currituck County Planning and Community Development
153 Courthouse Rd.
Currituck, NC 27929

Re: **Preliminary Plat Application TRC Comments Response Letter**
Muddy Acres Subdivision (formerly Lot 5, Ward Acres Subdivision)
Moyock, Currituck County, North Carolina

Mr. Litteral:

Thank you for the TRC review comments for the Preliminary Plat of the above referenced project dated April 13, 2018. On behalf of Landmark Custom Homes and Design, Inc., Quible & Associates, P.C. hereby submits for your review the following documentation for the Preliminary Plat Application of Muddy Acres Subdivision to successfully get scheduled on the May 21, 2018 Board of Commissioners meeting agenda.

- Three (3) Full-Size (24"x36") copies of the revised Preliminary Plat
- Ten (10) 11"x17" copies of the revised Preliminary Plat
- One (1) 8.5"x11" copy of the revised Preliminary Plat
- One (1) PDF digital copy of the revised Preliminary Plat

Please find our responses listed below in blue to your review comments. A copy of the TRC review comments is enclosed for your reference.

Planning, Jason Litteral

Approved with comments:

1. Provide an approved wetland determination and amend the plat to show actual location. During the TRC meeting, Quible discussed the validity of the preliminary jurisdictional determination and it was agreed that this document would satisfy the County's requirements. County Staff confirmed that no further action would be required.
2. Provide sidewalks on both sides of the street for the length of the road, similar to Foxglove. During the TRC meeting, Section 5.6.10.A.(1) of the Currituck County UDO was reviewed and discussed. It was agreed that the proposed subdivision met this exemption and that sidewalks would not be required. County Staff confirmed that no further action would be required.
3. A payment-in-lieu of Recreation and Park Land Dedication in the amount of \$1,238.65 is required prior to recordation of the final plat.
Acknowledged.

Attachment: 3. TRC Comments Transmittal (PB 18-09 Muddy Acres)

Muddy Acres Subdivision – Preliminary Plat
April 24, 2018

4. Provide a letter from ARHS stating the lots will be suitable if the recommendations are followed.
Quible has requested and received a statement from ARHS that satisfies this request from the County. Please see attached email. County Staff has confirmed that no further action is required.
5. Please describe the ground water lowering device recommended by ARHS for lot 3.
Quible has inquired to ARHS regarding this requirement on the Lot 3 evaluation. It has been determined that the requirement of a ground water lowering device was intended for the original Lot 3 proposal prior to rearranging the lot layout to a 5-Lot Conservation Subdivision. The new Lot 3 in the 5-Lot Conservation Subdivision will not require a ground water lowering device. Please see the attached email from ARHS for reference. County Staff has confirmed that no further action is required.

Currituck Soil and Water, Will Creef

Approved

Currituck County GIS, Harry Lee

Address Assignment

Lot 1: 100 Smitty Ln
Lot 2: 102 Smitty Ln
Lot 3: 104 Smitty Ln
Lot 4: 103 Smitty Ln
Lot 5: 101 Smitty Ln

Albemarle Regional Health Services, Joe Hobbs

Please consult with Kevin Carver RS at 252-232-6603 concerning septic system approval for each lot that makes up this proposed sub-division.

Please review the enclosed documentation and confirm that all TRC review comments have been addressed adequately for a favorable recommendation for approval to the Planning Board. Please do not hesitate to contact me at 252.491.8147 or dtillet@quible.com should you have any questions, comments or requests for additional information.

Sincerely,
Quible & Associates, P.C.

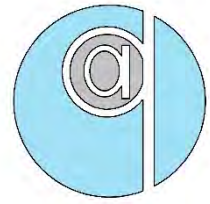


Dylan L. Tillett, P.E.

Encl.: as stated

Cc: Brad Smith, Landmark Custom Homes and Design, Inc.
File

P.O. Drawer 870 • Kitty Hawk, NC 27949
Telephone (252) 491-8147 • Fax (252) 491-8146



Conservation and Development Plan

Muddy Acres Subdivision

March 21, 2018

General

This narrative will detail the Conservation and Development Plan for Muddy Acres Subdivision located on Tulls Creek Road in Moyock, Currituck County.

The proposed subdivision is 13.33 acres in size and is formerly known as Lot 5, Ward Acres Subdivision. The location is approximately 0.4 miles eastward from the intersection of Panther Landing Rd. & Tulls Creek Road. The existing land is vacant and consists of farmland and woods. Surrounding the property is a mixture of residential lots, woods and farmland. Four (4) drainage ditches currently run through the property and discharge to a drainage ditch that travels along the northwestern property line. Overflow runoff from the subdivision to the south (Dustin Acres) is discharged into two of these ditches which is then directed to the northwestern property line and eventually offsite toward Northwest River.

The Owner is proposing a 5-lot conservation subdivision with associated improvements such as a street, sidewalks, a stormwater management wet detention basin, domestic water supply, and other associated utilities. The primary conservation areas for this project are U.S. Army Corps of Engineers (USACE) designated 404 wetlands and the secondary conservation areas are historical farmlands. The 404 wetlands conservation area is approximately bounded by the existing woods line on the southern portion on the property and is approximately 5.2 acres (39.0%) in size. The secondary conservation area consisting of historical farmlands is approximately 2.8 acres (21.0%) in size and is located near the north and northeast sides of the property. The remaining portion of the property is 5.3 acres in size and will be the development area of the subdivision. This area will consist of the right of way and five (5) residential lots.

The runoff from impervious surfaces in this subdivision will be conveyed via overland flow into lot line swales, then into the roadside swales which ultimately direct runoff to the onsite wet detention basin located in the northwest corner of the property.

The following narrative sections will detail the parameters of the proposed Conservation Subdivision and its compliance with County requirements.

Summary of Existing Conditions

As stated above, the subject parcel is vacant and consists of farmland and woods. There are four drainage ditches that run across the property and connect to a drainage ditch that parallels the northwestern property line. Two of these ditches carry overflow runoff from the subdivision stormwater infrastructure to the south. Runoff from the existing farm fields is also directed to these ditches and conveyed downstream. The parcel currently has no existing impervious surfaces or improvements.

Summary of Proposed Conditions

As previously mentioned, the project proposes a 5-lot conservation subdivision on 13.33 acres with associated improvements such as a street, sidewalks, a stormwater management wet detention basin, domestic water supply, and other associated utilities.

The primary conservation theme for this project is USACE designated 404 wetlands consisting of approximately 5.2 acres in size. This area is identified as the wooded portion of the lot and can be more accurately described as a young cutover that was logged several years ago. It totals to 39.0% of the property area. The secondary conservation theme for this subdivision will be historical farmland which will total approximately 2.8 acres in size. This area will be located along the northeast side of the property and on the north corner. It totals to 21.0% of the property area. The total conservation area for this project sums up to be 8.0 acres or 60.0% of the property. The remaining portion of the lot outside of the conservation area will be the development area and is proposed to be approximately 5.3 acres (40.0%). This area will include the proposed right of way and five (5) residential lots.

Section 7.1.3 C. (3) of the Currituck County UDO states that "Lands set aside as open space shall be compact and contiguous unless the land is used as a continuation of an existing trail, or specific natural or topographic features require a different configuration". The open space proposed for this subdivision is not completely contiguous due to insufficient soil findings during onsite wastewater evaluations by Albemarle Regional Health Surfaces (ARHS). The soils near the front of the property by Tulls Creek Road have been "denied" by ARHS, resulting in locating the lots further away from the road. Due to locating the lots further away from the road, a noncontiguous open space layout has been created. This poor soil finding shall be considered a "natural feature" that would allow the design of open space to not be completely contiguous per the above referenced statement. The remainder of the open space has been designed to be contiguous.

Stormwater management improvements will be needed to control the runoff from the proposed impervious surfaces. Runoff from the proposed impervious surfaces will be collected and conveyed via lot line swales and roadside swales to the proposed wet detention basin located to the northeast corner of the property.

Three of the four ditches that are located across the subject properties are proposed to be filled and rerouted along the southeastern property line. The rerouted ditches will then tie into the existing roadside swale along Tulls Creek Road. The rerouted ditch and the existing roadside ditch will be sized accordingly to accommodate the additional flow. The fourth ditch (closest to the woods line) will remain in place and will not be disturbed. Existing runoff from the woods that is directed to this ditch will continue to flow to the ditch and then proceed downstream.

The drainage area for this subdivision closely follows the property lines on all sides and ends at the wooded portion of the parcel. The drainage area will not extend into the woods. Stormwater draining from impervious areas within this drainage area will be directed to the lot line and roadside vegetated swales via overland sheet flow and then conveyed to the wet detention basin. The vegetated swale's bottom and side slopes will be grassed according to the general seeding specifications and the runoff will undergo filtration of fine particulates and pollutants by the vegetation within it. The filtration by vegetation is considered the primary method of treatment. A secondary method of treatment is also available when the stormwater runoff is discharged into the wet detention basin. The forebay and main pool of the detention basin will be designed in accordance with the State Stormwater and Currituck County Stormwater Manual requirements. Suspended solids will settle in the wet detention basin and the vegetation surrounding the perimeter will provide nutrient uptake as well.

The storage in the pond will be sized large enough to satisfy the requirements of the Currituck County Stormwater Manual and the State Stormwater regulations. The computed 10-year post-development design storm runoff from the built-out development will be routed back to the 2-year design storm for wooded conditions. The wet detention basin will also meet the State stormwater quality measures of storing the required volume set by the NCDEQ to capture the first 1.5 inch rainfall event. Disposal of the storage will be via a drawdown orifice structure in the pond to achieve a drawdown from the temporary pool to the permanent pool between 2 to 5 days.

Soils

Quible & Associates, P.C. will perform an on-site boring to verify soil type and determine elevations of mean high seasonal water table. Information collected on site will be compared to the United States Department of Agriculture, Soil Conservation Service Soil Survey of Currituck County, which maps the site as follows:

Ro – Roanoke fine sandy loam, 0 to 2 percent slopes

Conclusions

The proposed conservation subdivision will provide a design that will comply with the NCDEQ and Currituck County's regulations.



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2154)

Agenda Item Title

PB 18-12 Sign Illumination:

Brief Description of Agenda Item:

Text Amendment to modify the Unified Development Ordinance, Chapter 5. Development Standards to address sign lighting.

Planning Board Recommendation:

PLANNING BOARD RECOMMENDATION - 5/10/2018

RESULT: RECOMMENDED APPROVAL [UNANIMOUS]

AYES: Fred Whiteman, Chairman, Carol Bell, Board Member, Steven Craddock, Board Member, Jeff O'Brien, Board Member, Jane Overstreet, Board Member

ABSENT: C. Shay Ballance, Vice Chairman, John McColley, Board Member, J. Timothy Thomas, Board Member

Motion: Mr. Craddock motioned to approve the text amendment PB 18-12 Sign Illumination as written by staff since it is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans; is not in conflict with any provision of this Ordinance or the County Code of Ordinances and is required by a change. Mr. O'Brien seconded the motion and the motion carried unanimously.

Board Action Requested

Action

Person Submitting Agenda Item

Cheri Elliott, Assistant

Presenter of Agenda Item

Laurie LoCicero



Currituck County

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

To: Board of Commissioners

From: Planning Staff

Date: May 2, 2018

Subject: PB 18-12 Currituck County – Text Amendment

The enclosed text amendment submitted by the Currituck County Planning and Community Development Department is intended to update Chapter 5: Development Standards Subsection 5.12.7: Signs, to clarify illumination of signs.

PB 18-12 CURRITUCK COUNTY

Amendment to the Unified Development Ordinance Chapter 5 Development Standards.

Background:

The current UDO does not allow internally-illuminated signs, either on the mainland (including Gibbs Woods and Knotts Island) or the Outer Banks. When the sign ordinance was updated in 2017 to comply with Supreme Court decision *Reed v. Town of Gilbert, Arizona*, there was a change in language that required all sign lighting to be full cut-off. This had the unintended consequence to essentially eliminate internally illuminated signs. Most internally illuminated signs cannot meet the definition of full cut-off. Until the revision in 2017, internally illuminated signs were allowed on the mainland.

This text amendment is intended to allow internally illuminated signs on the mainland and require all externally illuminated signs, mainland and Outer Banks, to meet the full cut-off requirements.

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 5. Definitions and Measurement is amended by adding the following underlined language and deleting the struck-through language:

5.12.7 Maintenance Standards

C. D. illumination

- (1) Illuminated signs shall be designed, installed and maintained in a manner that avoids glare or reflection on adjoining properties and does not interfere with traffic safety;
- (2) A sign shall not be erected that contains employs, or utilizes lights or lighting which rotates, flashes, moves, or alternates.
- (3) Sign lighting shall not exceed 15 footcandles at any location on the property and shall not exceed 1.5 footcandles measured at ground level
- (4) External ~~Sign~~ lighting shall be full cut-off lens.
- (5) Internally-illuminated signs (other than window signs) shall only locate on lots on the Mainland, Knotts Island and Gibbs Woods

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.

Board of Commissioners' Chairman
Attest:

Leeann Walton
Clerk to the Board

DATE ADOPTED: _____
MOTION TO ADOPT BY COMMISSIONER: _____
SECONDED BY COMMISSIONER: _____

VOTE: _____AYES_____NAYS

.....

PLANNING BOARD DATE: 5/10/2018

PLANNING BOARD RECOMMENDATION: Approval

VOTE: 5 AYES 0 NAYS

ADVERTISEMENT DATE OF PUBLIC HEARING: 5/11/2018 & 5/16/2018

BOARD OF COMMISSIONERS PUBLIC HEARING: 5/21/2018

BOARD OF COMMISSIONERS ACTION: _____

POSTED IN UNIFIED DEVELOPMENT ORDINANCE: _____

AMENDMENT NUMBER: _____

Attachment: 18-12 Sign Illumination (PB 18-12 Sign Illumination)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2155)

Agenda Item Title

Consideration and Action: PB 14-34 Currituck Reserve: A request for a two year extension of the preliminary plat/use permit for a conservation subdivision consisting of 103 residential lots located at the terminus of Campus Drive in Moyock.

Brief Description of Agenda Item:

A request for a two year extension of the preliminary plat/use permit for a conservation subdivision consisting of 103 residential lots located at the terminus of Campus Drive in Moyock.

Board Action Requested

Action

Person Submitting Agenda Item

Cheri Elliott, Assistant

Presenter of Agenda Item

Laurie LoCicero



Currituck County

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

To: Board of Commissioners

From: Planning Staff

Date: May 11, 2018

Subject: Currituck Reserve, Preliminary Plat Extension

On July 18, 2016, the Board of Commissioners voted to approve the preliminary plat/use permit for Currituck Reserve. This is a conservation subdivision consisting of 103 residential lots located at the terminus of Campus Drive in Moyock. The preliminary plat approval is due to expire on July 18, 2018.

On April 5, 2018 the engineer, Scott Stamm, Land Planning Solutions, Inc., submitted a request for preliminary plat extension of the subdivision indicating they are currently awaiting permits from the state to proceed with construction. The engineer is requesting a 24 month use permit extension.

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

Attachment: Currituck Reserve PP Extension 5212018 (PB 14-34 Currituck Reserve)



5857 Harbour View Boulevard, Suite 202
 Suffolk, Virginia 23435
 O. 757.935.9014 F. 757.935.9015
www.landplanningsolutions.com

April 5, 2018

Ms. Donna Voliva
 Department Planning & Community Development
 Currituck County
 153 Courthouse Road, Suite 110
 Currituck, NC 27929
 252.232.3055

Re: Use Permit Extension

CURRITUCK RESERVE

ARM006

Dear Ms. Voliva:

On July 18, 2016 the Board of Commissioners' approved the Use Permit for Currituck Reserve. As you know, that approval is valid until July 18, 2018. We are currently awaiting all permits from the state to be able to make a formal submittal to the County for final approval. In the meantime, we would like to request a 24 month extension to the Use Permit just to be safe.

