



**Board of Commissioners  
Agenda Packet**

**April 15, 2019**

**Work Session**

4:00 PM Cooperative Extension's Annual Report to the People

**6:00 PM Call to Order**

A) Invocation & Pledge of Allegiance-Pastor Ronnie Culley, Christian Home 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.*

**Commissioner's Report****Administrative Reports**

A) YMCA of South Hampton Roads-Annual Update

**Public Hearings**

A) **PB 13-04 Bob's Wild Horse Tours, LLC** Request for an amended Use Permit to add two additional outdoor tour vehicles to the allowed conditions. The property is located at 817B Ocean Trail, Corolla.

**New Business**

A) **Consideration of Resolution Amending County Master Fee Schedule for Mainland Water, Mainland Wastewater and Southern Outer Banks Systems in Accordance With the Currituck County Water and Wastewater System Development Fee Study**

B) **Resolution Supporting North Carolina House Bill 541 to Change the Property Tax Exclusion for Solar Energy Electric Systems from 80% to 60% and Allocate Certain Proceeds for Public Education Purposes**

C) **Consent Agenda**

1. Approval Of Minutes for April 1, 2019
2. Budget Amendments
3. Adoption of Revised Master Fee Schedule
4. Surplus Resolution-Annual Housekeeping FY 2018-19
5. Project Ordinance-SCBA Firefighter's Grant
6. Consideration and Approval of Lease Agreement between Currituck County and College of the Albemarle-Public Safety Building
7. Juvenile Crime Prevention Council County Funding Plan
8. Approval of County Manager Employment Contract-Stikeleather, Effective July 1, 2019

9. Adoption of 2019 Local Government Agencies General Records Retention & Disposition Schedule

**D) County Manager's Report**

**Adjourn**

**Special Meeting of the Ocean Sands Water & Sewer District Board**

Public Hearing: Development Fee Analysis and Rate Structure for the Ocean Sands Water and Sewer District

OSWSD-Budget Amendments

**Adjourn Meeting of the OSWSD Board**

**Special Meeting of the Tourism Development Authority**

TDA-Budget Amendments

**Adjourn Meeting of the TDA**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2438)

**Agenda Item Title**

4:00 PM Cooperative Extension's Annual Report to the People

**Brief Description of Agenda Item:**

The Board of Commissioners is invited to attend the annual Report to the People at NC Cooperative Extension Currituck Office, 120 Community Way, Barco.

**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 # 2398)**

**Agenda Item Title**

YMCA of South Hampton Roads-Annual Update

**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 # 2449)**

**Agenda Item Title**

PB 13-04 Bob's Wild Horse Tours, LLC

**Brief Description of Agenda Item:**

Request for an amended Use Permit to add two additional outdoor tour vehicles to the allowed conditions. The property is located at 817B Ocean Trail, Corolla.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Cheri Elliott, Assistant

**Presenter of Agenda Item**

Laurie LoCicero



**STAFF REPORT**  
**PB 13-04 BOB'S WILD HORSE TOURS, LLC**  
**BOARD OF COMMISSIONERS**  
**APRIL 15, 2019**

### APPLICATION SUMMARY

<b>Property Owner:</b> Robert White 818 Corolla Drive Corolla, NC 27927	<b>Applicant:</b> JF Brown Distributing Co., Inc. 818 Corolla Drive Corolla, NC 27927
<b>Case Number:</b> PB13-04	<b>Application Type:</b> Amended Use Permit
<b>Parcel Identification Number:</b> 116H-000-817B-0000	<b>Existing Use:</b> Shopping Center
<b>Land Use Plan Classification:</b> Full Service in Corolla Subarea	<b>Parcel Size (Acres):</b> Total Shopping Center Area: 12.78 Lot Area: 7.34 Condo Unit B: .08
<b>Request:</b> Amended Use Permit for Outdoor Tour Operator (Horse Tours)	<b>Zoning:</b> SFO with PUD Overlay and GB Allocation

### SURROUNDING PARCELS

	Land Use	Zoning
North	Commercial	SFO with PUD Overlay and GB Allocation
South	Residential	SFO with PUD Overlay
East	Residential	SFO
West	Commercial	SFO with PUD Overlay and GB Allocation

### STAFF ANALYSIS

The applicant has requested an amendment to the existing use permit to allow for the operation of two additional outdoor tour vehicles with a maximum capacity of 15 patrons each. The current use permit for this property allows for three vehicles and Bob's Wild Horse Tours operates three outdoor tour vehicles from the property. Approval of this use permit amendment will result in operation of five outdoor tour vehicles. Adequate parking is available on-site.

Outdoor tour operators are regulated by the Currituck County Code of Ordinances, Chapter 8. The Code of Ordinances requires an outdoor tour operator to obtain a use permit in order to qualify for an outdoor tour operator license or to operate an outdoor tour vehicle in the off-road area. The Code of Ordinances limits the number of tour vehicles to five or the amount approved in the associated use permit.

## 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 five 15-passenger vehicles may be operated for outdoor tours at any given time.
  - d. 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 use will not endanger the public health or safety.
2. The business has been in operation serving the public for 21 years.
3. The business does not use chemicals or any other products that could be considered a health or safety issue.
4. All vehicles have a roll over protective structure to ensure safe passage for patrons.

**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 use will not injure the value of adjoining or abutting lands or businesses.
2. Bob's Wild Horse Tours, LLC has been in business since 1997.
3. No problems have been reported.
4. Bob's Wild Horse Tours, LLC is an anchor business for the shopping center.
5. 25,000 patrons will visit other businesses thereby increasing sales and sales tax.
6. The business will expand the county's tax base.

**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.

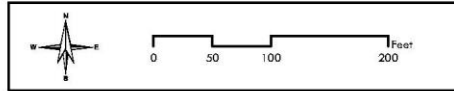
Preliminary Staff Findings:

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

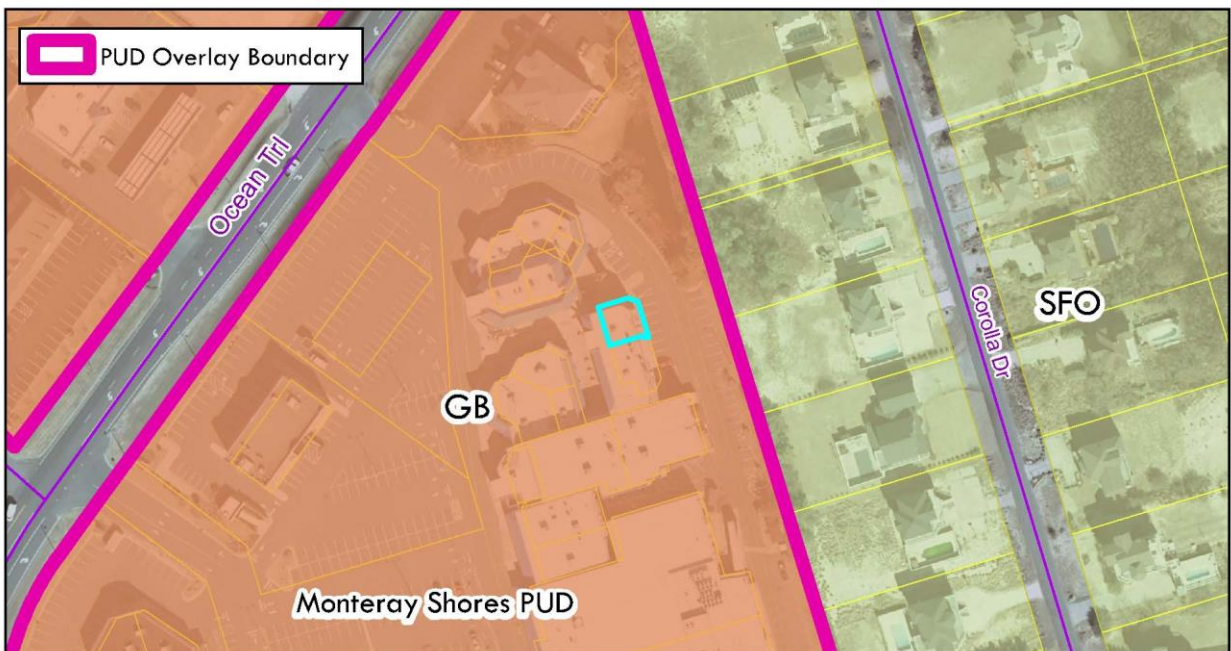
THE APPLICATION AND RELATED MATERIALS ARE AVAILABLE ON THE COUNTY'S WEBSITE  
Board of Commissioners: <http://co.currituck.nc.us/board-of-commissioners/>



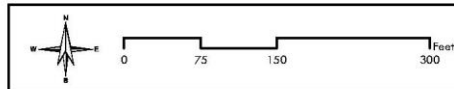
PB 13-04  
Bob's Wild Horse Tours  
Use Permit - Aerial



Currituck County  
Planning & Community  
Development



PB 13-04  
Bob's Wild Horse Tours  
Use Permit - Zoning



Currituck County  
Planning & Community  
Development





PB 13-04  
 Bob's Wild Horse Tours  
 Use Permit - LUP



Currituck County  
 Planning & Community  
 Development



## Currituck County

Department of Planning  
Post Office Box 70  
Currituck, North Carolina 27929  
252-232-3055  
FAX 252-232-3026

### MEMORANDUM

**To:** Bob White, Bob's Wild Horse Tours, LLC

**From:** Jennie Turner, Planner II

**Date:** March 14, 2019

**Re:** PB 13-04 Bob's Wild Horse Tours, LLC Amended Use Permit – Outdoor Tour Operator

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The following comments have been received for the March 20, 2019 TRC meeting. TRC comments are valid for six months from the date of the TRC meeting.

#### **Planning, Jennie Turner**

Reviewed

1. Please provide the proposed capacity of the additional proposed tour vehicles.
2. Provide the number of outdoor tour operator employees on the largest shift.
3. Per the UDO, the base operation and extended business operations of outdoor tour operators shall comply with all applicable standards in the county Code of Ordinances and the following standards:
  - a. When not in use, tour vehicles shall be parked in a properly marked space toward the rear of the principle structure to improve traffic flow and preserve roadside aesthetics
  - b. Tour vehicles shall be labeled with decals or paint markings that clearly display the company name.

#### **Currituck County Building Inspections and Fire, Bill Newns 252-232-6023**

No Comment

#### **Currituck County Engineering, Eric Weatherly 252-232-6035**

Approved

Since there is no additional impervious coverage and no additional water & sewer, we approve this application.

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

No Comment

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

No Comment

#### **Currituck County Soil & Water Conservation, Will Creef 252-232-3360**

No Comment

#### **Currituck County Water, Yama Jones 252-232-6061**

No Comment

Attachment: 2 TRC Memo - 3.14.2019 (PB 13-04 Bob's Wild Horse Tours, LLC)

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

Reviewed

None

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

No Comment

**Currituck County Emergency Management, Mary Beth Newns 252-232-6013**

Reviewed

There is nothing in this proposed expansion that will conflict with any of the EM related plans and ordinances.

**Currituck County Parks & Recreation, Jason Weeks, 252-232-3007**

No Comment

Attachment: 2 TRC Memo - 3.14.2019 (PB 13-04 Bob's Wild Horse Tours, LLC)

**From:** Robert White [mailto:corollabob@yahoo.com]  
**Sent:** Friday, March 15, 2019 12:05 PM  
**To:** Jennie Turner  
**Subject:** Re: Bob's Wild Horse Tours, LLC - Amended Use Permit- TRC Comments

Jennie,

To answer your questions. The trucks will be 15 passenger each and we will have 8 people on our heaviest shift.

Thank you and have a nice weekend,  
Bob

[Sent from Yahoo Mail on Android](#)

Attachment: 3 TRC Response (PB 13-04 Bob's Wild Horse Tours, LLC)



## Use Permit Application

### OFFICIAL USE ONLY:

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

### Contact Information

#### APPLICANT:

Name: Robert White  
 Address: 818 Corolla Drive  
Corolla, NC 27927  
 Telephone: 252-619-1314  
 E-Mail Address: corollabob@yahoo.com

#### PROPERTY OWNER:

Name: JF Brown Distributing Co., Inc.  
 Address: 818 Corolla Drive  
Corolla, NC 27927  
 Telephone: 804-564-6629  
 E-Mail Address: discowendy@gmail.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Contract for Deed Executed

### Property Information

Physical Street Address: 817B Ocean Trail, Corolla, NC 27927  
 Location: Same  
 Parcel Identification Number(s): 116H000817B0000  
 Total Parcel(s) Acreage: 7.34  
 Existing Land Use of Property: Monteray Plaza Shopping Center/ Wild Horse Tours

### Request

Project Name: Bob's Wild Horse Tours  
 Proposed Use of the Property: Wild Horse Tours  
 Deed Book/Page Number and/or Plat Cabinet/Slide Number: 1253/608 and CONDO BK1 pgs.150-159  
 Total square footage of land disturbance activity: N/A  
 Total lot coverage: no change      Total vehicular use area: no change  
 Existing gross floor area: no change      Proposed gross floor area: no change

### Community Meeting

Date Meeting Held: 1/4/2019      Meeting Location: Corolla Satellite Office

Attachment: 4 Application (PB 13-04 Bob's Wild Horse Tours, LLC)



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

Bob's tours is seeking to expand the use of the existing permit from 3 vehicles to 5.

We have been in business since 1997 and are very good attraction for the tourist and local community as well. We have partnered with the Sherriffs dept to do tours for their outreach summer programs as well as several schools in the area. We often do free tours for these organizations as a way to give back.

Many if not most of our patrons are from outside Currutuck. We expect 25,000 people to participate in these tours. They bring lots of people to area and other businesses profit from our being in proximity to them. Additionally we act as concierge service enlightening them on the other thing Currutuck has to offer.

We hire local as much as possible and provide as many as 12 positions in Corolla.

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.

It will not. 21 years of serving the public. We do not use chemicals or any other products that could be considered a health or safety issue. All vehicles have a roll over protective structure to ensure safe passage for our patrons.

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.

It will not. We have been in business since 1997. No problems have been reported and we act as an anchor business for the shopping center. Our 25 thousand patrons will visit other businesses thereby increasing sales and sales tax. This business will expand the counties tax base.

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

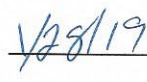
It is in conformity with the land use plan. Specifically Goal #5 Diversify the economic base. Policy ED1: New and expanding business should be especially encouraged. Policy ED4: value of small business expansion shall be recognized.

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.

It will not.

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

  
Property Owner(s)/Applicant\*

  
Date

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





## **COUNTY OF CURRITUCK**

Planning and Community Development Department  
*Planning and Zoning Division*  
 153 Courthouse Road, Suite 110  
 Currituck, North Carolina 27929  
 Telephone (252) 232-3055 / Fax (252) 232-3026

### **USE PERMIT GRANTED**

On the date(s) listed below, the Board of Commissioners for the County of Currituck met and held a public hearing to consider the following application:

Owner: Marc Petit  
 817B Ocean Trail  
 Corolla, NC 27927

Applicant: Bob White  
 1159 H Austin Street  
 Corolla, NC 27927

Property Location: 817B Ocean Trail, Corolla, NC 27927

Project: PB 13-04 Bob's Wild Horse Tours, LLC

Proposed Use: Outdoor Tour Operator

Meeting Dates: April 9, 2013 – Planning Board Recommendation  
 May 6, 2013– Board of Commissioners' Public Hearing/Action

Having heard all the evidence and argument presented at the hearing, the Board finds that the application is complete, that the application complies with all of the applicable requirements of the Currituck County Unified Development Ordinance for the development proposed, and that therefore the application to make use of the above described property for the purpose indicated is hereby approved subject to all applicable provisions of the Unified Development Ordinance and the following conditions:

- (A) The applicant shall complete the development strictly in accordance with the plans submitted to and approved by the Board of Commissioners, a copy of which is filed in the office of the Planning Department.
- (B) If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this permit shall be void and of no effect.

(C) This use permit shall remain valid so long as the conditions under which it was granted are met.

(D) Other conditions:

1. An Outdoor Tour Operator license is required per Chapter 8: Article IV of the Currituck County Code of Ordinances.
2. The applicant shall amend special use permit PB10-02 Beach Jeeps to three total tour vehicles.
3. Tour vehicles shall be labeled with decals or paint markings that clearly display the company name. Label font size shall be a minimum of four inches.
4. When not in use, tour vehicles shall be parked in a properly marked space toward the rear of the principle structure to improve traffic flow and preserve roadside aesthetics.
5. Tours shall comply with Chapter 3: Article II. Wild Horses, Chapter 10: Article II. Beaches and all other applicable provisions of the Currituck County Code of Ordinances. Tours shall also operate in accordance with all State and Federal laws.
6. Vehicles held in reserve in the event of inclement weather or breakdowns may be used as long as the parking requirements and all other conditions of this permit are met. Reserve vehicles must be stored at an approved location.
7. This use permit, if issued, shall be reviewed administratively on an annual basis and a report shall be filed with the Currituck County Board of Commissioners detailing the nature of any complaints received by the Planning Department. At the discretion of the Code Enforcement Officer or Board of Commissioners, the use permit shall be subject to revocation or modification by the permit issuing authority following a public hearing.
8. This use permit, if issued, shall be applicable to the specific property for which it is issued; comments in the application narrative relating to other use permits may be addressed by amending the specific use permits for those properties.
9. No unattended vehicles are to encumber the full width of the fire apparatus access lanes located to the front or rear of the structure.

IN WITNESS WHEREOF, the County has caused this permit to be issued in its name, and the property owners/applicants of the property above described, do hereby accept this Use Permit together with all its conditions, as binding on them and their successors in interest.

ATTEST:

*Shawn H. Keese* (Seal)  
Clerk to the Board

5-8-13  
Date

*P. Paul O'Neal*  
Chairman  
Board of Commissioners

(NOT VALID UNTIL FULLY EXECUTED)

Attachment: 5 2013 Use Permit (PB 13-04 Bob's Wild Horse Tours, LLC)

**Bob's Wild Horse Tour**

817 B Ocean Tr.  
Corolla, NC 27927

December 17, 2018

**Re:**

Special Use Permit

To Whom it May Concern:

Bob's Wild Horse Tours is seeking an expansion of their use permit from 3 tour vehicles to 5. This use will increase the number of visitors to the Monterey shopping center. Bob's tours will bring in between 20,000 and 30,000 visitors and patrons over the course of the year. These individuals will shop, eat, and otherwise patronize the businesses in the shopping center. We bring in many of our patrons from outside Corolla, thus exposing Corolla and the associated businesses and activities to tourists whom may not have otherwise come to Corolla.

Bob's Tours will be holding a public meeting at 9 a.m. on January 4th, 2019 at the Currituck office in Corolla. Anyone interested in more information or having questions may attend.

Sincerely,

Bob White

DBA Bob's Wild Horse Tours

Attachment: 6 Bobs Tour expansion letter (PB 13-04 Bob's Wild Horse Tours, LLC)

**Bobs Wild Horse Tours**  
**Community Meeting Notes**

January 4<sup>th</sup>, 2019 9:00 A.M.

**Persons Present:**

Bob White (Bobs Tours)

Nick Aisthorpe (Currituck County)

**Summary:**

I opened the meeting at 9:00 a.m. until 9:30. During the intervening half hour no one came in for the meeting. I did not receive any written questions or responses prior to the meeting.

Bob White Managing Member

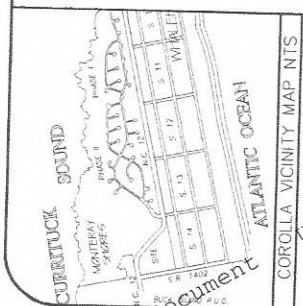
Condo / Page 158

Job No. Date State	Job Name Date State	Job No. Date State	Job Name Date State	Job No. Date State	Job Name Date State
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**BOUNDARIES SURVEYING**  
 181 PETER PLAZA  
 KILL DEVI LILLS NC 27948  
 252-494-0977



**CONDOMINIUM SURVEY FOR:**  
**BEACHMAR COMMERCIAL CONDOMINIUM III**  
**PARCEL C COMMERCIAL TRACT 3**  
DURHAM COUNTY NORTH CAROLINA

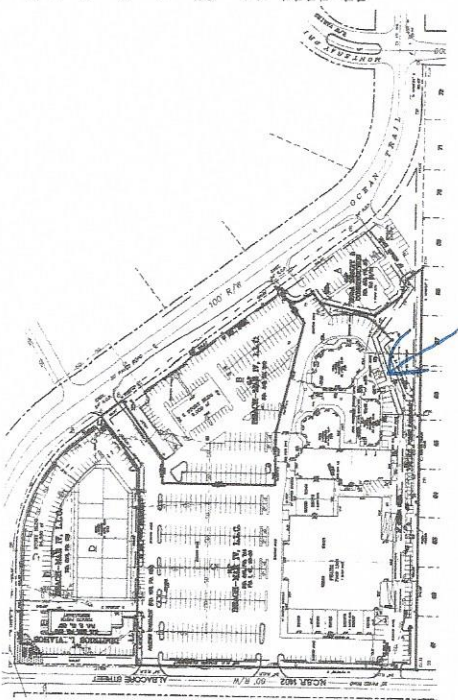




Filed for registration on April 11 21  
 at 4:15 o'clock A.M.  
 Record 1 page 150  
 Index Input  
*Charles E. Smith*

NOTES:

