



**Board of Commissioners  
Agenda Packet**

**July 15, 2019**

**Work Session**

4:00 PM Dune Protection Ordinance Discussion

5:00 PM Fire Apparatus

**6:00 PM Call to Order**

A) Invocation & Pledge of Allegiance

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****County Manager's Report****Administrative Reports**

A) Lower Currituck Volunteer Fire Department

**Public Hearings**

A) **Consideration and Action: PB 19-14 Moyock Farms:** Request for a preliminary plat/use permit for a 31 lot residential subdivision located at 1216 Caratoke Highway, Tax Map 23, Parcel 7, Moyock Township.

B) **Public Hearing and Possible Adoption of a Resolution Authorizing the Filing of an Application with the Local Government Commission for Approval of a Financing Agreement for the Currituck County Public Safety Building**

**Old Business**

A) **PB 19-12 Currituck County - Height:** Request an amendment to the Unified Development Ordinance, Chapter 3. Zoning Districts, Section 3.5.9., to increase the maximum building height from 35' to 65' in the Heavy Industrial (HI) zoning district.

**New Business**

A) **Historic Boat Museum - Recommendation of Bid Award**

B) **Disaster Debris Removal and Monitoring Services-Recommendation of Award**

C) **Approval of Commissioner Out of County Travel: Commissioners Payment & McCord-State Leadership Day, Washington, DC and Commissioners Mary Etheridge, J. Owen Etheridge and Selina Jarvis to NCACC Annual Conference, Greensboro, NC**

**D) Consent Agenda**

1. Approval Of Minutes for July 1, 2019
2. Budget Amendments
3. Knotts Island Ruritans-Peach Festival Event Application for Alcohol on County-Owned Property
4. Petition for Road Addition-Pisgah Drive and Croatan Court, Brumsey Woods
5. Petition for Road Addition-Waterway Court, Aydlett
6. Petition for Road Addition-Whisper Lane, Poplar Ridge

**Adjourn**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2492)

**Agenda Item Title**

4:00 PM Dune Protection Ordinance Discussion

**Brief Description of Agenda Item:**

**Board Action Requested**

Discussion

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2540)

**Agenda Item Title**

5:00 PM Fire Apparatus

**Brief Description of Agenda Item:**

**Board Action Requested**

Discussion

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2548)**

**Agenda Item Title**

Lower Currituck Volunteer Fire Department

**Brief Description of Agenda Item:**

Representatives of the Lower Currituck VFD will provide an update on the status of the Department and activity in Lower Currituck.

**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 # 2545)

**Agenda Item Title**

Consideration and Action: PB 19-14 Moyock Farms:

**Brief Description of Agenda Item:**

Request for a preliminary plat/use permit for a 31 lot residential subdivision located at 1216 Caratoke Highway, Tax Map 23, Parcel 7, Moyock Township.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Cheri Elliott, Assistant

**Presenter of Agenda Item**

Laurie LoCicero



**STAFF REPORT  
PB 19-14 MOYOCK FARMS  
PRELIMINARY PLAT/USE PERMIT  
BOARD OF COMMISSIONERS  
JULY 15, 2019**

### APPLICATION SUMMARY

<b>Property Owner:</b> Eagle Auto Auction 2035 Dewald Rd Chesapeake VA 23322	<b>Applicant:</b> Miller Homes & Building, LLC 111 Currituck Commercial Dr Suite B Moyock NC 27958
<b>Case Number:</b> PB 19-14	<b>Application Type:</b> Preliminary Plat
<b>Parcel Identification Number:</b> 0023-000-0007-00000	<b>Existing Use:</b> Cultivated Farmland
<b>Land Use Plan Classification:</b> Full Service	<b>Parcel Size (Acres):</b> 100
<b>Moyock Small Area Plan Classification:</b> Limited Service	<b>Zoning:</b> General Business (GB)
<b>Number of Units:</b> 31	<b>Project Density:</b> .31 units/acre
<b>Required Open Space:</b> 30%	<b>Provided Open Space:</b> 30.39%

### ADEQUATE PUBLIC FACILITIES – SCHOOLS<sup>1</sup>

School	Actual Capacity <sup>2</sup>	Committed Capacity <sup>2</sup>	Proposed Capacity Changes
			Number of Students
Moyock Elementary Shawboro Elementary Central Elementary	92%	118%	+7.75
Moyock Middle Currituck Middle	82%	96%	+2.48
Currituck High JP Knapp Early College	84%	104%	+4.34

<sup>1</sup>Does not include minor subdivisions, exempt subdivisions, and subdivisions approved prior to the adoption of the adequate public facilities ordinance (October 1994)

<sup>2</sup>Capacity percentages are based on the 2021 classroom standards



SURROUNDING PARCELS		
	Land Use	Zoning
North	Proposed high residential density/limited commercial planned development (Fost)	PD-R & AG
South	Low density residential	SFM
East	Low density residential/cultivated farmland	AG
West	Low density residential/proposed high residential density/limited commercial planned development	PD-R & SFM

## STAFF ANALYSIS

The applicant is requesting preliminary plat/use permit approval of a 31 lot residential subdivision with access from Caratoke Highway. It is located northwest of Ranchland and south of the Fost development. The subdivision consists of 100 acres and proposes a minimum lot size of 2 acres with over 30 acres reserved for open space to be reforested. The residential lots will have access to county water and will use on-site septic.

The development is proposing two stormwater ponds near the frontage along Caratoke Highway and the applicant intends to install perimeter ditches in a way that both serves the new subdivision and improves conditions for Ranchland. The applicant also states "Subject to obtaining the right to work on the existing ditch, the existing ditch will be deepened, laid back, and put on proper grade. If the permission is not forthcoming, a parallel ditch will be constructed." Stormwater staff has expressed concern regarding the property holding stormwater and possibly receiving stormwater runoff from Ranchland Subdivision. With construction drawing submittal, the applicant will need to state if permission has been granted to work on the existing ditch or if a parallel ditch will be constructed. Design specifications for the ditch shall be submitted at that time for the corresponding work.

This development involves a railroad crossing and a fully executed encroachment agreement from the railroad company is required at construction drawing submittal. This encroachment agreement must clarify that a subdivision road right-of-way and utilities will be allowed to cross through the railroad right-of-way. The applicant provided the attached email from Mary Cole, G & W Railroad Manager-Real Estate, which appears to state that the railroad will allow the crossing, but application must be made and approved. The e-mail states that "it will be the responsibility of the developer/home owner's association to maintain the crossing (as possible signals) at their expense. The crossing will incur an annual fee for access over the railroad's property until....NCDOT agrees to take over maintenance responsibilities for the crossing." The crossing maintenance and annual fee requirement must be included in the home owners' association documents to make the extra fees clearly understood by potential purchasers. If the crossing is taken over by NCDOT prior to the crossing maintenance and fees being transferred to the HOA, then this requirement is not necessary.

Staff has a safety concern regarding the visibility of a train approaching the crossing into the development. (Photos Attached) The railroad right-of-way is heavily vegetated in this area

and a driver may not be able to see the train along Caratoke Highway until they are on the tracks at the crossing. According to the applicant, the crossing will most likely not be signalized. The applicant must work with the railroad to ensure the safest possible crossing with clear sight lines when approaching the track crossing for both south and northbound traffic.

The county strongly recommends a signalized railroad crossing to ensure maximum safety for vehicles approaching the railroad crossing. The Institute of Transportation Engineers (ITE) publication "Trip Generation, 7th Edition" estimates an average daily trip generation rate per single-family dwelling to be 9.57 trips. This development would generate an average of 297 trips per day at this railroad crossing. A signalized intersection would move towards accomplishing the goal of the 1994 US Highway 158 and NC Highway 168 Corridor Plan "Encourage development patterns on Highway 158/168 (Caratoke Highway) that will enhance economic development in the county, will be aesthetically pleasing, and *will provide for safe and efficient movement of traffic.*" Since only one vehicle can occupy the queuing area leading into the development before the railroad tracks, a deceleration lane for south bound traffic may also be necessary.

Finally, the design of the community mailbox area is a concern. NCDOT offers a design with a pull off area that may better serve the community. This design would keep community mailbox users from backing into the street and potentially making that area of the right-of-way a part of the drive aisle for the mailbox area.

INFRASTRUCTURE	
Water	Public
Sewer	Septic
Transportation	Pedestrian: 5' ADA compliant sidewalks on both sides of all streets Connectivity Score: Minimum = 1.4 Proposed = 1.5
Stormwater/Drainage	Vegetative conveyances, vegetative buffers, wet-detention BMPs, lot line swales to NCDOT designed roads
Lighting	None proposed
Landscaping	Street trees, major arterial streetscape (where visible from highway), Type B perimeter buffer along all property lines except the Railroad/Caratoke Highway property line.
Parking	Off-street on individual lots based on bedroom count
Recreation and Park Area Dedication	The county will be accepting a fee-in-lieu of recreation and park area dedication.

## RECOMMENDATIONS

### TECHNICAL REVIEW COMMITTEE

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

1. The application complies with all applicable review standards of the UDO

2. The applicant demonstrates the proposed use will meet the use permit review standards of the UDO.
3. The conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands include:
  - a. Staff recommends a signalized railroad crossing.
  - b. Investigate necessity of deceleration lane for southbound traffic turning into the development since only one vehicle can occupy the queuing area if a train is crossing.
  - c. Staff recommends that the applicant work with the railroad to clear existing vegetation within its right-of-way to give clear sight lines when approaching the entrance to the crossing from Caratoke Highway both north and southbound.
  - d. Install perimeter ditches in a way that both serves the new subdivision and improves conditions for Ranchland.
  - e. Deepen, lay back (6:1 slopes), and put existing ditch on proper grade where permission can be obtained from the adjoining property owners. If permission is not forth coming, install a parallel ditch as approved by stormwater staff.
  - f. Install community mailbox area complaint with NCDOTs design standards.

## USE PERMIT REVIEW STANDARDS

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

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

### Preliminary Staff Findings:

1. Staff is concerned about traffic safety of the railroad crossing.
2. Staff is concerned about backing into the street from the community mailbox area.
3. Staff is concerned about ponding stormwater on the site and drainage in and around the site.
4. Staff is concerned that Albemarle Regional Health Services (ARHS) classified all 31 lots as unsuitable for a conventional septic system due to the poor soils and high groundwater. ARHS commented that "It appears onsite septic systems have the potential to perform poorly." An NC Professional Engineer must provide a plan showing septic area, original grade and proposed finished elevations, ditching depths to be excavated to, and outlet elevations. ARHS suggests the following improvements may allow the property to be reclassified as provisionally suitable:
  - a. Fill area 120 ft. by 86 ft. with 24 in. of sand
  - b. Groundwater Lowering Device
  - c. Sand Backfill Trenches to a depth of 4.5 ft.

### Applicant Findings:

1. Stormwater management will be provided in accordance with the current Currituck County stormwater manual and the UDO. Two large stormwater retention ponds will be constructed to manage and retain stormwater in excess of the referenced requirements. Surrounding drainage ditches will be improved and/or new ditches constructed in parallel to improve existing drainage conditions.
2. Albemarle Regional Health Services has evaluated each of the 31 lots for suitability for wastewater disposal and has established criteria for the approval of wastewater disposal system for each lot.

3. The project is being designed in accordance with the NC Department of Energy, Mineral, and Land Resources sedimentation and erosion control standards, and will therefore minimize erosion and will contain siltation on site.
4. The subdivision entrance will involve improving an existing railroad crossing in accordance with NCDOT and Genesee & Wyoming standards. Roadway connectivity is also being provided to the adjacent Fost property.

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 Staff Findings:

1. The density is similar to that of Ranchland Subdivision and the proposed residential subdivision will be surrounded by residential uses, so it will be in harmony with the area in which it is located.

Applicant Findings:

1. Land to the west and south has been developed into single family homes; the land to the north has been approved for a Planned Development; land to the east across Caratoke Highway is farmland and single family lots. This tract will be developed into lots that are larger than the adjacent Ranchland subdivision; in addition, over 30% of the land will be preserved as open space. Drainage improvements will be made that will benefit both the new subdivision and the existing subdivision. The use will not injure the value of adjoining or abutting lands, and will be in harmony with the surrounding area, and it is believed will be a benefit to the value of the adjacent community.

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

Preliminary Staff Findings:

1. The Moyock Small Area Plan classifies this area as Limited Service. The proposed development density of .31 units per acre is well below the 1-1.5 units per acre envisioned in the Moyock Small Area Plan
2. The Land Use Plan classifies this area as Full Service. The proposed density is only .31 units per acre, well below the densities of 2-4 units per acre envisioned in the Land Use Plan.

Relevant MSAP and 2006 LUP Policies:

1. MSAP Policy TR2: Ensure that all development is designed with an interconnected, multi-modal transportation network between neighborhoods, activity centers, and other destinations to improve mobility and emergency access. Development of an interconnected road network for local residential traffic is strongly encouraged. (The development is connecting streets and sidewalks to the Fost Planned Development.)
2. MSAP Policy IS4: Ensure that stormwater runoff, soil erosion, and sedimentation is properly managed to reduce nuisance flooding and pollution of sensitive environmental areas. (Stormwater staff has expressed a concern for ponding on the site. The developer has a plan to improve drainage on this site and areas of Ranchland subdivision.)
3. MSAP Policy FLU1: Promote compatibility between new development and existing development to avoid adverse impacts to the existing community. (The development has similar densities to existing surrounding subdivisions and the applicant is proposing to reforest open space to add a visual buffer around the sides and rear of the property.)
4. MSAP Policy CC1: Encourage and foster development that is compatible with rural atmosphere, transitional areas, and a small town main street feel consistent with the vision, policies, and future land use of this plan. (The development is rural in nature with two plus acre lots and over 30% open space.)

5. LUP Policy ES1: New development shall be permitted to locate only in areas with SUITABLE SOIL and where ADEQUATE INFRASTRUCTURE is available. For existing development located on poor soils and where sewage treatment upgrades are necessary, engineer solutions may be supported, provided that environmental concerns are fully addressed. (County water is available to the site and ARHS is requiring engineered designed septic systems for each lot.)
6. LUP Policy HN1: Currituck County shall encourage development to occur at densities appropriate for the location. (At .31 units per acre, the density well below the 2-4 units per acre allowed in the LUP.)
7. LUP Policy TR4: ACCESS TO THE COUNTY'S MAJOR ROADWAYS shall be managed so as to preserve the intended purpose of the highway, protect taxpayer dollars invested, and minimize hazardous turning movements in and out of traffic flows. (The applicant must work directly with the railroad and NCDOT to establish a safe railroad crossing, sight lines, and stacking area. At TRC, the applicant indicated that NCDOT did not prefer a signalized intersection. Staff recommends a signalized intersection.)
8. LUP Policy TR8: Local streets shall be designed and built to allow for convenient CIRCULATION WITHIN AND BETWEEN NEIGHBORHOODS and to encourage mobility by pedestrians and bicyclists. (The development is connecting its roads and sidewalks to the Fost Planned Development.)
9. LUP Policy PP2 Currituck County shall continue to implement a policy of ADEQUATE PUBLIC FACILITIES, sufficient to support associated growth and development. (Schools are at or over planned capacity in Moyock. The BOC may require phasing of the project and limit the number of lots allowed within each phase. Other public facilities are sufficient to serve the development.)

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. Schools are at or over the 2021 committed capacity in Moyock in the elementary and high school groups. The BOC may propose additional conditions of approval such as timing limits on residential building lots or units available for occupancy to ensure adequate public facilities remain sufficient to serve the development.
2. Other public facilities are sufficient to serve the development.

**Applicant Findings:**

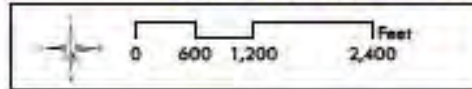
1. Currituck County has adequate public facilities to serve the proposed subdivision.

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





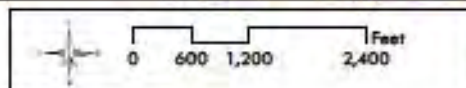
PB 19-14 Moyock Farms  
Preliminary Plat/Use Permit  
2016 Aerial Photography



Currituck County  
Planning and  
Community Development

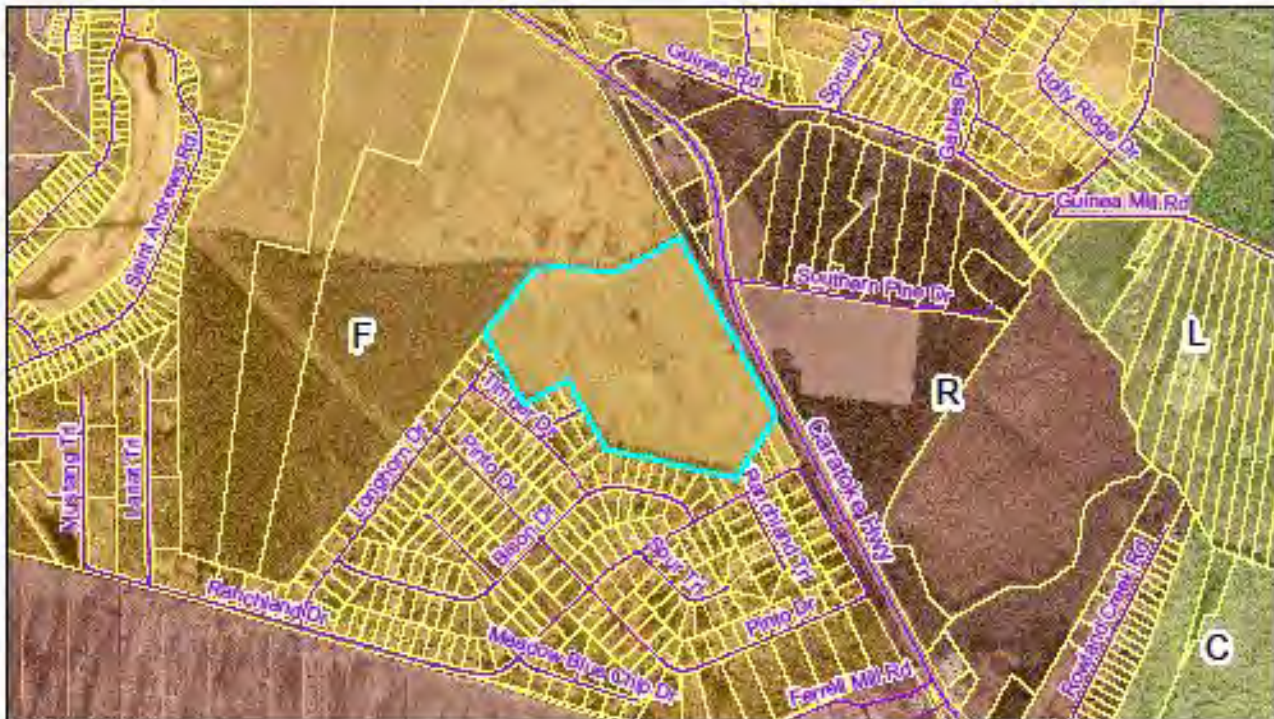


PB 19-14 Moyock Farms  
Preliminary Plat/Use Permit  
Zoning Map

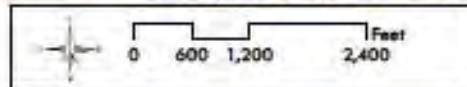


Currituck County  
Planning and  
Community Development





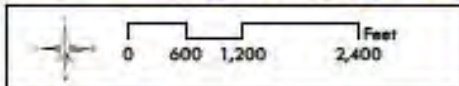
PB 19-14 Moyock Farms  
Preliminary Plat/Use Permit  
2006 LUP Classification



Currituck County  
Planning and  
Community Development

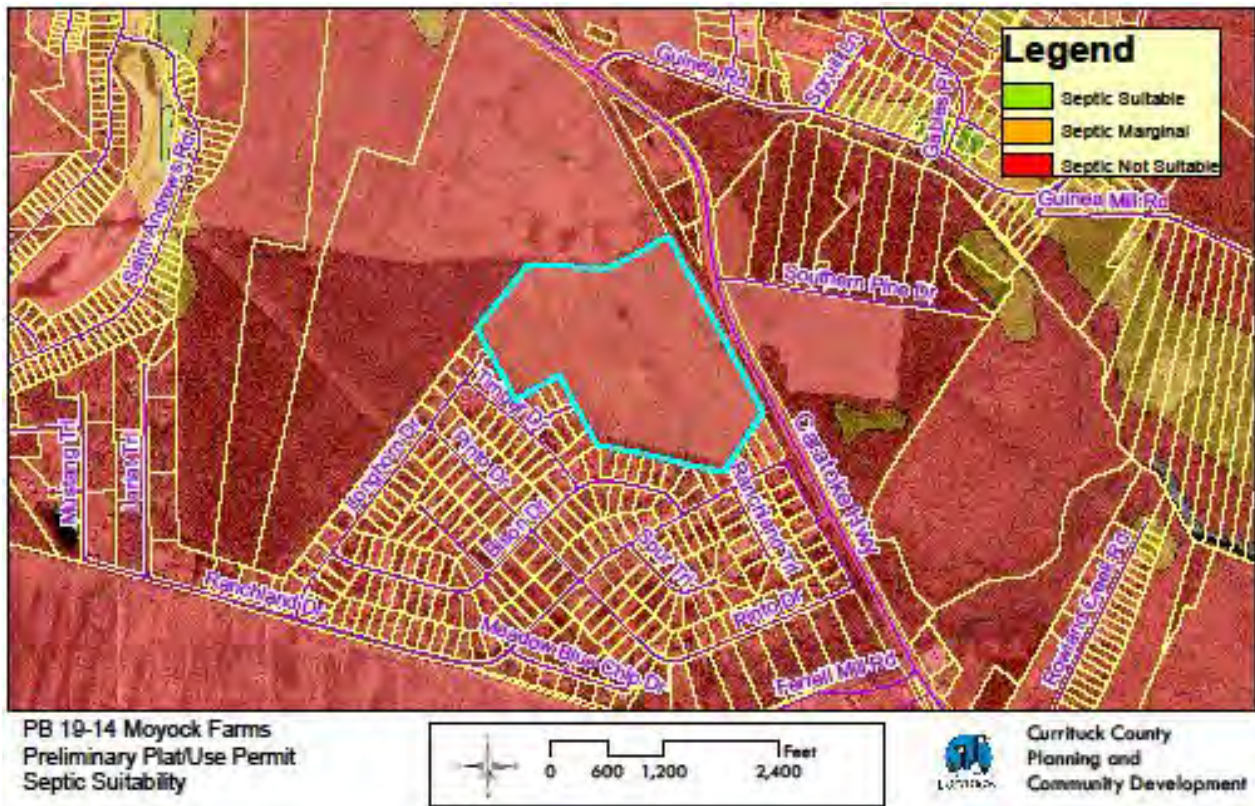


PB 19-14 Moyock Farms  
Preliminary Plat/Use Permit  
Moyock SAP Classification



Currituck County  
Planning and  
Community Development







## July 3, 2019 Photos



Northbound Approaching Entrance



Northbound Immediately after entrance



Southbound Approaching Entrance



Southbound Entrance



Southbound Immediately Past Entrance

Attachment: 1 PB 19-14 Moyock Farms PP UP Staff Report BOC 7-15-19 (PB 19-14 Moyock Farms)

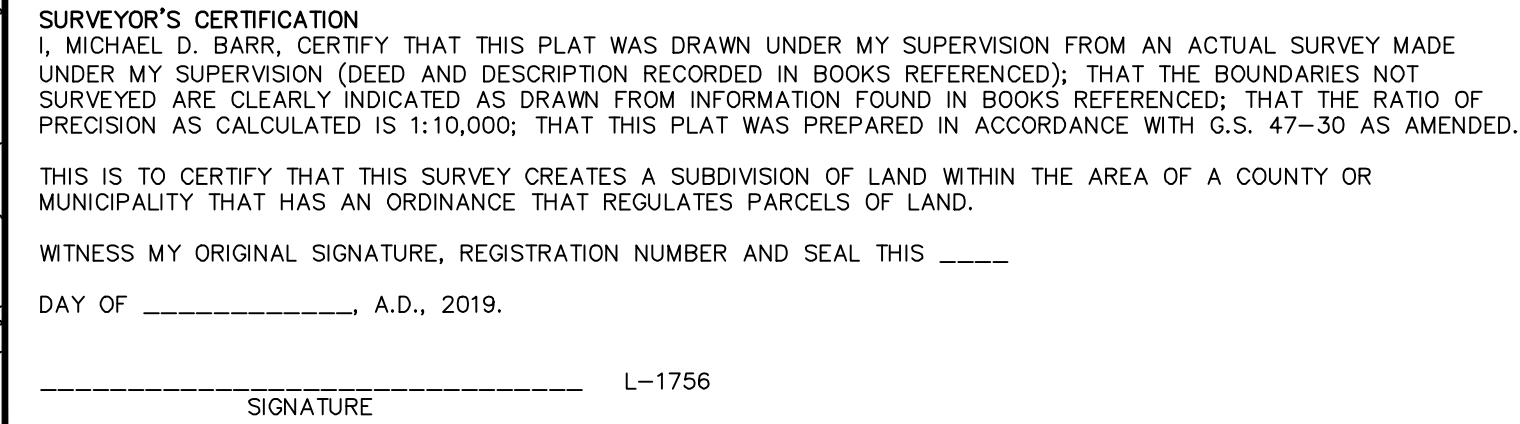


July 3, 2019 Photos Continued  
Stacking Area



Attachment: 1 PB 19-14 Moyock Farms PP UP Staff Report BOC 7-15-19 (PB 19-14 Moyock Farms)

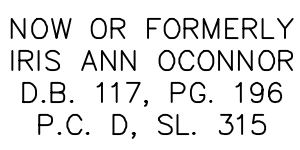




Sheet  
Number

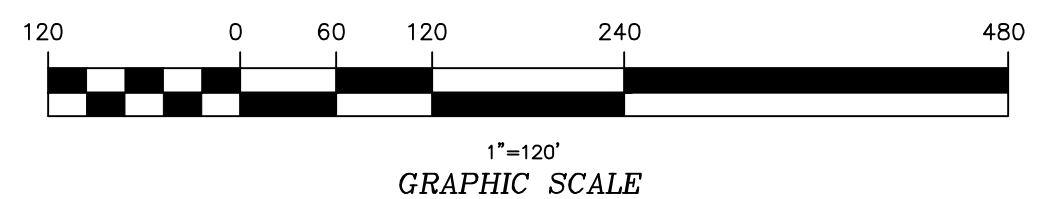
DATE: 05/16/19	SCALE: 1"=120'
DESIGNED: BPG	CHECKED: MSB
DRAWN: KFW	APPROVED: BPG
SHEET:  1 OF 5	
CAD FILE: 467200PP1	
PROJECT NO: 4672	