If you require and additional information or wish to further discuss this project please do not hesitate to contact me.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Scott Stamm', is written over a light blue horizontal line.

Scott Stamm, PE
 Land Planning Solutions, Inc.

CC: Van Rose (Rose & Womble)
 Melissa Venable (LPS)

Attachment: CurrituckReserve PPUP Extension Request2018 (PB 14-34 Currituck Reserve)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2172)

Agenda Item Title

Consideration of an Ordinance Amending Section 10-129 of the Currituck County Code of Ordinances to Modify the Permitted Size of Containers for Storage of Rental Items on the County's Ocean Beach.

Brief Description of Agenda Item:

Amendment to increase the size of beach storage boxes.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

**AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF
COMMISSIONERS AMENDING SECTION 10-129 OF THE CURRITUCK
COUNTY CODE OF ORDINANCES TO MODIFY THE PERMITTED SIZE OF
CONTAINERS FOR STORAGE OF RENTAL ITEMS 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.

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 10-129 of the Code of Ordinances to read as follows:

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

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

(b) This section does not apply to life guard stands or containers for storage of rental items intended for use on the beach strand if the containers are:

(1) placed at the toe of the dune line;

(2) do not exceed ~~four~~ five feet in height, ~~four~~ five feet in width and ~~eight~~ thirteen feet in length;

(3) are approved annually by a property owners association of a planned unit development community adjacent to the Atlantic Ocean or that is the owner of a portion of the beach strand; and

(4) do not contain signage exceeding eight square feet in size.

PART 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 upon adoption.

ADOPTED this 21st day of May, 2018.

Bobby Hanig, Chairman

ATTEST:

Leeann Walton, Clerk to the Board

APPROVED AS TO FORM:

Donald I. McRee, Jr., County Attorney

Date adopted: _____

Motion to adopt by Commissioner _____

Second by Commissioner _____

Vote: _____ AYES _____ NAYS



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2161)

Agenda Item Title

Consideration of an Ordinance of the Currituck County Board of Commissioners Amending Section 10-64 of the Currituck County Code of Ordinances to Provide for Issuance of Parking Permits for Leased Motor Vehicles

Brief Description of Agenda Item:

The Board will consider amendments to the Beach Parking Permit System to allow Currituck County residents and property owners to purchase parking permits that are not vehicle specific and to allow applicants to apply for permits for vehicles not owned by them, such as company vehicles for personal use and leased vehicles.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

**AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF
COMMISSIONERS AMENDING SECTION 10-64 OF THE CURRITUCK
COUNTY CODE OF ORDINANCES TO PROVIDE FOR ISSUANCE OF
PARKING PERMITS FOR LEASED MOTOR VEHICLES**

WHEREAS, pursuant to N.C. Gen. Stat. §153A-121 a county may by ordinance define, regulate, prohibit, or abate acts, omissions, or conditions detrimental to the health, safety, or welfare of its citizens and 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 county manager's designated representative. Permits may be obtained at times and places 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 11:59 p.m. on 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) 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, leased to them, or assigned to 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, lease or assignment 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. County residents and non-resident property owners may obtain additional parking permits that are not issued to a motor vehicle upon making application as provided in paragraph (b) of this section and payment of a fee and for a term adopted by the board of commissioners.

(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 a~~ motor vehicle, other than a moped, motorcycle or ORV, ~~owned by them~~ upon payment of a fee and for a term adopted by the board of commissioners ~~and making application as provided in paragraph (b) of this section, showing proof of current ownership, lease or assignment~~ and current liability insurance for each motor vehicle for which a

1 ~~parking permit is issued~~ and written acknowledgement that they have read
2 and are familiar with county beach driving ordinances. Each permit shall be
3 assigned to a specific motor vehicle. Liability insurance on the motor vehicle
4 shall be maintained continuously throughout the term of the permit.
5

6 (h) Persons who own property located north of the North Beach Access
7 Ramp and that is in a rental program may obtain two parking permits at no
8 fee for each property owned by them for terms adopted by the board of
9 commissioners upon making application as provided in subsection (b) above
10 and verification that the property is registered with the county tax
11 administrator for occupancy tax administration.
12

13 (i) County residents and property owners, operating mopeds, motorcycles or
14 ORV's shall ensure that these vehicles have a valid permit prominently
15 displayed at all times while operating, or parked, on the Currituck County
16 outer banks, beach foreshore or beach strand.
17

18 (j) Any sworn law enforcement officer with jurisdiction is authorized to take
19 possession of any permit issued pursuant to this section upon expiration,
20 revocation, cancellation, or suspension thereof, or which is fictitious, or which
21 has been unlawfully or erroneously issued, which has been unlawfully used or
22 upon issuance of citation for violation of section 10-59 of this Code. Any law
23 enforcement officer who seizes a permit pursuant to this section shall report
24 the seizure to the county manager's office within 48 hours of the seizure and
25 shall return the permit to the county manager's office within seven business
26 days of the seizure unless the permit is deemed evidence in another pending
27 matter.
28

29 (k) The county manager or county manager's designee shall refuse issuance
30 of a permit under this section for a period of one year following seizure of a
31 permit by a law enforcement officer pursuant to this section.
32

33 (l) An appeal of seizure of a permit under this section shall be made to the
34 county manager by filing a written notice of appeal, specifying with
35 particularity the grounds upon which the appeal is made, no later than ten
36 days from the date of the permit seizure. The county manager or county
37 manager's designee shall fix a reasonable time for the hearing of the appeal,
38 shall give due notice to all parties and shall render a decision within a
39 reasonable time.
40

41 (m) The county manager is directed and authorized to establish forms,
42 procedures, and directives as may be required to implement this permit system
43 and ensure that it is run in an effective, safe, and fair manner.
44

(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 upon its adoption.

ADOPTED this 21st day of May, 2018.

Bobby Hanig, Chairman

ATTEST:

Leeann Walton, Clerk to the Board

APPROVED AS TO FORM:

Donald I. McRee, Jr., County Attorney

Date adopted: _____

- 1
- 2 Motion to adopt by Commissioner _____
- 3 Second by Commissioner _____
- 4 Vote: _____ AYES _____ NAYS



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2166)

Agenda Item Title

Resolution of the Currituck County Board of Commissioners Appointing Matthew Wayne Beickert as Currituck County Sheriff

Brief Description of Agenda Item:

The Board of Commissioners will consider a resolution to appoint a Sheriff to serve upon the retirement of Sheriff Susan Johnson on May 31, 2018.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

May 9th, 2018

Daniel F. Scanlon, Manager, Currituck County
Chairman Bobby Hanig and the Board of Commissioners

RE: Retirement

I think it is common knowledge that I intend to retire effective May 31st, 2018. My Chief Deputy Matt Beickert is the Sheriff elect after winning the primary yesterday. I would like to request that he be appointed as Sheriff of Currituck County effective upon the date of my retirement.

If you should have any questions please don't hesitate to contact me.

Sheriff Susan Johnson

Attachment: Sheriff Appt-May 9th (Appointment of Interim Sheriff)

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF
COMMISSIONERS APPOINTING MATTHEW WAYNE BEICKERT AS
CURRITUCK COUNTY SHERIFF**

WHEREAS, Currituck County Sheriff Susan Johnson has informed the Board of Commissioners that she will retire and vacate the office of Currituck County Sheriff effective May 31, 2018; and

WHEREAS, N. C. Gen. Stat. §162-5 provides that if any vacancy occurs in the office of the sheriff, the county's board of commissioners shall appoint some person to fill the unexpired term; and

WHEREAS, Matthew Wayne Beickert is the Chief Deputy Sheriff for Currituck County and unopposed in the November 6, 2018 general election as the Republican nominee for the office of Currituck County Sheriff; and

WHEREAS, Matthew Wayne Beickert possesses the same qualifications as the sheriff regularly elected.

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

- Section 1. Matthew Wayne Beickert is appointed Sheriff for the County of Currituck effective June 1, 2018 and upon furnishing the bond required by N. C. Gen. Stat. §162-8.
- Section 2. The Clerk to the Board of Commissioners shall transmit a certified copy of this resolution to Matthew Wayne Beickert.
- Section 3. This resolution is effective upon its adoption.

ADOPTED the 21st day of May, 2018.

Bobby Hanig, Chair
Board of Commissioners

ATTEST:

Clerk to the Board of Commissioners

(COUNTY SEAL)

Attachment: Resolution Appointing Sheriff 052118 (Appointment of Interim Sheriff)



CURRITUCK COUNTY NORTH CAROLINA

April 16, 2018

Minutes – Regular Meeting of the Board of Commissioners

WORK SESSION

1. 4:30 PM Unified Government Information Session-John Morrison

The Currituck County Board of Commissioners met at 4:30 PM in the Conference Room of the Historic Courthouse for a work session on Unified Government. John Morrison, Attorney for the counties of Camden and Chowan, distributed a packet for Board reference during the presentation as he provided a history and general overview of unified government. Mr. Morrison noted Currituck as one of two North Carolina counties with no incorporated towns, a provision required to form a unified government. He reviewed state statutes and legal options and provided information on the referendum process. Arguments for a unified government include protection from annexation by other entities, receipt of additional funding from franchise fees and the ability to apply for grants available only to cities. Citizen concerns include conflicting or inefficient governments and paying for duplicate services and higher taxes. Mr. Morrison responded to questions posed by Board members during discussion. The work session concluded at 5:18 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 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	Present	
Marion Gilbert	Commissioner	Present	
Mike D. Hall	Commissioner	Present	
Bob White	Commissioner	Present	

Chairman Hanig called the meeting to order.

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

Pastor Glenn McCranie was in attendance to offer the Invocation and lead the Pledge of Allegiance.

Communication: Minutes for April 16, 2018 (Approval Of Minutes-April 16, 2018)

B) Approval of Agenda

Commissioner Gilbert moved to amend the agenda as follows:

- Remove Item 1 under Board Appointments-Carova Beach Road Service District Advisory Board.
- Move the Commissioner's Report to take place after the Public Comment period and before the Administrative Reports section of the agenda.

Commissioner White seconded the motion and the motion passed unanimously.

Approved agenda:

Work Session

4:30 PM Unified Government Information Session-John Morrison

6:00 PM Call to Order

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

B) Approval of Agenda

Public Comment

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

COMMISSIONER'S REPORT: *The Agenda was Amended and the COMMISSIONER'S REPORT was Moved to Take Place After Public Comment.*

Administrative Reports

A) NCDOT Annual Report

B) Currituck County Cooperative Extension Report to the People-Cameron Lowe

C) Farmland Preservation Plan Update-Ed Emory and Stan Dixon

D) Currituck ABC Board Update and Student Education and

Awareness Initiative

Public Hearings

A) **Public Hearing and Action: PB 18-07 Corolla Wild Horse Fund:** Request for a use permit for an outdoor tour operation on .04 acre located at 520B Old Stoney Road,

Ocean Club Centre, Currituck Club, Tax Map 127F, Parcel 1,
Poplar Branch Beach Township.

B) Public Hearing and Action: PB 18-06 Bayview Sand Mine:

Request for a use permit to operate a 5.04 acre mine located
off South Bayview Road, Tax Map 122, Parcel 39, Poplar
Branch Township.

New Business

A) Board Appointments

1. ~~Carova Beach Road Service District Committee~~ ***This item was removed from the agenda.***
2. Ocean Sands Water and Sewer Advisory Board-Marty Regan
3. Land Transfer Tax Appeals Board
4. Moyock Watershed Service District Advisory Board

B) Consent Agenda

1. Approval Of Minutes for April 2, 2018
2. Budget Amendments
3. Resolution for the Merger of Hertford County Health Department with Albemarle Regional Health Services which includes the Counties of Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, and Gates
4. Carova Beach Volunteer Fire & Rescue-Purchase Requests

~~C) Commissioner's Report~~ *(Item was moved and inserted after Public Comment)*

D) County Manager's

Report

Adjourn

Special Meeting-Tourism Development Authority

TDA Budget Amendments

Adjourn Special Meeting

Communication: Minutes for April 16, 2018 (Approval Of Minutes-April 16, 2018)

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

PUBLIC COMMENT

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

Barbara Marzetti of Corolla, and President of the Corolla Civic Association (CCA), spoke on behalf of its members and expressed concerns with the county's Occupancy Tax spending and regulation of development on the Currituck Outer Banks. She said a portion of Occupancy Tax spending has been questionable and should be subject to review and suggested the Board consider the CCA's spending plan, previously sent to Commissioners.

Ed Cornet of Corolla reviewed changes in the county tax rate over several years and compared Corolla generated revenues and spending versus the mainland. He asked the Board to make wise investments to preserve property values and keep taxes low, suggesting beach nourishment, Highway 12 safety enhancements and eco-tourism.

Geri Adams of Corolla and President of Crown Point Property Owners also talked about beach nourishment as a way to keep our area competitive and maintain the tourism industry. She encouraged the use of Occupancy Tax to extend the Corolla greenway.

Ben Wilson of Currituck discussed the new beach parking permit ordinance and asked the Board to consider allowing all residents of the county to receive additional guest passes, not just those who reside on the off-road.

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

COMMISSIONER'S REPORT

Chairman Hanig recognized several employees and announced those who have retired, earned education certifications earned and other achievements. He reported on the County's repair and construction projects and encouraged citizens to attend the Moyock Open House at Moyock Elementary on April 17, 2018.

Commissioner Hall discussed his attendance at the Crawford Volunteer Fire Department (VFD) BBQ and raffle over the weekend. He thanked all who volunteer and all of those who support the various organizations.

Commissioner Beaumont said he, too, attended the Crawford VFD BBQ and raffle. He discussed past beach nourishment in Nags Head and encouraged the Board to do some research before undertaking such a significant project. He noted builders of homes on the beach are digging away at the dunes and wondered about long-term effects.

Commissioner Etheridge reported her attendance at the North Carolina Association of County Commissioners district meeting in Elizabeth City and announced the upcoming Foster and Adoption Parenting informational meeting to be conducted by the Department of Social Services.

Commissioner White said he and Chairman Hanig attended the NC East Alliance State of the Region meeting and reviewed their economic and education initiatives. They included a Science, Technology, Engineering and Math (STEM) program that helps college and high-school students develop real world job skills, expansion of internet service, and using art as a tool to encourage visitors and tourism in communities. Commissioner White talked about the County's attempts to extend the bike path and used a powerpoint to provide information on tourism and tourism-related expenditures. He reviewed the county's use of Occupancy Tax and said it is prudent to invest in the Currituck mainland as well as the beach. He reviewed projects undertaken in Corolla over the last several years and associated costs. In response to earlier public comment, he explained the beach parking guest pass exception for Carova residents.

Commissioner Gilbert announced her attendance at several events, including the Crawford VFD BBQ and Raffle, the Currituck Chamber Social and a citizen meeting at the Carova Volunteer Fire & Rescue facility. She invited Fire and Emergency Medical Services (EMS) Chief Ralph Melton to the podium to discuss the first day of training for new Corolla Fire and EMS employees. Commissioner Gilbert announced a fund-raiser for Beloved Haven, an organization working to stop human trafficking. She reported the Moyock Women's Club raised \$3,000 for scholarships.

Commissioner Payment talked about his recent appointment to the Currituck County Schools' Career and Technical Educational Advisory Board. He discussed the importance of Occupancy Tax to both the beach and the mainland, and said in his experience as a volunteer firefighter the majority of calls he responds to do involve visitors.