1. TOTAL AREA OF PARCEL "C" = 319,587 sq. ft. 7.3 acres
2. AREA OF CONGO SITE PARCEL "C" = 85,569 sq. ft.
3. PERCENTAGE OF PARCEL "C" CALCULATED BY COORDINATE METHOD = 26.77%
4. SET-ASIDE PRIOR TO ANY FUTURE CONSTRUCTION MUST BE VERIFIED
5. SURVEYOR MAKES NO CERTIFICATION TO SETBACKS
6. RECORD REFERENCE: P.C. "I", S. 22-23; D.B. 355, PG. 19;
7. A SURVEY SUBJECT AND D.B. 405, PG. 764 C.C.R.
8. DURING A COMPLETE TITLE SEARCH
9. PROPERTY IS LOCATED IN F.I.R.M. ZONE C-3 SHOWN BY FEMA COMMUNITY PANEL # 370078 0203 D DATED 11/4/1992
10. COMMUNITY PANEL # 370078 0203 D CANNOT BE FEMA
11. D.B. 242, PG.647; U.D.T. 44, PG. 147
12. CROSS EASEMENT & U.D.T. 44, PG. 147
13. AND P.C. O, S. 322
14. D.B. 242, PG.647; U.D.T. 44, PG. 147
15. D.B. 279, PG.600; D.B. 282, PG. 467;
16. WITHIN PARCEL "C"
17. THE SURVEY IS TO SEPARATE THE UNITS OF EACH BUILDING FROM THE INTERIOR DIMENSIONS ARE SHOWN ON THE INDIVIDUAL UNITS.
18. Benchmark Commercial Condominium II is ALL UNITS WITHIN PARCEL C.
19. OWNER BEACHMAR II GENERAL PARTNER  
BOR SOUTHERN SHORES, NC
20. THE CLIMBER WALL IS A LIMITED COMMON ELEMENT TO UNITS B19A & B19H.
21. THE ELVATING AND OUTSIDE STAIRS ARE LIMITED COMMON ELEMENTS TO B17A, B17B, B17C, B17D, B17E, B17F, B17G, B17H, B17I, B17J, B17K, B17L, B17M, B17N, B17O, B17P, B17Q, B17R, B17S, B17T, B17U, B17V, B17W, B17X, B17Y, B17Z, B17AA, B17AB, B17AC, B17AD, B17AE, B17AF, B17AG, B17AH, B17AI, B17AJ, B17AK, B17AL, B17AM, B17AN, B17AO, B17AP, B17AQ, B17AR, B17AS, B17AT, B17AU, B17AV, B17AW, B17AX, B17AY, B17AZ, B17BA, B17BB, B17BC, B17BD, B17BE, B17BF, B17BG, B17BH, B17BI, B17BJ, B17BK, B17BL, B17BM, B17BN, B17BO, B17BP, B17BQ, B17BR, B17BS, B17BT, B17BU, B17BV, B17BW, B17BX, B17BY, B17BZ, B17CA, B17CB, B17CC, B17CD, B17CE, B17CF, B17CG, B17CH, B17CI, B17CJ, B17CK, B17CL, B17CM, B17CN, B17CO, B17CP, B17CQ, B17CR, B17CS, B17CT, B17CU, B17CV, B17CW, B17CX, B17CY, B17CZ, B17DA, B17DB, B17DC, B17DD, B17DE, B17DF, B17DG, B17DH, B17DI, B17DJ, B17DK, B17DL, B17DM, B17DN, B17DO, B17DP, B17DQ, B17DR, B17DS, B17DT, B17DU, B17DV, B17DW, B17DX, B17DY, B17DZ, B17EA, B17EB, B17EC, B17ED, B17EE, B17EF, B17EG, B17EH, B17EI, B17EJ, B17EK, B17EL, B17EM, B17EN, B17EO, B17EP, B17EQ, B17ER, B17ES, B17ET, B17EU, B17EV, B17EW, B17EX, B17EY, B17EZ, B17FA, B17FB, B17FC, B17FD, B17FE, B17FF, B17FG, B17FH, B17FI, B17FJ, B17FK, B17FL, B17FM, B17FN, B17FO, B17FP, B17FQ, B17FR, B17FS, B17FT, B17FU, B17FV, B17FW, B17FX, B17FY, B17FZ, B17GA, B17GB, B17GC, B17GD, B17GE, B17GF, B17GG, B17GH, B17GI, B17GJ, B17GK, B17GL, B17GM, B17GN, B17GO, B17GP, B17GQ, B17GR, B17GS, B17GT, B17GU, B17GV, B17GW, B17GX, B17GY, B17GZ, B17HA, B17HB, B17HC, B17HD, B17HE, B17HF, B17HG, B17HH, B17HI, B17HJ, B17HK, B17HL, B17HM, B17HN, B17HO, B17HP, B17HQ, B17HR, B17HS, B17HT, B17HU, B17HV, B17HW, B17HX, B17HY, B17HZ, B17IA, B17IB, B17IC, B17ID, B17IE, B17IF, B17IG, B17IH, B17II, B17IJ, B17IK, B17IL, B17IM, B17IN, B17IO, B17IP, B17IQ, B17IR, B17IS, B17IT, B17IU, B17IV, B17IW, B17IX, B17IY, B17IZ, B17JA, B17JB, B17JC, B17JD, B17JE, B17JF, B17JG, B17JH, B17JI, B17JJ, B17JK, B17JL, B17JM, B17JN, B17JO, B17JP, B17JQ, B17JR, B17JS, B17JT, B17JU, B17JV, B17JW, B17JX, B17JY, B17JZ, B17KA, B17KB, B17KC, B17KD, B17KE, B17KF, B17KG, B17KH, B17KI, B17KJ, B17KK, B17KL, B17KM, B17KN, B17KO, B17KP, B17KQ, B17KR, B17KS, B17KT, B17KU, B17KV, B17KW, B17KX, B17KY, B17KZ, B17LA, B17LB, B17LC, B17LD, B17LE, B17LF, B17LG, B17LH, B17LI, B17LJ, B17LK, B17LL, B17LM, B17LN, B17LO, B17LP, B17LQ, B17LR, B17LS, B17LT, B17LU, B17LV, B17LW, B17LX, B17LY, B17LZ, B17MA, B17MB, B17MC, B17MD, B17ME, B17MF, B17MG, B17MH, B17MI, B17MJ, B17MK, B17ML, B17MM, B17MN, B17MO, B17MP, B17MQ, B17MR, B17MS, B17MT, B17MU, B17MV, B17MW, B17MX, B17MY, B17MZ, B17NA, B17NB, B17NC, B17ND, B17NE, B17NF, B17NG, B17NH, B17NI, B17NJ, B17NK, B17NL, B17NM, B17NN, B17NO, B17NP, B17NQ, B17NR, B17NS, B17NT, B17NU, B17NV, B17NW, B17NX, B17NY, B17NZ, B17OA, B17OB, B17OC, B17OD, B17OE, B17OF, B17OG, B17OH, B17OI, B17OJ, B17OK, B17OL, B17OM, B17ON, B17OO, B17OP, B17OQ, B17OR, B17OS, B17OT, B17OU, B17OV, B17OW, B17OX, B17OY, B17OZ, B17PA, B17PB, B17PC, B17PD, B17PE, B17PF, B17PG, B17PH, B17PI, B17PJ, B17PK, B17PL, B17PM, B17PN, B17PO, B17PP, B17PQ, B17PR, B17PS, B17PT, B17PU, B17PV, B17PW, B17PX, B17PY, B17PZ, B17QA, B17QB, B17QC, B17QD, B17QE, B17QF, B17QG, B17QH, B17QI, B17QJ, B17QK, B17QL, B17QM, B17QN, B17QO, B17QP, B17QQ, B17QR, B17QS, B17QT, B17QU, B17QV, B17QW, B17QX, B17QY, B17QZ, B17RA, B17RB, B17RC, B17RD, B17RE, B17RF, B17RG, B17RH, B17RI, B17RJ, B17RK, B17RL, B17RM, B17RN, B17RO, B17RP, B17RQ, B17RR, B17RS, B17RT, B17RU, B17RV, B17RW, B17RX, B17RY, B17RZ, B17SA, B17SB, B17SC, B17SD, B17SE, B17SF, B17SG, B17SH, B17SI, B17SJ, B17SK, B17SL, B17SM, B17SN, B17SO, B17SP, B17SQ, B17SR, B17SS, B17ST, B17SU, B17SV, B17SW, B17SX, B17SY, B17SZ, B17TA, B17TB, B17TC, B17TD, B17TE, B17TF, B17TG, B17TH, B17TI, B17TJ, B17TK, B17TL, B17TM, B17TN, B17TO, B17TP, B17TQ, B17TR, B17TS, B17TT, B17TU, B17TV, B17TW, B17TX, B17TY, B17TZ, B17UA, B17UB, B17UC, B17UD, B17UE, B17UF, B17UG, B17UH, B17UI, B17UJ, B17UK, B17UL, B17UM, B17UN, B17UO, B17UP, B17UQ, B17UR, B17US, B17UT, B17UU, B17UV, B17UW, B17UX, B17UY, B17UZ, B17VA, B17VB, B17VC, B17VD, B17VE, B17VF, B17VG, B17VH, B17VI, B17VJ, B17VK, B17VL, B17VM, B17VN, B17VO, B17VP, B17VQ, B17VR, B17VS, B17VT, B17VU, B17VV, B17VW, B17VX, B17VY, B17VZ, B17WA, B17WB, B17WC, B17WD, B17WE, B17WF, B17WG, B17WH, B17WI, B17WJ, B17WK, B17WL, B17WM, B17WN, B17WO, B17WP, B17WQ, B17WR, B17WS, B17WT, B17WU, B17WV, B17WW, B17WX, B17WY, B17WZ, B17XA, B17XB, B17XC, B17XD, B17XE, B17XF, B17XG, B17XH, B17XI, B17XJ, B17XK, B17XL, B17XM, B17XN, B17XO, B17XP, B17XQ, B17XR, B17XS, B17XT, B17XU, B17XV, B17XW, B17XX, B17XY, B17XZ, B17YA, B17YB, B17YC, B17YD, B17YE, B17YF, B17YG, B17YH, B17YI, B17YJ, B17YK, B17YL, B17YM, B17YN, B17YO, B17YP, B17YQ, B17YR, B17YS, B17YT, B17YU, B17YV, B17YW, B17YX, B



# SURVEYOR'S CERTIFICATE

I, ROBERT S. ROBERTS, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION. THE ERROR OF CLOSURE AS CALCULATED BY LATITUDES AND DEPARTURES IS 1"11'41"10.000. THAT THE BOUNDARIES NOT ACTUALLY SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION OBTAINED IN EXISTING RECORDS AND THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. THIS IS A COPY OF SURVEY OF AN EXISTING PARCEL OF LAND WITHIN THE AREA OF A COUNTY WHERE THERE IS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

I ALSO CERTIFY THAT UNDER THE PROVISIONS OF CHAPTER 89C OF THE GENERAL STATUTES, THE PLATS OR PLANS ACCURATELY DEPICT THE LEGAL BOUNDARIES AND PHYSICAL LOCATION OF THE UNITS AND OTHER IMPROVEMENTS RELATIVE TO THOSE BOUNDARIES.

WITNESS MY HAND AND SEAL THIS 1 DAY OF APR 1963  
 [Signature]  
 PLS

## REVIEW OFFICERS CERTIFICATE

Sheryl Kay, REVIEW OFFICER OF CURRITUCK COUNTY, CERTIFY THAT THE PLAY TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

4/27/05 *[Signature]*  
DATE REVIEW OFFICER

CERTIFICATE OF APPROVAL

HEREBY CERTIFY THAT THE EXISTING PARCEL OF LAND SHOWN ON THIS PLAN DOES NOT INVOLVE THE CREATION OF NEW PUBLIC STREETS OR ANY CHANGE IN EXISTING PUBLIC STREETS. THAT THE EXISTING PARCEL OF LAND SHOWN IS IN ALL RESPECTS IN COMPLIANCE WITH THE CURRITUCK COUNTY DEVELOPMENT ORDINANCE AND THAT THEREFORE THIS PLAN 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 OF THE FOLLOWING:

DATE 4/19/05 ADMINISTRATOR [Signature]

CERTIFICATE OF OWNERSHIP AND DEDICATION

[illegible]

I HEREBY CERTIFY THAT THIS DEVELOPMENT SHALL BE MAINTAINED SO THAT NO ADJACENT PROPERTIES ARE UNREASONABLY BURDENED WITH SURFACE WATERS AS A RESULT OF THIS DEVELOPMENT.

DATE 5/15/15  
OWNER - Laurie Desobrielle, General Partner

NOTARY CERTIFICATE

NORTH CAROLINA,  
Deaf

I, A NOTARY PUBLIC OF THE COUNTY AND STATE AFORESAID, CERTIFY THAT LEONARD C. THE GARDENERS, PERSONALLY APPEARED BEFORE ME THIS DAY OF SEPTEMBER, 1924, AND ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT, AND WITNESS MY HAND AND OFFICIAL STAMP OF OFFICE AT ST. LOUIS, MISSOURI, THIS DAY OF SEPTEMBER, 1924.

MY COMMISSION EXPIRES: November 6, 2005

# ENGINEER'S CERTIFICATE

I, RAYMOND PATE, P.E. UNDER THE PROVISIONS OF CHAPTER 89C OF THE GENERAL STATUTES CERTIFY THAT THIS MAP FULLY AND ACCURATELY DEPICTS THE LAYOUT, LOCATION, CEILING AND FLOOR ELEVATIONS, UNIT NUMBERS AND DIMENSIONS OF THE UNITS, AS BUILT.

WITNESS MY HAND AND SEAL THIS 14 DAY OF April, 2005.

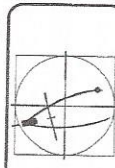
100-443887-100

State Engineering & Land Surveying, P.C.  
119 Wood Hill Dr. Unit 6  
Nags Head, NC 27959



UNIT #	ROOF ACCESS CHART
805	ACCESS THROUGH
801	805
805	805
806	805
803	805
811	805
885	805
882	805
893	805
891	805
805	805
815A	805
815E	805
815F	805
815B	815D
815C	815D
815D	815D
817A	817A
817B	817A
817C	817A
817E	817A
819A	819G
819B	819H
819C	819H
819D	819H
819E	819H
819F	819G
819G	819G
819H	819G

## BOUNDARIES SURVEYING

KILL DEAN HILLS, NC 27948  
252-449-0397

Product	MS-PLAZA	Sheet	1
Date	3/30/05	or	10
Score	N.T.S.		



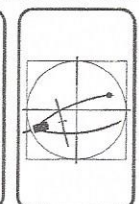
Candl Page 151

FILE	7/20/04
DATE	7/20/04
BY	7/20/04
NO.	7/20/04

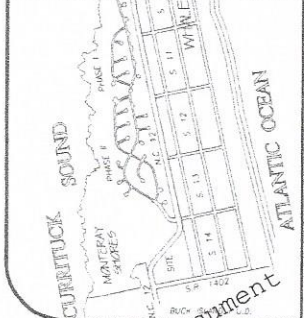
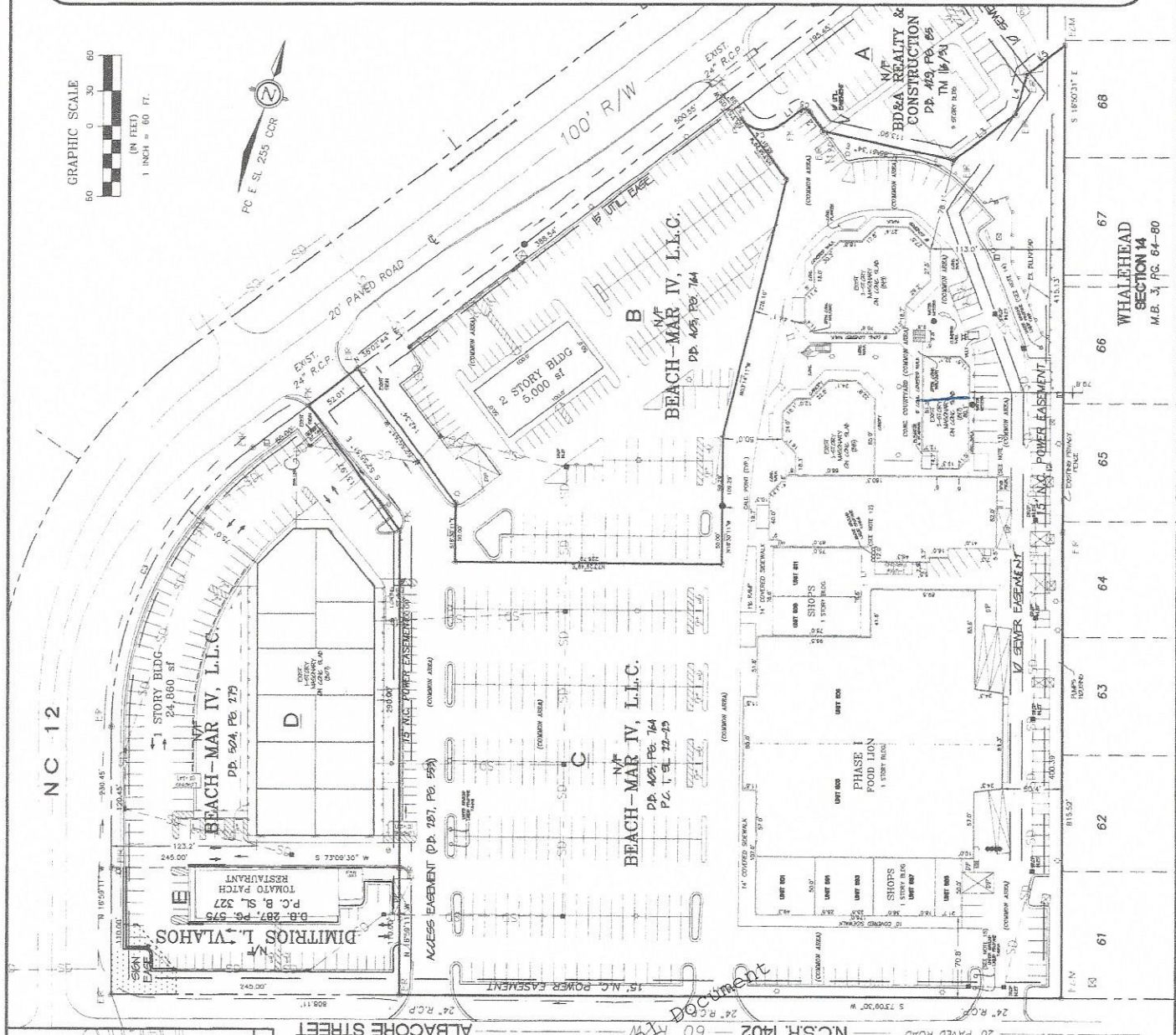
CONDOMINIUM SURVEY FOR:  
BEACHMAR COMMERCIAL CONDOMINIUM III  
PARCEL C COMMERCIAL TRACT 3

No.	Revisions/Notes	Code
1		

BOUNDARIES  
SURVEYING  
104 PHILIP ST  
AHL DRILL HILLS, NC 27948  
252-449-097



Scale	2 or 10
1" = 60'	



- COROLLA VICINITY MAP NTS
- LEGEND
- 1. SURVEY MONUMENT FOUND
  - 2. CONCRETE MONUMENT FOUND
  - 3. IRON MONUMENT FOUND
  - 4. SURVEY MONUMENT FOUND
  - 5. TELEPHONE POLE FOUND
  - 6. CABLE TV POLE FOUND
  - 7. FIRE HYDRANT
  - 8. LAMP POST
  - 9. MANHOLE
  - 10. UNDERGROUND
  - 11. EOP - EDGE OF PAVEMENT
  - 12. EOP - EDGE OF DRIVE
  - 13. D.P. - DUMPSTER PAD

LINE	LENGTH	BEARING
1	277.46	S 89° 00' 00" E
2	277.46	S 89° 00' 00" E
3	277.46	S 89° 00' 00" E
4	277.46	S 89° 00' 00" E
5	277.46	S 89° 00' 00" E

LINE	LENGTH	BEARING
1	277.46	S 89° 00' 00" E
2	277.46	S 89° 00' 00" E
3	277.46	S 89° 00' 00" E
4	277.46	S 89° 00' 00" E
5	277.46	S 89° 00' 00" E

LINE	LENGTH	BEARING
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4	277.46	S 89° 00' 00" E
5	277.46	S 89° 00' 00" E

Unofficial Document

Filed for registration on April 1, 2005

20.05

Angela K. Kiddle

Revised 1/15/05

Revised 1/15/05

Revised 1/15/05

Attachment: 8 Monterey Site plans (PB 13-04 Bob's Wild Horse Tours, LLC)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2440)

**Agenda Item Title**

Consideration of Resolution Amending County Master Fee Schedule for Mainland Water, Mainland Wastewater and Southern Outer Banks Systems in Accordance With the Currituck County Water and Wastewater System Development Fee Study

**Brief Description of Agenda Item:**

Consideration of Resolution to adopt the new rates charged for utility developmental fees. The Public Hearing was held at the April 1, 2019 Commissioners meeting.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



**RESOLUTION OF THE BOARD OF COMMISSIONERS FOR  
CURRITUCK COUNTY, NORTH CAROLINA AMENDING THE  
MASTER FEE SCHEDULE IN ACCORDANCE WITH THE PUBLIC  
WATER AND SEWER SYSTEM DEVELOPMENT FEE ACT**

WHEREAS, pursuant to N.C. Gen. Stat. §153A-102 a county's board of commissioners may fix the fees charged by the county; and

WHEREAS, pursuant to Article 8 of Chapter 162A of the General Statutes of North Carolina, the "Public Water and Sewer System Development Fee Act, (the "Act"), a county shall conform its water and sewer system development fees; and

WHEREAS, pursuant to the Act the county has calculated water and sewer system development fees based on a written analysis; and

WHEREAS, on April 1, 2019 the Board of Commissioners held a public hearing after proper notice on water and sewer system development fees that will conform to the requirements of the Act.

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

Section 1. The Currituck County Master Fee Schedule is amended as set forth in the Exhibit A attached to this resolution and incorporated herein by reference.

Section 2. This resolution is effective upon its adoption.

ADOPTED the 15th day of April, 2019.

\_\_\_\_\_  
Bob White, Chair  
Board of Commissioners

ATTEST:

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

(COUNTY SEAL)

## EXHIBIT A-DEV FEES APRIL 15, 2019 BOC

Currituck County Master  
Fee ScheduleRate and Fee Schedule  
effective July 1, 2018

Dept.	Description	Cost				
Airport	Concession Fees - Aviation Maintenance & Repair Services	\$75.00 annual				
Airport	Concession Fees - Based Charter Aircraft Travel Services	5% of booked fee				
Airport	Concession Fees - Banner Towing Operations	\$75.00 annual				
Airport	Concession Fees - Crop Dusting	\$300.00 annual				
Airport	Concession Fees - Flight Lessons two or more Currituck based aircraft	\$75.00 annual				
Airport	Concession Fees- Flight Lessons no Currituck based aircraft	\$300.00 annual				
Airport	Concession Fees- Flight Lessons one Currituck based aircraft	\$150.00 annual				
Airport	Concession Fees- Hang Gliding	\$7,000.00 annual				
Airport	Concession Fees - Rental Car Services	\$300.00 annual				
Airport	Hangar leases, non-commercial	\$2,760.00 Effective 8/1/2013	Monthly	5% Disc	10% Disc	monthly
Airport	Hangars, commercial A-5-T, A-11-T & Office space 2 combined	\$5,796.00 Effective 8/1/2013	\$ 483.00	\$ 5,506	\$ 5,216	\$ 435
Airport	Hangars, commercial C-2, C-3, C-4, C-5	\$6,555.00 Effective 8/1/2013	\$ 546.25	\$ 6,227	\$ 5,900	\$ 492
Airport	Hangars, commercial A-1-T, A-6-T & office space 1 combined	\$5,520.00 Effective 8/1/2013	\$ 460.00	\$ 5,244	\$ 4,968	\$ 414
Airport	Hangars, commercial B-1-C & B-2-C	\$5,520.00 Effective 8/1/2013	\$ 460.00	\$ 5,244	\$ 4,968	\$ 414
Airport	Hangars, commercial C-1	\$7,590.00 Effective 8/1/2013	\$ 632.50	\$ 7,211	\$ 6,831	\$ 569
Airport	Late Fee	\$15.00 lease				
Airport	Tie-down leases	\$10.00 per month				
Animal Services & Control	Adoption Fee- Dog	\$125.00 Discounts up to 50% off at the discretion				
Animal Services & Control	Adoption Fee- Cat	\$75.00 of the Director and/or Shelter Manager. Or				
Animal Services & Control	Reclaim Fee- 1st offense	\$25.00 + \$10.00 a day				
Animal Services & Control	Reclaim Fee- 2nd offense	\$50.00 + \$10.00 a day				
Animal Services & Control	Reclaim Fee- 3rd offense	\$75.00 + \$10.00 a day				
Animal Services & Control	Reclaim Fee- 4th offense	\$100.00 + \$10.00 a day				
Animal Services & Control	Rabies Shot at County Sponsored Rabies Clinics	\$10.00				
CCRC	Facility rental fees	\$35.00 per night				
CCRC	Apartment	\$500.00 per day.				
CCRC	Complete facility rental fee/Exclusive right to grounds	\$25.00 per day/per room (up to 4 hours)				
CCRC	Picnic Shelter- half day rental	\$50.00 per day/per room (up to 8 hours)				
CCRC	Picnic Shelter- full day rental	\$175.00 per weekend day				
CCRC	Indoor Arena:	\$125.00 per week day				
CCRC	Hourly rental of indoor arena	\$25.00 per hour				
CCRC	Outdoor Arena:	\$125.00 per weekend day				
CCRC	Hourly rental of outdoor arena	\$100.00 per week day				
CCRC	Park Attendant	\$25.00 per hour				
CCRC	Stall Rental:	\$18.00 per hour - nights/weekends/holidays				
CCRC	Overnight, no event	\$35.00 per nights				
CCRC	With event	\$15.00 day stall				
CCRC		\$25.00 2 day show				
CCRC		\$30.00 3 day show				
CCRC	Shavings must be used with any stall rental. No one can stall a horse without shavings.					
CCRC	Shavings	\$6.75 per bag				
CCRC	RV/Camper Hook-up	\$25.00 per night				
CCRC	Weekend schooling (No event)	\$25.00 per hour				
CCRC	Vendor Hook-up	\$25.00 per day				
CCRC	Technology fee	\$50.00 Includes wifi, phone, copier, fax access				
CCRC	Notary Fees	No charge				
CCRC	Official County business	\$5 per document				
CCRC	Other	\$25.00				
CCRC	Returned check/credit card/eft fee	\$25.00				
Communications	CD: 911 Data	\$25.00				
Communications	911 Incident Report/911 Transcripts	\$1.00 per page				
Community Development	<b>Central Permitting Fees:</b>	<b>Residential Commercial</b>				
Community Development	New construction and additions	\$0.30 per sf \$0.35 per sf				
Community Development	Alterations	\$0.15 per sf \$0.12 per sf				
Community Development	Cell Tower Evaluation	\$1,000 minimum; actual cost for more complex evaluations				
Community Development	Chimney/Woodstove	\$35.00 \$50				
Community Development	Decks	\$0.30 per sf \$0.35 per sf				
Community Development	Dune decks and walkways	\$0.30 per sf \$0.35 per sf				