BASE ZONING  
PD-R

**FEMA ZONE: X**  
NOW OR FORMERLY  
IRIS ANN OCONNOR  
D.B. 117, PG. 196  
P.C. D, SL. 315



REVISIONS		
NO.	DATE	DESCRIPTION
1	1	1
2	1	1
3	1	1
4	1	1
5	1	1
6	1	1
7	1	1
8	1	1
9	1	1
10	1	1
11	1	1
12	1	1
13	1	1
14	1	1
15	1	1
16	1	1
17	1	1
18	1	1
19	1	1
20	1	1
21	1	1
22	1	1
23	1	1
24	1	1
25	1	1
26	1	1
27	1	1
28	1	1
29	1	1
30	1	1
31	1	1
32	1	1
33	1	1
34	1	1
35	1	1
36	1	1
37	1	1
38	1	1
39	1	1
40	1	1
41	1	1
42	1	1
43	1	1
44	1	1
45	1	1
46	1	1
47	1	1
48	1	1
49	1	1
50	1	1
51	1	1
52	1	1
53	1	1
54	1	1
55	1	1
56	1	1
57	1	1
58	1	1
59	1	1
60	1	1
61	1	1
62	1	1
63	1	1
64	1	1
65	1	1
66	1	1
67	1	1
68	1	1
69	1	1
70	1	1
71	1	1
72	1	1
73	1	1
74	1	1
75	1	1
76	1	1
77	1	1
78	1	1
79	1	1
80	1	1
81	1	1
82	1	1
83	1	1
84	1	1
85	1	1
86	1	1
87	1	1
88	1	1
89	1	1
90	1	1
91	1	1
92	1	1
93	1	1
94	1	1
95	1	1
96	1	1
97	1	1
98	1	1
99	1	1
100	1	1

**PRELIMINARY**  
**DO NOT USE FOR**  
**CONSTRUCTION**

DATE: 05/16/19	SCALE: 1"=120'
DESIGNED: BPG	CHECKED: MSB
DRAWN: KFW	APPROVED: BPG

SHEET: 2 OF 5

CAD FILE:  
467200PP1

PROJECT NO:  
4672

## EXISTING CONDITIONS & SITE FEATURES PLAN

MOYOCK FARMS  
MOYOCK TOWNSHIP  
CURRITUCK COUNTY  
NORTH CAROLINA  
PRELIMINARY LAND DEVELOPMENT PLAN

**BISSELL**  
PROFESSIONAL GROUP

Engineers, Planners, Surveyors  
and Environmental Specialists

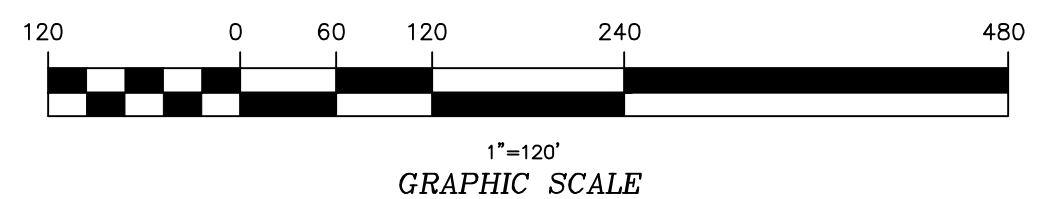
Bissell Professional Group  
Firm license # C-956  
10001 North Carolina Highway  
P.O. Box 1038  
Kitty Hawk, North Carolina 27949  
Phone (252) 261-1700  
Fax (252) 261-1700



CURVE TABLE					
CURVE	LENGTH	RADIUS	CHORD	BEARING	DELTA
C37	153.59	1645.00	153.53	N35° 27' 19"W	5'20.58"
C38	157.73	1406.70	157.65	N29° 48' 01"W	6'25.28"
C42	154.02	1525.89	153.93	N22° 52' 12"W	7'02.37"
C43	158.15	1382.25	157.81	N41° 26' 38"W	12'16.27"
C47	150.78	585.00	150.36	N0° 07' 04"W	4'46.04"
C53	29.62	625.00	29.62	S51° 27' 38"W	2'42.56"
C54	155.65	625.00	155.24	S59° 57' 10"W	14'16.07"
C58	154.99	625.00	154.60	S74° 11' 29"W	14'12.31"
C62	126.51	625.00	126.29	S87° 05' 40"W	11'35.51"
C66	136.61	625.00	136.33	N80° 43' 12"W	12'42.25"
C71	136.96	625.00	136.68	N68° 07' 20"W	12'33.19"
C75	57.61	624.94	57.59	N59° 12' 15"W	5'16.54"
C76	71.83	1645.02	71.83	S55° 18' 45"W	2'30.07"
C81	82.63	358.39	82.45	S54° 32' 10"W	1'32.35"
C82	94.16	408.39	93.95	S54° 32' 10"W	1'32.35"
C83	735.95	575.00	686.73	N86° 46' 11"E	7'52.01"
C84	346.92	1595.00	346.93	S50° 19' 57"E	12'27.43"
C85	300.35	1645.00	299.29	S48° 49' 52"E	10'27.40"

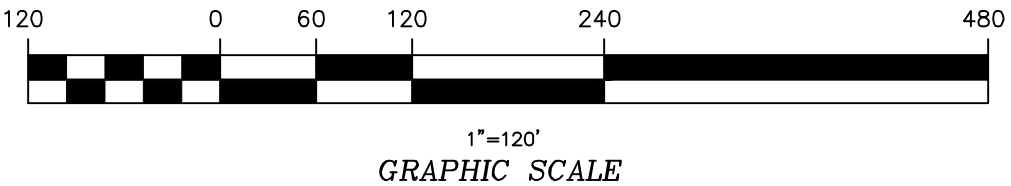
- Lot 1: 101 Nittany Ct
- Lot 2: 103 Nittany Ct
- Lot 3: 105 Nittany Ct
- Lot 4: 107 Nittany Ct
- Lot 5: 109 Nittany Ct
- Lot 6: 111 Nittany Ct
- Lot 7: 113 Nittany Ct
- Lot 8: 115 Nittany Ct
- Lot 9: 112 Nittany Ct
- Lot 11: 108 Nittany Ct
- Lot 12: 106 Nittany Ct
- Lot 13: 104 Nittany Ct
- Lot 14: 102 Nittany Ct
- Lot 15: 100 Nittany Ct
- Lot 16: 213 Tarheel Dr
- Lot 17: 211 Tarheel Dr
- Lot 18: 209 Tarheel Dr
- Lot 19: 207 Tarheel Dr
- Lot 20: 205 Tarheel Dr
- Lot 21: 203 Tarheel Dr
- Lot 22: 201 Tarheel Dr
- Lot 23: 117 Tarheel Dr
- Lot 24: 115 Tarheel Dr
- Lot 25: 113 Tarheel Dr
- Lot 26: 111 Tarheel Dr
- Lot 27: 109 Tarheel Dr
- Lot 28: 107 Tarheel Dr
- Lot 29: 105 Tarheel Dr
- Lot 30: 103 Tarheel Dr
- Lot 31: 01 Tarheel Dr

NOW OR FORMERLY  
IRIS ANN OCONNOR  
D.B. 117, PG. 196  
P.C. D, SL. 315



Attachment: 2 6-24-19 Movock Farms PrelimPlans (PB 19-14 Movock Farms)





4 OF 5

---

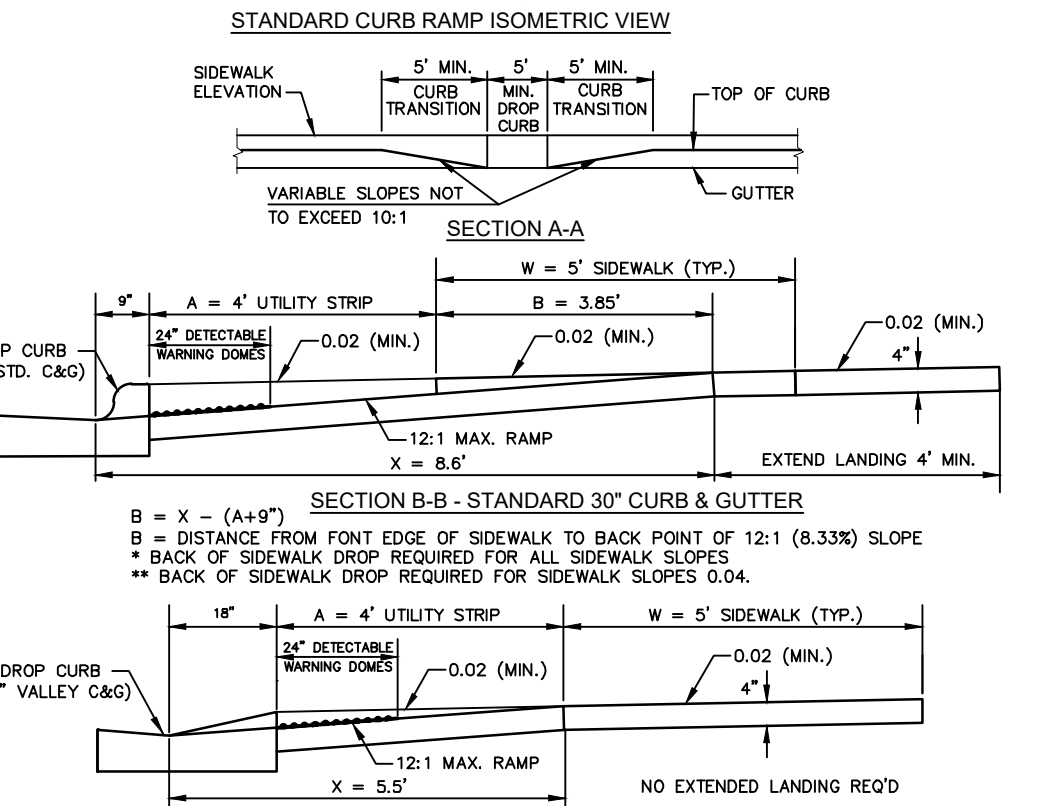
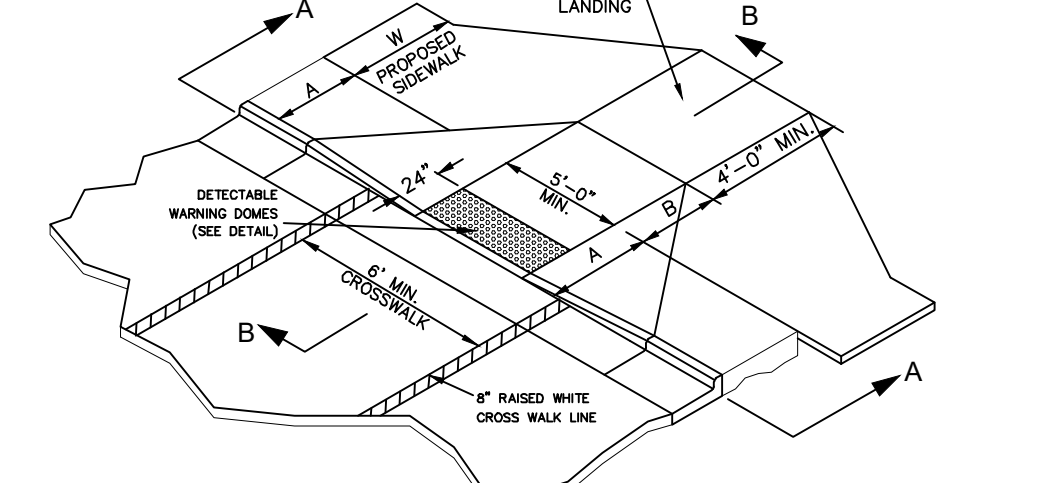
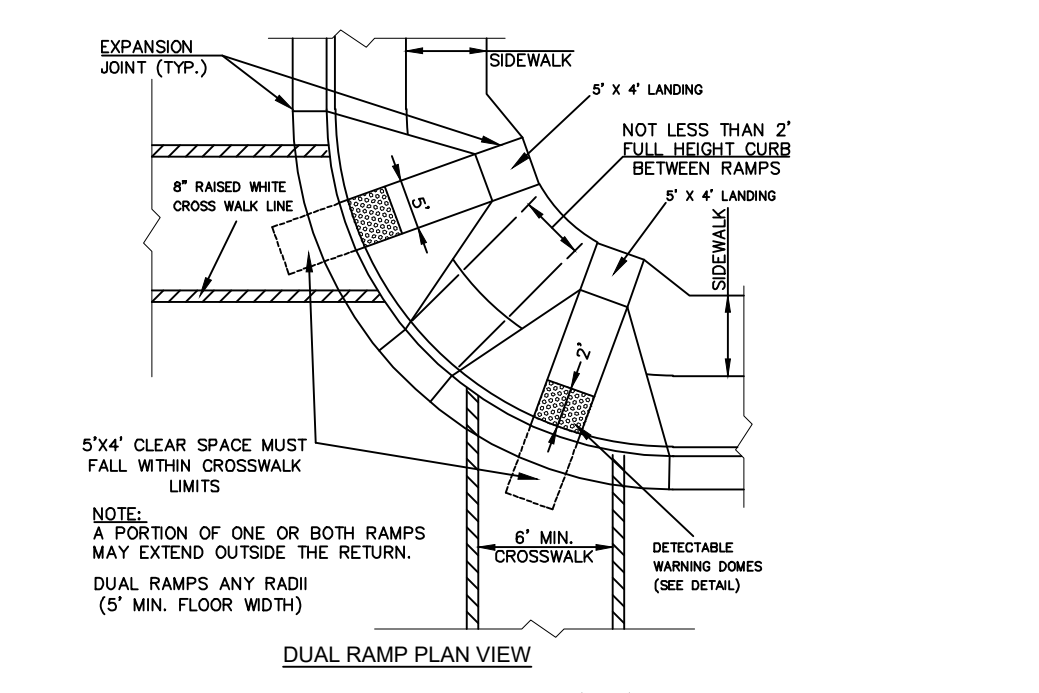
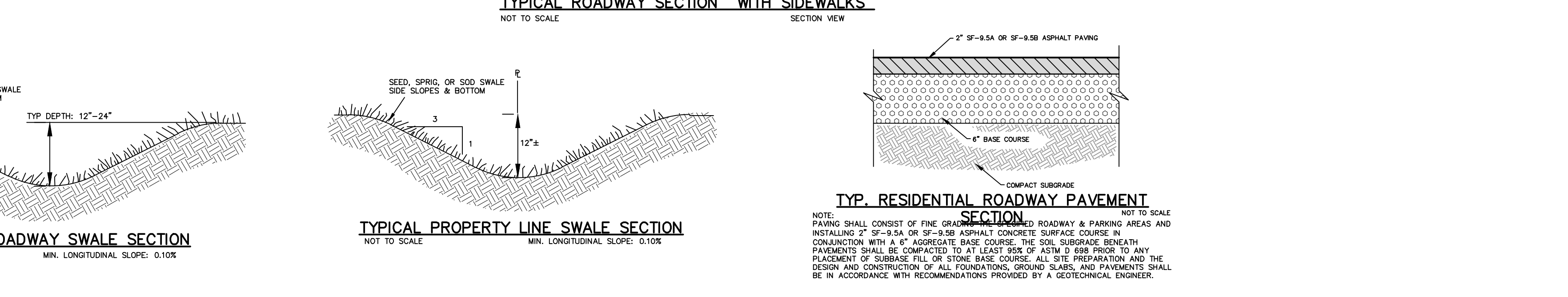
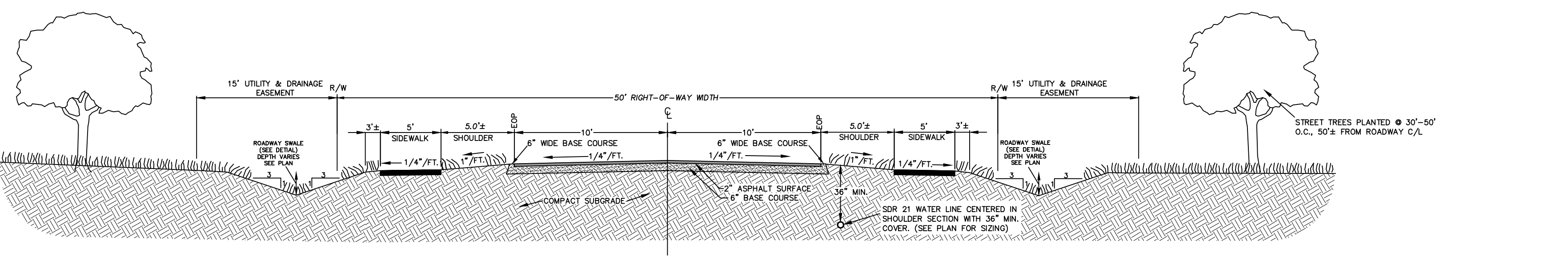
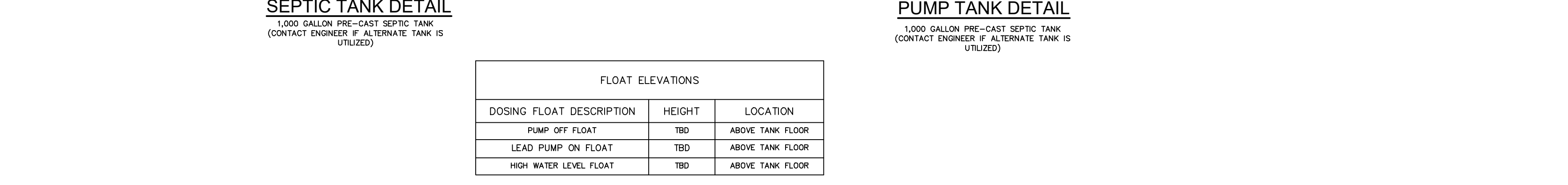
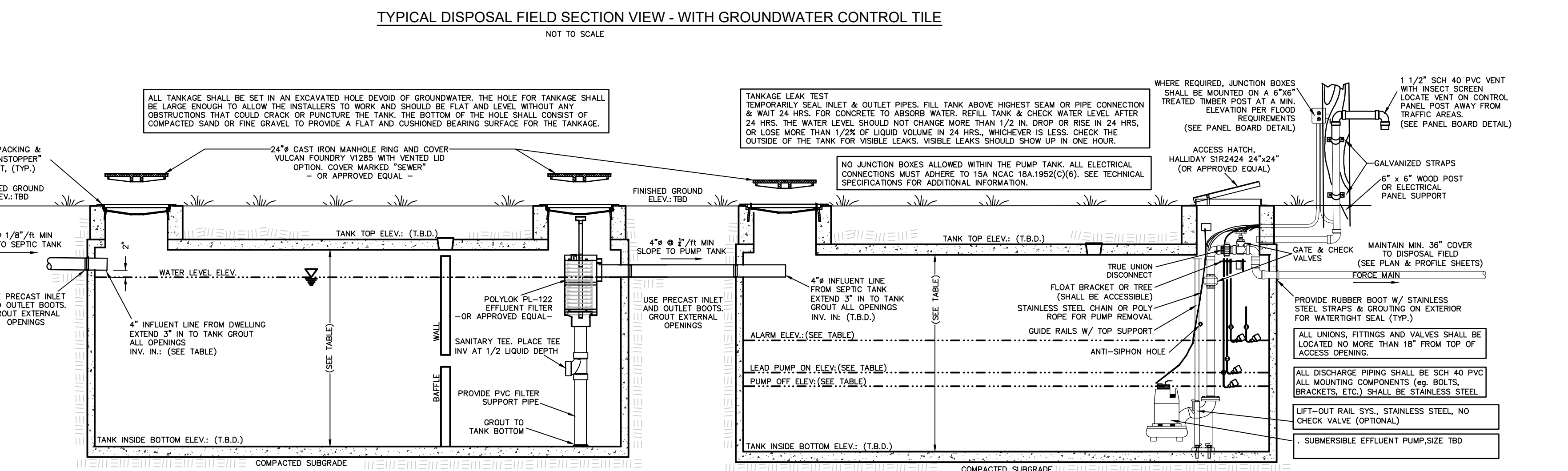
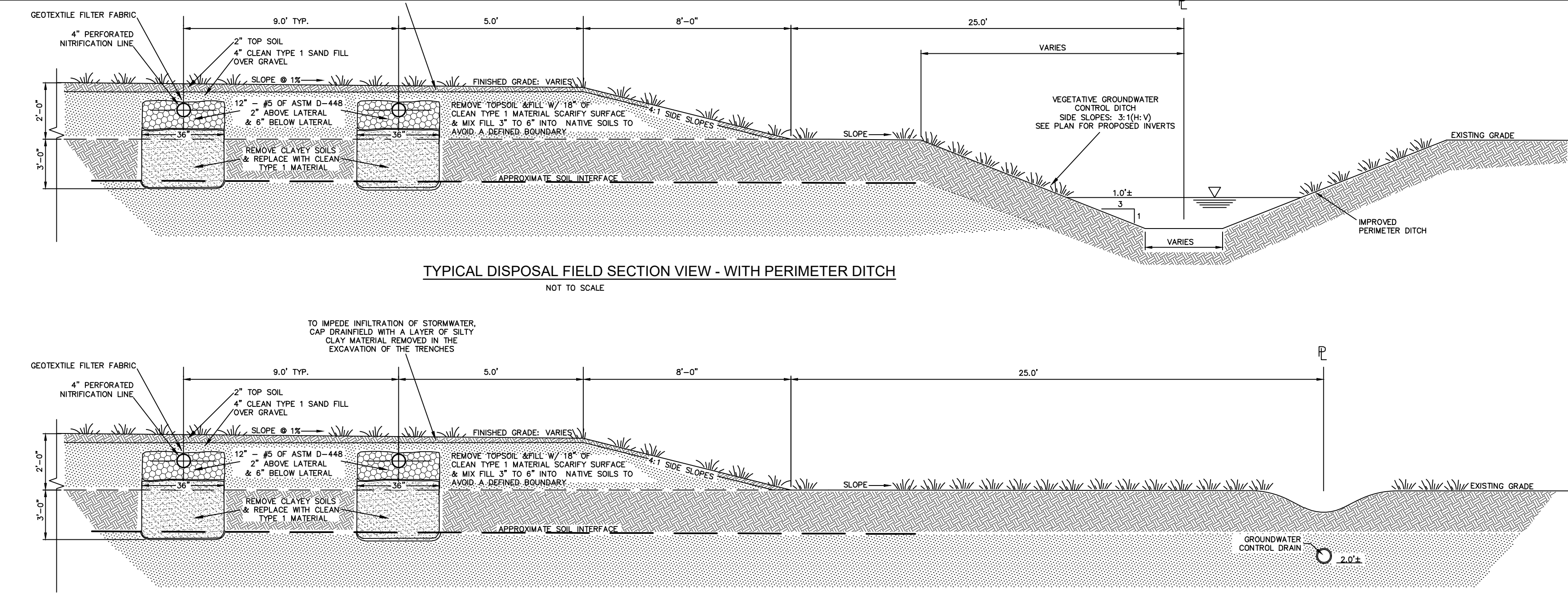
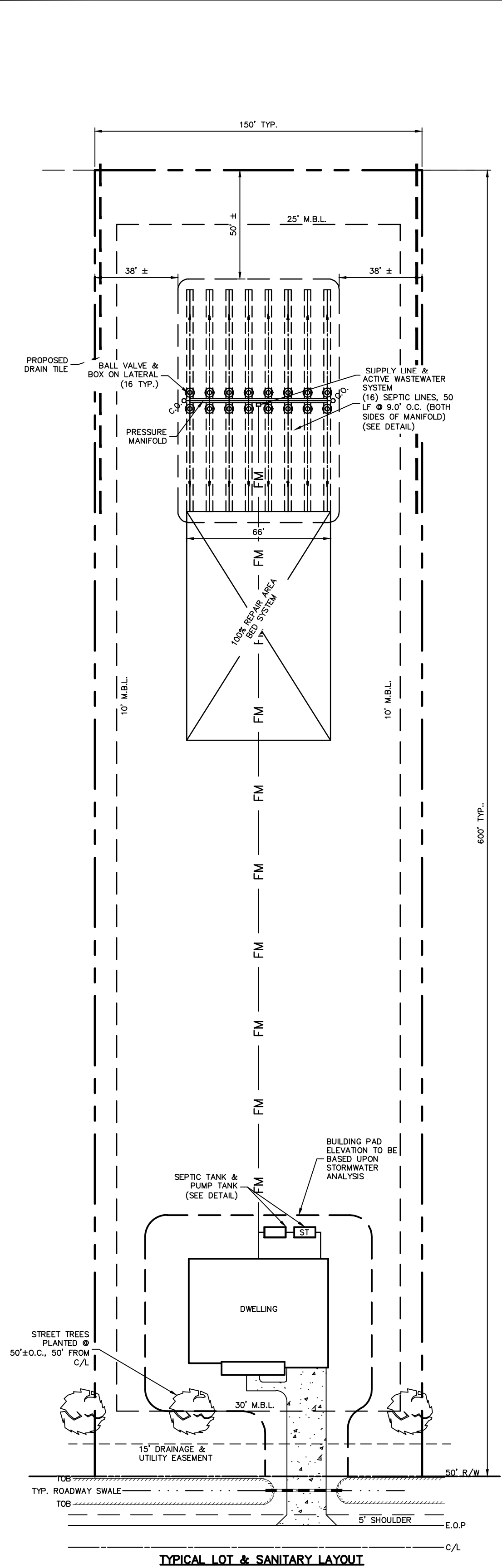
PROJECT NO: 467200PP1