ADMINISTRATIVE REPORTS

A. NCDOT Annual Report

Jerry Jennings, North Carolina Department of Transportation (NCDOT) Division Engineer for Division 1, introduced staff who were present and provided status reports on completed, in process and upcoming projects in Currituck County. He reported on the mid-Currituck Bridge project, reviewed the method for selection and funding of capital projects, and provided information on maintenance operations programs. He reviewed means for citizens to report problems or find information on NCDOT projects. Mr. Jennings responded to Board questions and provided additional detail on the mid-Currituck Bridge and other projects. Ditch maintenance, mowing and litter removal were discussed.

B. Currituck County Cooperative Extension Report to the People-Cameron Lowe

Teresa Dozier, Chair of the Currituck Cooperative Extension Advisory Board, and Cameron Lowe, Extension Director, reported on the extension programs and activities in Currituck County. Financial impacts, statistics related to volunteer contributions, classes and participant data were reviewed. A video was shown in which participants and volunteers

highlighted the benefits of the various programs and services offered through extension. Cameron Lowe, Extension Director, introduced Extension staff who were present and expressed her pride in the work they do. The upcoming Home Flower & Garden show was announced and Ms. Lowe responded to Board questions.

C. Farmland Preservation Plan Update-Ed Emory and Stan Dixon

Ed Emory and Stan Dixon, developers of the Farmland Preservation Plan, were in attendance to present a review of the Farmland Preservation plan developed for the County. Mr. Emory discussed benefits of the plan and provided data and statistics on the economic impacts related to agriculture in Currituck County. Processes for data gathering and challenges for those operating farms in Currituck County were discussed. Recommendations and suggested actions with timelines were reviewed for the Board. Mr. Emory said the report is intended to increase awareness of farmland preservation opportunities. After acceptance by the Board of Commissioners the plan will be certified by the North Carolina Department of Agriculture. He thanked Mr. Scanlon, County Manager, for his assistance and Mr. Emory responded to questions posed by the Board.

D. Currituck ABC Board Update and Student Education and Awareness Initiative

Commissioner Payment, as a member of the Alcohol Beverage Commission (ABC) Board for Currituck County, introduced Michelle Lancaster, ABC Manager, who discussed the upcoming Save A Life Tour program to take place at Currituck County High School. A video was presented to highlight experiences of other high school students who participated in the program which, using technology, allowed them to experience the impacts of impaired and distracted driving.

RECESS

Chairman Hanig called a brief recess at 7:53 PM. The meeting reconvened at 8:02 PM.

PUBLIC HEARINGS

A. PB 18-07 Corolla Wild Horse Fund: Motion to allow the Recusal of Commissioner White

After swearing in of the parties to testify, Commissioner White asked that he be recused from the hearing, as his horse tour business is in direct competition with the Corolla Wild Horse Fund (CWHF) and they have asked him to serve on their Board.

Commissioner Hall moved to allow recusal for Commissioner White. The motion was seconded by Commissioner Etheridge and passed unanimously. Commissioner White exited the meeting room.

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

B. Public Hearing and Action: PB 18-07 Corolla Wild Horse Fund:

APPLICATION SUMMARY	
Property Owner: 520 Old Stoney LLC 138 Oyster Bean Ln Kitty Hawk, NC 27949	Applicant: Corolla Wild Horse Fund PO Box 361 Corolla, NC 27927
Case Number: PB18-07	Application Type: Use Permit
Parcel Identification Number: 127F-000-0001-0000	Existing Use: Shopping Center
Land Use Plan Classification: Full Service in Corolla Subarea	Parcel Size (Acres): Total Shopping Center Area: 8.082 Lot Area: 1.37 Condo Unit B: .04
Request: Use Permit for Outdoor Tour Operator (Horse Tours)	Zoning: SFO with PUD Overlay and GB Allocation

SURROUNDING PARCELS		
	Land Use	Zoning
North	Vacant and Single Family Homes	SFO with PUD Overlay
South	Vacant	SFO with PUD Overlay and GB Allocation
East	Open Space and Single Family Homes	SFO
West	Wastewater Treatment Facility and Single Family Homes	SFO with PUD Overlay

The Corolla Wild Horse Fund (CWHF) has requested a use permit for outdoor tour operations (horse tours) from their new office and museum location at the Ocean Club Centre. The Ocean Club Centre is an existing approved shopping center located at the southern end of The Currituck Club PUD.

CWHF previously operated outdoor tours from property located in the Historic Corolla Village. They have vacated that location and this application is for a use permit to resume outdoor tour operations from their new location at 520B Old Stoney Road in the existing Ocean Club Centre Shoppes. This use permit application is for the operation of two outdoor tour vehicles with a maximum tour capacity of 20 patrons. This request is the same as the CWHF's previous outdoor tour operator use permit and license operation. Adequate parking is available on-site.

Outdoor tour operators are required to obtain a use permit per the Unified Development Ordinance. Additionally, outdoor tour operators are regulated by the Currituck County Code of Ordinances, Chapter 8, Article IV which requires a license to engage in business as an outdoor tour operator or to operate an outdoor tour vehicle in the off-road area. If the use permit is approved, the county manager or manager's designee may receive, investigate and act on the license application.

RECOMMENDATIONS

TECHNICAL REVIEW COMMITTEE

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

1. 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. An outdoor tour operator license is required per Chapter 8, Article IV of the Currituck County Code of Ordinances.
 - b. Outdoor tour operations shall comply with all standards of Chapter 8, Article IV of the Currituck County Code of Ordinances.
 - c. A maximum of two vehicles may be operated for outdoor tours at any given time.
 - d. Total tour capacity shall not exceed 20 patrons at any given time.
 - e. Tour vehicles shall be labeled with decals or paint markings that clearly display the company name in accordance with the license requirements of Chapter 8, Article IV of the Currituck County Code of Ordinances.

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 parcel is located in a well-established commercial area that includes retail shops, restaurants and offices, and has adequate on-site parking.
2. All vehicles to be used will conform to all applicable regulations.
3. The previous Special Use Permit held by the Corolla Wild Horse Fund had an excellent safety record.

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

Preliminary Applicant Findings:

1. The proposed use will not injure the value of adjoining or abutting lands or businesses.
2. The proposed use is in harmony with the Ocean Club Centre occupants in a General Business zoning district.
3. All vehicles to be used under this use permit are kept clean and clearly identified.

[The use will be in conformity with the Land Use Plan or other officially adopted plans.](#)

Preliminary Staff Findings:

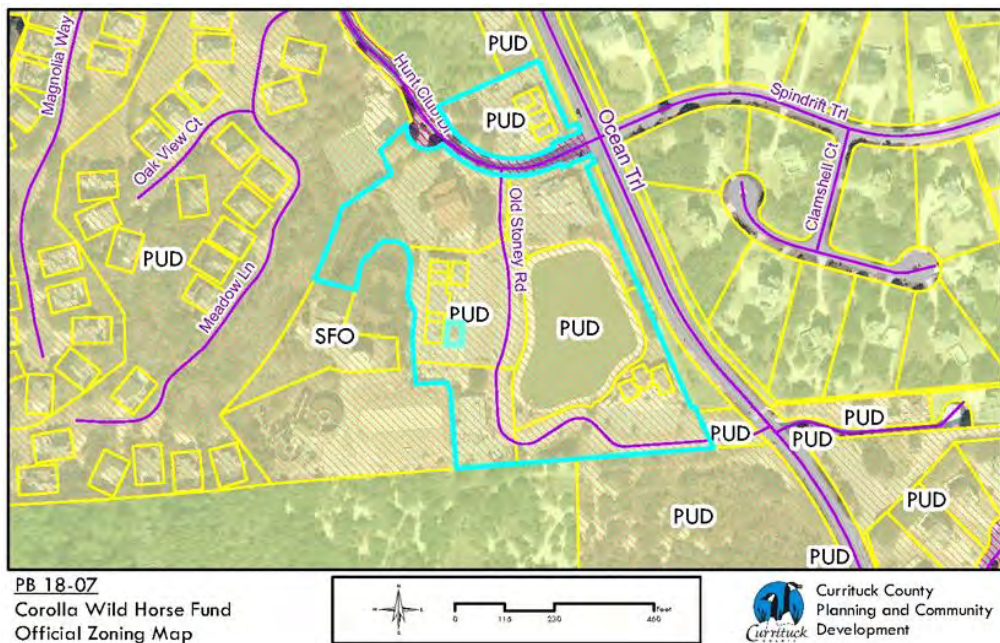
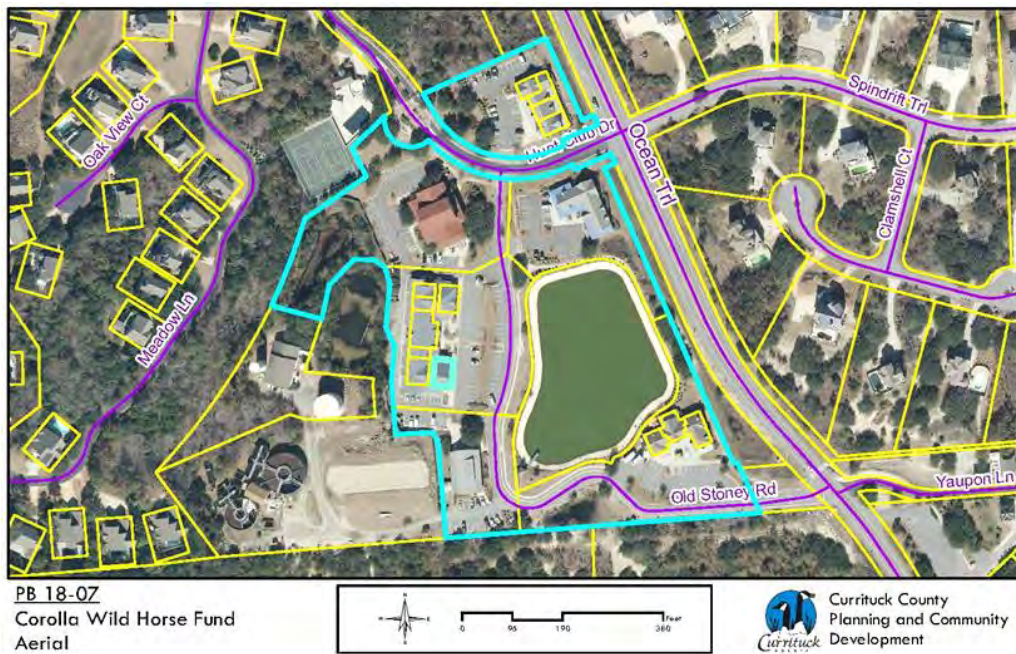
1. The 2006 Land Use Plan classifies this site as Full Service within the Corolla subarea. The proposed use is in keeping with the policies of the plan, some of which are:
 - a. Policy ED1: New and expanding industries and businesses should be especially encouraged that: 1) diversify the local economy, 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 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.
 - c. Policy HP3: Development of the Tourism and Educational Potential of the area's architectural, historic and cultural resources shall be encouraged.

[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:

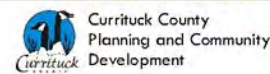
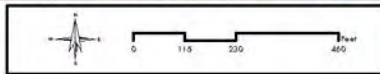
1. The proposed use will have no impact on schools.

2. Currituck County has adequate public facilities to serve this use in the existing Ocean Club Centre.





PB 18-07
Corolla Wild Horse Fund
LUP Classification



Planning and Community Development Director, Laurie LoCicero, reviewed the application and request with the Board and said the Technical Review staff recommended approval with conditions listed in the staff report. Ms. LoCicero responded to questions and reviewed a document that had been distributed to Board members that noted the past use permits issued to the Corolla Wild Horse Fund (CWHF).

Jo Langone, Chief Operating Officer of the CWHF, provided sworn testimony and spoke in support of approval of the application. She responded to Board questions related to the operations and tours.

Commissioner Beaumont expressed concerns about the county providing public funding while the CWHF operates as a competitor of other tour businesses. He also questioned whether the operation of a commercial enterprise conflicts with the mission of the fund. Ms. Langone said the money received from the county is directly tied to provisions within the Wild Horse Management Agreement. Mr. Scanlon said a budget breakdown can be provided to the Board and confirmed the contribution is specifically tied to activity and duties set out in the management agreement. He said the CWHF could come back before the Board for a more comprehensive presentation. The recent breach of the fence enclosure was discussed.

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

Commissioner Gilbert moved to approve PB 18-07, Corolla Wild Horse Fund Use Permit with recommendations: An outdoor tour operator license is required per Chapter 8, Article IV of the Currituck County Code of Ordinances; Outdoor Touri operations shall comply with all standards of Chapter 8, Article IV of the Currituck Code of Ordinances; a maximum of two vehicles may be operated for outdoor tours at any given time; total tour

capacity shall not exceed 20 patrons at any given time; tour vehicles shall be labeled with decals or paint markings that clearly display the company name in accordance with the license requirements of Chapter 8, Article IV of the Currituck County Code of Ordinances. The use will not endanger the public health or safety because the parcel is located in an established commercial area that includes retail shops, restaurants and offices and has adequate on-site parking; 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 because the proposed use is in harmony with the Ocean Club Centre occupants; the use is in conformity with the following policies of the 2006 Land Use Plan plans-Policy ED1, Policy OB2, Policy HP3. The use will not exceed the county's ability to provide adequate public facilities: the proposed use will not have any impact on schools; Currituck County has adequate public facilities to serve this use in the existing Ocean Club Centre Shoppes.

The motion was seconded by Commissioner Payment. Commissioner Beaumont said the required findings of fact had not been sufficiently supported by the applicant. Commissioner Payment said each Commissioner individually determines whether the applicant has met the burden, and Chairman Hanig said the Board will continue the discussion over Commissioner concerns with non-profits receiving funding while they operate in direct competition with other County businesses.

The motion passed on a vote of 5-1 with Commissioner Beaumont opposed. Commissioner White returned to the meeting room.

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

C. Public Hearing and Action: PB 18-06 Bayview Sand Mine:

APPLICATION SUMMARY	
Property Owner: Atlantic OBX, Inc. PO Box 2560 Kitty Hawk, NC 27949	Applicant: HOM Development, LLC PO Box 2405 1002 Driftwood Dr. Manteo, NC 27954
Case Number: PB 18-06	Application Type: Use Permit
Parcel Identification Number: 012200000390000	Existing Use: Farmland and Land Application of Septage
Land Use Plan Classification: Limited Service (Point Harbor Subarea)	Parcel Size (Acres): 27.2 acres
Request: Use Permit - Extractive Use (topsoil/sand mine)	Zoning: Agriculture (AG)

SURROUNDING PARCELS		
	Land Use	Zoning
North	Undeveloped	AG
South	Farmland	AG

East	Undeveloped	AG
West	Farmland/Land Application of Septage	AG

HOM Development, LLC is requesting a use permit to excavate 5.04 acres of sand and topsoil on the 27.2 acre parcel currently owned by Atlantic OBX, Inc. The entrance to the proposed extractive use is located off South Bayview Road (NCSR 1118) and approximately 440' north of Cellular Lane on the east side of South Bayview Road. The proposed affected area is 16.62 acres and includes the 5.04 acre excavation area, 0.50 acre sediment pond, 3.6 acres of berms and stockpile area, 1.04 acre access road (off-site), 4.79 acres for processing, and 1.65 acres of unexcavated buffers. The residual acreage will remain undisturbed. The proposed mine will have an average depth of 25 feet (below seasonal high groundwater level) and a maximum depth of 35 feet (BSHGL). Dewatering operations are proposed, and the dewatering discharge area is surrounded by Atlantic OBX, Inc. property. The access to the excavation area is an existing gated 25' gravel and dirt road located on an adjacent parcel owned by Atlantic OBX, Inc. and currently used for the land application of septage and farming. Following reclamation of the site the pond will be utilized for environmental habitat and recreational use by the landowner.