Community Development	Demolition	\$35.00	\$75	
Community Development	Detached Buildings	\$0.15 per sf	\$0.15 per sf	
Community Development	Farm Building	N/A	\$0.35 per sf	
Community Development	Fuel Pumps	N/A	\$50 per pump	
Community Development	Gas (Propane/Natural)	\$50.00	\$100	
Community Development	HVAC changeout (includes all trade permits)	\$35.00	\$50	
Community Development	Insulation (new)	\$50.00	\$100	
Community Development	Insulation (alteration)	\$25.00	\$50	
Community Development	Metal Carport, pre-manufactured	Greater than 400 sq ft	\$50	\$100
Community Development	Mobile Homes	\$0.20 per sf	N/A	
Community Development	Modulars	\$0.25 per sf	\$0.30 per sf	
Community Development	P M E (New)	\$50 each	\$100 each/per suite	
Community Development	P M E (Alterations)	\$25 each	\$50each/ per suite	
Community Development	Roofing (sheathing replacement)	\$50.00	\$50	
Community Development	Roofing (shingles only)	Greater than 15,000 sq ft	\$35	\$50
Community Development	Solar array	\$50 base + \$0.20 per panel		\$200 base + \$0.20 per panel
Community Development	County, State, Federal, Non-profit	No fee	No fee	
Community Development	Miscellaneous:			
Community Development	Bulkhead, Pier, Dock, Boatlift	\$50.00	\$100	
Community Development	CAMA Minor Permit	\$100.00	\$100	
Community Development	Elevator (includes trade permits)	\$75.00	\$150	
Community Development	Fire Alarm	N/A	\$50	
Community Development	Fire Sprinklers	\$50.00	\$100	
Community Development	Historic Structure Application Fee	\$100.00	\$100	
Community Development	Hot Tub (includes trade permits)	\$50.00	\$100	
Community Development	Moving Permit	\$0.20 per sf	\$0.20 per sf	
Community Development	Retaining wall	\$50 each	\$100 each	
Community Development	Siding replacement >\$15,000 project cost	> \$15,000 project	\$50	\$75
Community Development	Swimming Pool (flat fee includes trade permits)	\$75.00	\$200	
Community Development	Signs (on premise)	N/A	\$50 per sign	
Community Development	Signs (off premise)	N/A	\$50 per sign	
Community Development	Temporary Office	N/A	\$60	
Community Development	Tents and Membrane Structures	Greater than 800 sq ft	\$50	\$50 per structure
Community Development	Towers		\$500 each	
Community Development	Window, Door replacement >\$15,000 project cost	> \$15,000 project	\$50	\$75
Community Development	Wind Turbine	\$200 each	\$500 each	
Community Development	Amusement rides, water slides	N/A	\$500 each ride	
Community Development	Minimum permit fee	\$25.00	\$50	
Projects that do not fall within the categories above shall be figured on a cost of construction basis as follows:				
Community Development	\$1-\$5,000	\$50.00	\$100	
Community Development	Over \$5,000	\$10 per \$1,000	\$20 per \$1,000	
Community Development	Inspection Division Fees:			
Community Development	Re-inspection	\$50 per trip	\$50 per trip	
Community Development	Working without a permit	Greater of \$50 or 25% of cost	\$100 or 25% of cost	
Community Development	Private Schools/Daycare inspection	N/A	\$100	
Community Development	ABC Inspections	N/A	\$100	
Community Development	Commercial Exhaust Hoods	N/A	\$100 each	
Community Development	Generators (includes trade permits)	\$100.00	\$200	
Community Development	Home Occupations	\$50.00	NA	
Community Development	Planning Division Fees:			
Community Development	Administrative Adjustment	\$100.00	\$100	
Community Development	Clear-Cut Permit	\$50.00	\$50	
Community Development	Minor Subdivision (Conventional)	\$25 per lot	\$25 per lot	
Community Development	Private Access or Family Subdivision	\$50 per lot	N/A	
Community Development	Sign Return Fee (Unlawfully placed signs)	\$25.00	\$25	
Community Development	Site Plan - Major	N/A	\$0.02 sf gross floor area; \$50 minimum	
Community Development	Site Plan - Minor	\$50.00	\$50	
Community Development	Subdivision - Major	\$100 per lot/\$250 Amended Plat	\$100 per lot/\$250 Amended Plat	
Community Development	Subdivision - Minor	\$50 per lot	\$50 per lot	
Community Development	Temporary Use Permit	\$50.00	\$50	
Community Development	Zoning/Flood determination letter	\$25.00	\$25	
Community Development	Board of Adjustment Fees:			
Community Development	Appeal or Interpretation	\$150.00	\$150	
Community Development	Variance	\$150.00	\$150	
Community Development	Literature and Materials			
Community Development	Unified Development Ordinance (UDO)	\$30.00	\$30.00	
Community Development	Land Use Plan	\$30.00	\$30.00	
Community Development	Small Area Plans or Technical Documents	\$20.00	\$20.00	
Community Development	Official Zoning Map (Copy)	\$10.00	\$10.00	
Community Development	Planning Board			
Community Development	Conditional Rezoning	\$150 + \$5/acre		\$150 + \$5/acre
Community Development	Development Agreement	\$150 + \$5/acre		\$150 + \$5/acre
Community Development	Planned Development	\$300 + \$5/acre		\$300 + \$5/acre
Community Development	Text Amendment	\$150.00	\$150	
Community Development	Land Use Plan Amendment	\$150.00	\$150	
Community Development	Use Permit-or Amended Use Permit	\$150.00	\$150	
Community Development	Zoning Map Amendment	\$150 + \$5/acre		\$150 + \$5/acre
Community Development	Public Copies - 1 sided	\$0.10	\$	0.10
Community Development	Public Copies - 2 sided	\$0.15	\$	0.15

Community Development	Public Copies color up the 8.5" X 14"	\$0.25	\$	0.25
Community Development	Notary Fees			
Community Development	Official County business	No charge	No charge	
Community Development	Other	\$5 per document	\$5 per document	
Community Development	Returned check/credit card/eft fee	\$25.00		
Note: Preliminary, amended preliminary, final and amended final plats will be assessed at \$33 per lot fee if the sketch plan was approved prior to March 3, 2003.				
Community Development	Beach Parking Permit - Seasonal/Non-resident	\$150.00	per season - 12:01 AM Friday before Memorial Day through 11:59 PM Labor Day	
Community Development	Beach Parking Permit - Seasonal/Resident Guest Pass - County address specific/not vehicle specific	\$150.00	per season - 12:01 AM Friday before Memorial Day through 11:59 PM Labor Day	
Community Development	Beach Parking Permit - 10 Day	\$50.00	10 days from date of permit - Nonresident	
Community Development	Beach Parking Permit - Currituck Property Owners and Residents			
	Seasonal Pass with valid registration - 1 per vehicle	No charge		
	Seasonal Guest Permit - Two for each house located in Off-road area in a verified rental program	No charge		
	Seasonal Guest Permit - Two for each owner occupied FULL-TIME residence located in the off-road area	No charge		
Community Development	Outdoor Tour Operator License	\$950.00	per vheicle	
Community Development	Technology fee	\$1 per permit	\$1 per permit	
Cooperative Extension	Facility rental fees			
Cooperative Extension	Auditorium	\$500.00	per day	
Cooperative Extension	Auditorium set up day	\$100.00	per event	
Cooperative Extension	Conference Room	\$100.00	per day/per room	
Cooperative Extension	Classrooms	\$50.00	per day/per room	
Cooperative Extension	Custodian	\$20.00	per hour - nights/weekends/holidays	
Cooperative Extension	Public Copies - 1 sided	\$0.10		
Cooperative Extension	Public Copies - 2 sided	\$0.15		
Cooperative Extension	Public Copies color up the 8.5" X 14"	\$0.25	per side	
Cooperative Extension	Notary Fees			
Cooperative Extension	Official County business	\$0.00		
Cooperative Extension	Other	\$5.00	per document	
Cooperative Extension	Returned check/credit card/eft fee	\$25.00		
Elections	Copies, color double sided	\$0.45		
Elections	Copies, color single sided	\$0.25		
Elections	Copies, standard letter or legal, per copy	\$0.10		
Elections	Diskette	\$10.00		
Elections	Labels, per label	\$0.01	Minimum \$.30	
Elections	Print-out, per page	\$0.05	Minimum \$.25	
EMS	Public Copies - 1 sided	\$0.10		
EMS	Public Copies - 2 sided	\$0.15		
EMS	Public Copies color up the 8.5" X 14"	\$0.25	per side	
EMS	Notary Fees			
EMS	Official County business	\$0.00	no charge	
EMS	Other	\$5.00	per document	
EMS	Returned check/credit card/eft fee	\$25.00		
EMS	Stand-by events	\$50.00	hour	
ITS	CD1: GIS data CD	\$50.00		
ITS	CD2: 2003, 2008, 2010 or 2012 Color Aerial	\$100.00	per year requested	
ITS	Photography			
ITS	Copies, GIS Data, Laser 11 x 17 black and white	\$1.00		
ITS	Copies, GIS Data, Laser 11 x 17 color	\$2.00		
ITS	Copies, GIS Data, Laser 8 1/2 x 11 black and white	\$0.50		
ITS	Copies, GIS Data, Laser 8 1/2 x 11 color	\$1.00		
ITS	Copies, GIS Data, Laser 8 1/2 x 14 black and white	\$0.75		
ITS	Copies, GIS Data, Laser 8 1/2 x 14 color	\$1.50		
ITS	Copies, GIS Data, Plotter 20 x 24 up to 28 x 36	\$5.00		
ITS	Copies, GIS Data, Plotter Greater than 28 x 36 to 36 x 42	\$8.00		
ITS	Copies, GIS Data, Plotter Greater than 36 x 42	\$10.00		
ITS	Copies, GIS Data, Plotter less than 20 x 24	\$3.00		
ITS	Official Zoning Map	\$10.00		
ITS	CD3: 1995 Aerial Photography (black & white only)	\$50.00		
ITS	Street Naming/Name Changing (payable to U.S. Sign Co.)	\$75.00	plus variable (Exception: Subdivisions created prior to 4/2/89 & sign never installed)	
Library	Books, Fines for Overdues	\$0.10	per day	
Library	Copies, standard letter or legal, per copy	\$0.10		
Library	Fax - Incoming	\$1.00		

Library	Fax - Outgoing	\$2.50	plus \$1.00 each additional page
Mainland Water	3" Riser	Actual cost + 20%	
Mainland Water	6" Riser	Actual cost + 20%	
Mainland Water	Backhoe per hour	\$125.00	
Mainland Water	Bacteriological tests	\$50.00	
Mainland Water	Check Valve	Actual cost + 20%	
Mainland Water	Chloride tests	\$20.00	
Mainland Water	Ditch Witch per hour	\$125.00	
Mainland Water	ERT for Radio Read meter	Actual cost + 20%	
Mainland Water	Excavator per hour	\$125.00	
Mainland Water	Fire hydrant meter - Deposit	\$2,500.00	
Mainland Water	Fire hydrant meter setup fee	\$50.00	
			or three months' billing of previous usage,
Mainland Water	High-risk deposit (owner or renter)	\$200.00	whichever is greater
Mainland Water	Meter - Single family residential - new service or aged/worn out	Included with connection fee	County staff installations
Mainland Water	Meter - Commercial/Multi-family - new service or aged/worn out	Paid by contractor	Contractor installations
Mainland Water	Water connection - contractor installs	No fee	
Mainland Water	Water connection fee, 3/4 inch	\$1,000.00	County staff installs connection
Mainland Water	Water connection fee, 3/4 inch irrigation	\$1,000.00	
Mainland Water	Water connection fee, > 3/4 inch irrigation	Actual cost + 20%	
Mainland Water	Water connection fee > 3/4 inch	Actual cost + 20%	County staff installs connection
Mainland Water	Water developmental fee, 3/4 inch	\$4,279.00	Minimum fee
Mainland Water	Water developmental fee, > 3/4 inch	TBD	Refer to Developmental Fee Study
Mainland Water	Water developmental fee - Centers of Worship	\$3,000.00	
Mainland Water	Impact Fees for Centers of Worship	<del>\$3,000.00</del>	
Mainland Water	Impact Fee 3/4 inch Irrigation Meter	<del>\$1,000.00</del>	
Mainland Water	Impact Fee 1 inch Irrigation Meter	<del>\$1,300.00</del>	
Mainland Water	Impact Fees 3/4 inch	<del>\$6,000.00</del>	
Mainland Water	Impact Fees 1 inch	<del>\$6,500.00</del>	
			minimum - price quoted at time of application for 2" and larger
Mainland Water	Impact Fees 2 inch	<del>\$7,000.00</del>	=
Mainland Water	Impact Fees 3 inch	<del>\$7,500.00</del>	=
Mainland Water	Impact Fees 4 inch	<del>\$8,000.00</del>	=
Mainland Water	Impact Fees 6 inch	<del>\$8,500.00</del>	=
Mainland Water	Impact Fees 6 inch Fire Service	<del>\$6,000.00</del>	
Mainland Water	Labor per man hour	\$60.00	
Mainland Water	Lid only	Actual cost + 20%	
Mainland Water	Lock	Actual cost + 20%	
Mainland Water	Meter - damaged/vandalized	Actual cost + 20%	
Mainland Water	Meter accessibility charge	\$35.00	
Mainland Water	Meter Box	Actual cost + 20%	
Mainland Water	Meter tampering fee	\$75.00	
Mainland Water	Meter testing fee	\$50.00	If meter accurate
Mainland Water	Meter testing fee	No Charge	If more than 2.5% inaccurate
Mainland Water	Open/reopen/transfer account	\$25.00	
Mainland Water	Pipe pressure/leakage retest	\$150.00	
Mainland Water	Pipe pressure/leakage test	\$150.00	
Mainland Water	Reconnection fee (after cutoff for nonpayment)	\$50.00	8AM - 5PM
Mainland Water	Renter deposit	\$150.00	
Mainland Water	Reread meter - our reading correct	\$25.00	
Mainland Water	Reread meter - our reading incorrect	No Charge	
Mainland Water	Retrofit Meter	Actual cost + 20%	
Mainland Water	Returned check fee	\$25.00	
Mainland Water	Road Bore	Actual cost + 20%	
Mainland Water	Special request meter reading	\$25.00	
Mainland Water	Turn on/off fee, per occurrence	\$25.00	Normal working hours
Mainland Water	Turn on/off fee, per occurrence	\$50.00	After normal working hours
Mainland Water	Union half with nut	Actual cost + 20%	
		Same as all other water	consumption charges
Mainland Water	Water Charge Fire Service (sprinkler systems)	Same as all other water	consumption charges
Mainland Water	Water Charge Local Government/Board of Education		
Mainland Water	Water Charge base 0-2000 gallons	\$20.00	month
Mainland Water	Water Charge up to 5000 gallons	\$4.50	per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge up to 10,000 gallons	\$5.50	per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge up to 15,000 gallons	\$6.50	per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge up to 20,000 gallons	\$7.50	per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge all over 20,000 gallons	\$8.50	per 1000 gal./effective 7/1/2016
Mainland Water	Yoke	Actual cost + 20%	
Mainland Water	Yoke valve with meter nut	Actual cost + 20%	
Mainland Sewer	Sewer developmental fee, 3/4 inch	\$5,806.00	Per residential unit
Mainland Sewer	Sewer developmental fee, > 3/4 inch	\$5,806.00	Per Equivalent Residential Unit of 360 gallons per day
Mainland Sewer	Tap Fee in Maple Commerce Park	<del>\$7,700.00</del>	per EDU (250 gpd)
Mainland Sewer	Tap Fee in Moyock	<del>\$5,500.00</del>	per EDU (250 gpd)
Mainland Sewer	Tap Fee in Walnut Island/Waterside Villages	<del>\$4,500.00</del>	
Mainland Sewer	Sewer Utility Charge	1.5x Water Usage Charge	\$30 minimum base rate
Mainland Sewer	Residential renter deposit	\$150.00	
Mainland Sewer	Residential renter deposit (High Risk)	\$200.00	3 months past usage with \$200 min
Mainland Sewer	Open/reopen/transfer account	\$25.00	

Mainland Sewer	Reconnection fee	\$50.00
Mainland Sewer	Sewer Service Tampering Fee	\$75.00 Min \$75 plus cost of damages
Parks & Rec	Knotts Island	\$200.00 per day
Parks & Rec	Maple Athletic Complex - Baseball/Softball Fields	\$200.00 per field/per day
Parks & Rec	Maple Athletic Complex - Soccer Fields	\$200.00 per field/per day
Parks & Rec	Maple Park	\$300.00 per day
Parks & Rec	Maple Skate Park	\$200.00 per day
Parks & Rec	Sound Park	\$500.00 per day
Parks & Rec	Veteran's Memorial Park	\$200.00 per day
Parks & Rec	Walnut Island Park	\$200.00 per day
Parks & Rec	Adult Softball (men and women)	\$200.00 per team
Parks & Rec	Youth Cheerleading	\$20.00 per child - Maximum of \$40.00 per family
Parks & Rec	Youth Flag Football	\$20.00 per child - Maximum of \$40.00 per family
Parks & Rec	Youth Soccer (Fall and Spring)	\$20.00 per child - Maximum of \$40.00 per family
Parks & Rec	Youth Tackle Football	\$25.00 per child - No Maximum Fee
Parks & Rec	Youth T-Ball/Baseball/Softball	per child - \$35.00 (2 children) Maximum \$25.00 of \$50.00 for a family of 3 or more
Parks & Rec	Youth/Junior Basketball	\$20.00 per child - Maximum of \$40.00 per family
Parks & Rec	Tournament Admission Fees- Under 5	No Charge
Parks & Rec	Tournament Admission Fees- Ages 6-12	\$3.00
Parks & Rec	Tournament Admission Fees-13 and up	\$5.00
Parks & Rec	Concessions	Cost + 100% to 300%
Parks & Rec	Field Fees - Soccer, Baseball/Softball, Tennis Courts	1/2 day - does not include staff, security \$25.00 or clean-up charges
Parks & Rec	Field Fees - Soccer, Baseball/Softball, Tennis Courts	daily - does not include staff, security or \$50.00 clean-up charges
Parks & Rec	Field Set-up Fees - Baseball/Softball	per field - does not include staff, security \$20.00 or clean-up charges
Parks & Rec	Field Set-up Fees - Soccer	per field - does not include staff, security \$25.00 or clean-up charges
Parks & Rec	Park Picnic Shelter	\$25.00 per 1/2 day/\$50 daily
Parks & Rec	Parks	
Parks & Rec	Staff for Events (if required) - Park Attendant	\$18.00 per hour/per attendant
Parks & Rec	Staff for Events (if required) - Park Superintendent	\$18.00 per hour
Parks & Rec	Staff for Events (if required) - Recreation Director	\$28.00 per hour
Parks & Rec	Staff for Events (if required) - Recreation Specialist	\$18.00 per hour
Ocean Sands	Water rates - See Southern Outer Banks Water	Same as SOBWS rates
Ocean Sands	Sewer Utility Charge	Rate increase effective with billings on or \$7.95 base + 1.5x Water after January 1, 2014
Ocean Sands	Sewer Tap Fee	\$450.00
Ocean Sands	Water rate	Refer to SOBWS rates
Ocean Sands	Water connection - contractor installs	No fee
Ocean Sands	Water connection fee, 3/4 inch	\$1,000.00 County staff installs connection
Ocean Sands	Water connection fee, > 3/4 inch	Actual cost + 20% County staff installs connection
Ocean Sands	Water developmental fee	\$2,000.00 Minimum fee
Ocean Sands	Sewer developmental fee	\$450.00 Minimum fee
Ocean Sands	Water Tap 3/4 inch meter	\$2,000.00
Solid Waste	Tipping Fees per ton for all solid waste that originates outside the County	\$83.00 per ton
Solid Waste	Tipping Fees per ton for mixed solid waste MSW	\$73.00 per ton
Register of Deeds	Birth or Death Amendments (preparation)	\$10.00
Register of Deeds	Birth or Death Amendments, NC Vital Records	\$15.00 payable to N.C. Vital Records Section
Register of Deeds	Birth or Death Legitimations County	\$10.00
Register of Deeds	Birth or Death Legitimations State (via check)	\$10.00
Register of Deeds	Birth or Death Record, Certified Copy	\$10.00
Register of Deeds	Birth, Delayed Birth Applications	\$20.00
Register of Deeds	Copies, Certified 1st page	\$5.00 plus \$2.00 each page of document
Register of Deeds	Copies, Uncertified	\$0.25
Register of Deeds	Copies, Uncertified Plats (11"x17")-per page	\$0.50
Register of Deeds	Copies, Uncertified Plats (11"x17")-per page VIA Mail or Fax	\$1.00
Register of Deeds	Copies, Uncertified Plats (18"x24")-per page	\$2.00
Register of Deeds	Copies, Uncertified Plats (18"x24")-per page VIA Mail	\$3.00
Register of Deeds	Copies, Uncertified VIA Mail	\$1.00
Register of Deeds	Deeds of Trust and Mortgages	\$64.00 Minimum fee for pages 1-35
Register of Deeds	Deeds of Trust and Mortgages per page for pages over 35	\$4.00
Register of Deeds	Deeds of Trust and Mortgages Additional (multi-instrument)	\$10.00
Register of Deeds	Deeds of Trust and Mortgages Satisfaction/Cancellation	Free
Register of Deeds	Highway Maps 1st page	\$21.00
Register of Deeds	Highway Maps Additional Page(s)	\$5.00
Register of Deeds	Highway Maps Certified Copy (per 1st page)	\$5.00
Register of Deeds	Instrument, General	\$26.00 Minimum fee for pages 1-15
Register of Deeds	Instrument, General per page for pages over 15	\$4.00
Register of Deeds	Instrument, General Additional ( multi-instrument)	\$10.00

Register of Deeds	Marriage License	\$60.00
Register of Deeds	Marriage License Certified Copy	\$10.00
Register of Deeds	Marriage License Corrections	\$10.00
Register of Deeds	Notary Oath	\$10.00
Register of Deeds	Plats 1st page (GS 161-10)	\$21.00
Register of Deeds	Plats Additional Page(s)	\$21.00
Register of Deeds	Plats Certified Copy (per 1st page)	\$5.00
Register of Deeds	Plats Certified Copy - each additional page after first page	\$2.00
Register of Deeds	Uniform Commercial Code Fixture Filing Only 1-2 pages	\$38.00
Register of Deeds	Uniform Commercial Code Fixture Filing Only 3-10 pages	\$45.00
Register of Deeds	Uniform Commercial Code Fixture Filing Only over 10 pages	\$45.00 plus \$2.00 each additional page over 10
Register of Deeds	Excessive Recording Data - more than 20 distinct parties	\$2.00 each name over 20 - G.S. 161-10(a)(1)
Register of Deeds	Non-standard Fee	\$25.00 G.S. 161-14(b)
Soil Conservation	Soil surveys/publications	Free
Sheriff	Peddler License initial fee	\$35.00
Sheriff	Peddler License renewal fee	\$20.00
Sheriff	Noise permits	\$25.00
Sheriff	Adult Entertainment Business Permit - New	\$100.00
Sheriff	Adult Entertainment Business Permit - Renew	\$50.00
Sheriff	Copies; uncertified black & white	\$0.10 single side/\$0.15 duplex
Sheriff	Copies; uncertified color	\$0.25 per page
Sheriff	Copies; Certified	\$1.00
Sheriff	CD - Detention Interviews	\$10.00
Sheriff	Entertainer's License - New	\$50.00
Sheriff	Entertainer's License - Renew	\$25.00
Sheriff	Handgun Purchase Permit	\$5.00
Sheriff	Concealed Weapon Permit - New	\$90.00
Sheriff	Concealed Weapon Permit - Renew	\$80.00
S Outer Banks Water	3" Riser	Actual cost + 20%
S Outer Banks Water	6" Riser	Actual cost + 20%
S Outer Banks Water	Backhoe per hour	\$125.00
S Outer Banks Water	Excavator per hour	\$125.00
S Outer Banks Water	Bacteriological tests	\$50.00
S Outer Banks Water	Check Valve	Actual cost + 20%
S Outer Banks Water	Chloride tests	\$20.00
S Outer Banks Water	Ditch Witch per hour	\$125.00
S Outer Banks Water	ERT for Radio Read meter	Actual cost + 20%
S Outer Banks Water	Fire hydrant meter - Deposit	\$2,500.00
S Outer Banks Water	Fire hydrant meter setup fee	\$50.00
S Outer Banks Water	High risk deposit (owner or renter)	\$200.00 or three months' billing of previous usage, whichever is greater
S Outer Banks Water	Water connection - contractor installs	No fee
S Outer Banks Water	Water connection fee, 3/4 inch residential meter	\$1,000.00 County staff installs connection
S Outer Banks Water	Water connection fee > 3/4 inch	Actual cost + 20% County staff installs connection
S Outer Banks Water	Water connection fee, 3/4 inch irrigation meter	\$1,000.00 County staff installs connection
S Outer Banks Water	Water connection fee > 3/4 inch irrigation meter	Actual cost + 20% County staff installs connection
S Outer Banks Water	Water developmental fee, 3/4 inch	\$5,000.00 Minimum fee
S Outer Banks Water	Water developmental fee, > 3/4 inch	TBD Refer to Developmental Fee Study
S Outer Banks Water	Water developmental fee, Centers of Worship	\$3,000.00
S Outer Banks Water	Impact Fee 1-inch for Centers of Worship	\$3,000.00
S Outer Banks Water	Impact Fee 3/4-inch Irrigation Meter	\$1,000.00
S Outer Banks Water	Impact Fee 1-inch Irrigation Meter	\$1,300.00
S Outer Banks Water	Impact Fee 3/4" Meter	\$6,000.00
S Outer Banks Water	Impact Fee 1" Meter	\$6,500.00
S Outer Banks Water	Impact Fee 2-inch	\$7,000.00 minimum—price quoted at time of—
S Outer Banks Water	Impact Fee 3-inch	\$7,500.00 application for 2" and larger
S Outer Banks Water	Impact Fee 4-inch	\$8,000.00 "
S Outer Banks Water	Impact Fee 6-inch	\$8,500.00 "
S Outer Banks Water	Impact Fee 6-inch Fire Services	\$6,000.00 "
S Outer Banks Water	Impact Fee standard 3/4" meter, commercial	\$1,000.00
S Outer Banks Water	Impact Fee standard 3/4" meter, hotels/motels per two rooms	\$1,000.00
S Outer Banks Water	Impact Fee standard 3/4" meter, laundry	\$1,000.00 per 3 machines
S Outer Banks Water	Impact Fee standard 3/4" meter, multifamily	\$1,000.00 (condos, cottage courts, apartments) Each
S Outer Banks Water	Impact Fee standard 3/4" meter, restaurants	\$1,000.00 habitable unit
S Outer Banks Water	Impact Fee standard 3/4" meter, sewer	\$700.00 per 16 seats or fraction thereof
S Outer Banks Water	Impact Fee standard 3/4" meter, single family residential	\$1,000.00
S Outer Banks Water	Labor per man hour	\$60.00
S Outer Banks Water	Lid only	Actual cost + 20%
S Outer Banks Water	Lock	Actual cost + 20%
S Outer Banks Water	Meter	Actual cost + 20%
S Outer Banks Water	Meter accessibility charge	\$35.00
S Outer Banks Water	Meter Box	Actual cost + 20%
S Outer Banks Water	Meter tampering fee	\$75.00