---

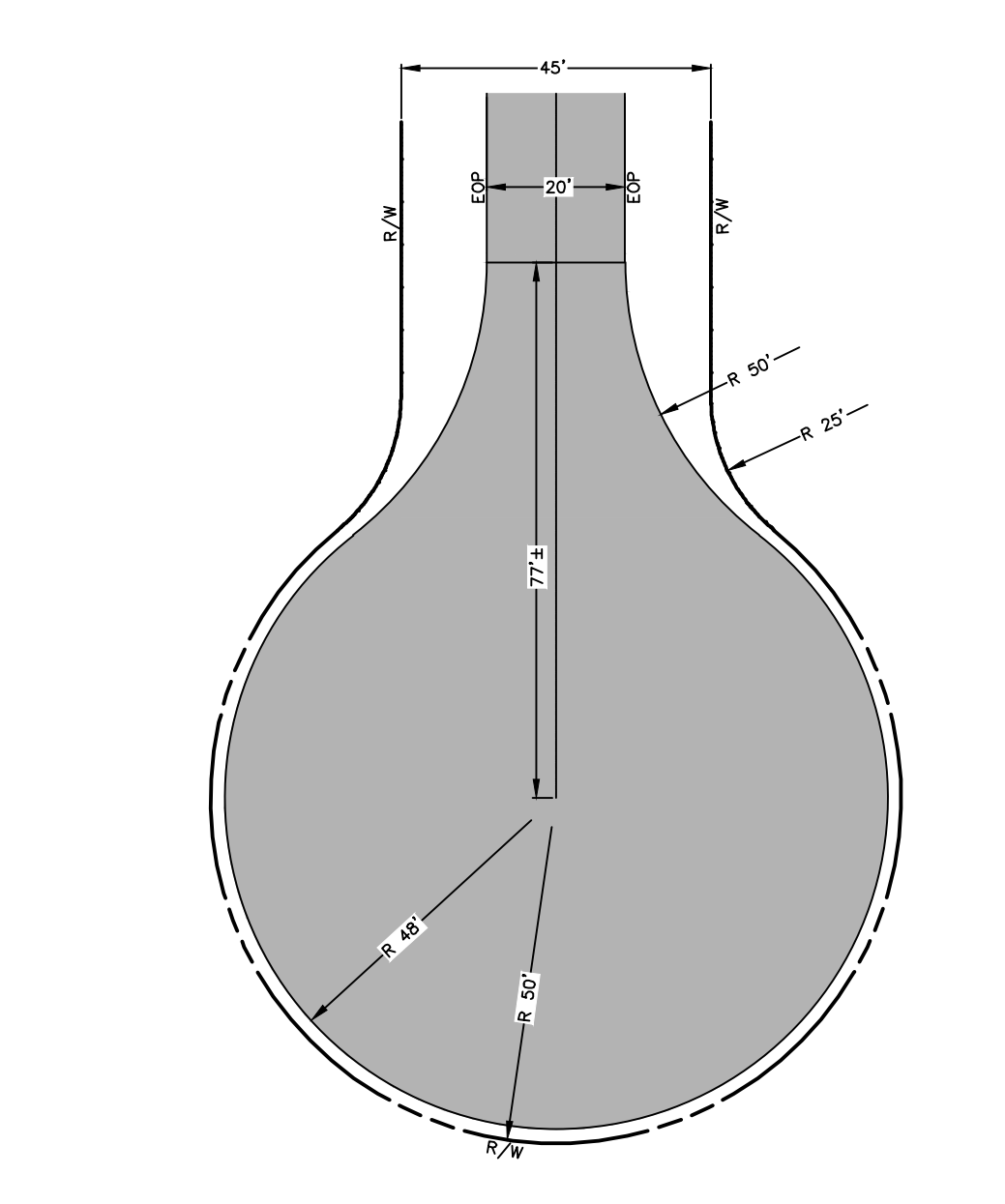
PROJECT NO: 4672



S:\projects\4672 Auto Auction Cars\Preliminary Plans\467200PP1.dwg 6/24/2018 12:50:03 PM HP DesignPlot 17500 DSS 16x36,2x3



- WHEEL CHAIR RAMP GENERAL NOTES:**
1. CONSTRUCT THE RAMP SURFACE TO BE STABLE, FIRM AND SLIP RESISTANCE. CONSTRUCT THE CURB RAMP TYPE AS SHOWN ON PLANS OR AS DIRECTED BY THE ENGINEER.
  2. LOCATE CURB RAMP AND PLACE PEDESTRIAN CROSSWALK MARKINGS WHERE SHOWN ON PLANS. WHEN FIELD ADJUSTMENTS REQUIRE MOVING RAMP OR MARKING, CONTACT AND LOCATE AS DIRECTED BY ENGINEER.
  3. COORDINATE THE CURB RAMP AND CROSSWALK MARKING SO A 4'x4' CLEAR SPACE AT THE BASE OF THE RAMP WILL FALL WITHIN THE PEDESTRIAN CROSSWALK LINES.
  4. SETBACK DISTANCE FROM INSIDE CROSSWALK MARKING TO NEAREST EDGE OF TRAVEL LANE IS 4' MINIMUM.
  5. CONSTRUCT THE RUNNING SLOPE OF THE RAMP 12:1 (8.33%) MAXIMUM SLOPE.
  6. ALLOWABLE CROSS SLOPE ON SIDEWALKS AND CURB RAMPS WILL BE 2% MAXIMUM.
  7. CONSTRUCT THE SIDE FLARE SLOPE A MAXIMUM OF 10% MEASURED ALONG THE CURB LINE.
  8. CONSTRUCT THE COUNTER SLOPE OF THE CUTTER OR STREET AT THE BASE OF THE RAMP A MAXIMUM OF 5% AND MAINTAIN A SMOOTH TRANSITION.
  9. CONSTRUCT LANDINGS FOR SIDEWALK A MINIMUM OF 4'x4' WITH A MAXIMUM SLOPE OF 2% IN ANY DIRECTION.
  10. CONSTRUCT WHEELCHAIR RAMPS 40\"/>
  11. PLACE A 2\"/>



**Bissell Professional Group**  
Firm License # C-656  
P.O. Box 108  
1000 North Carolina Highway 2749  
Cary, NC 27513  
Tel: (919) 232-7900  
Fax: (919) 232-2811

**BISSELL**  
PROFESSIONAL GROUP

Engineers, Planners, Surveyors  
and Environmental Specialists

**TYPICAL WASTEWATER SYSTEM & SITE CONSTRUCTION DETAILS**

THIS DOCUMENT IS THE SOLE PROPERTY OF BISS, INC. AND CANNOT BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF BISS, INC. ANY REPRODUCTION OR TRANSMISSION OF THIS DOCUMENT WITHOUT THE WRITTEN PERMISSION OF BISS, INC. IS PROHIBITED.

**MOYOCK FARMS**  
CURRITUCK COUNTY  
NORTH CAROLINA

**PRELIMINARY LAND DEVELOPMENT PLAN**

REV	DATE	DESCRIPTION	BY	CHKD
1	4/22/19	ISSUED FOR PERMIT	BP	MSB
2	4/22/19	REVISED PER COMMENTS	BP	MSB
3	4/22/19	REVISED PER COMMENTS	BP	MSB
4	4/22/19	REVISED PER COMMENTS	BP	MSB
5	4/22/19	REVISED PER COMMENTS	BP	MSB

DATE: 4/22/19  
SCALE: AS NOTED

DESIGNED: BP  
CHECKED: MSB

DRAWN: KFW  
APPROVED: BP

SHEET: 5 OF 5

CAD FILE: 467200PP1

PROJECT NO: 4672

**PRELIMINARY**  
DO NOT USE FOR  
CONSTRUCTION





## Currituck County

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

### MEMORANDUM

**To:** Mark Bissell, Bissell Professional Group  
 Sam Miller, Miller Homes & Building LLC

**From:** Tammy D. Glave, CZO  
 Senior Planner

**Date:** June 19, 2019

**Re:** PB 19-14 "Moyock Meadows", Preliminary Plat/Use Permit

The following comments have been received for the June 19, 2019 Technical Review Committee meeting. Please provide necessary corrections prior to June 24, 2019 in order to be placed on the July 15, 2019 Board of Commissioners' agenda. TRC comments are valid for six months from the date of the TRC meeting.

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

Reviewed with comments:

1. Schools are approaching or at capacity in Moyock. The BOC may require phasing of the project and limit the number of lots allowed within each phase.
2. Moyock Meadows is a duplicate subdivision name and must be changed. (Administrative Manual)
3. Have the property owner sign the application and provide the fully executed application. (Administrative Manual)
4. An agreement from the railroad company must be submitted that clarifies that a subdivision road right-of-way and utilities will be allowed to cross through the railroad right of way. An email is acceptable at this time. A fully executed encroachment agreement will be required at construction drawing submittal.
5. Please add panels 8031 and 8030 to Flood Zone note (Note 5).
6. Side setbacks in the GB zoning district are 15', not 10'. (UDO Section 3.5.2)
7. Major arterial streetscape landscaping is required on the subject property where the subject property is within 100' of Caratoke Highway's right-of-way. (UDO Table 5.2.8)
8. Please call out the easement for future connection for the street stub/sidewalks to the Fost property. (UDO Section 5.6.5.B and 5.6.10)
9. Call out 5' non access easements on corner lots (Lots 1 and 15) on the street with the most traffic. (UDO Section 10.3.3)
10. Call out pedestrian crossings and how they will be delineated. (UDO Section 5.6.10)
11. It appears that the sidewalk is across the cul-de-sac lots and not in the right-of-way. If this is the case, please provide the pedestrian access easement across those lots. (UDO Section 5.6.10)
12. Please call out the Reserve Utility Open Space. (UDO Section 6.2.3)
13. At final plat, the county will be accepting a fee-in-lieu of recreation and park area dedication. (UDO Section 6.5)
14. Call out the sight triangles for the main entrance. (UDO 10.3.4)

Attachment: 3 PB 19-14 Moyock Farms TRC Comments 6-19-19 (PB 19-14 Moyock Farms)



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

Reviewed with comment:

**Fire**

1. Fire hydrants must be within 500' of all road frontages.
2. Cul de sacs must be 96' in width curb to curb at the center of the cul de sac.
3. Dwellings greater than 4800 sq. ft. and/or greater than 2 stories will be calculated using the ISO commercial method.
4. Dwellings 4800 sq. ft. and no greater than 2 stories may use set-backs as indicated in the ISO method to determine Needed Fire Flow.

**Inspection Comments**

1. Cluster mail box units must be accessible (accessible route, reach ranges)
2. Accessible routes must be provided to all amenities such as pools, boardwalks, piers, docks and other amenities within the development. Plans must be designed to the 2018 NC Building Code design loads and structures must meet ADA requirements.
3. Curb cuts at vehicular traffic areas and pedestrian crossings must be ADA compliant and have detectable warning devices installed.
4. Soil engineering reports for footings will be required for lots that have fill placed on them where the footings do not rest at a minimum of 12" below grade on undisturbed natural soil. Site preparation, the area within the foundation walls shall have all vegetation, top soil and foreign material removed.
5. Compaction testing will be required for slabs and thickened footing areas that exceed 24" of fill. Fill material shall be free of vegetation and foreign material. The fill shall be compacted to ensure uniform support of the slab, and except where approved, the fill depths shall not exceed 24 inches for clean sand or gravel and 8 inches (203 mm) for earth.
6. Mark fire hydrants locations in the center of road/street with blue reflectors.

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

Reviewed with comment:

1. The Parcel ID Number should be: 002300000070000
2. There is already a subdivision in Currituck County called "Moyock Meadows."
3. Address Assignment:
  - Lot 1: 101 Nittany Ct
  - Lot 2: 103 Nittany Ct
  - Lot 3: 105 Nittany Ct
  - Lot 4: 107 Nittany Ct
  - Lot 5: 109 Nittany Ct
  - Lot 6: 111 Nittany Ct
  - Lot 7: 113 Nittany Ct
  - Lot 8: 115 Nittany Ct
  - Lot 9: 112 Nittany Ct
  - Lot 10: 110 Nittany Ct
  - Lot 11: 108 Nittany Ct
  - Lot 12: 106 Nittany Ct
  - Lot 13: 104 Nittany Ct
  - Lot 14: 102 Nittany Ct
  - Lot 15: 100 Nittany Ct
  - Lot 16: 213 Tarheel Dr
  - Lot 17: 211 Tarheel Dr
  - Lot 18: 209 Tarheel Dr

Lot 19: 207 Tarheel Dr  
 Lot 20: 205 Tarheel Dr  
 Lot 21: 203 Tarheel Dr  
 Lot 22: 201 Tarheel Dr  
 Lot 23: 117 Tarheel Dr  
 Lot 24: 115 Tarheel Dr  
 Lot 25: 113 Tarheel Dr  
 Lot 26: 111 Tarheel Dr  
 Lot 27: 109 Tarheel Dr  
 Lot 28: 107 Tarheel Dr  
 Lot 29: 105 Tarheel Dr  
 Lot 30: 103 Tarheel Dr  
 Lot 31: 101 Tarheel Dr

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

Reviewed without comment.

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

Reviewed without comment.

1. Will this development cause any drainage issues for Ranchland Subdivision? It seems that in a larger rain/storm event that the Moyock Meadows Property may accept stormwater runoff from Ranchland Subdivision.
2. Will the proposed ditch on the south side of the property in between Ranchland and Moyock Meadows potentially benefit Ranchland drainage?

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

Reviewed with comment:

1. CONSULT WITH KEVIN CARVER RS AT 252-232-6603 CONCERNING SEPTIC SYSTEM APPROVAL FOR ALL LOTS THAT MAKE UP THIS PROPOSED SUBDIVISION.

**NC Department of Transportation (Caitlin Spear, 252-331-4737)**

Reviewed with comment:

1. Driveway permit for the change of use and encroachment agreement for the waterline connection are needed.

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

Reviewed without comment.

**US Post Office (Moyock)**

Contact the local post office to determine required method of mail delivery.

**Comments Not Yet Received from:**

Currituck County Water Department (Yama Jones, 252-232-2769)  
 Currituck County Engineer (Eric Weatherly 252-232-6035)

**The following items are necessary for resubmittal:**

- 3 - full size copies of revised plans
- 1 – 8.5 x 11” reduced copy
- 1- PDF digital copy of all revised or new documents and plans.

## Tammy Glave

---

**From:** Sam Miller <[smiller@laurelwoodsestates.com](mailto:smiller@laurelwoodsestates.com)>  
**Sent:** Wednesday, June 19, 2019 3:12 PM  
**To:** Tammy Glave  
**Subject:** Fwd: Crossing for new residential development - Moyock, NC  
**Attachments:** Grade Crossing Application - GWR rev 4-23-2018 (2).pdf

----- Forwarded message -----

From: **Mary Cole** <[mary.cole@gwrr.com](mailto:mary.cole@gwrr.com)>  
 Date: Wed, Jun 19, 2019, 2:06 PM  
 Subject: RE: Crossing for new residential development - Moyock, NC  
 To: Sam Miller <[smiller@laurelwoodsestates.com](mailto:smiller@laurelwoodsestates.com)>

Hi Sam,

The crossing information that you provided (Crossing #465404F) appears to be the right number as the milepost number lines up but the latitude/longitude sets it further north of the actual crossing. I also managed to find in our database that Eagle Auctions does have an active private road crossing agreement with the railroad since 2005. The agreement states that it was to be a fully signalized crossing with gates but by the street view it is not. Since the crossing usage will be different from what Eagle Auctions intended to use it for, a crossing application will need to be submitted. I have attached the application for your convenience. Crossing plans will also need to be submitted for review and approval. Requirements for safety features (signs, signals, gates, etc.) will need to be determined once the application and plans are received. Please note that there are some upfront fees that will need to be remitted with the application. There is an application fee of \$1,000.00 and a base engineering review fee of \$1,750.00. The engineering review fee can be more but will depend on the complexity of the crossing. Engineering will inform you (or me) if additional monies are required. In order for me to start the process for approval I will need the application and fees totaling \$2,750.00. The contractor that will be constructing/rehabbing the crossing will need to submit for a Right of Entry to access the premises. The fee for a 60 day window is \$1,750.00. If more than one contractor will be in the railroad's premises (such as grade crossing contractor and signal contractor) both will need separate Right of Entry agreements. Here is a link to the application process: [https://www.gwrr.com/real\\_estate/accessing\\_property](https://www.gwrr.com/real_estate/accessing_property)

I assume that it will take time before the NC DOT agrees to take over maintenance responsibilities for the crossing, therefore the Crossing Agreement will need to stay in place until the Easement to the NC DOT is granted. What this means is that it will be the responsibility of the developer/Home owner's association to maintain crossing (as possible signals) at their expense. The crossing will incur an annual fee for access over the railroad's property until such time. This fee will be based on the width and safety features (signals, gates, etc.) needed at the crossing. Approval of an Easement will also depend on Norfolk Southern.

Since this will be a residential neighborhood I would assume that utilities will also need to be installed. If proposed utilities will be crossing the railroad's corridor, applications for each utility will need to be submitted and contractor's application for access (Right of Entry). Here is a link to our website that provides applications and information regarding the processing:

Attachment: 4 RR Email (PB 19-14 Moyock Farms)

[https://www.gwrr.com/real\\_estate/utility\\_occupancies](https://www.gwrr.com/real_estate/utility_occupancies)

[https://www.gwrr.com/real\\_estate/accessing\\_property](https://www.gwrr.com/real_estate/accessing_property)

Please make the check(s) payable to the Chesapeake & Albemarle Railroad and forward to me to the address below my name.

Let me know if you have any questions.

Thanks,

## Mary Cole

**Manager – Real Estate**

**Coastal Region**

**13901 Sutton Park Drive South, Suite 160**

**Jacksonville, FL 32224**

**(904) 900-6302**

**(904) 223-5278 fax**

**From:** Sam Miller <[smiller@laurelwoodsestates.com](mailto:smiller@laurelwoodsestates.com)>

**Sent:** Wednesday, June 19, 2019 11:13 AM

**To:** Mary Cole <[mary.cole@gwrr.com](mailto:mary.cole@gwrr.com)>

**Subject:** Re: Crossing for new residential development - Moyock, NC

Yes, confirmed.

Thanks,

Sam

On Wed, Jun 19, 2019, 11:06 AM Mary Cole <[mary.cole@gwrr.com](mailto:mary.cole@gwrr.com)> wrote:

Attachment: 4 RR Email (PB 19-14 Moyock Farms)

Hi Sam,

Can you please confirm that the below crossing circled in red on the aerial is indeed the crossing that you and I spoke about on the telephone a short while ago?

Thanks,

**Mary Cole**

**Manager – Real Estate**

**Coastal Region**

**13901 Sutton Park Drive South, Suite 160**

**Jacksonville, FL 32224**

**(904) 900-6302**

**(904) 223-5278 fax**

Attachment: 4 RR Email (PB 19-14 Moyock Farms)

**From:** Kevin Carver [kcarver@arhs-nc.org]  
**Sent:** Thursday, May 23, 2019 7:33 AM  
**To:** Sam Miller  
**Cc:** mark@bissellprofessionalgroup.com  
**Subject:** Flora Farm / Eagle Aucon site, 31 lots, Moyock adjacent to Ranchland Sub.

Sam,

The proposed 31 lots will be considered provisionally suitable with the modifications listed in the individual site evaluations along with the letter drafted by Dave Meyer (Licensed Soil Scientist).

Thank you,

Kevin Carver, REHS, LSS  
Environmental Health  
Albemarle Regional Health Services

*This e-mail message may contain information that is privileged, confidential, and exempt from disclosure. It is intended for use only by the person to whom it is addressed. If you have received this message in error, please do not forward or use this information in any way. Delete it immediately and contact the sender as soon as possible by the reply option. You may also report this to the ARHS Privacy/Security Officer at 252-337-6716*



4114 Laurel Ridge Drive  
Raleigh, North Carolina 27612

Protocol Sampling Service, Inc.  
"Experts in Environmental Compliance"

(919) 210-6547

Protocolsampling@yahoo.com  
Environmentalservicesnc.com

May 6, 2019

Mr. Sam Miller  
Miller Homes & Building, LLC  
111 Currituck Commercial Dr., Suite B  
Moyock, NC 27958

Re: Soil and Hydrogeologic Investigation  
Eagle Auction Site  
NC 168 – Caratoke Highway  
Moyock, Currituck County, North Carolina  
Protocol Project No. 19-37

Dear Mr. Miller:

The subject property that will be developed into a 31-lot residential subdivision was inspected by Protocol Sampling Service, Inc., personnel on Wednesday, February 27, 2019 and Wednesday and Thursday April 3 and 4, 2019. Protocol personnel inspected the proposed development by advancing three (3) five-foot temporary 1-inch diameter piezometers, one (1) twenty-foot soil boring for lithologic description, setting temporary pumping and observation wells and performing a short aquifer test to determine aquifer coefficients, ground water flow direction, permeable layer sieve testing and ditch flow efficiency. The resultant coefficients were then entered into the Colorado Mound Model to determine the expectant mound height under a typical sand backfilled trench (SBT) disposal system (Preliminary Land Development Plan – attached).

The site is located to the west of NC 168 and south of Moyock, North Carolina, with elevations ranging from 6.64 feet msl in the western section of the property to 4.18 in the northeast corner of the property to 2.56 feet msl in the southeast corner of the property. The ground water flow direction was determined to be toward the southeastern portion of the property to the existing ditch along the Ranchland Subdivision property at a gradient of 0.001 ft/ft. The seasonal high water table was found to be 15 inches below land surface (bls) and the static water table was found to vary from 1.10 feet below the soil surface in the western portion of the property to 1.03 feet bls in the central portion of the property to 1.77 feet bls in the eastern portion of the property. This variation is due to the effectiveness of the on-site interior drainage ditches. The permeable portion of the soil profile (lab Sieve Analysis – attached) found at 1.69-feet msl exhibited excellent structure (granular), consistence (friable) and texture (silt loam) from a depth of three to five-feet below land surface. A silty clay loam is found from five to ten-feet bls where a moderately well sorted fine sand is found which runs to at least 15-feet bls.

Field data collected from the aquifer test revealed a transmissivity of 108 ft<sup>2</sup>/day in an aquifer at least 20-feet thick. This information was entered into the Artificial Recharge computer program authored by Dave Molden, D.K. Sunada and Jim Warner with Colorado State University also known as the Colorado Mound Model, (January 1984). The attached results printout shows that a typical SBT disposal system disposing a total daily waste water volume of 480 gallons at an effective LTAR of 0.2 gpd/ft<sup>2</sup> will create a mound height

of 0.067 feet at 720 days with equilibrium being reached at 240 days. Two feet of fill will be required to maintain 24-inches of separation beneath the drain lines. The distance to the nearest stream (Ground water Control Drain) was entered as 100 feet, even though they will be installed 25-feet from the perimeter of the disposal system footprint as shown on the attached Preliminary Land Development Plan Spec Sheet. As expected, a very small mound will form beneath the disposal field before the effluent begins to migrate toward the nearest line sink.

Prior to installing the drain lines, the existing soil should be removed down to at least 36-inches below the existing grade. The excavation should be filled with clean loamy fine sand (Type I) that closely replicates the texture of the existing subsurface layer. A two-foot mound of Type I soil should be used for the drain field. The long-term acceptance rate (LTAR) in this area should not exceed 0.20 gallons-per-day-per-square-foot (gpd/ft<sup>2</sup>) for the proposed SBT disposal system.

By artificially raising the drain field area with an additional 2-feet of suitable fill material, installing the drain lines at the original soil surface elevation, adhering to the recommended LTAR, crowning the mound to at least a 1% slope to shed rain water and using proper project wide engineering controls as shown on the Preliminary Land Development Plan, a 24-inch aerobic effluent treatment zone should be maintained below the drain field trenches.

Conclusions and recommendations of this report are based on best available data, collected within budgetary constraints of the proposal. It is the premise of this effort that the information collected and analyzed is representative of a reasonable effort to understand an existing problem. No guarantee is expressed or implied that new or additional data will not be required at a later time. The findings presented herein represent Protocol Sampling Service, Inc.'s professional opinion based on our site and soils evaluation and knowledge of the current laws and rules governing on-site wastewater systems in North Carolina. The Albemarle Regional Health Services must make final approval of the subsurface discharge system. Any concurrence with the findings of this report would be made at that time.

Please call me at (919) 210-6547 if you have any questions or comments.