The applicant is requesting a 50% reduction in the 100' property line setback (excavation activities, vehicular access, and detention ponds). The adjoining properties are owned by Atlantic OBX, Inc. and are undeveloped or contain active agricultural operations with land application of septage. An abandoned, deteriorated dwelling is located on the adjacent property also owned by Atlantic OBX, Inc. but the structure is not habitable.

The state Mining Permit No 27-54 March 19, 2018 to HOM Development, LLC for the operation of a sand mine.

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.
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. Prior to land disturbing activities associated with the extractive use, a performance guarantee in the form of a cash deposit shall be established in the amount of \$6000 (\$3000 per in use well) to assure the operator has funds available should the in use wells need replacing.
 - b. The site is accessed by an existing unpaved road that is also used by Atlantic OBX (land application of septage). With the continued and increased use of the unpaved access road, the applicant/owner shall install aggregate surface material of sufficient depth for a distance of 200 feet in length and 20 feet in width from the edge of pavement that will reduce access road deterioration, reduce the dust, and maintain sediment from exiting the 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. The sand mine area will only be accessible through a private, gated access road.
2. The mine will be screened from public view by distance and existing natural foliage.
3. "No Trespassing" signs will be installed every 250 feet around the active area.
4. The site and primary entrance is located 2150' from the closest public road, South Bayview Road (NCSR 1118).
5. South Bayview Road is a two-lane public road and is considered lightly travelled. The 2015 NCDOT traffic count showed an annual daily traffic count of 500 vehicles per day; an average of 21 vehicles per hour.
6. The mine operator estimates there will be an average maximum of 12 vehicles per day leaving the mine site; an increase of 1-2 vehicles per hour over the current traffic volume. Maximum trips per hour are anticipated to average 2-3 during peak operation at the mine.
7. The closest residence to the proposed use area is 1450 feet from the location of the mine activity and the dewatering pump. A comparison of noise levels was taken from a similar sand mine operation utilizing a dewatering pump located at Green Acres Land Development Sand Mine in Jarvisburg. Noise levels were found to be 33-38 dB at 1450 feet from the dewatering pump operation and other mine activity below the maximum 60 dB allowed by the Currituck County Code of Ordinances.
8. The proposed use will have adequate sediment and erosion control measures in place around all active areas of the site, including erosion control berms, groundcover to control erosion, silt fence to prevent sedimentation of waterways, and construction entrances on access roads to prevent sedimentation from leaving the site. All stormwater drainage will be internal to the mine excavation. There will be no impervious surfaces inside the permit area.
9. The mine dewatering discharge of clear water will be routed away from neighboring residences and will exit the landowner's private property directly into the Currituck Sound on the east side of the permit area.
10. The mine dewatering wastewater discharge from the sedimentation pond will be tested quarterly by a state-certified laboratory for turbidity, settleable solids, total suspended solids, and pH. The results from the analyses will be reported quarterly to Currituck County Planning and Community Development.
11. In lieu of a hydrogeological report, the operator will establish a monetary guarantee of \$6000 with the county to replace two groundwater wells located within 1500 feet of the proposed excavation area, if they are damaged or contaminated by mine dewatering.
12. A 2.0 acre tract of land inside the Bayview Mine parcel (outside the proposed use permit area) is utilized by Atlantic OBX, Inc. as a septage land application site field. The land within the tract is a permanent, established grass with at least 95% cover. The state required setback from the SLAS field is 200 feet and the county required setback is 100 feet. The nearby SLAS field will cause no problems with groundwater contamination due to operation of the Bayview Sand Mine.

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 landowner (lessor) owns all parcels adjacent to the mine activity, and is requesting is project. The closest inhabited parcel owned by others is 1150 feet from the mine site. Mining activities in the Bayview Mine parcel will occur behind a natural full growth foliage screen minimum 80 feet wide which will limit the impact of noise and will screen the activity from adjoining properties.
2. The proposed site is substantially large enough to accommodate an excavation of this size.
3. The current property use is agricultural, and sand mining is a traditional use in the county.
4. The proposed use will comply with setbacks and include all required UDO landscape buffers.
5. The proposed use is intended to serve the growing residential and commercial area of lower Currituck County.
6. The three parcels adjacent to the Bayview Mine parcel, as well as a 2.0 acre tract of land inside the Bayview Mine parcel are utilized by Atlantic OBX, Inc. as septage land application site fields and are permitted and regulated by the NC Department of Environmental Quality, Division of Waste Management and are designated by the State of North Carolina as a

certified agricultural activity. Mining is a permitted use on a parcel zoned Agriculture with an approved Use Permit.

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 specific policy of the plan:
 - a. POLICY ID8: MINING ACTIVITIES, or secondary impacts of mining activities not subject to permit approval by the State of North Carolina, may be subject to review and management by Currituck County. Activities to be addressed may include, but not be limited to, the adequacy of roads serving the mine site, visual impacts during operation and after closing of the mine site, noise and dust considerations, etc.

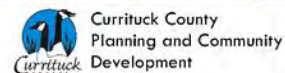
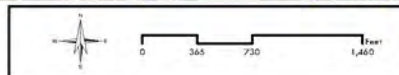
The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

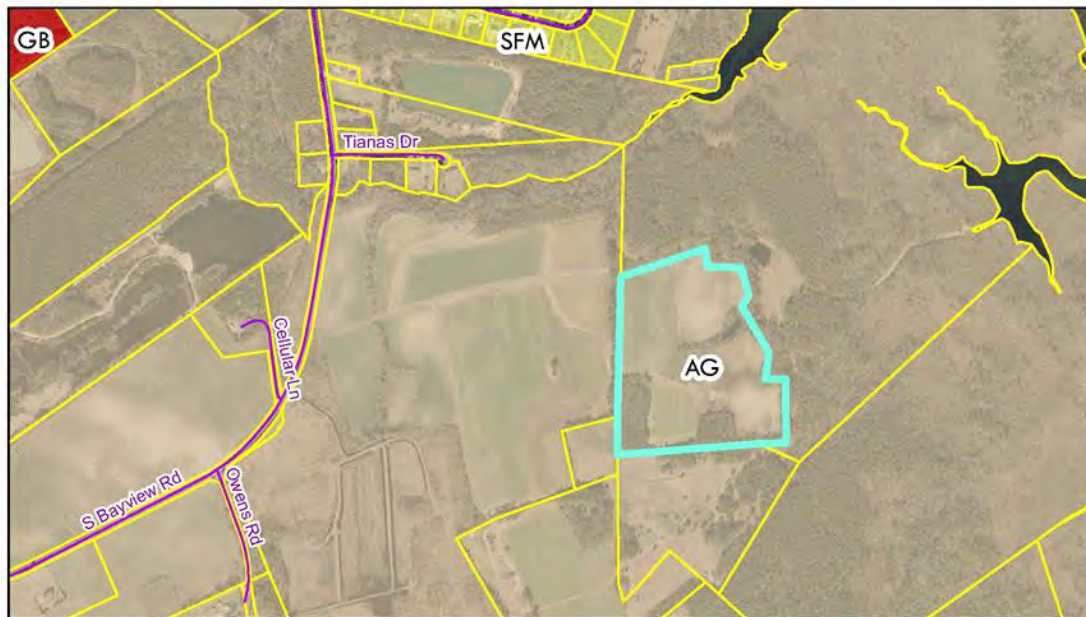
Preliminary Applicant Findings:

1. The use will not produce any additional burden on schools, fire and rescue, law enforcement or other public facility due to the nature of the proposed permit.
2. The site will not have any constructed structures, no electrical, phone or public water requirements.
3. The applicant states, "The remaining pond will be available as a water source to EMS as needed".

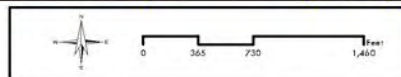



PB 18-06
Bayview Sand Mine
Aerial

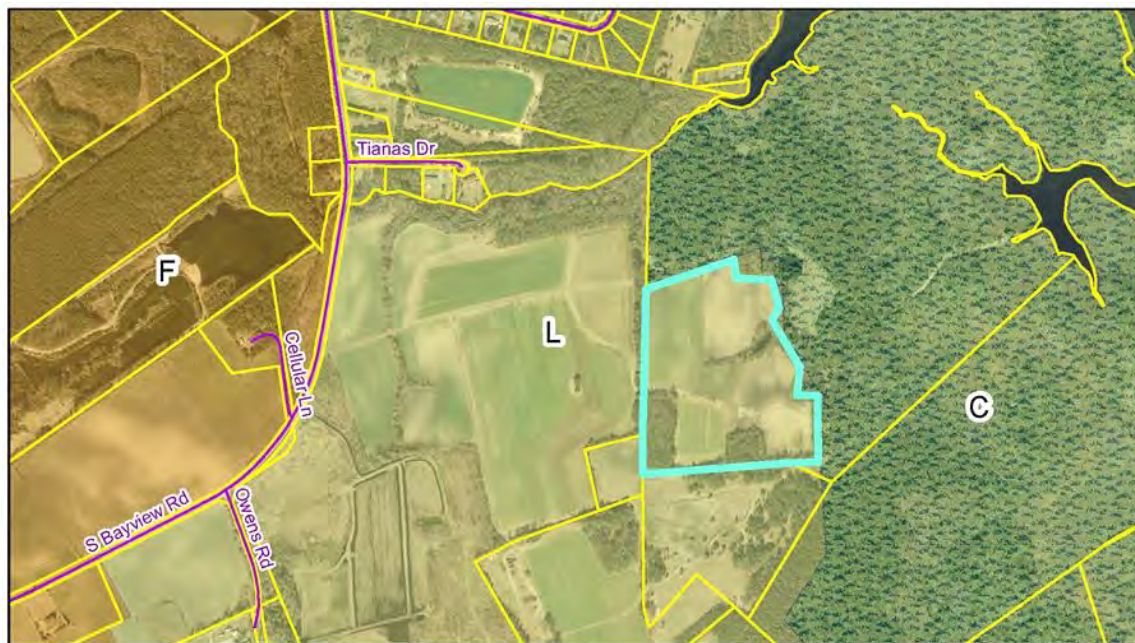




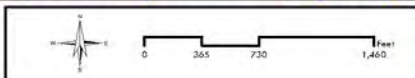
PB 18-06
Bayview Sand Mine
Zoning




 Currituck County
Planning and Community
Development



PB 18-06
Bayview Sand Mine
Land Use Classifications



 Currituck County
Planning and Community
Development

Parties were sworn and testimony began with a review of the use permit application by Planning and Community Development Director Laurie LoCicero. After review, she noted both staff and Technical Review Committee recommended approval with the conditions noted in the staff report. Ms. LoCicero responded to Board questions related to the site, ditching and drainage.

Additional sworn testimony on behalf of the landowner and President of Atlantic OBX, Brian Smith, and applicant, HOM Development, Inc., was provided by Ken Elliot of Elliot Consulting. Mr. Elliot reviewed the application and detailed the plan for the Board of Commissioners. He responded to Board questions during presentation related to site drainage and ditching and mining operations. Real Estate Appraiser Steven Craddock also testified and presented his analysis to support his determination that the use would be harmonious and would not injure adjoining or abutting lands.

Mr. Sammy Smith, co-owner of Atlantic OBX along with his brother, said they are governed by and follow North Carolina rules and regulations. He said they do not want to damage the land and take both the environment and Currituck to heart.

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

Commissioner Payment moved to approve PB 18-06 Bayview Sand Mine use permit with staff recommendations because the applicant has demonstrated the proposed use meets the use permit review standards of the Unified Development Ordinance (UDO), with conditions: a 50% reduction in the 100' property line setback is approved since the adjoining properties are owned by Atlantic OBX and are undeveloped; prior to land disturbing activities associated with the extractive use a performance guarantee cash deposit, which the applicant stated they would do, be established in the amount of \$6,000 (\$3,000 per in use well) to assure the operator has funds available should the wells need to be replaced; the site is accessed by an existing unpaved road and the applicant will provide aggregate surface material to sufficient depth for a distance of 200' with 20' width from the edge of pavement to reduce dust and maintain sediment from the existing site. The use will not endanger the public health or safety, as the landowner owns the parcels adjacent to the mine, the closest inhabitant is within 1500 feet, the mine activities will occur in a natural, full-growth foliage screen 80' wide which will limit the impact of noise; the proposed site is substantially large enough to accommodate an excavation of this size; the current land use is agricultural with land application, the property is zoned Agriculture and mining is a permitted use in the Agriculture (AG) zoning district with a use permit; the proposed use will comply with setbacks and include all UDO required landscape buffers. The use will not injure the value of adjoining or abutting lands as heard from Mr. Craddock, as a expert witness, and will be in harmony with all land in which it is located: the landowner owns all parcels adjacent to it, the current land is agricultural, the three parcels adjacent to Bayview Mine as well as a 2 acre tract beside the Bayview Mine parcel are utilized by Atlantic OBX as a septage land application, and mining is a permitted use in the AG zoned district with an approved use permit. The use will be in conformity with the Land Use Plan (LUP) and other officially adopted plans. The 2006 LUP classifies this site as Limited Service within the Point Harbor subarea. The proposed use is in keeping with the specific policy of the plan: Policy ID 8-Mining Activities. The use will not exceed the county's ability to provide adequate public facilities. It does not have any burden on the schools, fire and rescue, law enforcement or other public facilities due to the nature of the proposed permit. The applicant states the remaining pond will be available as a water source to EMS as needed.

The motion was seconded by Commissioner Etheridge and carried unanimously.

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

NEW BUSINESS

A) Board Appointments

1. Carova Beach Road Service District Committee

This item was removed from the agenda.

2. Ocean Sands Water and Sewer Advisory Board-Marty Regan

Commissioner Gilbert moved to appoint Marty Regan to the Ocean Sands Water and Sewer District Advisory Board. The motion was seconded by Commissioner White and passed unanimously.

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

3. Recreation Advisory Board

Commissioner Payment nominated Robin Kane and Commissioner Gilbert nominated Peter Aitkin for reappointment to the Recreation Advisory Board. Commissioner Etheridge moved for approval and Commissioner Hall seconded. The motion was unanimously approved.

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

4. Land Transfer Tax Appeals Board

Commissioner Payment moved that Manly West be reappointed to the Land Transfer Tax Appeals Board. The motion was seconded by Commissioner Beaumont and passed unanimously.

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

5. Moyock Watershed Service District Advisory Board

Commissioner Gilbert moved to reappoint Charles Eley, David Plageman, Wende Shannon, Ryan Hudgins and Peggy Lusk to the Moyock Watershed Service District Advisory. The motion was seconded by Commissioner Payment and carried 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, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Bob White, Commissioner

B) Consent Agenda

Commissioner Payment moved for approval of the Consent Agenda. The motion was seconded by Commissioner Gilbert and passed unanimously.

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

1) Approval Of Minutes for April 2, 2018

1. Minutes for April 2, 2018

2. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10660-561000	Professional Services	\$ 58,850	
10310-400017	Ad Valorem Taxes - 2017 Levy		\$ 58,850
		\$ 58,850	\$ 58,850
Explanation: Community Development (10660) - Increase appropriations to expand scope of services for the Kimley-Horn contract.			
Net Budget Effect: Operating Fund (10) - Increased by \$58,850			
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
12541-545000	Contracted Services	\$ 12,350	
12390-499900	Fund Balance Appropriated		\$ 12,350
		\$ 12,350	\$ 12,350
Explanation: Fire Services (12541) - Increase appropriations for fire hydrant maintenance.			
Net Budget Effect: Fire Services Fund (12) - Increased by \$12,350.			