S Outer Banks Water	Meter testing fee	\$50.00	If meter accurate
S Outer Banks Water	Meter testing fee	No Charge	If more than 2.5% inaccurate
S Outer Banks Water	Open/reopen/transfer account	\$25.00	
S Outer Banks Water	Pipe pressure/leakage retest	\$150.00	
S Outer Banks Water	Pipe pressure/leakage test	\$150.00	
S Outer Banks Water	Reconnection fee (after cutoff for nonpayment)	\$50.00	8AM - 5PM
S Outer Banks Water	Renter deposit	\$150.00	
S Outer Banks Water	Reread meter - our reading correct	\$25.00	
S Outer Banks Water	Reread meter - our reading incorrect	No Charge	
S Outer Banks Water	Retrofit Meter	Actual cost + 20%	
S Outer Banks Water	Returned check fee	\$25.00	
S Outer Banks Water	Road Bore	Actual cost + 20%	
S Outer Banks Water	Special request meter reading	\$25.00	
S Outer Banks Water	Turn on/off fee, per occurrence	\$25.00	Normal working hours
S Outer Banks Water	Turn on/off fee, per occurrence	\$50.00	After normal working hours
S Outer Banks Water	Union half with nut	Actual cost + 20%	
S Outer Banks Water	Water Charge - Pine Island Base Rate	\$30.00	month
S Outer Banks Water	Water Charge - Pine Island per 1,000 gallons	\$4.50	per 1000 gal
S Outer Banks Water	Water Charge Base Rate	\$20.00	month
S Outer Banks Water	Water charge up to 2,500 gallons	\$3.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 5,000 gallons	\$4.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 10,000 gallons	\$5.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 15,000 gallons	\$6.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 20,000 gallons	\$7.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge over 20,000 gallons	\$8.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Yoke	Actual cost + 20%	
S Outer Banks Water	Yoke valve with meter nut	Actual cost + 20%	
S Outer Banks Water	Pipe pressure/leakage retest	\$150.00	
Sr. Center	Deposit, Rental of Senior Center Space (Refundable)	\$100.00	
Sr. Center	Powells Point Bldg- Deposit	\$100.00	per event
Sr. Center	Powells Point Bldg- Rent	\$100.00	per event
Sr. Center	Fax - outgoing	\$2.50	first page \$1.00 each additional page
Sr. Center	Fax - Incoming	\$1.00	
Sr. Center	Public Copies - 1 sided	\$0.10	
Sr. Center	Public Copies - 2 sided	\$0.15	
Sr. Center	Notary Fees		
Sr. Center	Official County business	\$0.00	
Sr. Center	Other	\$5.00	per document
Sr. Center	Returned check/credit card/eft fee	\$25.00	
Tax	Public Copies - 1 sided	\$0.10	
Tax	Public Copies - 2 sided	\$0.15	
Tax	Public Copies - Color (Up to 8.5" X 14")	\$0.25	per side
Tax	Public Copies - Color (11" x 17")	\$0.50	per side
Tax	Labels, per label	\$0.03	Minimum \$10.00
Tax	Aerial Tax Maps	\$8.00	
Tax	Subdivision Tax Maps	\$3.00	per sheet
Tax	Street Atlas	\$8.00	
			Payment for Taxes; Minimum \$25.00 G.S.
Tax	Returned check/credit card/debit card/EFT/ACH fee	\$0.10	105-357(b)(2)
Tax	Returned check/credit card/debit card/EFT/ACH fee	\$25.00	All other than taxes
Tax	Property Record Card	\$0.50	each
Tourism	Heritage Festival - BBQ Contest Registration	\$300.00	per team - includes RV hookup fee
Tourism	Heritage Festival - Rodeo admission - Ages 13+	\$15 Adv/\$20 Day of Event	
Tourism	Heritage Festival - Rodeo admission - Ages 6-12	\$10 Adv/\$15 Day of Event	
Tourism	Heritage Festival - Rodeo admission - Ages 0-5	No Charge	
Tourism	Heritage Festival - Rodeo admission - Family (2 Adult/2 Under 12)	\$45.00	Advance sales only
Tourism	Heritage Festival - Rodeo admission - BBQ Participants	\$10.00	Advance sales only
Tourism	Legacy Tours Whalehead Ages 0-5	No charge	
Tourism	Legacy Tours Whalehead Ages 6-12	\$5.00	
Tourism	Legacy Tours Whalehead Ages 13-54	\$7.00	
Tourism	Legacy Tours Whalehead Ages 55+	\$5.00	
Tourism	Legacy Tours Whalehead Active Military	\$5.00	
Tourism	Legacy Tours Wounded Warrior	No charge	
Tourism	Legacy Tours Whalehead Group Student	\$3.00	Coordinator/Bus Driver No charge
Tourism	Legacy Tours Whalehead Group Adult	\$5.00	Coordinator/Bus Driver No charge
			Based on type of Tour and Resources
Tourism	Specialty Tours	TBD	involved
Tourism	Whalehead Wednesday	\$15.00	Price includes wine tasting and glass
	Events requiring tent rentals or other structures on grounds must be rented for the day before, day of and day after event.		
Tourism	Grounds Rental - Primary Site (N Lawn/S Lawn/Point)	\$750.00	
Tourism	Grounds Rental - Secondary Site	\$400.00	
Tourism	Grounds Rental - Picnic Shelter	\$50.00	
Tourism	Grounds Rental - Gazebo	\$150.00	
Tourism	Grounds Rental - Side Porch	\$50.00	
Tourism	Grounds Refundable Security Deposit	\$750.00	
Tourism	Picnic Shelter Refundable Security Deposit	\$25.00	
Tourism	Golf Cart Rental per 8 hours	\$300.00	each per day
Tourism	Tourism and Whalehead \$0.00 - \$6.99 our cost retail merchandise	Cost + 100%	



Tourism	Tourism and Whalehead merchandise	\$7.00 - \$10.99 our cost retail	Cost + 50%
Tourism	Tourism and Whalehead merchandise	\$11.00 - \$19.99 our cost retail	Cost + 35%
Tourism	Tourism and Whalehead merchandise	\$20.00 & up our cost retail	Cost + 25%
Tourism	Vendor Booth Fee	No Charge - Currituck County Property Owner	
Tourism	Vendor Booth Fee	\$25 - Out of County Resident/Business	
Tourism	Historic Corolla Park Usage- exception of stated hours	unlimited usage with the	\$400.00 per month for June, July & August
Tourism	Historic Corolla Park Usage- exception of stated hours	unlimited usage with the	\$250.00 per month January - May and September - December
Tourism	Historic Corolla Park Usage- Park 1 day a week or less	for businesses needing the	\$50.00 per day for all months
Other	Notary Fees		Free Official County Business
Other	Notary Fees		\$5.00 Other than County Business
Other	Returned Check Fee		\$25.00

NOTES:  
Occupancy Tax and Sales Taxes will be charged if applicable.

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

Revised this 15th day of April  
2019.

\_\_\_\_\_  
Bob White, Chairman

Attest:

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



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2448)

**Agenda Item Title**

Resolution Supporting North Carolina House Bill 541 to Change the Property Tax Exclusion for Solar Energy Electric Systems from 80% to 60% and Allocate Certain Proceeds for Public Education Purposes

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 2019

H

1

## HOUSE BILL 541

Short Title: Change Exclusion for Solar Energy Systems. (Public)

Sponsors: Representatives Dixon and Bell (Primary Sponsors).

*For a complete list of sponsors, refer to the North Carolina General Assembly web site.*

Referred to: Energy and Public Utilities, if favorable, Finance, if favorable, Rules, Calendar, and Operations of the House

April 3, 2019

A BILL TO BE ENTITLED  
AN ACT TO CHANGE THE PROPERTY TAX EXCLUSION FOR SOLAR ENERGY  
ELECTRIC SYSTEMS AND ALLOCATE CERTAIN TAX PROCEEDS FOR PUBLIC  
EDUCATION PURPOSES.

The General Assembly of North Carolina enacts:

**SECTION 1.** G.S. 105-275(45) reads as rewritten:

**"§ 105-275. Property classified and excluded from the tax base.**

The following classes of property are designated special classes under Article V, Sec. 2(2), of the North Carolina Constitution and are excluded from tax:

...  
(45) ~~Eighty percent (80%)~~ Sixty percent (60%) of the appraised value of a solar energy electric system. For purposes of this subdivision, the term "solar energy electric system" means all equipment used directly and exclusively for the conversion of solar energy to electricity. Fifty percent (50%) of the proceeds collected under this subsection shall be used in accordance with G.S. 153A-149(b1).

...."

**SECTION 2.** G.S. 153A-149 is amended by adding a new subsection to read:

"(b1) A county shall use fifty percent (50%) of the tax proceeds collected under G.S. 105-275(45) for the following public education and community college purposes:

(1) Construction, renovations, and repairs.

(2) Maintenance.

(3) Associated debt service."

**SECTION 3.** This act becomes effective July 1, 2019, and applies to taxes imposed for taxable years beginning on or after that date.



**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF  
COMMISSIONERS SUPPORTING HOUSE BILL 541 TO REDUCE THE  
PROPERTY TAX EXCLUSION FOR SOLAR ENERGY ELECTRIC SYSTEMS  
AND ALLOCATE CERTAIN TAX PROCEEDS FOR PUBLIC EDUCATION  
PURPOSES**

WHEREAS, on January 1, 2016 the North Carolina law allowing a thirty-five percent tax credit on renewable energy production systems ended; and

WHEREAS, the State of North Carolina allowing this law to expire demonstrates incentives are no longer necessary for an already vibrant solar industry to be successful in North Carolina; and

WHEREAS, N.C. Gen. Stat. §105-275(45) still allows the exclusion of eighty percent of the appraised value of solar energy electric systems from local ad valorem tax valuation; and

WHEREAS, in September, 2017, Currituck County Commissioners adopted a Resolution requesting the repeal of N.C. Gen. Stat. §105-275(45) to remove the eighty percent exclusion on valuations for solar energy electric systems; and

WHEREAS, any community hosting solar energy electric systems should receive the full financial benefit of such development, Currituck County would favor any legislation that will eliminate or reduce the property tax exclusion for solar energy electric systems; and

WHEREAS, upon passage of House Bill 541, Currituck County would expect to receive an additional \$183,052.00 in revenues; and

WHEREAS, the Currituck County Board of Commissioners supports HB 541 because it reduces the tax exemption requirement for local governments, provides additional revenues for local governments, enhances public education, and is an acknowledgement that the solar energy industry can be financially independent.

NOW, THEREFORE BE IT RESOLVED,

Section 1. Currituck County requests that its legislative delegation support House Bill 541 to reduce the local government property tax exclusion for solar energy electric systems.

Section 2. The Clerk to the Board of Commissioners is directed to forward a copy of this resolution to the county's legislative delegation.

Section 3. This resolution is effective upon its adoption.

ADOPTED the 15<sup>th</sup> day of April, 2019.

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Bob White, Chairman  
Currituck County Board of Commissioners

ATTEST:

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Leeann Walton,  
Clerk to the Board of Commissioners

(COUNTY SEAL)



**CURRITUCK COUNTY  
NORTH CAROLINA**

April 1, 2019

Minutes – Regular Meeting of the Board of Commissioners

**6:00 PM CALL TO ORDER**

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

Attendee Name	Title	Status	Arrived
Bob White	Chairman	Present	
Mike H. Payment	Vice Chairman	Present	
Paul M. Beaumont	Commissioner	Present	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	

Chairman White called the meeting to order.

**A) Invocation & Pledge of Allegiance- Reverend Daniel Bergey, True Life Church**

Reverend Daniel Bergey attended to offer the Invocation and lead the Pledge of Allegiance.

**B) Approval of Agenda**

Commissioner Beaumont moved for approval of the agenda. The motion was seconded by Commissioner McCord. The motion carried unanimously.

Approved agenda:

**6:00 PM Call to Order**

A) Invocation & Pledge of Allegiance- Reverend Daniel Bergey, True Life 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.*

**Commissioner's**

Communication: Minutes for April 1, 2019 (Approval Of Minutes for April 1, 2019)

**Report****Public Hearings**

- A) **2427 : Developmental Fees- Public Hearing** Public hearing to receive comment on revisions to developmental fees for county utility installations.
- B) **PB 19-06 Currituck County Text Amendment:** Currituck County requests an amendment to the Unified Development Ordinance, Chapter 2 Administration, to increase public notice mailing requirements from 200' from subject property to 500' from the subject property and modify expiration dates of planned developments and subdivisions with use permits to three years from approval date with no opportunity to request extension of the approval.

**New Business****A) Board Appointments**

1. Planning Board

**B) Consent Agenda**

1. Approval Of Minutes for March 18, 2019
2. Resolution Requesting Funding from the North Carolina Department of Transportation High Impact/Low Cost Funds Program-Bonita Drainage Project, Corolla
3. Consideration of a Resolution to Approve Activity Bus Lease-Purchase Agreement for Currituck County Schools
4. Surplus Resolution-IT
5. Consideration of Grant Agreement with Howard Land Development, Inc. for Water Line Extension, Barnard Road, Grandy
6. Disposal of Records-Utilities

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

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, Commissioner
<b>SECONDER:</b>	Kevin E. McCord, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

**PUBLIC COMMENT**

Communication: Minutes for April 1, 2019 (Approval Of Minutes for April 1, 2019)

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

Mike Petruncio, North Carolina District Forester, Elizabeth City, introduced Currituck County's new North Carolina Forest Ranger, Eric Alnes. Mr. Alnes addressed the Board of Commissioners and provided his education and work experience. He holds a degree in Natural Resources Policy and Research Conservation and has six years of wildfire experience. He said he is glad to be in the area and looks forward to working in the County and with Commissioners.

## **COMMISSIONER'S REPORT**

Commissioner Payment thanked all those who reached out to him to offer condolences on the passing of his mother.

Commissioner Mary Etheridge announced she will attend a two day Health and Human Services conference in Durham next week, which will include a workshop on Medicaid transformation.

Commissioner McCord acknowledged Barnhill Contracting and the good job their crews are doing with the road resurfacing on North Carolina Highway 168.

Commissioner Jarvis announced her attendance at Lower Currituck's Volunteer Fire Department Banquet on March 23. She said it was great to hear of their accomplishments and thanked them for the invitation.

## **PUBLIC HEARINGS**

### **A. 2427 : Developmental Fees- Public Hearing**

Elaine Conti, Senior Manager and Vice President of Raftelis Financial Consultants, used a powerpoint and provided an overview of system development fees. Ms. Conti defined system development fees, reviewed the new legislation which spurred the need for a study and establishment of new methods for calculation of fees. The process for adopting the new fee structure was reviewed, which includes a 45 day comment period and public hearing. Ms. Conti reviewed the methodologies used for calculating fees and presented the resulting maximum water and sewer fees that were established for Currituck County.

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

Dan Scanlon, County Manager, said the Developmental Fees Ordinance would be brought before the Board for adoption at their next meeting, April 15, 2019.

### **B. PB 19-06 Currituck County Text Amendment:**

Laurie LoCicero, Planning and Community Development Director, reviewed the text amendment with the Board of Commissioners. Ms. LoCicero said the requests are a result of Commissioner discussion that took place at January's Board retreat.



After review, Ms. LoCicero responded to questions to clarify aspects of the ordinance and highlight the purpose and reasons behind the request. She recommended setting an effective date of July 1, 2019, to allow the amendments to coincide with the County's new fee schedule.

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

Commissioner Jarvis moved to approve PB 19-06: Currituck County Public Notification and Preliminary Plat/Use Permit Expiration Text Amendment, because the request is consistent with the goals, objectives and policies of the 2006 Land Use Plan (LUP) because the LUP requires development to occur at densities appropriate for the location; the LUP requires advanced planning for the location of new schools. And, the request is reasonable and in the public interest because it encourages subdivisions to be developed in a timely manner; it increases public notification for Board of Commissioner public hearings for preliminary plat/use permits. The effective date will be July 1, 2019.

Commissioner Mary Etheridge seconded the motion and the motion passed unanimously.

To: Planning Board  
Board of Commissioners  
From: Planning Staff  
Date: February 28, 2019  
Subject: PB 19-06 Currituck County Text Amendment - Public Notice and Preliminary Plat/Use Permit Extensions

#### Background

At its January 2019 Board of Commissioners' retreat, the board direct staff to prepare a text amendment to:

- Increase public notice mailing requirements from 200' from the subject property to 500' from the subject property.
- Modify expiration dates of planned developments and subdivisions with use permits to three years from the approval date with no opportunity to request extension of the approval.

The purpose of the text amendment is to increase public awareness of public hearings and decrease the opportunity for a developer to request an extension of a plat/use permit without good cause.

#### Text Amendment Review Standards with Staff Comments

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

- (1) Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
  - a. This request is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans.
  - b. NCGS only requires abutting property owners to be notified by mail. For decades, the county has exceeded that requirement by sending letters to those property owners at first within 150' and now within 200' of the subject property. The expansion to 500' is well beyond the NCGS requirements.
  - c. This request requires developers to continue the subdivision process in a timely manner instead

of having subdivision approvals valid, even though not being developed. This holds public resources (i.e. schools, county water, county sewer, etc.) that could be made available to other subdivisions.

- (2) Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
  - a. The request is consistent with this Ordinance and the County Code of Ordinances.
  - b. NCGS only requires abutting property owners to be notified by mail. For decades, the county has exceeded that requirement by sending letters to those property owners at first within 150' and now within 200' of the subject property. The expansion to 500' is well beyond the NCGS requirements.
  - c. This request requires developers to move subdivision approvals along in a timely manner instead of allowing continuances that keep subdivision approvals valid, even though not being developed, thus holding public resources (i.e. schools, county water, county sewer, etc.) that could be made available to other subdivisions.
- (3) Is required by changed conditions;
  - a. The Board of Commissioners want to increase the number of property owners notified of a proposed development's public hearing.
  - b. Since public resources are limited, approved subdivisions need to either develop in a timely manner or expire so held resources can be made available to other developments.
- (4) Addresses a demonstrated community need;
  - a. The community has expressed a need to the Board of Commissioners for expanded public outreach for public hearings regarding subdivisions.
  - b. New development in a community should not be held up for subdivisions that have approval but have not developed in a timely manner.
- (5) Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
  - a. It is consistent with the purpose and intent of the zoning districts, improves compatibility among uses, and ensures efficient development within the county by expanding public notice requirements and requiring approved subdivisions to develop in a timely manner.
- (6) Would result in a logical and orderly development pattern; and
  - a. It will result in a logical and orderly development pattern because it expands public notice requirements and requires approved subdivisions to develop in a timely manner
- (7) Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.
  - a. It has no impact on the natural environment.

#### **Staff Recommendation**

Staff recommends approval of this request subject to the staff suggested Statement of Consistency and Reasonableness listed in the staff report.

#### **Planning Board Recommendation - 3/12/2019**

Planning Board recommended approval subject to the staff suggested Statement of Consistency and Reasonableness listed in the staff report.

#### **Planning Board Discussion**

Senior Planner, Tammy Glave presented the staff report for the Currituck County requested amendment to the Unified Development Ordinance (UDO). Ms. Glave said the requested amendment has two different changes. The first item is to increase public notice mailing requirements for public hearing scheduling and public notifications from 200 feet to 500 feet from the subject property. Ms. Glave said the County has always had a notification boundary beyond the state statute requirements. Ten years ago the County was at 150 feet and approximately 2 years ago it was 200 feet. Now the Board of Commissioners wishes to extend the notification

boundary to 500 feet from the subject property. The second item is to modify expiration dates for use permits of planned developments and subdivisions to three years from the approval date with no opportunity to request extension. Ms. Glave said this change is required due to adequate public facilities being held up with the filings of extensions. The current use permits are two years with a possible two year extension. The compromise is the three year use permit without any extensions. Ms. Glave said staff recommends approval of these changes.

Chairman Ballance asked the board if there were any questions for staff. There were no questions.

Mr. Owens motioned to approve the Currituck County text amendment. Ms. Glave asked

Mr. Owens if he would like to include the consistency statement with his motion since that would be appropriate.

Mr. Owens included the consistency statement as written in the staff report. Mr. Thomas seconded the motion and the motion carried 4-1 with Chairman Ballance voting nay.

## PB 19-06 CURRITUCK COUNTY BOARD OF COMMISSIONERS APRIL 1, 2019

PB 19-06 Currituck County requests a text amendment to the Unified Development Ordinance, Chapter 2 Administration, to Increase public notice mailing requirements from 200' from subject property to 500' from the subject property and modify expiration dates of planned developments and subdivisions with use permits to three years from approval date with no opportunity to request extension of the approval.

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 2 Administration is amended by deleting the following bold and strikethrough language and adding the bold and underlined language in Section 2.3.6.B.3:

### 2.3.6 Public Hearing Scheduling and Public Notification

#### B. Public Notification

#### (3) Mailed Notice Requirements

- a. Except for community meetings, when the provisions of this Ordinance require mailed notice, the Planning Director shall be responsible for preparing and mailing the written notice. Notice shall be mailed to:
  - I. The owners of the land subject to the application;
  - II. The applicant, if different from the land owner;
  - III. The owners (shown as primary and secondary on the county tax listing) of land within ~~200~~ 500 feet of the property lines of land subject to the application (including owners of land located outside the county) whose address is known by reference to the latest ad valorem tax records; and,
  - IV. Commanders of military bases located within five miles of the subject application when the development proposal affects the type of uses allowed.

**Item 2:** That Chapter 2 Administration is amended by deleting the following bold and strikethrough language and adding the bold and underlined language in Section 2.4.5.G:

### 2.4.5 Planned Development

#### C. Expiration

- (1) If no application for approval of a preliminary plat or site plan for

any part of the approved PD master plan is submitted within **two three** years after approval of the planned development, the Planning Director shall initiate a map amendment application to rezone the land back to its prior zoning classification or any other base zoning classification determined to be appropriate. Such time period shall not be extended with transfer of ownership.

~~(2) Upon written request submitted at least 30 days before expiration of the two-year period provided in Section 2.4.5.G.1 above, and upon a showing of good cause, the Planning Director may grant one extension not to exceed six months for the applicant to submit required development applications.~~

**Item 3:** That Chapter 2 Administration is amended by deleting the following bold and strikethrough language and adding the bold and underlined language in Section 2.4.8.E.4.d:

**2.4.8 Subdivision**

**D. Major Subdivision**

**(4) Preliminary Plat Standards, Effect, Amendment, and Expiration**  
**Expiration of Development Approval**

(i) Approval of a type I or type II preliminary plat shall automatically expire if a complete application for approval of a final plat is not submitted within **two three** years after the date of approval of the type I or type II preliminary plat.

~~(ii) A subdivider may submit no more than one request for a two-year extension for consideration by the Board of Commissioners prior to the initial expiration. The Board of Commissioners may grant a request for extension for good cause.~~

**Item 4: Staff and Planning Board Suggested Statement of Consistency and Reasonableness:**

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

- The land use plan requires development to occur at densities appropriate for the location. If a subdivision remains undeveloped over a several year period beyond approval, regulations may have changed and the development should be reviewed under the new regulations to verify property densities, etc. (Policy HN1)
- The land use plan requires advanced planning for the location of new schools. When a subdivision is approved, school capacity is reserved for the calculated number of students that subdivision will generate. If a subdivision remains undeveloped over a several year period beyond approval, it is encumbering school capacity that another subdivision may need. (Policy SF1)

The request is reasonable and in the public interest because:

- It encourages subdivisions to be developed in a timely manner.
- It increases public notification for Board of Commissioner public hearings for preliminary plats/use permits.

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

**Item 6:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Board of Commissioners' Chairman

Attest:

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

<b>RESULT:</b>	<b>MOTION PASSED-ITEM APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Selina S. Jarvis, Commissioner
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

## NEW BUSINESS

### A) Board Appointments

#### 1. Planning Board

Commissioner Mary Etheridge nominated David Doll to fill an unexpired term on the Planning Board. Commissioner Payment seconded and the nominee was unanimously approved.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>SECONDER:</b>	Mike H. Payment, Vice Chairman
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

## B) Consent Agenda

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

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, Commissioner
<b>SECONDER:</b>	Mike H. Payment, Vice Chairman
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

### 1) Approval Of Minutes for March 18, 2019

#### 1. Minutes for March 18, 2019

#### 2. Resolution Requesting Funding from the North Carolina Department of Transportation High Impact/Low Cost Funds Program-Bonita Drainage Project, Corolla

### RESOLUTION

### SUPPORTING THE USE OF HIGH IMPACT/LOW COST FUNDING FOR

### WHALEHEAD SUBDIVISION/BONITO STREET DRAINAGE PROJECT

**WHEREAS**, the Department of Transportation (DOT), through their High Impact/Lost Cost Program, is proposing to provide \$500,000 in funding to financially participate in the Whalehead Subdivision/Bonito Street Drainage Project.

**WHEREAS**, the Whalehead Subdivision has been affected by flooding issues on Bonito Street for years and have sent their tax funds in preparing studies to resolve the issue. The studies have recommended a groundwater lowering system be installed similar to the remaining streets in the Whalehead Subdivision. In that Bonito Street is a DOT maintained street; funding assistance has been requested from DOT to implement the groundwater lowering system solution.

**WHEREAS**, DOT will participate in the project if they receive the funding in the next budget cycle. As such, Currituck County and DOT will need to enter into an Agreement to set up the project and funding mechanism if funding is solidified in the upcoming fiscal year.



**NOW, THEREFORE, BE IT RESOLVED**, that the Currituck County Board of Commissioners support the proposed drainage improvements to the Whalehead Subdivision/Bonito Street Drainage Project and requests DOT to move forward to secure funding for the project.

Adopted this 1<sup>st</sup> day of April, 2019.

### **3. Consideration of a Resolution to Approve Activity Bus Lease-Purchase Agreement for Currituck County Schools**

#### **CURRITUCK COUNTY BOARD OF COMMISSIONERS CURRITUCK COUNTY, NORTH CAROLINA**

#### **RESOLUTION TO APPROVE ACTIVITY BUS LEASE-PURCHASE AGREEMENT FOR CURRITUCK COUNTY SCHOOLS**

**WHEREAS**, the Currituck County Board of Education wishes to enter into a lease-purchase agreement to acquire activity buses to be used for public school purposes; and

**WHEREAS**, the proposed agreement will require the Board of Education to pay White/Herring Tractor and Truck, LLC, and/or its assignee, BMO Harris Bank, N.A., the advance charges and lease-purchase rent payments over a four-year term as described in the attached contract documents, marked "Exhibit A"; and

**WHEREAS**, the proposed agreement is a continuing contract for capital outlay subject to the requirements of N.C. Gen. Stat. §§ 115C-441(cl) and 115C-528, including approval of the Currituck County Board of Commissioners; and

**WHEREAS**, the Currituck County Board of Commissioners supports the Currituck County Board of Education's acquisition of said activity buses with capital outlay funds appropriated to the Currituck County Board of Education in the ordinary course of business.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that in accordance with N.C. Gen. Stat. §§ 115C-441(cl) and 115C-528, the Currituck County Board of Commissioners agrees to appropriate sufficient funds to the Currituck County Schools Board of Education in ensuing fiscal years to meet the Currituck County Board of Education's fiscal obligations under the proposed agreement. Said funds shall be a part of, and not in addition to, any regular appropriations made to the Currituck County Board of Education by the Currituck County Board of Commissioners in each fiscal year, and the Currituck County Board of Commissioners shall not, by virtue of adopting this resolution, be obligated to increase its annual appropriations to the Currituck County Board of Education.