Sincerely,  
**Protocol Sampling Service, Inc.**



David E. Meyer, N.C.L.S.S.  
 President

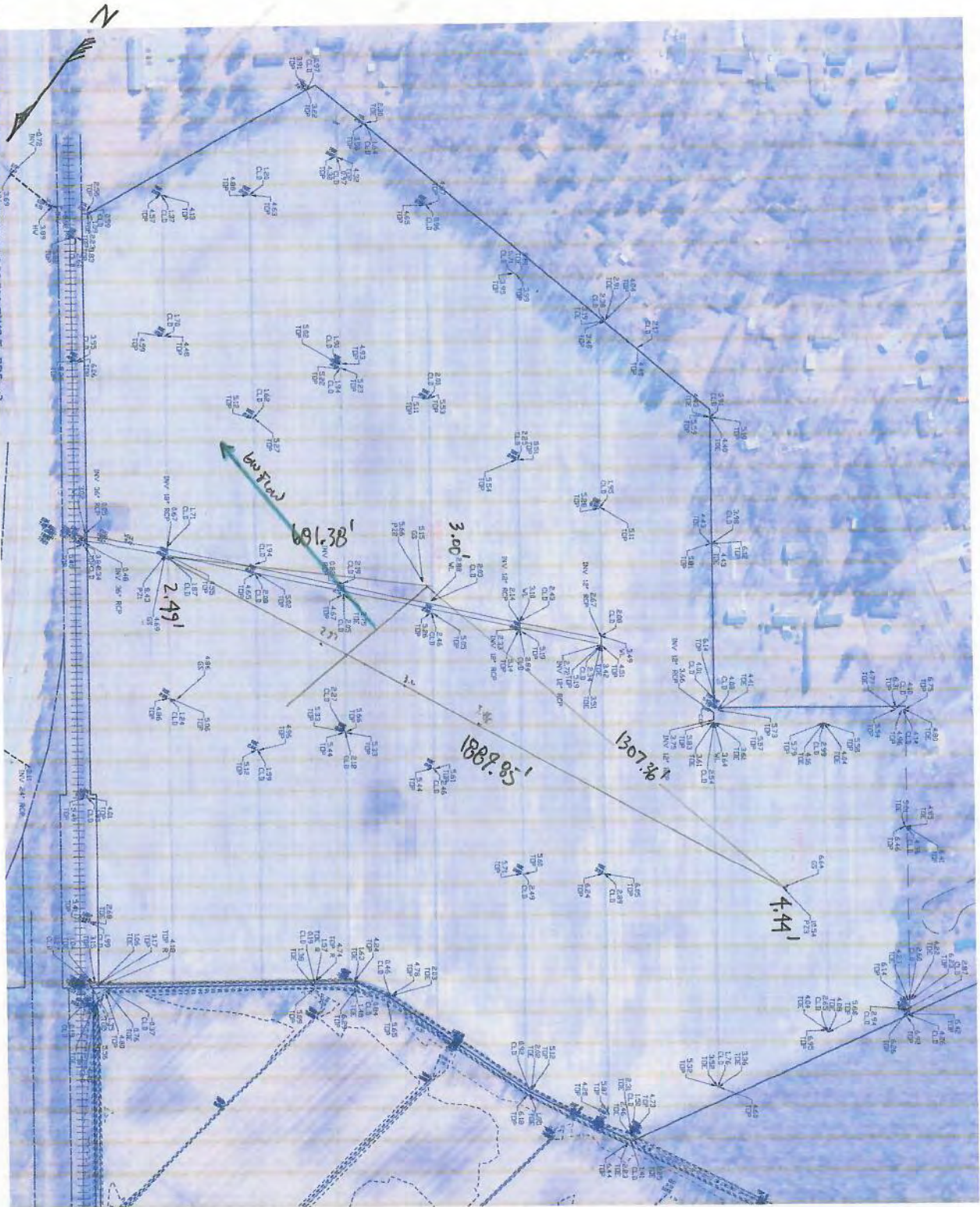


cc: Mr. Mark Bissell, P.E., Bissell Professional Group, Inc.  
 file



# Ground Water Flow Direction Map

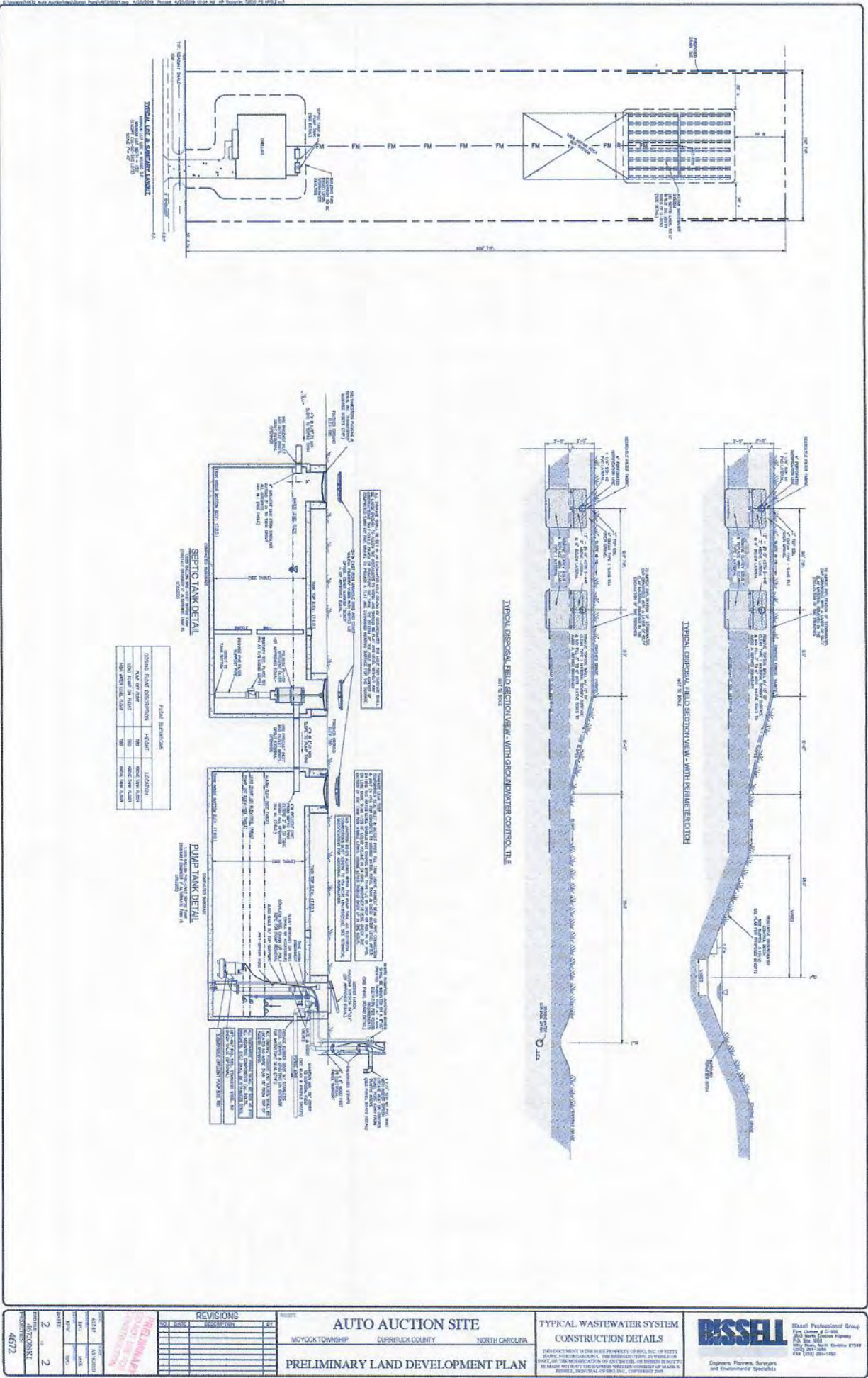
Attachment: 5 Soil Scientists Report (PB 19-14 Moyock Farms)











**REVISIONS**

NO.	DATE	DESCRIPTION
1	01/10/2019	PRELIMINARY
2	01/10/2019	REVISION

**AUTO AUCTION SITE**

MOYOCK TOWNSHIP    CURRITUCK COUNTY    NORTH CAROLINA

**PRELIMINARY LAND DEVELOPMENT PLAN**

**TYPICAL WASTEWATER SYSTEM CONSTRUCTION DETAILS**

THIS DOCUMENT IS THE PROPERTY OF BRS&P, INC. OF 10775 BIRCHMOUNT DRIVE, SUITE 100, BIRMGHAM, AL 35244. NO PART OF THIS DOCUMENT IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF BRS&P, INC. COPYRIGHT 2019.

**4072**

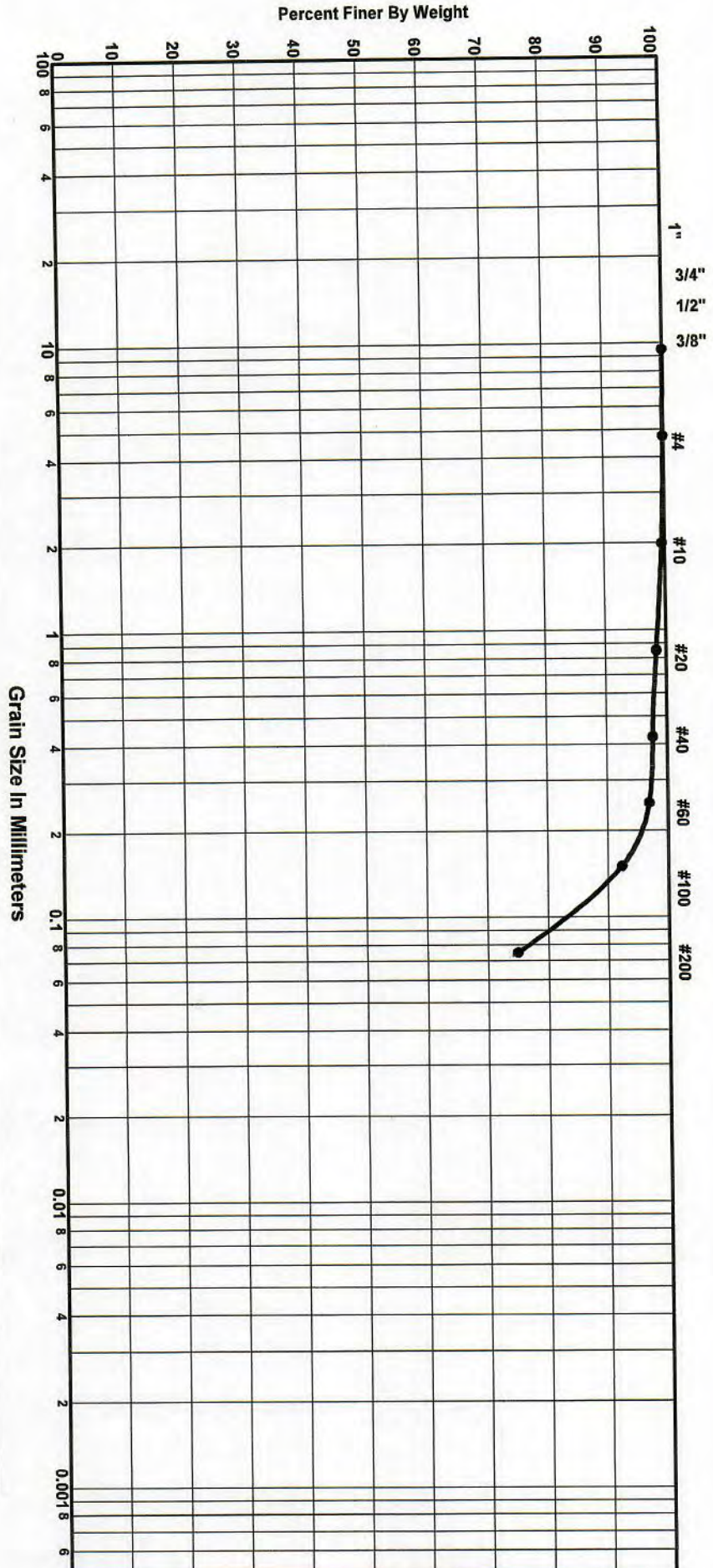
**BRISSELL**

Engineers, Planners, Surveyors  
and Environmental Specialists

**BRISSELL Professional Group**  
Two Chimes # 10-000  
200 North Central Highway  
P.O. Box 1000    Greenville 27639  
(704) 247-2888  
Fax (704) 247-2889




## U.S. Standard Sieve Sizes



GRAVEL		SAND			FINES	
COARSE	FINE	COARSE	MEDIUM	FINE	SILT SIZES	CLAY SIZES

Boring No.	Elev./Depth	Net. W.C.	L.L.	P.L.	P.L.	Soil Description or Classification
S-1	1.6' ; 3/8" MSL					Light Gray Fine Sandy Silt (silt loam)
Project:		Job No.:		Date Received:		
Moyock		1-19-0166-CA				
Currituck Co., NC		Date: 3/13/19		Dates Tested:		



**GRAIN SIZE DISTRIBUTION**

GeoTechnologies, Inc.

3200 Wellington Court, Ste 108  
Raleigh, NC 27615

**COLORADO MOUND MODEL  
SBT Disposal System**

Recharge Rate = **0.03 ft/day (0.20 gpd/ft<sup>2</sup>)**

Transmissivity = 100 ft<sup>2</sup>/day

Specific Yield = 0.15

Beginning Time = 1 days

Final Time = 720 days

Beginning Distance = 0 feet

Final Distance = 100 feet

Depth = 1.5 feet (SHWT)

Field Width = 75 feet

Field Length = 100 feet

Angle = 0 degrees

Stream Distance = 100 feet

Time (Days)	Distance (feet)	Projected Mound Height (feet)
30	0	0.06
60	0	0.065
90	0	0.066
360	0	0.067
720	0	0.067

**Currituck County**  
**Preliminary Engineering Stormwater Management**  
**Plan Report**  
**Narrative and Basis of Design**

***Project:***

***Moyock Meadows Subdivision***

Moyock Township, Currituck County, North Carolina

***Prepared By:***

***Bissell Professional Group***

P.O. Box 1068  
3512 N. Croatan Highway  
Kitty Hawk, North Carolina 27949

May 22, 2019

## **STORMWATER MANAGEMENT NARRATIVE:**

### **PROPOSED DEVELOPMENTAL ACTIVITIES**

The intent of the stormwater management design, to the maximum extent possible, is to employ best management practices through the use of vegetative conveyances, vegetative buffers and wet-detention BMP's to serve the proposed development. As a whole, the development will consist of 31 residential single family home lots served by standard swale-section NCDOT roads located on an existing 100 acre tract of land. The proposed Moyock Meadows subdivision will be accessed directly from Caratoke Highway and will have connectivity to the adjacent Fost tract. The tract adjoins the Ranchland Subdivision in Moyock Township, Currituck County, North Carolina.

The proposed developmental activities include the following:

- a) Construction of 31 single family residential home parcels with a 2+ acre average lot size
- b) Construction of about 4,265 l.f. of typical asphalt subdivision road with one cul-de-sac and a connection to the north
- c) Waterline Improvements
- d) Drainage and Stormwater BMP Improvements
- e) Sidewalks and street trees

### **SITE SOILS**

The following is a summary of the soils typically found within the project boundary limits.

#### **SOIL DESCRIPTION**

The eastern 20% of the site is composed of:

Ro: Roanoke Fine Sandy Loam: Nearly level, poorly drained soil on broad flats and in slightly depressed waterways. Permeability is slow with a seasonal high water table at or near the surface. Permeability in the first 45" of soil is described as being 0.06 in/hr – 0.2 in/hr.

The remainder of the site has been mapped:

Ca: Cape Fear loam: Nearly level, very poorly drained soil on broad flats and narrow strips adjacent to small drainageways. Permeability is slow with a seasonal high water table at or near the surface. Slopes range from 0 to 2 percent.

- *Information referenced from United States Department of Agriculture, Soil Conservation Service, Soil Survey of Currituck County, North Carolina*



## EXISTING SITE TOPOGRAPHY AND DRAINAGE FEATURES

The site's topography is gently sloping toward the east typically from about 6' to 6.5' msl down to about 4' at the eastern edge of the site near the railroad. The site is surrounded on 3 sides by property line ditches, as follows:

The Rowland Creek Canal runs along the northern property line and then crosses under Caratoke Highway and past Rowland Creek Estates and then becomes free flowing.

The Ranchland Outlets run along the northwest, west, south and southeast property lines. The northwestern portion connects to Rowland Creek; the southern portion flows under Caratoke Highway and eventually connects to Guinea Mill Canal.

On site, there is a series of 2- to 3-foot deep farm ditches which run north to south, draining the larger part of the existing farmland to the existing property line ditches.

Land use in the area is a combination of farming and residential development.

## METHODOLOGY OF MANAGING STORMWATER RUNOFF

In addition to NCDEQ's low-density permitting requirements, the development will also be designed in accordance with Currituck County's UDO and the Stormwater Management Plan requirements for Major Subdivisions as outlined in the County's Stormwater Manual and as follows.

"Currituck County requires that all major subdivisions provide adequate stormwater controls to retain the-post development 10-year, 24-hour peak discharge so that it does not release a peak discharge greater than the 2-year, 24 hour peak discharge using a wooded site condition, regardless of actual pre-development site conditions."

## STORMWATER RUNOFF COLLECTION AND MANAGEMENT

Based on existing site conditions and the layout of the proposed development, drainage will be collected and run into two stormwater basins, labeled BMP-1 and BMP-2 on the attached overview sheet. The two BMP's will be interconnected with a culvert running north-south parallel to the railroad to allow the basins to work together as a unit. An outlet control structure will be installed in each BMP.

The building areas of the lots (front portion of each lot) will drain to the roadway swales and then will be directed into the BMP's. Groundwater control ditches will be constructed around the back of the lots to control water levels in the septic system areas in accordance with the soil scientist's recommendations.

The Rowland Creek canal and the portion of the Ranchland Outlet that adjoins the Fost property has been committed for improvement by the developer of that property. The right of entry has been granted for that purpose. If the Ranchland property owners agree, the remainder of the Ranchland Outlets that run along the Moyock Meadows property line will be deepened as necessary to make the site drainage system function properly, including putting them on a positive grade and laying back the side slopes, at least on the Moyock Meadows side of the property line. If no agreement is forthcoming, a new parallel ditch will be constructed entirely on the Moyock Meadows property.



In general, rainfall runoff from the residential lots will sheet flow overland into vegetative side property line swales. Runoff from the roadways will be collected by typical roadway swales. The property line and roadway swales will convey runoff to the wet-detention BMP's, and drawdown from the BMP's will be handled via typical drawdown devices with orifices and overflow will be managed through typical spillways. Discharge from both drawdown devices, and the overflow spillways will be directed into the adjacent ditches which will convey it to existing outlets to the east.

Property line swales will act as broad, shallow, vegetative filters, constructed with side slopes of 3:1 or greater and vegetated with grass. Longitudinal slopes are being kept relatively flat, to provide for low velocity flows, thereby aiding infiltration and sediment removal. This practice is also described as passive in accordance with best management practices.

## STORMWATER MANAGEMENT OVERVIEW

The following information is in conformance with the Currituck County Unified Development Ordinance:

- 1) Proposed impervious coverage of less than 24% for each residential lot.
- 2) Provision of vegetative conveyance swales along proposed property lines and roadway swales to collect and transport stormwater runoff from all impervious surfaces to the two proposed BMPs.
- 3) Provision of two wet-detention BMP's with a drawdown devices and overflow spillways that outlet to adjacent ditches. The property line ditches will be evaluated and improved as necessary and permitted to improve their flow characteristics. The BMP's will be designed to manage the design storm plus 6" of freeboard.
- 4) Minimum Building Pad Elevations will be prescribed lot by lot based on exceeding the backwater elevations based on the stormwater modeling that will be performed at the construction drawing stage.
- 5) Minimum First Floor Elevations will also be prescribed by lot based on exceeding the stormwater flood stage elevation plus freeboard.

## OPERATION & MAINTENANCE

### SCHEDULE OF COMPLIANCE

The developer shall maintain the responsibility for the stormwater management system until at which time a Property Owner's Association assumes responsibility. The stormwater measures are to be installed and maintained as follows:

- A. The BMPs, swales and other vegetated conveyances shall be constructed, vegetated, and maintained to be operational.
- B. During construction, erosion shall be kept to a minimum and any eroded areas of the swales or other vegetated conveyances will be repaired immediately.
- C. The following operation & maintenance measures must be performed on all stormwater management measures for optimum efficiency of the stormwater management system;
  1. Inspections- at least (1) every 6 months or after any significant rainfall event.
  2. Sediment Removal - at least (1) every 6 months or after any significant rainfall.
  3. Mowing, and revegetating of the side slope once a month.
  4. Immediate repair of eroded slopes.
  5. General maintenance of side slopes in accordance with approved plans & specs.

## PRELIMINARY STORMWATER MANAGEMENT CALCULATIONS

### BMP-1:

SURFACE AREA – APPROX 200,000 SQ FT = 4.59 ACRES

AVAILABLE VOLUME FROM 3.0' TO 4.0' = 200,000 CUBIC FEET

### BMP-2:

SURFACE AREA – APPROX 130,000 SQ FT = 2.98 ACRES

AVAILABLE VOLUME FROM 3.0' TO 4.0' = 130,000 CUBIC FEET

COMBINED VOLUME BELOW FREEBOARD LEVEL: APPROX. 330,000 CUBIC FEET

### RUNOFF FROM DEVELOPED AREAS:

ROADWAY SURFACES:	94,000 SQ. FT.
SIDEWALKS:	45,000 SQ. FT.
LOT COVERAGE: 31 X 4,000 =	<u>124,000 SQ. FT.</u>
TOTAL:	263,000 SQ. FT.

### 10-YEAR RUNOFF VOLUME FROM IMPERVIOUS AREAS:

$263,000 \times 0.5' = 131,500 \text{ CU. FT.}$

CAPTURING ALL RUNOFF FROM IMPERVIOUS AREAS WILL RAISE WATER LEVEL IN COMBINED BMP'S ABOUT 0.4 FT.

MODELING WILL BE BASED ON CAPTURING THE DIFFERENCE BETWEEN THE RUNOFF FROM A 2-YEAR WOODED CONDITION SITE AND A 10-YEAR DEVELOPED SITE.



## Major Subdivision Application

**OFFICIAL USE ONLY:**

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

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

Name: Miller Homes & Building, LLC  
 Address: 111 Currituck Commercial Drive, Ste. B  
Moyock, NC 27958  
 Telephone: (252)435-6402  
 E-Mail Address: smiller@laurelwoodsestates.com

**PROPERTY OWNER:**

Name: Eagle Auctions, Inc.  
 Address: 2035 Dewald Road  
Chesapeake, VA 23322  
 Telephone: (757) 487-3464  
 E-Mail Address: mhockett1@gmail.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Contract Purchaser

**Request**

Physical Street Address: 1216 Caratoke Highway, Moyock, NC 27958

Parcel Identification Number(s): 0015-000-0086-0000

Subdivision Name: \_\_\_\_\_

Number of Lots or Units: 31

Phase: \_\_\_\_\_

**TYPE OF SUBMITTAL**

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

**TYPE OF SUBDIVISION**

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

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

[Signature]  
 Property Owner(s)/Applicant\*

5/17/19  
 Date

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

**Community Meeting, if applicable**

Date Meeting Held: \_\_\_\_\_ Meeting Location: \_\_\_\_\_



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2541)**

**Agenda Item Title**

Public Hearing and Possible Adoption of a Resolution Authorizing the Filing of an Application with the Local Government Commission for Approval of a Financing Agreement for the Currituck County Public Safety Building

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

## RESOLUTION

### RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20

WHEREAS, the County of Currituck, North Carolina desires to construct a Public Safety Training and County Offices facility (the "Project") to better serve the citizens of the County of Currituck; and

WHEREAS, The County of Currituck desires to finance the Project by the use of an installment contract authorized under North Carolina General Statute 160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioner of Currituck, North Carolina, meeting in regular session on the 15<sup>th</sup> day of July 2019, make the following findings of fact:

1. The proposed contract is necessary or expedient because the County desires to construct a facility that will make vital vocational training available to its citizens and to Northeastern North Carolina; will provide essential office space for County operations; and will provide and Emergency Operations Center when necessary;
2. The proposed contract is preferable to a bond issue for the same purpose because in the current debt environment the cost associated with non-bonded debt is comparable or more favorable and more expedient than bonded debt;
3. The sums to fall due under the contract are adequate and not excessive for the proposed purpose because the County has reviewed the Design/Build contract proposed by Sussex Development Corporation and concurs that the costs are acceptable for the proposed project.
4. The County of Currituck's debt management procedures and policies are good because the County has identified revenue sources to make debt payments and invests and monitors all funds to assure that debt payments are made when due.
5. The County does not anticipate an increase in property tax due to this financing.
6. The County of Currituck is not in default in any of its debt service obligations.
7. The attorney for the County of Currituck has rendered an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Finance Director is hereby authorized to act on behalf of the County of Currituck in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 15th day of July, 2019.



The motion to adopt this resolution was made by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_

and passed by a vote of \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Chairman

ATTEST:

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

This is to certify that this is a true and accurate copy of a Resolution Adopted by the Currituck County Board of Commissioners on the 15th day of July, 2019.

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

\_\_\_\_\_  
Date



## COUNTY OF CURRITUCK

BOARD OF COMMISSIONERS  
 Bob White, Chairman  
 Michael H. Payment, Vice-Chairman  
 Paul Beaumont  
 J. Owen Etheridge  
 Mary R. Etheridge  
 Selina S. Jarvis  
 Kevin E. McCord

153 Courthouse Road, Suite 204  
 Currituck, NC 27929  
 Telephone (252) 232-2075 / Fax (252) 232-3551  
 State Courier # 10-69-17

BENJAMIN C. STIKELEATHER  
 County Manager  
 DONALD I. MCREE, JR.  
 County Attorney  
 LEEANN WALTON  
 Clerk to the Board

July 15, 2019

North Carolina Department of State Treasurer  
 Local Government Commission  
 3200 Atlantic Avenue  
 Raleigh, North Carolina 27604

Re: Installment Purchase Financing Agreement Pursuant to  
 N.C. Gen. Stat. §160A-20; Currituck County Public Safety,  
 Training and County Offices Facility

Ladies and Gentlemen:

I am counsel for the County of Currituck, North Carolina, a body corporate and politic existing pursuant to the laws of the State of North Carolina, (the "County"), and as such, familiar with its organization and operation. I am familiar with the official action on the part of the Currituck County Board of Commissioners, acting as the governing body of the County, in connection with the financing by the County of the above-referenced project.

In connection with this opinion letter, I have examined:

- A. The Resolution of the County's Board of Commissioners;
- B. Article V of the North Carolina Constitution and the appropriate provisions of Chapters 158 and 160A of the General Statutes of North Carolina; and
- C. Such other documents as I deemed relevant and necessary to the rendering of this opinion.

North Carolina Department of State Treasurer  
Local Government Commission  
July 15, 2019  
Page 2

---

Based upon the examination described above, I am of the opinion that:

(1) the County has the power and authority to enter into the transaction to finance the project under the provisions of N.C. Gen. Stat. §160A-20;

(2) the appropriate documents have been or will be duly authorized by all necessary action on the part of the County's governing body and when duly executed and delivered, will be valid and binding obligations of the County in accordance with the terms of the documents except that the enforceability may be limited by bankruptcy, insolvency or similar laws affecting creditors' rights generally, as such laws would apply in the event of bankruptcy, insolvency, reorganization or liquidation of, or other similar occurrence with respect to the County or in the event of any moratorium, temporary injunction or similar occurrence affecting the County;

(3) the proposed undertaking by the County is authorized by law and constitutes a public purpose under the Constitution of the State of North Carolina;

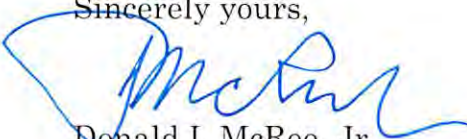
(4) all necessary and appropriate actions by the County's governing body have been taken including a public hearing, if required, and that such public hearing as conducted, met fundamental requirements of the statutes;

(5) the Notice for a Public Hearing was timely and sufficient to identify the matter to be considered; and

(6) the County or its agents have or will follow applicable bid law requirements in full compliance with applicable public bid statutes.

I am a member of the Bar of the State of North Carolina and do not purport to express any opinion except as to the laws of the State of North Carolina.

Sincerely yours,



Donald I. McRee, Jr.

cc: Board of Commissioners  
Benjamin C. Stikeleather, County Manager  
Sandra Hill, Finance Officer



Call 252-329-9505

# AlbeMARKetp

The Daily Advance, DailyAdvance.com, The Chowan Herald, The Perquimans

## EMPLOYMENT



### DISTRIBUTION ASSISTANT

The Daily Advance is looking for a reliable person to work part-time in our distribution area. The person will be responsible for distributing bundles of newspapers to carriers and also available for filling in on down routes. The hours are between 1 a.m. and 6 a.m. Must have reliable transportation, valid drivers license and current car insurance. Apply at The Daily Advance, 215 S. Water St., Elizabeth City, NC 27909, Monday-Friday, 9 a.m.-5 p.m.

No phone calls.

### Other

### LOOKING FOR CONCRETE LABORERS.

Valid drivers license & own trans. Apply @ fourfoundations.com or (252)333-5110

## Legal Notices

### NOTICE TO CREDITORS

Having qualified as EXECUTOR of the Estate of KATHLEEN PERRY HOFER, a/k/a KATHLEEN JENNINGS HOFER, deceased, late of Pasquotank County, North Carolina, this is to notify all persons, firms, and corporations having claims against the Estate of said deceased to present them to the undersigned on or before the 21st day of September, 2019 or this notice will be pleaded in bar of their recovery. All persons, firms and corporations indebted to said Estate will please make immediate payment.

This the 18th day of June, 2019.

Larry Hofer, Executor  
712 Bayside Road  
Elizabeth City, NC 27909

300161 - 6/21/19, 6/28/19, 7/5/19,  
7/12/19

### COUNTY OF CURRITUCK PUBLIC NOTICE SALE OF COUNTY PROPERTY

An offer of \$900.00 has been submitted for the purchase of property listed below owned by the County of Currituck and located within Poplar Branch Mainland Township, Jarvisburg, North Carolina, or more particularly described as follows:

Parcel ID #010900001100000  
.48 Acres, Winslow Western One/Half

Persons wishing to upset any offers that have been received shall submit a sealed bid with their offer(s) to the office of the County Clerk, Suite 206, Historic Courthouse, 153 Courthouse Road, Currituck, NC 27929 by 5:00 PM on the 10th day following the publi-

## Legal Notices

cation of this notice. At that time the County Clerk shall open the bids, if any, and the highest qualifying bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer.