Communication: Minutes for April 16, 2018 (Approval Of Minutes-April 16, 2018)

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10510-516200	Vehicle Repairs & Maintenance	\$ 13,536	
10380-484001	Insurance Recovery		\$ 13,536
		\$ 13,536	\$ 13,536

Explanation: Sheriff (10510) - Increase appropriations for vehicle repairs that will be paid for through insurance claims.

Net Budget Effect: Operating Fund (10) - Increased by \$13,536.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10640-532006	Day Camp Supplies	\$ 2,000	
10350-469000	4H Day Camp Revenue		\$ 2,000
		\$ 2,000	\$ 2,000

Explanation: Cooperative Extension (10640) - Increase appropriations for increases in Day Camp revenues.

Net Budget Effect: Operating Fund (10) - Increased by \$2,000.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10415-532000	Supplies	\$ 1,100	
10415-511000	Postage	\$ 2,500	
10310-400017	Ad Valorem Taxes - 2017		\$ 3,600
		\$ 3,600	\$ 3,600

Explanation: Legal (10415) - Increase appropriations for public notice of intent to create the Corolla Fire Service District.

Net Budget Effect: Operating Fund (10) - Increased by \$3,600.

Communication: Minutes for April 16, 2018 (Approval Of Minutes-April 16, 2018)

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
63838-590000	Capital Outlay	\$ 6,800	
63838-545600	Site Work/Landscaping	\$ 2,000	
63838-516000	Repairs & Maintenance		\$ 2,000
63838-532000	Supplies		\$ 1,000
63838-545000	Contracted Services		\$ 5,800
		<u>\$ 8,800</u>	<u>\$ 8,800</u>
Explanation:	Solid Waste (63838) - Transfer budgeted funds for additional grading at the Convenience Centers and repairs to the exhaust fans and siding at the Transfer Station.		
Net Budget Effect:	Solid Waste Fund (63) - No change.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10460-590000	Capital Outlay	\$ 25,000	
10490-590003	Courts - Capital Outlay	\$ 17,700	
10460-502000	Salaries		\$ 38,700
10460-506000	Insurance Expense		\$ 4,000
		<u>\$ 42,700</u>	<u>\$ 42,700</u>
Explanation:	Public Works (10460); Court Facilities (10490) - Transfer budgeted funds from lapsed Salaries and Insurance to Public Works to paint the Historic Courthouse hallways, upgrade handicap accessible push button doors at the Health Department and Cooperative Extension, repair Parks & Recreation gym light fixtures, repair Historic Courthouse parking lot lights, replace window screens at the Historic Courthouse, repair wallpaper at Cooperative Extension, and to Court Facilities to repair/replace additional HVAC units.		
Net Budget Effect:	Operating Fund (10) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
61818-590000	Capital outlay		\$ 15,000
61818-532000	Supplies	\$ 15,000	
61818-514500	Training & Education	\$ 300	
61818-514000	Travel		\$ 300
		\$ 15,300	\$ 15,300
Explanation:	Mainland Water (61818) - Transfer budgeted funds for system supplies and employee certification training. The generator budgeted for this year will be delayed until a future year. Current generator is meeting needs.		
Net Budget Effect: Mainland Water System (61818) - No change.			
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10794-545000	PASS	\$ 4,272	
10794-545002	Restitution		\$ 1,472
10794-545005	JCPC Council		\$ 2,800
		\$ 4,272	\$ 4,272
Explanation:	Juvenile Crime Prevention Council (10794) - To record transfers approved at the April 9, 2018 JCPC meeting. Residual funding in the Restitution and JCPC Council will be transferred to the PASS program to offset costs of summer camp programming.		
Net Budget Effect: Operating Fund (10) - No change.			
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
210541-532541	Fire Supplies	\$ 9,392	
210541-590000	Capital Outlay		\$ 9,392
		\$ 9,392	\$ 9,392
Explanation:	Corolla Fire District (210541) - Transfer budgeted funds to reclassify supply purchases.		
Net Budget Effect: Corolla Fire District Fund (210) - No change.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
12547-590007	Capital Outlay	\$ 18,274	
12547-545000	Contract Services		\$ 18,274
		<u>\$ 18,274</u>	<u>\$ 18,274</u>
Explanation:	Carova Beach Volunteer Fire Department (12547) - Transfer budgeted contract funds from operations to capital to upgrade the security system and purchase a remote equipment mount at the request of the Fire Advisory Board. This will be funded through the annual contract.		
Net Budget Effect:	Fire Services Fund (12) - No change.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10430-590000	Capital Outlay	\$ 8,500	
10310-400017	Ad Valorem Taxes - 2017 Levy		\$ 8,500
		<u>\$ 8,500</u>	<u>\$ 8,500</u>
Explanation:	Elections (10430) - Increase appropriations for price increase in election equipment quoted in January 2017 that will be tested at the May primary and replaced after testing.		
Net Budget Effect:	Operating Fund (10) - Increased by \$8,500.		

3. Resolution for the Merger of Hertford County Health Department with Albemarle Regional Health Services which includes the Counties of Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, and Gates

RESOLUTION FOR THE MERGER OF HERTFORD COUNTY HEALTH DEPARTMENT WITH ALBEMARLE REGIONAL HEALTH SERVICES WHICH INCLUDES THE COUNTIES OF PASQUOTANK, PERQUIMANS, CAMDEN, CHOWAN, CURRITUCK, BERTIE, AND GATES

WHEREAS, the Pasquotank County Health Department was established in 1942; and

WHEREAS, Pasquotank, Perquimans and Camden County Health Departments joined together in 1942 to form a District Health Department; and

WHEREAS, in 1949 Chowan County Health Department joined the Pasquotank, Perquimans, Camden Health Department to form the Pasquotank, Perquimans, Camden, Chowan District Health Department (PPCC); and

WHEREAS, in 1999, Currituck County Health Department joined PPCC to form Albemarle Regional Health Services; and

WHEREAS, in 2002, Bertie County Health Department joined Albemarle Regional Health

Services; and

WHEREAS, in 2004, Gates County Health Department joined Albemarle Regional Health Services; and

WHEREAS, after due and diligent consideration, the Hertford County Board of Commissioners desire to take action to join Albemarle Regional Health Services, which will create the Albemarle Regional Health Services, consisting of Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, Gates and Hertford Counties.

NOW THEREFORE BE IT RESOLVED, that the Currituck County Board of Commissioners in session duly convened, by adoption of this resolution does hereby create Albemarle Regional Health Services consisting of Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, Gates, and Hertford Counties.

ARTICLE I

The name shall be Albemarle Regional Health Services, which will include Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, Gates and Hertford Counties.

ARTICLE II MISSION

The respective counties recognize that a unified purpose and direction of the public health system is necessary to ensure that all citizens in their jurisdictional areas have equal access to essential public health services. The Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, Gates and Hertford County Boards of Commissioners declare that the mission of Albemarle Regional Health Services is to promote and contribute to the highest level of health possible for the people that they serve.

ARTICLE III DISTRICT BOARD OF HEALTH

The policy-making body of Albemarle Regional Health Services shall be a District Board of Health composed of 18 members in accordance with North Carolina General Statute 130A-37.

ARTICLE IV ADOPTION OF ORDINANCES

The Albemarle Regional Health Services Board of Health agrees to adopt and assumes responsibility for the enforcement of any and all existing local health ordinances or rules, previously adopted as Albemarle Regional Health Services and any ordinances or rules previously adopted by the Hertford County Board of Health that are not consistent there with.

ADOPTED, this the 16th day of April, 2018.

Bobby Hanig, Chair
Currituck County Board of Commissioners

ATTESTED:

Communication: Minutes for April 16, 2018 (Approval Of Minutes-April 16, 2018)

Leeann Walton, Clerk to the Board

4. Carova Beach Volunteer Fire & Rescue-Purchase Requests

C) County Manager's Report

No report.

ADJOURN

Motion to Adjourn Meeting

The Board of Commissioners had no further business and Commissioner Beaumont moved to adjourn. The motion was seconded by Commissioner White and passed unanimously. The regular meeting of the Board was adjourned at 9:27 PM.

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

SPECIAL MEETING-TOURISM DEVELOPMENT AUTHORITY

The Currituck County Board of Commissioners held a special meeting sitting as the Tourism Development Authority following the 6 PM regular meeting of the Board of Commissioners. The special meeting took place in the Board Meeting Room of the Historic Currituck Courthouse, 153 Courthouse Road, Currituck, North Carolina.

1. TDA Budget Amendments

Dan Scanlon, County Manager, reviewed the budget amendment which would provide funds for repair of the Pine Island and Albacore public beach access walkovers.

Commissioner Gilbert moved for approval and was seconded by Commissioner Hall. The motion passed unanimously.

			Debit		Credit
<u>Account Number</u>	<u>Account Description</u>		<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>
15447-590000	Capital Outlay		\$ 20,500		
15447-545000	Contract Services		\$ 7,500		
15447-516002	Outer Banks Ramps				\$ 5,000
15320-415000	Occupancy Tax				\$ 23,000
			<u>\$ 28,000</u>		<u>\$ 28,000</u>
Explanation:	Occupancy Tax -Tourism Related (15447) - Increase appropriations to repair beach walk-overs and increases in contracts for this fiscal year.				
Net Budget Effect:	Occupancy Tax Fund (15) - Increased by \$23,000.				

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, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Bob White, Commissioner

ADJOURN SPECIAL MEETING

With no further business, Commissioner Gilbert moved to adjourn and the motion was seconded by Commissioner White. The motion passed unanimously and the meeting of the Tourism Development Authority concluded at 9:28 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, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Bob White, Commissioner



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2162)

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

20180102

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of May 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>
10530-502100	Salaries - Overtime	\$ 315,000	
10530-505000	FICA	\$ 17,600	
10530-507000	Retirement	\$ 37,100	
10530-590000	Capital Outlay	\$ 2,300	
10530-561200	Billing Fees	\$ 13,000	
10530-536000	Uniforms	\$ 1,700	
10530-516200	Vehicle Maintenance	\$ 12,500	
10530-502000	Salaries - Regular		\$ 35,000
10530-503500	Temporary Services		\$ 50,000
10530-506000	Insurance Expense		\$ 31,300
10530-513000	Utilities		\$ 13,000
10530-514800	Fees Pd to Officials		\$ 1,700
10530-526000	Advertising		\$ 2,000
10530-531000	Fuel		\$ 18,000
10530-544000	Volunteer Assistance		\$ 500
10530-557100	Software License		\$ 1,300
10320-411004	Medicaid Hold Harmless		\$ 118,392
10340-450000	Ambulance Service		\$ 117,008
10380-484001	Insurance Recovery		\$ 1,000
		<u>\$ 399,200</u>	<u>\$ 399,200</u>

Explanation: Emergency Medical Services (10530) - Transfer funds for operations and increase capital outlay for ambulance repairs that will be covered by insurance. Also, increase appropriations for additional overtime due to upstaffing at Knotts Island.

Net Budget Effect: Operating Fund (10) - Increased by \$235,400.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BAs May 21-Reg (Budget Amendments)

Number

20180103

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of May 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>
10795-503500	Temporary Services	\$ 5,000	
10795-505000	FICA	\$ 383	
10795-511010	Data Transmission	\$ 200	
10795-532000	Supplies	\$ 11,512	
10795-545100	Credit Card Fees	\$ 350	
10795-576011	Adult Volleyball	\$ 600	
10350-469020	Maple Park Sponsors		\$ 9,613
10350-469003	Community League - Basketball		\$ 582
10350-469002	Community League - Cheerleading		\$ 200
10350-465003	Recreation Concessions		\$ 7,650
		<u>\$ 18,045</u>	<u>\$ 18,045</u>

Explanation: Parks & Recreation (10795) - Increase appropriations for sponsorship banners and for costs associated with increased activity at the Maple recreation fields.

Net Budget Effect: Operating Fund (10) - Increased by \$18,045.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BAs May 21-Reg (Budget Amendments)

Number 20180104

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of May 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>
10541-502000	Salaries	\$ 7,300	
10541-536000	Uniforms	\$ 5	
10541-545000	Contract Services	\$ 3	
10541-557100	Software License	\$ 1,500	
10541-532000	Supplies	\$ 3,000	
10541-590000	Capital Outlay	\$ 3,700	
10541-502100	Overtime		\$ 2,500
10541-502200	Holiday Pay		\$ 4,800
10541-511000	Telephone & Postage		\$ 1,500
10541-511010	Data Transmission		\$ 1,000
10541-513000	Utilities		\$ 1,000
10541-514000	Travel		\$ 2,000
10541-514500	Training & Ed		\$ 1,000
10541-514600	Public Ed		\$ 700
10541-531000	Fuel		\$ 1,008
		<u>\$ 15,508</u>	<u>\$ 15,508</u>

Explanation: Fire Services (10541) - Transfer budgeted funds between line items for operations for the remainder of this fiscal year. The capital request is for additional turn-out gear for employees assigned to Carova Beach.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BAs May 21-Reg (Budget Amendments)

Number

20180105

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of May 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>	
10550-503000	Salaries - Part Time	\$	4,000		
10550-505000	FICA	\$	306		
10550-590000	Capital Outlay	\$	5,500		
10550-511000	Telephone & Postage			\$	150
10550-514000	Travel			\$	2,500
10550-514500	Training and Education			\$	2,000
10550-526000	Advertising			\$	156
10550-545000	Contracted Services			\$	3,500
10550-561000	Professional Services			\$	1,500
		<u>\$ 9,806</u>		<u>\$ 9,806</u>	

Explanation: Airport (10550) - Transfer funds for operations for the remainder of this fiscal year. Additional part-time staffing was needed due to the Airport Manager vacancy.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BAs May 21-Reg (Budget Amendments)

Number 20180106

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of May 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>
10640-532004	FCS Supplies	\$ 2,044	
10330-449900	Miscellaneous Grants		\$ 2,044
		<u>\$ 2,044</u>	<u>\$ 2,044</u>

Explanation: Cooperative Extension (10640) - To record US Dept. of Health & Human Services, Medicare Improvements for Patients & Providers (MIPPA) grant funds received-\$2044.00.

Net Budget Effect: Operating Fund (10) - Increased by \$2,044.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BAs May 21-Reg (Budget Amendments)

Number 20180107

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of May 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>
10330 445000	Emergency Management Grants		\$ 18,017
10531 514000	Travel	\$ 2,000	
10531 514500	Training & Education	\$ 1,000	
10531 516200	Vehicle Maintenance	\$ 2,000	
10531 532000	Supplies	\$ 2,000	
10531 545000	Contracted Services	\$ 11,017	
		<u>\$ 18,017</u>	<u>\$ 18,017</u>

Explanation: Emergency Management (10541) - Increase appropriations to record 2017 Emergency Management Planning Grant - supplemental funding.