Adopted and resolved, this the 1st day of April, 2019, by the Currituck County Board of Commissioners.

### **4. Surplus Resolution-IT**

#### **R E S O L U T I O N**

**WHEREAS**, the Board of Commissioners of Currituck County, North Carolina during its regularly scheduled meeting held on April 1, 2019 authorized the following, pursuant to GS 160A and 270(b), that the property listed below, be sold at auction or given to

another governmental entity:

Description	Service Tag/Serial No.	Asset Tag
Xerox WC5230 Copier	KBM534987	NONE
Xerox WC7120 Copier	XDC337820	7371
Xerox Phaser 6360DN Copier	DBY164302	6587
Xerox Phaser 3300X Copier	NRB512741	NONE
Xerox WCM118i Copier	UPD950443	6821
Xerox WCM118i Copier	UPD948390	6289
Canon IR2270 Copier	SLH02024	6061
Konica-Minolta Bizhub C220 Copier	A0ED013008650	NONE
Konica-Minolta Bizhub C250 Copier	31126503	NONE
Konica-Minolta DI3010F Copier	31727278	NONE

#### 5. Consideration of Grant Agreement with Howard Land Development, Inc. for Water Line Extension, Barnard Road, Grandy

#### 6. Disposal of Records-Utilities

### C) County Manager's Report

Dan Scanlon, County Manager, announced dates and times for Currituck County's upcoming hazardous waste collections. Information can be found on the Currituck County website or by calling the Public Works department. He announced the Maple transfer station will be closed for repairs from April 12 through April 14.

Mr. Scanlon said a smoke test will be conducted on the Walnut Island wastewater plant on April 15, and Waterside Villages wastewater plant on April 16, to detect holes or leaks in the systems.

Assistant County Manager, Ben Stikeleather, announced public meetings that have been scheduled to provide citizens with additional information on service districts Commissioners are considering:

- Guinea Mill Expansion: April 9, 2019, 7 PM, Moyock Middle School
- Carova Beach Road Service District & Carova Beach Watershed District: April 26, 1 PM, Carova Beach Volunteer Fire Department

Mr. Stikeleather said letters will be mailed to all district property owners, including Knotts Island residents regarding a proposed Fire Service District.

## ADJOURN

### Motion to Adjourn Meeting

The Board had no further business and Commissioner Mary Etheridge made a motion to adjourn. The motion was seconded by Commissioner Payment and the motion passed unanimously. The meeting of the Board of Commissioners concluded at 6:28 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>SECONDER:</b>	Mike H. Payment, Vice Chairman
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2442)**

**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 20190088

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10530-502000	Salaries		70,000
10530-502100	Overtime	483,064	
10530-503500	Temporary Services	98,000	
10530-505000	FICA	30,313	
10530-506000	Health Insurance		60,862
10530-507000	Retirement	87,574	
10530-511000	Telephone & Postage		3,000
10530-513000	Utilities		14,060
10530-514800	Fees Paid to Officials		500
10530-526000	Advertising		300
10530-531000	Fuel		8,000
10530-533900	Ambulance supplies	500	
10530-553000	Dues & Subscriptions	300	
10530-561200	Billing Fees	10,000	
10541-502000	Salaries	10,000	
10541-502100	Overtime		23,000
10541-505000	FICA		1,500
10541-506000	Health Insurance	1,200	
10541-507000	Retirement		2,000
10541-516200	Vehicle Maintenance		1,000
10541-531000	Fuel		1,000
10541-532000	Supplies	3,000	
10541-536000	Uniforms		1,000
10541-590000	Capital Outlay		46,346
10990-587012	T T - Fire Services		233,030
10340-450000	Ambulance Service		200,000
10530-590000	Capital Outlay		58,353
12548-502000	Salaries		260,000
12548-502100	Overtime	130,500	
12548-503500	Temporary Services		16,530
12548-505000	FICA		10,000
12548-506000	Health Insurance		65,000
12548-507000	Retirement		12,000
12390-495010	T F - Operating Fund	233,030	
		<u>\$ 1,087,481</u>	<u>\$ 1,087,481</u>

**Explanation:** Emergency Medical Services (10530); County Fire Services (10541); Knotts Island Fire Services (12548)  
 - Adjusting budget amendment to account for EMS personnel used to cover the Knotts Island station while hiring the initial Fire personnel for that stations and to increase EMS overtime to cover additional shifts in Carova Beach and to cover vacant positions and call out shifts. The ambulance remount scheduled for this fiscal year will not be completed until FY 2020. The budgeted funds for this remount will be used to offset additional funding and the remount will be included in the FY 2020 budget.

**Net Budget Effect:** Operating Fund (10) - Increased by \$200,000.  
 Fire Services Fund (12) - Decreased by \$233,030.

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

Attachment: BudAmends-Apr 15\_General Meeting (Budget Amendments)

Number 20190089

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
210541-502000	Salaries		325,000
210541-502100	Overtime	350,000	
210541-506000	Health Insurance		32,500
210541-511000	Telephone & Postage		600
210541-514000	Travel		500
210541-514500	Training & Education		3,900
210541-516000	Maintenance & repair		500
210541-531000	Fuel	5,000	
210541-532000	Supplies	2,000	
210541-553000	Dues & Subscriptions	2,000	
210541-561000	Professional Services	2,000	
210541-590000	Capital Outlay	2,000	
		<u>\$ 363,000</u>	<u>\$ 363,000</u>

**Explanation:** Corolla County Fire Services (210541) - Transfer budgeted funds for overtime due to vacant positions for start-up of services in Corolla and for operations for the remainder of this fiscal year.

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

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Attachment: BudAmends-Apr 15\_General Meeting (Budget Amendments)



Number 20190090

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
50531-596100	Public Safety Facility	1,749,300	
50390-495042	T F - Co Gov't Facilities Fund		1,749,300
		<u>\$ 1,749,300</u>	<u>\$ 1,749,300</u>

**Explanation:** County Governmental Construction (50531) - To record funds accumulated for the Public Safety Facility construction in FY 2018.

**Net Budget Effect:** County Governmental Facilities Fund (50) - Increased by \$1,749,300.

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Attachment: BudAmends-Apr 15\_General Meeting (Budget Amendments)

Number 20190091

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10796-545000	Contract Services	4,600	
10796-513000	Utilities		2,000
10796-516000	Repairs & Maintenance		2,600
		<u>\$ 4,600</u>	<u>\$ 4,600</u>

**Explanation:** Currituck County Rural Center (10796) - Transfer for rental of portable stalls for the June horse show.

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

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Attachment: BudAmends-Apr 15\_General Meeting (Budget Amendments)

Number 20190092

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10510-506000	Health Insurance		40,000
10510-531000	Fuel		7,500
10510-532000	Supplies	7,500	
10511-502100	Salaries - overtime		8,000
10511-503000	Salaries - part time	8,000	
10511-506000	Health Insurance		9,000
10511-511000	Telephone & Postage		200
10511-513000	Utilities	10,000	
10511-514000	Travel	900	
10511-514500	Training & Education	1,000	
10511-545000	Contract services	49,000	
10511-547000	Meals		700
10511-590000	Capital Outlay		11,000
		<u>\$ 76,400</u>	<u>\$ 76,400</u>

**Explanation:** Sheriff (10510); Detention Center (10511) - Transfer budget funds for operations and unanticipated inmate medical costs for the remainder of this fiscal year.

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

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Clerk to the Board

Attachment: BudAmends-Apr 15\_General Meeting (Budget Amendments)

Number 20190093

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10510-590000	Capital Outlay	54,800	
10390-499900	Appropriated Fund Balance		54,800
		<u>\$ 54,800</u>	<u>\$ 54,800</u>

**Explanation:** Sheriff (10510) - To appropriate fund balance to purchase the following from Crime Control funds collected in prior years. These funds are restricted for law enforcement purchases. Vehicle HD (\$18,000); Pole mount plate reader (\$28,000); Equipment for interdiction vehicle (\$8,000).

**Net Budget Effect:** Operating Fund (10) - Increased by \$54,800.

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Attachment: BudAmends-Apr 15\_General Meeting (Budget Amendments)

Number 20190094

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10510-516200	Vehicle Maintenance	20,002	
10380-484001	Insurance recovery		20,002
		<u>\$ 20,002</u>	<u>\$ 20,002</u>

**Explanation:** Sheriff (10510) - To increase appropriations to record insurance claims for damages to Sheriff vehicles.

**Net Budget Effect:** Operating Fund (10) - Increased by \$20,002.

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Attachment: BudAmends-Apr 15\_General Meeting (Budget Amendments)

Number 20190096

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
61818-533800	Chemicals	10,000	
61818-516000	Repairs & Maintenance		12,000
61818-516200	Vehicle Maintenance	2,000	
61818-516400	Equipment Maintenance	1,000	
61818-545000	Contract Services		15,000
61818-532000	Supplies	10,000	
61818-511000	Telephone & Postage	9,000	
61818-506000	Health Insurance		4,000
61818-590003	Fire Hydrants		1,000
		<u>\$ 32,000</u>	<u>\$ 32,000</u>

**Explanation:** Mainland Water (61818) - Transfer budgeted funds for operations for the remainder of this fiscal year.

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

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Clerk to the Board

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Number 20190097

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10650-511000	Telephone & Postage		1,000
10650-514000	Travel	\$ 1,000	
10650-514500	Training & Education	1,000	
10650-557100	Software License Fee		\$ 1,000
		<u>\$ 2,000</u>	<u>\$ 2,000</u>

**Explanation:** Economic Development (10650) - Transfer budgeted funds for increased registration fees and travel this fiscal year.

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

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Number 20190098

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
67878-511000	Telephone & Postage	350	
67878-511010	Data Transmission		200
67878-532000	Supplies		700
67878-553000	Dues & Subscriptions	700	
67878-545100	Credit Card Fees	600	
67878-545000	Contract Services	400	
67878-533800	Chemicals	4,000	
67878-533200	Lab Tests	500	
67380-481000	Investment earnings		5,650
		<u>\$ 6,550</u>	<u>\$ 6,550</u>

**Explanation:** Mainland Sewer (67878) - Increase appropriations for operations for the remainder of this fiscal year.

**Net Budget Effect:** Mainland Central Sewer (67) - Increased by \$5,650.

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Attachment: BudAmends-Apr 15\_General Meeting (Budget Amendments)

Number 20190099

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10750-561000	Professional Services	47,450	
10330-431000	DSS Administration		12,638
10750-506000	Health Insurance		34,812
		<u>\$ 47,450</u>	<u>\$ 47,450</u>

**Explanation:** Social Services Administration (10750) - Transfer budgeted funds and increase State appropriations for additional legal fees for the remainder of this fiscal year.

**Net Budget Effect:** Operating Fund (10) - Increased by \$12,638.

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Attachment: BudAmends-Apr 15\_General Meeting (Budget Amendments)

Number 20190100

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
52541-590001	SCBA GRANT 2019	1,094,500	
52390-495010	T F - OPERATING FUND		99,500
52330-445302	SCBA GRANT 2019		995,000
10990-587052	T T - MULTI-YEAR GRANT FUND	99,500	
10310-400018	AD VALOREM TAXES 2018 LEVY		99,500
		<u>\$ 1,194,000</u>	<u>\$ 1,194,000</u>

**Explanation:** Multi-year Grant Fund (52541) - Increase appropriations to record grant to replace the Self-contained Breathing Apparatus equipment for County employees and volunteers. This will address interoperability issues, improve firefighter safety and provide firefighters their own personal face mask.

**Net Budget Effect:** Multi-year Grant Fund (52) - Increased by \$1,094,500.  
Operating Fund (10) - Increased by \$99,500.

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Attachment: BudAmends-Apr 15\_General Meeting (Budget Amendments)

Number 20190101

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
50442-590006	Connect Corolla - NC 12 Beautification	6,075	
50380-481000	Investment Earnings		6,075
		<u>\$ 6,075</u>	<u>\$ 6,075</u>

**Explanation:** County Governmental Construction (50442) - Increase appropriations for the NC 12 Beautification for additional landscaping in the Fall 2019 along Highway 12 by the new Ocean Sands Sewer Plant.

**Net Budget Effect:** County Governmental Construction Fund (50) - Increased by \$6,075.

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Attachment: BudAmends-Apr 15\_General Meeting (Budget Amendments)

Number 20190102

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10535-502100	Salaries - Overtime	18,000	
10535-502000	Salaries - Regular		18,000
		<u>\$ 18,000</u>	<u>\$ 18,000</u>

**Explanation:** Communications (10535) - Transfer budgeted funds from regular salaries to overtime to cover position vacancies throughout the year.

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

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Number 20190103

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10490-516000	Repairs & Maintenance - Other	500	
10490-516003	Repairs & Maintenance - Court/Jail		500
		<u>\$ 500</u>	<u>\$ 500</u>

**Explanation:** Court Facility Fees (10490) - Transfer budget funds for operations for the remainder of this fiscal year.

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

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Attachment: BudAmends-Apr 15\_General Meeting (Budget Amendments)

Number 20190104

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10430-503000	Salaries - Part time	2,500	
10430-503430	Poll workers	11,500	
10430-505000	FICA Expense	1,071	
10430-514000	Travel	2,300	
10430-521000	Rent	1,100	
10430-526000	Advertising	1,200	
10430-532000	Supplies	1,880	
10430-532100	Ballots	8,500	
10430-590000	Capital Outlay	1,795	
10330-445200	Election Grants		1,875
10310-400018	Ad Valorem Taxes - 2018 Levy		29,971
		<u>\$ 31,846</u>	<u>\$ 31,846</u>

**Explanation:** Elections (10430) - Increase appropriations for the April 30 primary to replace Walter Jones. The State Board of Elections has mandated purchase of equipment to print picture ID voter registration cards. This cost will be reimbursed by the State per e-mail to Sydni Banks dated March 21, 2019 from Ted Fitzgerald, NC State Board of Elections.

**Net Budget Effect:** Operating Fund (10) - Increased by \$31,846.

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Clerk to the Board

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Number 20190105

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10441-526000	Advertising	3,000	
10441-506000	Health Insurance		3,000
		<u>\$ 3,000</u>	<u>\$ 3,000</u>

**Explanation:** Information Technology (10441) - Transfer budgeted funds for additional advertising to vacant positions.

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

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Attachment: BudAmends-Apr 15\_General Meeting (Budget Amendments)

Number 20190106

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<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	2,000	
10550-502000	Salaries - Regular		10,000
10550-506000	Health Insurance		9,000
10550-513000	Utilities	5,000	
10550-531002	Aviation Fuel	100,000	
10350-467100	Aviation Fuel Receipts		88,000
		<u>\$ 107,000</u>	<u>\$ 107,000</u>

**Explanation:** Airport (10550) - Increase appropriations for increase in part-time salaries due to position vacancy, increased utility costs and additional aviation fuel purchased for the remainder of this fiscal year.

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

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Attachment: BudAmends-Apr 15\_General Meeting (Budget Amendments)

Number 20190107

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10540-545100	Credit Card Fees	5,000	
10540-506000	Insurance Expense		5,000
		<u>\$ 5,000</u>	<u>\$ 5,000</u>

**Explanation:** Community Development - Inspections (10540) - Transfer budgeted funds for increased usage of paying permits by credit cards.

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

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Attachment: BudAmends-Apr 15\_General Meeting (Budget Amendments)

Number 20190108

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10440-511000	Telephone & Postage	1,500	
10440-526000	Advertising	1,500	
10440-532000	Supplies	1,000	
10440-535000	Safekeeping Fees		500
10440-545100	Credit Card Fees	1,000	
10440-553000	Dues & Subscription	400	
10440-506000	Health Insurance		4,000
10440-503500	Temporary Services		900
		<u>\$ 5,400</u>	<u>\$ 5,400</u>

**Explanation:** Finance (10440) - Transfer budgeted funds for increase in postage effective in January 2019 and other cost increases incurred throughout the year.

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

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

Journal # 80264 \_\_\_\_\_

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

Attachment: BudAmends-Apr 15\_General Meeting (Budget Amendments)



Number 20190109

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10410-553000	Dues & Subscriptions	150	
10410-506000	Health Insurance		150
		<u>\$ 150</u>	<u>\$ 150</u>

**Explanation:** Administration (10410) - Transfer budgetd funds for increase in dues for this fiscal year.

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

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

Journal # \_\_80264\_\_\_\_\_

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

Attachment: BudAmends-Apr 15\_General Meeting (Budget Amendments)

Number 20190110

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10795-576001	Baseball	\$ 7,498	
10795-532000	Supplies		\$ 3,498
10795-576015	Tackle Football		\$ 4,000
		<u>\$ 7,498</u>	<u>\$ 7,498</u>

**Explanation:** Parks & Recreation (10795) - Transfer funds for operations for the remainder of this fiscal year.

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

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

Journal # \_\_80264\_\_\_\_\_

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

Attachment: BudAmends-Apr 15\_General Meeting (Budget Amendments)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2445)**

**Agenda Item Title**

Adoption of Revised Master Fee Schedule

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

Currituck County Master  
Fee ScheduleRate and Fee Schedule  
effective July 1, 2018

Dept.	Description	Cost				
Airport	Concession Fees - Aviation Maintenance & Repair Services	\$75.00 annual				
Airport	Concession Fees - Based Charter Aircraft Travel Services	5% of booked fee	due on 10th following quarter end: Jan 10, Apr 10, Jul 10 & Sep 10			
Airport	Concession Fees - Banner Towing Operations	\$75.00 annual				
Airport	Concession Fees - Crop Dusting	\$300.00 annual				
Airport	Concession Fees - Flight Lessons two or more Currituck based aircraft	\$75.00 annual				
Airport	Concession Fees- Flight Lessons no Currituck based aircraft	\$300.00 annual	COMMERCIAL			
Airport	Concession Fees- Flight Lessons one Currituck based aircraft	\$150.00 annual	Annual in Advance			
Airport	Concession Fees- Hang Gliding	\$7,000.00 annual	Annual w/ 3 yr term			
Airport	Concession Fees - Rental Car Services	\$300.00 annual				
Airport	Hangar leases, non-commercial	\$2,760.00 annual, payable \$230 per month - Effective 8/1/2013	Monthly	5% Disc	10% Disc	monthly
Airport	Hangars, commercial A-5-T, A-11-T & Office space 2 combined	\$5,796.00 Effective 8/1/2013	\$ 483.00	\$ 5,506	\$ 5,216	\$ 435
Airport	Hangars, commercial C-2, C-3, C-4, C-5	\$6,555.00 Effective 8/1/2013	\$ 546.25	\$ 6,227	\$ 5,900	\$ 492
Airport	Hangars, commercial A-1-T, A-6-T & office space 1 combined	\$5,520.00 Effective 8/1/2013	\$ 460.00	\$ 5,244	\$ 4,968	\$ 414
Airport	Hangars, commercial B-1-C & B-2-C	\$5,520.00 Effective 8/1/2013	\$ 460.00	\$ 5,244	\$ 4,968	\$ 414
Airport	Hangars, commercial C-1	\$7,590.00 Effective 8/1/2013	\$ 632.50	\$ 7,211	\$ 6,831	\$ 569
Airport	Late Fee	\$15.00 lease				
Airport	Tie-down leases	\$10.00 per month				
Animal Services & Control	Adoption Fee- Dog	\$125.00 Discounts up to 50% off at the discretion of the Director and/or Shelter Manager. Or				
Animal Services & Control	Adoption Fee- Cat	\$75.00				
Animal Services & Control	Reclaim Fee- 1st offense	\$25.00 + \$10.00 a day				
Animal Services & Control	Reclaim Fee- 2nd offense	\$50.00 + \$10.00 a day				
Animal Services & Control	Reclaim Fee- 3rd offense	\$75.00 + \$10.00 a day				
Animal Services & Control	Reclaim Fee- 4th offense	\$100.00 + \$10.00 a day				
Animal Services & Control	Rabies Shot at County Sponsored Rabies Clinics	\$10.00				
CCRC	Facility rental fees					
CCRC	Apartment	\$35.00 per night				
CCRC	Complete facility rental fee/Exclusive right to grounds	\$500.00 per day.				
CCRC	Picnic Shelter- half day rental	\$25.00 per day/per room (up to 4 hours)				
CCRC	Picnic Shelter- full day rental	\$50.00 per day/per room (up to 8 hours)				
CCRC	Indoor Arena:	\$175.00 per weekend day				
CCRC		\$125.00 per week day				
CCRC	Hourly rental of indoor arena	\$25.00 per hour				
CCRC	Outdoor Arena:	\$125.00 per weekend day				
CCRC		\$100.00 per week day				
CCRC	Hourly rental of outdoor arena	\$25.00 per hour				
CCRC	Park Attendant	\$18.00 per hour - nights/weekends/holidays				
CCRC	Stall Rental:					
CCRC	Overnight, no event	\$35.00 per nights				
CCRC	With event	\$15.00 day stall				
CCRC		\$25.00 2 day show				
CCRC		\$30.00 3 day show				
CCRC	Shavings must be used with any stall rental. No one can stall a horse without shavings.					
CCRC	Shavings	\$6.75 per bag				
CCRC	RV/Camper Hook-up	\$25.00 per night				
CCRC	Weekend schooling (No event)	\$25.00 per hour				
CCRC	Vendor Hook-up	\$25.00 per day				
CCRC	Technology fee	\$50.00 Includes wifi, phone, copier, fax access				
CCRC	Notary Fees					
CCRC	Official County business	No charge				
CCRC	Other	\$5 per document				
CCRC	Returned check/credit card/eft fee	\$25.00				
Communications	CD: 911 Data	\$25.00				
Communications	911 Incident Report/911 Transcripts	\$1.00 per page				
Community Development	<b>Central Permitting Fees:</b>	<b>Residential Commercial</b>				
Community Development	New construction and additions	\$0.30 per sf \$0.35 per sf				
Community Development	Alterations	\$0.15 per sf \$0.12 per sf				
Community Development	Cell Tower Evaluation	\$1,000 minimum; actual cost for more complex evaluations				
Community Development	Chimney/Woodstove	\$35.00 \$50				
Community Development	Decks	\$0.30 per sf \$0.35 per sf				
Community Development	Dune decks and walkways	\$0.30 per sf \$0.35 per sf				

Community Development	Demolition	\$35.00	\$75	
Community Development	Detached Buildings	\$0.15 per sf	\$0.15 per sf	
Community Development	Farm Building	N/A	\$0.35 per sf	
Community Development	Fuel Pumps	N/A	\$50 per pump	
Community Development	Gas (Propane/Natural)	\$50.00	\$100	
Community Development	HVAC changeout (includes all trade permits)	\$35.00	\$50	
Community Development	Insulation (new)	\$50.00	\$100	
Community Development	Insulation (alteration)	\$25.00	\$50	
Community Development	Metal Carport, pre-manufactured	Greater than 400 sq ft	\$50	\$100
Community Development	Mobile Homes	\$0.20 per sf	N/A	
Community Development	Modulars	\$0.25 per sf	\$0.30 per sf	
Community Development	P M E (New)	\$50 each	\$100 each/per suite	
Community Development	P M E (Alterations)	\$25 each	\$50each/ per suite	
Community Development	Roofing (sheathing replacement)	\$50.00	\$50	
Community Development	Roofing (shingles only)	Greater than 15,000 sq ft	\$35	\$50
Community Development	Solar array	\$50 base + \$0.20 per panel		\$200 base + \$0.20 per panel
Community Development	County, State, Federal, Non-profit	No fee	No fee	
Community Development	Miscellaneous:			
Community Development	Bulkhead, Pier, Dock, Boatlift	\$50.00	\$100	
Community Development	CAMA Minor Permit	\$100.00	\$100	
Community Development	Elevator (includes trade permits)	\$75.00	\$150	
Community Development	Fire Alarm	N/A	\$50	
Community Development	Fire Sprinklers	\$50.00	\$100	
Community Development	Historic Structure Application Fee	\$100.00	\$100	
Community Development	Hot Tub (includes trade permits)	\$50.00	\$100	
Community Development	Moving Permit	\$0.20 per sf	\$0.20 per sf	
Community Development	Retaining wall	\$50 each	\$100 each	
Community Development	Siding replacement >\$15,000 project cost	> \$15,000 project	\$50	\$75
Community Development	Swimming Pool (flat fee includes trade permits)	\$75.00	\$200	
Community Development	Signs (on premise)	N/A	\$50 per sign	
Community Development	Signs (off premise)	N/A	\$50 per sign	
Community Development	Temporary Office	N/A	\$60	
Community Development	Tents and Membrane Structures	Greater than 800 sq ft	\$50	\$50 per structure
Community Development	Towers		\$500 each	
Community Development	Window, Door replacement >\$15,000 project cost	> \$15,000 project	\$50	\$75
Community Development	Wind Turbine	\$200 each	\$500 each	
Community Development	Amusement rides, water slides	N/A	\$500 each ride	
Community Development	Minimum permit fee	\$25.00	\$50	
Projects that do not fall within the categories above shall be figured on a cost of construction basis as follows:				
Community Development	\$1-\$5,000	\$50.00	\$100	
Community Development	Over \$5,000	\$10 per \$1,000	\$20 per \$1,000	
Community Development	Inspection Division Fees:			
Community Development	Re-inspection	\$50 per trip	\$50 per trip	
Community Development	Working without a permit	Greater of \$50 or 25% of cost	\$100 or 25% of cost	
Community Development	Private Schools/Daycare inspection	N/A	\$100	
Community Development	ABC Inspections	N/A	\$100	
Community Development	Commercial Exhaust Hoods	N/A	\$100 each	
Community Development	Generators (includes trade permits)	\$100.00	\$200	
Community Development	Home Occupations	\$50.00	NA	
Community Development	Planning Division Fees:			
Community Development	Administrative Adjustment	\$100.00	\$100	
Community Development	Clear-Cut Permit	\$50.00	\$50	
Community Development	Minor Subdivision (Conventional)	\$25 per lot	\$25 per lot	
Community Development	Private Access or Family Subdivision	\$50 per lot	N/A	
Community Development	Sign Return Fee (Unlawfully placed signs)	\$25.00	\$25	
Community Development	Site Plan - Major	N/A	\$0.02 sf gross floor area; \$50 minimum	
Community Development	Site Plan - Minor	\$50.00	\$50	
Community Development	Subdivision - Major	\$100 per lot/\$250 Amended Plat		\$100 per lot/\$250 Amended Plat
Community Development	Subdivision - Minor	\$50 per lot	\$50 per lot	
Community Development	Temporary Use Permit	\$50.00	\$50	
Community Development	Zoning/Flood determination letter	\$25.00	\$25	
Community Development	Board of Adjustment Fees:			
Community Development	Appeal or Interpretation	\$150.00	\$150	
Community Development	Variance	\$150.00	\$150	
Community Development	Literature and Materials			
Community Development	Unified Development Ordinance (UDO)	\$30.00	\$30.00	
Community Development	Land Use Plan	\$30.00	\$30.00	
Community Development	Small Area Plans or Technical Documents	\$20.00	\$20.00	
Community Development	Official Zoning Map (Copy)	\$10.00	\$10.00	
Community Development	Planning Board			
Community Development	Conditional Rezoning	\$150 + \$5/acre		\$150 + \$5/acre
Community Development	Development Agreement	\$150 + \$5/acre		\$150 + \$5/acre
Community Development	Planned Development	\$300 + \$5/acre		\$300 + \$5/acre
Community Development	Text Amendment	\$150.00	\$150	
Community Development	Land Use Plan Amendment	\$150.00	\$150	
Community Development	Use Permit-or Amended Use Permit	\$150.00	\$150	
Community Development	Zoning Map Amendment	\$150 + \$5/acre		\$150 + \$5/acre
Community Development	Public Copies - 1 sided	\$0.10	\$	0.10
Community Development	Public Copies - 2 sided	\$0.15	\$	0.15