A qualifying higher bid is one that raises the existing offer to an amount not less than \$990.00.

A qualifying higher bid must be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier's check, or certified check payable to Currituck County. The county will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The county will return the deposit of the final high bidder at closing.

The buyer must pay cash at closing.

The Board of Commissioners must approve the final high offer before the sale is closed, which it will do within 30 days after the final upset bid period has passed. The county reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

Further information may be obtained at the office of the Clerk to the Board, Suite 206, Historic Courthouse, Currituck, NC, or at telephone 252-232-2075 during normal business hours.

This the 5th day of July, 2019.

Leeann Walton  
Clerk to the Board of Commissioners

301928 7/5/19

### COUNTY OF CURRITUCK PUBLIC NOTICE

The Currituck County Board of Commissioners will conduct a public hearing at the Historic Currituck County Courthouse on July 15, 2019 at 6:00 PM and possibly take action on:

A Resolution authorizing the filing of an application for approval of a financing agreement not to exceed \$25,000,000 for the design and construction of a Public Safety Training and County Offices facility that will be a partnership with the College of the Albemarle to be constructed in Maple, NC.

This the 5th day of July, 2019.

Leeann Walton  
Clerk to the Board of Commissioners

302010 7/5/19

SHOP SMART

SHOP THE  
CLASSIFIEDS

Packet Pg. 49



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2513)

**Agenda Item Title**

PB 19-12 Currituck County - Height: Request an amendment to the Unified Development Ordinance, Chapter 3. Zoning Districts, Section 3.5.9., to increase the maximum building height from 35' to 65' in the Heavy Industrial (HI) zoning district.

**Brief Description of Agenda Item:**

Request an amendment to the Unified Development Ordinance, Chapter 3. Zoning Districts, Section 3.5.9., to increase the maximum building height from 35' to 65' in the Heavy Industrial (HI) zoning district.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Donna Voliva,

**Presenter of Agenda Item**

Laurie LoCicero




**Currituck County**

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

To: Board of Commissioners

From: Planning Staff

Date: June 25, 2019

Subject: PB 19-12 Currituck County – Height Text Amendment

**Request**

The proposed text amendment submitted by Currituck County is to increase the maximum structure height in the Heavy Industrial (HI) zoning district from 35' to 65'.

**Current UDO Language**

The UDO limits all structures to a 35' maximum height across all zoning districts. The structure height is measured from average established (finished) grade adjoining the building to the highest point of the roof surface of:

- A flat roof;
- The deck line of a mansard roof; and,
- The mean height level between eaves and ridge of a gable, hip, cone, gambrel, and shed roof.

The UDO also allows for increases in the maximum height when the development is located in specified zoning districts (MXR, GB, LB, LI, HI, and planned development districts) and integrates sustainable development practices (energy conservation, LEED certification, water conservation and quality protection, building configuration). The current language along with the incentives for sustainable development practices would not achieve the 65' maximum height proposed in this request.

The UDO community compatibility standards cap the building height when located adjacent to, across the street from, or within 100 feet of a property containing an existing single family dwelling.

**Background**

Maximum structure heights are established to promote a sense of scale with other uses in the area. As the county's industrial areas attract new and emerging business and types of businesses, building design could be critical to sustain development in industrial zoned areas. The requested increase provides building design flexibility, accommodates more intense

industrial land uses within a structure, and allows for areas of enclosed equipment, or appurtenances that require additional height.

### Comparison

Jurisdiction	Maximum Height Summary
Camden County	Heavy Industrial District: 50'
Pasquotank County	I-1 District: 56' I-2 District: 400' (airship building)
Dare County	35'- 40' depending on use type
Perquimans County	Heavy Industrial District: 35' - 50' depending on adjacent land use
Isle of Wight (VA)	GI District: 100' with increased setback above 35' (1' to 1')
Pittsboro	M (1-2) Districts: 50'
Onslow County	Industrial District: 85' with adequate fire protection

### Text Amendment Review Standards

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

1. Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
3. Is required by changed conditions;
4. Addresses a demonstrated community need;
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;
6. Would result in a logical and orderly development pattern; and
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.

### Staff Recommendation

The 2006 Land Use Plan does not directly address specific policies or objectives regarding structure height; but, the plan does provide policies, goals, and objectives that encourage compatibility between uses. The compatibility between land uses has an indirect association with structure height. The plan establishes Ten Land Use and Development Goals some of which relate to compatibility including:

- Goal 5: To diversify the County's economic base, to include environmentally compatible businesses and industries that reach beyond the tourist-based economy.
- Goal 10: To properly distribute development forms in accordance with the suitability of land, infrastructure available and the compatibility of surrounding land uses.

Also, Appendix H of the 2006 Land Use Plan provides an infrastructure analysis that addresses the densities and intensities for maximum build out and maintains a 35' maximum height limitation for all land use classifications and sub-districts.

The UDO requires industrial uses that are adjacent to or within 100' of a single family dwelling to not exceed 35' and incorporate transitional standards in the building design. In addition to compatibility between uses, it may be important to address the scale of the structure in relation to the property. The board may consider an increased setback for structures above 35'. Typically, the increased setback would be an additional one foot setback for every one foot the structure exceeds 35'.

Staff recommends approval of the request with the incorporation of an increased setback for structures above 35' (1' for every 1' above 35', provided adequate fire protection can be achieved, community compatibility standards are maintained, and the following suggested Statement of Consistency and Reasonableness as recommended by staff is adopted:

The requested text amendment is consistent with the goals, objectives, and policies of the 2006 Land Use Plan including:

- Goal 10: To properly distribute development forms in accordance with the suitability of land, infrastructure available and the compatibility of surrounding land uses.

The request is reasonable and in the public interest because:

1. It maintains the purpose and intent of the HI zoning district and improves building design flexibility for new industry located in the county; and,
2. An increased setback along with community compatibility standards ensures efficient development within the county and improves compatibility among land uses.

### **Planning Board Recommendation – June 11, 2019**

The Planning Board recommends approval of the request with the increased setback for structures above 35' (1' for every 1' above 35', provided adequate fire protection can be achieved, community compatibility standards are maintained, and the suggested Statement of Consistency and Reasonableness recommended by staff is adopted.

#### Discussion:

Donna Voliva, Assistant Planning Director, presented the staff report and explained structure height rules of measurement, compatibility standards when located within 100 feet of a property containing an existing single family dwelling. Ms. Voliva showed images illustrating the staff's recommendation of an increased setback for structures above 35' when located beside single family dwellings. She gave comparison data from other counties that are close or similar to Currituck County. Ms. Voliva said the Unified Development Ordinance (UDO) currently limits all structures to a 35' maximum height across all zoning districts and this limit has been set for many years. Ms. Voliva explained the review standards and said the 2006 Land Use Plan does not directly address specific policies for structure height, but the plan establishes land use and development goals which relate to the compatibility. These are Goal 5, to diversify the County's economic base and Goal 10, to properly distribute development forms in accordance with the suitability of land, infrastructure available and compatibility of surrounding land uses. Staff recommends approval of the request with the incorporation of an increased setback for

structures above 35'. The increased setback would be 1' for every 1' above 35' if fire protection can be achieved, community compatibility standards are maintained and the Statement of Consistency and Reasonableness as recommended by staff is adopted.

Chairman Ballance asked board members if they had any questions for staff. Mr. Bass asked how many Heavy Industrial (HI) zoning districts were currently in Currituck County. Ms. Voliva named several business located in the HI zoning district and gave their locations. Ms. Krause asked if any of those businesses were currently at 65' and Ms. Voliva said there were none.

There were no public present to speak.

Chairman Ballance asked for a motion. Mr. Doll motioned to approve. Chairman Balance clarified Mr. Doll's motion to approve the Currituck height limit request as written and then to include a 1' to 1' setback above 35' provided adequate fire protection can be achieved, community compatibility standards are maintained, and the following suggested Statement of Consistency and Reasonableness as recommended by staff is adopted: The request is consistent with the 2006 Land Use Plan and in the reasonable public interest. Mr. Doll agreed to this motion. Mr. Bass seconded the motion and the motion carried unanimously.

**RESULT: RECOMMENDED APPROVAL [UNANIMOUS] Next: 7/1/2019 6:00 PM**

**AYES:** C. Shay Ballance, Chairman, Garry Owens, Vice Chairman, K. Bryan Bass, Board Member, David Doll, Board Member, Juanita S Krause, Board Member

**ABSENT:** Anamarie Hilgendorf, Board Member, J. Timothy Thomas, Board Member





## PB 19-12 CURRITUCK COUNTY TEXT AMENDMENT BOARD OF COMMISSIONERS JULY 1, 2019

Currituck County requests an amendment to the Unified Development Ordinance, Chapter 3, Zoning Districts, to increase the maximum building height from 35' to 65'.

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 3 is amended by deleting the following strikethrough language and adding the bold and underlined language in Section 3.5.9.:

### 3.5.9. Heavy Industrial (HI) District

F. DIMENSIONAL STANDARDS				
Max Gross Density (du/ac)	N/A	Min. Major Arterial Street Setback (ft) [4]	50	4
Max. FAR (%)	0.40	Min. Side Setback (ft) <u>[7]</u>	15	5
Min. Lot Area (sf ft)	80,000	Min. Rear Setback (ft) <u>[7]</u>	25	6
Max. Lot Area (acres)	N/A	Min. Agricultural Setback (ft) [5]	50	7
Min. Lot Width, Interior Lot (ft)	125 [1]	Min. Accessory Use Setback (ft)	20	8
Min. Lot Width, Corner Lot (ft)	135 1	Min. Driveway/Parking Setback (ft)	10	9
Max. Lot Depth (ft)	[2]	Min Fill Setback from all Lot Lines (ft)	10	10
Max. Lot Coverage (%)	65	Min. Wetland/Riparian Buffer (ft) [5]	30	11
Min. Front Setback (ft) <u>[7]</u>	20 2	Max. Building Height (ft) [6]	<del>35</del> <u>65</u>	12
Min. Corner Side Setback (ft) [3] <u>[7]</u>	20 3	Min. Spacing Between Buildings (ft)	10	13
[1] All lots shall maintain a minimum street frontage of 35 feet [2] Lot depth shall not exceed four times the lot width [3] Driveways shall provide access from street with less traffic [4] Metal siding is prohibited on building facades facing major arterial streets [5] Applied to major subdivisions platted after January 1, 2013 and site plans on lots 10 acres in area and greater		[6] Some site features are exempted from height limits <u><b>[7] Additional 1 foot setback for every 1 foot the structure exceeds 35 feet. (Example: A 50 foot structure shall be a minimum of 35 feet from the front property line or 65 feet if located on a major arterial, 30 feet from the side property line, and 40 feet from the rear property line)</b></u>		

**Item 2:** Staff suggested Statement of Consistency and Reasonableness:

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

- An increased setback incorporated into the proposed text amendment would properly distribute development forms in accordance with the suitability of land, infrastructure available and the compatibility of surrounding land uses. (Goal 10)

The request is reasonable and in the public interest because:

- It maintains the purpose and intent of the HI zoning district and improves building design flexibility for new industry located in the county; and,
- An increased setback along with community compatibility standards ensure efficient development within the county and improves compatibility among land uses.

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

**Item 4:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

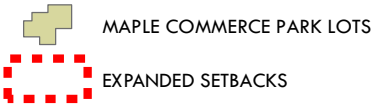
\_\_\_\_\_  
Board of Commissioners' Chairman  
Attest:

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

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

PLANNING BOARD DATE: 6/11/19  
PLANNING BOARD RECOMMENDATION: Approved  
VOTE: 5 AYES 0 NAYS  
ADVERTISEMENT DATE OF PUBLIC HEARING: 6/19/19 & 6/26/19  
BOARD OF COMMISSIONERS PUBLIC HEARING: 7/1/19  
BOARD OF COMMISSIONERS ACTION: \_\_\_\_\_  
POSTED IN UNIFIED DEVELOPMENT ORDINANCE: \_\_\_\_\_  
AMENDMENT NUMBER: \_\_\_\_\_

MAPLE COMMERCE PARK:  
EXPANDED SETBACKS TO ACCOMMODATE  
A BUILDING UP TO 65 FEET IN HEIGHT



LOT NUMBER	LOT AREA ACRES	BUILDABLE ACRES WITH CURRENT SETBACKS	BUILDABLE ACRES WITH EXPANDED SETBACKS
1	6	5	4
2	6.8	5.8	4.5
3	4.6	3.8	2.8
4	3.8	3.1	2.2
5	4.5	3.7	2.8
6	4.9	4	3
7	6.6	5.6	4.5
8	5.5	4.6	3.6
9	24.5	22.5	20.4
10	4.8	4	2.9
11	5.1	4.3	3.1





## Text Amendment Application

OFFICIAL USE ONLY: PB 19-12  
 Case Number: \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Gate Keeper: \_\_\_\_\_  
 Amount Paid: \_\_\_\_\_

### Contact Information

#### APPLICANT:

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

### Request

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

Amend Chapter(s) 3 Section(s) 3.5.9.F. as follows:

Change the maximum building height in the Heavy Industrial (HI) zoning district from 35' to <sup>45'</sup>

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

Petitioner

5-2-19  
 Date





## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2525)

**Agenda Item Title**

Historic Boat Museum - Recommendation of Bid Award

**Brief Description of Agenda Item:**

A bid opening was held on May 22nd for the Boat Museum project. Two bids were received from the following contractors: Sussex Development Corporation and A.R. Chesson Construction Company, Inc (bid tabulation attached). The low bidder was Sussex Development Corporation with a total bid including alternates of \$3,213,029.49. Staff recommends award of the project to Sussex Development Corporation, and authorize the County Manager to execute contract.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Michelle Perry, Assistant County Engineer

**Presenter of Agenda Item**

Ben Stikeleather

BOAT MUSEUM AT HISTORIC COROLLA PARK  
5/23/2019  
Bid Opening May 9th at 1:00 pm

BIDDER	LICENSE #	TOTAL BASE BID (BLDG & SITE)	LINE ITEM #1 MULTIPURPOSE ROOM	LINE ITEM #2 TOTAL SITEWORK BASE BID	BUILDING BASE BID	BUILDING ALTERNATE #1 (GL. GARAGE DOOR)	BUILDING ALTERNATE #2 (MP CABINETS)	SITEWORK ADDITIVE BID ITEM #1	SITEWORK ADDITIVE BID ITEM #2	SITEWORK ADDITIVE BID ITEM #3	SITEWORK ADDITIVE BID ITEM #4
Sussex Development Corporation	47542	\$ 3,188,006.85	\$ 32,399.82	\$ 384,626.97	\$ 2,803,379.88	\$ 5,700.51	\$ 9,518.77	\$ 2,579.42	\$ 1,354.19	\$ 815.71	\$ 5,054.04
A.R. Chesson Construction Co., Inc.	13540	\$ 3,224,865.00	\$ 97,000.00	\$ 371,406.00	\$ 2,853,459.00	\$ 9,900.00	\$ 5,589.00	\$ 2,700.00	\$ 1,400.00	\$ 4,400.00	\$ 240,200.00

WRITTEN AMOUNT  
DIFFERS BY 0.33 CENTS  
FROM NUMBER AMT.  
WRITTEN AMOUNT USED

SITE BID WORKSHEET

5/23/2019

BIDDER	TOTAL BASE BID (BLDG & SITE)	SITEWORK BASE BID ITEM #1			SITEWORK BASE BID ITEM #2						SITEWORK BASE BID ITEM #3 (SUM)	TOTAL SITE WORK BASE BID (SUM)	ADDITITIVE SITE WORK BID ITEM #1		ADDITITIVE SITE WORK BID ITEM #2		ADD SITE WORK BID ITEM #3 (SUM)	ADD SITE WORK BID ITEM #4 (SUM)	PREBID SITE WORK BID ITEM #5 (LF)
		BLANK A (CY)	BLANK B (CY)	BLANK C (SUM)	BLANK A (SUM)	BLANK B (PER TEST PIT)	BLANK C (SUM)	BLANK D (CY)	BLANK E (SUM)	BLANK F (SUM)			BLANK A (SY)	BLANK B (SUM)	BLANK A (TON)	BLANK B (SUM)			
Sussex Development Corporation	\$ 3,188,006.85	\$ 32.25	\$ 32.25	\$ 81,428.20	\$ 293,275.87	\$ 537.48	\$ 1,612.44	\$ 31.79	\$ 3,178.50	\$ 298,066.81	\$ 5,131.96	\$ 384,626.97	\$ 25.79	\$ 2,579.42	\$ 67.71	\$ 1,354.19	\$ 815.71	\$ 5,054.04	\$ 28.88
A.R. Chesson Construction Co., Inc.	\$ 3,224,865.00	\$ 30.00	\$ 30.00	\$ 75,750.00	\$ 250,003.00	\$ 500.00	\$ 1,500.00	\$ 30.00	\$ 3,000.00	\$ 254,503.00	\$ 41,155.00	\$ 371,406.00	\$ 27.00	\$ 2,700.00	\$ 70.00	\$ 1,400.00	\$ 4,400.00	\$ 240,200.00	\$ 30.00
												SUM SHOULD TOTAL \$371,408 FOR \$2.00 DIFFERENCE							



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2539)

**Agenda Item Title**

Disaster Debris Removal and Monitoring Services-Recommendation of Award

**Brief Description of Agenda Item:**

Two requests for proposals for were issued by the County with a deadline for sealed responses of June 20, 2019: one for a pre-positioned Disaster Debris Monitoring Services contract; a second for a pre-positioned Disaster Debris Removal Services contract.

For the Monitoring Services, two proposals were received from SEPI Inc. and Thompson Consulting Services. For the Removal Services, three proposals were received from TFR Enterprises Inc., Southern Disaster Recovery, LLC, and DRC Emergency Services, LLC. A team of County staff evaluated and ranked the responses and is recommending award to the highest ranking proposer for each:

Staff recommends award and authorization for the County Manager to execute a pre-positioned contract for Disaster Debris Monitoring Services to Thompson Consultant Services.

Staff recommends award and authorization for the County Manager to execute a pre-positioned contract for Disaster Debris Removal Services to Southern Disaster Recovery, LLC.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Michelle Perry, Assistant County Engineer

**Presenter of Agenda Item**

Ben Stikeleather



**RFP for Disaster Debris Removal Services - Proposal Tabulation**  
**Schedule 1: Unit Rate Price Sheet**



Category	Field Name		UOM	Average/Range from Lake County Bid Tab	QTY (Eval purposes)*	TFR		DRC		SDR	
						Unit Price	Total	Unit Price	Total	Unit Price	Total
<b>Vegetative Collect &amp; Haul</b>	1A	ROW to TDDS site or final disposal: 0-15 Miles	CY	\$11.24 ----- (8.75 - 13.50)	34,882	\$7.00	\$244,174.00	\$8.75	\$305,217.50	\$7.95	\$277,311.90
	1B	ROW to TDDS site or final disposal: 16-30 Miles	CY	\$12.71 ----- (9.75 - 16.50)	34,882	\$8.00	\$279,056.00	\$9.75	\$340,099.50	\$8.50	\$296,497.00
	1C	ROW to TDDS site or final disposal: 31-60 Miles	CY	\$14.17 ----- (9.75 - 22.00)	34,882	\$9.00	\$313,938.00	\$10.75	\$374,981.50	\$9.95	\$347,075.90
	1D	ROW to TDDS site or final disposal: 60+ Miles	CY	\$15.79 ----- (9.75 - 29.00)	34,882	\$12.00	\$418,584.00	\$12.75	\$444,745.50	\$12.50	\$436,025.00
<b>Management and Reduction of Vegetative Debris</b>	2A	Grinding/Chipping	CY	\$4.54 ----- (3.75 - 5.50)	34,882	\$3.00	\$104,646.00	\$2.75	\$95,925.50	\$2.65	\$92,437.30
	2B	Air Curtain Burning	CY	\$3.22 ----- (2.25 - 4.25)	34,882	\$2.00	\$69,764.00	\$1.95	\$68,019.90	\$1.75	\$61,043.50
	2C	Open Burning	CY	-----	34,882	\$1.00	\$34,882.00	\$1.85	\$64,531.70	\$1.25	\$43,602.50
	2D	TDDS Site Management	CY	-----	34,882	\$1.00	\$34,882.00	\$1.25	\$43,602.50	\$1.50	\$52,323.00
<b>C&amp;D Collect &amp; Haul</b>	3A	ROW to TDDS site or final disposal: 0-15 Miles	CY	\$12.41 ----- (10.25 - 16.00)	81,390	\$8.00	\$651,120.00	\$10.75	\$874,942.50	\$8.95	\$728,440.50
	3B	ROW to TDDS site or final disposal: 16-30 Miles	CY	\$13.89 ----- (10.75 - 19.00)	81,390	\$12.00	\$976,680.00	\$11.75	\$956,332.50	\$9.50	\$773,205.00
	3C	ROW to TDDS site or final disposal: 31-60 Miles	CY	\$15.46 ----- (11.75 - 25.00)	81,390	\$16.00	\$1,302,240.00	\$12.75	\$1,037,722.50	\$11.25	\$915,637.50
	3D	ROW to TDDS site or final disposal: 60+ Miles	CY	\$17.81 ----- (12.50 - 33.00)	81,390	\$18.00	\$1,465,020.00	\$14.75	\$1,200,502.50	\$14.50	\$1,180,155.00

**Attachment: Debris Removal Tabulation (Disaster Debris Removal and Monitoring Services - Recommendation of Award)**

Category	Field Name		UOM	Average/Range from Lake County Bid Tab	QTY (Eval purposes)*	TFR		DRC		SDR	
						Unit Price	Total	Unit Price	Total	Unit Price	Total
TDDS Site to Final Disposal	4A	TDDS site to final disposal: 0-15 Miles	CY	\$5.41 ----- (3.20 - 7.50)	116,272	\$5.00	\$581,360.00	\$4.25	\$494,156.00	\$4.50	\$523,224.00
	4B	TDDS site to final disposal: 16-30 Miles	CY	\$6.33 ----- (3.84 - 8.25)	116,272	\$6.00	\$697,632.00	\$5.65	\$656,936.80	\$4.95	\$575,546.40
	4C	TDDS site to final disposal: 31-60 Miles	CY	\$8.25 ----- (4.97 - 15.00)	116,272	\$7.00	\$813,904.00	\$6.75	\$784,836.00	\$5.75	\$668,564.00
	4D	TDDS site to final disposal: 60+ Miles	CY	\$10.91 ----- (6.95 - 22.00)	116,272	\$8.00	\$930,176.00	\$7.95	\$924,362.40	\$6.95	\$808,090.40
Tree Operations	5A	Hazardous Trees and Limbs 6" – 12.99"	TREE	\$148.76 ----- (70.00 - 250.00)		\$100.00		\$40.00		\$50.00	
	5B	Hazardous Trees and Limbs 13" – 2499"	TREE	\$246.65 ----- (115.00 - 350.00)		\$200.00		\$80.00		\$85.00	
	5C	Hazardous Trees and Limbs 25" – 36.99"	TREE	\$379.57 ----- (125.00 - 650.00)		\$300.00		\$140.00		\$145.00	
	5D	Hazardous Trees and Limbs 37" – 48.99"	TREE	\$497.09 ----- (195.00 - 875.00)		\$400.00		\$250.00		\$225.00	
	5E	Hazardous Trees and Limbs 49" and greater	TREE	\$629.95 ----- (225.00 - 1100.00)		\$500.00		\$325.00		\$295.00	
	5F	Hazardous Trees and Limbs - Hanger Removal	TREE	\$111.42 ----- (65.00 - 150.00)		\$165.00		\$75.00		\$80.00	
	5G	Hazardous Stumps less than 24" for removal only	CY	-----		\$50.00		\$12.95		\$8.50	
	5H	Hazardous Stumps 24" - 36.99" - extraction and removal	STUMP	\$349.18 ----- (158.00 - 650.00)		\$200.00		\$150.00		\$175.00	
	5I	Hazardous Stumps 37" - 48.99" - extraction and removal	STUMP	\$501.75 ----- (295.00 - 975.00)		\$250.00		\$300.00		\$275.00	
	5J	Hazardous Stumps 49" and greater - extraction and removal	STUMP	\$671.30 ----- (400 - 1300)		\$300.00		\$400.00		\$425.00	
	5K	Stump Fill Dirt - fill dirt for stump holes after removal	CY	-----		\$31.00		\$20.00		\$10.00	

Attachment: Debris Removal Tabulation (Disaster Debris Removal and Monitoring Services - Recommendation of Award)

Category	Field Name		UOM	Average/Range from Lake County Bid Tab	QTY (Eval purposes)*	TFR		DRC		SDR	
						Unit Price	Total	Unit Price	Total	Unit Price	Total
Specialty Removal	6A	Waterway Debris Removal**	CY	- - - - -		\$88.00		\$85.00		\$26.00	
	6B	Sand Collection and Screening	CY	- - - - -		\$18.00		\$22.15		\$9.50	
	6C	Vehicle Removal	UNIT	- - - - -		\$135.00		\$300.00		\$150.00	
	6D	Vessel Removal (Land)	LF	- - - - -		\$25.00		\$85.00		\$145.00	
	6E	Vessel Removal (Marine)	LF	- - - - -		\$61.00		\$170.00		\$240.00	
	6F	Carcass Removal	LB	$\frac{\$4.97}{(1.00 - 8.00)}$		\$3.00		\$1.50		\$2.50	
	6G	ROW White Goods Removal	UNIT	$\frac{\$64.71}{(22.00 - 130.00)}$		\$30.00		\$45.00		\$25.00	
	6H	Freon Management	UNIT	$\frac{\$98.18}{(25.00 - 210.00)}$		\$60.00		\$45.00		\$25.00	
	6I	Demolition of Private Structure (C&D)	CY	- - - - -		\$5.75		\$21.50		\$13.50	
	6J	Demolition of Private Structure (RACM)	TON	- - - - -		\$7.15		\$220.50		\$95.50	
	6K	Electronic Waste	LB	- - - - -		\$3.00		\$1.50		\$2.00	
TOTALS						\$3,054.90	\$8,918,058.00	\$2,914.50	\$8,666,914.80	\$2,619.90	\$7,779,178.90

\* QTY applied is from US Army Corps of Engineers Hurricane Debris Estimating Model as it is applied to Currituck County with a Category 2 Hurricane with Heavy Precipitation.

\*\* DRC Included a Marine Based (\$130) and Land Based (\$85) unit price in their bid.