Net Budget Effect: Operating Fund (10) - Increased by \$18,017.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BAs May 21-Reg (Budget Amendments)

Number

20180108

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of May 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>
10511-526000	Advertising	\$ 500	
10511-516000	Repairs & Maintenance	\$ 1,000	
10511-516200	Vehicle Repairs & Maintenance	\$ 1,500	
10511-532000	Supplies	\$ 2,000	
10511-590000	Capital Outlay	\$ 16,500	
10511-531000	Gas		\$ 4,500
10511-545000	Contract Services		\$ 2,500
10511-561000	Professional Services		\$ 14,500
		<u>\$ 21,500</u>	<u>\$ 21,500</u>

Explanation: Detention Center (10511) - Transfer budgeted funds to replace HVAC unit, emergency repairs to the transport van and for operations for the remainder of this fiscal year.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BAs May 21-Reg (Budget Amendments)

Number 20180109

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of May 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

Account Number	Account Description	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10440-511000	Telephone & Postage	\$ 800	
10440-561000	Professional Services	\$ 55	
10440-506000	Insurance Expense		\$ 1,355
10441-511010	Data Transmission	\$ 300	
10441-506000	Insurance Expense		\$ 300
10415-514000	Travel	\$ 500	
10790-516000	Repairs & Maintenance	\$ 500	
10790-506000	Insurance Expense		\$ 500
10460-516200	Vehicle Maintenance	\$ 300	
10460-506000	Insurance Expense		\$ 300
10650-526200	Promotional Efforts	\$ 120	
10550-526100	Promotional Efforts		\$ 120
61818-514000	Travel	\$ 1,000	
61818-590000	Capital Outlay	\$ 5,000	
61818-506000	Insurance Expense		\$ 6,000
63838-521000	Rent	\$ 4,800	
63838-513000	Utilities	\$ 800	
63838-545001	Contracted Services - Collection		\$ 5,600
66868-557100	Software License Fee	\$ 444	
66868-506000	Insurance Expense		\$ 444
67878-532000	Supplies	\$ 1,500	
67878-553000	Dues & Subscriptions	\$ 6,500	
67878-502000	Salaries		\$ 4,000
67878-506000	Health Insurance		\$ 4,000
210541-532541	Fire Supplies	\$ 1,800	
210541-590000	Capital Outlay	\$ 815	
210541-506000	Health Insurance		\$ 2,615
		<u>\$ 25,234</u>	<u>\$ 25,234</u>

Explanation: Various Departments - Operating transfers within departments for operations.

Net Budget Effect: Operating Fund (10) - No change.
Mainland Water Fund (61) - No change.
Solid Waste Fund (63) - No change.
Southern Outer Banks Water Fund (66) - No change.
Mainland Sewer Fund (67) - No change.
Corolla Fire Services Fund (210) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BAs May 21-Reg (Budget Amendments)

Number

20180110

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of May 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>
10490-545003	Contracted Services		\$ 1,200
10490-590003	Capital Outlay		\$ 6,000
10460-514500	Training & Education		\$ 1,000
10460-531000	Fuel		\$ 4,000
10460-545800	COA- Contracted Services		\$ 3,000
10460-590000	Capital Outlay		\$ 50
10790-590000	Capital Outlay	\$ 15,250	
		<u>\$ 15,250</u>	<u>\$ 15,250</u>

Explanation: Library (10790); Public Works (10460); Court Facilities (10490) - Transfer budgeted funds to replace HVAC unit at the Library.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BAs May 21-Reg (Budget Amendments)

Number

20180111

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of May 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>
66868-511000	Telephone & Postage	\$ 3,000	
66868-506000	Health Insurance		\$ 3,000
61818-511000	Telephone & Postage	\$ 3,000	
61818-506000	Health Insurance		\$ 3,000
		<u>\$ 6,000</u>	<u>\$ 6,000</u>

Explanation: Southern Outer Banks Water (66868); Mainland Water (61818) - Transfer budgeted funds for postage to mail water bills for the remainder of this fiscal year.

Net Budget Effect: Southern Outer Banks Water Fund (66) - No change.
Mainland Water Fund (61) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BAs May 21-Reg (Budget Amendments)

Number

20180113

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of May 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>
210541-590000	Capital Outlay	\$ 814	
210541-561000	Professional Services	\$ 509	
210541-532541	Fire Supplies	\$ 2,000	
210541-506000	Health Insurance		\$ 3,323
		<u>\$ 3,323</u>	<u>\$ 3,323</u>

Explanation: Corolla Fire Services (210541) - Transfer budgeted funds for operations for the remainder of this fiscal year.

Net Budget Effect: Corolla Fire District (210) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BAs May 21-Reg (Budget Amendments)

Number

20180112

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of May 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>
12548-531015	Gas, Oil, Etc	\$ 3,000	
12548-554015	Insurance	\$ 500	
12548-511015	Telephone & Postage		\$ 2,300
12548-516115	Buildings & Grounds		\$ 1,200
		<u>\$ 3,500</u>	<u>\$ 3,500</u>

Explanation: Knotts Islands Vol Fire Department (12548) - Transfer funds from the remaining budget for operations through June 30, 2018.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BAs May 21-Reg (Budget Amendments)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2165)

Agenda Item Title

JCPC Funding Plan and Certification for the fiscal year ending June 30, 2019

Brief Description of Agenda Item:

Juvenile Crime Prevention Control Council is funded by the State of NC with a 30% cash match partnership with Currituck County. This is the funding plan for next fiscal year.

Board Action Requested

Action

Person Submitting Agenda Item

Sandra Hill, Director

Presenter of Agenda Item

Daniel F. Scanlon

Currituck County

NC DPS - Community Programs - County Funding Plan

Available Funds: \$ \$81,830 Local Match: \$ \$22,587 Rate: 30%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER	OTHER	Total	% Non DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local Ir- Kind	State/ Federal	Funds		
1	Partnership for Adolescents Support Services & Teen Court	\$67,378	\$20,213					\$87,591	23%
2	Currituck Restitution Program	\$7,914	\$2,374					\$10,288	23%
3	JCPC Certification	\$6,538						\$6,538	
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
	TOTALS:	\$81,830	\$22,587					\$104,417	22%

The above plan was derived through a planning process by the Currituck County
 Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2018-19.

Amount of Unallocated Funds _____

Amount of funds reverted back to DPS _____

Discretionary Funds added _____

check type ☐ initial plan ☐ update ☐ final

-----DPS Use Only-----

Reviewed by _____
 Area Consultant Date

Reviewed by _____
 Program Assistant Date

Verified by _____
 Designated State Office Staff Date

 Chairperson, Juvenile Crime Prevention Council (Date)

 Chairperson, Board of County Commissioners (Date)
 or County Finance Officer



NC Department of Public Safety
Juvenile Crime Prevention Council Certification

Fiscal Year: 2018 - 2019

County: Currituck	Date: 5/1/2018
--------------------------	-----------------------

CERTIFICATION STANDARDS

STANDARD #1 - Membership

- | | |
|---|-----|
| A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? | yes |
| B. Is the membership list attached? | yes |
| C. Are members appointed for two year terms and are those terms staggered? | yes |
| D. Is membership reflective of social-economic and racial diversity of the community? | yes |
| E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? | yes |

If not, which positions are vacant and why?

Student, SA professional, business and faith community are vacant; Council continues to seek members to fill these slots.

STANDARD #2 - Organization

- | | |
|--|-----|
| A. Does the JCPC have written Bylaws? | yes |
| B. Bylaws are <input type="checkbox"/> attached or <input checked="" type="checkbox"/> on file (Select one.) | |
| C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. | yes |
| D. Does the JCPC have written policies and procedures for funding and review? | yes |
| E. These policies and procedures <input type="checkbox"/> attached or <input checked="" type="checkbox"/> on file. (Select one.) | |
| F. Does the JCPC have officers and are they elected annually? | yes |
- JCPC has: ☒ Chair; ☒ Vice-Chair; ☒ Secretary; ☒ Treasurer.

STANDARD #3 - Meetings

- | | |
|--|-----|
| A. JCPC meetings are considered open and public notice of meetings is provided. | yes |
| B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? | yes |
| C. Does the JCPC meet bi-monthly at a minimum? | yes |
| D. Are minutes taken at all official meetings? | yes |
| E. Are minutes distributed prior to or during subsequent meetings? | yes |

STANDARD #4 - Planning

- | | |
|---|-----|
| A. Does the JCPC conduct an annual planning process which includes a needs assessment, monitoring of programs and funding allocation process? | yes |
| B. Is this Annual Plan presented to the Board of County Commissioners and to DPS? | yes |
| C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? | yes |

yes

yes

yes

\$6538

Total

\$6538

Currituck

County

FY 2018-19

Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	Virginia Arrington	Dir. SecEd & Support Staff	<input checked="" type="checkbox"/>	W	F
2) Chief of Police	n/a		<input type="checkbox"/>		
3) Local Sheriff or designee	Matthew Beickert	Sheriff	<input type="checkbox"/>	W	M
4) District Attorney or designee	Zack Beasley	Asst. DA	<input checked="" type="checkbox"/>	W	M
5) Chief Court Counselor or designee	Edward Hall	Chief	<input type="checkbox"/>	B	M
6) Director, AMH/DD/SA, or designee	Tracey Webster	System Care Coordinator	<input checked="" type="checkbox"/>	B	F
7) Director DSS or designee	Patty Halstead	Social Worker	<input checked="" type="checkbox"/>	W	F
8) County Manager or designee	Sandra Hill	Finance Officer	<input checked="" type="checkbox"/>	W	F
9) Substance Abuse Professional			<input type="checkbox"/>		
10) Member of Faith Community			<input type="checkbox"/>		
11) County Commissioner	Mary Etheridge	Commissioner	<input type="checkbox"/>	W	F
12) Two Persons under age 18 (State Youth Council Representative, if available)			<input type="checkbox"/>		
			<input type="checkbox"/>		
13) Juvenile Defense Attorney	Bill Brumsey	Juv. Defense Attorney	<input type="checkbox"/>	W	M
14) Chief District Judge or designee	Hon. Edgar Barnes	District Court Judge	<input type="checkbox"/>	W	M
15) Member of Business Community			<input type="checkbox"/>		
16) Local Health Director or designee	Rebecca Cook	Triple P	<input checked="" type="checkbox"/>	W	F
17) Rep. United Way/other non-profit	Loren Cartwright	Youth Dir. YMCA	<input type="checkbox"/>	W	F
18) Representative/Parks and Rec.	Jason Weeks	Director	<input type="checkbox"/>	W	M
19) County Commissioner appointee	Paul Pollock	Court Counselor	<input type="checkbox"/>	W	M
20) County Commissioner appointee	Pete Aitken	Court Counselor	<input type="checkbox"/>	W	M
21) County Commissioner appointee	Sherry Fischlschweiger	Coop. Extension	<input type="checkbox"/>	W	F
22) County Commissioner appointee	Alysia Mizelle	PASS/Teen Cou Prog. Manager	<input type="checkbox"/>	B	F
23) County Commissioner appointee	Ray Matusko	Clerk of Court	<input type="checkbox"/>	W	M
24) County Commissioner appointee			<input type="checkbox"/>		
25) County Commissioner appointee			<input type="checkbox"/>		



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2164)

Agenda Item Title

JCPC Funding Plan Revised for FY ending June 30, 2018

Brief Description of Agenda Item:

This is a revision of the funding plan to use unspent funds in the JCPC Council and Restitution program to the PASS/Teen Court program for summer camp supplies.

Board Action Requested

Action

Person Submitting Agenda Item

Sandra Hill, Director

Presenter of Agenda Item

Daniel F. Scanlon

Currituck County

NC DPS - Community Programs - County Funding Plan

Available Funds: \$ \$81,830 Local Match: \$ \$23,487 Rate: 30%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER	OTHER	Total	% Non DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local Ir- Kind	State/ Federal	Funds		
1	Partnership for Adolescents Support Services & Teen Court	\$71,310	\$20,552		\$900			\$92,762	23%
2	Currituck Restitution Program	\$6,782	\$2,035					\$8,817	23%
3	JCPC Certification	\$3,738						\$3,738	
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
TOTALS:		\$81,830	\$22,587		\$900			\$105,317	22%

The above plan was derived through a planning process by the Currituck County
 Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2017-18.

Amount of Unallocated Funds _____

Amount of funds reverted back to DPS _____

Discretionary Funds added _____

check type ☐ initial plan ☐ update ☐ final

-----DPS Use Only-----

Reviewed by _____
 Area Consultant Date

Reviewed by _____
 Program Assistant Date

Verified by _____
 Designated State Office Staff Date

 Chairperson, Juvenile Crime Prevention Council (Date)

 Chairperson, Board of County Commissioners (Date)
 or County Finance Officer



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2174)

Agenda Item Title

A Resolution of the Currituck County Board of Commissioners Supporting Reappointment of Renee Cahoon to the North Carolina Coastal Resources Commission

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

**A RESOLUTION OF THE CURRITUCK COUNTY BOARD OF
COMMISSIONERS SUPPORTING REAPPOINTMENT OF RENEE CAHOON
TO THE NORTH CAROLINA COASTAL RESOURCES COMMISSION**

WHEREAS, Renee Cahoon has served on the North Carolina Coastal Resources Commission since 2002 and currently chairs the commission; and

WHEREAS, Renee Cahoon fills the seat requiring experience in local government within the coastal area arising out of her service as the mayor of the Town of Nags Head from 1991 through 2000, 2005 through 2009 and currently as a town commissioner, and brings added insight to the commission as a small business owner; and

WHEREAS, Renee Cahoon's term as a member of the North Carolina Coastal Resources Commission ends in June, 2018 and having ably served and represented coastal local government interests on the commission is deserving of another term as a member of the North Carolina Coastal Resources Commission.

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

- Section 1. Currituck County supports the reappointment of Renee Cahoon to the North Carolina Coastal Resources Commission.
- Section 2. The Clerk to the Board of Commissioners is directed to transmit a certified copy of this resolution to Governor Roy Cooper.
- Section 3. This resolution is effective upon adoption.

This the 21st day of May, 2018

Bobby Hanig, Chairman
Board of Commissioners

ATTEST:

Clerk to the Board of Commissioners

(COUNTY SEAL)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2167)

Agenda Item Title

Older Americans Month and Elder Abuse Awareness Proclamations

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Older Americans Month 2018 A PROCLAMATION

Whereas, Currituck County includes countless older Americans who enrich and strengthen our community; and

Whereas, Currituck County is committed to engaging and supporting older adults, their families, and caregivers; and

Whereas, we acknowledge the importance of taking part in activities that promote physical, mental, and emotional well-being—no matter your age; and

Whereas, Currituck County can enrich the lives of individuals of *every age* by:

- promoting home- and community-based services that support independent living;
- involving older adults in community planning, events, and other activities; and
- providing opportunities for older adults to work, volunteer, learn, lead, and mentor.

Now therefore, the Currituck County Board of Commissioners hereby proclaims May 2018 to be Older Americans Month. The Board of Commissioners urge every resident to take time during this month to recognize older adults and the people who serve them as vital parts of our community.

Dated this 21st day of May, 2018.

Bobby Hanig, Chairman

ATTEST:

Leeann Walton, Clerk to the Board



Vulnerable Adult and Elder Abuse Awareness Months Proclamation 2018

WHEREAS, North Carolina joins the world in recognizing World Elder Abuse Awareness Day every June 15; and

WHEREAS, protecting North Carolina's vulnerable and older adults is a community responsibility, and all citizens are charged under state law to report suspected abuse, neglect, or exploitation to their local County Department of Social Services; and

WHEREAS, North Carolina's vulnerable and older adults of all social, economic, racial, and ethnic backgrounds may be targets of abuse, neglect, or exploitation which can occur in families, long-term care settings, and communities; and

WHEREAS, in state Fiscal Year 2017, there were 27,483 reports of abuse, neglect, or exploitation of vulnerable and older adults made to North Carolina's 100 County Departments of Social Services; and

WHEREAS, national and international research shows that abuse, neglect, and exploitation of vulnerable and older adults is grossly underreported; and

WHEREAS, the State of North Carolina enacted the nation's first elder abuse law, and recognizes the need for a comprehensive system of protection for vulnerable and older adults; and

WHEREAS, Mother's and Father's Days are national holidays intended to honor, respect, and promote the dignity and well-being of our older citizens;

NOW, THEREFORE, we, the Currituck County Board of Commissioners, do hereby proclaim Mother's Day through Father's Day, May 13 – June 17, 2018, as "**VULNERABLE ADULT AND ELDER ABUSE AWARENESS MONTHS**" in Currituck County, and commend observance to all citizens.

ADOPTED this, the 21st day of May, 2018.