Community Development	Public Copies color up the 8.5" X 14"	\$0.25	\$	0.25
Community Development	Notary Fees			
Community Development	Official County business	No charge	No charge	
Community Development	Other	\$5 per document	\$5 per document	
Community Development	Returned check/credit card/eft fee	\$25.00		
Note: Preliminary, amended preliminary, final and amended final plats will be assessed at \$33 per lot fee if the sketch plan was approved prior to March 3, 2003.				
Community Development	Beach Parking Permit - Seasonal/Non-resident	\$150.00	per season - 12:01 AM Friday before Memorial Day through 11:59 PM Labor Day	
Community Development	Beach Parking Permit - Seasonal/Resident Guest Pass - County address specific/not vehicle specific	\$150.00	per season - 12:01 AM Friday before Memorial Day through 11:59 PM Labor Day	
Community Development	Beach Parking Permit - 10 Day	\$50.00	10 days from date of permit - Nonresident	
Community Development	Beach Parking Permit - Currituck Property Owners and Residents			
	Seasonal Pass with valid registration - 1 per vehicle	No charge		
	Seasonal Guest Permit - Two for each house located in Off-road area in a verified rental program	No charge		
	Seasonal Guest Permit - Two for each owner occupied FULL-TIME residence located in the off-road area	No charge		
Community Development	Outdoor Tour Operator License	\$950.00	per vheicle	
Community Development	Technology fee	\$1 per permit	\$1 per permit	
Cooperative Extension	Facility rental fees			
Cooperative Extension	Auditorium	\$500.00	per day	
Cooperative Extension	Auditorium set up day	\$100.00	per event	
Cooperative Extension	Conference Room	\$100.00	per day/per room	
Cooperative Extension	Classrooms	\$50.00	per day/per room	
Cooperative Extension	Custodian	\$20.00	per hour - nights/weekends/holidays	
Cooperative Extension	Public Copies - 1 sided	\$0.10		
Cooperative Extension	Public Copies - 2 sided	\$0.15		
Cooperative Extension	Public Copies color up the 8.5" X 14"	\$0.25	per side	
Cooperative Extension	Notary Fees			
Cooperative Extension	Official County business	\$0.00		
Cooperative Extension	Other	\$5.00	per document	
Cooperative Extension	Returned check/credit card/eft fee	\$25.00		
Elections	Copies, color double sided	\$0.45		
Elections	Copies, color single sided	\$0.25		
Elections	Copies, standard letter or legal, per copy	\$0.10		
Elections	Diskette	\$10.00		
Elections	Labels, per label	\$0.01	Minimum \$.30	
Elections	Print-out, per page	\$0.05	Minimum \$.25	
EMS	Public Copies - 1 sided	\$0.10		
EMS	Public Copies - 2 sided	\$0.15		
EMS	Public Copies color up the 8.5" X 14"	\$0.25	per side	
EMS	Notary Fees			
EMS	Official County business	\$0.00	no charge	
EMS	Other	\$5.00	per document	
EMS	Returned check/credit card/eft fee	\$25.00		
EMS	Stand-by events	\$50.00	hour	
ITS	CD1: GIS data CD	\$50.00		
ITS	CD2: 2003, 2008, 2010 or 2012 Color Aerial Photography	\$100.00	per year requested	
ITS	Copies, GIS Data, Laser 11 x 17 black and white	\$1.00		
ITS	Copies, GIS Data, Laser 11 x 17 color	\$2.00		
ITS	Copies, GIS Data, Laser 8 1/2 x 11 black and white	\$0.50		
ITS	Copies, GIS Data, Laser 8 1/2 x 11 color	\$1.00		
ITS	Copies, GIS Data, Laser 8 1/2 x 14 black and white	\$0.75		
ITS	Copies, GIS Data, Laser 8 1/2 x 14 color	\$1.50		
ITS	Copies, GIS Data, Plotter 20 x 24 up to 28 x 36	\$5.00		
ITS	Copies, GIS Data, Plotter Greater than 28 x 36 to 36 x 42	\$8.00		
ITS	Copies, GIS Data, Plotter Greater than 36 x 42	\$10.00		
ITS	Copies, GIS Data, Plotter less than 20 x 24	\$3.00		
ITS	Official Zoning Map	\$10.00		
ITS	CD3: 1995 Aerial Photography (black & white only)	\$50.00		
ITS	Street Naming/Name Changing (payable to U.S. Sign Co.)	\$75.00	plus variable (Exception: Subdivisions created prior to 4/2/89 & sign never installed)	
Library	Books, Fines for Overdues	\$0.10	per day	
Library	Copies, standard letter or legal, per copy	\$0.10		
Library	Fax - Incoming	\$1.00		

Library	Fax - Outgoing	\$2.50	plus \$1.00 each additional page
Mainland Water	3" Riser	Actual cost + 20%	
Mainland Water	6" Riser	Actual cost + 20%	
Mainland Water	Backhoe per hour	\$125.00	
Mainland Water	Bacteriological tests	\$50.00	
Mainland Water	Check Valve	Actual cost + 20%	
Mainland Water	Chloride tests	\$20.00	
Mainland Water	Ditch Witch per hour	\$125.00	
Mainland Water	ERT for Radio Read meter	Actual cost + 20%	
Mainland Water	Excavator per hour	\$125.00	
Mainland Water	Fire hydrant meter - Deposit	\$2,500.00	
Mainland Water	Fire hydrant meter setup fee	\$50.00	
			or three months' billing of previous usage,
Mainland Water	High-risk deposit (owner or renter)	\$200.00	whichever is greater
Mainland Water	Meter - Single family residential - new service or aged/worn out	Included with connection fee	County staff installations
Mainland Water	Meter - Commercial/Multi-family - new service or aged/worn out	Paid by contractor	Contractor installations
Mainland Water	Water connection - contractor installs	No fee	
Mainland Water	Water connection fee, 3/4 inch	\$1,000.00	County staff installs connection
Mainland Water	Water connection fee, 3/4 inch irrigation	\$1,000.00	
Mainland Water	Water connection fee, > 3/4 inch irrigation	Actual cost + 20%	
Mainland Water	Water connection fee > 3/4 inch	Actual cost + 20%	County staff installs connection
Mainland Water	Water developmental fee, 3/4 inch	\$4,279.00	Minimum fee
Mainland Water	Water developmental fee, > 3/4 inch	TBD	Refer to Developmental Fee Study
Mainland Water	Water developmental fee - Centers of Worship	\$3,000.00	
Mainland Water	Impact Fees for Centers of Worship	<del>\$3,000.00</del>	
Mainland Water	Impact Fee 3/4 inch Irrigation Meter	<del>\$1,000.00</del>	
Mainland Water	Impact Fee 1 inch Irrigation Meter	<del>\$1,300.00</del>	
Mainland Water	Impact Fees 3/4 inch	<del>\$6,000.00</del>	
Mainland Water	Impact Fees 1 inch	<del>\$6,500.00</del>	
			minimum - price quoted at time of application for 2" and larger
Mainland Water	Impact Fees 2 inch	<del>\$7,000.00</del>	=
Mainland Water	Impact Fees 3 inch	<del>\$7,500.00</del>	=
Mainland Water	Impact Fees 4 inch	<del>\$8,000.00</del>	=
Mainland Water	Impact Fees 6 inch	<del>\$8,500.00</del>	=
Mainland Water	Impact Fees 6 inch Fire Service	<del>\$6,000.00</del>	
Mainland Water	Labor per man hour	\$60.00	
Mainland Water	Lid only	Actual cost + 20%	
Mainland Water	Lock	Actual cost + 20%	
Mainland Water	Meter - damaged/vandalized	Actual cost + 20%	
Mainland Water	Meter accessibility charge	\$35.00	
Mainland Water	Meter Box	Actual cost + 20%	
Mainland Water	Meter tampering fee	\$75.00	
Mainland Water	Meter testing fee	\$50.00	If meter accurate
Mainland Water	Meter testing fee	No Charge	If more than 2.5% inaccurate
Mainland Water	Open/reopen/transfer account	\$25.00	
Mainland Water	Pipe pressure/leakage retest	\$150.00	
Mainland Water	Pipe pressure/leakage test	\$150.00	
Mainland Water	Reconnection fee (after cutoff for nonpayment)	\$50.00	8AM - 5PM
Mainland Water	Renter deposit	\$150.00	
Mainland Water	Reread meter - our reading correct	\$25.00	
Mainland Water	Reread meter - our reading incorrect	No Charge	
Mainland Water	Retrofit Meter	Actual cost + 20%	
Mainland Water	Returned check fee	\$25.00	
Mainland Water	Road Bore	Actual cost + 20%	
Mainland Water	Special request meter reading	\$25.00	
Mainland Water	Turn on/off fee, per occurrence	\$25.00	Normal working hours
Mainland Water	Turn on/off fee, per occurrence	\$50.00	After normal working hours
Mainland Water	Union half with nut	Actual cost + 20%	
		Same as all other water consumption charges	
Mainland Water	Water Charge Fire Service (sprinkler systems)	Same as all other water consumption charges	
			consumption charges
Mainland Water	Water Charge Local Government/Board of Education		
Mainland Water	Water Charge base 0-2000 gallons	\$20.00	month
Mainland Water	Water Charge up to 5000 gallons	\$4.50	per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge up to 10,000 gallons	\$5.50	per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge up to 15,000 gallons	\$6.50	per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge up to 20,000 gallons	\$7.50	per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge all over 20,000 gallons	\$8.50	per 1000 gal./effective 7/1/2016
Mainland Water	Yoke	Actual cost + 20%	
Mainland Water	Yoke valve with meter nut	Actual cost + 20%	
Mainland Sewer	Sewer developmental fee, 3/4 inch	\$5,806.00	Per residential unit
Mainland Sewer	Sewer developmental fee, > 3/4 inch	\$5,806.00	Per Equivalent Residential Unit of 360 gallons per day
Mainland Sewer	Tap Fee in Maple Commerce Park	<del>\$7,700.00</del>	per EDU (250 gpd)
Mainland Sewer	Tap Fee in Moyock	<del>\$5,500.00</del>	per EDU (250 gpd)
Mainland Sewer	Tap Fee in Walnut Island/Waterside Villages	<del>\$4,500.00</del>	
Mainland Sewer	Sewer Utility Charge	1.5x Water Usage Charge	\$30 minimum base rate
Mainland Sewer	Residential renter deposit	\$150.00	
Mainland Sewer	Residential renter deposit (High Risk)	\$200.00	3 months past usage with \$200 min
Mainland Sewer	Open/reopen/transfer account	\$25.00	



Mainland Sewer	Reconnection fee	\$50.00
Mainland Sewer	Sewer Service Tampering Fee	\$75.00 Min \$75 plus cost of damages
Parks & Rec	Knotts Island	\$200.00 per day
Parks & Rec	Maple Athletic Complex - Baseball/Softball Fields	\$200.00 per field/per day
Parks & Rec	Maple Athletic Complex - Soccer Fields	\$200.00 per field/per day
Parks & Rec	Maple Park	\$300.00 per day
Parks & Rec	Maple Skate Park	\$200.00 per day
Parks & Rec	Sound Park	\$500.00 per day
Parks & Rec	Veteran's Memorial Park	\$200.00 per day
Parks & Rec	Walnut Island Park	\$200.00 per day
Parks & Rec	Adult Softball (men and women)	\$200.00 per team
Parks & Rec	Youth Cheerleading	\$20.00 per child - Maximum of \$40.00 per family
Parks & Rec	Youth Flag Football	\$20.00 per child - Maximum of \$40.00 per family
Parks & Rec	Youth Soccer (Fall and Spring)	\$20.00 per child - Maximum of \$40.00 per family
Parks & Rec	Youth Tackle Football	\$25.00 per child - No Maximum Fee
Parks & Rec	Youth T-Ball/Baseball/Softball	per child - \$35.00 (2 children) Maximum \$25.00 of \$50.00 for a family of 3 or more
Parks & Rec	Youth/Junior Basketball	\$20.00 per child - Maximum of \$40.00 per family
Parks & Rec	Tournament Admission Fees- Under 5	No Charge
Parks & Rec	Tournament Admission Fees- Ages 6-12	\$3.00
Parks & Rec	Tournament Admission Fees-13 and up	\$5.00
Parks & Rec	Concessions	Cost + 100% to 300%
Parks & Rec	Field Fees - Soccer, Baseball/Softball, Tennis Courts	1/2 day - does not include staff, security \$25.00 or clean-up charges
Parks & Rec	Field Fees - Soccer, Baseball/Softball, Tennis Courts	daily - does not include staff, security or \$50.00 clean-up charges
Parks & Rec	Field Set-up Fees - Baseball/Softball	per field - does not include staff, security \$20.00 or clean-up charges
Parks & Rec	Field Set-up Fees - Soccer	per field - does not include staff, security \$25.00 or clean-up charges
Parks & Rec	Park Picnic Shelter	\$25.00 per 1/2 day/\$50 daily
Parks & Rec	Parks	
Parks & Rec	Staff for Events (if required) - Park Attendant	\$18.00 per hour/per attendant
Parks & Rec	Staff for Events (if required) - Park Superintendent	\$18.00 per hour
Parks & Rec	Staff for Events (if required) - Recreation Director	\$28.00 per hour
Parks & Rec	Staff for Events (if required) - Recreation Specialist	\$18.00 per hour
Ocean Sands	Water rates - See Southern Outer Banks Water	Same as SOBWS rates
Ocean Sands	Sewer Utility Charge	Rate increase effective with billings on or \$7.95 base + 1.5x Water after January 1, 2014
Ocean Sands	Sewer Tap Fee	\$450.00
Ocean Sands	Water rate	Refer to SOBWS rates
Ocean Sands	Water connection - contractor installs	No fee
Ocean Sands	Water connection fee, 3/4 inch	\$1,000.00 County staff installs connection
Ocean Sands	Water connection fee, > 3/4 inch	Actual cost + 20% County staff installs connection
Ocean Sands	Water developmental fee	\$2,000.00 Minimum fee
Ocean Sands	Sewer developmental fee	\$450.00 Minimum fee
Ocean Sands	Water Tap 3/4 inch meter	\$2,000.00
Solid Waste	Tipping Fees per ton for all solid waste that originates outside the County	\$83.00 per ton
Solid Waste	Tipping Fees per ton for mixed solid waste MSW	\$73.00 per ton
Register of Deeds	Birth or Death Amendments (preparation)	\$10.00
Register of Deeds	Birth or Death Amendments, NC Vital Records	\$15.00 payable to N.C. Vital Records Section
Register of Deeds	Birth or Death Legitimations County	\$10.00
Register of Deeds	Birth or Death Legitimations State (via check)	\$10.00
Register of Deeds	Birth or Death Record, Certified Copy	\$10.00
Register of Deeds	Birth, Delayed Birth Applications	\$20.00
Register of Deeds	Copies, Certified 1st page	\$5.00 plus \$2.00 each page of document
Register of Deeds	Copies, Uncertified	\$0.25
Register of Deeds	Copies, Uncertified Plats (11"x17")-per page	\$0.50
Register of Deeds	Copies, Uncertified Plats (11"x17")-per page VIA Mail or Fax	\$1.00
Register of Deeds	Copies, Uncertified Plats (18"x24")-per page	\$2.00
Register of Deeds	Copies, Uncertified Plats (18"x24")-per page VIA Mail	\$3.00
Register of Deeds	Copies, Uncertified VIA Mail	\$1.00
Register of Deeds	Deeds of Trust and Mortgages	\$64.00 Minimum fee for pages 1-35
Register of Deeds	Deeds of Trust and Mortgages per page for pages over 35	\$4.00
Register of Deeds	Deeds of Trust and Mortgages Additional (multi- instrument)	\$10.00
Register of Deeds	Deeds of Trust and Mortgages Satisfaction/Cancellation	Free
Register of Deeds	Highway Maps 1st page	\$21.00
Register of Deeds	Highway Maps Additional Page(s)	\$5.00
Register of Deeds	Highway Maps Certified Copy (per 1st page)	\$5.00
Register of Deeds	Instrument, General	\$26.00 Minimum fee for pages 1-15
Register of Deeds	Instrument, General per page for pages over 15	\$4.00
Register of Deeds	Instrument, General Additional ( multi-instrument)	\$10.00

Register of Deeds	Marriage License	\$60.00
Register of Deeds	Marriage License Certified Copy	\$10.00
Register of Deeds	Marriage License Corrections	\$10.00
Register of Deeds	Notary Oath	\$10.00
Register of Deeds	Plats 1st page (GS 161-10)	\$21.00
Register of Deeds	Plats Additional Page(s)	\$21.00
Register of Deeds	Plats Certified Copy (per 1st page)	\$5.00
Register of Deeds	Plats Certified Copy - each additional page after first page	\$2.00
Register of Deeds	Uniform Commercial Code Fixture Filing Only 1-2 pages	\$38.00
Register of Deeds	Uniform Commercial Code Fixture Filing Only 3-10 pages	\$45.00
Register of Deeds	Uniform Commercial Code Fixture Filing Only over 10 pages	\$45.00 plus \$2.00 each additional page over 10
Register of Deeds	Excessive Recording Data - more than 20 distinct parties	\$2.00 each name over 20 - G.S. 161-10(a)(1)
Register of Deeds	Non-standard Fee	\$25.00 G.S. 161-14(b)
Soil Conservation	Soil surveys/publications	Free
Sheriff	Peddler License initial fee	\$35.00
Sheriff	Peddler License renewal fee	\$20.00
Sheriff	Noise permits	\$25.00
Sheriff	Adult Entertainment Business Permit - New	\$100.00
Sheriff	Adult Entertainment Business Permit - Renew	\$50.00
Sheriff	Copies; uncertified black & white	\$0.10 single side/\$0.15 duplex
Sheriff	Copies; uncertified color	\$0.25 per page
Sheriff	Copies; Certified	\$1.00
Sheriff	CD - Detention Interviews	\$10.00
Sheriff	Entertainer's License - New	\$50.00
Sheriff	Entertainer's License - Renew	\$25.00
Sheriff	Handgun Purchase Permit	\$5.00
Sheriff	Concealed Weapon Permit - New	\$90.00
Sheriff	Concealed Weapon Permit - Renew	\$80.00
S Outer Banks Water	3" Riser	Actual cost + 20%
S Outer Banks Water	6" Riser	Actual cost + 20%
S Outer Banks Water	Backhoe per hour	\$125.00
S Outer Banks Water	Excavator per hour	\$125.00
S Outer Banks Water	Bacteriological tests	\$50.00
S Outer Banks Water	Check Valve	Actual cost + 20%
S Outer Banks Water	Chloride tests	\$20.00
S Outer Banks Water	Ditch Witch per hour	\$125.00
S Outer Banks Water	ERT for Radio Read meter	Actual cost + 20%
S Outer Banks Water	Fire hydrant meter - Deposit	\$2,500.00
S Outer Banks Water	Fire hydrant meter setup fee	\$50.00
S Outer Banks Water	High risk deposit (owner or renter)	\$200.00 or three months' billing of previous usage, whichever is greater
S Outer Banks Water	Water connection - contractor installs	No fee
S Outer Banks Water	Water connection fee, 3/4 inch residential meter	\$1,000.00 County staff installs connection
S Outer Banks Water	Water connection fee > 3/4 inch	Actual cost + 20% County staff installs connection
S Outer Banks Water	Water connection fee, 3/4 inch irrigation meter	\$1,000.00 County staff installs connection
S Outer Banks Water	Water connection fee > 3/4 inch irrigation meter	Actual cost + 20% County staff installs connection
S Outer Banks Water	Water developmental fee, 3/4 inch	\$5,000.00 Minimum fee
S Outer Banks Water	Water developmental fee, > 3/4 inch	TBD Refer to Developmental Fee Study
S Outer Banks Water	Water developmental fee, Centers of Worship	\$3,000.00
S Outer Banks Water	Impact Fee 1-inch for Centers of Worship	\$3,000.00
S Outer Banks Water	Impact Fee 3/4-inch Irrigation Meter	\$1,000.00
S Outer Banks Water	Impact Fee 1-inch Irrigation Meter	\$1,300.00
S Outer Banks Water	Impact Fee 3/4" Meter	\$6,000.00
S Outer Banks Water	Impact Fee 1" Meter	\$6,500.00
S Outer Banks Water	Impact Fee 2-inch	\$7,000.00
S Outer Banks Water	Impact Fee 3-inch	\$7,500.00
S Outer Banks Water	Impact Fee 4-inch	\$8,000.00
S Outer Banks Water	Impact Fee 6-inch	\$8,500.00
S Outer Banks Water	Impact Fee 6-inch Fire Services	\$6,000.00
S Outer Banks Water	Impact Fee standard 3/4" meter, commercial	\$1,000.00
S Outer Banks Water	Impact Fee standard 3/4" meter, hotels/motels per two rooms	\$1,000.00
S Outer Banks Water	Impact Fee standard 3/4" meter, laundry	\$1,000.00 per 3 machines
S Outer Banks Water	Impact Fee standard 3/4" meter, multifamily	\$1,000.00 (condos, cottage courts, apartments) Each habitable unit
S Outer Banks Water	Impact Fee standard 3/4" meter, restaurants	\$1,000.00 per 16 seats or fraction thereof
S Outer Banks Water	Impact Fee standard 3/4" meter, sewer	\$700.00
S Outer Banks Water	Impact Fee standard 3/4" meter, single family residential	\$1,000.00
S Outer Banks Water	Labor per man hour	\$60.00
S Outer Banks Water	Lid only	Actual cost + 20%
S Outer Banks Water	Lock	Actual cost + 20%
S Outer Banks Water	Meter	Actual cost + 20%
S Outer Banks Water	Meter accessibility charge	\$35.00
S Outer Banks Water	Meter Box	Actual cost + 20%
S Outer Banks Water	Meter tampering fee	\$75.00