Attachment: Debris Removal Tabulation (Disaster Debris Removal and Monitoring Services - Recommendation of Award)

Schedule 2 – Hourly Equipment and Labor Price Schedule

Equipment Type^		FEMA Rate/Hr.* (2017)	TFR				DRC				SDR			
			# Avail.***	Equip. Rate/Hr.	Labor Rate/Hr.	Total Rate/Hr.	# Avail.	Equip. Rate/Hr.	Labor Rate/Hr.	Total Rate/Hr.	# Avail.	Equip. Rate/Hr.	Labor Rate/Hr.	Total Rate/Hr.
1	Air Curtain Burner (trench) 5-8 Tons		10-15	\$35.00	\$45.00	\$80.00	as needed	\$140.00	\$45.00	\$185.00	3	\$250.00	\$18.00	\$268.00
2	Attenuator, Truck-Mounted (8735)	\$3.85	10-15	\$80.00	\$45.00	\$125.00	as needed	\$100.00	\$45.00	\$145.00	4	\$80.00	\$18.00	\$98.00
3	Brush Chipper, Trailer Mounted, 12 in., up to 100 HP (8202)	\$24.31	10-15	\$155.00	\$45.00	\$200.00	as needed	\$180.00	\$45.00	\$225.00	6	\$75.00	\$18.00	\$93.00
4	Brush Chipper, Trailer Mounted, 15 in., up to 125 HP (8203)	\$35.00	10-15	\$180.00	\$45.00	\$225.00	as needed	\$230.00	\$45.00	\$275.00	5	\$95.00	\$18.00	\$113.00
5	Brush Chipper, Trailer Mounted, 18 in., up to 200 HP (8204)	\$50.10	10-15	\$205.00	\$45.00	\$250.00	as needed	\$280.00	\$45.00	\$325.00	5	\$105.00	\$18.00	\$123.00
6	Chainsaw, 20" bar, 3 cu. in. (8187)	\$1.40	10-15	\$5.00	\$45.00	\$50.00	as needed	\$5.00	\$45.00	\$50.00	100	\$6.00	\$18.00	\$24.00
7	Chainsaw, 20" bar, 5 cu. in. (8188)	\$2.45	10-15	\$5.00	\$45.00	\$50.00	as needed	\$5.00	\$45.00	\$50.00	100	\$10.00	\$18.00	\$28.00
8	Crane, 30-Ton Truck		10-15	\$130.00	\$45.00	\$175.00	as needed	\$180.00	\$45.00	\$225.00	1	\$150.00	\$18.00	\$168.00
9	Crane, 50-Ton Truck (8502)	\$90.00	10-15	\$150.00	\$45.00	\$195.00	as needed	\$280.00	\$45.00	\$325.00	1	\$250.00	\$18.00	\$268.00
10	Crane, 100-Ton Truck (8504)	\$243.20	10-15	\$505.00	\$45.00	\$550.00	as needed	\$480.00	\$45.00	\$525.00	1	\$400.00	\$18.00	\$418.00
11	Crawler Dozer, 92 HP (8251)	\$38.30	10-15	\$45.00	\$45.00	\$90.00	as needed	\$55.00	\$45.00	\$100.00	3	\$100.00	\$18.00	\$118.00
12	Crawler Dozer, 104 HP (8251)**	\$38.30	10-15	\$65.00	\$45.00	\$110.00	as needed	\$105.00	\$45.00	\$150.00	2	\$110.00	\$18.00	\$128.00
13	Crawler Dozer, 130 HP (8252)	\$93.74	10-15	\$95.00	\$45.00	\$140.00	as needed	\$155.00	\$45.00	\$200.00	2	\$125.00	\$18.00	\$143.00
14	Crawler Dozer, 165 HP (8252)	\$93.74	10-15	\$145.00	\$45.00	\$190.00	as needed	\$175.00	\$45.00	\$220.00	2	\$135.00	\$18.00	\$153.00
15	Crawler Dozer, 250 HP (8253)	\$149.75	10-15	\$245.00	\$45.00	\$290.00	as needed	\$195.00	\$45.00	\$240.00	1	\$150.00	\$18.00	\$168.00
16	Dump Truck, Single Axle, 5-9 CY (8720)	\$48.90	10-15	\$125.00	\$45.00	\$170.00	as needed	\$55.00	\$45.00	\$100.00	20	\$60.00	\$18.00	\$78.00
17	Dump Truck, Tandem Axle, 10-15 CY (8722)	\$67.70	10-15	\$135.00	\$45.00	\$180.00	as needed	\$60.00	\$45.00	\$105.00	20	\$70.00	\$18.00	\$88.00
18	Dump Truck, Triple Axle, 16-20 CY (8723)	\$75.50	10-15	\$145.00	\$45.00	\$190.00	as needed	\$65.00	\$45.00	\$110.00	20	\$100.00	\$18.00	\$118.00
19	Equipment Trailer, 30-Ton (8600)	\$14.15	10-15	\$25.00	\$45.00	\$70.00	as needed	\$85.00	\$45.00	\$130.00	1	\$70.00	\$18.00	\$88.00

Attachment: Debris Removal Tabulation (Disaster Debris Removal and Monitoring Services -



Equipment Type^		FEMA Rate/Hr.* (2017)	TFR				DRC				SDR			
			# Avail.***	Equip. Rate/Hr.	Labor Rate/Hr.	Total Rate/Hr.	# Avail.	Equip. Rate/Hr.	Labor Rate/Hr.	Total Rate/Hr.	# Avail.	Equip. Rate/Hr.	Labor Rate/Hr.	Total Rate/Hr.
20	Equipment Trailer, 40-Ton (8601)	\$15.50	10-15	\$30.00	\$45.00	\$75.00	as needed	\$95.00	\$45.00	\$140.00	1	\$90.00	\$18.00	\$108.00
21	Flatbed Truck, 30,000 lbs (8702)	\$27.10	10-15	\$40.00	\$45.00	\$85.00	as needed	\$95.00	\$45.00	\$140.00	2	\$60.00	\$18.00	\$78.00
22	Forklift accessory - Grapple Bucket (8821)	\$1.50	10-15	\$15.00	\$45.00	\$60.00	as needed	\$65.00	\$0.00	\$65.00	1	\$70.00	\$18.00	\$88.00
23	Forklift, Telescopic, up to 9000 lbs. lift capacity, 100 HP (8307)	\$30.15	10-15	\$35.00	\$45.00	\$80.00	as needed	\$100.00	\$45.00	\$145.00	1	\$100.00	\$18.00	\$118.00
24	Fuel Truck, 1800 Gal	\$30.50	10-15	\$40.00	\$45.00	\$85.00	as needed	\$45.00	\$45.00	\$90.00	2	\$70.00	\$18.00	\$88.00
25	Generator, 20KW (8326)	\$13.32	10-15	\$10.00	\$0.00	\$10.00	as needed	\$50.00	\$0.00	\$50.00	4	\$10.00	\$0.00	\$10.00
26	Generator, 40KW (8325)	\$14.80	10-15	\$20.00	\$0.00	\$20.00	as needed	\$60.00	\$0.00	\$60.00	4	\$12.00	\$0.00	\$12.00
27	Generator, 100KW (8313)	\$34.95	10-15	\$30.00	\$0.00	\$30.00	as needed	\$70.00	\$0.00	\$70.00	5	\$20.00	\$0.00	\$20.00
28	Generator, 150KW (8314)	\$50.00	10-15	\$45.00	\$0.00	\$45.00	as needed	\$150.00	\$0.00	\$150.00	3	\$25.00	\$0.00	\$25.00
29	Hydraulic Excavator, 1.5 CY (8282)	\$52.70	10-15	\$125.00	\$45.00	\$170.00	as needed	\$100.00	\$45.00	\$145.00	4	\$110.00	\$18.00	\$128.00
30	Hydraulic Excavator, 2.5 CY (8283)	\$153.00	10-15	\$135.00	\$45.00	\$180.00	as needed	\$110.00	\$45.00	\$155.00	5	\$130.00	\$18.00	\$148.00
31	Knuckleboom Loader, Trailer Mounted 173 HP (8208)	\$161.89	10-15	\$125.00	\$45.00	\$170.00	as needed	\$175.00	\$45.00	\$220.00	30	\$200.00	\$18.00	\$218.00
32	Light Tower, 4 (1000 watt) lights (8854)	\$10.68	10-15	\$40.00	\$0.00	\$40.00	as needed	\$65.00	\$0.00	\$65.00	4	\$50.00	\$0.00	\$50.00
33	Motor Grader, 12 ft. moldboard, up to 150 HP (8331)	\$46.50	10-15	\$90.00	\$45.00	\$135.00	as needed	\$55.00	\$45.00	\$100.00	1	\$140.00	\$18.00	\$158.00
34	Pickup Truck, 1/2 Ton, 4x2 (8801)	\$12.30	10-15	\$10.00	\$45.00	\$55.00	as needed	\$25.00	\$40.00	\$65.00	10	\$40.00	\$18.00	\$58.00
35	Pickup Truck, 1 Ton, 4x2 (8802)	\$17.65	10-15	\$15.00	\$45.00	\$60.00	as needed	\$25.00	\$40.00	\$65.00	4	\$50.00	\$18.00	\$68.00
36	Pickup Truck, 1 Ton, 4x4 (8808)	\$22.85	10-15	\$18.00	\$45.00	\$63.00	as needed	\$30.00	\$40.00	\$70.00	2	\$60.00	\$18.00	\$78.00
37	Skidder, 230-270 HP, grapple cap. 17-19 sq. ft. (8194)	\$104.30	10-15	\$130.00	\$45.00	\$175.00	as needed	\$75.00	\$45.00	\$120.00	1	\$200.00	\$18.00	\$218.00
38	Skid-Steer Loader, 1000 lbs (8540)	\$14.15	10-15	\$100.00	\$45.00	\$145.00	as needed	\$75.00	\$45.00	\$120.00	10	\$100.00	\$18.00	\$118.00
39	Skid-Steer Loader, 2000 lbs (8541)	\$37.00	10-15	\$105.00	\$45.00	\$150.00	as needed	\$75.00	\$45.00	\$120.00	10	\$110.00	\$18.00	\$128.00
40	Skid-Steer Loader, 3000 lbs (8542)	\$36.05	10-15	\$110.00	\$45.00	\$155.00	as needed	\$80.00	\$45.00	\$125.00	8	\$120.00	\$18.00	\$138.00

Attachment: Debris Removal Tabulation (Disaster Debris Removal and Monitoring Services -

Equipment Type^		FEMA Rate/Hr.* (2017)	TFR				DRC				SDR			
			# Avail.***	Equip. Rate/Hr.	Labor Rate/Hr.	Total Rate/Hr.	# Avail.	Equip. Rate/Hr.	Labor Rate/Hr.	Total Rate/Hr.	# Avail.	Equip. Rate/Hr.	Labor Rate/Hr.	Total Rate/Hr.
41	Tub Grinder, up to 440 HP (8621)	\$95.35	10-15	\$255.00	\$45.00	\$300.00	as needed	\$200.00	\$45.00	\$245.00	1	\$350.00	\$18.00	\$368.00
42	Tub Grinder, up to 630 HP (8622)	\$143.65	10-15	\$355.00	\$45.00	\$400.00	as needed	\$300.00	\$45.00	\$345.00	1	\$420.00	\$18.00	\$438.00
43	Tub Grinder, up to 1000 HP (8623)	\$322.00	10-15	\$405.00	\$45.00	\$450.00	as needed	\$400.00	\$45.00	\$445.00	1	\$500.00	\$18.00	\$518.00
44	Water Truck, 2500 Gal (8780)	\$28.70	10-15	\$65.00	\$45.00	\$110.00	as needed	\$50.00	\$45.00	\$95.00	3	\$80.00	\$18.00	\$98.00
45	Wheel Dozer, up to 300 HP (8260)	\$61.00	10-15	\$230.00	\$45.00	\$275.00	as needed	\$105.00	\$45.00	\$150.00	2	\$100.00	\$18.00	\$118.00
46	Wheel Dozer, up to 400 HP (8261)	\$94.10	10-15	\$250.00	\$45.00	\$295.00	as needed	\$125.00	\$45.00	\$170.00	2	\$110.00	\$18.00	\$128.00
47	Wheel Dozer, up to 500 HP (8262)	\$178.65	10-15	\$255.00	\$45.00	\$300.00	as needed	\$145.00	\$45.00	\$190.00	1	\$120.00	\$18.00	\$138.00
48	Wheeled Excavator, up to 200 HP (8287)	\$105.46	10-15	\$155.00	\$45.00	\$200.00	as needed	\$155.00	\$45.00	\$200.00	1	\$120.00	\$18.00	\$138.00
49	Wheel Loader, 2 CY (8392)	\$35.50	10-15	\$130.00	\$45.00	\$175.00	as needed	\$125.00	\$45.00	\$170.00	2	\$105.00	\$18.00	\$123.00
50	Wheel Loader, 3 CY (8393)	\$43.85	10-15	\$140.00	\$45.00	\$185.00	as needed	\$135.00	\$45.00	\$180.00	3	\$115.00	\$18.00	\$133.00
51	Wheel Loader, 4 CY (8394)	\$59.30	10-15	\$150.00	\$45.00	\$195.00	as needed	\$145.00	\$45.00	\$190.00	3	\$120.00	\$18.00	\$138.00
52	Wheel Loader-Backhoe, 1 CY (8571)	\$29.50	10-15	\$90.00	\$45.00	\$135.00	as needed	\$105.00	\$45.00	\$150.00	2	\$100.00	\$18.00	\$118.00
53	Wheel Loader-Backhoe, 1.5 CY (8572)	\$38.60	10-15	\$100.00	\$45.00	\$145.00	as needed	\$110.00	\$45.00	\$155.00	2	\$105.00	\$18.00	\$123.00
54	Wheel Tractor Scraper, 23 CY, up to 365 HP (8522)	\$155.50	10-15	\$170.00	\$45.00	\$215.00	as needed	\$55.00	\$45.00	\$100.00	1	\$150.00	\$18.00	\$168.00
TOTALS			\$8,698.00				\$8,750.00				\$7,485.00			

^FEMA Cost Code ID # included in parentheses; Italics indicates a code/rate similar but not exact match to equipment type listed.

\*Equipment only; labor costs of operator are not included and should be approved separately.

\*\* TFR totaled a unit price incorrectly. Used correct total for hourly equip + labor vs. listed (\$140).

\*\*\* TFR added the following note: TFR can supplement our company owned resources through our nation-wide suppliers

## RFP for Disaster Debris Removal Services - Summary of Scores

	TFR	DRC	SDR
RG	91	98	94
EW	77	87	75
MBN	54.5	85	95
NI	84	77	95
TOTAL	306.5	347	359

**RFP for Disaster Debris Monitoring Services  
Hourly Rate Schedule - Proposal Tabulation**



Position Classification	Cost Analysis Avg.	Requested Billing Rate	
		Thompson*	SEPI, Inc.
Project Manager	\$89.00	\$89.00	\$115.00
Operations Manager	\$70.82	\$79.00	\$75.00
Scheduler/Expeditor		\$0.00	\$75.00
GIS Analyst	\$46.60	\$65.00	\$80.00
Field Supervisor	\$55.68	\$49.00	\$55.00
Debris Site / Tower Monitor	\$37.83	\$30.00	\$35.00
Environmental Specialist	\$47.83	\$65.00	\$80.00
Project Inspector (Citizen Drop-Off Site Monitor)	\$31.00	\$30.00	\$35.00
Load Ticket Data Entry Clerks	\$34.25	\$0.00	\$35.00
Billing / Invoice Analyst	\$64.75	\$55.00	\$75.00
Administrative Assistant		\$28.00	\$40.00
Field Monitor (Crew Monitor)	\$37.67	\$34.00	\$35.00
<b>TOTALS</b>		<b>\$524.00</b>	<b>\$735.00</b>

\* Thompson included the following footnote on their schedule: An Automated Debris Management System (ADMS) charge applies to positions that require the use of an ADMS handheld device and hip printer. The additional charge listed as \$2.50.



**RFP for Disaster Debris Monitoring Services - Summary of Scores**

	SEPI	Thompson
RG	93	100
EW	74	91
MBN	52	95
NI	81	100
TOTAL	300	386



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2544)

**Agenda Item Title**

Approval of Commissioner Out of County Travel: Commissioners Payment & McCord-State Leadership Day, Washington, DC and Commissioners Mary Etheridge, J. Owen Etheridge and Selina Jarvis to NCACC Annual Conference, Greensboro, NC

**Brief Description of Agenda Item:**

Request for approval of Out of County Travel, per Commissioners Travel Policy adopted Sept. 4, 2018.


**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

	ADMINISTRATIVE PROCEDURES		
	SUBJECT: Board of Commissioners Out of County Travel		
	EFFECTIVE DATE:  September 4, 2018	SUPERSEDES:  All previously issued Board of Commissioners Out of County Travel procedures.	APPROVED BY:  Board of Commissioners

### PURPOSE

Currituck County recognizes that its board of commissioners may at times receive value from attending workshops, conferences, and events. This policy establishes uniform guidelines to approve and reimburse commissioners for reasonable expenses incurred while traveling out of the County on official business for the benefit of the County.

### GENERAL

Attending workshops, conferences, and events can be an important and valuable function of a commissioner. The commissioners may appropriate funds in the annual budget for registration and out of county travel, lodging, and meal costs incurred while traveling on official business for the benefit of the County. A commissioner traveling on official County business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary, unjustified, or for the convenience or personal preference of the commissioner in the performance of official County business are prohibited. Travel that would not directly benefit the County will not be reimbursable.

### PROCEDURES

- A. Attendance at a workshop, conference or event shall be approved in advance by the Board at an open meeting for travel costs to qualify for reimbursement.
- B. Requests for attendance must include a statement of the official business, direct benefit of the County, and an estimated cost.
- C. No reimbursements will be made for attendance at events sponsored by, or affiliated with, political parties.
- D. The County may make payments in advance for airfare, lodging and registration if specifically approved by the Board. Otherwise all payments will be made as reimbursements to the commissioner.

- E. The County will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the Currituck County Personnel Policy for County employees.
- F. A County vehicle may be available and should be secured in advance. Mileage will be reimbursed at the approved IRS rate. If two or more commissioners travel together by car, only the driver will receive reimbursement. The commissioner must use the most cost-efficient mode of travel available, taking into consideration reasonable time constraints. Airfare will be reimbursed at coach rate.
- G. Receipts are required for lodging and airfare and should accompany an expense report form. It is not necessary to have receipts for meals if being reimbursed on the per diem basis outlined in the Currituck County Personnel Policy. Receipts for group meals must be remitted and must be a detailed receipt including items purchased, tax, tip and total. All persons attending the group meal should be listed on the back of the receipt along with a brief description of the group meal purpose. The expense report form must be submitted to the County for payment.
- H. The County will not reimburse for alcoholic beverages, personal telephone calls, entertainment, costs associated with the attendance of a family member, rental of luxury vehicles, and meal expenses included in the cost of registration and/or hotel amenities, or recreational expenses such as golf or tennis.
- I. Limitations may be imposed on paying for expenses for a commissioner who has announced intention to resign, not to seek re-election, or who has been defeated in an election.
- J. The County may request an oral or written report from the commissioner on the results of the trip.
- K. The Commissioner must make available to the County or other commissioners material related to the workshops, conferences, and events so that it may be copied if desired.
- L. Requests for reimbursement shall be filed within 7 days after the travel period ends for which the reimbursement is being requested, except for an unforeseen cause.





**CURRITUCK COUNTY  
NORTH CAROLINA**

July 1, 2019

Minutes – Regular Meeting of the Board of Commissioners

**WORK SESSION**

**1. 5:00 PM School Capacities**

The Currituck County Board of Commissioners met in the Conference Room of the Historic Courthouse for a 5:00 PM work session to discuss school capacities. County Manager, Ben Stikeleather, began by describing the methods used, based on county development, to determine student numbers and future school construction needs. Charts, graphs and costs were displayed on the overhead and Mr. Stikeleather reviewed projections for construction starts and related costs for elementary, middle and high schools. Mr. Stikeleather said models show the county is slated for construction of an elementary school within the next few years in the northern end of the county and recommended members of the Board of Education and Board of Commissioners select a few members to serve on a school construction planning committee.

Mr. Stikeleather responded to Commissioner questions as did School Superintendent, Mark Stefanik, who was present. The work session concluded at 5:33 PM.

**6:00 PM CALL TO ORDER**

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

Attendee Name	Title	Status	Arrived
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**

Commissioner Beaumont offered the Invocation and led the Pledge of Allegiance.

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

**B) Approval of Agenda**

Commissioner Mary Etheridge made a motion to amend the agenda. County Manager's Report was moved to follow the Commissioner's Report. Under New Business, Item A was continued to the July 15, 2019, Commissioners meeting, and Item C was removed from the agenda.

The motion was seconded by Commissioner McCord. The motion carried.

Approved agenda:

**Work Session**

5:00 PM School Capacities

**6:00 PM Call to Order**

A) Invocation & Pledge of Allegiance

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****County Manager's Report-Amended****Public Hearings**

- A) **PB 19-12 Currituck County - Height:** Request an amendment to the Unified Development Ordinance, Chapter 3. Zoning Districts, Section 3.5.9., to increase the maximum building height from 35' to 65' in the Heavy Industrial (HI) zoning district.

**Old Business**

- A) **Agenda Order of Business-An Ordinance of the Currituck County Board of Commissioners Amending Section 2-65 of the Currituck County, North Carolina Code of Ordinances.**

**New Business**

- ~~A) **Historic Boat Museum - Recommendation of Bid Award** This item was removed from the agenda and rescheduled for the meeting of July 15, 2019.~~

- B) **Resolution Authorizing the Upset Bid Process for the Sale of .48 acres of County Owned Property located in**

**Jarvisburg, NC, Parcel ID#010900001100000**

**~~C) Approval of Commissioner Travel: Lodging for Commissioner Beaumont to Attend the Southeast Tourism Society Congressional Summit in Washington, DC June 11-13. This item was removed from consideration.~~**

**D) Consent Agenda**

1. Approval Of Minutes-June 17, 2019
2. Minutes-Board of Equalization and Review
3. Budget Amendments
4. Surplus Resolution-IT Department
5. Approval of Job Description-Accountant
6. Salary Classification Chart-Revised
7. Master Fee Schedule
8. Department of Social Services-Consideration for Approval of Records Disposal

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mary "Kitty" Etheridge, 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**

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

Barbara Snowden, Currituck, announced a Children's Bicycle Parade and reading of the Declaration of Independence will take place July 4th, 10 AM, in front of the Historic Jail. She provided a history of the Liberty Pole and its link to a 240 year tradition of a reading of the Declaration of Independence at the Courthouse.

**COMMISSIONER'S REPORT**

Chairman White welcomed Ben Stikeleather on his first official day serving as Currituck County Manager.

Commissioner Payment wished everyone a happy and safe July 4th holiday and noted the start of road construction at the south end of North Carolina Highway 158.

Commissioner Mary Etheridge also welcomed Mr. Stikeleather and encouraged everyone to vote in the primary on Election Day, July 9th.

Commissioner Beaumont said there have been several emergencies on the beach due to dehydration and reminded everyone of the importance of staying hydrated.

Commissioner McCord congratulated former County Manager, Dan Scanlon, on his retirement and welcomed new County Manager, Ben Stikeleather. He wished everyone a safe July 4th, both on the roads and on the water.

Commissioner J. Owen Etheridge echoed the comments and sentiments of prior Commissioners. He discussed the recent passing of Currituck County resident Alice Chapman and recognized her dedication to the citizens of Currituck County, working through Cooperative Extension to help the underprivileged.

Commissioner Jarvis noted Independence Day, July 4th, is a good time to reflect on why we vote, and encouraged everyone to do so in the upcoming election.

### **COUNTY MANAGER'S REPORT-AMENDED**

County Manager, Ben Stikeleather, announced the July 4th events at Historic Corolla Park and noted holiday office and facilities closings. The policy and laws regarding the use of personal fireworks were discussed.

### **PUBLIC HEARINGS**

**A. PB 19-12 Currituck County - Height: Request an amendment to the Unified Development Ordinance, Chapter 3. Zoning Districts, Section 3.5.9., to increase the maximum building height from 35' to 65' in the Heavy Industrial (HI) zoning district.**

Planning and Community Development Director, Laurie LoCicero, reviewed the text amendment which would allow an increase in building heights in Heavy Industrial (HI) zones. She used the overhead to note height measurements based on various roof structures and highlighted the additional setback requirement that uses a ratio method relative to building height. Height restrictions for neighboring jurisdictions were presented, and Ms. LoCicero said both the Planning Board and staff recommend approval of the proposed amendment.

Ms. LoCicero responded to questions and confirmed the amendment is only for HI zoning district, located only on the mainland. She reviewed the proposed setback requirements and mainland locations zoned HI.

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

Commissioner McCord moved to adopt PB 19-12 with modifications to the recommended language, but he withdrew his motion prior to receiving a second.

Commissioner Beaumont moved to continue the item to the next meeting to allow staff time to compose additional language to address concerns related to setbacks. The motion was seconded by Commissioner Jarvis. Commissioner J. Owen Etheridge recommended diagrams be included to demonstrate the new setbacks resulting from a

one to one height ratio, and Commissioner Beaumont amended his motion to provide for the inclusion of diagrams for various lot sizes.

Commissioner Jarvis seconded the motion and the motion passed.

<b>RESULT:</b>	<b>CONTINUED [UNANIMOUS]</b>	<b>Next: 7/15/2019 6:00 PM</b>
<b>MOVER:</b>	Paul M. Beaumont, Commissioner	
<b>SECONDER:</b>	Selina S. Jarvis, 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	

## OLD BUSINESS

### A. Agenda Order of Business-An Ordinance of the Currituck County Board of Commissioners Amending Section 2-65 of the Currituck County, North Carolina Code of Ordinances.

Commissioner J. Owen Etheridge moved for approval of the ordinance. The motion was seconded by Commissioner Mary Etheridge. The motion carried.

### AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS AMENDING SECTION 2-65 OF THE CURRITUCK COUNTY, NORTH CAROLINA CODE OF ORDINANCES PROVIDING FOR THE LOCATION OF COUNTY MANAGER'S REPORT ON THE AGENDA

WHEREAS, pursuant to N.C. Gen. Stat. §153A-71 a board of commissioners may adopt its own rules of procedure in keeping with the size and nature of the board and in the spirit of generally accepted principles of parliamentary procedure.

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

PART I. Sec. 2-65 of the Code of Ordinances, Currituck County, North Carolina is rewritten to read as follows

#### **Sec. 2-65. - Order of business.**

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

- (1) Call to order;
- (2) Invocation and pledge of allegiance;
- (3) Approval of agenda;
- (4) Public comment;
- (5) Commissioner reports;
- (6) ~~Administrative reports~~ County manager's report;
- (7) ~~Public hearings~~ Administrative reports;
- (8) ~~Old business~~ Public hearings;
- (9) ~~New business~~ Old business;
- (10) ~~Board appointments~~ New business;
- (11) ~~Consent agenda~~ Board appointments;
- (12) ~~Approval of minutes~~ Consent agenda;
- (13) ~~County manager's report~~ Approval of minutes;
- (14) Adjournment.