ATTEST:

Bobby Hanig, Chairman

Leeann Walton, Clerk to the Board



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2176)

Agenda Item Title

Consideration of Mutual Aid Agreement with City of Chesapeake

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

**FIRE AND EMERGENCY MEDICAL SERVICES RESPONSE
MUTUAL AID AGREEMENT**

THIS AGREEMENT, made and entered into this ____ day of _____, 2018, by and between the CITY OF CHESAPEAKE, VIRGINIA, (“hereinafter, “Chesapeake”), and CURRITUCK COUNTY, NORTH CAROLINA, (hereinafter, “Currituck”).

WHEREAS, each of the parties hereto maintains equipment and personnel for fire suppression and emergency medical response within its own jurisdiction; and

WHEREAS, the parties hereto desire to augment the fire and emergency medical response capabilities available in their respective areas; and

WHEREAS, the lands or districts of the parties hereto are adjacent or continuous so that mutual assistance in a fire or medical emergency is deemed feasible; and

WHEREAS, it is mutually deemed sound, desirable, practicable, and beneficial for the parties to this Agreement to render assistance to one another in accordance with these terms.

WITNESSETH:

For and in consideration of the mutual promises and benefits set forth herein, and for other valuable consideration, the parties do hereby agree as follow:

1. Each party will endeavor to provide firefighting and emergency medical services which exceed the response capacity of the other and within the capabilities available at the time the request for such support is made. Said firefighting and emergency medical services shall be provided by each party according to its governing laws which are incorporated herein by reference.
2. Chesapeake is authorized to enter this agreement pursuant to Section 27-2 of the Code of Virginia. Currituck County is authorized to enter this agreement pursuant to N.C.G.S. §160A-461.

3. Whenever it is deemed advisable by the senior officer of a party to this Agreement to request firefighting and/or emergency medical services assistance under the terms of this Agreement, he/she is authorized to do so, and the senior officer on duty of the department receiving the request shall forthwith take the following action:

- a. Immediately determine if apparatus and personnel can be spared to respond to the call; and
- b. In accordance with the terms of this Agreement, forthwith dispatch such apparatus and personnel as necessary according to the judgment of the senior officer receiving the call.

4. The rendering of assistance under the terms of this Agreement shall not be mandatory, but the party receiving the call for assistance should immediately inform the requesting party if, for any reason, assistance cannot be rendered.

5. The senior officer of the requesting party on the scene of an emergency shall assume full charge of the operations. However, when such officer requests that a senior officer of the department furnishing the assistance assume command, he or she may do so. In such event, the senior officer relinquishing command shall not be relieved of his or her responsibility for the operations.

6. Each party hereto waives all claims against the other party for any loss, damage, personal injury, or death occurring in consequence of the performance of this Agreement.

7. To the extent permitted by law, each party hereto agrees to indemnify and save harmless the other party from all claims by third parties for property damage, personal injury or death which may arise out of the activities of the other party outside their respective jurisdictions. Nothing in this Agreement shall be construed to waive the defense, against a third party, of

sovereign immunity by either party to this Agreement. Should either party operate in the other's jurisdiction under this Agreement, it shall be deemed to be operating in a governmental capacity and subject only to such liability for injuries as it would be if it were operating within its own locality.

8. All services performed under this Agreement shall be rendered without reimbursement of costs to either party.

9. The officers and personnel of the fire and emergency medical services departments of the parties to this Agreement are invited and encouraged, on a reciprocal basis, to frequently visit each other's areas for guided familiarization tours consistent with local security requirements and, as feasible, to jointly conduct pre-emergency planning, inspections, drills, and training.

10. This Agreement shall remain in full force and effect for a period of five (5) years and may be canceled by mutual agreement of the parties hereto or by written notice by one party to the other party with sixty (60) days' notice of said cancellation.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their authorized representatives the day and year first above written.

Signatures to follow

CITY OF CHESAPEAKE, VIRGINIA

By: _____

City Manager

ATTEST:

Sandy Madison
City Clerk

Approves as to Form:

[Signature]
Assistant City Attorney

CURRITUCK COUNTY, NORTH CAROLINA

By: _____

Chairman, Board of Commissioners

ATTEST:

[Signature]
Clerk of the Board

STATE OF VIRGINIA,
CITY OF CHESAPEAKE, to-wit:

I, the undersigned notary public, in and for the City and State aforesaid, do hereby certify that James E. Baker, City Manager or his designee, and Sandy Madison, City Clerk for the City of Chesapeake, Virginia, whose names as such are signed to the foregoing Agreement, have acknowledged the same before me in my city and state aforesaid.

Witness my hand and notarial seal this 16 day of APRIL, 2018.

Wanda B. Futrell

Notary Public



Wanda B. Futrell
Commonwealth of Virginia
Notary Public
ID #188712



Attachment: Mutual Aid Agreement-City of Chesapeake (Fire & EMS Mutual Aid Agreement-City of Chesapeake)

Wanda B. Furr
Notary Public
ID #183712
Commonwealth of Virginia



My Commission Expires: 30 September 2019

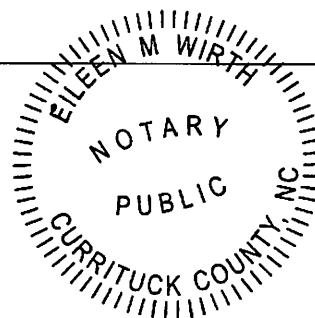
STATE OF NORTH CAROLINA,
COUNTY OF CURRITUCK, to-wit:

I, the undersigned notary public, in and for the County and State aforesaid, do hereby certify that Bobby Hanig, Chairman, Board of Commissioners, or his designee, and Leeann Walton, Clerk to the Board, for Currituck County, North Carolina, whose names as such are signed to the foregoing Agreement, have acknowledged the same before me in my city and state aforesaid.

Witness my hand and notarial seal this 4th day of May, 2018.

Eileen M. Wirth
Notary Public

My Commission Expires: 3.15.2019





Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2175)

Agenda Item Title

Consideration of Debris Recovery and Monitoring Contract Amendments With Southern Disaster Recovery, LLC and Landfall Strategies, LLC

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

**FIRST AMENDMENT TO INDEPENDENT CONTRACTOR
AGREEMENT BETWEEN COUNTY OF CURRITUCK AND SOUTHERN
DISASTER RECOVERY, LLC DATED _____, 2017**

THIS FIRST AMENDMENT TO THE INDEPENDENT CONTRACTOR AGREEMENT between County of Currituck, North Carolina (the "County") and **SOUTHERN DISASTER RECOVERY, LLC** (the "Contractor") made and entered into this ____TH day of November, 2017.

W I T N E S S E T H:

WHEREAS, County and Contractor entered into an Independent Contractor Agreement effective August 8, 2017, (the "Agreement"), wherein Contractor agreed to provide an experienced and qualified firm to enter into a pre-event contract at no immediate or annual cost to the County for disaster recovery services including but not limited to, clean-up, demolition, removal, reduction, and disposal of debris resulting from a natural or manmade disaster as directed by the County in order to eliminate immediate threats to public health and safety in the Agreement; and

WHEREAS, County and Contractor have determined that modification of the Independent Contractor Agreement is desirable;

NOW, THEREFORE it is mutually agreed as follows:

1. Section 1 of the Agreement is rewritten to read as follows:

1 . Scope of Work. Contractor agrees to perform the following services for the County:

The County requires an experienced and qualified firm to enter into a pre-event contract at no immediate or annual cost to the County for the following services: Contractor shall provide disaster recovery services including, but not limited to, clean-up, demolition, removal, reduction and disposal of debris resulting from a natural or manmade disaster as directed by the County in order to eliminate immediate threats to public health and safety.

Also required is the elimination of immediate threats of significant damage to improved public or private property (see Section C) and that which is considered essential to ensure economic recovery of the affected community.

The Contractor shall also provide disaster recovery technical program management assistance related to reimbursement of eligible damage costs from federal and state agencies when available to County's officials.

The Contractor, upon receipt of notice to proceed, will mobilize personnel and equipment as necessary to conduct the debris removal and disposal. All Contractor operations will be subject to review

by the County Debris Manager.

The Contractor will provide a minimum of one crew to commence debris reduction within 24 hours of issuance of task order and notice to proceed.

The work to be undertaken includes, but may not be limited to:

A. Emergency Road Clearance: Removal of debris from the primary transportation routes as directed by the County.

B. Debris Removal from Public Property: Removal of vegetative debris, construction and demolition (C&D) debris, or other debris from the public right-of-way and other public properties. The Contractor shall use mechanical equipment to load and reasonably compact debris into trucks and trailers.

C. Debris Removal from Private Property: Removal of debris from private properties shall be directed by the county only when an imminent threat to life, safety, and health is present on private property. This item will require prior approval of the Federal Emergency Management Agency and will be monitored for strict compliance with federal regulations regarding eligibility for reimbursement costs. The Contractor shall use mechanical equipment to load and reasonably compact debris into trucks and trailers.

D. Temporary Disaster Debris Staging (TDDS) Site: The Contractor will prepare and maintain a sufficient number of TDDS sites to accept and process all debris within the timelines established in the Contract. The County shall identify and make available all TDDS sites to the Contractor at no charge.

The Contractor will submit a TDDS site Debris Removal Operations and Environmental Protection Plan prior to debris arriving onsite, as needed. Preparation and maintenance of the TDDS sites shall include all approach and interior haul roads and dump pads, and an inspection tower sufficient for the monitoring of all incoming and exiting traffic.

When included in the task order, the Contractor will install an inspection tower for each TDDS site. Inspection towers shall be designed and constructed to meet all applicable safety standards, withstand a 45 mph wind load, provide adequate height to enable inspectors to view loaded debris hauling containers, and have a minimum covered work area of 8 by 12 feet. The design for the inspection tower must be certified by an engineer.

All debris shall be processed in accordance with local, state, federal law, standards, and regulations. Processing shall include, but not be limited to: reduction by tub grinding or chipping and/or incineration when approved by the county. Prior to reduction, debris shall be segregated between vegetative and clean, woody debris, construction and demolition debris, white goods, recycled debris, and household hazardous wastes. Debris collected by Contractor at right-of-way, at discretion of the County, may be hauled directly to the nearest lawfully permitted landfill, bypassing the TDDS site.

E. Use of Subcontractors: Provide a Subcontract Plan including a clear description of the percentage of work the Contractor may subcontract out and a list of subcontractors the Contractor plans to use.

F. Generated Hazardous Waste Abatement: When included in the task order, the contractor will

construct a hazardous materials containment area.

G. Demolition of hazardous or condemned structures that are a hazard to public health.

H. Debris Disposal: Disposal of all disaster debris, reduced debris, ash residue and other products of the debris management process in accordance with all applicable federal, state, and local laws, standards, and regulations. The Contractor will develop and implement a strategy maximizing debris recycling and beneficial use.

I. Documentation and Inspections: All debris shall be subject to inspection by the County. Inspections will be to ensure compliance with the contract and applicable local, state, and federal laws. The Contractor will, at all times, provide the County access to all work sites and disposal areas. The Contractor and the county will have in place at the TDDS site, personnel to verify and maintain records regarding the contents and cubic yards of the vehicles entering and leaving the TDDS site(s). The Contractor will assist the County in preparation of any required FEMA and state reports for any potential reimbursement through the training of County employees and the review of documentation prior to submittal. The Contractor will work closely with state authorities, FEMA, and other agencies to ensure that debris collection and data documenting appropriately address concerns of the likely reimbursement agencies.

J. Work Sites: The County will establish and approve all sites that the Contractor will be allowed to use. The Contractor will remove all debris and leave the site from which debris was removed in a clean and neat condition. The condition of the work site shall be equal to or better than the original condition of the site.

K. White Goods: The Contractor may expect to encounter white goods available for disposal. White goods will constitute household appliances as defined in FEMA 325 – Debris Management Guide. The Contractor will handle the disposition of all white good encountered in accordance with applicable federal, state, and local laws. Proper disposal of Freon is essential.

L. Hazardous Stumps: The Contractor shall remove all stumps that are determined to be hazardous to public access and as directed by the County. Stumps will be hauled to the TDDS site where they will be inspected and categorized by size.

M. Backfilling of stump root ball holes upon direction of the County. This clean fill dirt shall be compacted as directed by the County.

N. Canal/Waterway Debris Removal: Contractor shall remove storm debris from drainage canals and ditches at the direction of the County.

O. Loading and hauling of storm-deposited soils (e.g. silt, sand, or mud).

P. Documentation and Recovery Process: Contractor will provide the following in addition to debris removal activities:

1. Documentation of recovery process
2. Written and oral status as requested by the County
3. Review of documentation for accuracy and quantity
4. Assistance in preparing Project Worksheets

Any costs associated with the documentation and recovery process shall be included in Contractor's prices in the pricing attachments. Contractor acknowledges it has proven experience with overall management and FEMA requirements, rules, and regulations to qualify for this scope of work

Q. Provide a Safe Working Environment: The Contractor shall ensure the following requirements are met:

- Personal protective equipment (PPE) required for debris removal operations: reflective vest, foot protection, long pants, and vision and hearing protection.
- PPE required for debris disposal and reduction operations: reflective vest, foot protection, long pants, hard hat, and vision and hearing protection.
- PPE required for debris cutting and trim work: reflective vest, hand (gloves) and foot protection, long pants, hard hat, and vision and hearing protection.
- Requirements for collection operations:
 - Conduct debris removal operations during daylight hours only.
 - Limit clean-up operations to one side of the road at a time.
 - Limit collection work under overhead lines.
 - Inspect piles before using heavy equipment to remove them to ensure that there are no hazardous obstructions.
 - Make sure that all collection vehicles have properly functioning lights, horns and back-up alarms.
 - Load collection vehicles properly (not overloaded or unbalanced).
 - Cover and secure loads, if necessary.
 - When monitoring the collection process, stay alert in traffic and use safe driving techniques.
- Requirements for use of debris reducing machinery (tub grinders/wood chippers):
 - Do not wear loose-fitting clothing.
 - Follow the manufacturer's guidelines and safety instructions.
 - Guard the feed and discharge ports.
 - Do not open access doors while equipment is running.
 - Always chock the trailer wheels to restrict rolling.
 - Maintain safe distances.
 - Never reach into operating equipment.
 - Use lock out/tag out protocol when maintaining equipment.
- Requirements for TDDS Site Operations:
 - Use jersey barriers and cones to properly mark traffic patterns.
 - Use proper flagging techniques for directing traffic.
 - Monitor towers must not exit into traffic and should have hand and guard rails to reduce trips and falls.
 - Monitor towers must have properly constructed access stairways with proper treads and risers and proper ascent angle (4:1 height/width ratio).
 - Monitor towers must be surrounded by jersey barriers which protect the tower and monitors from being struck by inbound or outbound collection vehicles.

- Monitor towers should be located upwind from dust- and particulate generating activities.
- A water truck should spray the site daily to control airborne dust and debris.

2. Section 2 of the Agreement is rewritten to read as follows:

2 . Compensation. Contractor will be paid for its Services by County as follows:

The fee for services under this agreement will be based on the actual hours of services furnished multiplied by the Consultant's Hourly Fees for Services as set forth in the Contractor's Proposal Response dated June 19, 2017. Contractor's proposal dated June 19, 2017 is hereby attached and incorporated herein by reference as part of this Agreement.

All payment provisions must be based on unit prices (volume or weight). Payments based on time and materials costs are limited to work performed during the first 70 hours of actual work following a disaster event. Payment will be made only for debris that FEMA determines eligible.

Payment shall be made upon verification of invoices received and per the accounts payable schedule of the Finance Department. The Contractor shall submit invoices regularly and for no more than thirty (30) days.

A six (6) month time limit shall apply to the period of performance.

3. Section 5 of the Agreement is rewritten to read as follows:

5. Term.

The contract shall be for a base period of three (3) years with an option to renew for up to two additional one (1) year periods, upon consent of all parties. This contract shall only be used on an "as needed" basis as determined solely by the County.