S Outer Banks Water	Meter testing fee	\$50.00	If meter accurate
S Outer Banks Water	Meter testing fee	No Charge	If more than 2.5% inaccurate
S Outer Banks Water	Open/reopen/transfer account	\$25.00	
S Outer Banks Water	Pipe pressure/leakage retest	\$150.00	
S Outer Banks Water	Pipe pressure/leakage test	\$150.00	
S Outer Banks Water	Reconnection fee (after cutoff for nonpayment)	\$50.00	8AM - 5PM
S Outer Banks Water	Renter deposit	\$150.00	
S Outer Banks Water	Reread meter - our reading correct	\$25.00	
S Outer Banks Water	Reread meter - our reading incorrect	No Charge	
S Outer Banks Water	Retrofit Meter	Actual cost + 20%	
S Outer Banks Water	Returned check fee	\$25.00	
S Outer Banks Water	Road Bore	Actual cost + 20%	
S Outer Banks Water	Special request meter reading	\$25.00	
S Outer Banks Water	Turn on/off fee, per occurrence	\$25.00	Normal working hours
S Outer Banks Water	Turn on/off fee, per occurrence	\$50.00	After normal working hours
S Outer Banks Water	Union half with nut	Actual cost + 20%	
S Outer Banks Water	Water Charge - Pine Island Base Rate	\$30.00	month
S Outer Banks Water	Water Charge - Pine Island per 1,000 gallons	\$4.50	per 1000 gal
S Outer Banks Water	Water Charge Base Rate	\$20.00	month
S Outer Banks Water	Water charge up to 2,500 gallons	\$3.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 5,000 gallons	\$4.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 10,000 gallons	\$5.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 15,000 gallons	\$6.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 20,000 gallons	\$7.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge over 20,000 gallons	\$8.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Yoke	Actual cost + 20%	
S Outer Banks Water	Yoke valve with meter nut	Actual cost + 20%	
S Outer Banks Water	Pipe pressure/leakage retest	\$150.00	
Sr. Center	Deposit, Rental of Senior Center Space (Refundable)	\$100.00	
Sr. Center	Powells Point Bldg- Deposit	\$100.00	per event
Sr. Center	Powells Point Bldg- Rent	\$100.00	per event
Sr. Center	Fax - outgoing	\$2.50	first page \$1.00 each additional page
Sr. Center	Fax - Incoming	\$1.00	
Sr. Center	Public Copies - 1 sided	\$0.10	
Sr. Center	Public Copies - 2 sided	\$0.15	
Sr. Center	Notary Fees		
Sr. Center	Official County business	\$0.00	
Sr. Center	Other	\$5.00	per document
Sr. Center	Returned check/credit card/efit fee	\$25.00	
Tax	Public Copies - 1 sided	\$0.10	
Tax	Public Copies - 2 sided	\$0.15	
Tax	Public Copies - Color (Up to 8.5" X 14")	\$0.25	per side
Tax	Public Copies - Color (11" x 17")	\$0.50	per side
Tax	Labels, per label	\$0.03	Minimum \$10.00
Tax	Aerial Tax Maps	\$8.00	
Tax	Subdivision Tax Maps	\$3.00	per sheet
Tax	Street Atlas	\$8.00	
			Payment for Taxes; Minimum \$25.00 G.S.
Tax	Returned check/credit card/debit card/EFT/ACH fee	\$0.10	105-357(b)(2)
Tax	Returned check/credit card/debit card/EFT/ACH fee	\$25.00	All other than taxes
Tax	Property Record Card	\$0.50	each
Tourism	Heritage Festival - BBQ Contest Registration	\$300.00	per team - includes RV hookup fee
Tourism	Heritage Festival - Rodeo admission - Ages 13+	\$15 Adv/\$20 Day of Event	
Tourism	Heritage Festival - Rodeo admission - Ages 6-12	\$10 Adv/\$15 Day of Event	
Tourism	Heritage Festival - Rodeo admission - Ages 0-5	No Charge	
Tourism	Heritage Festival - Rodeo admission - Family (2 Adult/2 Under 12)	\$45.00	Advance sales only
Tourism	Heritage Festival - Rodeo admission - BBQ Participants	\$10.00	Advance sales only
Tourism	Legacy Tours Whalehead Ages 0-5	No charge	
Tourism	Legacy Tours Whalehead Ages 6-12	\$5.00	
Tourism	Legacy Tours Whalehead Ages 13-54	\$7.00	
Tourism	Legacy Tours Whalehead Ages 55+	\$5.00	
Tourism	Legacy Tours Whalehead Active Military	\$5.00	
Tourism	Legacy Tours Wounded Warrior	No charge	
Tourism	Legacy Tours Whalehead Group Student	\$3.00	Coordinator/Bus Driver No charge
Tourism	Legacy Tours Whalehead Group Adult	\$5.00	Coordinator/Bus Driver No charge
			Based on type of Tour and Resources
Tourism	Specialty Tours	TBD	involved
Tourism	Whalehead Wednesday	\$15.00	Price includes wine tasting and glass
	Events requiring tent rentals or other structures on grounds must be rented for the day before, day of and day after event.		
Tourism	Grounds Rental - Primary Site (N Lawn/S Lawn/Point)	\$750.00	
Tourism	Grounds Rental - Secondary Site	\$400.00	
Tourism	Grounds Rental - Picnic Shelter	\$50.00	
Tourism	Grounds Rental - Gazebo	\$150.00	
Tourism	Grounds Rental - Side Porch	\$50.00	
Tourism	Grounds Refundable Security Deposit	\$750.00	
Tourism	Picnic Shelter Refundable Security Deposit	\$25.00	
Tourism	Golf Cart Rental per 8 hours	\$300.00	each per day
Tourism	Tourism and Whalehead \$0.00 - \$6.99 our cost retail merchandise	Cost + 100%	

Tourism	Tourism and Whalehead merchandise	\$7.00 - \$10.99 our cost retail	Cost + 50%
Tourism	Tourism and Whalehead merchandise	\$11.00 - \$19.99 our cost retail	Cost + 35%
Tourism	Tourism and Whalehead merchandise	\$20.00 & up our cost retail	Cost + 25%
Tourism	Vendor Booth Fee	No Charge - Currituck County Property Owner	
Tourism	Vendor Booth Fee	\$25 - Out of County Resident/Business	
Tourism	Historic Corolla Park Usage- exception of stated hours	unlimited usage with the	\$400.00 per month for June, July & August
Tourism	Historic Corolla Park Usage- exception of stated hours	unlimited usage with the	\$250.00 per month January - May and September - December
Tourism	Historic Corolla Park Usage- Park 1 day a week or less	for businesses needing the	\$50.00 per day for all months
Other	Notary Fees		Free Official County Business
Other	Notary Fees		\$5.00 Other than County Business
Other	Returned Check Fee		\$25.00

NOTES:  
Occupancy Tax and Sales Taxes will be charged if applicable.

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

Revised this 15th day of April  
2019.

\_\_\_\_\_  
Bob White, Chairman

Attest:

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



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2450)

**Agenda Item Title**

Surplus Resolution-Annual Housekeeping FY 2018-19

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

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

County Asset Tag	Description	Serial Number
1951	JOHN DEERE LAWN MOWER	M00180B 489103
1958	Mark 2 Unit W/Case	36-00128
1990	Motorola Mobile VHF Radio	
1992	Mobile UHF Radio W/Gain Antenna- Maratrac	T73XTA7TA7-K
2059	CAMCORDER	18HB01754
2123	KENMORE REFRIGERATOR	B91230981
2231	Motorola MT1000 Portable Radio- Moyock	751APY2070
2267	COURTHOUSE HEATING/AC - PHASE II	
2538	Megacode Kelly Trauma Package	CPR2350
2680	MOVING RADAR- MPH K-55	
2752	Robinair Freon Machine	5050
2754	MARKETING EXHIBIT	
2794	12 PLASTIC/METAL STACK CHAIRS	
2862	430 JOHN DEERE TRACTOR	CH3029D043724
3021	RADAR- X-BAND	
3079	LOW PRESSURE SCBA 30 MIN MED	
3080	LOW PRESSURE SCBA 30 MIN MED	
3116	Motorola HT100 Portable Radio- Medic #	402AVAA474- 751APY20
3124	Recording Resusci Annie	R2503
3666	CONCRETE AT OLD HEALTH DEPARTMENT	
3708	MACKIE 24 CHANNEL MIXING BOARD	
3961	Mita DC-1755 Copier	37044 407
4003	75R PASSICE PIPE/CABLE LOCATOR	
5280	1 STACKING LEG CHAIR	
5362	PRO PLUS HEART-RATE TREADMILL	MORH37991
5429	EMERGENCY GENERATOR FOR FUEL FARM	1181162
5474	Office Furniture for PPCB	
5560	FLOATING IN CAR VIDEO SYSTEM	86117
5561	FLOATING IN CAR VIDEO SYSTEM	86118
5562	FLOATING IN CAR VIDEO SYSTEM	86119
5563	FLOATING IN CAR VIDEO SYSTEM	86120
5573	Minolta Copier	31036394
5607	PRO 1000 DS TRAFFIC RADAR	DS15400
5711	TASER GUN	P3-022-304
5768	SEARS 55" BIG SCREEN TV	YA1AO322000510
5769	4 TON HEAT/AC UNIT- BACK DOWNSTAIRS CRTH	WEMM032375
5791	2 Geiger Counters- James/Stanley	09961 & 09978
5795	GOLDEN EAGLE RADAR UNIT- TRAFFIC GRANT	E27301
5796	GOLDEN EAGLE RADAR UNIT- TRAFFIC GRANT	E27292
5797	GOLDEN EAGLE RADAR UNIT- TRAFFIC GRANT	E27298
5798	GOLDEN EAGLE RADAR UNIT- TRAFFIC GRANT	E25007
5799	GOLDEN EAGLE RADAR UNIT- TRAFFIC GRANT	E27300
5938	YORK 6 TON HEAT PUMP- FOOR 1 COURTHOUSE	NFLM062063
6118	MURRAY 42" 6 SPEED LAWN MOWER	7537214651100260
6235	M100 BALLOT BOX W/KIT	217430
6236	M100 BALLOT BOX W/KIT	216877
6237	M100 BALLOT BOX W/KIT	222368
6238	M100 BALLOT BOX W/KIT	221327

6239	M100 BALLOT BOX W/KIT	217419
6240	M100 BALLOT BOX W/KIT	217327
6241	M100 BALLOT BOX W/KIT	222438
6242	M100 BALLOT BOX W/KIT	222210
6243	M100 BALLOT BOX W/KIT	217431
6244	M100 BALLOT BOX W/KIT	222318
6245	M100 BALLOT BOX W/KIT	219959
6246	M100 BALLOT BOX W/KIT	222436
6247	M100 BALLOT BOX W/KIT	221949
6248	M100 BALLOT BOX W/KIT	222490
6249	M100 BALLOT BOX W/KIT	221578
6426	IN CAR CAMERA W/GPS	
6427	IN CAR CAMERA W/GPS	
6428	IN CAR CAMERA W/GPS	
6429	IN CAR CAMERA W/GPS	
6430	IN CAR CAMERA W/GPS	
6431	IN CAR CAMERA W/GPS	
6496	CARRIER R22 13 SEER PTAC HEAT PUMP	607795620
6777	480C GREY CROSS CUT SHREDDER	080117GE0003323
7015	SAMSUNG HEAT PUMP 410A- INVERTER MINI	
7238	IN CAR CAMERA/OVERHEAD CONSOLE COMBO	
7239	IN CAR CAMERA/OVERHEAD CONSOLE COMBO	
7240	IN CAR CAMERA/OVERHEAD CONSOLE COMBO	
7241	IN CAR CAMERA/OVERHEAD CONSOLE COMBO	
7242	IN CAR CAMERA/OVERHEAD CONSOLE COMBO	
7243	IN CAR CAMERA/OVERHEAD CONSOLE COMBO	
7364	23 HP 54" Cub Cadet Mower	1H069H96088
7443	HP DESIGNJET T2300PS PRINTER	
7648	2012 BLUE YAHAMA 350 GRIZZLY	5Y4AH28Y6BA009664
7649	2012 GREEN YAMAHA 350 GRIZZLY	5Y4AH28YX9A007832
8351	2014 Green Yamaha 350 Grizzly ATV	5Y4AH30Y5EA016952
9038	BLACK X26P ECD TASER WITH HOLSTER	X12003RY0
2823A-S	7 Ergonomic Task chairs	
5484A-NN	40 WALNUT/ENAMEL CHAIRS	
6265A-B	2 Lateral 45 Drawer filing cabinet	
6878	REZNOIR 45,000 BTU NATURAL GAS HEATER	4263SRJ6V
7472A-K	11- 10 X 14 Deck Mats- Debris Site	
7498A-F	6- KENWOOD VHF RADIO W/NUMERIC DISPLAY	B1801220, B1801221, B1801222,
8937	COMPRESSOR 1 OF 2- HP-4C COURTROOM B	
8938	COMPRESSOR 2 OF 2- HP-4C COURTROOM B	

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

**ADOPTED**, this      th day of      , 2019.

\_\_\_\_\_  
Bob White  
County of Currituck, Board of Commissioners

\_\_\_\_\_  
LeeAnn Walton  
Clerk to the Board

(Seal)





## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2454)**

**Agenda Item Title**

Project Ordinance-SCBA Firefighter's Grant

**Brief Description of Agenda Item:**

Project Ordinance to move grant funds received for the purchase of Air Packs for Fire/EMS.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

## COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

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

**SECTION 1.** The project authorized is to purchase and replace all SCBA equipment within the County and volunteer fire systems located in Currituck County.

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

SCBA Grant 2019	\$ 1,094,500
	<u>\$ 1,094,500</u>

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

SCBA Firefighter's Grant	\$ 995,000
Transfer from Operating Fund (Ad Valorem Taxes)	99,500
	<u>\$ 1,094,500</u>

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

### SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

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

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

### SECTION 6. CONTRACTUAL OBLIGATIONS

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

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

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

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

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

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

ADOPTED this 15<sup>th</sup> day of April 2019.

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Bob White, Chairman  
Board of Commissioners

ATTEST:

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Leeann Walton  
Clerk to the Board



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2447)**

**Agenda Item Title**

Consideration and Approval of Lease Agreement between Currituck County and College of the Albemarle-Public Safety Building

**Brief Description of Agenda Item:**

The North Carolina Community College System office in charge of Capital Improvement Projects requires an executed, long-term lease agreement with the County before the college can disburse any funds toward the construction of the Public Safety building in Currituck.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

# NORTH CAROLINA CURRITUCK COUNTY LEASE AGREEMENT

CURRITUCK COUNTY  
AND THE BOARD OF TRUSTEES  
OF THE COLLEGE OF THE ALBEMARLE  
FOR THE PUBLIC SAFETY COMPLEX AND  
TRAINING CENTER AT AIRPORT ROAD, MAPLE,  
NORTH CAROLINA

## DRAFT

This document is a draft of a proposed lease for the Public Safety Complex to be built by Currituck County. A portion of that complex will be for use by the College of The Albemarle to offer Public Safety Programs.

The design phase is still in progress, so square footage, exact location, and the name of the completed facility are still unknown.

For the purposes of NC Connect Bond requirements, Currituck County has given assurance the final lease will be for a period of not less than 30 years.

## DRAFT

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NORTH CAROLINA

CURRITUCK COUNTY

### LEASE AGREEMENT

THIS LEASE AGREEMENT is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between CURRITUCK COUNTY, NORTH CAROLINA (the "COUNTY") and the TRUSTEES of the COLLEGE OF THE ALBEMARLE (the "COA") pursuant to N.C. Gen. Stat. §115-15.1 and as approved by the State Board of Community Colleges.

### RECITALS:

- A. COUNTY and COA have determined to cooperate in a plan to construct and equip a building for **Currituck County's Public Safety Agencies and COA's Public Safety training programs**, (the "College Facility"), which has found to be necessary and desirable to provide for improved higher education in the County.
- B. COUNTY owns the site on which the College Facility will be located, (the "College Site").
- C. COUNTY proposes to lease the College Facility, (the "Premises"), to COA and COA has determined to lease the Leased Property from COUNTY.
- D. COUNTY and COA contemplate that COA and its students and employees will be entitled to make certain uses of COUNTY's property located adjacent to the Premises and that COUNTY's invitees and licensees will be entitled to make certain uses of the leased Premises, as set forth herein.
- E. COUNTY and COA by execution and delivery of this Lease Agreement desire to set forth their mutual agreements and understandings with respect to leasing of the Premises by COA, operation and use of Premises, and various matters relating thereto.

NOW, THEREFORE IN CONSIDERATION of rents to be paid by COA hereunder, the mutual promises and agreements contained herein, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, COUNTY and COA hereby agree as follows:

1. Demise of Premises. COUNTY does hereby lease, demise and let unto COA and COA does hereby accept subject to the covenants and agreements hereinafter expressed, those certain premises to be situated in **shared** buildings constructed by COUNTY pursuant to the terms of this Lease which shall be known as the **Currituck County Public Safety Complex and Training Center**, (the "Complex"), at the Currituck County Regional Airport in the community of Maple, North Carolina, Currituck County, North Carolina, as more particularly shown on Exhibit A, (the "Premises"), which Premises shall consist of a total of **3 buildings totaling approximately 50,500 square feet**. On or before the Commencement Date, County shall measure the Rentable Area of the Premises, and COUNTY and COA shall amend



this Lease if necessary to reflect any discrepancy in the size of the Premises disclosed by COUNTY's measurement of the Premises by COUNTY's architect. The Premises also includes the right to use in common with others the Common Area as described below. TO HAVE AND TO HOLD the Premises, subject to the limitations, terms and conditions herein contained, for the term and at rentals herein provided.

As used herein, the term "Common Area" shall mean all areas and facilities not appropriated to the exclusive occupancy of COUNTY's Public Safety Agencies or COA's program use, including parking areas, sidewalks, pedestrian ways, driveways, signs, drainage ways and systems, service delivery facilities, common utility facilities and all other areas established on COUNTY's property adjacent to the Premises.

2. **Term.** The term of this Lease shall commence effective the date on which COUNTY receives a certificate of occupancy for the Buildings and shall continue for a period of **thirty (30)** years thereafter (the "Initial Term"). Thereafter, COA may, at its option, renew this lease for an additional eight (8) year term provided written notice is given to COUNTY at least six months prior to the expiration of the Initial Term. If renewed beyond the Initial Term, the term of this Lease shall automatically renew for successive eight (8) year renewal terms unless: (i) COA is in default at the expiration of the Initial Term (or at the expiration of any subsequent eight (8) year renewal term); or (ii) either COUNTY or COA has provided to the other a notice of non-renewal which notice of non-renewal must be provided no later than thirty-six months prior to the expiration of the Initial Term (as to the first thirty (30) year renewal term) or thirty-six months prior to the expiration of any current eight (8) year renewal term (as to all subsequent renewal terms). The parties intend that this Lease be a perpetual lease automatically renewing for eight (8) year renewal terms in perpetuity unless COA is in default or unless one of the parties elects in its discretion not to renew as set forth in the immediately preceding sentence or unless COUNTY exercises its option to terminate as provided in Paragraph 10 below. During each eight (8) year renewal term, all obligations and agreements of COUNTY and COA set forth herein with respect to the Initial Term shall continue to apply except as otherwise expressly provided herein. In the event that the Initial Term or any renewal term is not renewed pursuant to this paragraph, then, upon the expiration of the Initial Term or the renewal term as the case may be: (i) this Lease shall terminate; (ii) title and possession to the Premises and to all other improvements thereon constructed by COA shall automatically be vested in COUNTY without further action and without the payment of any compensation or other amount by COUNTY except as provided in Paragraph 10 below; and (iii) all right, title and interest of COA with respect to the Premises and any other improvements shall cease and terminate.
3. **Rent.** COA has paid to COUNTY total rent of \$40.00 for the Initial Term and shall pay \$1.00 for each year of each Renewal Term. The total annual rent for the Initial term shall be paid in full in advance contemporaneously with the execution and delivery of this Lease. The total annual rent of each renewal term shall be paid in full in advance within thirty (30) days of the commencement of each renewal term. All rental payments shall be made to COUNTY at its offices 153 Courthouse Road, Suite 204, Currituck, North Carolina 27929 or at such other address as COUNTY may direct.
4. **Construction of College Facility.** COUNTY, at COUNTY's own cost and expense shall perform

all work, provide all labor, furnish all new materials, and obtain all certificates and permits necessary and desirable to construct a **Public Safety Complex** in accordance with the drawings and specifications entitled "**\_\_\_\_\_**", Currituck County, Currituck, North Carolina" by **\_\_\_\_\_** Architecture dated **\_\_\_\_\_** which drawings and specifications are incorporated herein by reference. COA shall (i) **provide \$1,000,000 of NC Connect Bond Funds and** (ii) be responsible for the cost of furnishings, equipment, material and any other nonfixture item necessary for COA's intended use of the Premises.

5. New Construction and Alterations on Premises. COA may construct upon the Premises major interior structural alterations or changes only with the express written permission of COUNTY. With respect to any major interior alterations or changes on the Premises, COA agrees as follows:
  - (a) COA shall submit the Plans and Specifications to COUNTY for its review. Should County wish to suggest any changes, it shall notify COA in writing promptly of such changes.
  - (b) COA shall cause any improvements to the Premises to be built and performed in accordance with the Plans and Specifications as the same may be amended but only with the prior notification to COUNTY and in accordance with all laws, ordinances, codes and regulations applicable thereto. COA shall be responsible for obtaining all governmentally required authorizations, permits and approvals as may be necessary in connection with construction of any improvements to the Premises.
  - (c) COA shall not permit any liens of any kind to attach to the Premises arising from or associated with any work performed at the Premises and if any lien is filed against the Premises as the result of such construction or as the result of any action of COA, COA shall promptly either (i) pay and discharge the item, or (ii) provide a bond against the lien sufficient to permit the lien to be discharged of record as permitted by law. In the event that COA fails to remove or discharge any such lien or to post a bond against such lien by a date specified by COUNTY, COUNTY may do so at its option and COA shall reimburse COUNTY upon demand for all costs and expenses incurred by COUNTY in removing or discharging or bonding against such lien.
6. Use of Premises. COA shall be entitled to use the Premises only as a site for its Currituck County **Public Safety Training Center**. At all times during the Initial Term and any renewal term COA shall comply with all laws, ordinances, codes, and legal requirements applicable to the Premises and to COA's use thereof.
7. Acceptance of Premises in AS IS Condition. COA acknowledges that on the Commencement Date COUNTY shall deliver the Premises to COA and that COA has made such examinations, inspections, surveys, environmental assessments and evaluations of the Premises including all buildings, fixtures, and personal property located thereon, the title thereto, the physical condition thereof and the zoning and other regulations applicable thereto as COA has deemed appropriate or necessary and COA agrees that it is accepting possession of the Premises in its AS IS, WHERE IS condition with all faults. COUNTY makes no representation or warranty of any kind with respect to the Premises whether express

or implied and COUNTY shall be under no obligation of any kind to take any action with respect to Premises, except as required as part of N01th Carolina N.C. Gen. Stat. §§115D-32 and 1150-33. Provided, however, COA is not and shall not be considered as the responsible party as to any condition preexisting COA's occupancy of the Premises, including but not limited to any pre-existing environmental condition, yet excepting any condition that COA, through negligent act or omission after its occupancy of the Premises, has contributed to the existence or expansion thereof.

8. **Possession.** Possession of the Premises shall be delivered to COA on the Commencement Date. COUNTY shall, however, have the right to enter upon the Premises, with the prior notification to COA and in a manner when minimal interference with COA's operations will occur, for the purposes of inspecting the same, making such uses thereof as are provided for herein, and for performing its obligations hereunder.
9. **Rights to Use Premises and Adjacent Properly.** The COUNTY and COA shall have the respective right and license during the Initial Term and each renewal term to make the following uses of the Premises and contiguous COUNTY property:
  - (a) COUNTY shall have the right and easement to utilize parking spaces on the Premises for activities on contiguous County property.
  - (b) COA shall have the right and easement to utilize parking spaces on the County's contiguous property for activities.
  - (c) Any rights granted COA herein for the use of COUNTY's contiguous property shall extinguish upon any divestment of the adjacent property by the COUNTY.
10. **Continuous Operation of the Premises as a Campus of COA** . COA shall continuously operate the Premises at all times during the Initial Term and during each renewal term as an educational campus of its facilities in Currituck County. In the event that COA at any time during the Initial Term, or any renewal term, discontinues its operation of the Premises as an educational campus as contemplated herein and does not resume the operation of the Premises as an educational campus within thirty (30) days following written notice from COUNTY, then COUNTY may, at its option, terminate this Lease. Upon any such termination: (i) title to the Premises, including but not limited to any buildings, fixtures, and all other improvements located on the Premises (excluding any technical equipment purchased by or donated to COA that becomes attached to the Premises, such as smart boards, projection equipment, viewing screens, etc., hereinafter referred to as "Technical Fixtures") shall immediately, automatically, and without further action vest in COUNTY; (ii) the Premises, including but not limited to any fixtures and all other improvements but excluding Technical Fixtures shall automatically and without further action become the property of COUNTY without the payment by COUNTY of any compensation to COA of any kind; and (iii) all right, title and interest of COA with respect to the Premises, including but not limited to any fixtures and any other improvements shall cease and terminate. Upon

any termination pursuant to this provision, COUNTY may elect to require COA to remove any fixtures or other improvements by COA (or such portions thereof as COUNTY may require) and to take all actions necessary to return the Premises to the condition it was in prior to the installation of such fixtures or other improvements as provided in Paragraph 4 above.