Without objection, the chair may call items in any order most convenient for the dispatch of



business.

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

PART III. This ordinance is effective immediately upon adoption.

ADOPTED this 1st day of July, 2019.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	J. Owen Etheridge, 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. Historic Boat Museum - Recommendation of Bid Award

The agenda was amended. This item was removed from consideration and rescheduled for the July 15, 2019 Board of Commissioners meeting.

<b>RESULT:</b>	<b>WITHDRAWN</b>	<b>Next: 7/15/2019 6:00 PM</b>
----------------	------------------	--------------------------------

### B. Resolution Authorizing the Upset Bid Process for the Sale of .48 acres of County Owned Property located in Jarvisburg, NC, Parcel ID#010900001100000

County Attorney, Ike McRee, reviewed the statutes and procedure for the disposal of County property using the Upset Bid process. The Resolution was presented, along with a description of the property, its location and value per county records and Mr. McRee responded to questions from Commissioners.

Commissioner Jarvis moved for approval of the Resolution. The motion was seconded by Commissioner Payment. The motion carried.

#### RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS AUTHORIZING DISPOSAL OF REAL PROPERTY PURSUANT TO N.C. GEN. STAT. §160A-269

WHEREAS, the County of Currituck is the owner of real property located within Poplar Branch (Mainland) Township, Jarvisburg, Currituck County, North Carolina; and

WHEREAS, the property, consisting of an individual lot, is described as .48 acres, Winslow Western One/Half, Parcel ID #010900001100000 ; and,

WHEREAS, N.C. GEN. STAT. §160A-269 permits the County to sell property by upset bid after receipt of an offer for the property; and

WHEREAS, the County has received an offer to purchase the property described above, in the amount of \$900.00 as submitted by J.E. Simpson and Antonio L. Simpson; and

WHEREAS, J.E. Simpson and Antonio L. Simpson have paid the statutorily required five percent (5%) deposit for the property.

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

Section 1. The Board of Commissioners authorizes sale of the property described above through the upset bid procedure set forth in N.C. Gen. Stat. §160A-269.

Section 2. The Clerk to the Board of Commissioners shall cause notice of the proposed sale to be published. The notice shall describe the property and the amount of the offer, and shall state the terms established by this resolution under which the offer may be upset.

Section 3. Any person may submit an upset bid to the Office of the Clerk to the Board of Commissioners within ten (10) days after the notice of sale is published. Once a qualifying higher bid has been received, that bid will become the new offer.

Section 4. If a qualifying higher bid is received, the Clerk to the Board of Commissioners shall cause a notice of upset bid to be published, and shall continue to do so until a ten (10) day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the Board of Commissioners.

Section 5. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first \$1,000.00 of that offer and five percent (5%) of the remainder of that offer.

Section 6. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier's check, or certified check. The County will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The county will return the deposit of the final high bidder at closing.

Section 7. The terms of the final sale are that:

a. The Board of Commissioners must approve the final high offer before the sale is closed, which it will do within thirty (30) days after the final upset bid period has passed; and

b. The buyer must pay with cash at the time of closing.

Section 8. The County reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

Section 9. If no qualifying upset bid is received after the initial public notice, the offer set forth above is hereby accepted. The appropriate County officials are authorized to execute the instruments necessary to convey the property by special warranty deed to J.E. Simpson and Antonio L. Simpson.

ADOPTED this 1st day of July, 2019.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Selina S. Jarvis, 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

**C. Approval of Commissioner Travel: Lodging for Commissioner Beaumont to Attend the Southeast Tourism Society Congressional Summit in Washington, DC June 11-13.**

The agenda was amended and this item was removed from consideration.

<b>RESULT:</b>	<b>WITHDRAWN</b>
----------------	------------------

**D) Consent Agenda**

Commissioner Mary Etheridge motioned for approval of the Consent Agenda. Commissioner Beaumont seconded the motion and the motion carried.

<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

### 1) Approval Of Minutes-June 17, 2019

#### 1. Minutes for June 17, 2019

#### 2. Minutes-Board of Equalization and Review

## 2019 BOARD OF EQUALIZATION & REVIEW

### Minutes

June 17, 2019

The 2019 Board of Equalization & Review was called to order at 5:00pm on Monday June 17, 2019. Board Members J. Owen Etheridge, Mary Etheridge, Selina S. Jarvis, Kevin McCord, Mike Payment and Bob White were in attendance. The Oath of Office was taken by all new members of the Board of Equalization and Review.

No taxpayers appeared before the Board requesting a hearing with respect to the listing or appraisal of the taxpayer's property or property of others.

The 2019 Board of Equalization and Review adjourned at 5:30pm

ATTEST:



Tracy Sample, Clerk to the  
Board of Equalization and  
Review

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

#### 3. Budget Amendments

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

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
57878-545000	Contract Services	\$ 100,000	
57878-561000	Professional Services		\$ 100,000
57878-588000	Contingency	\$ 2,241,603	
57390-495042	T F - Transfer Tax Capital Fund		\$ 2,241,603
		<u>\$ 2,341,603</u>	<u>\$ 2,341,603</u>
<b>Explanation:</b>	Mainland Central Sewer Construction (57) - To record budgeted transfer in the multi-year construction fund for Mainland Central Sewer expansion in Moyock and to mobilize a mobile sewer plant to make necessary repairs.		
<b>Net Budget Effect:</b>	Mainland Central Sewer Fund (57) - Increased by \$2,241,603		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
50448-590001	Boat Facility/Corolla Historic Park	\$ 2,550,000	
50390-495015	T F - Occupancy Tax Fund		\$ 2,550,000
		<u>\$ 2,550,000</u>	<u>\$ 2,550,000</u>
<b>Explanation:</b>	County Governmental Construction (50) - Increase budget in the Governmental Construction Fund for construction of a boat museum at Historic Corolla Park.		
<b>Net Budget Effect:</b>	County Governmental Construction Fund (50) - Increased by \$2,550,000.		

#### 4. Surplus Resolution-IT Department

## RESOLUTION

WHEREAS, the Board of Commissioners of Currituck County, North Carolina during its regularly scheduled meeting held on July 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:

<u>Description</u>	<u>Service Tag/Serial No.</u>	<u>Asset Tag</u>	<u>Item No.</u>
Dell Latitude E6500	B23CBM1	7293	R001
Replay 4 Backup Software for Vmware	NONE	7635	R002
Replay 4 Backup Software for Vmware	NONE	7636	R003
Replay 4 Backup Software for Vmware	NONE	7637	R004
Replay 4 Backup Software for Vmware	NONE	7638	R005
Dell Precision 390 (on shelf in JC storage room)	1XM4SB1	6308	R006
Dell Equallogics PS6000XV SAN (still in rack)	JQWG3H1	7259	R007
Dell Equallogics PS6000XV SAN (still in rack)	2VFCVL1	7301	R008
Dell PowerEdge 1950	BT38QB1	6301	R009
Dell OptiPlex GX520	BFW5VB1	6309	R010
HP 4700dn Laserjet printer from Library	JP8LB48194	6816	R011
Dell OptiPlex GX260 from Library	H35R121	5642	R012
Dell OptiPlex GX260 from Library	9F4XT21	5703 partial	R013
Dell OptiPlex GX260 from Library	6D4XT21	5704B	R014
Dell OptiPlex GX620 from Library	4NT8L81	6048	R015
Dell OptiPlex GX620 from Library	529TK91	6182	R016
Dell OptiPlex GX620 from Library	GWN4S91	6188	R017
Dell Latitude D820 (from Corolla Library)	57SV4D1	6499	R018
Dell Optiplex 745 from Library	47915d1	6500	R019
Dell Optiplex 360 from Library	95TWCK1	7162A-B	R020
Dell Optiplex 360 from Library	95TYCK1	7163A-B	R021
Dell Optiplex 360 from Library	95S4DK1	7164A-B	R022
Dell Latitude D830	4VHBTG1	6917	R023
Dell Latitude D830	5VHBTG1	6918	R024
Dell Latitude D830	7VHBTG1	6919	R025
Dell Latitude D830	9VHBTG1	6921	R026
Dell Latitude D830	CVHBTG1	6923	R027
Dell Latitude D830	DVHBTG1	6924	R028
Dell Latitude D830	JVHBTG1	6927	R029
Dell Latitude D830	1WHBTG1	6928	R030
Dell Latitude D830	4WHBTG1	6930	R031
Dell Latitude D830	3WHBTG1	6929	R032
Voicemail system - OB Satellite office	NONE	3849	R033
Library automation network	NONE	3840	R034
27 Windows XP Pro Licenses	NONE	5829	R035
Cott Register of Deeds software	NONE	5977	R036
Ipad2-32GB	DQTG8TGUDFHY	NONE	R037
Ipad2-16GB	DMQJKA4LDFHW	7691A	R038
Ipad2-16GB	DMQJKBFEFHW	7691C	R039
Ipad2-16GB	DMQJKSBUDFHW	7691D	R040
Ipad2-16GB	DMQJK92MDFHW	7691G	R041
Ipad2-16GB	DMQJKA8SDFHW	7691B	R042

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



Sony Handycam w/ case	326786	NONE	R043
Toshiba portabel DVD player	FC108019514	NONE	R044
Revolabs base station	501050032904	6832	R045
Revolabs base station	NONE	6832	R046
Toshiba video cassette recorder	87509958	NONE	R047
Apple Laserwriter printer	NONE	NONE	R048
Skytex Win7 tablet (model: S970-1020)	LC1109T00404	NONE	R049
Dell tablet	NONE	NONE	R050
Dell dock for tablet	NONE	NONE	R051
Samsung 42" plasma display	AK3DHCEQ500121	6880	R052
Celectro Battery	SJ1270	NONE	R053
Panasonic DVD	vn7ca010303r	NONE	R054
Panasonic Editor	k8tc00378	NONE	R055
JVC VHS/DVD	171b0931	6084	R056
JVC VHS/DVD	073c0182	6084	R057
HP 1022 Laserjet	cnbc584ot1g	NONE	R058
Lilliput	1013a73276001	NONE	R059
Sony Camera	111834	NONE	R060
Capdio DVR	4221148	NONE	R061
Revolabs Charging Station	501050026586	6832	R062
Revolabs Charging Station	501050033004	6832	R063
Wireless Mic	501050048758	6832	R064
Wireless Mic	501050048752	6832	R065
Wireless Mic	501050048714	6832	R066
Wireless Mic	501050048708	6832	R067
Wireless Mic	501050048750	6832	R068
Wireless Mic	501050048786	6832	R069
Wireless Mic	501050048748	6832	R070
Wireless Mic	501050048715	6832	R071
Wireless Mic	501050048812	6832	R072
Wireless Mic	501050048711	6832	R073
Wireless Mic	501050048803	6832	R074
Wireless Mic	501050048747	6832	R075
Revolabs XLR Mic Adapter	501050132999	6832	R076
Crestron Control Processor	421429	NONE	R077
Sony Anycast	15271	NONE	R078
Panasonic Palmcorder	NONE	5273	R079
Canopus Analog to Digital Converter	NONE	NONE	R080
Sony Camera	1112429	NONE	R081
Sony Camera Charger	30022138	NONE	R082
Sony Hard Disk Recorder	1111037	NONE	R083
Sony Hard Disk Recorder	1110995	NONE	R084
Set Speakers	7434677	NONE	R085
Set Speakers	7434709	NONE	R086
Microboards Tech Copier	ROPN3000096	NONE	R087
Bob White, Chairman			
Currituck County Board of Commissioners			
ATTEST:			
Leeann Walton			
Clerk to the Board			

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

**5. Approval of Job Description-Accountant****6. Salary Classification Chart-Revised**

CURRITUCK COUNTY CLASSIFICATION BY SALARY GRADE FOR THE FISCAL YEAR ENDING JUNE 30, 2020		
SALARY GRADE	SALARY RANGE	CLASSIFICATION
50	\$24,290-\$33,293	Custodian
50.5	\$25,666-\$35,831	Senior Center Assistant Coordinator
51	\$26,261-\$36,053	Maintenance Helper
		Park Attendant
		Rural Attendant
52	\$28,232-\$38,852	Accounting Clerk I
		Animal Care Technician
		Community Social Services Assistant DSS
		DCI CP/Clerk
		Deputy Register of Deeds
		Library Assistant I
		Permit Officer I
		Processing Assistant IV
		Public Information Assistant IV
		Recreation Assistant
		Secretary I
		Tax Clerk I
		Visitor Relations Coordinator

53	\$30,204-\$41,575	Line Maintenance Mechanic Helper	
		Library Assistant II	
		Maintenance/Repair Worker	
		Meter Reader	
		EMT Basic/Firefighter	
		Firefighter EMT/Basic	
		Lineman - Airport	
		Tax Clerk II	
		Utilities Customer Service Representative	
53.5	\$30,773-\$42,615	Detention Officer	
54	\$32,175-\$44,333	4H Program Assistant	
		Animal Control Officer	
		Assistant Register of Deeds	
		Deputy Director of Elections	
		District Administrator	
		F&C Sciences Associate	
		Income Maintenance Caseworker I	
		Library Associate I	
		Permit Officer II	
		Public Information Assistant V	
		Accounting Clerk II	
		Rural Center Manager	
		Shelter Manager	
		Telecommunicator Trainee	
		Visitor Relations Specialist	
54.5	\$32,783-\$45,442	Intake Officer	

55	\$34,147-\$47,096	Accounting Clerk III
		Administrative Assistant I
		Athletic Grounds Manager
		Deputy Tax Collector
		Library Associate II
		Line Maintenance Mechanic
		Maintenance/Repair Worker Electrician
		Maintenance/Repair Worker HVAC
		Park Superintendent
		Public Relations Coordinator
		Recreation Specialist
		Sales & Marketing Associate
		Telecommunicator I
		Tourism Promo & Event Coordinator
		Utilities Customer Service Supervisor
55.5	\$34,795-\$48,274	Firefighter EMT/Advanced EMT Intermediate/Firefighter
56	\$36,120-49,859	Deputy Trainee
		Evidence Technician
		Income Maintenance Caseworker II
		Permit Officer III
		Social Worker I
		Support Technician
		Telecommunicator II
		Wastewater ORC Trainee
		Water Plant Operator Trainee
56.5	\$37,506-\$52,646	Sergeant Detention Officer
57	\$38,091-\$52,617	Administrative Assistant II
		Building Inspector I
		Code Enforcement Officer
		Deputy Sheriff I
		Human Resources Assistant
		Maintenance Supervisor
		Rural Center Director
		Visitor Center Supervisor
		Wastewater Operator
		Water Plant Operator
		Water Plant Operator/Lab Technician
58	\$40,062-\$55,379	Deputy Sheriff II
		Income Maintenance Caseworker III
		Income Maintenance Investigator II
		Training Officer
59	\$42,034-\$58,139	Accounting Technician
		Building Inspector II probationary/ FQ Inspect I
		** E Body
		Deputy Sheriff III
		Development Technician
		Detective I
		Firefighter/EMT Paramedic
		EMT Paramedic/Firefighter
		Planner I
		Tax Appraiser



60	\$44,007-\$60,901	*Administrative Officer I
		*Communications Supervisor
		Deputy Emergency Management Coordinator
		EMS Training Officer
		Fire Training Officer/Recruitment Coordinator
		Fire Lieutenant
		*Income Maintenance Supervisor II
		*Lieutenant Detention Officer
		Fire Marshal
		Lieutenant - EMS
		*Operations Director
		Risk Manager
		Social Worker II
		Water Distribution Supervisor Trainee
60.5	\$44,850-\$62,423	*Senior Center Coordinator
61	\$45,978-\$63,662	Building Inspector III probationary/FQ BI II
		Creative Director
		Detective II
		GIS Specialist
		GIS Coordinator
		IT Coordinator
		Paralegal
		Planner II
		Marketing Director
		Public Information Officer
		Video Production Specialist
61	\$45,978-\$63,662	Wastewater Supervisor ORC
		Water Distribution Supervisor
		Web/AV Specialist
62	\$47,950-\$66,423	*Airport Manager□
		*Contract Purchasing Agent
		Fiscal and Budget Assistant
		Sergeant
		Site Manager/Curator
		Soil and Stormwater Manager
		Social Worker III
		Social Worker Invest/Assess Treatment
63	\$49,920-\$69,182	Building Inspector III FQ
		*Director of Elections
		Engineering Technician
		*Social Work Supervisor II
		*Water Treatment Plant Supervisor
64	\$51,893-\$71,944	*Accountant
		*Jail Superintendent
		Senior Planner
65	\$54,287-\$75,297	*Administrative Assistant/Clerk to Board
		*Captain - EMS
		*Fire and EMT Captain
		*Project Coordinator
66	\$55,837-\$77,467	*Public Utilities Superintendent
		*Public Works Director
		*Social Worker Supervisor III
		*Wastewater Superintendent
		*Water Superintendent

67	\$57,806-\$80,224	*Chief Building Inspector	
		*Emergency Management Director	
		*Lieutenant - Sheriff	
		*Recreation Director	
		*Social Work Program Manager	
68	\$59,778-\$82,984	*Assistant Finance Director	
		*Human Resources Director	
		*IT Director	
		*Tax Administrator	
69	\$61,749-\$85,746		
70	\$63,781-\$88,590		
71	\$65,693-\$91,267	*Captain- Sheriff	
		*Chief Deputy - Fire/EMS	
		*Tourism Director	
72	\$67,665-\$94,030	*Assistant Planning Director	
73	\$69,636-\$96,788	*Assistant Public Services Director/ Assistant County Engineer	
		*Chief Deputy - Sheriff	
		*Economic Development Director	
74	\$71,608-\$99,550		
75	\$73,579-\$102,310	*Chief of EMS	
76	\$75,552-\$105,071	*Director of Social Services	
		*Finance Director	
		*Public Utilities Director	
77	\$77,522-\$107,830		
78	\$79,495-\$110,593		
79	\$81,466-\$113,354		
80	\$83,196-\$115,775		
81	\$85,276-\$129,141		
82	\$87,408-\$132,370		
83	\$89,593-\$135,679	*Assistant County Manager	
		*Planning Director	
84	\$91,833-\$139,071		
85	\$94,129-\$142,548		
86	\$96,482-\$146,111		
87	\$98,750-\$149,546		
88	\$99,729-\$151,029	*Senior Planning Director	
89	\$102,222-\$154,805		
90	\$104,778-\$158,675		
91	\$107,397-\$162,642		
92	\$109,673-\$166,088	*Public Services Director/County Engineer	
93	\$112,415-\$170,240		
94	\$115,225-\$174,496		
95	\$118,106-\$178,859		
96	\$121,059-\$183,330		
97	\$124,085-\$187,913		
98	\$127,187-\$192,611		
99	\$130,367-\$197,426		
100	\$133,626-\$202,362		
101	\$136,967-\$207,421		
102	\$140,391-\$212,607		
103	\$143,901-\$217,922		
104	\$147,498-\$223,370		
105	\$151,186-\$228,954		
106	\$154,965-\$234,678		
107	\$158,839-\$240,545		
108	\$162,810-\$246,559		
109	\$166,881-\$252,723		
110	\$171,053-\$259,041		
111	\$175,318-\$265,501	*Attorney	
* indicates exempt status			
	Board determined	County Manager's salary	
	Board determined	*Sheriff's salary	
	Board determined	*Register of Deeds' salary	
	Board determined	*Attorney's salary	
** E Body Grade is Dependent upon State Certification Level			

## 7. Master Fee Schedule

	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	\$200	\$200
Community Development	Clear-Cut Permit	\$50	\$50
Community Development	Sign Return Fee (Unlawfully placed signs)	\$25.00	\$25
Community Development	Site Plan - Major	N/A	\$0.10/ square foot, \$400 minimum
Community Development	Site Plan - Minor	\$200	\$200
Community Development	Subdivision - Major	\$100 per lot/\$250 Amended Plat	\$100 per lot/\$250 Amended Plat
Community Development	Subdivision - Major - additional fee	\$50 Conservation and Development Plan	\$50 Conservation and Development Plan
Community Development	Subdivision - Minor	\$50 per lot	\$50 per lot
Community Development	Temporary Use Permit	\$50	\$50
Community Development	Zoning/Flood determination letter	\$25	\$25
Community Development	Board of Adjustment Fees:		
Community Development	Appeal or Interpretation	\$500	\$500
Community Development	Variances	\$500	\$500
Community Development	Historic Preservation:		
Community Development	Certificate of Appropriateness Application Fee	\$25	\$25
Community Development	Local Historic Landmark Application Fee	\$100	\$100
Community Development	Literature and Materials		
Community Development	Land Use Plan	\$30	\$30
Community Development	Official Zoning Map (Copy)	\$10	\$10
Community Development	Small Area Plans or Technical Documents	\$20	\$20
Community Development	Unified Development Ordinance (UDO)	\$40	\$40
Community Development	Planning Board		
Community Development	Conditional Rezoning	\$200 + \$5/acre	\$200 + \$5/acre
Community Development	Development Agreement	\$300 + \$5/acre	\$300 + \$5/acre
Community Development	Land Use Plan Amendment	\$500	\$500
Community Development	Planned Development	\$300 + \$5/acre	\$300 + \$5/acre
Community Development	Text Amendment	\$300	\$300
Community Development	Use Permit-or Amended Use Permit	\$300	\$300
Community Development	Zoning Map Amendment	\$200 + \$5/acre	\$200 + \$5/acre
Community Development	Public Copies - 1 sided	\$0.10	\$
Community Development	Public Copies - 2 sided	\$0.15	\$
Community Development	Public Copies color up the 8.5" X 14"	\$0.25	\$
Community Development	Notary Fees		
Community Development	Official County business	No charge	No charge
Community Development	Other	\$5 per document	\$5 per document
Community Development	Returned check/credit card/eft fee	\$25.00	
Community Development	Note: Preliminary, amended preliminary, final and amended final plats will be assessed at \$33 per lot fee if the sketch plan was approved prior to March 3, 2003.		

## 8. Department of Social Services-Consideration for Approval of Records Disposal

### ADJOURN

### Motion to Adjourn Meeting

There was no further business and Commissioner Mary Etheridge motioned for adjournment. Commissioner Beaumont seconded the motion and the motion carried. The regular meeting of the Board of Commissioners concluded at 6:38 PM.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Mary "Kitty" Etheridge, Commissioner  
**SECONDER:** Paul M. Beaumont, Commissioner  
**AYES:** 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 # 2546)

**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 20200004

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 15th day of July 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10640-532005	AG Supplies	\$ 728	
10330-449900	Miscellaneous Grants		\$ 728
		<u>\$ 728</u>	<u>\$ 728</u>

**Explanation:** Cooperative Extension (10640) - To record NC Dept of Agriculture and Consumer Services Structural Pest Control and Pesticides Division Pesticide Container Grant funds received.

**Net Budget Effect:** Operating Fund (10) - Increased by \$728.

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

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

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

Attachment: BudAmends-July 15 General Meeting (Budget Amendments)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2542)

**Agenda Item Title**

Knotts Island Ruritans-Peach Festival Event Application for Alcohol on County-Owned Property

**Brief Description of Agenda Item:**

Knotts Island Ruritans have submitted their permit for Board consideration to allow alcohol sales at this year's Peach Festival.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



## APPLICATION FOR ALCOHOL BEVERAGES AT SPECIAL EVENTS ON COUNTY-OWNED PROPERTY

*Application must be submitted no less than 15 days prior to the event*

Please complete form & return to County Manager's Office 153 Courthouse Road, Suite 204 Currituck, NC 27929

Fax 252-232-3551 Email: leeann.walton@currituckcountync.gov

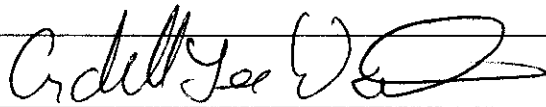
Contact Information					
Name of Applicant	Ardell Lee Waterfield				
Organization Name	Knotts Island Ruritan Club				
Address	PO Box 238				
City, State & Zip	Knotts Island, NC 27950				
Phone	757-217-5005	Cell Number			
Email	ardellwaterfield@msn.com				
Event Information					
Name of Event	Knotts Island Peach Festival				
Date of Event	July 26, 2019 - July 28, 2019				
Assembly Area (Please check one)	<input checked="" type="checkbox"/> Knotts Island Ruritan Park	Time Period:	Friday 4-9		
	<input type="checkbox"/> Historic Corolla Park	Time Period:	Sat 9-6		
	<input type="checkbox"/> Soundside Park		Sun 9-4		
	<input type="checkbox"/> Currituck County Rural Center (CCRC)				
Approximate # of persons	3500	ABC Permit From NC State Liquor Board	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
<b>Attachments:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Types of alcoholic beverages to be served (i.e. beer, malt beverages, wine, liquor, etc.)</li> <li><input type="checkbox"/> Copy of ABC Permit</li> <li><input type="checkbox"/> Copy of Insurance Certificate showing the County as additional named secured</li> <li><input type="checkbox"/> Drawing or map of reserved area where the alcohol will be served</li> <li><input type="checkbox"/> Description of proposed special event and reasons for its occurrence</li> </ul>					
<b>Policy:</b> <ul style="list-style-type: none"> <li>• Alcohol may be sold and/or served providing all local, state and federal alcohol laws and policies are adhered to, and any permits conspicuously posted;</li> <li>• The non-profit organization shall secure all proper North Carolina ABC permits for each event;</li> <li>• An area shall be designated and clearly marked where the possession and consumption of alcohol may occur during the event. The non-profit organization shall post a responsible person at each point of ingress/egress to the designated area to ensure that persons do not leave the designated area with an alcoholic beverage;</li> <li>• Provide food during the event consisting of heavy hors d'oeuvres or a small meal;</li> <li>• The nonprofit organization shall verify the age of persons to whom alcoholic beverages are disbursed and provide patrons wristbands or another designating item to identify that they are of legal drinking age. The non-profit organization shall not serve alcohol to patrons that are intoxicated;</li> </ul>					

Attachment: KI Peach Fest App (KI Peach Festival-Event Application)

- Provide for clean-up of all debris/litter following the special event;
- Provide on-site signage for special event stating alcoholic beverages are prohibited beyond the approved permitted area and that underage drinking is prohibited;
- Furnish liability insurance in the amount of at least one million dollars with the County shown as the additional named insured;
- Non-alcoholic beverages must be available during the event;
- Patrons of the event may not bring alcoholic beverages into the event;
- Beverages may not be served in glass containers;
- The non-profit organization is responsible for the purchase and transportation of all alcoholic beverages;
- All event workers shall be provided with highly visible identification such as a button, badge, apron, uniform or other form of identification;
- A law enforcement officer must be retained by the non-profit organization and at the event from opening to closing of the event; and
- The non-profit organization shall comply with all county ordinances, rules and regulations.