Termination for Cause.

Termination for Convenience.

4. Contractor certifies that, as of the date listed above, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. §147-86.58. In compliance with the requirements of the Iran Divestment Act and N.C.G.S. §147-86.58, Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the

CONTRACT # 765
REQUISITION #000

Final Divestment List. The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.

5. Except as amended herein, the terms and conditions of the Agreement shall remain in effect.

In Testimony Whereof, the parties have executed this First Amendment to Independent Contractor Agreement in duplicate originals this the ____ day of _____, 2018.

COUNTY OF CURRITUCK

ATTEST:

By: _____ (SEAL)

Clerk to the Board of Commissioners

(COUNTY SEAL)

SOUTHERN DISASTER RECOVERY, LLC

By: _____ (SEAL)

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Sandra Hill
Finance Officer

Attachment: SDR AMENDMENTv1 (Contract Amendments-Storm Debris Cleanup Contractors)

**FIRST AMENDMENT TO INDEPENDENT CONTRACTOR
AGREEMENT BETWEEN COUNTY OF CURRITUCK AND LANDFALL
STRATEGIES, LLC DATED _____, 2017**

THIS FIRST AMENDMENT TO THE INDEPENDENT CONTRACTOR AGREEMENT between County of Currituck, North Carolina (the "County") and **LANDFALL STRATEGIES, LLC** (the "Contractor") made and entered into this ____TH day of November, 2017.

W I T N E S S E T H:

WHEREAS, County and Contractor entered into an Independent Contractor Agreement effective August 29, 2017, (the "Agreement"), wherein Contractor agreed to provide Disaster Debris Monitoring Services, Pre-Event Consultation and Planning, Rapid Response, Provide Equipment and Supplies, Debris Estimations and Damages Assessments, and all other services as submitted in Contractor's Proposal Response dated June 19, 2017 in the Agreement; and

WHEREAS, County and Contractor have determined that modification of the Independent Contractor Agreement is desirable;

NOW, THEREFORE it is mutually agreed as follows:

1. Section 1 of the Agreement is rewritten to read as follows:

- 1 . Scope of Work. Contractor agrees to perform the following services for the County:

Coordinate daily briefings, work progress, staffing, and other key items with the County and the debris removal contractor;

Schedule work for all team members and contractors on a daily basis;

Conduct an initial assessment and provide a Debris Operations Action Plan;

Hire, schedule, and manage field staff. Hire as many local residents as possible to fill debris monitoring positions and ensure that labor rates are commensurate with the skill level required by the position;

Provide classroom training instruction for newly hired monitors and additional training for those chosen to serve as supervisors, truck certification management crew or special debris monitors;

Certify contractor vehicles for debris removal utilizing methodology and documentation practices appropriate for contract monitoring;

Monitor debris removal contractor operations and develop daily operational reports to keep the County informed of work progress;

Utilize Automated Debris Management System (ADMS) called DebrisTrac to collect data and information on each debris load or traditional paper load tickets, as needed;

Utilize roving monitors to assist in the identification and documentation of ineligible debris, consult with FEMA debris specialists about eligibility issues, assist with mapping of debris clearance progress, inspect debris zones for “hot spots” and zone closure status, distribute fliers or door hangers to residents, and/or administer right-of-entry agreements;

Debris management site monitors at temporary disaster debris staging (TDDS) sites shall inspect all inbound trucks and make a quantitative volumetric assessment of the debris loads; verify each truck matches its manifest load ticket including truck number, type of debris and truck volume, complete load tickets before permitting a truck to proceed from the check-in/inspection area to the tipping area; ensure that each truck bed has been fully emptied prior to departure from the TDDS site; maintain daily logs of all load tickets inventoried and/or voided; perform quality control and assurance checks on load tickets; contact monitors and field supervisors when load ticket errors are detected; ensure the site is clear at the end of the day when trucks stop operating and that property is secured overnight; report any observed safety or production issues; and coordinate, document, and oversee site restoration at conclusion of the project;

Develop maps, GIS applications, etc. as needed;

Conduct a comprehensive review, reconciliation, and validation of debris removal contractors' invoices prior to submission to the County for processing;

Assist with Project Worksheet and other pertinent report preparation required for reimbursement by FEMA, FHWA and any other applicable agency for disaster recovery efforts;

If the County elects to implement a residential drop off program, the Contractor will manage and monitor sites where residents may bring storm debris;

Ensure a safe working environment. Required personal protective equipment of monitoring include but is not limited to reflective vest, foot protection, long pants, hearing protection, and respiratory protection; and

The Project Manager and Operations Coordinator will meet regularly with the County Debris Manager and debris removal contractors' management to coordinate scheduling, resolve issues and make adjustments to enhance safety, control costs, increase efficiency and better comply with FEMA guidelines.

2. Section 2 of the Agreement is rewritten to read as follows:

2 . Compensation. Contractor will be paid for its Services by County as follows:

The fee for services under this agreement will be based on the actual hours of services furnished multiplied by the Consultant's Hourly Fees for Services as set forth in the Contractor's Proposal Response dated June 19, 2017. Contractor's proposal dated June 19, 2017 is hereby attached and incorporated herein by reference as part of this Agreement. Payment shall be made upon verification of invoices received and per the accounts payable schedule of the Finance Department. The Contractor shall submit invoices regularly and for no more than thirty (30) days.

3. Section 5 of the Agreement is rewritten to read as follows:

5. Term. The term of this contract is three years from the execution thereof.

Termination for Cause.

Termination for Convenience.

4. Section 8 of the Agreement is rewritten to read as follows:

8. Insurance. Contractor will obtain or possess the following insurance coverages and will provide Certificates of Insurance to the County to verify such coverage listing the County of Currituck as an additional insured.

- a. Workers' Compensation – The vendor shall provide coverage for its employees with statutory workers' compensation limits, and no less than \$1,000,000.00 for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of the County and its agents, employees and officials.
- b. Commercial General Liability – The vendor shall provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and Personal Injury. The limits shall be no less than \$1,000,000.00, per occurrence, with \$2,000,000.00 aggregate.
- c. Business Automobile Liability – The vendor shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00 per occurrence, Combined Single Limits (CSL) or its equivalent.
- d. Professional Liability (Errors and Omissions) – The vendor shall provide coverage for all claims arising out of the services performed with limits not less than \$1,000,000.00 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.

In the event Contractor shall fail at any time to have in force and effect insurance as required by this Section, Contractor agrees to indemnify and hold harmless County for (1) any premium paid by County to maintain insurance coverage applicable to Contractor and/or its employees and subcontractors; (2) any workers' compensation benefits paid by County as a result of Contractor's failure to comply with this Section; and (3) any amounts paid by County for general liability claims as a result of Contractor's failure to comply with this Section.

5. Contractor certifies that, as of the date listed above, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. §147-86.58. In compliance with

CONTRACT # 766
REQUISITION #000

the requirements of the Iran Divestment Act and N.C.G.S. §147-86.58, Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List. The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.

5. Except as amended herein, the terms and conditions of the Agreement shall remain in effect.

In Testimony Whereof, the parties have executed this First Amendment to Independent Contractor Agreement in duplicate originals this the ____ day of _____, 2018.

COUNTY OF CURRITUCK

ATTEST:

By: _____ (SEAL)

Clerk to the Board of Commissioners

(COUNTY SEAL)

LANDFALL STRATEGIES, LLC

By: _____ (SEAL)

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Sandra Hill
Finance Officer



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2171)

Agenda Item Title

Job Description Revision and Classification-Maintenance Repair Worker-HVAC

Brief Description of Agenda Item:

Revised Job Description with associated Classification Chart update.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: MAINTENANCE/REPAIR WORKER – HVAC

PUBLIC WORKS DIVISION

PUBLIC SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision performs journey level skilled activities that might include the work of specialized equipment operators, electricians, plumbers, HVAC technicians, and carpenters or other journey specialist activities. Work involves operating light machinery and equipment. Employee is responsible for servicing and maintaining tractors, mowers and other equipment.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Responds to all HVAC repair needs in/on County owned/leased buildings and grounds.

Operates, maintains and repairs building HVAC equipment and systems throughout the County; performs emergency repairs on HVAC and plumbing systems; upgrades HVAC and plumbing systems; installs new components as required; corrects minor plumbing problems and repairs plumbing fixtures; performs pipe-fitting and new equipment installations.

Troubleshoots electrical, mechanical, plumbing, heating and refrigeration systems for operation problems, leaks, etc.; repairs or replaces system components to restore efficient operation of equipment

Procures materials and supplies for building maintenance, Estimates time, materials, and costs for repair work

Performs a variety of skilled and semi-skilled maintenance functions for county facilities, including repair, replacement, and maintenance of doors and windows, walls and structures, flooring, ceilings, and various fixtures and hardware.

Mows and trims grass with power mowers and string trimmers; prunes shrubbery; edges curbs and walkways; weeds flower beds; polices grounds, picking up debris and depositing in proper receptacle.

Performs preventive maintenance and minor repairs on tractors, mowers, vehicles, system components in buildings and other County owned equipment.

Supervision of community service workers as assigned.

Work involves use of ladders, aerial lift devices, tractors, loaders, backhoes, dump trucks and trailers, chain saws, power tools, solvents, paints, cleaning compounds, epoxies and petroleum products and personal safety equipment.

Emergency cleanup and/or repairs may extend after hours.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connection with bloodborne pathogens.

Stays informed of trends and legislation regarding energy saving equipment and fixtures.

Maintains current knowledge of HVAC code.

ADDITIONAL JOB FUNCTIONS

Set up voting election polling sites and Christmas decorations.

Work with various community groups performing such tasks as unloading food commodities and delivering food to distribution points.

Assumes duties of Custodian, as necessary, ensuring adherence to established policies, procedures and standards.

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.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with the employees of the unit, employees of other departments in the County, citizens and customers of the department. Service is provided in person, by telephone contact and electronic means.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or GED, 3 to 5 years of building trades and maintenance experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Possession of a valid North Carolina driver's license.

Possession and maintaining a valid CFC license, EPA Certified, R410A Certified.

Certification in chain saw operation and maintenance is required within two years of employment date.

Public Health Pesticide Applicator's License (mosquito control) and Turf & Ornamental Pesticide/Herbicide Applicator's License is required within two years of employment date.

North Carolina Commercial Driver's License is required within one year of employment.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate motor vehicles, including tractors and mowers. Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other part of body and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are those for Medium to Heavy Work.

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

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

Language Ability: Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

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 various landscape maintenance tools and equipment.

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

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

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the standard methods, materials and equipment employed in HVAC electrical, mechanical, and plumbing operations.

Ability to operate and maintain motorized machinery and equipment used in grounds preparation and maintenance.

Ability to understand and learn the occupational hazards and proper safety precautions to be taken in maintenance/repair work.

Ability to perform strenuous work under varying weather conditions.

Ability to understand and follow oral and written instructions.

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

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

ED: 05/21/2018 (BOC)

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

6.E.9.b

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

Attachment: Copy of Classification Chart 05 21 2018 (Job Description Revised and Classification Chart-

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

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

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

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

		Web/AV Specialist
62	\$47,009-\$65,120	*Building Superintendent/Solid Waste Director Fiscal and Budget Assistant Sergeant Site Manager/Curator Social Worker III Social Worker Invest/Assess Treatment
63	\$48,941-\$67,826	Building Inspector III FQ *Director of Elections Engineering Technician *Social Work Supervisor II *Water Treatment Plant Supervisor
64	\$50,875-\$70,533	Senior Planner *Jail Superintendent
65	\$53,222-\$73,820	*Administrative Assistant/Clerk to Board *Captain - EMS *Fire and EMT Captain *Manager Business Development/Airport Operations *Project Coordinator
66	\$54,742-\$75,948	*Chief Building Inspector *Recreation Director *Public Utilities Superintendent *Social Worker Supervisor III *Wastewater Superintendent *Water Superintendent
67	\$56,673-\$78,651	*Emergency Management Director *Lieutenant - Sheriff *Social Work Program Manager

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

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

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

* indicates exempt status

Board determined

*County Manager's salary

Board determined

*Sheriff's salary

Board determined

*Register of Deeds' salary

Board determined

*Attorney's salary



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2168)

Agenda Item Title

Crawford Volunteer Fire Department Spending Request-Motor Repairs/Rebuild, Tower 4

Brief Description of Agenda Item:

Crawford Township Volunteer Fire Department requests approval to spend funds for motor repairs to Tower 4, as described in attached letter. The FAB voted to support this request.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item



Crawford Township Volunteer Fire Dept
121 Shawboro Road
Moyock, NC 27958

April 24, 2018

Currituck County Commissioners
Via: Currituck County Fire Advisory Board
153 Courthouse Road, Suite 204
Currituck, North Carolina 27929

The Crawford Township Volunteer Fire Department is requesting the approval to spend funds from their county operating budget. Tower 4 experienced significant motor damage during a structure fire at Sentara Barco. Estimated rebuild and repairs to the motor are fifty thousand dollars.

We are requesting approval to spend twenty-five thousand dollars from this year's budget and the remaining balance up to twenty-five thousand dollars from next years operating budget.

Tower 4 is in great condition. With the cost of a new aerial platform costing in excess of one million dollars, these repairs are the sensible solution. This will completely repower the truck and allow it to provide exceptional service to Currituck County for many years.

Respectfully,

Keith Storf, President
Crawford Township Volunteer Fire Dept

Attachment: tower repair funding (Crawford VFD-Spending Request)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2170)

Agenda Item Title

Budget Amendments for the TDA

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Number

TDA2018019

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 21st day of May, 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>
15447-545000	Contract Services	\$ 20,000	
15320-415000	Occupancy Tax		\$ 20,000
		<u>\$ 20,000</u>	<u>\$ 20,000</u>

Explanation: Occupancy Tax -Tourism Related (15447) - Increase appropriations for mosquito control and monitoring for May and June 2018 and for collection and disposal costs for the beach clean-up due to the winter storms.

Net Budget Effect: Occupancy Tax Fund (15) - Increased by \$23,000.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BAs_TDA May 21 (TDA Budget Amendments)

Number

TDA2018020

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 21st day of May, 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>
15447-516200	Vehicle Maintenance	\$ 1,500	
15447-516000	Maintenance & Repaid		\$ 1,500
		<u>\$ 1,500</u>	<u>\$ 1,500</u>

Explanation: Occupancy Tax -Tourism Related (15447) - Transfer budgeted funds for repairs to maintenance vehicles at Corolla.

Net Budget Effect: Occupancy Tax Fund (15) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BAs_TDA May 21 (TDA Budget Amendments)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2169)

Agenda Item Title

Budget Amendments for OSWSD

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Number OS20180004

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of May 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>	
60808-582201	Debt Service - Sewer	\$	76,785		
60808-561000	Professional Services	\$	200,000		
60808-557100	Software License Fees - Water	\$	917		
60808-582000	Interest on Debt			\$	48,353
60360-473000	Reconnection Fees			\$	1,600
60360-480701	Penalties & Interest - Sewer			\$	3,000
60390-499900	Retained Earnings Appropriated			\$	224,749
		<u>\$ 277,702</u>		<u>\$ 277,702</u>	

Explanation: Ocean Sands Water and Sewer (60808) - Increase appropriations to adjust debt estimates to actual for the first year of debt; to account for increase in software license fees and for legal fees.

Net Budget Effect: Ocean Sands Water and Sewer District Fund (60) - Increased by \$229,349.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BAs_OS_May 21 (OSWSD Budget Amendments)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2160)

Agenda Item Title

Closed Session Pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and in Order to Protect the Attorney-Client Privilege

Brief Description of Agenda Item:

Board Action Requested

Discussion

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item