11. COUNTY's Right to Terminate Without Cause. At any time after the expiration of the Initial Term, COUNTY may, at its option and without cause, terminate this Lease. In order to exercise this option to terminate, COUNTY shall provide to COA written notice of COUNTY's election to terminate. Any termination of this Lease by COUNTY pursuant to this Paragraph 11 shall be effective on such date designated by COUNTY in its notice of termination provided such termination date is at least two (2) years after the Date COUNTY delivers the notice of termination to COA. Upon the effective date of any termination of this Lease pursuant to this Paragraph 11 then: (i) this Lease shall terminate; (ii) title to the Premises, including any improvements and fixtures, other than Technical Fixtures, on the Premises constructed and installed by COA will automatically and without further action vest in COUNTY and the Premises, including any improvements and fixtures, other than Technical Fixtures shall automatically and without further action become the property of COUNTY; and (iii) all right, title and interest of COA with respect to the Premises, including any improvements and fixtures, except Technical Fixtures, shall cease and terminate.
12. No Assignment; No Leasehold Financing. COA may not assign its leasehold estate under this Lease in whole or in part or assign to others its duties hereunder. COA may not mortgage, encumber, or grant a security interest in its leasehold estate created hereby or mortgage, encumber, or grant a security interest in the Premises, including any other improvements or fixtures constructed or installed by it upon the Premises. COA may, but only with the prior written approval of COUNTY which approval may be withheld by COUNTY in its reasonable discretion, sublease a portion of the Premises in whole or in part to a third party acceptable to COUNTY provided such third party utilizes the subleased portion of the Premises only for such purposes as may be acceptable to COUNTY in its reasonable discretion. In the event of an approved sublease of any portion of the Premises, COA shall credit to COUNTY against the costs of its maintenance obligations, any amount of cash rental received from the sub-lessor.
13. Building Maintenance and Utilities. During the Initial Term and each Renewal Term, COUNTY will provide for the maintenance of the interior and exterior of the Premises and Common Areas through its own forces or, at County's option by allocating funds to COA for such purpose. As provided at N.C. Gen. Stat. §115D-32 (d), COUNTY shall also pay for the costs of all maintenance and utilities necessary to maintain the Premises as an educational center and shall pay for all plant operation, maintenance and support as follows:
  - (a) COUNTY will be directly responsible for maintaining and paying the expense of all areas outside the College Facility including but not limited to, grounds, parking lot parking lot lighting, sidewalks, and fire hydrants. COUNTY will also be responsible for repairs to underground infrastructure items.
  - (b) COA will be directly responsible for managing all remaining items of N.C. Gen. Stat. §115D-32(a)(2). COA will provide an annual budget of anticipated expenses to

COUNTY on the date specified by COUNTY.

14. Covenants of COA. During the Initial Term and each renewal term, COA shall:

- (a) maintain fire and extended casualty insurance sufficient to cover any and all losses to COA's personal property located on the Premises; and
- (b) maintain public liability insurance insuring against property damage, personal injury, and public liability arising by reason of occurrences attributable to COA on or about the Premises or arising from the use of the Premises by COA as provided herein in an amount of not less than TWO MILLION AND NO/100 DOLLARS (\$2,000,000) in respect of any one occurrence; and
- (c) maintain such workers' compensation insurance coverages as may be required by applicable law; and
- (d) all insurance policies maintained by COA in accordance with the terms of this Lease shall: (i) be written by such insurance companies qualified to do business in North Carolina as may be reasonably acceptable to COUNTY; (ii) name both COUNTY and COA as named insureds thereunder as their interests may appear; and (iii) provide for cancellation only upon thirty (30) days prior written notice to both COUNTY and COA; and
- (e) COA shall abide by and observe any and all rules and regulations as COUNTY may from time to time reasonably adopt with respect to the coordination of the use of the Premises with the use and enjoyment by COUNTY of its adjoining properties for community college purposes. Such rules and regulations may include provisions governing and limiting the placement of signs upon the Premises and Common Area and provisions governing parking upon and access to the Common Area.

15. Damage by Fire or Other Casualty. If the Premises or any improvements erected on the Premises are damaged or destroyed by fire or other casualty during the term hereof, COA shall immediately deliver written notice thereof to COUNTY and the following provisions shall apply:

- (a) As promptly as possible following such damage or destruction, COA shall provide to COUNTY an estimate of the cost to repair or restore such damage or destruction and an estimate of the amount or time that will be required for the completion of such repairs and restoration.
- (b) If the damage or destruction can be repaired and restored for a reasonable cost then COUNTY shall promptly cause such damage or destruction to be repaired and the structure and other improvements to be restored substantially to the condition as existed just prior to the damage or destruction and this Lease shall continue in full



force and effect. Such repairs and restorations shall be pursued diligently and in a commercially reasonable manner and shall be concluded with reasonable dispatch. Notwithstanding the foregoing provisions of this Subparagraph 17(b), if: (i) Minor Damage occurs during the last thirty-six months of the Initial Term or of any renewal term and either COUNTY or COA has, prior to the occurrence of such Minor Damage, given the other party a thirty-six (36) month notice of the termination or non-renewal of this Lease as contemplated pursuant to Paragraph 2, or (ii) Minor Damage occurs after COUNTY has exercised its unilateral right of termination of this Lease as provided in Paragraph 12, then, in either of such situations, upon the occurrence of such Minor Damage, COA, at its option, may elect either: (A) to repair and restore such damage or destruction (in which event this Lease shall continue for the remainder of the initial Term or of the renewal term as the case may be and the restoration provisions of this Subparagraph 17(b) shall apply); or (B) to terminate this Lease with the effective date of termination being the date stated in such notice from COA. COA shall make its election to repair or to terminate by written notice to COUNTY given within thirty (30) days following such Minor Damage.

- (c) If COA elects to repair or restore any damage to the Premises or other improvements at the Premises pursuant to this Paragraph 17, the provisions of Paragraph 4 shall apply as if such repairs and restoration were a part of the initial construction.

**16. Condemnation.** In the event that all or any portion of the Premises is taken by condemnation or eminent domain during the term of this Lease, the following provisions shall apply:

(a)if the taking is of all of the Premises or of such a substantial portion thereof that the Premises cannot reasonably be restored and operated by COA for the purposes set forth herein, then this Lease shall terminate immediately upon the vesting of title in the condemning authority. In the event of such taking, then COA shall be entitled to be paid from the condemnation proceeds that portion thereof which equals the reasonable fair market value of improvements at the Premises paid for by COA.

(b)if the taking is only of a portion of the Premises, such that following the taking the Premises can reasonably be restored and operated for the purposes set forth herein, then this Lease shall not terminate as a result of such taking. Instead, COUNTY shall, promptly following such taking, restore the remaining Premises to as near a condition as existed prior to such taking as is possible under the circumstances and this Lease shall continue in effect. The proceeds of the taking shall be applied to the costs and expenses incurred by COUNTY in restoring the Premises.

**17. Default.** Each of the following events shall be an "Event of Default" under this Lease:

(a)COA shall fail to pay any of the annual rents as and when required hereunder and such failure shall continue unremedied for thirty (30) days following written notice from COUNTY;

(b)COA shall fail to comply with any of its covenants, agreements or obligations set forth herein and such failure continues unremedied for thirty (30) days following written notice from COUNTY; provided, however, that if such failure is of such a nature that it cannot reasonably be cured within thirty (30) days, then the cure period accorded COA shall be extended for such reasonable period of time as may be required to remedy such failure provided COA commences the cure within such thirty (30) day period and thereafter diligently pursues completing the remediation of such failure; or

(c)COA ceases operation as a community college or becomes insolvent or has a receiver or trustee appointed for all or substantially all of its assets. Upon the occurrence of any Event of Default, the COUNTY shall have the option to pursue any one or more of the following remedies with or without further notice or demand:

(i)terminate this Lease, in which event, COA shall immediately surrender possession of the Premises to COUNTY, and if COA shall fail to do so, the COUNTY may recover such possession by self-help, summary ejectment, or such other judicial procedure as the COUNTY may elect to pursue. Upon any termination of this Lease pursuant to this Paragraph 19 and by reason of the COA s default, title to the Premises, including structures and all other improvements constructed thereon by COA shall automatically vest in COUNTY without further action and without payment of any compensation to COA.

(ii)without terminating this Lease, advance such sums and do all things necessary to cure the Event of Default, in which event, COA shall immediately upon demand reimburse COUNTY for all costs incurred by COUNTY in curing such Event of Default.

Pursuit of any of the foregoing remedies shall not preclude pursuit of any of the other remedies herein provided or any other remedies provided by law. Forbearance by COUNTY to enforce one or more of the remedies provided for upon the occurrence of an Event of Default shall not be deemed or construed to constitute a waiver of such default. In the event that COUNTY institutes any legal action or proceeding against COA as the result of or in connection with an Event of Default, COUNTY shall be entitled to recover from COA. in addition to such other damages and sums as may be due, such attorneys' fees, court costs, and other costs as may be incurred by COUNTY in connection with such action.

18. **Release and Indemnity of the COUNTY.** COUNTY shall not be liable to COA or its members, employees, agents, patrons or invitees, or any person whomsoever, for any injury to person or damage to property caused by or resulting from: (i) any negligence of COA; (ii) COA's use and operation of the Premises; or (iii) any condition of the Premises. And COA shall have no liability for acts or omission of County or its agents, employees, or representatives' gross or simple negligence, intentional or unintentional conduct or otherwise. The Board of Trustees accepts liability for the death or injury of person or for property damage cause by the negligence or tort of any agent or employee

of the Board of Trustees when the agent or employee is acting within the scope of his authority or in the course of his employment.

19. **Miscellaneous.** In addition to the foregoing, the COUNTY and COA agree as follows:

(a) **Notices:** Any notice required or permitted to be delivered or given hereunder or by law shall be deemed to be delivered or given, whether actually received or not, (a) when delivered in person, (b) two (2) business days after such items are deposited in the United States mail, postage prepaid, certified return receipt requested, or (c) one (1) business day after such item is deposited with a recognized overnight commercial courier shipping charges prepaid, and addressed to the appropriate party hereto at its address set out below, or at such other address as it shall have theretofore specified by written notice delivered in accordance herewith:

**If to COA:** College of the Albemarle  
Post Office Box 2327  
Elizabeth City, North Carolina 27906-2327  
Attention: President

**If to the COUNTY:** Currituck County  
153 Courthouse Road, Suite 204  
Currituck, North Carolina 27929  
Attention: County Manager

(b) **Quiet Enjoyment:** COUNTY represents that it is the owner in fee simple of the Premises and that it has the right to enter into this Lease as provided herein. COUNTY agrees that COA, upon paying the rent and performing its covenants and obligations hereunder, shall peaceably and quietly hold and enjoy the Premises for the term of this Lease, without any hindrance or ejection by COUNTY, its successors or assigns or those claiming by, through or under COUNTY.

(c) **Waiver of Subrogation:** COUNTY and COA severally waive any and every claim which arises or may arise in its favor and against the other during the term of this Lease for any and all loss of, or damage to, any of its own property located upon the Premises or constituting a part of the Premises, which loss or damage is covered by valid fire and extended coverage, general liability or worker's compensation insurance policies.

(d) **Landlord-Tenant Relationship:** This Lease is intended to create only the relationship of landlord and tenant between COUNTY and COA and is not intended to create a partnership or joint venture or to make either party responsible for the actions of the other.

(e) **Memorandum of Lease:** At the request of either party, the other party will execute, acknowledge and deliver to the party requesting the same, a short form memorandum of this Lease in statutory form and suitable for recordation.

(f) **Governing Law:** This Lease and all matters relating to it shall be governed in all respects by North Carolina law.



(g) **Entire Agreement:** This Lease contains the entire agreement between COUNTY and COA with respect to the lease of the Premises and its use and shall not be modified or amended in any manner except by an instrument in writing executed by the parties. Moreover, this lease, by mutual consent, supersedes, replaces and extinguishes as null and void, any prior lease of the parties regarding the subject property.

7.C.6.a

IN WITNESS WHEREOF, COUNTY and COA have executed and delivered this Lease as of the day and year first above written.

COA: Trustees of the College of The Albemarle

By: \_\_\_\_\_ (SEAL)  
Chair, Board of Trustees

By: \_\_\_\_\_ (SEAL)  
President of College of The Albemarle

CURRITUCK COUNTY:

By: \_\_\_\_\_ (SEAL)  
Chair, Board of Commissioners

ATTEST:

By: \_\_\_\_\_ (SEAL)  
Clerk to the Board of Commissioners

I certify that this instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Currituck County Finance Officer

Attachment: Lease Agreement-Currituck Public Safety Complex-COA (College of the Albemarle-Lease Agreement, Public Safety Building)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2453)**

**Agenda Item Title**

Juvenile Crime Prevention Council County Funding Plan

**Brief Description of Agenda Item:**

NC DPS funding with county matching funds for the JCPC programs.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

# Currituck County

## NC DPS - Community Programs - County Funding Plan

Available Funds: \$ \$81,830 Local Match: \$ \$23,349 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 State/Federal	OTHER Funds	Total	Yr Non-DPS/JCPC Program Revenue
			County Cash Match	Local Cash Match	Local In-Kind				
1	Partnership for Adolescents Support Services & Teen Court	\$69,916	\$20,975					\$90,891	23%
2	Currituck Restitution Program	\$7,914	\$2,374					\$10,288	23%
3	JCPC Certification	\$4,000						\$4,000	
4									
5									
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<b>TOTALS:</b>		<b>\$81,830</b>	<b>\$23,349</b>					<b>\$105,179</b>	<b>22%</b>

Attachment: JCPC Funding Plan (JCPC County Funding Plan)

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 2019-20

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 \_\_\_\_\_

 4-8-19  
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 # 2446)**

**Agenda Item Title**

Approval of County Manager Employment Contract-Stikeleather, Effective July 1, 2019

**Brief Description of Agenda Item:**

Consideration and approval of the employment contract for current Assistant County Manager, Ben Stikeleather, upon his assuming the County Manager position, effective July 1, 2019.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

NORTH CAROLINA

CURRITUCK COUNTY

## COUNTY MANAGER EMPLOYMENT CONTRACT

THIS CONTRACT OF EMPLOYMENT is made and entered into the \_\_\_\_ day of \_\_\_\_\_, 2019 by and between the COUNTY OF CURRITUCK a body corporate and politic existing pursuant to the laws of the State of North Carolina, (the "County"), employer, and BEN STIKELEATHER, ("STIKELEATHER"), employee;

### RECITALS

1. The County is a body corporate and politic organized and existing under the laws of the State of North Carolina and duly authorized to enter into this employment contract.

2. Stikeleather is duly qualified to continue in service to the County as its County Manager.

3. County desires to continue the employment of Stikeleather as its County Manager and Stikeleather has agreed to continue such employment.

### EMPLOYMENT

1. County hereby offers, and Stikeleather hereby accepts, effective July 1, 2019, employment as County Manager of Currituck County. In this regard, Stikeleather specifically obligates himself as County Manager to properly perform duties specified in N. C. Gen. Stat. §153A-82 which is incorporated herein by reference and made a part of this Contract. In addition to statutory duties,

Stikeleather agrees and obligates himself to be engaged in the civic life of the County so that he is visible to the general public and attendee at community meetings that are relevant to his function as County Manager.

2. It is understood employment as County Manager is a full-time obligation. Stikeleather agrees not to pursue any other employment during the term of this agreement or any extension thereof, without the written permission of the County Board of Commissioners.

#### **TERM OF EMPLOYMENT - SEVERANCE BENEFITS - NOTICE**

1. Stikeleather shall serve at the pleasure of the County's Board of Commissioners and Stikeleather's employment may be terminated at any time subject to the terms and conditions set forth in this Contract. Stikeleather will work under a probationary period from July 1, 2019 until December 31, 2019. During this probationary period the County can terminate this Contract for any reason without owing Stikeleather any additional compensation. Beginning on January 1, 2020 the term of this Contract shall be for an initial term of two (2) years to and including December 31, 2021. At the expiration of the initial two (2) year term this Contract shall renew, upon the same terms and conditions contained in this Contract, for an additional two (2) year term unless not later than six months prior to the expiration of the then current two (2) year term County notifies Stikeleather in writing that this Contract shall not be renewed. In the event County elects to terminate Stikeleather's employment prior the expiration of the initial two (2) year term or prior to the expiration of any term that has been renewed, Stikeleather shall receive six months of compensation and benefits set forth in this Contract. For purposes of

complying with this paragraph, appropriations held as unencumbered fund balances in any fund or account of the County shall be available and authorized for transfer to the appropriate salary and benefit expenditure accounts to ensure fulfillment of this paragraph.

2. On or about the expiration of the initial term of this Contract, and on or about the expiration of each renewal term thereafter, Stikeleather shall be evaluated by the County's Board of Commissioners

3. In the event that Stikeleather should voluntarily resign his position as County Manager, he shall give the County not less than sixty (60) days' notice. During the notice period, Stikeleather shall, at the option of the County's Board of Commissioners, continue to work in the capacity of County Manager with the benefits of his then existing compensation.

4. Termination for cause shall be effective immediately and entitle Stikeleather to no further compensation. "Cause" is defined herein as: insubordination, conviction of a felony or crime of moral turpitude, consumption of alcohol or controlled substances on County property during employment, intoxication on County property during employment, theft, embezzlement, assault on a co-worker, and sexual harassment.

### COMPENSATION

1. For his services as County Manager, Stikeleather shall be compensated at the annual rate of \$110,000.00 until December 31, 2019. On January 1, 2020 and moving forward the annual rate shall be \$115,000 which shall be paid in equal

increments on or before the first day of each month for the preceding months' work, or biweekly for the preceding two (2) weeks work, at the election of County.

2. In addition to the salary set forth in paragraph 1 of this section, Stikeleather shall receive such other benefits from his employment to the same extent as regular County employees. This includes, but is not limited to, hospitalization insurance, retirement contributions, and the like.

3. In addition to the salary and benefits set forth in paragraphs 1 and 2 of this section, County shall pay Stikeleather \$6,000 per year, payable in monthly installments, as a vehicle allowance to be used to purchase, lease, or own, operate and maintain a vehicle.

### **PROFESSIONAL DEVELOPMENT**

1. County recognizes the importance of its County Manager maintaining and acquiring extensive knowledge and expertise in local government management. To that end, County agrees to budget and pay travel, fees, tuition, and subsistence expenses for Stikeleather to travel and attend meetings, enroll in educational courses, attend seminars, and to otherwise pursue developmental courses of study. This shall include, but not be limited to, travel to any and all functions deemed advantageous for the County, such as meetings of the North Carolina City and County Management Association, the National Association of Counties, the North Carolina Association of County Commissioners, meetings and educational programs of the University of North Carolina's School of Government, and the like. County also agrees to budget and pay for professional dues and subscriptions



necessary or desirable to enable the Stikeleather to obtain and preserve a current knowledge of the subject matter necessary for the performance of his duties.

## **INSURANCE**

1. In addition to maintaining Stikeleather in the County's hospitalization and comprehensive medical insurance premiums, at County's expense, County also agrees to maintain professional liability insurance on Stikeleather and to defend and hold him harmless against any tort, professional liability claim or demand or any other legal action, whether groundless or not, arising out of an alleged act or omission occurring in the performance of Stikeleather's duties as County Manager. County will compromise and settle any such claim, in its discretion, as it deems appropriate, and pay the amount of any settlement or judgment, rendered thereon. However, Stikeleather shall follow the instructions of County in such litigation, and shall fully cooperate with the County in defending such claims if the County determines that should be pursued.

## **OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

1. Stikeleather shall be credited with 120 hours of accrued vacation time and shall accrue vacation time at a rate equal to his total years of service in local government. All other provisions of the County Personnel Ordinance or Policy and Regulations and Rules of the County relating to vacation and sick leave, retirement and pension system contributions, holidays, disability, and other fringe benefits and

working conditions as they now exist, or hereafter may be amended, shall apply to the benefit and obligation of Stikeleather unless otherwise provided herein .

2. In the event that Stikeleather serves the County for a period of time that makes Stikeleather eligible for full retirement from the Local Government Retirement System the County shall provide Stikeleather with any additional insurance benefits that are provided to regular employees under the County Personnel Ordinance or Policy in effect at the time of Stikeleather's full retirement from the Local Government Retirement System.

### **HOURS OF EMPLOYMENT**

1. It is agreed and understood that the position of County Manager is not an hourly compensation. It is also agreed and understood that Stikeleather shall frequently be required to work more than forty (40) hours in any given workweek and will often attend County meetings and functions after a normal workday. Stikeleather agrees to expend such time as is reasonably necessary to accomplish the duties and obligations of his employment. Stikeleather shall at all times be available to members of the County's Board of Commissioners except during vacation or sick leave.

### **OFFICE AND SUPPORT**

1. County shall provide to Stikeleather a suitable office, appropriately furnished together with secretarial and administrative assistance commensurate with his position and appropriate for the performance of his duties.

### **AMENDMENTS AND MODIFICATIONS**

1. No amendment of this Contract shall be made unless the amendment is in writing and duly executed by the County and Stikeleather with the formality attending the execution of this Contract. Any verbal amendment shall have no effect.

### **INTERPRETATION, CHOICE OF JURISDICTION, BINDING EFFECT**

1. This agreement shall be interpreted under the laws of the State of North Carolina and in the event that any litigation should arise under this agreement, or the alleged failure of either party to perform hereunder, it is agreed and stipulated that jurisdiction shall be exclusively in the General Court of Justice in Currituck County, either Superior or District Court as the case may appear. This agreement replaces and supersedes any and all oral and written agreements between the parties and is binding upon and shall inure to the benefit of the heirs and estate of Stikeleather.

IN WITNESS WHEREOF, the County of Currituck has caused this agreement to be signed and executed in its behalf by its Chairman and duly attested by its Clerk to the Board and Stikeleather has signed and executed this agreement, both in duplicate originals, the day and year first above written.

#### **COUNTY OF CURRITUCK**

By: \_\_\_\_\_  
Bob White, Chair  
Board of Commissioners

ATTEST:

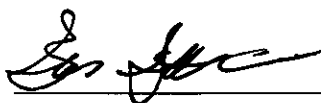
\_\_\_\_\_  
Leeann Walton, Clerk to the Board

This instrument has been preaudited  
in the manner required by the Local

Government Budget and Fiscal  
Control Act.

[COUNTY SEAL]

\_\_\_\_\_  
Finance Officer



\_\_\_\_\_(SEAL)

Ben Stikeleather

Attachment: CM\_Contract\_Stikeleather (County Manager Contract Approval-Stikeleather)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2452)**

**Agenda Item Title**

Adoption of 2019 Local Government Agencies General Records Retention & Disposition Schedule

**Brief Description of Agenda Item:**

Adoption of the 2019 Records Retention Schedule as stated in the 2019 updated publication from the State Department of Natural and Cultural Resources, Division of Archives & Records

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

## 2019 Local Government Agencies General Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. ***Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.***

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "*reference value ends.*" All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "*destroy when reference value ends.*" If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "*destroy when reference value ends.*"

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes the general standards in all previous local government retention and disposition schedules and is to remain in effect from the date of approval until it is reviewed and updated.

### APPROVAL RECOMMENDED

\_\_\_\_\_  
Municipal/County Clerk or Manager  
Title: \_\_\_\_\_

  
Sarah E. Koonts, Director  
Division of Archives and Records

### APPROVED

\_\_\_\_\_  
Head of Governing Body  
Title: \_\_\_\_\_

  
Susi H. Hamilton, Secretary  
Department of Natural and Cultural  
Resources

Municipality/County: \_\_\_\_\_

Attachment: Records Retention-March 2019 Update (Records Retention Schedule Adoption)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2441)**

**Agenda Item Title**

Public Hearing: Development Fee Analysis and Rate Structure for the Ocean Sands Water and Sewer District

**Brief Description of Agenda Item:**

Public Hearing of the Ocean Sands Water & Sewer District Board to receive comment on the new rate schedule for utility developmental fees.

**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 # 2443)**

**Agenda Item Title**

OSWSD-Budget Amendments

**Brief Description of Agenda Item:**

**Planning Board Recommendation:**

Budget Amendments for the Ocean Sands Water & Sewer District

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



Number OS2019006

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
60808-511000	Telephone & Postage	\$ 400	
60808-545000	Contract Services - Water	\$ 2,000	
60808-545001	Contract Services - Sewer	\$ 25,000	
60808-545005	Purchase Water from Another	\$ 21,600	
60808-561000	Professional Services		\$ 39,000
60310-403018	District Taxes - 2018 Levy		\$ 10,000
		<u>\$ 49,000</u>	<u>\$ 49,000</u>

**Explanation:** Ocean Sands Water and Sewer (60808) - Increase appropriations for increased cost of contracts and other operations for the remainder of this fiscal year.

**Net Budget Effect:** Ocean Sands Water and Sewer Fund (60) - Increased by \$49,000.

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

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

Attachment: BudAmends\_Apr 15\_Ocean Sands (OSWSD-Budget Amendments)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2444)**

**Agenda Item Title**

TDA-Budget Amendments

**Brief Description of Agenda Item:**

**Planning Board Recommendation:**

Budget Amendments-Tourism Development Authority

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

Number

TDA2019022

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 15th day of April 2019 , passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15448-554000	Insurance	\$ 1,500	
15448-506000	Health Insurance		\$ 1,500
		<u>\$ 1,500</u>	<u>\$ 1,500</u>

**Explanation:** Occupancy Tax - Whalehead (15448) - Transfer funds for increase in insurance for artifacts.

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

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

Attachment: BudAmends-Apr 15\_TDA (TDA-Budget Amendments)

Number

TDA2019023

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<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	\$ 15,000	
15447-561000	Professional Services		\$ 15,000
		<u>\$ 15,000</u>	<u>\$ 15,000</u>

**Explanation:** Occupancy Tax - Tourism Related(15447) - Increase for landscaping services for new section of greenway. Warranty period ended March 31, 2019.

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

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

Attachment: BudAmends-Apr 15\_TDA (TDA-Budget Amendments)

Number

TDA2019024

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15442-516000	Repairs & Maintenance		\$ 2,000
15442-526200	Promotions		\$ 4,200
15442-532000	Supplies		\$ 2,000
15442-590000	Capital Outlay	\$ 8,200	
		<u>\$ 8,200</u>	<u>\$ 8,200</u>

**Explanation:** Occupancy Tax Promotion (15442) - Increase capital outlay for registration and title fees for the mobile stage (\$3,400); painting of the Historic Jarvisburg Colored School (\$2,800); and walkie talkies for tourism events.

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

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

Attachment: BudAmends-Apr 15\_TDA (TDA-Budget Amendments)

Number

TDA2019025

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 15th day of April 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15448-513000	Utilities		\$ 2,000
15448-545000	Contract Services	\$ 2,000	
		<u>\$ 2,000</u>	<u>\$ 2,000</u>

**Explanation:** Occupancy Tax - Tourism Related Whalehead (15448) - Transfer funds for nutria eradication services.

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

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

Attachment: BudAmends-Apr 15\_TDA (TDA-Budget Amendments)