If the event will be held at Historic Corolla Park the following additional rules will apply:

- The event planner must make application through the Travel and Tourism Department providing the same information as required for a non-profit organization special event permit;
- The event must be approved by the Travel and Tourism Director and a specific area of the grounds reserved for the private event;
- The event must take place and alcohol may be consumed only in the reserved area on the grounds;
- The private event must be catered and the event planner or caterer shall be responsible for any required North Carolina ABC permits;
- The event planner shall provide for cleanup of all debris/litter following the event;
- The event planner must furnish liability insurance in the amount of at least one million dollars with the County shown as the additional named insured;
- A law enforcement officer must be retained by the event planner and at the event from opening to closing of the event; and
- The event shall comply with all other Currituck County ordinances, rules and regulations.

Signature of Applicant:				Date:	6/24/2019
<b>OFFICE USE ONLY</b>					
Date:	Approved:	Denied:	Chairman of Board of Commissioners:		





# CERTIFICATE OF LIABILITY INSURANCE

9.D.3.a  
DATE  
06/19/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Chesterfield Insurers, Inc. 3535 Ironbridge Rd. P. O. Box 34220 Richmond VA 23234		<b>CONTACT NAME:</b> Stephanie Evans, Chesterfield Insurers <b>PHONE (A/C, No, Ext):</b> (804) 271-9426 <b>FAX (A/C, No):</b> (804) 271-9108 <b>E-MAIL ADDRESS:</b> stephanie@chesterfieldinsurers.com	
<b>INSURED</b> Knotts Island Ruritan Club P. O. Box 238 Knotts Island NC 27950-0000		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Liberty Mutual Insurance Co. <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 18-19 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		BKS1858299393	10/20/2018	10/20/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Currituck County is Additional Insured with respects to the General Liability coverage.  
RE: Peach Festival July 26-28, 2019 at 126 Brumley Rd, Knotts Island, NC 27950.

<b>CERTIFICATE HOLDER</b> Currituck County 153 Courthouse Rd Currituck NC 27929	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. <b>AUTHORIZED REPRESENTATIVE</b> Stephanie Evans
--	--

**TO: NC ABC BOARD REASON FOR FUNDRAISING EVENT**

Dear: Currituck County Commissioners,

Knotts Island Ruritan Clubs Annual Peach Festival would like to ask for permission to have alcoholic beverages at our 2019 Peach Festival July 26-28, 2019. We have talked to Deputy Neal Nosay he is on board for the 3 day event we will be hiring him for the whole weekend. We have KI Fire Department.

The Club uses all proceeds from this festival to support different community groups and activities in the Island Community. Groups including the Scholarships, Food Pantry, The School, the Boy and Girl Scouts, The Ruritan Kids Annual Toy Drive, The Churches, and others in need. We put back into the community in \$18,000 and this year 2018. Note our year is July 1st to June 30.

This is our only major fundraiser for us to support the projects we have been helping with-in the community.

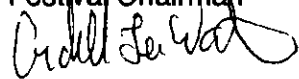
We have applied for The NC ABC permit and will forward it to you as soon as we receive it.

We want to serve in plastic or cans Beer, Malt Beverages and Wine.

Thank You For Your Consideration.

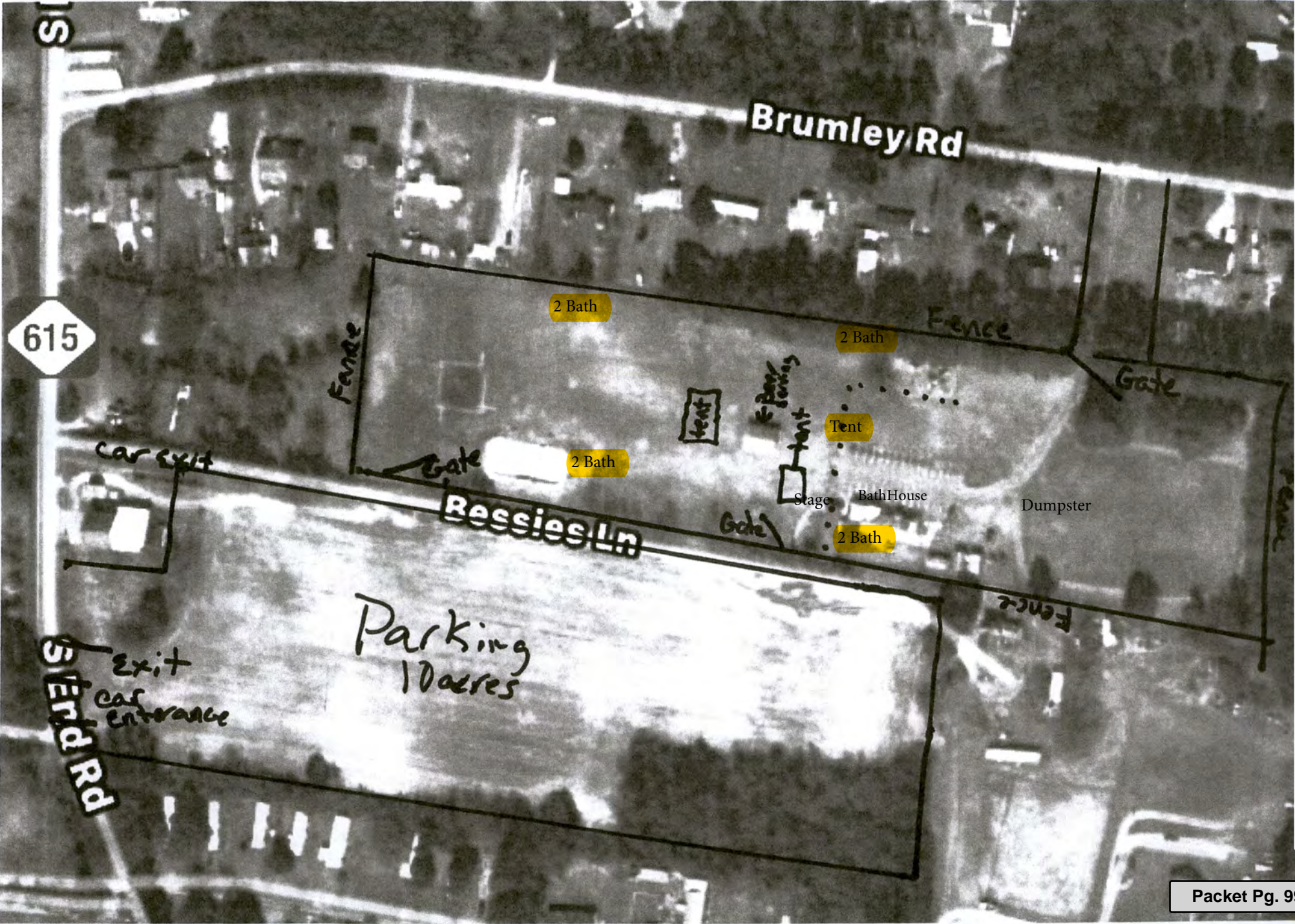
Ardell Lee Waterfield

Festival Chairman



Attachment: KI Peach Fest App (KI Peach Festival-Event Application)







## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2551)

**Agenda Item Title**

Petition for Road Addition-Pisgah Drive and Croatan Court, Brumsey Woods

**Brief Description of Agenda Item:**

Request for addition to state road maintenance system.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



**North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition**

**ROADWAY INFORMATION:** (Please Print/Type)

County: Currituck Road Name: Pisgah Drive and Croatan Court  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Brumsey Woods Length (miles): 0.29 total

Number of occupied homes having street frontage: 10 Located (miles): 0.07

miles N ☐ S ☐ E ☒ W ☐ of the intersection of Route 1222 and Route 1264.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Brumsey Woods in  
Currituck County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: Jerry Old, Currituck Homes, Inc. Phone Number: 252-207-3002

Street Address: 101 Oak Street, Moyock, NC 27958

Mailing Address: PO Box 505, Moyock, NC 27958

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
-------------	------------------------	------------------

Currituck Homes, Inc. (the Developer) owns Lots 3-5, 7, 10 as well as .1 acre of open space #1 and 3.6 acres of open space #2. The other 10 lots have been sold and houses constructed on them. Petitioner believes all 10 other lots are occupied as principal residences.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING PETITION:**

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

**FOR NCDOT USE ONLY:** Please check the appropriate block
☐ Rural Road    ☐ Subdivision platted prior to October 1, 1975    ☐ Subdivision platted after September 30, 1975
**REQUIREMENTS FOR ADDITION**

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
Pisgah Drive	6	0.24 miles			
Croatan Court	4	0.05 miles			



1805 West City Drive  
Unit E  
Elizabeth City, NC 27909

P 252.621.5030  
F 252.562.6974  
[www.timmons.com](http://www.timmons.com)

July 9, 2019

Ms. Leeann Walton, Clerk to the Board  
Currituck County  
153 Courthouse Road, Suite 204  
Currituck, NC 27929

RE: Petition to NCDOT to Accept Pisgah Drive and Croatan Court into the State Secondary Roadway System

Dear Leeann:

We are requesting that Currituck County consider submitting an NCDOT Petition for Road Addition for Pisgah Drive and Croatan Court located at Brumsey Woods Subdivision off Tulls Creek Road and Brumsey Road in Moyock. There are enough occupied homes on this road to meet the requirements for addition into the State's roadway system.

We are therefore asking the County Commissioners to adopt a resolution to make this petition to NCDOT at the Board's next opportunity.

Along with the petition, we are including two copies each of the recorded Subdivision Plats.

Please let us know if you require any additional information for the Board's consideration.

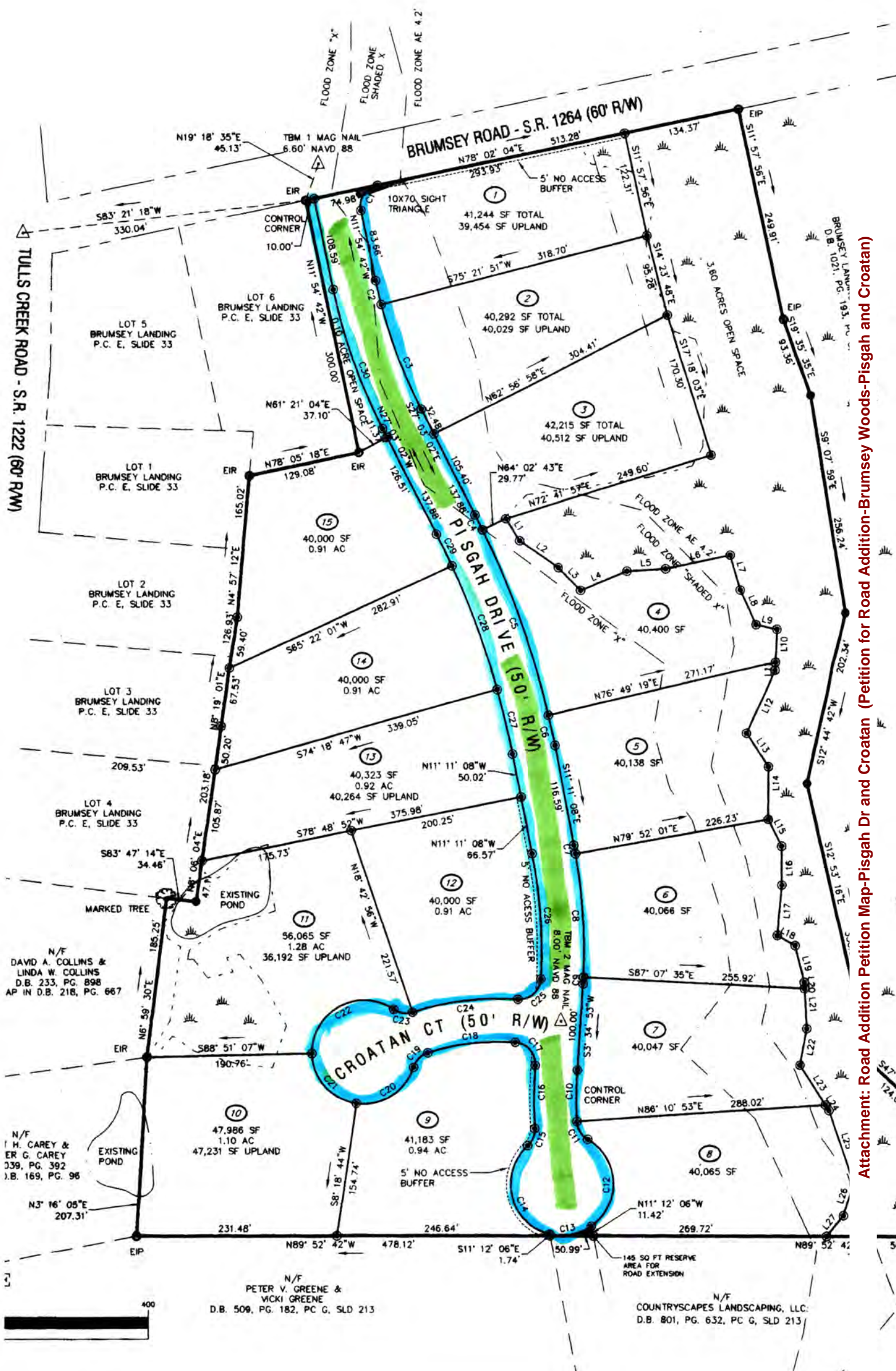
Sincerely,

Edward T. Hyman, PLS

Cc: Currituck Homes, Inc.

Attachment: Road Addition Petition-Pisgah Dr and Croatan Ct (Petition for Road Addition-Brumsey Woods-Pisgah and Croatan)









## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2549)

**Agenda Item Title**

Petition for Road Addition-Waterway Court, Aydlett

**Brief Description of Agenda Item:**

Request to NCDOT to add Waterway Court, Hunters Field, Aydlett, to the State Maintenance system.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

**North Carolina Department of Transportation**  
**Division of Highways**  
**Petition for Road Addition**

1929 N ROAD

**ROADWAY INFORMATION:** (Please Print/Type)

County: Currituck Road Name: Waterway Ct  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Hunters Field Length (miles): .11 miles

Number of occupied homes having street frontage: 5 Located (miles): .33 miles

miles N ☐ S ☐ E ☒ W ☐ of the intersection of Route Aydlett and Route 1449 (Bayview Dr)  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Hunter's Field in Currituck County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: Susan Taylor Phone Number: 248 346 4411  
 Street Address: 109 Waterway Ct, Aydlett NC 27916  
 Mailing Address: " " " "

**PROPERTY OWNERS**

Name	Mailing Address	Telephone
Susan Taylor	109 Waterway Ct	248-346 4411
Susan Barnes Ford	105 Waterway Ct	845-656-672
Edward J. Kityla	103 Waterway Ct	908-507-619
Robita Naik	101 Waterway Ct	267-300-72
Samuel Waters	111 Waterway Ct	757-287-90
Susan Walter	104 Waterway Ct	252-599-016

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

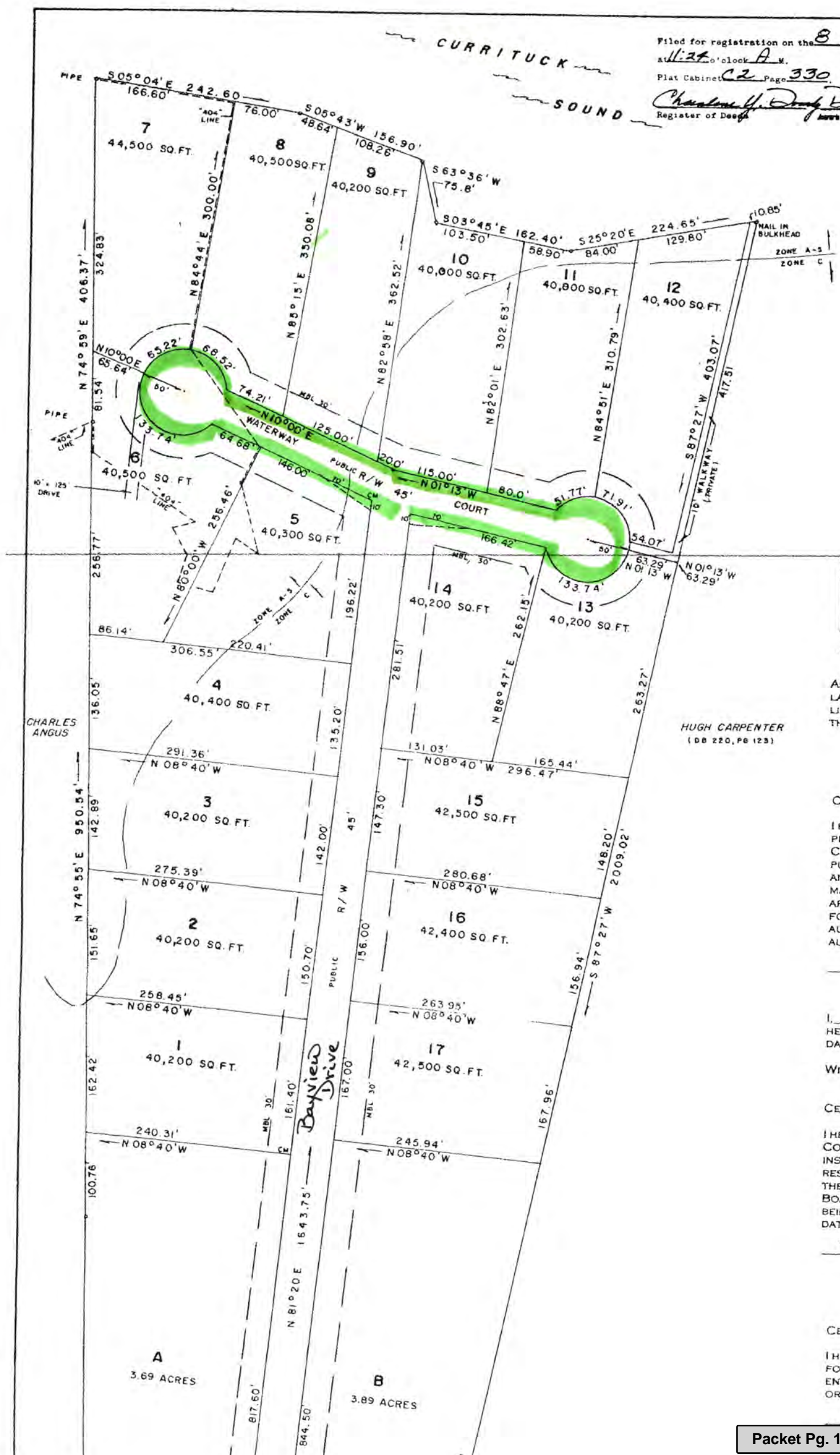
**FOR NCDOT USE ONLY:** Please check the appropriate block  
☐ Rural Road    ☐ Subdivision platted prior to October 1, 1975    ☐ Subdivision platted after September 30, 1975

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

**General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.**

[illegible]





**Attachment: Road Addition Petition Map-Waterway Court (Road Addition-Waterway Court, Hunters Field)**





## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2550)

**Agenda Item Title**

Petition for Road Addition-Whisper Lane, Poplar Ridge

**Brief Description of Agenda Item:**

Request for addition to state road maintenance system.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

**North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition**

**ROADWAY INFORMATION:** (Please Print/Type)

County: Currituck Road Name: Whisper Ln  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Poplar Ridge Length (miles): .39 total

Number of occupied homes having street frontage: 6 Located (miles): 0.41

miles N ☐ S ☒ E ☐ W ☐ of the intersection of Route 1131 and Route NC136.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Poplar Ridge in  
Currituck County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: C.A. Howard, Jr. Phone Number: 252-202-3500

Street Address: 2854-A Caratoke Highway, Currituck, NC 27929

Mailing Address: (Same)

**PROPERTY OWNERS**

Name

Mailing Address

Telephone

C.A. Howard, Jr. (the Developer) owns Lots 1, 3, 5, 6, 8, 12-15, 18. The other 8 lots have  
been sold and houses constructed on 6 of them with a 7<sup>th</sup> currently being built. Petitioner believes that 6  
of the houses are occupied as principal residences.

Attachment: Road Addition Petition-Whisper Lane (Petition for Road Addition-Whisper Lane, Poplar Ridge)

INSTRUCTIONS FOR COMPLETING PETITION:

1. Complete Information Section

2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).

3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.

4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.

5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.

6. Submit to District Engineer's Office.

FOR NCDOT USE ONLY: Please check the appropriate block

☐ Rural Road

☐ Subdivision platted prior to October 1, 1975

☐ Subdivision platted after September 30, 1975

REQUIREMENTS FOR ADDITION

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-or-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
Whisper Ln	6	0.39 miles			



1805 West City Drive  
Unit E  
Elizabeth City, NC 27909

P 252.621.5030  
F 252.562.6974  
[www.timmons.com](http://www.timmons.com)

July 9, 2019

Ms. Leeann Walton, Clerk to the Board  
Currituck County  
153 Courthouse Road, Suite 204  
Currituck, NC 27929

RE: Petition to NCDOT to Accept Whisper Lane into the State Secondary Roadway System

Dear Leeann:

We are requesting that Currituck County consider submitting an NCDOT Petition for Road Addition for Whisper Lane located at Poplar Ridge subdivision off Poplar Branch Road in Grandy. There are enough occupied homes on this road to meet the requirements for addition into the State's roadway system.

We are therefore asking the County Commissioners to adopt a resolution to make this petition to NCDOT at the Board's next opportunity.

Along with the petition, we are including two copies each of the recorded Subdivision Plats.

Please let us know if you require any additional information for the Board's consideration.

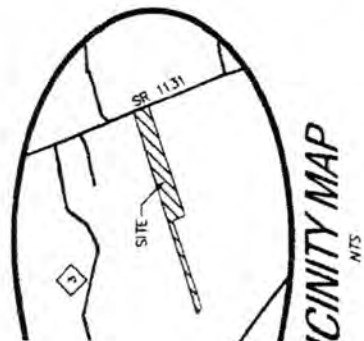
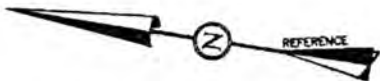
Sincerely,

Eddie Hyman, PLS

Cc: C.A. Howard, Jr.

Attachment: Road Addition Petition-Whisper Lane (Petition for Road Addition-Whisper Lane, Poplar Ridge)





CURVE TABLE

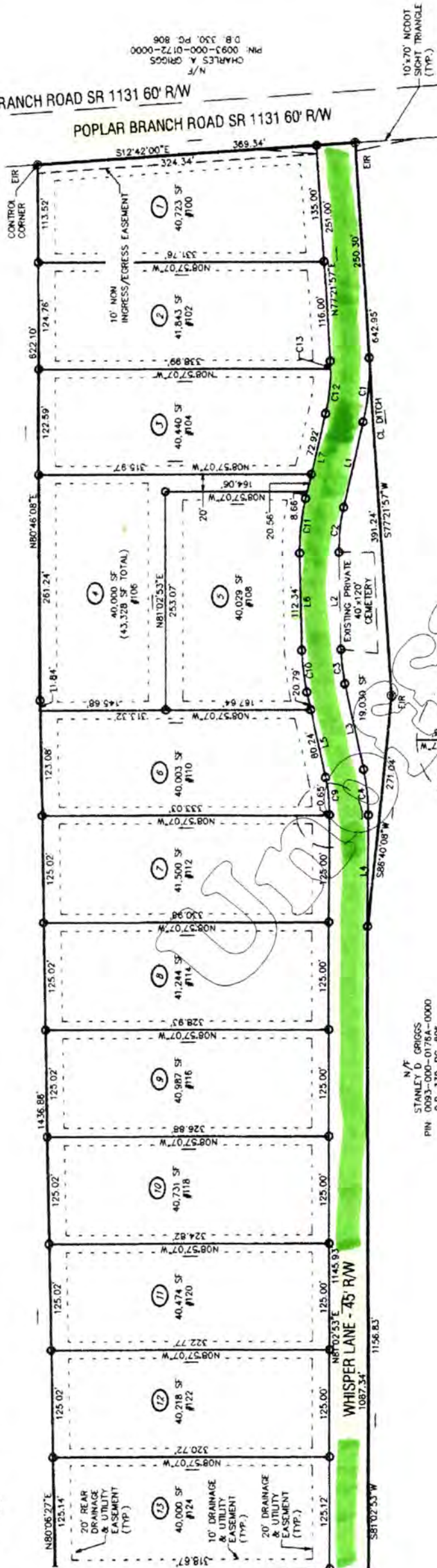
CURVE	LENGTH	RADIUS	DELTA	TANGENT	BEARING	CHORD
C1	75.24'	252.50'	17.04°	37.90'	S85°34'07"W	74.96'
C2	52.74'	207.50'	14°33'42"	26.51'	S87°09'25"W	52.59'
C3	40.09'	207.50'	11°04'11"	20.11'	S74°20'29"W	40.03'
C4	53.95'	252.50'	12°14'29"	27.08'	S74°55'38"W	53.85'
C5	112.08'	500.00'	128°26'13"	103.92'	N34°44'00"W	90.05'
C6	35.00'	500.00'	40°06'25"	18.25'	N49°32'19"E	34.29'
C7	75.03'	500.00'	85°58'38"	46.61'	S67°25'10"E	68.19'
C8	32.52'	25.00'	74°31'16"	19.02'	S61°41'28"E	30.27'
C9	44.33'	207.50'	12°14'29"	22.45'	N74°55'38"E	44.25'
C10	48.78'	252.50'	11°04'11"	24.47'	N74°20'29"E	48.71'
C11	64.17'	252.50'	14°33'42"	32.26'	N87°09'25"E	64.00'
C12	52.08'	205.00'	14°33'24"	26.18'	N87°09'34"E	51.94'
C13	9.00'	205.00'	2°30'55"	4.50'	N78°37'24"E	9.00'

LINE	BEARING	DISTANCE
L1	N85°33'44"W	102.16'
L2	S79°52'34"W	112.34'
L3	S68°48'24"W	101.66'
L4	S81°02'53"W	130.25'
L5	N69°48'24"E	101.02'
L6	N79°52'34"E	112.34'
L7	S85°33'44"E	102.14'

N/T  
SAM A. WALKER  
PIN: 0093-000-0173-0000

POPLAR BRANCH ROAD SR 1131 60' R/W  
POPLAR BRANCH ROAD SR 1131 60' R/W

TIE LINE  
1828' TO CENTER  
OF NC HWY 131



N/T  
STANLEY D. GRIGGS  
PIN: 0093-000-0176A-0000  
D.B. 330, PG. 806

H LINE

9.D.6.b

N/T  
SAM A. WALKER  
PIN: 0093-000-0173-0000

Attachment: Road Addition Petition Map-Whisper Lane (Petition for Road Addition-Whisper Lane, Poplar Ridge)